



Empowering Young People

Documentation Review Procedure

September 2020

1.0 INTRODUCTION

This procedure is to ensure that all HYP policies and procedures are properly reviewed by the trustees prior to being issued. It also ensures that all policies and procedures are reviewed annually so they are correctly maintained and are always in-line with current laws and government guidance.

1.1 WHO THIS PROCEDURE APPLIES TO

This procedure applies to all employees of HYP that are involved with the documentations process, irrespective of length of service and whether permanent, temporary, casual, part-time or on fixed-term contracts.

HYP reserve the right to amend this procedure as it sees fit or apply a different procedure as appropriate.

2.0 REVIEW PROCEDURE OVERVIEW

Once a policy and/or procedure has been written there should be a section on the front page that is allocated for the correct signatures from author to reviewing stages then finally issuing. Once the document is in circulation it should then be reviewed annually to insure it is still current. This also gives the organisation time to make any changes that they see fit. There should be an additional section to the front page which is allocated to these annual reviews.

2.1 RESPONCABILITIES

- **Preparer** - It is the responsibility of the preparer to write the initial document in-line with the organisation's templates and branding. The document should be laid out in numerical sections to ensure reviewers can efficiently comment and suggest changes.

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Any agreed changes from the review stages should be implemented by the author. All changes should be agreed between management and the trustees prior to implementing in the document. Please note it is always good practice to keep copies of each revision of a document with highlighted changes.

- **Reviewer** - It is the responsibility of the reviewer to read the document in its entirety. When commenting on documentation, comments can be added either digitally using Word review or written directly onto the document in coloured pen. Once the review is complete the document will be given back to the author for editing and then given back to the reviewer for signing.
- **Issuer** - It is the responsibility of the issuer to ensure the final draft of the documentation is passed through its review stages and is then added to the organisation's documentation. It is the responsibility of the issuer that all the information within the document is in-line with all legal obligations and government guidance.
- **Annual Reviewer** – It is the responsibility of the annual reviewer to ensure all information contained in the documentation is still relevant to the operations of the organisation and are inline with legislation and government guidance.



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PROCEDURE FOR DOCUMENTATION REVIEW



