University Policy Framework

Document Control

Owner:	Aaron Smith, Deputy University Secretary
Contact:	governance@lincoln.ac.uk
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1. Purpose

1.1 This framework guides staff involved in the development, approval, publication and review of the University's policy documents. Effective policy management ensures consistent standards are applied across policy documents and that up to date and relevant information is available.

2. Scope

2.1 Policy documents refers to a range of official University documents, comprising strategies,

3.4 Policy Owners will arbitrate when any element of their policy document may be considered ambiguous, seeking advice from the Governance team if required.

4. Rationale for Development or Review

4.1 The need for a new policy document or revision to an existing policy document may arise for a range of reasons, which include:

> changes to or new legislative and regulatory requirements;
> changes to or new processes, roles and structures;
> a need to enhance clarity in existing policy documents;
> a statutory requirement to review policy documents periodically.

4.2 The identification of the need for a new policy document should include a review of whether a new policy document is necessary. For example, new content may be best placed within an existing nBT/F1 11.04 Tf1 0 0 1 343.87 5For requirement to review

8. Review

8.1 It is a Policy Owner's responsibility to ensure a review is undertaken and the revised policy document submitted for approval in accordance with the date of next review.

8.2 The Governance team will provide an annual report to the Senior Leadership Team on the status of policy document review, including reviews/approvals complete in the previous period, reviews due in the next period, and overdue reviews.

9. Policy Disestablishment

9.1 Sometimes an approved policy document needs to be withdrawn from use. The Policy Owner