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1. Introduction

- 1.1 The College of Paramedics is a democratic membership organisation. The Board is accountable to the membership of the College. All strategic, business and financial conduct is undertaken in the interests of both the membership and the paramedic profession.
- 1.2 Policies and procedures are designed to meet the needs of the organisation within this democratic context.
- 1.3 Developing and reviewing appropriate policies and procedures through a period of growth should ensure the College continues to function smoothly, and within the guidance of the Charity Commission.

2. Purpose

- 2.1 Policy development and review will follow the process detailed in this document.
- 2.2 A comprehensive list of the required policies was developed in June 2015 after an independent review. This list is reflected in the master policy spreadsheet, available from the Head of Administrative Services. Further policies may be added when and if the need arises, with the agreement of the Board of Trustees.

3. Development

- 3.1 Policy development and review will be overseen by an individual designated by the Chief Executive. Under their specific guidance policies will be drafted and developed in association with members of the Executive Team, the College special advisors, Trustee Officials and any trustees or staff members with an interest or expertise in the specific subject the policy covers.

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Author	First Approved	Last reviewed	Next review
Imogen Carter	July 2016	December 2018	December 2021

3.2 Policies covering some specialist subjects such as financial instructions or education and development policies will be developed by the Board of Trustee Committees tasked with these specialisms. The person overseeing policies may provide support with formatting etc and with keeping reviews on schedule.

4. Approval

4.1 Final drafts of all policies will be presented to the Board of Trustees for discussion, with any consequent changes being made, before resubmission to the Board for approval.

4.2 This approval process can be done at a meeting or via email. Any member of the Board of Trustees can request that a specific policy, sent via email for approval, be brought instead to a Board meeting for approval. The date of approval by the Board is recorded on the policy document.

Email approval process

4.3 A final draft of a policy/document or a decision will be sent out for approval/agreement to all Trustees, via email.

4.4 There will need to be 14 Trustees, including a Chair or Vice-chair plus two other Trustee Officials, actively engaged in the approval process, which will be demonstrated by replying to the email.

4.5 The first email will have a response deadline of 2 weeks and reminder emails will then be sent out every week until the minimum amount of 14 responses have been received.

4.6 A majority decision either to approve/agree or reject/disagree will carry.

4.7 Requested changes and comments from Trustees, during the approval process, will be addressed by the main author of the document.

4.8 Trustees who have been part of the decision to recommend an item/document for approval of the Board *are able* to cast their vote again as a member of the Board of Trustees.

5. Review

5.1 College policies will be reviewed one year after their initial approval, then every 3 years thereafter, except in exceptional circumstances decided upon by the Board of Trustees. The review will be under the guidance of the individual designated by the Chief Executive (Section 3.1).

5.2 A master policy spreadsheet will be kept as an overview of all approved policies and will indicate the first approved, last reviewed and next review dates of each policy. The version code, responsible person and document author will also be detailed.

5.3 General policy documents will have their first approved, last reviewed and next review dates in the document footer. Governance documents will have this detail on their title page.

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5.4 The review process will follow the same process as development.

6. Version Control

6.1 Version control will be through the updated master policy spreadsheet.

- Each document will contain a version code within the document name. This will be the date that the document was last altered in any way and will take the form of YYMMDD.
- This version code will be recorded in the master policy spreadsheet which can be accessed via the Head of Administrative Services.
- Alterations made between approval and review will be noted in the spreadsheet under interim alteration

6.2 Additional to this, during development and review, version 0.01 will be used whilst in draft and then once approved the final version will be 1.0. This would then become 1.01 on review until approved again to become 2.0. This detail will be in the footer of each policy document and the title page of each governance document.

5.6 Out of date policy documents kept for reference will be watermarked 'superseded'.

End of Document

Policy approved by the Board of Trustees, via email and meeting, 8th July 2016

First review, by Board of Trustees, via email, 24th December 2018

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