

## Policy Development

### What is Policy Development?

Policies are the organisation's stated position on a particular internal or external issue. Policies provide the basis of operations within the organisation, and are, in most cases, governed by legislation.

Procedures are the mechanism for implementing policies and offer the practical 'how to' guide for implementing an area of policy.

Policies and procedures need to be continuously reviewed, to keep in line with both the changing needs of your organisation and relevant legislation. There are also many internal factors which can influence your policies, including the views of stakeholders, clients and the values and ethos of your organisation.

### What are the benefits of Policy Development?

Policies and procedures are essential to the organisation's ability to achieve their objectives within the required legislative framework.

Having effective, accessible policies and procedures that are easily understood and implemented by all will increase the consistency and reliability of your organisations performance. They save time and effort as the policies and procedures clearly set out what needs to be done in any given circumstance and they ensure an effective method of capturing 'best practice'. They provide the basis of learning and development for staff members and can be used to teach and guide quality provision across your service.

### aim2aim can:

- Review and rewrite your existing policies and procedures, in line with legislation and your organisational requirements
- Support you to develop your mission, vision and organisational strategy then create your policies, converting these into front line procedures, and 'how to' manuals or guides
- Design easily accessible policies and procedures that are fit for purpose and accessible to all in different formats and media

**If you would like to discuss our policy development service in more detail contact  
aim2aim on 0843 2050 867 or e mail [info@aim2aim.co.uk](mailto:info@aim2aim.co.uk)**