

Policy Development/Review

1. INTRODUCTION

The purpose of this policy is to articulate the Employers position on the development and /or review of policies.

2. POLICY

- 2.1 The Employer will review Organisation Policies for the following reasons.
 - a There has been an accident or incident in which an Employee has followed a policy and which has subsequently been found to be inadequate as a result of an investigation.
 - b There has been a change in law or applicable codes of practice which would warrant a review of one or more policies
 - c Where Employees bring to the attention of the Employer the fact that a particular policy is failing to meet the needs of the organisation: or
 - d Where the Crown requires that a policy be changed.
- 2.2 The Employer sees no operational need to expend time and resources reviewing policies for any other reason.
- 2.3 The Executive Director will lead both the review, and development, of policies on behalf of the Employer
- 2.4 Where there is a requirement for a policy to be developed or an existing policy changed the relevant Manager will bring this to the attention of the Senior Management Team at their regular meeting.
- 2.5 The item for the agenda will include why the policy needs to be developed/ changed and recommendations on a proposed format along with any specialist advice where this is relevant.
- 2.6 Once approved the Executive Director (or nominee) will develop the policy for final approval.
- 2.7 Only the Executive Director has the delegated authority to approve policies but may sub-delegate this authority if he so chooses.
- 2.8 Where a policy has been changed the changes will be tracked in the document and the last set of changes will be saved in an "Archive" file electronically with the changes shown.
- 2.9 Version tracking is done in the header of the document and is date driven. The only time the number next to the date will change is if there are two changes in the same month.

3. RESPONSIBILITY

- 3.1 Employees are responsible for following this policy.

Responsibility for Procedure:	Executive Director
Approving Authority:	Chief Executive
Reference:	Training Services

3.2 Managers are responsible for ensuring this policy is followed

4. COMPLIANCE

4.2 Any established breach of this policy may constitute misconduct and will be dealt with in accordance with the Employer's Policy on Discipline and Dismissal Procedures for Misconduct.

5. REFERENCES

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