

# Policy Review Policy

## **1 Introduction**

- 1.1 England Hockey (EH) recognises the importance of maintaining up-to-date and effective policies (and relevant procedures) to support the successful and ethical operation of the organisation. This Policy Review Policy outlines the framework for systematically reviewing, updating, and improving documents to align with evolving legal requirements, funding requirements, industry standards, and organisational needs.

## **2 Purpose and Scope**

- 2.1 The purpose of this policy is to establish a structured and comprehensive approach to regularly reviewing and updating all EH policies and procedures. This ensures that all stakeholders are aware of and adhere to the latest guidelines, promotes transparency and accountability, and reflects best practice within the organisation.

## **3 Schedule of Reviews**

- 3.1 England Hockey's Governance Team will maintain a schedule outlining the review cycle for each relevant document. This will typically be on a three-year cycle unless a particular policy or procedure specifies otherwise.

## **4 Review**

- 4.1 The Governance Team will conduct periodic reviews, with department or subject representatives co-opted as needed.

## **5 External Consultation**

- 5.1 Where appropriate (i.e. legal compliance, safeguarding, GDPR) EH may seek external consultation, engaging with relevant stakeholders, legal advisors, or industry experts to gain insights and perspectives during the review process.

## **6 Documentation of Changes**

- 6.1 Any document changes made during the review process will be recorded, along with any commentary as to the rationale behind the modifications. This documentation will be maintained for audit and reference purposes.



## **7 Approval and Communication**

- 7.1 Revised policies and procedures will be subject to final approval by the EH Board. Prior to Board approval, policies and procedures may also be reviewed by senior management and/or a Board committee. Once approved, the updated documents will be communicated to all relevant stakeholders, including staff, members, and external partners.

## **8 Training and Implementation**

- 8.1 EH will provide training to staff and stakeholders, where necessary, to ensure understanding and compliance with the updated policies and procedures.

## **9 Monitoring and Continuous Improvement**

- 9.1 EH will monitor the effectiveness of the implemented policies and procedures. Feedback from stakeholders will be actively sought, and continuous improvement initiatives will be undertaken as needed.
- 9.2 Principles of safeguarding, equality, legislation, and risk management will be considered in all policy development and reviews.

## **10 Review Frequency**

- 10.1 Policies and procedures will ordinarily be reviewed on a three-year cycle, ensuring they remain accurate, lawful, and operationally effective.
- 10.2 Some documents may require more frequent review due to changes in legislation, organisational priorities, risk, or external requirements. In such cases, the review cycle will be adjusted accordingly.
- 10.3 Where an exception to the standard review cycle is necessary, including urgent or interim updates, the Head of Legal & Governance may authorise an amended review timetable or early revision, subject to subsequent Board ratification where appropriate.
- 10.4 The review frequency for each policy will be recorded in the central policy register and monitored by the Governance Team.

## **11 Review of this Policy**

- 11.1 This policy will be subject to its own review every three years or as needed, to ensure its continued relevance and effectiveness in guiding EH governance and operations.

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