



[www.greenroutes.org.uk](http://www.greenroutes.org.uk)

## Adoption & Review Policy

Policies and Procedures documents ( P&P )will be initially adopted, reviewed annually and approved by the Board of Trustees

Policies and Procedures updates out-with review dates will be brought to the attention of the Board of Trustees for approval :-

- With minor amends hand dated & authorised by the Chairman
- With major amends requiring additional formal review when there are
  - 1) changes to Law or Green Routes good practices.
  - 2) changes to those P &Ps available on the web site.

### Procedure

#### INITIAL ADOPTION

- P&Ps will be initially adopted & dated and signed by the Chairman  
Note that adoption by the Board signifies that to the best of their knowledge the policy complies with the SSSC Codes of Good Practice and where appropriate with the relevant law.

#### REVIEW

- P&Ps will be reviewed annually with a record of the review (see Record of Review doc) and emailed to Board of Trustees (minimum of 7 days prior to Board Meeting).
- Any action points agreed by Board of Trustees will be recorded. ( see Record of Review doc)

#### DOCUMENT UPDATES following review

- Updated document will be e mailed to Board of Trustees 7 days before next Board Meeting
- When the document is approved by all Board Members
  - The version number and date will be updated.
  - The date of review will be recorded and signed by Chairman
  - Updated copies (with the exception of the Lone Working policy) will be put into the web site.

#### OBSOLETE DOCUMENTS

- Copies of obsolete documents are retained in computer

#### BACK UP

- Current policies, record of reviews and obsolete copies in the computer will be backed up on a Memory Stick.
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Date / signature as adopted by the Board of Trustees: 24/04/2014

Date / signature as reviewed: 11/02/2021

Doc Ref : GR Adoption & Review Version 8

Date : 11/02/2021