# 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 should be appended to the revised policy for information purposes.

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

Tick one (✓):

Comprehensive Review

Major Policy Change

Minor Policy Change

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| **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 College regulation, addressing a new risk, issues identified with existing policy, etc.)** |
| **Are there existing policies that as a result of the review of this policy need to be reviewed? If yes, please indicate below which ones.** |
| **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.** |
| **What consultation took place as part of the review of this policy? Please list the groups or individuals.** |
| **Please outline the impact of the revised policy, if known, on internal and external stakeholders.** |
| **Are there financial implications from the revised Policy e.g. extra costs or posts required to implement it? If so, please outline those costs and how it is proposed to fund them.** |
| **Please outline how the revised policy will be communicated to internal and external stakeholders.** |
| **Please outline how the impact of the revised policy will be monitored.** |
| **Please outline how compliance with the revised policy will be monitored.** |