

Appendix G

Checklist for Approval and Ratification Boards Procedural Documents

POLICY NAME: OPERATIONAL CCTV POLICY

	Title of document being reviewed:	Yes/No/Unsure	Comments
1	Format & Layout		
	Is the policy in Font (Verdana 10 point)?	Yes	
	Are the Appendices separate and in a Word format?	Yes	
	The Trust approved logo in the header [on first page of policy] of each appendix	Yes	
	'Appendix' at top right of each appendix first page, sequenced using letters, not numbers	Yes	
	A standard page footer [on each page of policy and] separately on each Appendix	Yes	
2	Mandatory Appendix		
	Does the Policy have the following: <ul style="list-style-type: none"> Equality and Diversity Assessment An Approved Privacy Impact Assessment Implementation Plan 	Yes Yes Yes	
3	Title and Rationale		
	Is the title clear and unambiguous?	Yes	
	Is it clear whether the document is a guideline, policy, protocol or standard?	Yes	
	Are reasons for development of the document stated?	Yes	
	Development Process		
	Is the method described in brief?	Yes	
	Are people involved in the development identified?	Yes	Not by name, by job title
	Is there evidence of consultation with stakeholders and users?	Yes	
4	Content		
	Is the objective of the document clear?	Yes	
	Is the target population clear and unambiguous?	Yes	
	Are the intended outcomes described?	Yes	
	Are the statements clear and unambiguous?	Yes	
5	Evidence Base		
	Is the type of evidence to support identified explicitly?	Yes	

	Title of document being reviewed:	Yes/No/Unsure	Comments
	Are key references cited?	Yes	
	Are the references cited in full?	Yes	
	Are supporting documents referenced?	Yes	
6	Approval		
	Does the document identify which committee/group will approve it?	Yes	
	If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document?	Yes	
7	Dissemination and Implementation		
	Does the plan include the necessary training/support to ensure compliance?	Yes	
8	Document Control		
	Does the document identify where it will be held?	Yes	
	Have archiving arrangements for superseded documents been addressed?	Yes	
9	Process to Monitor Compliance and Effectiveness		
	Are there measurable standards to support the monitoring of compliance with and effectiveness of the document?	Yes	
	Is there a plan to review or audit compliance with the document?	Yes	
10	Review Date		
	Is the review date identified?	Yes	
	Is the frequency of review identified? If so is it acceptable?	Yes	
11	Overall Responsibility for the Document		
	Is it clear who will be responsible for co-ordinating the dissemination, implementation and review of the document?	Yes	

Individual Approval			
If you are happy to approve this document, please sign and date it and forward to the chair of the committee/group where it will receive final approval.			
Name	Health & Safety Committee	Date:	30/07/18
Signature	Ian Robinson (Temporary Chair)		
Committee Approval			
If the committee is happy to approve this document, please sign and date it and forward copies to the person with responsibility for disseminating and implementing the document and the person who is responsible for maintaining the organisation's database of approved documents.			
Name	OMB	Date	21/08/18
Signature	Andy Hyett		