**Appendix 5: Policy Review Record Sheet**

The Policy Review Record Sheet is intended to provide guidance for the review of a policy. If the revised policy needs to go forward for committee approval, the record sheet may be appended to the revised policy for information purposes.

 **Policy Review record sheet**

|  |  |
| --- | --- |
| Current Policy Title  |  |
| Policy Owner |  |
| Date of first approval |  |

 **Tick one:**

|  |  |
| --- | --- |
| Comprehensive Review  |  |
| Major Policy Change  |  |
| Minor Policy Change  |  |

Has this policy been reviewed or amended since it was first approved? If yes, please detail when it was last reviewed or amended, what triggered the review or amendment, and what changes were made.

Is a change or amendment to the policy being proposed now? If yes, please outline what amendment is being proposed and why (e.g. external or internal triggering events such as a change in legislation, new regulations, addressing a new risk, issues identified with existing policy, etc.)

Are there other existing policies that overlap or are closely related to this policy? Are there any existing policies which are referenced in this policy or on which this policy is dependant? If yes, which indicate below which ones.

Are changes to these policies also required? If so, please summarise these below.

What consultation took place as part of the review of this policy? Please list the groups or individuals.

Outline the impact of the revised policy, if known, on internal and external stakeholders.

Outline how the revised policy will be communicated to internal and external stakeholders.

Outline how the impact of the revised policy will be monitored.

Outline how compliance with the revised policy will be monitored.