

Managing Policies on your Intranet

How well is your organisation doing?



Intranets are designed to facilitate information sharing and communications across an organisation. An intranet can be used to support key business processes and to provide efficiency improvements. However intranet implementations that grow organically can prove challenging to manage and may no longer meet the increasing compliance requirements for all business processes.

This document identifies potential areas of weakness when using intranets for the creation, publication and recording of staff agreement to corporate policies. If you are concerned about your answers to some of them perhaps its time to rethink your policy management processes.

Policy Management

- How integrated is your intranet with the HR processes it supports?
- Do staff find it easy to create, update, distribute new and revised policies?
- How does your organisation ensure that policies maintained on the intranet are still up-to-date and accurate?
- How is employee awareness of policies monitored?
- Do you have a mechanism for recording an employee's agreement to each new or revised policy?

Record Keeping

- How does the organisation monitor compliance?
- Who is responsible for record keeping (content authors, website administrators, IT staff, no one person has overall responsibility)?
- Are there procedures to ensure the integrity of the system and the authenticity of the records?

Audit Trail

- What is the likelihood of being called to account for the policies published on your intranet either for internal disciplinary proceedings or employment tribunal or legal cases?
- Are you able to prove or disprove the existence of every written policy on your intranet during a given time period?
- How are previous versions of policies (however minor the amendment) archived?
- Are the evidential elements of electronic records easily accessible?
- Are there security controls in place so previously published policies cannot be altered?
- How do you prove that staff accessed the appropriate pages to review any changed content?
- Do you require employees to agree to policies or is this implicit within the organisation?

Access for All

- Does the intranet meet accessibility standards?



NETconsent software can bridge identified gaps in your current processes by rigorously maintaining full and accurate records of your written policies, as well as identifying who has seen and agreed to them. And in most cases NETconsent can be integrated with your existing intranet site.

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