

### **Lancashire County Council's Policies, Procedures and Guidelines - definitions**

#### What is a policy?

'A Policy is a definitive plan or method of action to guide decisions and action'

Lancashire's adult social care policies are:

- formal documents describing the organisational position on a particular aspect of compliance in regard to legislation, regulations, standards and guidelines
- an official statement and intended to guide and influence both present and future decision making in line with the organisations strategies and philosophy
- a clear statement of intent offering clarity around actions to be taken so reducing the likelihood of misinterpretation
- subject to rigorous review
- mandatory and endorsed by our legal and Human Resources Departments . Failure to comply with a policy may therefore result in disciplinary action
- supported by related standards, procedures and guidelines

#### What is a procedure?

'A procedure is a step by step description of tasks required to support or carry out organisational policies'

Lancashire's adult social care procedures are:

- an extension of a related policy
- an articulation of the process that is to be used to accomplish a control
- intended to support the delivery of high quality equitable practice
- are endorsed by our legal department

#### What are guidelines?

'Guidelines are recommendations or instructions that provide a framework for achieving compliance with policies'

Lancashire's adult social care guidelines are:

- general rules, principles or pieces of advice
- intended to advice people on how something should be done
- usually more technical in nature than policies and standards