

Procedure

Document Control

This Procedure is a document that sets out the organization's approved and agreed practices. Any deviation must be discussed with the originating author.

DOCUMENT NO:	PCD001		
Lead author(s):	Cllr A Catlett		
Developed by:	Cllr A Catlett		
Approved by:	Policy and Finance Committee		
Ratified by	Full Council		
Ratification date:	12 April 2021		
Due Review date:	11 Apr 2024		
Version no:	2		
Version Control and Revisions:			
1	Replacing existing Standing Orders		2015
Version	Point	Description of change	Date
2	All	Simplified format to fit website uplift	3 Mar 21

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1. DOCUMENT CONTROL SHEET

Purpose of document:	To aid employees and councillors to create a document that is in a standard format and correctly approved for use.
Dissemination:	This policy will be disseminated to all staff and council members and be made available on the parish website
Implementation:	This document will be accessible via the parish council website and is applicable to all staff and council members.
Review:	This document will be reviewed in 2024 unless there are significant changes in legislation or practice in which case it will be reviewed earlier.
Documents replaced or superseded by this document:	Nil
This document supports (enter Standards and Legislation:	Nil
Key related documents:	Nil
Financial Implications:	This document has no financial implications for the Billingham Parish Council.
Key word search	Document, control, procedure, policy, protocol, strategy

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3. Introduction

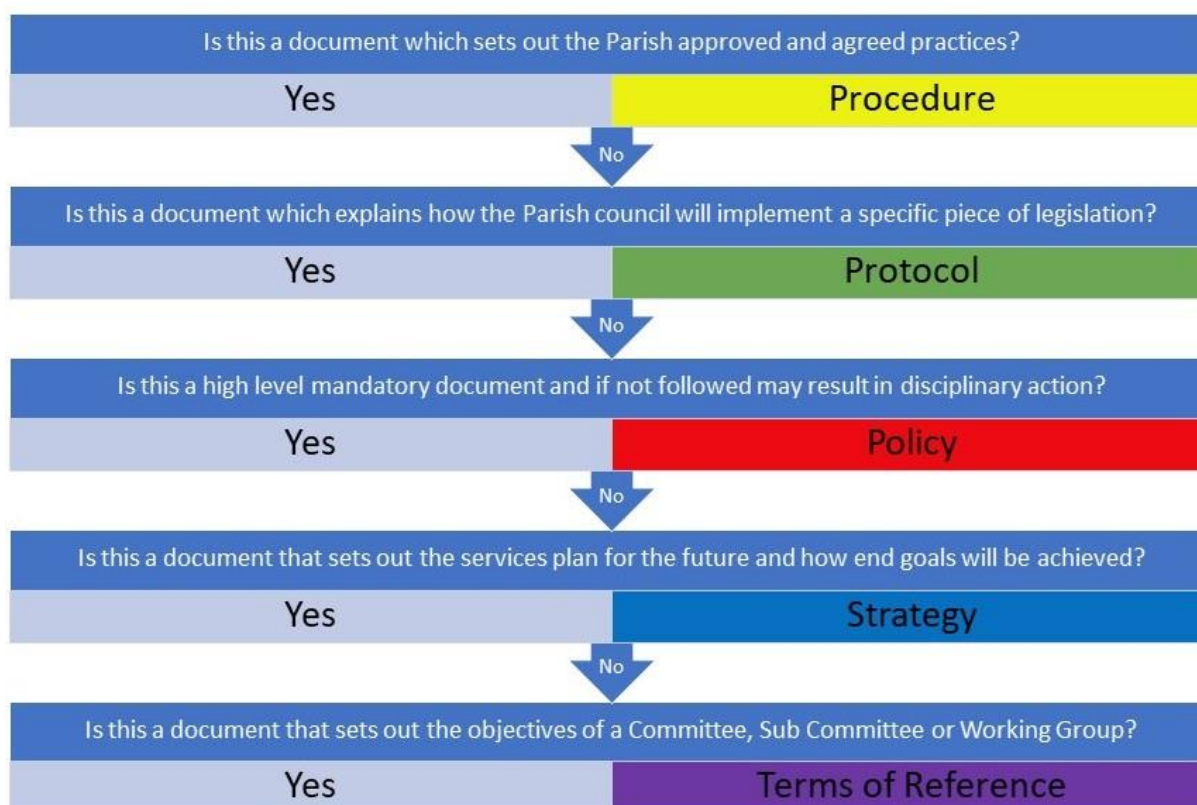
a. The purpose of this procedure is to aid employees and councillors in creating a document follows a standard format and details the process for staff to follow in order to choose the correct template, have it approved and published to the public facing website where appropriate.

b. Authors should be aware that the document once approved will be automatically published to the Parish Councils external website and therefore need to be mindful of the document content.

c. Each document is allotted to a committee which is responsible for the approval of the initial document and any further amendments, pending Full Council ratification.

