POLICY CREATION CHECKLIST

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| Proposed Policy Name |  |
| Proposed Policy Number |  |
| Responsible Department |  |
| Audience for Policy |  |
| BEFORE POLICY IS CREATED |
| Identify the issue the policy will address |  |
| Check SLSA/ SLSQ policies prior to the creation |  |
| Identify key stakeholders that will be affected by the new policy |  |
| Formalisation of the policy creation group |  |
| Research into policy legislation & regulatory bodies information in formalise you policy |  |
| Define the scope of the policy |  |
| CREATING THE POLICY |
| A clear objective is stated |  |
| Scope of policy included |  |
| Guideline is define or a link to the procedure is provided  |  |
| Personnels roles and responsibilities relating to the policy are outlined |  |
| Ensure monitoring mechanisms are included  |  |
| Reference to any legislative, regulatory, SLSA or SLSQ documentation is included  |  |
| Include links to Appendices (templates etc)  |  |
| ENDORSEMENT OF POLICY |  |
| Review of the policy with working group and Subject Matter Experts  |  |
| Amendments required completed |  |
| Submit to the relevant Panel/ Committee/ SLT/ Board |  |
| Endorsement of Policy |  |
| AFTER POLICY ENDORSEMENT (GOVERNANCE TEAM) |
| Update policy with policy number |  |
| Update policy approved date |  |
| Update policy with approved by |  |
| Update Policy revision date |  |
| Update Policy version number |  |
| Include policy on the Policy register |  |
| Send out policy to all relevant parties |  |
| Load the policy to the members portal/ club page |  |
| Establish the system to acquit the policy |  |
| Review the policy as per the review date |  |