

# **Terms of Reference for the ACS Policy Clearing House**

## **Aims**

1. To oversee the development and management of operational policies, procedures and practice guidelines in Adult & Community Services (ACS) in accordance with the 'Guide to Policy Development'.
2. To scrutinise and approve new operational policies, procedures and practice guidelines after they have been signed off by the relevant Head of Service Development or Locality Partnership Manager in order to ensure that there is no duplication, policy versions are correctly published and that old policies are archived.
3. To monitor and regularly audit policies, procedures and practice guidelines after they have been approved by the relevant Head of Service Development or Locality Partnership Manager, to ensure content is accurate, consistent and up-to-date, and accessible to staff and service users.
4. To scrutinise, monitor and review Equality Impact Assessments within ACS and make recommendations to the Equality Action Group relating to them.
5. To collate and publish the policies of the directorate in a directory.
6. To agree ownership (specifying name and post) of operational policies, procedures and practice guidelines within the directorate, with other directorates and with other partners, where there is an overlap or lack of clarity as to ownership.

## **Membership**

Planning, Development and Policy Manager – Chair

Public Information Manager- responsible for Internet publication and version control

Equalities Officer - equality impact assessments

Workforce Development Manager- commissioning staff training and policy dissemination activities

ACS Professional Advisers - Operational policies, procedures and practice guidance

Head of Customer Rights – public involvement, complaints, and other customer rights issues

Representative from Legal Services – to provide legal advice to the Policy Clearing House

Representatives from Culture, Information, Inclusion and Learning – to help integrate their policy and procedures and/or develop service specific ones, including those of Libraries and Heritage.

## **Reference Groups**

Service Users  
Disabilities Network  
Staff Reference Group  
Libraries Forum  
Partnership Boards  
Quality and Performance Team  
Other reference groups as required

## **Accountability**

Policy Clearing House will be accountable to the ACS Management Team on policy issues. It will also report to the Equalities Action Group on all matters relating to Equality Impact Assessments. The Head of Planning and Strategic Commissioning will sponsor the Policy Clearing House.

## **Relationship with Children & Young People Directorate**

Policies/procedures, which affect Children & Young People, should be referred over to the relevant policy group or responsible individual in CYP.

## **Frequency of meetings**

Monthly meetings.

## **Administrative support**

The PCH will require an administrator to collate and publish the directory, ensure that policy versions are correctly published and that inactive policies are archived, organise meetings, draw up agendas, and minute taking.