

How to Review and Regularly Update Policies and Procedures



About this tool

Many Counties and Regions asked England Netball for support and guidance on practical ways to keep important governance documents and policies up to date. Most committees had not updated key documents in years meaning they risk important rules about how the organisation works going out of date.

Why is it important?

Important documents such as your constitution, conflict of interest policy, membership process etc. should be reviewed and updated annually at least. Although you may not need to make changes each year the regular review and necessary amendments mean that the committee can use these documents as intended, as live tools, guidance and rules to help you run efficiently. If you come up against a new issue, updating relevant documents based on what you have learned will help prevent the issue in future. Regularly the law and good practice from organisations such as Sport England change (e.g. GDPR, Code for Sports Governance) and committees must adapt to these changes to protect themselves and members within a changing landscape.

Top Tips

- Review the template constitution for Regions/Counties (available in the 'Constitution' section on www.englishnetball.co.uk/governance/toolkit) and consider whether this can be adopted/ amended or parts incorporated in to existing constitutions as required.
- Good leadership is about transparency, so do put any documents you have updated on your website to give members confidence that your committee runs professionally.
- The best way to keep on top of this is to delegate responsibility to your Governance lead and if you haven't already, set up a Governance Technical Support Group to take responsibility for this.
- Create a comprehensive list of key policies, procedures and other documents and assign the volunteers who need to be involved in any review. e.g. if the policies and processes are financial the Treasurer will need to be involved and other signatories.

- Build a simple governance calendar, perhaps as part of a wider committee activities calendar, divide the documents into four and arrange quarterly meetings for the Technical Support Group to come together and review documents. Good online resources for this include [TeamUp](#) and [Google Calendar](#).
- The lead should make a note in their diary to share relevant documents in good time (at least two weeks) ahead of the meeting each time to give sufficient time to fully review.
- When you do review a document, think about other committees you know who have good examples, if you are a County committee you might find your Region's copy useful.
- The England Netball Governance Manager could share good examples and advice with you.
- Remember to keep documents concise, short and in plain English, if the document is unreadable it will be unusable.
- Don't make changes for the sake of it, if the document still works for you and there are no wider changes to consider simply sign it off for next year. It's really important not to tweak important documents for personal gain, e.g. making amends to the constitution in order to keep a committee member in post or block another.

How does this link to the Governance Code?

Regularly reviewing and updating policies and procedures is a key element of Mandatory Requirement 1 of Tier 1 of the [Code for Sports Governance](#).

"The organisation is properly constituted, has a clear purpose and, if membership-based, is inclusive and accessible."

This is because one of the most important duties of an elected committee is to uphold and maintain the constitution. Once this is in place you will be able to tick the corresponding boxes on your Annual Governance Health Check.

"We regularly review all of our policies and procedures as a committee to make sure they are up to date and relevant"

Hertfordshire Vice Chair