Procedure for the Development and Review of NICE Policies

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<td>Julian Lewis, Governance Manager</td>
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<tr>
<td>Date effective from</td>
<td>August 2009</td>
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<tr>
<td>Date last amended</td>
<td>[date of SMT/Board approval]</td>
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<td>Review date</td>
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1 **Introduction**

1.1 This procedure sets out how policies, procedures and other documents such as committee standing orders should be originated, maintained and reviewed as part of the governance arrangements for NICE.

1.2 The procedure is intended to ensure consistency and robust standards in the development of policies, timeliness in the provision of information to staff and a clear audit trail for the approval and authority of NICE policies.

1.3 In this procedure the word ‘policy’ covers all policies, procedures, codes of practice, standing orders and terms of reference that are approved by NICE and are binding on staff.

2 **Developing policies**

2.1 The Business Planning & Resources Directorate (BPRD) has responsibility for the development of NICE policies.

2.2 HR department and Corporate Office will be responsible for developing policies in accordance with the procedure set out in Appendix A. This will include consistency checking across relevant policies.

2.3 Recognised unions have a right to jointly negotiate and to seek agreement any policy affecting staff terms and conditions and will be involved in the development of policies through the Policy Development Group (PDG). The Terms of Reference and Standing Orders for the PDG are set out in appendix B.

3 **Equalities Impact Assessment**

3.1 All policies will be accompanied by an equalities impact assessment to ensure that equality and diversity issues are fully integrated in procedures. It is the responsibility of the HR and Corporate Office department to impact-assess all policies using the assessment agreed by NICE.

4 **Staff consultation**

4.1 The PDG is involved in the development and updating of NICE policies. All new HR policies and those requiring significant change will be circulated to all staff following SMT approval to ensure maximum consultation before final adoption of the policy.

4.2 Corporate Office policies will be discussed with the PDG which will consider whether general staff consultation is appropriate and make a recommendation to SMT.

4.3 Corporate Office policies requiring only minor change will not normally be subject to all staff consultation or review by the PDG unless considered appropriate by the Business Planning and Resources Director. The PDG will be informed of any minor changes made to policies on a quarterly basis.
4.4 Following staff consultation, where substantial comments have been made, policies made be referred to the PDG for subsequent consultation (as set out in Appendix A).

4.5 Committee Standing Orders and Terms of Reference will be circulated to the relevant team(s) only for comment and will not be circulated to all staff. These will be placed on the intranet and NICE website.

4.6 Where necessary, third party stakeholders such as committee chairs may be consulted on specific Corporate Office policies.

5 Approval and authority

5.1 SMT will approve all new policies and those requiring significant amendment unless they decide Board approval is required. Board approval will be required for any new or substantially changed policy in which the non executive directors play a part.

5.2 All standing orders will be approved by the Board. These include the NICE Standing Orders, Reservation of Powers to the Board and Scheme of Delegation, Standing Financial Instructions and Committee Standing Orders and Terms of Reference.

5.3 Policies considered ‘fit for purpose’ at review requiring negligible or no amendment e.g. a new review date, or drafting amendment with no material impact on the policy, will be approved by the Business Planning and Resources Director.

6 Publication

6.1 All current policies will be placed on the NICE website, and on the Intranet page and also highlighted in the staff E-newsletter. The Internal Communications team will alert staff to the existence of the new policy or procedure.

6.2 It is the responsibility of line managers to seek guidance on the potential implications of a new policy on their area of responsibility. Where necessary, arrangements will be made to brief staff on the implications of the policy on their area of work and, for updated policies, will highlight any significant changes that have been made.

6.3 In selected cases, for significant new policies or where there are important changes to existing policies, the key issues will be featured at an all staff meeting.

7 Effective date

7.1 The ‘effective date’ of the updated or new policy will be when it has been given final approval in accordance with this procedure. Where there is no material change the policy will remain current with a new review date approved by the BPRD. If the policy is not updated by the due date, it will remain current until it is reviewed.

8 Version control
8.1 Each policy will include a version control sheet (Appendix C) to clearly identify which is the latest version of the policy and which documents it replaces.

