



# POLICY STANDARD 11

## MONITORING

### **POLICY:**

Pablos has an internal monitoring system in place.

### **PROCEDURE:**

At 12 monthly intervals a working party consisting of a client, committee member and an independent representative will consult with Pablos' artists and staff and complete the internal monitoring checklist. An artist questionnaire is also to be completed. A written report, with recommendations, will be provided by the working party to the artists, staff and management committee one-month after consultations has occurred.

There are four different categories to cover:

1. **Clients**
2. **Staff**
3. **Art Studio**
4. **Organisational**

### **OUTCOME:**

- ◆ Pablos Inc. is achieving its mission statement.
- ◆ Clients are actively involved, consulted and informed in organisational decisions and operations.
- ◆ Input is obtained from all participants
- ◆ Pablos Inc. is operating effectively and efficiently.
- ◆ Pablos Art Studio is a safe work place.
- ◆ Pablos Inc. has adequate accountability systems.
- ◆ The information obtained will be used to record progress and set goals.

### **SUPPORTING DOCUMENTS:**

- ◆ Internal Monitoring Checklist
- ◆ Artist Feedback
- ◆ Staff Feedback
- ◆ Pablos Privacy Policy