

## Appendix C – Mandatory content for all strategy, policy, protocol and procedural documents

Requirement	Compliance
Fully completed Document Development Coversheet	
Standard title page, including: <ul style="list-style-type: none"> <li>• Logo</li> <li>• Title</li> <li>• Author</li> <li>• Version number</li> <li>• Date of approval</li> <li>• Date of review</li> <li>• Security Classification</li> <li>• Statement on how to ask for the document in alternative language or format</li> <li>• Document reference number</li> </ul>	
Table of contents (mandatory for strategy and policy documents only)	
Purpose of the document, including whether the document is new or has been reviewed, and whether it replaces any existing documents. Reference should also be made to any documents that should be read in conjunction	
Introduction	
Summary of the national policy driver, legal or regulatory framework underpinning the local strategy, policy or procedural documentation	
Clear summary of the key message, objectives, guidance or standards which the local strategy, policy or procedural documentation has been developed to convey	
Roles and responsibilities associated with the implementation, monitoring and delivery of the local strategy, policy or procedural documentation	
Communication arrangements associated with the implementation, monitoring and delivery of the local strategy, policy or procedural documentation to include methodology of communication and appropriate consultation	
Organisational chart denoting the reporting arrangements (mandatory for strategy and policy documents only)	
Key performance indicators (KPIs) – mandatory for strategy and policy documents only	
Rapid Impact Assessment Checklist	