

Pan-Dorset Document Template

Document Title

‘If this document is printed – please check in the Pan-Dorset Policies, Procedures and Guidelines section of the Kahootz / intranet to ensure this is the most up to date version’

SUMMARY POINTS / KEY CHANGES

DOCUMENT DETAILS

Author:	
Job Title:	
Signed:	
Organisation & Directorate:	
Target Audience:	
Equality Impact Assessment Date:	
Document Number:	

DISTRIBUTION LIST

Intranet / Kahootz	Internet Website	Communications Bulletin	External stakeholders

VERSION CONTROL

Date of Issue	Version No.	Nature of Change	Section No / Page No	Name of Responsible Person

APPROVAL RECORD

Approving Body / Committee:	
Chairperson:	
Signed:	
Organisation & Directorate:	
Date Approved:	
Sponsor:	
Review Date:	

CONSULTATION PROCESS

Version No.	Level of Consultation	Author	Review Date

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DOCUMENT TITLE

1. Executive Summary

An overview of the document.

2. Relevant To

This document is relevant to...

3. Introduction

A brief summary of the background to the document and why there is a need for it.

4. Scope (if applicable)

State what the document does and doesn't not include.

5. Purpose

What the document seeks to address and how.

6. Definitions (if applicable)

Explanation of key terms, abbreviations, procedure and guideline.

7. Consultation

Description of the consultation process.

8. Roles and Responsibilities

The roles and responsibilities of staff required to carry out the document.

9. Document Contents

Add the main body of text within the following section by incorporating sub headings as required and continuing the paragraph numbering sequence.

10. Training (if applicable)

The author is responsible for identifying whether a new or revised document necessitates a training requirement.

11. Monitoring and Compliance

Specifies how the document will be monitored.
Pan-Dorset Policy Template

12. Supporting Documents and References

This section should describe any reference documents which support the content of the document.

13. Dissemination and Implementation

Arrangements for ensuring that the document is published, disseminated to appropriate staff and implemented.

14. Approval and Ratification

How the document will be approved and ratified.

15. Equality Impact Assessment

This section should refer to the equality impact assessment and the assessment should be attached as an appendix to the document.

APPENDIX 1: EQUALITY IMPACT ASSESSMENT

1. Title of document/service for assessment	
2. Date of assessment	
3. Date for review	
4. Directorate/Service	
5. Approval Committee	

	Yes/No	Rationale
6. Does the document/service affect one group less or more favourably than another on the basis of: N.B. The 'Rationale' box must be completed whether the answer is Yes or No.		
• Age – where this is referred to, it refers to a person belonging to a particular age (for example 32 year olds) or range of ages (for example 18 to 30 year olds).		
• Disability – a person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.		
• Gender reassignment – the process of transitioning from one gender to another.		
• Marriage and civil partnership – marriage can include a union between a man and a woman and a marriage between a same-sex couple.		
• Pregnancy and maternity – pregnancy is the condition of being pregnant or expecting a		

<p>baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.</p>		
<ul style="list-style-type: none"> • Race – refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. 		
<ul style="list-style-type: none"> • Religion and belief – religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (such as Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition. 		
<ul style="list-style-type: none"> • Sex – a man or a woman. 		
<ul style="list-style-type: none"> • Sexual orientation – whether a person’s sexual attraction is towards their own sex, the opposite sex or to both sexes. 		
<p>8. If you have identified potential discrimination, are the exceptions valid, legal and/or justified?</p>		

9. If the answers to any of the above questions is ‘yes’ then:	Tick	Rationale
Demonstrate that such a disadvantage or advantage can be justified or is valid		
Adjust the policy to remove disadvantage identified or better promote equality		
If neither of the above possible, seek advice from the Trust equality lead.		

APPENDIX 2: CHECK LIST

TITLE OF DOCUMENT:

[Does the title make reference to the type of document Yes / No]

DATE:

No.	Review	N/A	Completed	Partially Completed	Not Completed	Details
		<i>Please tick one column as appropriate if partially completed or not completed or N/A please give details in right-hand column</i>				
1	FRONT COVER present					
2	Front cover contains header information					
3	Front cover contains statement information					
4	Front cover displays – developing one NHS in Dorset (left-hand) and NHS (right-hand) logo					
5	Front cover details document title					
	CONTENT					
6	Summary points / key changes completed					
7	Document details table completed					

8	Version control table completed					
9	Distribution list table completed					
10	Approval record table completed					
11	Consultation process table completed					
12	Executive summary included					
13	Introduction included					
14	Aims included					
15	Purpose included					
16	Definitions included					
17	Policy contents page completed and page numbers correspond to sections					
18	Procedures / Document content present					
19	Training included					
20	Associated documents – references included if relevant					
21	Equality Impact Assessment completed					
22	Stakeholders and consultation included					
23	Roles and responsibilities included					
24	Review and revision arrangements including version control and archiving					

25	Monitoring compliance and review completed/process described					
26	Dissemination and implementation documented					
27	Approval and ratification process followed.					
STYLE and FORMAT						
28	Fonts					
29	Spacing					
30	Bullets					
31	Paragraph numbering					
32	Content paginated to left-hand side					

		Yes	No	Don't Know	
33	Associated documents relate to the document				
34	Correct approval process				
35	Correct process dissemination				
36	Version control changes completed correctly				
37	Guidance of approval at responsible committee / group				