

Policy and Procedure Checklist

Organisation:

Date:

Use this checklist to manage your organisation's policies and procedures. A policy is what needs to happen; a procedure is how it will happen. The procedure follows on from the policy and can be a separate document or a section of the same document.

Policy & Procedure	Comprehensive and tailored specifically to our needs		Basic, used a template or adapted from another form		Don't Have, but need		Don't Need	
	Policy	Procedure	Policy	Procedure	Policy	Procedure	Policy	Procedure
Essential Basic Policies								
Safeguarding- Child Protection								
Safeguarding - Vulnerable Adults								
Confidentiality Policy, incl.								
· Data Protection								
· Cyber Security								
Equality & Diversity Statement of intent								
· Harassment								
· Reference to Recruitment procedure								
Equality and Diversity								
· 10 protected characteristics								
Health & Safety incl.								
· Workstation assessment procedure								
· Fire Safety								
Risk Assessment incl.								
· Mitigation								
· Insurance								
· Risk management								

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	Policy	Procedure	Policy	Procedure	Policy	Procedure	Policy	Procedure
Personnel								
Annual Leave								
Bullying and Harassment								
Code of Conduct								
Exit Interviews								
Induction procedure and checklist								
Job Evaluation								
Learning and Development								
Public Duties								
Recruitment								
Redundancy								
Retirement								
Sick Leave								
Maternity/ Paternity Leave Policy								
Pensions Policy								
Staff Appraisal Procedure								
Staff Disciplinary/ Capability Procedure								
Staff Expenses								
Staff Grievance Procedure								
Supervision Policy and Procedure								
Time off in Lieu								
Union recognition policy								
Volunteer Policy incl.								
· When would use volunteers								
· How to recruit/assess suitability								
· Expenses								
· Problem Solving								
Health & Wellbeing Policy								
Work/Life Balance								

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Office Management								
Acceptable use of IT								
email and Internet use								
Environmental impact								
Remote Working								
Lone Working								
Flexible working								
Security								
Ethics, Monitoring and Evaluation								
Complaints (for members, service users, public, etc)								
Quality/ Monitoring								
Service user/ Member involvement								
Staff involvement								
Training								
Whistle Blowing/ Disclosure								
Finance								
Finance Policy								
Financial procedures manual								
Insurance cover								
Petty cash policy								
Reserves Policy								
Accounting processes (audit, valuation of assets)								

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External								
Fundraising Strategy								
Media Strategy								
Social Media Strategy								
Partnership working								
Image use protocol								
Supplier selection								
Governance								
Annual General Meeting (AGM)								
Committee Standing orders (what to do in absence of chair, decision making, Declaration of interest, expenses)								
Management board/ Sub Committee terms of reference								
Conflicts of interest								
Officer role descriptions (Chair, Treasurer, Secretary, other)								

Need more help for your policies and procedures? Call the Hunts Forum Communities Team on 01480 420604 or email info@huntsforum.org.uk