

POLICY DEVELOPMENT FRAMEWORK

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

Policy Officer

Senior
Responsible
Officer

Approved By

Date 16 October 2022

Policy Development Framework

1. Introduction and Purpose

The purpose of this framework is to set clear expectations in relation to policy-writing at Bangor University, and to create a common approach to the development, implementation, and management of all Bangor University policies. The Framework seeks to ensure that members of staff who are involved in policy development are clear on their roles and responsibilities so that all University policies are developed and maintained in a consistent and coherent manner.

2. Key Policy Development Stages

i Justification for the Policy

The first stage in developing a policy is to set out the justification for having such a policy, what the policy should achieve, and who the target audience should be. Depending on the nature of the policy, this initial stage could be completed either by an individual member of staff, or by a small working group tasked with delivering the policy objectives. Importantly, at this stage, a Policy Officer and Senior Responsible Officer must be designated.

ii Researching and Analysing the Approach / Designing the Policy

At an initial stage, it is useful to consult with the key stakeholders who will use the policy, and also to research and analyse information on the actual requirement for a policy (e.g. legislative), before writing the document. It may also be useful to research examples of best practice from other organisations prior to putting the initial draft together.

iii Terminology

‘Approving Committee’ is a group of people appointed for a specific function by a larger group to deliberate on and approve policy. Within the University this may be the Council, a standing committee of Council, the Executive, the Senate, or a University Task Group.

‘Code of Practice’ is a set of guidelines and regulations to be followed and does not normally have the force of the law.

‘Framework’ is a set of assumptions, concepts, values, and practices.

‘Guideline’ defines the recommended approach for conducting a specific activity, normally providing operational detail, instructions, and advice in order to facilitate the implementation of policy and procedures.

'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

- [viii] Exclude personal names or web addresses that may become outdated;
- [ix] Add tangible, brief examples where possible;
- [x] Use generic terms in place of specific labels, such as 'search engine' instead of 'Google' as they maintain their currency;
- [xi] Keep to gender- and politically-neutral language;
- [xii] Consider equality, diversity and sustainability issues.
- [xiii] Adhere to the Welsh Language Policy.

v Managing the Policy Development Process

All versions of a draft policy should be numbered in order to be clear as to what stage the document is at (either at draft or approval stage). A first draft of a policy will be Draft version 0.1, Draft Version 0.2 etc. , with the zero indicating that the policy is in draft stage. When a policy is approved, the policy must be numbered as Approved Version 1.1 and so on.

When a draft policy is at a fairly advanced stage, but prior to its final approval, it is important to ensure that appropriate consultation is undertaken both with internal and (where appropriate) external stakeholders. These would normally include relevant members of staff, the Students' Union, and staff Trade Unions.

Once the consultation process has been completed and a final draft of the policy has been produced, the policy must be subject to an initial Equality Impact Assessment, Welsh Language Assessment and Sustainability Assessment (see template in Appendix 2). Where no significant issues are highlighted, the policy can be submitted to an appropriate Task Group or Committee for approval. If, on the other hand, the

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 Servicewhere 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 Policy Officer and Senior Responsible Officer to upload the pdf and to make the University community aware of a new or updated policy within a month of the policy being approved and/or updated. Dissemination of the policy may be carried out through staff training or staff inductions; notification on the MyBangor staff and student portals; in departmental meetings; and via all-staff emails.

viii Reviewing a Policy

A policy would normally be reviewed within one year of its approval , and subsequently at least every three years. In order to review a policy , a Policy Officer should repeat the steps outlined in Section 2, Key Policy Development Stages, above.

ix Updating or Retiring a Policy

Minor changes may be made to a policy without it going through the full policy development and approval process if the change is not substantive, and does not modify the intent, meaning, or focus of the policy. The decision as to whether those criteria are met will be jointly made by the Policy Officer and Senior Research Governance and Policy Officer. Major or substantive revisions to an existing policy must be treated in the same way as new policies and will undergo the development and approval process described in Section 2 of this policy document.

Where updates are made, the Policy Officer must upload the updated pdf to the School or department's website, as well as sending an updated link – where appropriate –to the Senior Research Governance and Policy Officer so that the central Policy Register may also be updated. A Welsh language version of the

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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Supersedes: