

Key Considerations When Reviewing Your Organisation's Policies

Providing clear information about your organisation will help your solicitor understand which policies are required, where improvements may be needed and how procedures should work in practice.

-  **Your Organisation's Activities**
Explain what the organisation does, who it supports and how its services are delivered.
-  **Your Legal and Governance Structure**
Provide copies of relevant governing documents and explain how the organisation is managed.
-  **Your Existing Policies**
Gather your current policies and identify when they were last reviewed.
-  **Recent Changes to the Organisation**
Explain whether there have been significant changes since the policies were prepared.
-  **Previous Incidents or Concerns**
Consider whether any problems have highlighted gaps in existing arrangements.
-  **Roles and Responsibilities**
Identify who will be responsible for implementing each policy and how they will be communicated.
-  **How Policies Will Be Reviewed**
Policies should be reviewed periodically and when significant circumstances change.



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