

Finance & Resources



SYFR 'LOCAL POLICIES' REVIEW PROCESS

Functional Head	Steve Chu
Date written	01/02/2011
Date last ratified by Functional Head	01/02/2011
Date of next review	01/02/2015
Version No.	1.0
Managers Handbook Reference, if applicable	



South Yorkshire
Fire & Rescue
WORKING FOR A SAFER
SOUTH YORKSHIRE

SYFR 'LOCAL POLICIES' REVIEW PROCESS

1. All policies will be drawn up using a standard template which includes review dates and manager responsible (normally Head of Function). See Appendix A.
2. All policies should be reviewed at least every 4 years and more frequently if necessary.
3. Any relevant Equality Impact Assessments will be drawn up or reviewed at the same time as the policy.
4. Heads of Function will initially determine the next review date for each of their policies as appropriate, and notify Corporate Admin. Thereafter, future dates for policy reviews will be added to the policy frontsheet by the policy author.
5. Corporate Admin will create and maintain a RAG (red, amber, green) spreadsheet of all Service policies with review dates, and publish it monthly on the Service intranet. A policy will be highlighted from green to amber 6 months before its due date, and move to red on its due date.
6. It will be the responsibility of Heads of Function to ensure policies are reviewed to the deadlines. Corporate Admin will issue one reminder once policies become amber. A list of red policies will be provided to the Executive Team by the Head of Corporate Comms and Admin in the weekly Directors' Briefing.
7. All new or revised policies should be approved by the relevant Head of Function, named on the policy frontsheet.
8. If the Head of Function decides that broader consultation about a policy change is required, the draft policy will be circulated to CMB members in accordance with other CMB reports.
9. Following approval by Head of Function / CMB, and subject to any agreed further consultation with representative bodies, Heads of Function will send the final policy, together with a Change Briefing Note (CBN) explaining the main changes, to Corp Comms and Admin, to be promulgated to the Service via an announcement in the Weekly Bulletin.
10. Corporate Comms and Admin will then publish the new or amended policy and CBN on the intranet (in the same way as SOPs Vol 1 have been updated and promulgated for the past 2 years). NB New policies should **only** be promulgated in this way.
11. Corporate Admin will update the RAG spreadsheet inserting the next review date.
12. Where a policy is new or makes a major change or is of significant interest to staff, policy authors can also produce an A4 poster if they wish, for display on Notice Boards. See Appendix B for the template. Such posters should then be forwarded to Corp Comms and Admin for distribution.

13. Corporate Admin will publish relevant policies on the SYFR website. For information, those under the following categories set out by the Information Commissioner have to be published as part of the statutory FOI Publication Scheme:

- Policies and procedures for the conduct of Authority business
- Policies and procedures for the provision of services
- Policies and procedures about the employment of staff
- Customer service
- Internal instructions, manuals and guidelines
- Records management and personal data policies
- Charging regimes and policies

Directorate Name

TITLE OF POLICY

Functional Head	
Date written	
Date last ratified by Functional Head	
Date of next review	
Version No.	
Managers Handbook Reference, if applicable	
EIA reviewed	Yes/No/Not applicable



South Yorkshire
Fire & Rescue
WORKING FOR A SAFER
SOUTH YORKSHIRE



South Yorkshire
Fire & Rescue

WORKING FOR A SAFER
SOUTH YORKSHIRE

Notice Board