## **Terms of Reference- Policy Development and Review Group**

The Policy and Development Review Group (the Policy Group) is established to ensure [Organisation’s] policies and procedures are up to date and informed by people’s experiences in accessing and delivering services.

The involvement of people with disability, families and carers as well as a range of staff reflects [Organisation’s] commitment to co-design and continuous improvement.

# **Objectives**

* To undertake research and gather information to inform the policy and procedures of

[Organisation].

* To gather inputs based on lived experience of service use.
* To gather insights based on experience in delivering services.
* To draft and review policies or procedures in preparation for formal approvals by the CEO and Board.

# **Terms of Reference**

1. The Policy Development and Review Group (Policy Group) is responsible for the development and review of all [Organisation’s] policies and procedures.
2. The group includes representatives from management, administration and direct service delivery. Policy review is a work-related activity and staff are paid for their time.
3. Participants, family or carer representatives are invited to participate through an expression of interest process. They may be rewarded for their time with a small gift or gesture of good will.
4. Policies are developed in a collaborative and cooperative way. The Policy Action Plan is used to schedule and allocated tasks.

# **Roles and Responsibilities**

The approval of policies remains a Board responsibility.

The Senior Manager/Executive that is supporting the Policy Group (the Policy Group manager) will allocate resources to administer the group’s activities and meetings to ensure all venues and materials are accessible.

Policy Group members will work together to decide

* Decide where they will meet, how often and for how long
* Advise their preferred type of communication
* Agree a work schedule with the Policy Group manager

Individual policy members undertake to do the work assigned to them within the allocated timeframe. They will notify the Policy Group manager of any issues.