# POLICY ON POLICIES
# FOR
# ARGYLL COLLEGE UHI LTD

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|---|---|
| Policy Number: | Pol1 |
| Revision Number: | 1 |
| Date of Issue: | March 2014 |
| Status: | Final |
| Date of Approval: | March 2014 |
| Responsibility for Policy: | Principal |
| Responsibility for Implementation: | Board Secretary |
| Responsibility for Review: | Principal |
| Date of Last Review: | 17th March 2014 |
| Date of Last Revision: | 17th March 2014 |
| Date of Next Review: | 17th March 2018 |
| Date of Equality Impact Assessment: | 30 March 2017 |

# 1. CORPORATE POLICY AND PROCEDURES FRAMEWORK

## 1.1.       Purpose

1.1.1.  These policy and procedures set out the framework for the approval and implementation of Policies and Procedures.

## 1.2.       Policy

1.2.1.  Argyll College UHI actively encourages all staff to contribute to the College's Strategic Aims through the evaluation and development of its Policies and Procedures. All Policies must be approved by the Board of Governors.

## 1.3.       Scope

1.3.1.  New (or revised) policies or procedures can only be implemented when they have been authorised in accordance with the College approval and implementation procedure.

1.3.2.  This policy should be read in conjunction with the College Equality Diversity and Inclusion Policy and its separate Disability, Race and Gender Equality Schemes.

## 1.4.       Responsibilities

1.4.1.  The Principal is responsible for managing and reviewing this policy.

1.4.2.  The Board of Governors is responsible for the approval of all policies and the Executive Management Team all procedures.

1.4.3.  The Executive Management Team is responsible for the dissemination and communication of new Policies and Procedures.

1.4.4.  All members of staff and students are responsible for the effective operation and implementation of Policies and Procedures.

1.4.5.  Each manager is responsible for ensuring that all appropriate documentation which relates to their areas of responsibility is updated to reflect new and revised Policies and Procedures.

1.4.6.  The appropriate manager 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.

## 1.5.       Review

1.5.1.  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.

# 2. APPROVAL AND IMPLEMENTATION OF POLICIES AND PROCEDURES

## 2.1.　　Process of approval and implementation

2.1.1.　Most policies and procedures will be instigated by members of the Operational Management Group.  However, suggestions for any new policy or procedure are welcomed from all members of staff.

2.1.2.　All proposed Policies and Procedures should be 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).

2.1.3.　Where appropriate, relevant individual staff/teams will be consulted and given a four week period in which to respond. No response within the stated timeframe will be taken as approval.

2.1.4.　The final draft Policy and Procedures will be presented to the Executive Management Team for review and endorsement. 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.

2.1.5.　The Executive Management Team has the right to amend, further develop or reject any draft Policy and Procedure.

2.1.6.　When a Policy and Procedure has been endorsed by the Executive Management Team, the Policy will be reviewed by the appropriate Board Committee and subsequently presented to the Board of Governors for approval.

2.1.7.　Each Policy once approved by the Board of Governors will be adopted formally by the College and implemented.

2.1.8.　Each year a list of all formally approved Policy and Procedures will be reviewed by the Board of Governors for relevance.

2.1.9.　Policies and Procedures adopted by the Board of Governors remain the property of Argyll College UHI.

2.1.10. 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.

## 2.2.　　Communication

2.2.1.　The originator(s) will be informed by the Principal of approval decisions for any proposed Policy and Procedure submitted.

2.2.2.　Following approval, adopted policies and procedures (or changes) will be distributed appropriately by the following means:

2.2.3.　Notification to all staff through the College internal e-mail system

2.2.4.　The approved Policy and Procedure will be made available through the College Publication Scheme and on the College website as appropriate.

## 2.3.　　Version Control

2.3.1.　The copy of the policy available on the College website is deemed as the latest version of the policy. The document control table on the coversheet will be completed.

## 2.4.      Layout Details

2.4.1.  Coversheet. All reports and policies must include a cover sheet.  See Appendix 1

2.4.2.  Document Style.  Formatting as detailed in Appendix 2.

## Appendix 1

### Example Policy / Procedure / Report Cover Sheet

Either the black and white or colour full bilingual logo may be used.

Logo centred across the page.

Title of document is to be justified, left indentation, Arial 22 point and bold, positioned below the logo.

Document Control Table must be used and completed.

Pagination begins with 1 on the first page.

Example below.

# DRAFT
# EXAMPLE POLICY FOR ARGYLL COLLEGE UHI LTD

| | |
|---|---|
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## Appendix 2.

## Document Style

**Font**

- Argyll College UHI Ltd Font is Arial.

- Normal font should be set to Arial size 11.

- Font size 10, 11 or 12 can be used for layout purposes. In tables smaller size can be used.

- Line spacing normally set to single with paragraph spacing set to 6pt.

**Numbering and Bullets**

- Outline numbering should be used in policies and reports.

- Primary number set to 1.

- Secondary number set to 1.1

- Third number set to 1.1.1

- Bullet points should be round.

Heading

- Heading styles should be set up:

- Heading 1 – size 15 and Bold

- Heading 2 – size 13 and Bold

- Heading 3 – size 12 and Bold

- Heading styles must be used for the purpose of providing a table of contents.

**Margins**

- Normally margins should be set to

- Top margin 2.54 cm

- Bottom margin 2.54 cm

- Left and right margins 2.54 cm

- Use of smaller margins may be necessary for display purposes for forms and other types of information such as graphs, pictures.

**Gutter**

- Use of a gutter may be required for binding purposes.
- Page breaks should be used between pages rather that carriage returns.

**Header & Footer**

- The header or footer will aid document control and include the date and document title.