

REF	SPECIFIC	MEASUREABLE	ATTRIBUTABLE	RESOURCED		TIMEBOUND	NOTES/ PROGRESS TO DATE
				Documents Required	Responsible		
RESOURCES							
C2.1.0 C2.1.1	Policy Review System	Develop a system of review for all policies and procedures. Outcome: Ensure policies and procedures are updated and include recent regulations.	<ol style="list-style-type: none"> 1. A schedule of review to be established. 2. Schedule of Review to implement a system of best practice to review all policies every 12 months, in particular financial, health & safety, quality policy and board specific policies. 3. Board to review and approve all policies (including those newly developed) and sign off. 4. Board to ensure policies meet legal requirements and are being implemented within the organisation. 	Relevant policies, Policies and Procedures Review Schedule	Chairman / Assigned board member(s)	Priority 1	
R1.1.0 R1.1.1	Develop Best Practice Policies for functioning of the Board	Best practice policies i.e. Whistle Blowing, Board Recruitment, Governance, Fraud policies to be developed for the organisation Outcome: The organisation has a transparent process for any eventualities and is fully prepared in any situation arising.	<ol style="list-style-type: none"> 1. Board to look at developing best practice policies, i.e. Whistle Blowing, Board Recruitment, Conflict of Interests, etc 2. Once developed, Board to agree each policy 3. Policies to be placed into Governance Folder 		Board / Chairman	Priority 1	
E2.2.0	Insurances in place	Obtain insurance policies as appropriate to provide adequate cover and protection. Outcome: Ensures relevant insurance policies are in place to meet legal obligations.	<ol style="list-style-type: none"> 1. Board to determine relevant policies to put in place, e.g. Employer's Liability Insurance, Public Liability Insurance, and Professional Indemnity. 2. Board to ensure a system of approval and review is in place and policy is kept up to date 		Board / CEO	Priority 1	