

Policy Review

1. Background

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

2. Objectives

The purpose of this Policy is to set out the procedural steps 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 and ensure good governance.

3. Scope

This policy applies to all organisational policies, procedures, and related documents, regardless of department or function.

This policy applies to Abbeyfield the Dales Limited and its corporate trustee responsibilities for registered providers Charles Edward Sugden Almshouses, and Frank Crossley's Almshouses, also for the non-registered provider The Pawson Cottage Homes, and its subsidiary Abbeyfield Court Limited.

4. Policy

All policies must:

- Reflect current legislation, regulations, and best practice.
- Be clear, accessible, and relevant to staff.
- Support organisational objectives and values.
- Be regularly reviewed and updated as needed.

4.1. Responsibilities

4.1.1. Business Support Manager (BSM)

The BSM is responsible for:

- Monitoring and updating ATD's Policy Management System.
- Identify when a policy requires review 2 months before the policy expires and forward the latest version to the policy owner along with any other supporting documentation, for review and amendment where necessary.
- Provide the policy owner a deadline for review 2 weeks prior to the next ATD Board meeting to ensure the policy is approved by the Board before it expires.
- Review the updated policies Equality Impact Assessment (EIA) to ensure no groups are adversely affected by any changes.
- Sending reviewed policies to the relevant members of the Senior Leadership Team (SLT) for their sign off prior to approval from the Board.
- Sending policies with significant updates to the relevant Committee for review and approval prior to final approval from the Board.
- Make any recommended changes to the policy following Committee meetings.

- Produce a policy report listing all reviewed policies with details of the updates, to be included in Board papers and presented at the next Board meeting.
- Once approved by the Board of Trustees, complete all amendments, including recommended changes by the Board, and finalise the policy.
- Replace the old policy with the new on the ATD Staff Resources website and in the ATD systems location: S:\ATD\Policies & Procedures.
- 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.
- Send links to all updated policies to all staff via Sona Newsfeed.
- Record all review, meeting, and communications dates in ATD's Policy Management System.

4.1.2. Policy Owners

Policy owners are responsible for:

- Reviewing the policy on request by the BSM to ensure all legislation changes, business process changes and new systems are incorporated where applicable.
- Highlight additional text and strikethrough text to remove to enable the BSM to track changes.
- Update any supporting documents and appendices.
- Check that any weblinks remain current and appropriate, and replace / update as appropriate.
- Return the policy and any supporting documents by the deadline provided by the BSM.
- Where a deadline cannot be met this must be discussed the policy owners line manager/relevant member of SLT.

4.1.3. Senior Leadership Team (SLT)

SLT are responsible for:

- Reviewing the policy to ensure all legislation changes, business process changes and new systems are incorporated where applicable.
- Where this is not the case and the policy is **not approved**, SLT to return the policy to the owner for further review.
- Where the policy is **approved** forward approval to the BSM with any minor amendments.

4.1.4. Chief Executive (CE)

The CE is responsible for:

- Ensuring the BSM follows this policy and no policies expire.
- Report significant changes to the relevant Committees.
- Report to the Board using the policies report changes to all policies and open to the Board for comment.

4.1.5. Committee

All Committees including Business Development, Finance, Quality and Remuneration are responsible for:

- Reviewing policies only with extensive amendments and either approving or making recommendations for changes.
- Alongside the Chief Executive report in the ATD Board meeting any significant changes and recommendations by the Committee.
-

4.1.6. ATD Board of Trustees

The ATD Board of Trustees are responsible for:

- The overall approval or rejection of policies contained within the policy report included in the meeting papers.

4.2. Review Frequency

All policies must be reviewed at least every 1–3 years, each policy as a defined review period dependant on the legal requirements. However, high-risk or compliance-related policies (e.g., safeguarding, health & safety, data protection) should be reviewed annually.

Policies must also be reviewed:

- Following changes in legislation, regulation, or best practice.
- Following a review or advice supplied by a 3rd party advisor, consultant, or other industry body.
- After incidents, audits, or identified risks.
- When organisational changes occur.

4.3. Process to Identify and Review a Policy

See Appendix 1: Policy Review – Process Flow.

