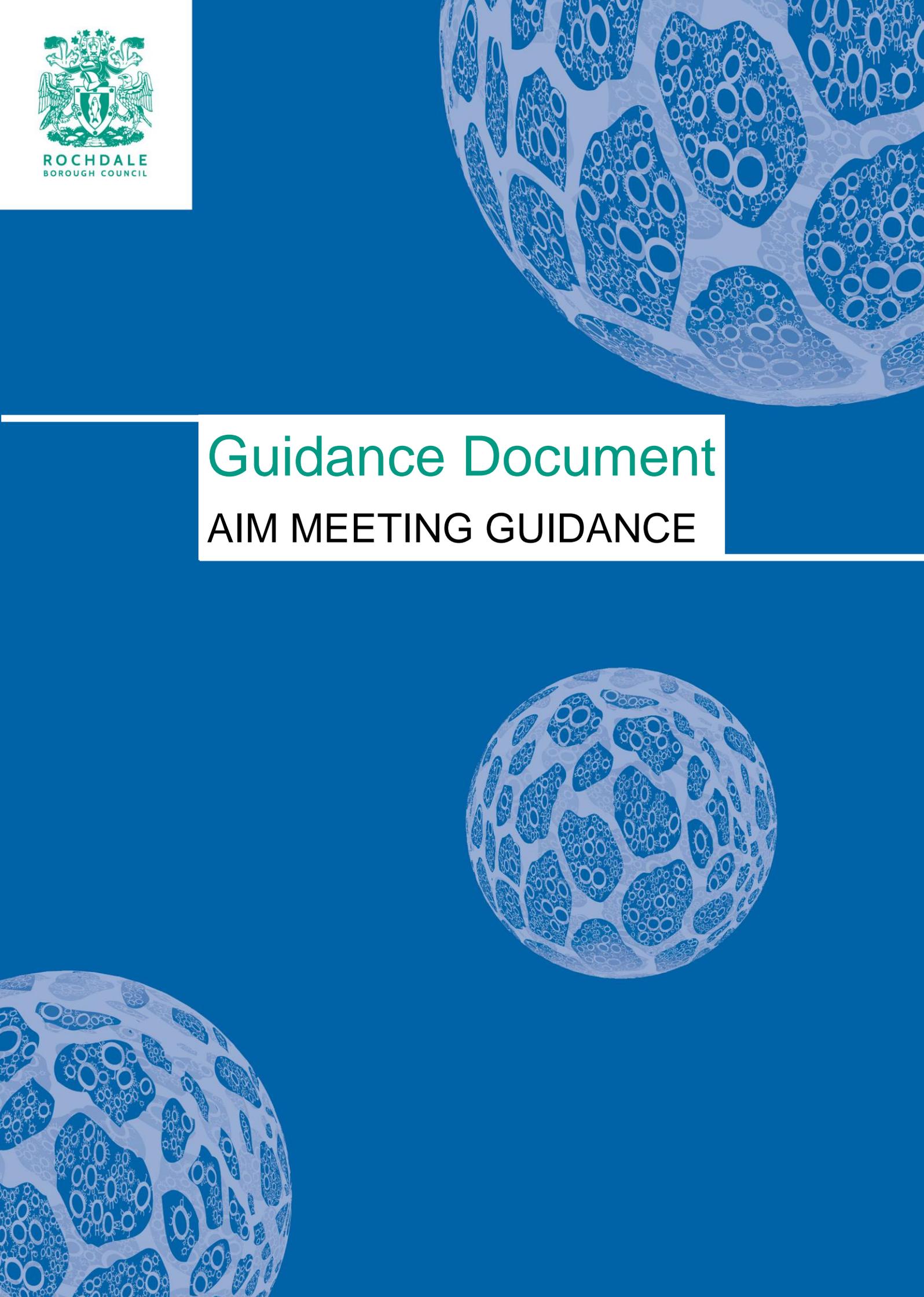




Guidance Document

AIM MEETING GUIDANCE



Document Control

Document Title:

Summary

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

Review of Guidance Document

Last Review Date	
Review undertaken by	
Next Review Date	13 OCTOBER 2017

Document Approvals

This document requires the following approvals.

Name	Title	Date of Issue	Version Number
JUDE BROWN	HOS, CFC & YOT	13/10/16	0.01
TRACEY STAINES	YOT MANAGER/AIM LEAD		
MARION BROWN	BUSINESS SUPPORT PRINCIPLE MANAGER		

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.

3. Process for Monitoring Compliance and Effectiveness of the Guidance Document (Mandatory)

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

Term	Meaning

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



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



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
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Rochdale Borough Council
Number One Riverside
Smith Street
Rochdale OL16 1YH

 www.rochdale.gov.uk

 01706 647474

 council@rochdale.gov.uk

