



## Aberffraw Village Hall (AVH)

### Governance Policy: Policy Approval, Review and Oversight

**Adopted:** February 2026

**Next Review Due:** February 2027

**Version:** 1.0

#### 1. Purpose

This Governance Policy sets out how the trustees of Aberffraw Village Hall (AVH) approve, monitor and review the charity's key policies. It provides assurance that the charity is well governed, legally compliant and managed in the best interests of its beneficiaries.

This policy supports trustees in meeting their legal duties under charity law and reflects Charity Commission guidance on good governance, accountability and oversight.

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#### 2. Legal and Regulatory Context

Trustees are collectively responsible for:

- Ensuring the charity complies with its governing document, charity law and other relevant legislation
- Acting in the best interests of the charity and its beneficiaries
- Managing the charity's resources responsibly
- Managing risk and protecting the charity's reputation

This policy aligns with Charity Commission guidance, including *The Essential Trustee: What You Need to Know, What You Need to Do*.

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#### 3. Scope

This policy applies to all trustees and committee members of Aberffraw Village Hall and covers the approval and review of all key governance, operational and safeguarding policies adopted by the charity.

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#### **4. Trustee Responsibilities**

The trustees and committee members will:

- Act collectively in approving and reviewing policies
- Ensure policies are lawful, proportionate and fit for purpose
- Review policies at least annually, or sooner where required
- Record decisions clearly in trustee meeting minutes
- Ensure policies are implemented and accessible

Trustees/ members may delegate drafting or preparatory work to individuals or sub-groups, but responsibility for approval and review remains with the full trustee body.

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#### **5. Policy Approval Programme**

The trustees/ members operate a structured programme to approve one policy per month, ensuring adequate time for consideration and effective oversight.

##### **Initial Policy Approval Timetable (2026)**

<b>Month</b>	<b>Policy</b>
February	Code of Conduct
March	Data Protection Policy
April	Equal Opportunities Policy
May	Ethical & Environmental Policy
June	Finance Policy
July	Safeguarding & Child Protection Policy
August	Welsh Language Policy
September–October	Contingency / amendments
November	Governance & compliance overview
December	No formal approvals
January	Trustee training and forward planning

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#### **6. Annual Policy Review Cycle**

Each policy will be reviewed annually in the same month it was approved. Reviews will also be triggered earlier where:

- There are changes in law or guidance
- There is learning from incidents or complaints
- The charity's activities or risk profile change

### **Annual Review Schedule**

<b>Month</b>	<b>Policy</b>
February	Code of Conduct
March	Data Protection Policy
April	Equal Opportunities Policy
May	Ethical & Environmental Policy
June	Finance Policy
July	Safeguarding & Child Protection Policy
August	Welsh Language Policy
November	Annual governance and compliance review

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## **7. Policy Review Process**

When reviewing a policy, trustees will consider:

- Compliance with current legislation and guidance
- Operational experience and learning
- Any incidents, complaints or emerging risks
- Whether the policy remains proportionate and effective

Trustees will formally resolve whether the policy:

- Remains fit for purpose with no changes
  - Requires amendment
  - Requires replacement
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## **8. Recording and Evidence**

For each policy approval or review, trustee minutes will record:

- The policy name
- The decision made
- The effective date
- The next review date

Each policy document will clearly show:

- Approval date
- Review date
- Version number

A master Policy Approval and Review Tracker will be maintained as evidence of good governance.

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## **9. Governance and Compliance Oversight**

Each November, trustees will undertake a governance and compliance review to assure themselves that:

- Required policies are in place
  - Reviews have been completed in line with this policy
  - Any training or governance actions are identified
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## **10. Review of This Policy**

This Governance Policy will be reviewed annually by the trustees.

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**Approved by the Trustees of Aberffraw Village Hall**