



# Children's Services

## Version Control process

Title	Version Control Process
<b>Purpose/scope</b>	To enable the configuration of documents aligned to the most up to date version and to ensure the review of documents is identified and completed. To ensure consistent naming convention for documents
<b>Subject key words</b>	Version, configuration, log, naming convention
<b>Council Priority</b>	Behaviours: be consistent
<b>Lead author &amp; contact details</b>	Pippa Murphy Project Manager QPA <a href="mailto:Pippa.murphy@shropshire.gov.uk">Pippa.murphy@shropshire.gov.uk</a>
<b>Date Established</b>	03/02/2021
<b>Date of Next Review</b>	01/04/2023
<b>Service Improvement &amp; Efficiency Validation</b>	
<b>Legal Sign Off</b>	n/a
<b>Finance Sign Off</b>	n/a
<b>Approver and date</b>	Agreed by SLT 3 <sup>rd</sup> February 2021

Version control is needed to ensure a consistent approach to recording, storing and reviewing of relevant documents

All policy and strategic documents should have a title page which includes the following version log template at the start of the document to reflect the status of the document, author details and review date

*Below template to be inserted in all strategic and policy documents*

[TITLE]



Title	
Purpose/scope	
Subject key words	
Council Priority	
Lead author & contact details	
Date Established	
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Approver and date	

***Reports and smaller documents*** For reports and presentations, and appendices/process diagrams form standalone documents, the title, author, version number, updated on date and review due date should be added to the document header **as a minimum**

Version control is needed on all documents to ensure the most up to date versions is being referred to.

A [configuration library](#) has been set up in Microsoft Teams for Ofsted ready documentation

QA and Performance Lead, Ffion Watson will act as the configuration librarian and ensure version controlled, approved documents are saved to Tri-X and will be available to any request including Ofsted inspections

#### **Version numbering:**

- anything in DRAFT will stipulate draft in the title text and have a number prefixed with a 0 e.g. 0.1, 0.2
- once the document has been agreed as final this will become 1.0.
- Any small amendments would see an increase in the second number in the sequence e.g. 1.1, 1.2 etc.
- Any large-scale review of the document would see a new version number e.g., 2.0

#### **Naming convention**

All documents to be named using the convention

**[Source/owner]\_[document title]\_[Date]\_[version number]\_Status\_ [author (initials)]**

*Examples*

- Shropshire Council Sufficiency Strategy 091120V1.0 FINAL RK
- Shropshire Council Self Evaluation Form 011220 v0.1 DRAFT PM
- Family Court The Road Ahead Covid19 090620 FINAL

(where file names become too long use

- SC for Shropshire council
- CS for Children’s Services,
- VS for Virtual school
- ES for education service

Etc)

### **Version control rules**

- All documents will have a version control information completed (using table or document header as above)
- All documents in the library/Tri-x to be converted to pdf file type (unless a form)
- All documents in the library/Tri-X to be agreed by Assistant Director (Sonya Miller)/other senior manager where applicable
- No Draft documents should be uploaded to library/Tri-X

Process for updating Tri-x and Ofsted Library

v0.2 27012021 PM

