

Corporate Policies approval process

A robust process exists for approval of clinical policies, in which a defined list of individuals receive draft policies for comment, these are then reviewed by the Clinical Policies Group and are ratified by Quality and Safety Committee. The circulation list covers all SDUs, clinical leads, quality leads and other specified roles. Consideration has been given to adopting a similar process for corporate policies, although given the very diverse and often specialist nature of such policies it is not felt appropriate that this is the most appropriate route.

Each Corporate policy is owned by the relevant lead director who is responsible for ensuring that the policy on the intranet is up to date, in line with current best practice or guidance and remains fit for purpose. All corporate policies should be reviewed at appropriate intervals by a working group which has appropriate skills and expertise in the subject matter.

The author of corporate policies should prepare a draft taking into account appropriate guidance, legislation and best practice and should circulate this for consultation purposes amongst relevant professionals who have the skills and experience to comment on the content of the policy. Further, all corporate policies should be circulated to directors. Consultation periods should last for a minimum of 14 days.

Having received comments and made any appropriate updates the policy should be approved in principle by a working group within our governance processes, which consists of individuals with the appropriate skills and experience to comment on the contents of the policy. The policy must then be ratified by the appropriate Board sub-committee, which will be Quality and Safety Committee, Workforce Committee, Audit Committee or Finance and Performance Committee.

Every 6 months, prior to completing the Annual Governance Statement or review, the Company Secretary will review all corporate policies on the intranet to check that they remain in date and identify to the relevant director any that are due to expire within the next 6 months. It is the responsibility of the Director to ensure that the policy is reviewed and updated in a timely manner.

All corporate policies need to be sent to Paul Westwood at CW Audit (Local Counter Fraud Specialist) – e-mail: Paul.Westwood@cwaudit.org.uk – tel: 07545 502400.

