

## POLICY DEVELOPMENT FRAMEWORK

<b>Date</b>	<b>Purpose of Issue/Description of Change</b>	<b>Equality Impact Assessment Completed</b>
16 <sup>th</sup> July 2018	Initial Issue	
1 <sup>st</sup> June 2020	Review and re-approval	
18 <sup>th</sup> October 2022	Amendments to update roles and responsibilities.	
10 <sup>th</sup> July 2023	Amendments to update roles and responsibilities.	

<b>Policy Officer</b>	<b>Senior Responsible Officer</b>	<b>Approved By</b>	<b>Date</b>
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Head of Legal Services

University Secretary

Compliance Task Group

16<sup>th</sup> January 2024

# **Policy Development Framework**

## **1. Introduction and Purpose**

**'Policy'** is a principle or set of rules approved by the University's Council, a standing committee of Council, the Executive, the Senate, or a University Task Group to guide decisions and achieve rational outcomes.

**'Policy Contact'** is usually the Policy Officer, and the policy document needs to include their primary contact information for any queries or complaints relating to the policy.

**'Policy Officer'** is usually the member of staff most closely involved in the operation and application of the policy.

**'Policy Review'** examines existing policy to determine if the policy is still needed, or should be combined with another policy; to determine whether the purpose and goal of the policy are still being met; to determine if changes are required to improve the effectiveness or clarity of the policy and procedures; and to ensure that appropriate training, monitoring, and ongoing review of the policy occurs.

**'Procedures'** define how a policy will be implemented. They provide the objectives, functions, and tasks to accomplish the policy, and explain the circumstances in which the policy is to be implemented. Included should be the areas of responsibility for policy and procedural implementation, such as who decides on policy exemptions, who holds relevant forms and so on. Procedures could consist of a checklist, or an explanation of how to fill in a specific form.

**'Senior Responsible Officer'** should be a senior manager whose portfolio covers the policy area.

#### **iv Format, structure and language**

Staff must use the house style, as per the template in the appendices, noting such aspects as the font, margins, and date format.

The policy language needs to:

- [i]** Be clear, easy to read, and non-technical enough to be understood by a student or new employee;
- [ii]** Keep to the right level of information for individuals affected to act upon and follow successfully;
- [iii]** Be factual, with checks made for accuracy before uploading policies, as well as for consistent use of terminology and spelling checks;
- [iv]** Avoid implying a choice: so use 'must not' versus 'should not' for instance;
- [v]** Be succinct and avoid loopholes, e.g. 'All academic and central service staff' might mean that any other staff are not included. Instead use 'Staff';
- [vi]** Be written in the third person, and generally in the present tense and active voice, i.e. 'Staff must comply with this policy';
- [vii]** Spell out acronyms at the first usage, with the abbreviation following it in parentheses (). This abbreviation can be used thereafter;



## **vii Post-approval Actions and Implementation**

Once a policy has been approved:

- a)** The Policy Officer must ensure that both Welsh and English language versions are made available.
- b)** The policy should be uploaded, as a pdf, to an appropriate area on the University website: this would normally be within the pages of the College, School or Professional Service where the policy was initially created.
- c)** Once the policy is uploaded, the Senior Research Governance and Policy Officer must be notified, and a link to the policy provided, so that a link can be created to the policy from the central online Policy Register.
- d)** Schools and other departments must not maintain outdated copies or versions of University policies.
- e)** It is the responsibility of the vlu-2 (s)-2 ( K Tw -2345 (m)2 ( )npd( )Tj0.00(m)2 ( 8.17 05 ( )1 (

updated policy must also be made available. It is essential that the superseded policy is removed from the website and archived.

Where a policy is no longer applicable, has been changed into guidelines or procedures, or where it would be more effective to integrate it into another policy, requests by a College, School or Professional Service to retire the policy should be submitted to the Senior Research Governance and Policy Officer. Consideration will be given to the request and to the impact on other policies and on compliance with applicable law. Should the request to retire the policy be granted, the policy must be removed from the website and archived. The Senior Research Governance and Policy Officer will ensure the policy is removed from the University's online Policy Register.

### **3. Appendices / Related documents**

Appendix 1 – How to write a policy: structural overview.

Appendix 2 – Key information about the policy (Cover page)

## **APPENDIX 1 POLICY TEMPLATE**

### **POLICY TITLE**

The title of the policy must be Tahoma, 16pt, Bold, all capitals, centre aligned in the centre of the page.

### **TABLE**

Metadata about the policy, which will be tabulated as shown in the template in Appendix 2. This table must be kept as is and any text in bold retained. Explanations and examples are to be overwritten with the relevant policy details.

### **INTRODUCTION**

Prose background explanation of the steps taken to develop the policy, and why.

### **POLICY STATEMENT**

This prose section provides direction to the audience, and includes:

- Who the primary audience is, and the scope of the policy,
- What situations are covered by the policy,
- The major conditions and/or restrictions of the policy,
- What is expected of, for example, the employee or the student,
- Exclusions or special circumstances, areas of risk, and why these are such,
- Responsibilities for carrying out the policy, and what happens if the policy is breached.

Avoid any reference here to background or procedure, which have their own sections.

### **RELATED POLICIES**

List the title and effective date of any policies referred to, as well as related policies that require legal compliance, such as the Freedom of Information Act 2000 and the University's Records Retention Policy.

### **PROCEDURES**

- Include a checklist for the reader to use in order to complete the task.
- Realistic goals need to be set to achieve the procedures.

- Cost-effective procedures are required.
- Straightforward solutions need to be necessary and practical.

#### RELATED FORMS, GUIDELINES, AND OTHER RESOURCES

List all University forms that are relevant here, and, if appropriate, provide a template copy e.g. a Referral Form.

#### SIGNATURE

Add the scanned Signature, Job Title, and Date of Approval of the Senior Officer of the Approval Group.

#### DEFINITIONS

Define unfamiliar and/or technical terms.

Define terms with special meanings.

All defined words or terms are to be listed in alphabetical order, capitalised, in bold font, set in single quotation marks, followed by the definition as per this policy document.



## APPENDIX 2

To be amended by the writer of the policy. Please delete all following text **not** in **Bold**

### ..... POLICY

Policy Detail	Information Provided by Policy Writer
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