



Policy Development, Review and Approval Procedure

Herefordshire and Worcestershire

Safeguarding Adults Boards

Document version: 2

DRAFT 2.1

Document Control

- **Ratified by HSAB and WSAB**
- **Date revision due**

Date June 2022

Date June 2025

Revision History

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|------------|-------------|---|---|
| 16/08/2017 | 0 | New document | Suzanne Hardy |
| 02/10/2017 | 1 | No changes following consultation of sub group members | |
| 05/04/2022 | 2.1 (draft) | Reviewed following dissolution of Policy Sub Group and proposal to develop Joint process with Herefordshire | Bridget Brickley (WSAB) Anne Bonney (HSAB) |
| 31/05/2022 | 2.2 Draft | Updated following feedback from each SAB (including update of flow charts) | BB (WSAB) |

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Location: www.worcestershire.gov.uk/wsab

Contributors to the development of the document

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Consulted on the Policy/Guidelines

| Organisation | Date |
|---------------------------------|-------------|
| WSAB Policy sub group | 22//08/2017 |
| WSAB and HSAB Board -signed off | June 2022 |

Acknowledgements

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- Appendix 2 - Policy Development
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1.0 Introduction

These procedures describe the way multi-agency policies, procedures, guidance, protocols, and Frameworks are commissioned, developed, approved and reviewed on behalf of Worcestershire Safeguarding Adults Board (WSAB) and Herefordshire Safeguarding Adults Board (HSAB).

Unless otherwise specified for the remainder of the procedure 'policy' is used to include 'policy, procedure and guidance'.

2.0 Commissioning

Either Safeguarding Adults Board (SAB) or any of their sub groups can request the need to consider the development of a new policy or the review an existing policy. The request should initially be submitted to the Chairs (WSAB) or Executive (HSAB) group.

The request will be considered at the next meeting of both these Groups.

Where it is agreed that the policy will be reviewed or developed a decision needs to be made on which will be the lead SAB.

- a) Where the review has resulted from recommendations in a Safeguarding Adults Review or a policy change by one county SAB, this SAB will lead on the review.
- b) Where the review is due to the introduction of a new national policy change or directive, or is time based, then the lead SAB will alternate.

There needs to be a strong rationale for the commission not to be accepted and this must be fed back to the originator of the request.

3.0 Policy Development

Consideration will be given as to the most appropriate format to fulfil the issue identified in the commissioning request. This may be as a policy, guidance, or procedure. The remit of the policy and timescales for development will be agreed by the leading SAB and a representative from either the Chairs (WSAB) or the Executive (HSAB) will be identified to take forward the work. Where appropriate and proportionate a task and finish group will be established which will include the relevant representatives from both SABs

The Lead reviewer and other SAB representative is responsible for identifying resources needed and the method of involving them in the development of the policy. If there are resources needed from outside the group it may be necessary to approach the relevant organisations for support.

A standard template must be used for policy development to allow for adequate version control.

Consultation on the policy will also need to be considered and should be proportionate to the level of change required. Consultation will be used to address any areas of ambiguity, significant difficulties and any problems with the agreed remit.

See Appendix 3 for visual representation of this.

4.0 New Policy Approval

Before wider consultation the Lead Reviewer and other SAB representative, or where there is a Task and Finish Group members of this group, must agree the draft for circulation. Consultation within

partner agencies will take place through the Board Members. A minimum of one month is needed to allow for the different committee structures in each organisation and across both SABs.

The Lead Reviewer will collate responses and if significant changes are requested will take back through the development stages but otherwise will seek final version agreement from the respective Chairs or Executive Groups before submitting to both Boards for approval.

A cover sheet will provide Board members with the rationale for development of the policy and a recommended review period – this will normally be three years.

See Appendix 3 for visual representation of this.

5.0 Policy Review

The need to review a policy may be triggered by the approach of the expiry date but may also be because of changes in legislation, best practice or recommendations from audit and reviews. The need to review should be recorded at the respective Chairs or Executive Group meeting when the request for a review is made.

See Appendix 4

6.0 Review Policy Approval

Where there are only one or two minor changes not affecting the material content of the policy.

Or

Where there are several minor changes or significant changes to one section not affecting the material content of the policy.

This will be approved by the respective Chairs and Executive Groups

A policy review with significant changes will follow the approval route for new policies.

See Appendix 4

7.0 Publication and Launch

The SAB managers will ensure that there is an appropriate communication plan to ensure that once new or significantly amended policies are uploaded to the Internet this is shared widely. For minor revisions a short briefing should be produced for inclusion with information about the next Board meetings.



