

Procedure for Establishing New Policies or Amending Existing Policies

Preamble

Before proceeding to develop a new policy, proposers should consider first whether a university policy is needed. University policies share a number of characteristics that may include, but are not limited to the following:

- They are intended to change infrequently, and set the course for the foreseeable future
- They reflect the university's mission, vision, values and principles
- They apply broadly across the institution
- They ensure compliance with applicable laws and regulations
- They manage institutional risk

Policy proposers should consult with the College Secretary to determine whether there are already policies in place that might address the specific issue or concern, or that might reasonably be amended to do so.

Process

1. All new and amended policies must be in the format shown in Appendix A.
2. Proposals for new policies or amendments to current policies should be initiated by the senior executive team member responsible for the policy area (Responsible Officer) or by the Director/Manager responsible for implementing policy in that area (Responsible Offices) with consultation with other offices as appropriate.
3. In drafting a new policy or substantially revising a current policy, the following questions should be considered and the appropriate staff or office consulted:
 - Is there any conflict or overlap with or impact on any existing policy or procedure?
 - Is there any conflict with or impact on requirements imposed by the Regulator?
 - Are there any legal implications or requirements?
 - Are there any elements of the policy that would concern compliance with legal obligations or policy on
 - Health & Safety
 - Equality, Diversity & Inclusion
 - Information compliance and data protection
 - Prevent
 - Has an Equality Analysis been conducted?
 - What is the scope of the policy (i.e., to which members of the university community does it apply)?
 - Does the policy involve relationships with parties or organisations outside the university?
 - Who will be responsible for implementing the policy and monitoring its effectiveness?
4. New operational policies or amendments to existing operational policies require the approval of the SMT or the member of the senior executive team delegated authority for the policy by the President & Principal. New or amended governance policies must be approved by the College Council, or the relevant College Committee or the Chair under delegated authority.

5. All university policies, either new or amended, are posted on Governance Zone when appropriately approved and forwarded to the College Secretary. Policies do not come into effect unless and until they are duly posted.
6. Procedures related to the implementation of policies can be developed and amended as needed with the approval of the responsible officer or designate. Such procedures will be linked from the policy document on Governance Zone to ensure version control. As with new or amended policies, procedures will not come into effect unless and until they are forwarded to the College Secretary for posting.
7. Once a new policy/procedure or revisions to a policy/procedure are approved and posted, the College Secretary will advise the Responsible Office that the new/revised policy/procedure has been posted and is thus in effect.
8. The College Secretary will maintain a register of review dates for all policies and will advise Responsible Officers on an annual basis of policies coming due for review.

Appendix A – Policy Format

POLICY NUMBER & NAME

Policy Category:	(General/Academic/Academic-Student/Financial/Human Resource/Research/Governance)
Subject:	(Issue addressed by the policy)
Approving Authority:	(SMT OR College Council)
Responsible Officer:	(President & Principal/designate OR Chair of Council)
Responsible Office:	(Directorate/Unit responsible for implementation and/or oversight)
Related Procedures:	(Title & URL)
Related College Policies:	(Title & URL if any)
Effective Date:	
Supersedes:	(Previous effective date)
Next Review:	(Date due for review – normally every three years)

I. Purpose & Scope

What is the policy intended to do?

To whom does the policy apply?

Is the policy subject to or complying with any legal obligations/external authorities/imperatives?

II. Definitions

Only needed if there are technical terms/external agencies/specific groups that would need to be defined for understanding.

III. Policy

Provisions in this section should include focus on principles (and where appropriate reference to the university's long-term vision and strategy), key authorities or delegation, goals/objectives/expectations, consequences of non-compliance, provisions for review and oversight, etc.

This section should not include detailed procedures for implementing the policy. Those should be contained in a separate procedures document(s).