



## **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>
Head of Legal Services	University Secretary	Compliance Task Group	18 <sup>th</sup> October 2022

This Framework will be reviewed in 3 years

# **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 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;

- [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 assessment process highlights issues, the Policy Officer must take appropriate steps to mitigate those issues (including undertaking further consultation with key stakeholder groups where necessary), prior to finalising the draft for approval.

## **vi Policy Approval**

A policy would normally be considered and approved by the Council, a standing committee of Council, the Executive, the Senate, or a University Strategy or Task Group. Where a policy is discussed and / or approved, the minutes of the relevant meeting should clearly state this.

## **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 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

<b>Policy Detail</b>	<b>Information Provided by Policy Writer</b>
<b>Policy Title:</b>	Short title of the policy, identifying the key purpose of the policy.  e.g. Child Protection Policy e.g. Data Protection Policy v(ersion)5
<b>Brief Description:</b>	One sentence summary of policy's purpose and who the policy applies to.  e.g. This policy is for the protection of children at the University and applies to all activities and facilities involving those aged under 18.
<b>Policy status:</b>	Is this policy a joint one in common with another organisation or in isolation?  e.g. This policy is to be enforced in common with Aberystwyth University.
<b>Approved by:</b>	Name of responsible office or department, and approval date.  e.g. Compliance Task Group, 5 <sup>th</sup> October 2016
<b>Policy Officer:</b>	Title of responsible University Officer. Primary contact information of Policy Officer for queries or complaints.  e.g. Head of Compliance
<b>Senior Responsible Officer:</b>	Title of responsible senior manager with Executive oversight.  e.g. Pro Vice-Chancellor
<b>Effective From:</b>	Date on which this policy, or revised policy, takes effect. May be the same as the approval date.  e.g. 5 <sup>th</sup> October 2016
<b>Review Frequency:</b>	The frequency at which this policy will be reviewed.  e.g. Every 3 years

<b>Supersedes:</b>	<p>Title and date of superseded policies.</p> <p>e.g. Child Protection Policy v2, 27<sup>th</sup> September 2012</p> <p>or</p> <p>N/A</p>	
<b>Last Reviewed:</b>	<p>Date the policy was most previously reviewed or updated.</p> <p>e.g. 5<sup>th</sup> October 2012</p>	<p>Purpose and description of change.</p> <p>e.g. Official review date.</p>
<b>Equality Impact Assessment:</b>	<p>Latest date that the policy was assessed for its equality impact.</p> <p>e.g. 1<sup>st</sup> December 2015</p>	
<p><b>Sustainability:</b></p> <p><b>(Please see Bangor University's Sustainability Policy for more information.)</b></p>	<p><b>How does this policy demonstrate commitment to the University's sustainability principles, including actions, timescales, student and staff training, and resource implications where applicable?</b></p> <p><b>Who have you worked with to develop this policy (both within the University and externally)?</b></p> <p><b>How is the policy's sustainability monitored?</b></p>	<p>e.g. This policy adheres to the need to be globally responsible, not just for its staff and students, but other vulnerable parties.</p> <p>e.g. Counselling Service.</p> <p>e.g. Continuous staff training to ensure timely observation and referral of child suffering and Risk Assessments.</p>
<b>Welsh Language Version:</b>	<p>Provide a link to the Welsh language version (and vice versa for the policy in Welsh to the English version).</p>	
<b>Keywords:</b>	<p>A brief list of keywords, and related terms and phrases, which others might use to search for this policy.</p> <p>e.g. children, protection, under 18</p>	