

Policy for Policy Review

Policy statement

CANDI has a requirement to establish its operating methods and policies in documents designed to act as obligatory guidance notes for participants and as information for others.

Each policy document is designed to operate within the environment existing at its inception. However, changing circumstances and the benefits of experience dictate that all policies need periodic review and possible update.

In the event that a change is required, the Company Secretary will invoke the procedure detailed below. If a policy has not been amended in such a way, it will be automatically reviewed at a date designated at its last Board review but no longer than three years.

Procedure

- The Company Secretary will monitor the review dates and, in advance of the next Board Meeting, review the documents to consider any necessary amendments.
- The Company Secretary will consult with any other appropriate party, including trustees, employees and volunteers in order to fully review the document.
- The amended document, or the original document if no amendments are necessary, will be brought to the next Board meeting for the consideration and approval of the Board.
- Any document which requires amendment before its due date will be dealt with under this procedure.

Specific review items

Although not an exclusive list, the primary consideration points of each policy review should be:

- Has any legislation relevant to the policy changed?
- Is the policy still relevant to the current social and other circumstances?
- Has experience of those operating within the policy parameters dictated a better or safer methodology?
- Are there areas of implementation not covered within the policy wording?
- Is the policy still practical within current circumstances?
- Are any other changes needed?
- Do any agreed changes still deliver the main aim of the policy?

Document control

Last updated	15 November 2022
Next review	