Appendix 1

Commissioning Request

| | | | | | | |
|-------------------|--|--|-------------|--|-----------------------------|--|
| Request by | HSAB | | WSAB | | National Requirement | |
| | Board Recommendation | | | | | |
| | SAR Recommendation | | | | | |
| | Executive/Chairs Recommendation | | | | | |
| | Sub-group recommendation | | | | | |
| | Review date requirement | | | | | |

| | | | |
|-------------------------------|--|-------------------------------|--|
| Date Requested | | Requested by | |
| Date Presented to HSAB | | Date Presented to WSAB | |
| HSAB Decision | | WSAB Decision | |
| Lead Reviewer | | Other SAB Lead | |

| |
|---|
| Policy to be developed or reviewed |
| Please attach latest word version of policy |
| Please provide any information that you think is relevant for inclusion and information about any work that your sub group has already undertaken on the subject or awareness of similar policies locally or nationally. |



Appendix 2

TITLE

Worcestershire and Herefordshire Safeguarding Adults Board

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Document Control

- **Ratified by [enter text]** Date
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Revision History

| Date | Version | Changes made | Author |
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| | 0 | New document | |
| | | | |

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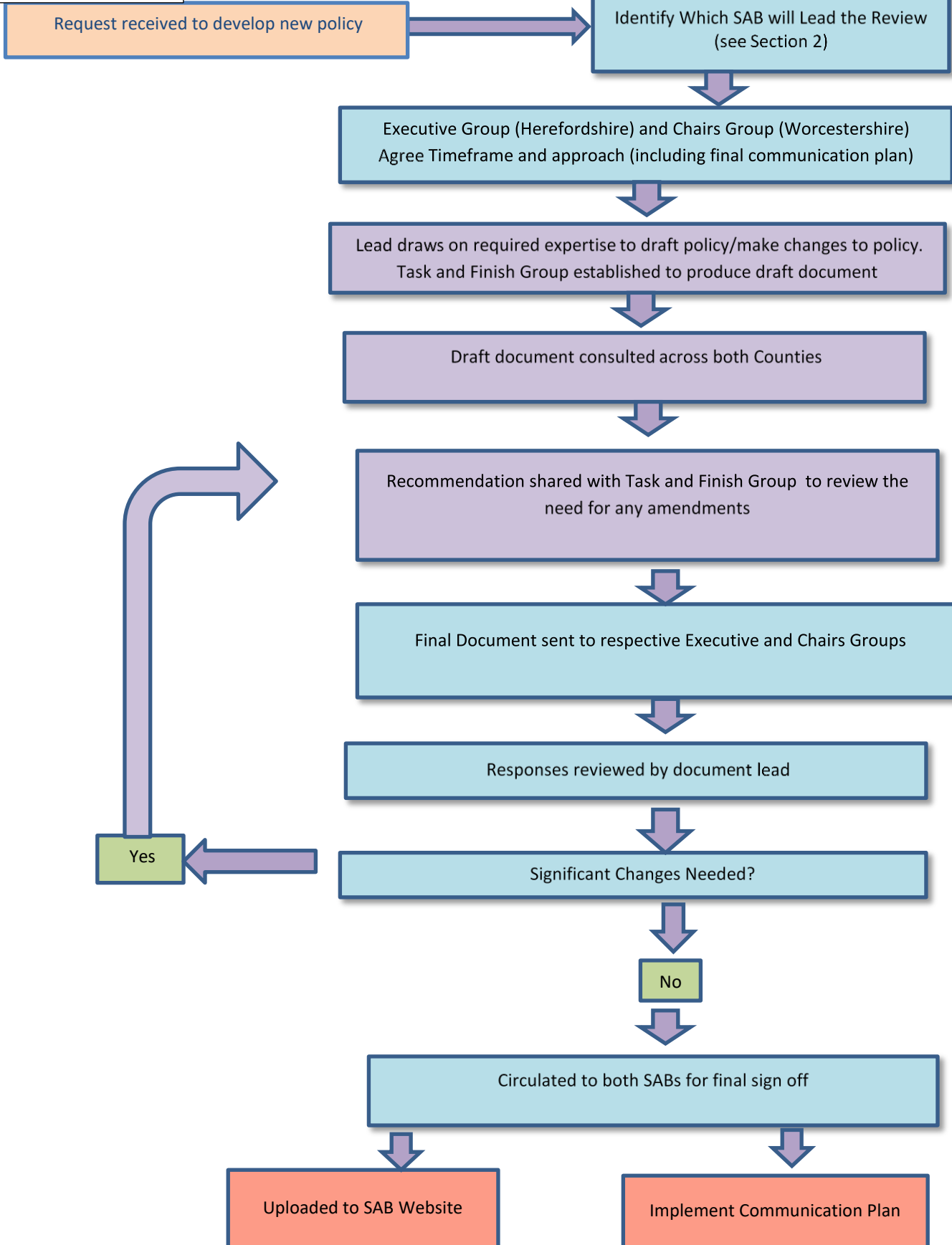
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| [Action one] | [Date] |
| [Action two] | [Date] |

Acknowledgements

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Appendix 3



Appendix 4

