



Policy Review

1. Background

Abbeyfield The Dales (ATD) is required, to draft and establish policies that deal with the daily operational business of ATD.

2. Objectives

ATD is committed to providing services that enhance the quality of life for older people and developing services that will meet the needs of future generations. This commitment is based on the Mission and Values of ATD. ATD will also comply with all relevant and current legislation.

The purpose of this Policy is to set out the procedural steps that need to be undertaken in relation to initiation, approval and implementation of a policy, to enable the daily operational business of ATD to be conducted effectively and efficiently.

3. Scope

All staff (including bank staff), agency staff, volunteers, contractors and all members of the Board of Trustees.

4. Policy

4.1. Process to Identify and Review a Policy

- Policies in need of review will be identified by the Business Support Manager through updates from The Abbeyfield Society (TAS) and ATD's Policy Management Schedule.
- When a policy requires review the Business Support Manager will forward the latest version of the policy to the policy owner along with any other supporting policies and documentation, for review and amendment where necessary.
- The policy owner is to return the reviewed policy back to the Business Support Manager for proof reading.
- Once proofread, the Business Support Manager will email the reviewed policy to the relevant member of the Senior Leadership Team (SLT) for approval.
- Only Policies with extensive amendments will be submitted to a Trustee with the relevant knowledge for review, policies with minor amendments will be submitted directly to The Board of Trustees for approval in the next scheduled meeting.
- Once reviewed by all relevant persons, the Business Support Manager will complete an Equality Impact Assessment (Appendix 1) and summarise the changes to all policies and include in the papers of the next scheduled ATD Board of Trustees meeting. All updated policies are presented to the Board of Trustees at that meeting for approval.
- Any policy not approved by the Board of Trustees will be returned to the policy owner for further review and this process restarts.
- Once approved by the Board of Trustees, the Business Support Manager will complete all amendments and finalise the policy. The old policy will be replaced by the new on the ATD Staff Resources website and in the policy folder located here: S:\ATD\Policies & Procedures.

- The Business Support Manager will circulate the list of amended policies, and details of the amendments, to SLT, all managers and deputy managers who should in turn cascade to all relevant staff.

5. Finance, Value for Money & Social Value

N/A

6. Supported Appendices

APPENDIX 1: Equality Impact Assessment

7. Linked Policies

N/A

8. Legislation/Regulation

N/A

9. Review

Every 3 years, subject to regulatory and legislative changes.

10. Procedure/Guidance

N/A

Abbeyfield The Dales Ltd

Equality Impact Assessment



Policy Name:

Owner:

SMT:

Panel:

Assessor:

Board: **Abbeyfield The Dales Ltd Board of Trustees Meeting**

Ref: New Revised

Review Date: / /

Review Date: / /

Review Date: / /

Assessed Date: / /

Approval Date: / /

What are the aims, objectives and purpose of the policy?

Who is intended to benefit from this policy and in what way(s)?

What are the intended outcomes of this policy?

Could the Policy have an adverse impact on any of the following groups? No, Form complete Yes, Complete all sections below

- Language
- Nationality
- Age
- Disability
- Gender Reassignment
- Marriage/Civil Partnership
- Pregnancy/Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Other personal characteristics

Reviewed by Head of Care Services 2019
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Please provide reasons/evidence for this:

Please explain what action has been / will be taken to address the issues raised:

Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group or as part of a wider strategy of positive action in relation to particular groups?

Yes No If yes, explain below:

What research has been undertaken to understand more about the impact of this policy on affected group(s)?

Who has been consulted? What form did this consultation take?

What were the findings of this research and/or consultation?

Has the Policy been amended as a result of research and/or consultation? Yes No

If YES, how will these amendments mitigate any adverse impact?

If NO, please explain why not?

How will the effects of this Policy on different groups be monitored going forward?

**THIS FORM SHOULD BE KEPT BY THE OWNER OF THE POLICY IF ACTIONS AND MONITORING ARE REQUIRED.
A COPY OF THIS FORM SHOULD BE SENT TO THE BUSINESS SUPPORT MANAGER TO BE KEPT WITH THE ORIGINAL POLICY.**