

Policy on University Policy Management



1. Purpose

- 1.1 The purpose of this Policy is to establish a consistent approach to the development of University Policies and Procedures to ensure that staff, students, third parties carrying out activities on behalf of the University, and external bodies have access to well designed, clear and purposeful policies.
- 1.2 This document defines University policy and procedure, outlines the steps for developing approving, publishing, implementing, amending and revoking University Policies and Procedures, and defines the roles and responsibilities of responsible individuals and offices.

2. Principles

- 2.1 The policy management framework is intended to ensure that University Policies:
 - provide clear requirements for behaviour and decision making
 - support the University's approach to compliance and risk management, by providing the frameworks for legal and regulatory compliance, and the effective mitigation of risk
 - establish accountability and transparency, by defining roles and responsibilities
 - support efficiency and effectiveness, by reducing ambiguity, and aligning activities with University objectives

3. Definitions

University Policy

- 3.1 An official University directive that:
 - provides guiding or governing principles to be followed in carrying out the activities of the University
 - establishes key requirements and responsibilities
 - helps ensure compliance with applicable laws, promotes operational efficiencies, advances the University's mission, and/or reduces institutional risks
 - has broad application throughout the University community, applies to all members of the University community, including, where applicable, third parties carrying out activities on the University's behalf
 - is approved by the relevant Approving Authority

Procedures

3.2 Statements that:

- articulate the method by which a University Policy is implemented
- identify roles and responsibilities for operational practices
- are approved by the Responsible Officer, unless determined otherwise by the relevant Approving Authority

Approving Authority

3.3 The Board of Governors or the Academic Board or the Vice-Chancellor, including any person or body to whom authority has been properly delegated.

Responsible Officer

3.4 A senior member of staff, usually a member of the University Executive Board, designated to be responsible and accountable for the development, implementation, maintenance and review of a University Policy.

Responsible Office

3.5 A unit, division, department or directorate of the University that is responsible for developing and administering a Policy and Procedures under the direction of the Responsible Officer.

4. Policy

Principles

4.1 University Policies shall be:

- Clearly scoped to confirm applicability for staff, students and third parties
- Written clearly and in plain English
- Presented in common format with clear version control protocols
- Developed and reviewed in consultation with key stakeholders
- Formally considered and approved by the relevant Approving Authority
- Interpreted in accordance with the University's constitutional documents and legal obligations which shall take precedence over Policies and Procedures
- Held in a central Archive and recorded in a central Register
- Published in their definitive version and in an accessible format
- Linked electronically to relevant Procedures for implementing a Policy
- Kept current and subject to formal review at intervals that are normally no greater than five years

Policy Development and Approval process

- 4.2 The Responsible Officer shall consult in good time with the Governance, Legal and Compliance team (policyreview@bathspa.ac.uk) on proposed amendments to Policies, or the proposed development of a new Policy.
- 4.3 The Governance, Legal and Compliance team shall:
- Discuss with the Responsible Officer the alignment of the Policy within the wider policy framework including related policies
 - Provide advice on proposals for stakeholder engagement
 - Confirm when minor amendments to Policies can be approved by the University Secretary (or nominee)
 - Confirm the relevant Approving Authority for new Policies, and major amendments to Policies, in alignment with the University's governing documents, including the Scheme of Delegation.
 - Confirm the timeline for consideration and approval by the relevant Approving Authority.
- 4.4 Responsible Officers shall be responsible for ensuring:
- Policies are drafted using the standard policy template.
 - Each Policy includes the purpose, scope, definitions and policy statement, and roles and responsibilities for decision making; and linking relevant supporting procedures and guidance on operational practices.
 - Equality, environmental impact, financial and resourcing implications are assessed and reported as part of proposals for Policy approval.
 - Stakeholders are consulted for feedback about new and amended Policies
 - A relevant member of the University Executive Board is sponsoring the proposed or amended Policy.
 - Amendments to Policies are presented in tracked form for review by the Approving Authority.
- 4.5 New and amended Policies are considered by the Approving Authority for clarity, consistency and alignment with University objectives before approval.
- 4.6 The University Secretary (or their nominee) may approve minor changes to a Policy where required, provided that such changes do not materially change the Policy. Questions about interpretation of Policies and Procedures or concerns about consistency with the University's constitutional documents and legal obligations shall be referred to the University Secretary, or their nominee, for advice.
- 4.7 A Policy becomes operational and enforceable upon approval or at a later date specified by the Approving Authority. Where the implementation of a Policy is

phased in or out over a period for specific groups, this should be indicated as follows:

- Where new or amended provisions within existing Policies only apply for specific groups (e.g. specific student cohorts), this shall be made clear, using footnotes.
- Where new Policies only apply for specific groups (e.g. specific student cohorts), this will be indicated clearly on the title page of both the new and outgoing Policy, as well as on webpages.

Policy Publication, Communication, and Review

4.8 The Governance, Legal and Compliance team shall be responsible for:

- Ensuring that PDF versions of Policies are published on the University website in an accessible format.
- Compiling the Annual Policy Bulletin for circulation to staff, students and third parties (as appropriate).
- Maintaining a central Archive and Register of all Policies.

4.9 The Responsible Officer shall be responsible for:

- Communicating the Policy and information on implementation to all those within scope.
- Ensuring that the definitive website link is used for the communication and signposting of the Policy, to support effective version control.
- Monitoring, reporting and undertaking timely review of the effectiveness of the Policy.

Development of Supporting Procedures

4.10 In consultation with the Governance, Legal and Compliance team, Responsible Officers shall ensure the development and approval of supporting Procedures where required and undertake timely review and updating of these Procedures.

Policy Revocation

4.11 Policies may be revoked with the approval of the original Approving Authority

Document Details

Responsible Office: Governance, Legal and Compliance

Responsible Officer: University Secretary

Approving Authority: Board of Governors

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