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&P's 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&P's 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 UPDATED
- Updated document will be emailed to Board of Trustees 7 days before next Board Meeting

- When the document is approved by all Board
  Members o   The version number and
  date will be updated.
    - o   The date of review will be recorded and signed by Chairman
    - o   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.

Signature reviewed by   _____   Trustee

Date reviewed   30/11/2022

Version 8   Adopted 24/04/2014