

Policy for the Approval of Policy, Strategy, and Procedure

Version Control History

Version Number	Date of Change	Summary of Revisions Made
1.0	May 2020	New Policy written as an action from the major review of the process document. Endorsed by CMT (20/5/2020)
1.1	March 2023	Rebranded
2	November 2023	Updated Lead Author, removal of linked policies/related documents and legislation Addition of EQIA definition

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Title: Approval of Policy, Strategy and Procedure
Version/Status: 2/Final
Approved By/Date: CMT/November 2023
Issue Date: December 2023

Owner: Depute Principal
Lead Author: Head of HR and OD
Lead Editor: N/A
EQIA Approval Date: 23 November 2023

Policy for the Approval of College Policy, Strategy or Procedure

1 Purpose

- 1.1 To ensure appropriate Governance arrangements are in place in the creation, approval and implementation of all Cross-College Policy, Strategy and Procedure.

2 Scope

- 2.1 The policy covers the creation of all Cross-College Policy, Strategy and Procedure. It does not cover local departmental operational planning or processes.

3 Definitions

- 3.1 **Governance**, in relation to this policy, is overseen by the Board of Management or its delegated authority, to ensure that the College establishes and develops appropriate Policies, Strategies and Procedures, and has robust systems for the continuous monitoring of their proper implementation.
- 3.2 A **Policy** is a written set of principles that guide and reflect the position and values of the College on a given subject and are used as a basis for guiding and making decisions.
- 3.3 A **Strategy** is a general plan or set of plans intended to achieve a long-term or overall aim. The scope of a Strategy should align to the college's strategic aims and values and encompass relevant key policy principles.

A Strategy should have an accompanying **Action Plan** to organise and monitor activities adopted to implement the Strategy.

- 3.4 A **Procedure** (also known as Process) describes the steps to be performed to deliver the associated Policy. A Procedure will also establish who is responsible for the actions, defines acceptable practice and sets boundaries. There may be more than one Procedure associated with a Policy and more than one Policy guiding a Procedure.
- 3.5 A **Business Case** (also known as Business Proposal) describes the justification for a proposed project or undertaking on the basis of its expected benefit. Whilst a Business Case may be closely aligned to a Strategy, its primary focus is likely to be on specific aims and it may therefore be appropriate for the Business Case to be approved directly by the appropriate College or Board Committee.

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- 3.6 **Lead Author** is someone whose role includes responsibility and awareness of regulatory and legislative frameworks which impact on College business.
- 3.7 **Owner** is a member of SMT who has direct accountability to ensure that the relevant Policies, Procedures and Strategies within their remit are established and implemented.
- 3.8 A **Consultation Group** will be key staff that have a stakeholder input to the document. This group should include, where relevant, trade union representation.
- 3.9 **Board** and **College Committee/Group** are constituted groups which have defined terms of reference that determine their remit and responsibilities to oversee aspects of College business.
- 3.10 An **Equality Impact Assessment (EQIA)** is the document produced which demonstrates that there has been an assessment of the equality impact of proposed and revised policies and practices and is a legal requirement to help the College meet its general duty. It is the lead Authors responsibility to ensure that this is done.

4 **Key Principles**

- 4.1 There is appropriate Governance oversight of College business assuring that there are effective Policies and Procedures in place.
- 4.2 Each Policy and Procedure must align with relevant legislation and cross reference to other key documentation.
- 4.3 All Strategy should align with the College's strategic aims and where relevant be guided by Policy.
- 4.4 The implementation of a Strategy must draw upon internal and external strategic drivers and operationalise these.
- 4.5 The implementation of a Strategy must be operationalised in a streamlined way to ensure the effective and efficient use of resources.
- 4.6 Each Policy, Strategy or Procedure must have an Equality Impact Assessment written prior to being designed or updated.
- 4.7 Each Policy, Strategy or Procedure must be designed in a collaborative and consultative manner and take into account appropriate business risk.

5 Responsibilities

- 5.1 The **Owner** has overall accountability for the Policies, Procedures and Strategies under their remit at a strategic level.
- 5.2 The **Lead Author** has responsibility for proactively initiating Policies and Procedures relevant to their remit. The **Lead Author** is also responsible for ensuring that appropriate consultation takes place and that an Equality Impact Assessment has been conducted and approved.
- 5.3 Where a Board or College Committee/Group has been identified it will have responsibility to scrutinise the document in order to endorse or approve it.

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