

Statement of assurance 16/17					
Subject	Policy Framework				
Officer	Vikki Shearing				
Date	June 2017				
Overall judgement	Excellent	Best practice arrangements exist, no outstanding issues, high confidence			
	Good	Good confidence, no major issues or failings, action plan in place			
	Fair	Some good practices in place but no procedure, key issues exist, with more work to be done, action plan in place			
	Poor	Failings have occurred or are likely to occur, considerable issues exist, known weaknesses, considerable areas of concern			
What are we assuring?	Effectiveness of Policy Framework				
Basis of judgement	<p>On the 1 April, a new Policy Framework was introduced to provide a consistent corporate approach for reviewing, consulting and publishing policies and procedures. An electronic system was adopted by the new Service to manage this and provide staff access to published documents. All procedural authors have received guidance in the process which included Plain English training.</p> <p>Prior to combination, each work stream identified key procedures that needed to be aligned for the new Service. Procedures were prioritised for delivery over 3 years. Some 84 were prioritised for completion before 1 April 2016 to ensure legal compliance. The remainder were programmed for alignment over the following 2 financial years.</p> <p>A total of 108 procedures were originally programmed in for completion during 2016/17. Over the course of the year, a total of 60 were published. There are 48 procedures remaining. These will be programmed into departmental plans and for 2017/18 – progress will be monitored within cycle and reported to SLT quarterly.</p> <p>Further development work on the structure of the electronic system used for staff to access policies and procedures is programmed for early 17/18.</p>				
Outstanding key issues	Priority (for fair and poor judgements only)		Improvement required	Lead	
A brief summary of the outstanding issues	H	M	L	What is being done or is proposed to address the outstanding issue	Who is leading
Outstanding procedures for publication				Remaining 48 procedures to be prioritised for completion during 17/18 within department plans and progress against these monitored by SLT quarterly	Department Heads

Priority H – within 12 months, M – within 24 months, L - within 36 months or more.

When agreed with Director these issues should be fed into team planning.