**Document Control**

**Document Title:**

### Summary

<table>
<thead>
<tr>
<th>Publication Date</th>
<th>13 OCTOBER 2017</th>
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<tbody>
<tr>
<td>Related Legislation / Applicable Section of Legislation</td>
<td>N/A</td>
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<tr>
<td>Related Policies, Strategies, Guideline Documents</td>
<td>AIM MEETINGS Security breach Z5481774</td>
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<tr>
<td>Replaces</td>
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<tr>
<td>Joint Guidance Document (Yes/No)</td>
<td>NO</td>
</tr>
<tr>
<td>Name of Partner(s) if joint</td>
<td>N/A</td>
</tr>
<tr>
<td>Guidance Document Owner (Name/Position)</td>
<td>PAMELA WHARTON, HEAD OF PRACTICE &amp; IMPROVEMENT</td>
</tr>
<tr>
<td>Guidance Document Author (Name/Position)</td>
<td>MARION BROWN BUSINESS SUPPORT PRINCIPLE MANAGER</td>
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**Review of Guidance Document**

<table>
<thead>
<tr>
<th>Last Review Date</th>
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<tbody>
<tr>
<td>Review undertaken by</td>
<td></td>
</tr>
<tr>
<td>Next Review Date</td>
<td>13 OCTOBER 2017</td>
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**Document Approvals**

This document requires the following approvals.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date of Issue</th>
<th>Version Number</th>
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<tbody>
<tr>
<td>JUDE BROWN</td>
<td>HOS, CFC &amp; YOT</td>
<td>13/10/16</td>
<td>0.01</td>
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<tr>
<td>TRACEY STAINES</td>
<td>YOT MANAGER/AIM LEAD</td>
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<td>MARION BROWN</td>
<td>BUSINESS SUPPORT PRINCIPLE MANAGER</td>
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v0.02
Components of Your Guidance Document

Contents Page (Optional)
Consisting of:
- Table including list of section/sub-section headings and page numbers

Executive Summary (Optional)
Consisting of:
- Synopsis including the documents aims
- Whom the document is applicable to
- If new document, reason for development
- Documents to be read in conjunction with

1. Introduction (Mandatory)
Consisting of:
- Rationale stating why the document is necessary. It will include reference to any relevant guidelines, statutory requirements or other recommendations.
- Scope; this defines for whom and where the document will apply.
- The major underlying principles on which the document is based.

2. Guidance (Mandatory)
Consisting of:
- Actual guidance. A guidance document may include several sub-headings under this topic.

Consisting of:
- An outline of the proposed methodology and approach for the review of effectiveness and/or compliance with required standards

4. Guidance Document Review Date (Mandatory)
Consisting of:
- Date guidance document will be reviewed
5. **Glossary of Terms (Optional)**
Consisting of:
- Definition of technical or specialised terminology used within the document

<table>
<thead>
<tr>
<th>Term</th>
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6. **Supporting Documents (Optional)**
Consisting of:
- Details of any supporting/linked documents that should be considered to enable effective application and utilisation of the guidance document.

7. **References (Optional)**
Consisting of:
- A list of documents referred to in the main body of text

8. **Appendices (Mandatory, if mentioned in other sections)**
Consisting of:
- Additional material necessary to the delivery of the guidance document requirements
- Implementation plan
- Equality Impact Assessment
CHILDREN’S SERVICES
AIM MEETING BUSINESS PROCESS

LEAD PROFESSIONAL TO ARRANGE DATE OF MEETING WITH CHAIR & ORGANISE SUITABLE MEETING ROOM

LEAD PROFESSIONAL TO SEND COMPLETED INVITE LIST TO YOT BUSINESS SUPPORT MANAGER TO CORORDINATE/ALLOCATE MINUTE TAKER

BUSINESS SUPPORT CROSS REFERENCE CONTACT DETAILS WITH ICS/IYSS AND CONFIRM ANY ANOMOLIES WITH ALLOCATED WORKER/LEAD PROFESSIONAL

BUSINESS SUPPORT EMAIL/POST RELEVANT INVITE LETTER TO INVITEES

LEAD PROFESSIONAL TO SEND PROFESSIONAL’S REPORTS AND AIM REPORT TO CHAIR 2 DAYS PRIOR TO MEETING

BUSINESS SUPPORT SEND DRAFT MINUTES TO CHAIR FOR APPROVAL & CONFIRMATION OF WHO IS TO RECEIVE A COPY

DAY OF MEETING
MINUTE TAKER ENSURES ATTENDANCE SHEET IS COMPLETED FULLY AND ALL DETAILS RE-CONFIRMED AT MEETING
AT THE END OF MEETING CHAIR/LEAD PROFESSIONAL TO SET DATE OF REVIEW MEETING, IF APPLICABLE, MINUTE TAKER RESPONSIBLE FOR FURTHER ROOM & MINUTE TAKER BOOKING.

BUSINESS SUPPORT DISTRIBUTE PASSWORD PROTECTED MINUTES VIA SECURE EMAIL AND/OR RECORDED/REGISTERED DELIVERY AND UPLOAD WITH ATTENDANCE LIST TO ICS & IYSS

BUSINESS SUPPORT ENSURES ALL LISTS & HARDCOPY DOCUMENTS DESTROYED SECURELY