Policy Management Procedure

November 2024

History of Changes

Version	Description of Change	Authored by	Date
1.1	Update to the list of protected characteristics. Introduction of a version control log for all documents covered by this policy	D Killean	27.11.13
1.2	General updating of names for boards and committees. Inclusion of a statement that the policy should be reviewed and approved together with any associated procedures. Updating and extension of the range of characteristics included with equality impact assessment. Inclusion of scrutiny of impact assessment by the Equality & Diversity Committee	D Killean	17.05.16
1.3	Introduction of the role of the College Management Team in scrutinising policies and procedures and extending the duty of College Management to ensure staff members familiarise themselves with policy and procedure documents	D Killean	01.03.17
1.4	Review of procedure	J Gracie	22.9.21
1.5	Removal of reference to Rapid Equality Impact Assessment	J George	06.11.24

1. Introduction

This document sets out the processes to be followed in authoring, amending, reviewing and publishing College policies and college-wide procedures. In the text of this document policy is taken as meaning all policies, procedures and guides that impact on the wider functioning of the college. In many cases a policy will have associated procedures and guides. These should be reviewed as a single entity. Where a policy, procedure or guide is specific to a single function or department and does not impact directly on the wider community of users and employees these documents' revisions are a matter for that department or function.

1.1 Scope

The policy management procedure provides instruction on the review of policies that relate to the wider functioning of the organisation. It provides details on how a policy is developed, structured, reviewed and equality impact assessed. It is essential in ensuring that policies are up to date and comply with relevant legislation.

2. Procedure

2.1 Policy Authoring

Any member of staff with functional responsibility, or designated by a recognised College committee, may author a policy.

Before a new policy is written, the need for it must have been formally agreed at the Senior Leadership Team (SLT) meeting. SLT will agree with the Board Secretary whether the new policy will require Board approval.

The author must ensure that their policies go through a consultation process with the appropriate staff groups, e.g., Equality and Diversity Committee, Joint Consultative Committee Policy (JCCP) etc.

All policies (new or existing) must be Equality Impact Assessed when being created or reviewed. This process must happen before consultation and seeking approval through SLT/Board as appropriate.

2.2 Policy Review

It shall be the responsibility of the author of a policy to conduct a review of the policy when it falls due, according to the date shown. Authors will be informed by the Quality Assurance Co-ordinator that a review is due, and a date has been set for resubmission to the SLT & JCCP.

New and existing policies that are being reviewed must be Equality Impact Assessed before consultation at JCCP and approval is sought at the SLT/Board.

The review must consider any changes in legislation and necessary changes in practice.

Authors must contact the publications team, for an original Word file for policies that require to be reviewed. Authors should use the track changes tool in Word when reviewing the policy. This will allow the Committee members to easily follow the changes that have been made to the content of an existing policy. Changes to an existing policy will be noted in the version control log on the inside front page of the document.

If a policy is required to be updated prior to the due date, the Quality Assurance Co-ordinator must be notified so that it can be arranged for the policy to go before the next available JCCP.

For the JCCP the draft policy should be submitted to the Quality Assurance Co-ordinator 10 days in advance of the next JCCP meeting. Where the policy requires Regional Board approval the Quality Assurance Co-ordinator sends a copy to the Board Secretary. Once the policy has been through all the necessary stages the author liaises with the publications team to ensure the updated copy is published on the website.

Where any significant changes are made to the policy at the different stages of the approval process the participants in the previous stages of the process are informed. Authors should report these changes so that further consultation can occur with staff representatives and managers as appropriate.

Where the review of the policy leads to no change to the policy content but required minor updating of the documentation (for example, changes to job titles) these should be noted to the Quality Assurance Co-ordinator. The Chair of the JCCP in consultation with the Quality Assurance Co-ordinator will note this minor updating and approve the changes without the need for approval of the full JCCP.

2.3 Structure and Style

Policies should have the following template and structure:

Standard front cover setting out the policy name and date of publication.

Inside front cover providing a version control table setting out the changes made to the previous version and the name of the person making those changes with the date of change. The numbering convention is:

- Where a major rewrite of the policy occurs then the policy number changes e.g., from 1.0 to 2.0 (i.e. in effect it is a new policy)
- Where there are minor changes and updating it is revisions to the existing policy. The numbering change is therefore, for example 1.0 to 1.1

1. Introduction

This should consist of one or two brief paragraphs, setting out what the policy is intended to do, and giving a little background, if necessary.

2. Scope

This should give a little more detail on the application of the policy: who or what it applies to, and in what circumstances.

3. Key Principles

This section should be the substance of the policy, setting out the College's attitude or approach to dealing with the subject(s) of the policy. It may include some more detailed guidance but should stop short of becoming a procedural document.

4. Responsibilities

This should detail who is responsible for approving, implementing, enforcing, and complying with the policy.

5. Related Documents

This should be a list of associated external legislation or guidance and internal linked policies, procedures, or guides.

6. Review

This should simply set out the frequency of review of the policy.

7. Associated Procedures (if applicable)

Associated procedures should be appended to the policy and included in any review for updating and revision.

All College policy documents should normally be concise and conform to the Clear Print Guide.

Each policy shall include the following detail on the final page:

Status: Showing the approval status of the policy.
Policy dated: Showing the date of issue of the policy.
Author: Showing only the job title of the author.
Review Date: Showing the date at which the policy is due for review.
Equality Impact Assessed: Showing the date of impact assessment.

The College's Marketing and Publications will ensure that all policies are produced using the most up to date template.

3. Equality Impact Assessment (EQIA)

This is a systematic way of assessing a proposed or existing strategy, policy or procedure which is of relevance to the promotion of equality.

Policy authors have the responsibility to ensure that their policy does not adversely discriminate against any group or individual, whether by way of:

- age
- disability
- criminal convictions
- employment
- gender reassignment
- health
- looked after child or care leaver
- marriage and civil partnership
- poverty and deprivation
- pregnancy or maternity
- race
- religion or belief
- sex including non-binary and intersex
- sexual orientation
- trade union membership

and does not contravene relevant legislation.

All new policies and policies under review will be assessed for their relevance to equality.

4. Approval

All policies go to the JCCP for consultation and approval via the Quality Assurance Co-Ordinator.

Some policies are also required to go to the Regional Board (or appropriate subgroup) for final approval. The Quality Assurance Co-Ordinator will inform authors which of their policies are required to go to the Regional Board (or subgroup) when issuing the policy review list.

The approved status will be shown in the published version of the policy.

5. Publication

When a policy is approved/accepted at the JCCP and Regional Board (where required) the author will forward the approved policy to the publications team. This will then be formatted into the standard style and produced as a proof for the author to check for accuracy.

Policies shall be published as follows:

- All policies shall be published on the College website with open access to staff, students, and the general public.

Status: Approved by JCCP
Policy Dated: November 2024
Author: Director of MIS and Quality
Review Date: November 2026
Equality Impact Assessed: November 2024