POLICY REVIEW

 STUDENT`S NAME

 INSTRUCTOR`S NAME

 INSTUTIONAL AFFLIATION

 COURSE TITLE

 DATE

 POLICY REVIEW

 INTRODUCTION

 Policy is a set of ideas or plans that is used to a govern a particular institution that has been agreed by people ,business organizations, politics and economics to a adopt a culture to tackle certain issue that is vision, mission and core values. The policy of an institutions shows transparency, equity and consistency in its operation .The policies guides decisions and daily activities of an institution through procedural documents that show what ,how, who ,to whom, the institution operation hence flexibility <https://www.ucop.edu> . Hence policy review is a process of evaluating ideas or plans to its effectiveness. An annual policy review can only help your organization and regular policy review and revision are an important part of every policy and procedure management plan and its something your organization should put time, energy and resources into. The intention of a policy review is keeping people , equipment, assets, company and information safe. Policy reviews ensures that policy address an emerging and existing need of an institution or company to achieve its vision and mission.

 REASONS FOR POLICY REVIEW

1. policy no longer required

Outdated policies can leave your organization at major risk .old policies may fail to comply with new laws and regulations which can result in inconsistent practices.

1. policy is no longer effective or having the desired impact

 if a policy is no longer effective there is need for policy review thus keeping your institution up to date with the latest regulations and technology and its best practices.

1. new issues have arisen that mandate the policy to be amended

if there are new issues in an institution hence a policy review procedure has to be done .this helps to protect the organization, the employees , and the people you serve.

 4 .changes to the mother policy make the existing policy irrelevant.

 If a mother policy is changed or no longer required hence proving that existing policy are irrelevant. it’s a smart idea for every company to conduct regular policy reviews regardless of how regulated you are.

 Policy review is most effective when it`s done regularly and proactively, not in reaction to an event .Don`t wait for a problem to arise to decide to review your company policies. If there is an ongoing policy review procedure, you could confidently address any issues or events that you face and head off a lot of potential problems. The best way to actively review your policies and procedures s just schedule time and mark your calendar.as a general rule, you should <https://www.lawinsider.com> review every policy every policy between one and three year but most policy experts recommends that policies should be reviewed every year. The following are steps to be adhered when conducting a policy review process;

 STEP ONE :NEED A DATA ANALYSIS.

 Data is a set of information or ideas collected to make a certain decision and data analysis is reviewing your information from different sources to make a final decision hence your policy review and your writing team will be different depending on the policy. Apparently you don’t need the same people dealing with every policy for different department. For instance ,you want the accounting department dictating the sales department likewise to IT department creating finance policies.so pick team members regard on the work they do and the policies you are reviewing .your team could include HR ,managers, directors, `or executives and don’t count the employees who actually do the work; the people who are working on the floor are the best ones for that.

 STEP TWO :RESEARCH.

 Research is act finding a certain idea to implement and get consistent results.T his implies that when conducting a research on policy review should determine that it impacts on other policies ,administration, stake holders and system development .that means you need to look at where the policy is failing ,ask people who are covered by the policy about what they would do differently and make sure you have procedures and tools in place to allow you conduct your research.in other cases ,especially as it relates to laws and governmental rules ,its going to be a more detailed process.in addition , you will need subject matter experts and your company legal counsel to get involved

 STEP THREE: NEED FOR DRAFTING.

 As the policy writing team does their work ,it is important to make sure to document all comments ,notes and every idea from all team members .Its important to appoint one team member from a certain department to gather all the feedback and information and make final edits.in other case if the company is based remotely ,there are specialized policy management software that you get comments ,notes and inputs from your employee and keep in a centralized location .the software creates a powerful work flow, even track whether appropriate managers have signed off and whether every employee has reviewed the policies.depending on the extent of change ,timing and urgency of the policy change ,the stake holders will be consulted and get the chance to comment on the draft policy.

STEP FOUR : CONSULTATION

 The stakeholders identified earlier will be consulted regarding the policy and most probably air out their views. Get feedback from the frontline employee , or anyone affected by the policy .this will help you measure whether the policy is effective.

STEP FIVE: APPROVAL

 Every policy should have a clear goal or objective. The policies are more consistent and effective, and they help protect the organization, the employees, and the people you serve. This means that policy reviewed suggested will be approved by a lot of stakeholders.

STEP SIX :IMPLEMENTATION AND COMMUNICATION

 It is important to explain why the changes are needed, and what needs to happen as to avoid policy violation. If your company or organization is licensed , be sure to include the accredated manager so they can make sure your policy meets their standards and it is implement

 STEP SEVEN: MAINTANCE AND REVIEW.

 The policy review department should be maintained throughout the implementation policy and ensure that the policy is being followed and a proper audit is done compliance with the policy in order to evaluate the policy.

STEP EIGHT : MINOR REVISION AND UPDATES

 Keeping documents is essential hence identify the polices that need to be updated and how do you actually update them. Of course there are best practices to document and update the new policies.

 RESULTS OF A POLICY REVIEW PROCEDURE

1. NO CHANGES MADE

A policy review process can be done and apparently no changes will occur depending on the views of the appointed committee or stakeholders.

1. MINOR AMENDMENTS MADE

A policy review process can be conducted and a minor change will occur .For instance, in an institution where the chancellor is transferred to another institution minor amendments will be done.

1. MAJOR AMENDMENTS MADE

A policy review process can be conducted and a major amendments will occur.

 CHALLENGES OF A POLICY REVIEW PROCEDURE

Its challenging keeping policies updated with organization best practice, accreditation standards , and ever changing regulations. If you don’t have a good policy management tool, then you may be likely to face problems. Some of these challenges may sound familiar:

1. POOR COMMUNICATION

Having a poor chain of communication makes it hard to send and track policy updates.

1. UNSECURE SYSTEM

If there is no documentation of information, comments and inputs , it is easy for privacy breaches and misplacement of documents. Documents need to be updated , old versions need to be archived and new versions need to be published ,disseminated and tracked.

1. LACK OF ACCOUNTABILITY

If there is no transparency, accountability and consistency this will result in risk of employee non compliance. Accountability is necessary in every industry.

1. SCATTERED POLICIES

If the policies are scattered makes it difficult to access and update them.it requires more man hours to go through hundreds of papers to find a single policy .

1. MULTIPLE VERSIONS

Having repeatedly making multiple policies every time results in employee referencing old policies. Paper system often lead to important documents getting misplaced and multiple versions floating around the office.

 CONCLUSION.

 Finally for an organization to perform at its best practice, policies review process is recommended annually and make sure it effectiveness is implemented. It is advisable to have a good policy management tool to over ride the out dated policies .

 References

 <https://onlinelibrary.wiley.com>

<https://www.lawinsider.com>