

**Issue: Numbering of Atlas Items**

*Raised by:* Various staff

*Background:* A number of staff have flagged that inclusion of numbering (matching the numbering of the Contents List) would be a helpful inclusion on individual Atlas items. As this has been raised several times the issue has been reviewed.

*Discussion:* The Atlas Contents List has been created to guide the developmental work of the Atlas, and to provide a sense for all staff to appreciate the type of content the Atlas is envisaged to contain. The Contents List has 29 sections and approximately 400 individual topics.

The value of including the numbering in the header or footer section of each Atlas item is appreciated and this has been seriously considered.

Due to the developmental nature of the Atlas, numbering of individual hard copy items creates problems if the order of items is rearranged to better fit a logical sequence. Similarly as development occurs, it sometimes emerges that topics may end up being better combined into one item, or individual topics may end up needing breakdown to several different items. This would create an almost impossible situation with maintaining currency of numbering against completed topics.

The compromise stance to date has been to number the Contents List to provide some structure and opportunity for reference, but intermittent re-issuing of the Contents List is feasible to accommodate changes.

In reconsidering the arrangement used to date, it has been suggested that incorporating the Section number the Atlas item belongs to could safely be included in the header or footer, even if the location within the section is not identified.

The Atlas is being developed for web-based use, and as such a numbering system on individual items will not be required in the future. Work to prepare a preliminary version of current Atlas items for upload to the intranet, is now beginning.

*Consultation:* Best Practice only

*References:* Nil

*Outcome:* Hard copy Atlas items released after this date will include a left hand header in the style of the following example: