



## CORPORATE POLICY AND PROCEDURES FRAMEWORK

### Approval and Implementation of Policies & Procedures

#### 1.0 Purpose

These policy and procedures communicate the framework for the approval and implementation of Policies and Procedures.

#### 2.0 Policy

***Jewel & Esk College actively encourages all staff to contribute to the College's Strategic Aims through the evaluation and development of its Policies and Procedures.***

#### 3.0 Scope

- 3.1 New (or revised) policies or procedure can only be implemented when it has been authorised in accordance with the College approval and implementation process.
- 3.2 This policy should be read in conjunction with the College Equality Diversity & Inclusion Policy and its separate Disability, Race and Gender Equality Schemes.

#### 4.0 Responsibilities

- 4.1 The Principal is responsible for managing and reviewing this policy.
- 4.2 The Senior Executive Team and where appropriate, the Board of Governors, are responsible for the approval of all Policies and Procedures.
- 4.3 The College Management Team is responsible for the dissemination and communication of new Policies and Procedures.
- 4.4 All members of staff and students are responsible for the effective operation and implementation of Policies and Procedures.
- 4.5 The Depute Principal is responsible for ensuring that documentation which relates to students and the curriculum are updated to reflect new and revised Policies and Procedures.

- 4.6 The Director of Finance is responsible for ensuring that all documentation, which relates to the finance function, is updated to reflect the new and revised Policies and Procedures.
- 4.7 The Director of Human Resources is responsible for ensuring that documentation which relates to college staff (e.g. staff development, induction) is updated to reflect new and revised Policies and Procedures.
- 4.8 The Director of Campus Redevelopment is responsible for ensuring that documentation which relates to estates, facilities and redevelopment are updated to reflect new and revised Policies and Procedures.
- 4.9 The Student Services Co-ordinators are responsible for ensuring that all appropriate documentation which relates to students is updated to reflect new and revised Policies and Procedures.
- 4.10 The appropriate Director is responsible for ensuring that existing policies and procedures within their area of responsibility undergo an Equalities Impact Assessment and that any new policies and procedures will also be subjected to this process prior to implementation.

## **5.0 Approval and Implementation Procedures**

- 5.1 Before developing any new policy or procedure, the member(s) of staff should consult with their line manager and other staff as appropriate. This is to ensure that there is no duplication of effort.
- 5.2 All proposed Policies and Procedures should be submitted in the College house style that complies with the particular type of policy or procedure (e.g., quality procedure, financial procedure, human resource management procedure, manual handling, health and safety, etc).
- 5.4 Once formulated, the draft policy and procedure or proposed amendment(s), should be submitted to the Senior Executive Team.
- 5.5 Where appropriate, the recognised unions will be consulted and given a six week period in which to respond. No response within the stated timeframe will be taken as approval.
- 5.6 The final draft Policy and Procedures will be presented to the Senior Executive Team for approval and ratification. This is to ensure that all Policies and Procedures comply with the overall corporate strategy of the College and do not conflict with or replicate existing policies and implementation.
- 5.7 The Senior Executive Team has the right to amend, further develop or reject any draft Policy and Procedure.
- 5.8 When a Policy and Procedure has been approved by the Senior Executive Team, it will be adopted formally by the College and implemented.
- 5.9 Where appropriate, the Policy will be presented to the Board of Management, or appropriate Board committee for information or ratification.

- 5.10 Each year a list of all Policy and Procedures within the Corporate, Human Resource, Curriculum and Finance Policy and Procedures Frameworks will be presented to the whole Board for endorsement.
- 5.11 Policies and Procedures developed by College staff or students are the sole property and remain the property of Jewel & Esk College.
- 5.12 All existing College Policies and Procedures will be subject to an Equalities Impact Assessment to ensure these promote the ethos of equality diversity and inclusion as far as is appropriate to the theme of the policy. All proposed new Policies and Procedures will undergo impact assessment prior to implementation.

## **6.0 Communication**

- 6.1 The originator(s) will be informed by the Principal of approval decisions for any proposed Policy and Procedure submitted.
- 6.2 Following approval adopted policies and procedures (or changes) will be distributed appropriately by the following means:
  - Notification to all staff through the College internal e-mail system
  - The approved Policy and Procedure will be made available through the College Publication Scheme, on the College intranet and website as appropriate.

## **7.0 Version Control**

- 7.1 The copy of the policy available on the College website is deemed as the latest version of the policy.

## **8.0 Review**

- 8.1 The procedure for the approval and implementation of College Policies and Procedures will be subject to internal review, equalities impact assessment, evaluation and audit on a three-year cycle.
- 8.2 All College policies and procedures will be reviewed on a regular basis to ensure compliance with relevant legislation, to reflect best practice and to promote equality, diversity and inclusion. Should a review result in substantive changes to a policy or procedure, a copy of the original should be retained. This will allow the College to demonstrate its policy development and provide evidence, if required, of the College's policy at a particular time.

## **9.0 Layout Details**

- 9.1 Main Text: Arial 11pts; Headings: Arial MS 11pts, Bold; Text Box: Arial 11pts, Bold, Italics, Headers: Arial, 9 pts; Footers: Arial 9 pts.
- 9.2 Primary Numbering: e.g., 1.0; Secondary Numbering: e.g., 1.1; followed by round bullet points.

- 9.3 Logo centralised. Size 1.69cm x 7.28 cm.
- 9.4 Relevant framework in Arial11pts, Bold and Caps. Policy title lower case, Arial 11pts Bold
- 9.5 Left hand margin, header and footer space equalised.
- 9.6 Date is the month approved by the SET.