4. New Document Drafting Process

a. Refer to the flowchart below to ascertain what type of document you require. For a more complete list of definition types please refer to section 6.0.



- b. Once you have identified the document type, use the template at section 7 to create a new document and enter the type of document and corresponding colour fill into the first box.
- c. Complete front pages of the document as detailed in the template.
- d. Draft content of document. Use paragraph numbering format as shown in the template and complete in Arial 12 font.

5. New and Existing Document Approval process

- a. If you wish to make amendments to an existing document before its review date you will need to contact the Parish clerk. If these are minor changes such as a telephone number or contact name, you can make these changes without having to go back through the approval process. If, however, the amendments alter the major processes of the document, you will need to re-submit to the authorising committee for approval and recording in the minutes as detailed below.
- b. Submit document (word version) to the responsible committee for approval. Approval will need to be recorded in the committee minutes.
- c. Submit approved document (word document), via the Parish Clerk, to the Full Council for ratification. The Parish Clerk will assign an index number and conduct a check of the formatting. This is a two-way process and may involve the Clerk contacting you to discuss any changes.
- d. Once the document has been ratified by the Full Council complete any

required amendments, format changes etc and submit to Clerk (word document) for publishing on the Paris Council website.

6. Document Review

- a. All documents have a review date of three years unless otherwise stated to meet statutory or legal requirements.
- b. The Committee responsible for a specific document is to ensure that it is reviewed by its stipulated review date. If changes are made to a document following it's review then the document will need to go through the approval process.

7. Definitions

Document Type	Definition
Procedure	A Procedure is a document that sets out the organisation's approved and agreed practices. Any deviation must be discussed with the originating author.
Protocol	A Protocol is a mandatory document and sets out how the Parish Council will implement a particular piece of legislation.
Policy	A Policy is a formal, strategic level document and provides a 'statement of intent' about how the Parish Council will comply with the legislation and directives of its subject matter. It is a mandatory document and does not allow for variation of practice. It is relevant to all employees and councillors, including volunteers and third party contractors
Strategy	A Strategy sets out the parish Councils plan for the future and how end goals will be achieved.

8. Document Template



Policy	Protocol	Strategy	Terms of Reference	Procedure
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Document Title

This Procedure is a document that sets out the organization's approved and agreed practices. Any deviation must be discussed with the originating author.

DOCUMENT NO:	<i>PCD00xx (As allocated)</i>		
Lead author(s):	<i>Complete as applicable</i>		
Developed by:	<i>Complete as applicable</i>		
Approved by:	<i>Insert name of responsible Committee</i>		
Ratified by	<i>Full Council</i>		
Ratification date:			
Due Review date:	<i>(Nominally three years from ratification)</i>		
Version no:	<i>x</i>		
Version Control and Revisions:			
1	<i>Initial Issue</i>		
Version	Point	Description of change	Date

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Dissemination:	This policy will be disseminated to all staff and council members and be made available on the parish website
Implementation:	This document will be accessible via the parish council website and is applicable to all staff and council members.
Review:	This document will be reviewed in <i>[insert review year]</i> unless there are significant changes in legislation or practice in which case it will be reviewed earlier.
Documents replaced or superseded by this document:	<i>Complete as applicable</i>
This document supports (enter Standards and Legislation:	<i>Complete as applicable</i>
Key related documents:	<i>Complete as applicable</i>
Financial Implications:	This document has no financial implications for the Billingham Parish Council.
Key word search	<i>Complete as applicable</i>

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Complete as applicable

Content layout example

- 4. **Process** (for example)
 - a. Paragraph detail
 - i. Sub paragraph detail
 - b. etc
- 5. **Heading**
 - a. etc