

# Policy Maintenance and Calendar



Adoption Date 26 May 2016  
Last Review 23 Mar 2017  
Next Review 23 Mar 2020  
Revision Number 2

## 1 REVIEW POLICY

This policy shall be reviewed by Parish Council at least every three years.

An updated Appendix 2, Parish Council Calendar, shall be prepared for review and adoption at the first Parish Council meeting after the Annual Parish Meeting each year.

## 2 PURPOSE

This policy describes how the Policy Framework is maintained by the Parish Council. This policy describes how new policies are created, and how existing policies are reviewed, amended and retired. This document also describes how the Policy Framework is made available.

## 3 CONTENT

### 3.1 Policy Creation

New policy documents may be drafted by whomever and however the Parish Council may choose. However, only the Parish Council has authority to add documents to the Policy Framework. Such an addition may only be made by a passed motion of the Parish Council.

New policy documents must meet the following criteria:

- Must use the Policy Template (document 4.1)
- Must have a review frequency of at least every three years. The next review date of new policy should be added to the Parish Council Calendar (document 4.3).
- Must be published in a reasonable timeframe.

### 3.2 Policy Review

Every policy has a defined minimum review frequency. When a policy is due for review, the policy must be considered at a Parish Council meeting.

In order to reduce the burden of policy review, it is suggested that the month before review of a policy one or more Parish Councillors be appointed to consider the policy in detail and bring their recommendations to the meeting.

The outcome of review may be a passed motion stating that the policy has been reviewed with no changes. If so, the Revision and Review History of the policy should be updated like this example:

Revision Number	Date	Changes/Comments
1	26 May 16	Initial adoption
1	26 May 18	Reviewed with no changes

Alternatively, if the review results in amendments, see Section 3.3 below.

Individual Parish Councillors may wish to use the Policy Review Form (Appendix 1) to assist the task of policy review.

### 3.3 Policy Emendation

Amendments to a policy document may only be made by a passed motion of the Parish Council. Accepted amendments should be published to the policy in a reasonable timeframe, and the Revision and Review History of the policy should be updated like this example:

Revision Number	Date	Changes/Comments
1	26 May 16	Initial adoption
2	26 May 2018	Description of changes made ...

### 3.4 Policy Retirement

Policies may only be retired and removed completely from the Policy Framework by a passed motion of the Parish Council. A retired policy should be removed from the published Policy Framework in a reasonable timeframe.

### 3.5 Policy Framework Availability

The Parish Council must ensure that an editable copy of all policy documents is kept securely (MS word format). The Parish Council must also ensure that an up to date published copy of all policy documents (pdf format) is readily available to all members of the Parish Council, paid and volunteer church staff.

At present there is no need to restrict access to any policy documents. Should the Parish Council create a policy document that has sensitive content, and policy for securing and distributing sensitive documents should also be created.

## 4 APPENDICIES

### 4.1 Appendix 1 Policy Review Form

#### Policy Purpose

Does the policy have a clearly stated purpose?

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Is a policy with the stated purpose actually required (or is it unnecessary administrative overhead)?

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#### Policy Content and Clarity

Does the content of the policy specifically and clearly address the stated purpose of the policy?

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Are there parts of the policy that need to be made clearer?

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Are there parts of the policy which are unnecessary or should be moved to another policy document because they do not address the purpose of the policy?

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Are there parts of the policy that are unnecessarily prescriptive, and so limit the freedom of church staff and volunteers?

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Are there parts of the policy that should be more specific, and so reduce the freedom of church staff and volunteers?

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Has our ministry context changed significantly since the last review of this policy in a way that requires the content of this policy to also change?

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#### Policy Performance

What data is required to check if this policy is being applied and achieving the stated purpose?

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Does the Parish Council have that data?

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Is the policy achieving the stated purpose?

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## 4.2 Appendix 2 Parish Council Calendar

The purpose of the Parish Council Calendar is to assist in organising policy review. In particular the Parish Council Calendar aims to prevent the review of any individual policies from being overlooked.

### 4.2.1 2017

Month	Appoint Reviewer(s)	Adopt Reviewed Policy
MAR	2.3 Privacy Policy	4.3 Parish Council Calendar 4.2 Policy Maintenance 3.1 Parish Council Communication Policy
APR	2.2 Financial Controls Policy	2.3 Privacy Policy
MAY	2.3 Safe Ministry Policy	2.2 Financial Controls Policy
JUN		2.3 Safe Ministry Policy
JUL		
AUG		
SEP	1 Ends Policy (church vision)	
OCT		1 Ends Policy (church vision) 2.5 Cash Retention Policy (as part of budget preparation)
NOV		
DEC		
FEB		

### 4.2.2 2018

Month	Appoint Reviewer(s)	Adopt Reviewed Policy
MAR		4.3 Parish Council Calendar 3.1 Parish Council Communication Policy
APR	4 Parish Council Internal Process 4.1 Policy Template	
MAY	2.3 Safe Ministry Policy	4 Parish Council Internal Process 4.1 Policy Template
JUN		2.3 Safe Ministry Policy
JUL	2.7 WHS Policy	
AUG		2.7 WHS Policy
SEP	1 Ends Policy (church vision)	
OCT		1 Ends Policy (church vision) 2.5 Cash Retention Policy (as part of budget preparation)
NOV		
DEC		
FEB		

### 4.2.3 2019

Month	Appoint Reviewer(s)	Adopt Reviewed Policy
MAR	2.9 Expenditure Approvals Policy	4.3 Parish Council Calendar 3.1 Parish Council Communication Policy
APR	0 Policy Framework	2.9 Expenditure Approvals Policy
MAY	2.3 Safe Ministry Policy	0 Policy Framework
JUN		2.3 Safe Ministry Policy
JUL		
AUG	2.10 Hall Hire Policy	
SEP	1 Ends Policy (church vision)	2.10 Hall Hire Policy
OCT		1 Ends Policy (church vision) 2.5 Cash Retention Policy (as part of budget preparation)

NOV		
DEC		
FEB		

4.2.4 2020

Month	Appoint Reviewer(s)	Adopt Reviewed Policy
MAR	4.2 Policy Maintenance	4.3 Parish Council Calendar 3.1 Parish Council Communication Policy
APR	2.2 Financial Controls Policy	4.2 Policy Maintenance
MAY	2.3 Safe Ministry Policy	2.2 Financial Controls Policy
JUN		2.3 Safe Ministry Policy
JUL		
AUG		
SEP	1 Ends Policy (church vision)	
OCT		1 Ends Policy (church vision) 2.5 Cash Retention Policy (as part of budget preparation)
NOV		
DEC		
FEB		

## 5 REVISION AND REVIEW HISTORY

Revision Number	Date	Changes/Comments
1	26 May 2016	Initial adoption
2	23 Mar 2017	Added the recommendation in 3.2 to appoint reviewers a month prior. Added appendix 2, Parish Council Diary.