



University Policy Framework

Document Control

Owner:

3.4 Policy Owners will arbitrate when any element of their policy document may be considered ambiguous, seeking advice from the Legal and Compliance Services team if required.

4. Rationale for Development or Review

4.1 The need for a new policy document or revision to an existing policy document may arise for a range of reasons, which include:

- changes to or new legislative and regulatory requirements;
- changes to or new processes, roles and structures;
- a need to enhance clarity in existing policy documents;
- a statutory requirement to review policy documents periodically.

4.2 The identification of the need for a new policy document should include a review of whether a new policy document is necessary. For example, new content may be best placed within an existing policy document. Duplication of substantively similar content, or the separating out of directly related content into separate individual files (i.e. separating policies from related procedures) must be avoided in order to ensure policy documents are simple to identify, understand and apply.

5. Content, Format and Style

5.1 Policy documents should adhere to the following minimum content, format and style requirements:

5.2 Drafting advice can be sought from the Legal and Compliance Services team.

5.3 Any redrafting should use Tracked Changes, with the Tracked Changes version of a policy document made available to colleagues during the approval stage.

6. Procedure for Development and Approval

6.1 Equality Analysis Guidance must be followed, ideally prior to drafting/review, and an Equality Impact Assessment (EIA) completed, where necessary.

6.2 Tracked Changes must be used to indicate where amendments have been made to existing policy documents during review, so these can be understood by stakeholders during any consultation and

7.3 If a Policy Owner considers it necessary that a policy document should not be publicly available, this request must be assessed by the Legal and Compliance Services team.

7.4 Policy documents can be published on departmental webpages/intranet sites. However, this must be via a link to the document held on the central policies page rather than upload of a separate copy. It is the responsibility of Policy Owners to ensure links on departmental webpages/intranet sites remain up to date.

8. Review

8.1 It is a Policy Owner to ensure a policy document reviews are undertaken and revised policy documents submitted for approval in accordance with the date of next review.

8.2 The Legal and Compliance Services team will provide an annual report to the Senior Leadership Team on the status of policy document review, including reviews/approvals complete in the previous period, reviews due in the next period, and overdue reviews.

9. Policy Disestablishment

9.1 Sometimes an approved policy document needs to be withdrawn from use. The Policy Owner should inform the Legal and Compliance Services team if this is the case, and the Policy Owner will be asked to