9 Review

9.1 Policies will normally be reviewed on a 3-year cycle unless otherwise stated. This review may be brought forward on the advice of the BPRD.

9.2 The SMT and the Audit Committee will receive a report once a year on policy development.
Appendix A

Author drafts/updates policy and sends to Policy Development Group for comment

Policy Development Group reviews policy and provides feedback to author

Author revises policy as appropriate for submission to SMT

Is it a new policy?

Yes

Does SMT agree new/updated policy for staff consultation?

Yes

Staff consultation for 30 days

Policy Development Group reviews policy and provides feedback to author

No

New/updated policy considered by SMT along with consultation responses. Policy agreed?

Policy / revision posted on Intranet and Web and sent to Internal Comms for E-Update

Yes

No

Is policy update nil/negligible?

Yes

BPRD approves policy renewal

No

Policy sent to UNISON and Staff Reps for information

No
Appendix B

Policy Development Group Terms of Reference and Standing Orders

Terms of Reference

1. **General**

1.1. The SIF Policy Development Group (“the PDG”) will operate as a consultative body to the Business Planning & Resources Department in the development of NICE policies. “NICE policies” refer collectively to policies & procedures and codes of practice.

1.2. The PDG will provide a forum for the development, review and updating of NICE policies to ensure they are fit for purpose before submission to SMT for approval and will enable union and elected staff representatives to give their perspective on policies referred to the group on behalf of their respective constituencies.

1.3. Recognised unions have a right to jointly negotiate and to seek agreement on any policy affecting staff terms and conditions of employment and will be involved in the development of all such policies through the PDG.

1.4. The PDG will help ensure consistency between different policies and to highlight any apparent inconsistencies between the content of different policies.

1.5. The PDG will not be consulted on NICE Standing Orders, Standing Financial Instructions, Delegation and Reservation of Powers to the Board or committee standing orders and terms of reference which will be agreed by SMT and the Board.

2. **Facilities/staff release**

2.1. It is recognised that members of the PDG are reviewing policies alongside their normal job. Where such work falls within the recognition agreement reasonable paid time off will be permitted for elected staff representative and union representatives in accordance with that agreement.

2.2. The Policy Development Group aim to review up to a maximum of six policies a month.

3. **Membership**

3.1. The PDG will comprise 6 members representing the following groups:

   HR (1)
   CO (1)
   UNISON (up to 2)
   Elected Staff Representatives (up to 2)

Standing Orders
1. General

1.1. These standing orders (“the SOs”) describe the procedural rules for managing the work of the Staff Involvement Forum Policy Development Group as agreed by NICE.

1.2. The appointment, removal of members from the constituent bodies that make up the PDG shall be at the discretion of those bodies namely CO, HR, UNISON, and elected staff representatives.

1.3. All appropriate facilities shall be provided for members to ensure they have the opportunity to participate fully and equitably in the business of the group.

2. Arrangements for meetings

2.1. The Policy Development Group will meet monthly and a schedule of meeting dates will be agreed in advance for the forthcoming year.

2.2. HR will lead in the arrangement of meetings, room bookings and circulation of papers.

2.3. Policies for consideration by the PDG will be circulated 10 days in advance of the meeting at which they are to be discussed. Authoring departments should consult with union and elected staff representatives on each policy prior to submission to the PDG in accordance with their own local arrangements.

2.4. All relevant policies will be submitted to the group once only unless the authoring team decides otherwise provided a reasonable time is allocated for discussion of each policy.

2.5. The CO and HR teams shall determine what matters shall appear on every agenda in advance of each meeting so far as possible based on a prioritised schedule of work agreed by the group. There will be a maximum of three HR and three Corporate Office policies for discussion at each meeting unless the group agrees otherwise.

2.6. Agendas will have two parts. Part 1 will consider Corporate Office policies and be chaired by the Corporate Office; Part 2 will consider HR policies and be chaired by HR.

2.7. “Action notes” will be taken by the authoring team where necessary.
## Appendix C - Version Control Sheet

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<tr>
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<td>Julian Lewis</td>
<td>n/a</td>
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