

Approval and Review of Policies and Strategies

WHC reserves the right to amend this policy at its discretion. The most up-to-date version can be downloaded from our website.



University of the
Highlands and Islands
West Highland College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaiste na Gàidhealtachd an Iar

Approval and Review of Policies and Strategies

ELT manager	Principal
Responsible officer	College Secretary
Date first approved by BoM	30 June 2011
Date first review approved by BoM	24 June 2014
Next Review Date	March 2017
Date review approved by BoM	4 April 2017
Equality impact assessment	Completed 6 February 2017
Further information (where relevant)	

Reviewer	Date	Review Action/Impact	BoM
FG/CW	24Feb17	Revised to include strategies. Associated procedures removed from document.	

Approval and Review of Policies

1.0 Purpose

- 1.1 This policy sets out the framework for the approval and review of College policies and strategies.

2.0 Scope

- 2.1 West Highland College UHI actively encourages all staff to contribute to the College's Strategic Aims through the evaluation and development of its policies and strategies.
- 2.2 This policy applies to all policies and strategies developed and reviewed at West Highland College UHI.
- 2.3 This policy uses the term "policy" throughout which equally represents "strategy".

3.0 Policy

- 3.1 All policies must be approved by the Board of Management.
- 3.2 New (or revised) policies must be authorised in accordance with the Approval and Review of Policies policy.
- 3.3 All policies must be developed and reviewed in accordance with this policy and accompanying procedures.
- 3.4 All policies will be assigned a review date which will not normally exceed more than five years from approval. All policies will be reviewed sooner if required to ensure compliance with relevant legislation, to reflect best practice and to promote equality, diversity and inclusion. When a review results in substantial changes, a copy of the original policy will be retained. This will allow the College to demonstrate policy development over time.
- 3.5 This policy must be read in conjunction with the College Equality and Diversity Policy.

4.0 Responsibilities

- 4.1 The Board of Management is responsible for the approval of all Policies.
- 4.2 The Executive Leadership Team is responsible for agreeing the development of any new policies, or any significant review of an existing policy, and assigning a named responsible person for every policy.
- 4.3 The College Management Group is responsible for endorsing all

new and revised policies.

- 4.4 The appropriate responsible person is responsible for:
 - developing and reviewing the policy and ensuring there are accompanying procedures;
 - the dissemination and communication of new policies and accompanying procedures.
- 4.5 All members of staff and students and other parties are responsible for the effective operation and implementation of Policies and Procedures.
- 4.6 Each senior manager is responsible for ensuring that all appropriate documentation which relates to their areas of responsibility is updated to reflect new and revised policies.
- 4.7 The responsible person is responsible for ensuring that new and revised policies within their area of responsibility undergo an Equalities Impact Assessment prior to implementation.

5.0 Template structure for new and revised policies

- 5.1 All policies must include the following headings, as a minimum:
 - Purpose
 - Scope
 - Policy
 - Responsibilities
 - Review
- 5.2 All policies must follow the policy template (and use the cover template as their first page).
- 5.3 Equality Impact Assessment records must be completed prior to the approval of policies.

6.0 Review

- 5.1 This policy will be reviewed every five years, or sooner if necessary.