



Procedure for Documents of Governance and Administration

Purpose

The purpose of this procedure is to further describe the requirements of the policy for documents of governance or administration. It includes the content requirements for the standardised format of controlled documents.

Content requirements for standardised format

Strategies have no standardised format.

Policies must contain the following sections:

- Statement of Intent which describes the policy. This should be the first section.
- Scope of the policy and to whom it is applicable should follow.
- References to other documents of relevance should be the last section.
- Issuing authority and version control should be at the end of the document.

Between Scope and References other sections may be included as appropriate.

Procedures and **Guidance** must contain the following:

- Purpose.
- References to other documents of relevance should be the last section.
- Issuing authority and version control should be at the end of the document.

Reports have no standardised format but must have a title page that gives the title of the report, the date it was published and the author. If more than one person has been involved in preparing the report, then the names of the other members of the committee or working party should be given in the introductory text.

Forms have no standardised format. They should be available in an appropriate file type, e.g. Word, Excel and/or pdf.

Format and style

All documents should be published in accordance with the guidance on house-style.

Preparation, Authorisation, Approval and Review

The policy sets out who may prepare and authorise each type of document. This shall be recorded in the section "Issuing Authority". For example "Chair of [xx] Committee.

Strategies and policies should be approved by the Board of Trustees. Procedures and guidance should be approved the Executive or the relevant Executive Director.

Each type of document (except Forms) has a review period mandated in the policy. The “Issuing Authority” is responsible for ensuring that review takes place.

Version history

A review may result in no change, but nevertheless the document shall be re-issued with a revised review date in the version history to indicate that the review has taken place.

Minor changes should keep the same version number but increment the decimal place. More substantial changes should increment the version number.

References

Policy for Documents of Governance and Administration.
House-style guidance for all documents.

Issuing Authority: Executive

Approved by: Executive

Date approved: 20 July 2023

Next review date: 19 July 2026

Version: v1.0

Reason for Change: New