Policy Framework
Version Number 1.2
Effective from 04 March 2016

Authors: Senior Information Security Officer, Head of Information Governance
Legal, Planning & Governance
Document Control Information

Status and reason for development

Revised version of Policy Framework V1.1 (to be V1.2 when approved)

Revision History: (most recent first)

<table>
<thead>
<tr>
<th>Author</th>
<th>Summary of changes</th>
<th>Version</th>
<th>Authorised &amp; Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>C.Price</td>
<td>Update into new template, organisation structure updates, simplified policy statements</td>
<td>V1.2</td>
<td>Director Legal, Planning &amp; Governance: 03/03/2016</td>
</tr>
<tr>
<td>C. Price &amp; M. Stephenson</td>
<td>Formatting, templates and document control updates</td>
<td>V1.1</td>
<td>Acting Secretary (Head of GSU): 24/04/2013</td>
</tr>
<tr>
<td>C. Price &amp; M. Stephenson</td>
<td>New document as no previous consistent rules on policy documents and publication</td>
<td>V1.0</td>
<td>Executive: 12/09/2011</td>
</tr>
</tbody>
</table>

Policy Management and Responsibilities:

Owner:

This Policy is issued by the Director of Legal, Planning & Governance, who has the authority to issue and communicate policy on policy development and has delegated day to day management and communication of the policy to the Information Governance team.

Others with responsibilities (please specify):

All subjects of the Policy will be responsible for engaging with and adhering to this policy.

Have you completed formal assessment with the following teams:

<table>
<thead>
<tr>
<th>Team</th>
<th>Completion Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equality Analysis (E&amp;D, HR)</td>
<td>Completed March 2016</td>
</tr>
<tr>
<td>Legal implications (LPG)</td>
<td>N/A</td>
</tr>
<tr>
<td>Information Governance (LPG)</td>
<td>January 2016, updated template incl. accessibility requirements and general review</td>
</tr>
<tr>
<td>Student facing procedures (QEO)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Consultation:

<table>
<thead>
<tr>
<th>Group</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Trades Unions via HR</td>
<td>N/A</td>
</tr>
<tr>
<td>Students via USSU</td>
<td>N/A</td>
</tr>
<tr>
<td>Relevant external bodies (specify)</td>
<td></td>
</tr>
</tbody>
</table>

Authorisation:

Authorised by: Director Legal, Planning & Governance

Date authorised: 03/03/2016

Effective from: 04/03/2016

Review due: 2 years by March 2018

Document location: University Policy & Procedure Pages

http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures

Document dissemination and communications plan:

US Online article, In Brief strategic update for Deans and Directors to circulate to staff, Writing Policies staff training sessions
1.0 Purpose

The purpose of the University of Salford Policy Framework is to specify policy direction for the University on the development, authorisation, publication, communication and review of University-wide policies. This will ensure the University has consistent standards for all staff to follow when developing and publishing up to date Governance documentation.

2.0 Scope

The framework applies to all University staff members who are involved in the development of the following formal University documents; Regulations, Policies, Procedures, Codes of Practice, Processes and User Guides. This Policy refers to them collectively as 'official policy documents'. The definition of 'official policy documents' is that they:

- state rules and guidance for large proportions of the University population or
- have a significant impact on parts of the University other than the originating department or
- contain information (rules and guidance) that must be available to an external audience and
- will be deemed public documents, appropriate for wide circulation and publication on University internet pages.

All official policy documents must comply with this policy framework. The Related Documentation section includes templates for some of the different official policy documents in order to provide consistency for the author and the reader.

3.0 Policy Statements

3.1 Categories of official document

The author should be clear about the type of official policy document he/she wants to develop:

Policies and Regulations traditionally set out the University rules, conduct or standards governing an area. Regulations have previously referred to academic rules, while Policy has referred to administrative rules but these terms are now quite interchangeable. Policy / Regulation should generally be authorised by a University Board or Committee or another delegated authority.

