Policy Review and Maintenance

Part of the policy Framework

Our Mission

To promote high standards of Western Equitation

and stimulate the growth of these riding disciplines

Document Metadata

Policy Title	Policy Review and Maintenance
Document Ref.	WES-POL-0006
Version	1.0
Date Published	04/11/2025
Review Date	04/11/2027
Owner (Role)	Secretary
Author	Dan Gwalter
Approved By	Secretary
Confidentiality	Public
Status	Published

Contents

1. Purpose

This policy defines the process for creating, reviewing, updating, and retiring official policies within the Western Equestrian Society (WES). It ensures that all Society policies:

- Remain current and fit for purpose

- Are clearly owned and version-controlled

- Align with the Constitution, governance expectations, and operational needs

It also provides the structure for how policies are approved, stored, and referenced within the WES Data Room and wider governance activity.

2. Scope

This policy applies to all formal WES policies — including governance, compliance, finance, member conduct, events, and data protection. It covers:

- Drafting and approval of new policies

- Ownership and review responsibilities

- Versioning and document control

- Withdrawal and replacement of outdated policies

It does **not** apply to informal guidance, working notes, or event-specific protocols.

3. Definitions

- **Policy**: A formal statement of principles and procedures that guides WES governance or operational decisions

- **Policy Owner**: The role assigned responsibility for maintaining and reviewing a specific policy

- **Policy Register**: The master record of all WES policies, their owners, review dates, and status

- **Version Control**: The formal tracking of policy updates using version numbers, dates, and change notes

- **Policy Review**: A scheduled or triggered check to ensure a policy is still relevant and up to standard

4. Policy Statement

WES commits to operating under policies that are live, owned, and accountable. No policy should remain in effect beyond its review date unless actively reaffirmed by its owner. Policies that are no longer relevant should be formally retired to reduce confusion and ensure clarity.

Policy development and review is led by the Secretary, but carried out in collaboration with designated policy owners. Final approval rests with the Full Council, unless otherwise delegated.

5. Roles and Responsibilities

Role	Responsibility
Secretary	Maintain the Policy Register; ensure templates and version control are applied; oversee review cycles; prepare Council for approvals
Policy Owners	Review, update, and propose amendments within their scope; participate in drafting and consultation
WES Council	Approve all new or substantially revised policies; decide on policy retirement if required

6. Policy Detail / Procedures

6.1 Creating a New Policy

- New policies are identified through governance need, compliance gaps, or operational request

- The Secretary will draft the initial version using the approved WES template

- The draft will be reviewed by the relevant policy owner and adjusted accordingly

- Final drafts are submitted to Council for approval before being logged and stored

6.2 Policy Review Cycle

- All WES policies carry a **default review period of three years**, unless otherwise stated

- Reviews may also be triggered early due to:

    o A related complaint or incident

    o Legislative or regulatory change

    o Structural change within WES

    o Officer or Council request

6.3 Version Control

- Each policy carries a version number (e.g. 1.0, 1.1, 2.0)

- All changes must be logged in the version table, with author, date, and nature of change

- Drafts below 1.0 are not considered live

- Live policies are version 1.0 or above and listed in the Data Room and Policy Register

6.4 Withdrawal of Policies

- Policies no longer needed must be formally withdrawn by Council

- Withdrawn policies are archived but marked as "inactive" in the register

- Superseded policies must include reference to the replacement policy in the version log

6.5 Storage and Access

- All approved policies are stored in the WES Governance Data Room

- They are also logged in the master register, with links and metadata

- Policy templates and change request forms are available in the Templates and Tools folder

7. Related Policies and References

- WES Constitution
- WES Rule Book
- WES Policy Register
- WES Data Room Structure
- [Policy Template]

8. Compliance and Breach Handling

Failure to maintain a policy in line with this process may result in outdated or conflicting governance guidance. Where a policy owner fails to review their policy after reminder, the Secretary will raise this with the Chair and propose either reallocation or policy suspension.

9. Review and Version Control

Version	Date	Author	Changes Made
0.1	18/07/2025	DG	Initial policy draft
0.5	08/10/2025	DG	Changes following chairmans review
1.0	04/11/2025	DG	Published

10. Approval Record

Approved By	Date	Notes
Full Council	04/11/2025	Approved for immediate use