



## Policy Writing and Ratification Policy

Inmind Reference:	OPS25
Category:	Operational Policies
Version Number:	1.2
Reviewed on:	June 2018
Next review date:	June 2020
Lead Officer:	Operations Director
Equality Impact Assessment completed:	Yes

### Applicable Legislation/Regulations:

The Care Act 2014

### Codes of Practice:

### Purpose:

To guide those responsible for formulating Inmind Healthcare policy and procedure in the preparation and ratification of policies to ensure that a standardised presentation style enables all Inmind staff to readily access information and guidance from policy and procedure consistently across all services, and all policies and procedures are fit for purpose in accordance with current legislation, guidance and good practice.

### Version Control Table

Date Ratified	Version Number	Status
	1.2	Live

Date	Key Revision
27/06/18	Full policy review and re-write

***Please check to ensure this is the most current electronic copy of this document as it is updated and published in electronic format only (hard copies may become out of date).***

## 1.0 The Policy

- a) To ensure that Inmind Healthcare provides a robust and clear policy framework within which service delivery can occur, the organisation must develop and implement policies and procedures that are appropriate, practical and understandable. Policies are created to advise and guide staff, service users and visitors on procedures, compliance with statute regulation and relevant functions and responsibilities of the organisation. It is therefore important that all policies are developed in accordance with best practice.
- b) The purpose of this policy is to ensure a structured and systematic approach to the development, review, ratification and destruction of policies and procedures. It establishes a framework that ensures all policies and procedures are:
- Of a consistently high standard
  - Current (both in date and best practice)
  - Available to all who should be updated on policies and procedures;
  - Are able to be implemented (fit for purpose)
  - Reviewed and updated at regular intervals
  - Written on the basis of sound information and appropriate consultation
  - Compliant with all relevant legislation/codes of practice
  - Structured to be capable of guiding those making decisions
  - Named/titled in a structured way as finished policies will be saved to the company intranet and easy to locate;
  - Be written in a clear and intelligible style;
- c) Policy writers must consider the need for an Equality Impact Assessment (EIA) when writing or reviewing policies. Completed EIAs (or statements to say EIA domain not applicable) should be completed as an Appendix of policy documents. Guidance on undertaking equality impact assessments can be found in Appendix 2.

## 2.0 The Procedure

### 2.1 Writing Style

- a) All policies should be written in a way that is:
- Concise, without excessive wordage
  - Factual—double-check accuracy!
  - Do not include information that may be quickly outdated
  - If you use an acronym or abbreviation e.g. N.I.C. spell it out the first time you use it.
  - Simple enough to be followed by those who will need to use it
  - Not too simple

### 2.2 Design and Layout

- a) All policies should be structured in a clear logical order to enable the user to quickly focus on the aspect of the procedure they need.
- b) Documents should be written in Calibri 11 font with key headings identified using **bold** type and subheadings identified with underlined type.
- c) Single spacing should be used throughout normal typing (no spacing). However, each separate point should be followed by an empty line.
- d) Footers must be completed with current policy date.

### 2.3 Validity and Ratification of the Policy

- a) The author of the policy should research the policy area to ensure they are using current best practice examples and guidance.
- b) Policy and procedure owners are accountable for the timely review and updating of the policy.
- c) Once written the policy should be submitted for ratification by the Policy Review Group (PRG). For further information, please refer to the Terms of Reference for this group.
- d) The PRG meets a minimum of twice yearly to review new and amended policies and ratify documents for circulation across the organisation.

2.4 Dissemination and storage of completed policies

- a) All finalised InMind policies are stored on the Company's website.
- b) Once a policy is completed and verified, the PRG Chair will:
  - store a copy of the policy in an appropriate electronic folder
  - archive electronically the previous version of the policy
  - upload the new PDF version to the intranet
- c) A complete list of all InMind Policies and their corresponding policy numbers is accessible to key personnel.

**Appendix 1**

**Equality Impact Assessment for this policy**

<b>Protected Characteristic (domain)</b>	<b>Area of conflict</b>	<b>Resolution</b>
Age	Nil	N/A
Disability	Nil	N/A
Gender Reassignment	Nil	N/A
Pregnancy & Maternity	Nil	N/A
Race	Nil	N/A
Religion or Belief	Nil	N/A
Sex	Nil	N/A
Sexual Orientation	Nil	N/A
Marriage and Civil Partnership	Nil	N/A

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you feel you are disadvantaged by this policy, please contact the Registered Manager and the service will actively respond to the enquiry.

## **Appendix 2**

### **Equality Impact Assessments**

An equality impact assessment (EIA) involves assessing the likely or actual effects of policies or services on people in respect of equality. It helps us to make sure the needs of people are taken into account when we develop and implement a new policy or when we make a change to a current policy and is a process designed to ensure that a policy does not discriminate against any disadvantaged groups.

The Equality Impact Assessment process is built into the InMind Policy on policy writing/formatting in two stages:

#### **Stage 1 – deciding if you need to do an equality impact assessment**

Stage 1 of the equality impact assessment process is a short exercise that involves looking at the overall policy and deciding if it is relevant to equality.

#### **Stage 2 – carrying out an equality impact assessment**

Stage 2 examines in detail the proposal to find out what kind of equality impact there might be and which groups of people it will affect most. In particular consideration should be given to groups protected under the Equality Act 2010.

There are 7 steps in the EIA process:

- Step 1 Identify the purpose of your policy or service
- Step 2 Assess the impact using information and evidence.
- Step 3 Remove or reduce a negative impact.
- Step 4 Make sure the policy or service promotes equality.
- Step 5 Arrange to monitor and evaluate the policy or service
- Step 6 Sign off the equality impact assessment
- Step 7 Review the policy or service and update the equality impact assessment