5. Finance, Value for Money & Social Value

N/A

6. Supported Appendices

APPENDIX 1: Policy Review – Process Flow

APPENDIX 2: Equality Impact Assessment

7. Linked Policies

N/A

8. Legislation/Regulation

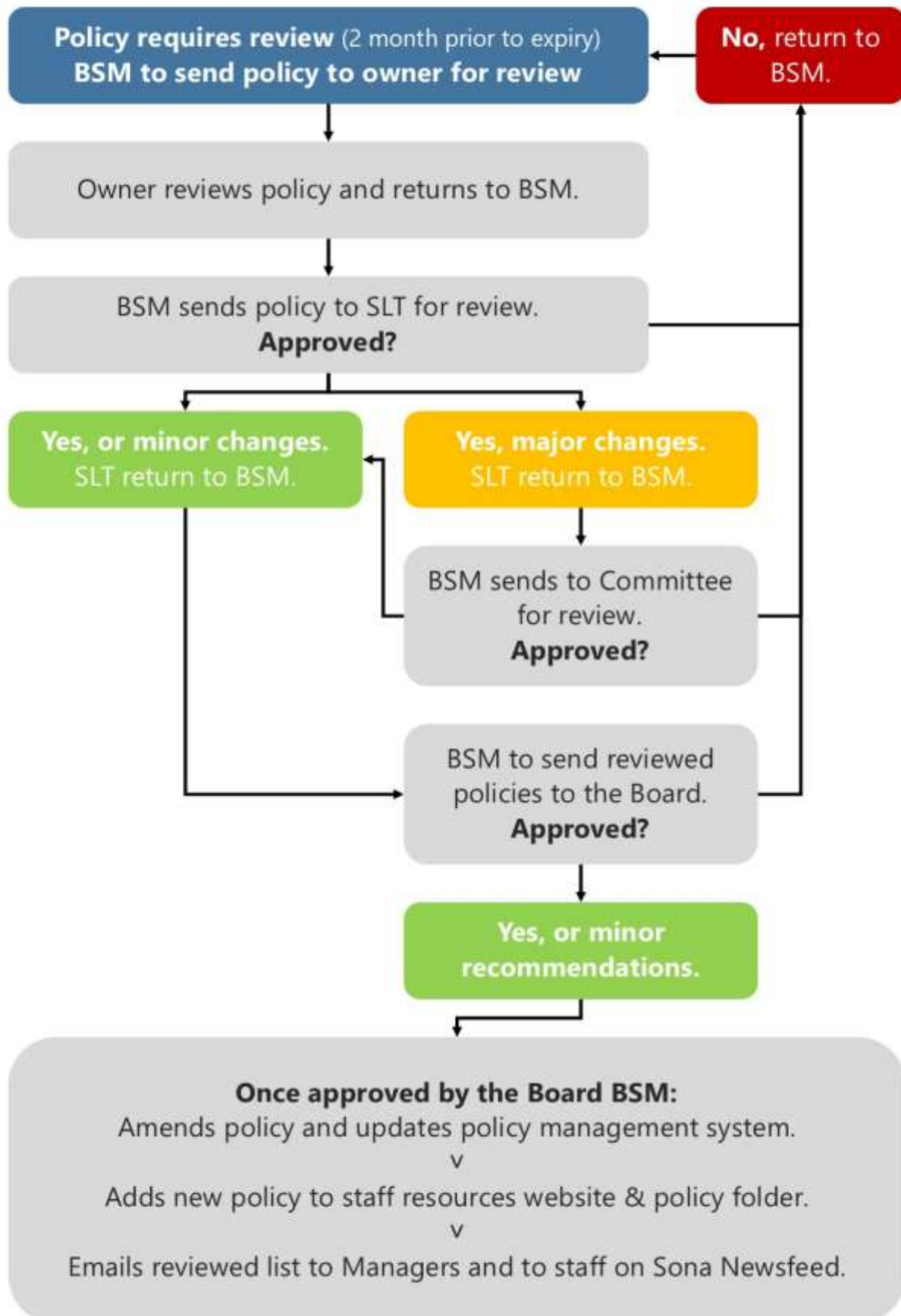
N/A

9. Review

Every 3 years, subject to regulatory and legislative changes.

10. Procedure/Guidance

N/A



APPENDIX 2: Impact Assessment Form Example



ATD Policy Review

Policy Status: **Due to Expire** Review Status: **With Owner**

[Review Report](#)

[Policy Details](#) [Equality Impact Assessment \(EIA\)](#) [Linked Documents](#) [History](#)

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

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. To ensure all policies and procedures are reviewed and updated when required. This will enable the daily operational business of ATD to be conducted in line with the most up to date policies and procedures thus enabling ATD to consistently function effectively and efficiently at all times.

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

All staff (including bank staff), agency staff and volunteers working within the service and all members of the Board of Trustees will follow the standards required as laid down in ATD policy and procedures which will in turn benefit all staff and residents.

Could the Policy have an adverse impact on any of the following groups? If No, form complete, if Yes complete all sections.

NO: ☒ YES: ☐

Religion/Belief:	☐ Language:	☐ Disability:	☐ Race:	☐ Nationality:	☐ Sex:	☐ Age:	☐
Marriage/Civil Partnership:	☐ Sexual Orientation:	☐ Pregnancy/Maternity:	☐ Other Detail:				

Please provide the reasons, and can this adverse impact be justified on the grounds of promoting equality of opportunity for one group or particular groups?

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

Who has been consulted or what research has been undertaken to understand more about the impact on affected group(s)? What were the findings?

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