**Updating NCSB Policies and Procedures – Best Practice Guide and Process Flow Chart**

The below aims to provide practitioners and agencies with guidance and a checklist on the process to be followed when updating NSCB policies and procedures.

All updates will be co-ordinated through the NSCB Business Office who can be contacted on 01604 364036 or NSCB@northamptonshire.gcsx.gov.uk

**Good Practice Guidelines**

When reviewing NSCB policies and procedures the following should be taken into account and is available to support partners in the review process.

* Partners should review existing polices from other LSCB’s to see if any good practice can be gained from other areas including neighbouring authorities and statistical neighbours. If required the Business Office can also request a template policy from tri-x.
* Partners should ensure that any changes in legislation are reflected in the policy.
* Partners should consider the impact on other policies and procedures any changes will have and notify the Business Office to ensure these can be reviewed at the same time.
* Partners should consider if any existing policies can be merged or should be separated to make understanding easier for practitioners.

Any partner that feels there is a gap in the NSCB procedures manual should notify the Business Office who will establish if a policy is needed for Northamptonshire, request template procedure from tri-x and identify and appropriate partner agency / practitioners to lead on the review and implementation of the new policy.

**Checklist for development of new/existing policies and procedures**

|  |  |
| --- | --- |
| Current policy / procedure downloaded into word document from procedures manual *(existing policies only)* |  |
| Examples policies researched from other LSCB’s |  |
| Recent changes in legislation and guidance researched and incorporated into policy / procedure |  |
| Impact of policy changes on existing practice considered including potential training implications |  |
| Related policies and procedures considered and reviewed to ensure changes do not contradict or if policies / procedures can be merged |  |
| Policy / procedure updated in word document using tracked changes |  |
| Policy approved by reviewing agency management group |  |
| Tracked changes version of policy / procedure sent to Business Office for wider circulation to P&P Sub Group |  |
| **Business Office** |  |
| Revised policy / procedure circulate to P&P sub group members |  |
| Comments / suggested changes from consultation communicated back to original author  |  |
| Policy sent to P&P Sub Group meeting for final sign off |  |
| Revised policy submitted to tri-x |  |

**Updating NSCB Policies and Procedures Process Flow Chart**

Business Office to circulate amended policy to all sub group members for comment.

Members should review Polices from an agency perspective and make any comments or suggested changes using the tracked change function.

***Deadline – Members will have 10 days to review policy***

Amended version in tracked changes sent to NSCB Business Office

***Deadline – 1 month before end of quarter***

Policy to be approved through own single agency Management Board such as SMT as required

Policy amended making any changes using the tracked change function in Word.

Please follow instructions at <http://northamptonshirescb.proceduresonline.com/pdfs/editing_guidance.pdf>

NSCB Business Office will contact named person for updating the policy with a Word version of the policy, process flow chart and deadlines for completion.

***Timescale – First Monday of Quarter***

Identified Officer to review policy.

Please see Best Practice Guidelines

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If No changes are required NSCB Business Office notified.

Policy submitted to next sub group meeting detailing no change required.

Failure to submit an amended policy or notify NSCB Business Office that no changes are required will be escalated to the Sub Group Chair and NSCB Board representative for agency responsible.

NSCB Business Office will send any comments and suggested changes for the lead officer to review and amend as appropriate.

NSCB Business Office to submit tracked change version of policy to tri-x for inclusion in next update of the procedures manual.

***Dates for Submission – May and November***

Policy approved at P&P Sub Group

Final amended version submitted to NSCB Business Office along with front sheet.