



Creating a safer  
**Cambridgeshire**

**To:** Joint Audit Committee  
**From:** Inspector Will Davis,  
Corporate Development Department  
**Date:** 26 March 2018

## **Risk based prioritisation of policy review**

### **1. Purpose**

1.1 The purpose of this paper is to update the Joint Audit Committee on progress on the review of Constabulary policies.

### **2. Recommendation**

2.1 The Committee is asked to note the contents of the report.

### **3. Background**

3.1 As of 31<sup>st</sup> January 2018, all of Cambridgeshire Constabulary's policies were up to date.

3.2 Currently, 26 out of 150 (17.3%) are up for review, not including supplementary equality impact assessment (EIA) documents.

### **4. Prioritisation of updates**

4.1. Outstanding actions on the policies are prioritised by the responsible sponsor.

4.2 At the start of the month, prior to the review date lapsing, contact is made with the sponsor, informing them that the document is due for renewal. Accurate records are maintained and if required, further contact can be made to ensure the task is completed expeditiously.

4.3 It is the responsibility of the sponsor to allocate an author who is expert in the subject matter, to renew the policy before reviewing the update themselves and returning it for uploading into the policy library.

- 4.4 The work will continue indefinitely as policy reviews last for 1 year, until they are due to be reviewed again although some policies will be archived when no longer needed.
- 4.5 As a result of additional resourcing and focus, the policy review process is now more effective and routine and the requirement to prioritise work based on “risk” removed.