**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 organisation's 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 advise people on how something should be done
* usually more technical in nature than policies and standards