

Policy and Procedures Policy

Introduction

Gran's Van has a clear process for creating, approving, and implementing policies and procedures. Policies and procedures set a standard for every member of staff to follow and allow our work to run smoothly. Policies and procedures are each based on a uniform template which includes version numbers and dates for review. In this policy, the term "staff" is intended to describe both employees and volunteers.

Purpose

The purpose of this policy is to describe Gran's Van commitment to having current, relevant policies and procedures to guide the Board and staff in delivering its Mission and Objectives. Regular review of our policies and procedures is a key component of Gran's Van's Continuous Improvement system.

Policy

The Board may appoint a sub-committee to:

- Identify the required policies and procedures.
- Consult with relevant staff, interested members or others with particular knowledge or experience.
- Consultation may take the form of casual conversations, email forums, desktop research etc.
- Prepare final drafts for presentation to the Board.

The Board may approve, reject, return a document for amendment, or assign revision of the policy or procedure to others.

Policies must be approved by the Board.

Procedures, which describe the mechanisms required to implement a policy, must also be approved by the Board.

The Board may delegate responsibility for approving procedures to the Chair.

Following acceptance of the policy or procedure, the Version number and Dates will be updated, and the document circulated to relevant staff for implementation.

Policies and Procedures will be reviewed annually and saved to the "General" OneDrive folder.

Related Policy Documents

All policies and procedures

Version	2.0	Adopted	22/ 01/ 2025	Review	January 2026
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