

OFFICE	Board Policy Review
Responsibility of	All Members of the Board and Staff
Objectives	To ensure that existing policy is relevant and meets the expectations of the Board and is operational by members of staff
Procedures	<p>Whenever a policy does not meet the objectives or the expectations of the Board or its staff it will be reviewed in accordance with the procedure for Policy Review (below). Such policy amendments will be discussed at the next available meeting of the Board.</p> <p>Regardless of the consistent review procedure noted above, the Board will review the existing policy of the Board every 12 months. These reviews will be scheduled to occur in December each year. The schedule will be set in the Board staff electronic diary so as to ensure that a complete copy of the policy documents are viewed and reviewed by relevant staff and Members of the Board at the December meetings of the Board.</p> <p>Should amendments be required to any policy they will be discussed at the Board meeting and shall be actioned upon by the Chief Executive Officer.</p> <p>Procedure for Policy Review</p> <ol style="list-style-type: none"> 1. Does the policy meet the objectives and expectations of the Board? 2. If not the objectives and expectations of the Board will be noted by the Chief Executive Officer at the Board meeting. 3. A revised policy will be presented by the CEO to the Board at its next available meeting for resolution and adoption. Should the revised policy again not meet with Board approval step 2 will be taken again.
Board Expectations	<ul style="list-style-type: none"> • That the policy and procedures of the Board enable the appropriate functioning of the Board without the requirement of the Board to micro manage the organisation. • That the Chief Executive Officer and staff will advise the Board as required where policy and procedural items are lacking in detail and functionality with regard to the daily operational requirements of an organisation.
Document Control	<ul style="list-style-type: none"> • Document Approved Nov 2016 • Amended to once per annum review 11th Dec 2017 – approved • Approved Dec 2019, Nov 2020