

Establishing & Reviewing Procedures

1. Establishing Procedure

- 1.1. A procedure is formed when there is a need to define or clarify actions to be taken in set circumstances.
- 1.2. A consultation document is prepared and discussed by staff, service users (where they may be involved), senior management and Management Committee, who are all able to make comments and recommend amendments.
- 1.3. The procedure is then drafted and pinned on the notice board and emailed out to all parties concerned for a week, during which time staff and service users can comment.
- 1.4. The management committee then ratifies the final issue.
- 1.5. The final issue will then be given a date stamp as at the foot of this page
- 1.6. The final issue will be published on the intranet.

2. Reviewing Procedure

- 2.1. A procedure will be reviewed as the review date given at the time the procedure was established.
- 2.2. The Director will email a word copy of the Procedure to each service and management at the review date.
- 2.3. Each manager will take the procedure to the staff and residents meetings for discussion and any changes to be made as *2.4.4 – 2.5.
- 2.4. Any proposed changes to the policy should be communicated by email to the original sender (unless the original email states otherwise) with 'P&P Review' in the subject box'
- 2.5. The final procedure will be published on the intranet.

NOTE: Day-to-day procedures, concerning running of projects, may be covered by Local procedures, formulated by staff at the weekly meeting and discussed at the resident's weekly meeting, where there could be room for negotiation. These local procedure decisions would be subject to overview by the Management Team at the next meeting. Each local procedure would need to be reviewed as and when required or at least once every three years.