Procedures and codes of practice are generally less formal and can be authorised by Head of Professional Service / Dean of School. It is acceptable to merge rules and procedure into the same document – it can be labelled as a Policy or a Procedure. Whether termed a Policy or Procedure, where a document specifies rules (or the University’s position) it must comply with the formal requirements of this Policy framework.

User guides are advice and can be subject to the relevant School or Professional Service sign-off process.

The official policy document templates (See Related Documentation) have been amended to ensure they reflect accessibility requirements.

3.2 Publication

The University Policy Pages [http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures](http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures) is the primary location for all 'official policy
documents'. The School / Professional Service that owns the policy can include a link to the Policy Pages from their own webpages if relevant. It is essential that the same document is not hosted in multiple different locations as this will cause confusion about which is the definitive version. Clear and accurate version control is necessary when circulating draft documents with amendments. It is also essential when publishing official policy documents.

Specific Professional Service / School procedures and guides (not relevant for a wider or external audience) can be published on the University Policy Pages or on the Unit’s webpages.

3.3 Document and Assessment

The document control information should be completed as part of the policy development process. The author should follow the ‘Policy development, approval and publication process’ as outlined in the flowchart at Appendix 1.

Official documents must undergo assessment by relevant departments. This includes:

A. Equality Assessment screening form to ensure the official document meets the University Inclusion & Engagement Strategy and does not discriminate against any of the protected characteristics. Completion of the EA screening form is mandatory.

B. Legal review – only relevant if there is a legal aspect that specifically needs formal advice

C. Information Governance assessment and advice regarding;
   1. how information will be used, stored, shared and securely disposed of (in accordance with Information Governance Policy (see Related Documentation)
   2. managing the publication of all official policy documents on the University Policy & Procedure pages
   3. managing the review process to ensure authors revise and renew their policies.

D. Quality Enhancement Office assessment where new policies may have an impact on existing student facing procedures

E. UK Visa and Immigration requirements impact on nearly all aspects of the student journey and therefore the University’s Home Office Compliance Team (Student Admin) should be consulted regarding all student related policies

3.4 Communication and publicity of new Policy

The Author and Owner should communicate the new ‘policy document’ to relevant target audience (supported with any appropriate training). This can include US online, department email, bespoke training sessions etc.

3.5 Policy Review

It is essential that existing official policy documents are reviewed, revised and re-published in a timely manner to ensure they are relevant and up to date. Review dates must be specified within the Document Control information. The Information Governance Team will contact the author and/or owner to prompt review (in advance of the specified date).

4.0 Policy Enforcement

The Information Governance team will oversee implementation and adherence to this Policy.

5.0 Related Documentation

The following documents can be found on the University Policy & Procedure pages http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures
or under ‘P’ via the Staff Channel A-Z index. Please note relevant subsection of the Policy & procedure pages is also included below:

- Policy/Procedure template (Organisational Governance section)
- User Guide template (Organisational Governance section)
- Equality Assessment template (mandatory) (Equality & Diversity section)
- Information Governance related policy (Information Governance section)

6.0 Appendices

Appendix 1: Policy development, approval and publication process.
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<th>Complete Equality Analysis screening form and discuss outcomes with HR Diversity Officer</th>
<th>Consult on draft policy document with relevant internal teams and include amendments</th>
<th>Communication / Publicity on new policy document</th>
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<tbody>
<tr>
<td><strong>Research and develop policy document</strong></td>
<td><strong>Assess draft policy document for infogov, legal, QEO or UKVI issues</strong></td>
<td><strong>Publish on University Policy &amp; Procedures pages</strong></td>
<td><strong>Send URL to Author</strong></td>
</tr>
<tr>
<td><strong>Legal, Planning &amp; Governance support and assessment, Quality Enhancement Office and UKVI assessment</strong></td>
<td><strong>Consult on draft policy document with relevant internal teams and include amendments</strong></td>
<td><strong>Prompt Author to review Policy (before review date)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Head of Professional Service / Dean of School</strong></td>
<td><strong>Approve draft document and submit to relevant University body for final authorisation</strong></td>
<td></td>
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