



MAHI MIHINARE  
ANGLICAN ACTION

## POLICY AND PROCEDURE MANUAL REVIEW POLICY

<b>Category:</b>	Human Resources
<b>Last Review Date:</b>	March 2016
<b>Next Review Date:</b>	November 2023
<b>Endorsed by:</b>	The Anglican Action Missioner
<b>Approved by:</b>	The Anglican Action Mission Trust Board

### Purpose

The purpose of this policy is to identify a process for the maintenance of the Policy and Procedure Manual to ensure it is both relevant and in a workable and accessible state.

### Statement

Anglican Action is committed to ensuring all policies and procedures are kept relevant and accessible for staff.

### Definitions

Policy and Procedure Manual	Policy and Procedure Manual refers to both the policies contained within and the appendix documents.
-----------------------------	--

### Policy

1. It is the responsibility of the Missioner and the Anglican Action Mission Trust Board to ensure that each document within the Policy and Procedure Manual is reviewed at least every 24 months.
2. Altering any part of the Policy and Procedure Manual must only be performed with the prior consent of the Missioner. The altered document will then need to be reviewed and endorsed by the Anglican Action Mission Trust Board.

3. When altering any part of the Policy and Procedure Manual, any previous versions of the document are to be archived by the Missioner. The new document will bear the month and year of the review in its title.

### Key Accountabilities & Responsibilities

Person / Party	Responsibilities
Governance	Review and endorse policy every two years or as required
Management	The Missioner must provide consent before any document in the Policy and Procedure Manual can be altered.
Leadership	Ensure that staff members are aware of this policy and processes
Staff	Have access to this policy and understand their obligations

### Related Policies, Legislation, Regulations and Documents

- Nil