

## Policies & Procedures

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Policy No. 108

### Review of Policies & Procedures for Sheltered Housing Services

[November 2006] (June 2008) April 2009 April 2010 April 2011

*Policies & Procedures are to be read and signed on attached sheet every six months*

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Sheltered Housing Services has a commitment to review all Policies and Procedures on an annual basis, due on the anniversary of the writing of the policy or procedure.

New Policies are written as required by;

- **the service,**
- **government criteria,**
- **Wiltshire Council strategy,**
- **Supporting People regulations.**

New procedures are written;

- whenever required by the service to meet operational needs or conditions imposed by the adoption of the above regulations or criteria.

- 1. Policies and Procedures may be drafted, updated and reviewed by the Business Improvement Manager or Senior Housing Support Officers.**
- 2. Policies and Procedures are to be approved by the Business Improvement Manager.**
- 3. Policies and Procedures must be approved, passed and signed by the Head of Housing Management or his nominated deputy on initiation and on review prior to publication.**
- 4. All policies and procedures are to be read every six months by every member of staff and a sheet signed to confirm this in the Training File.**

Dated *1<sup>st</sup> April 2011*  
*Review April 2012*