

DEVON SOCIAL SERVICES
POLICY PROPOSAL PAPER

1. Paper Reference Number : _____

2. Service Areas covered by Proposal Paper :

3. Title :

4. Subject Description : _____

5. Link Policy Officer : _____

6. Lead Officer(s) : _____

7. Contact details : Address _____
 Telephone Number _____
 e-mail _____

8. Stakeholders :

9. Proposed Project Team :

10. Anticipated timescale :
- Reference to SACS _____
 - Reference to SMG _____
 - Start of project _____
 - Production of draft Policy Paper _____
 - Reference to appropriate Service Board/SACS _____
 - Consultation period _____
 - Reference to SACS _____
 - Formal approval _____
 - Web Publishing Team _____
 - For inclusion on Internet _____
 - Implementation period _____

These papers are to inform you of a policy proposal paper and to invite you to comment upon the subject matter and to express a wish to be involved in the process, subject to the approval of your line manager and the Lead Officer(s).

Please send comments to the Lead Officer(s) identified at (6) above.

Policy Proposal Paper – Page 2

Details of the subject covered in the Policy Proposal Paper

- a) National Policy/legal context for the Policy Proposal Paper

- b) Details of the area to be covered by the Policy Proposal Paper

- c) Consultative Requirements arising from statute (if applicable)

Links to Directorate’s Strategic Programme

(Identify elements of the Directorate’s Performance Plan being addressed by the Policy Proposal Paper).

Proposed Method for the creation of the Policy

(Outline the method/process for the creation of the Policy, including any consultation, and Learning and Development planning).

Equalities Impact Assessment under Equalities Legislation

An impact assessment under the above act is a requirement for all policy developments.

Other Legislative Requirements

Consideration of the Policy Proposal must be made against the following Acts of Parliament, where appropriate, to ensure compliance :

Health & Safety at Work Act

Data Protection Act

[Please add others as appropriate]