

## HECIS: Policy Development and Approval Policy

3.5	<b>POLICY DEVELOPMENT AND APPROVAL</b>
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<b>Applies to:</b> Management Committee, Staff	<b>Version:</b> 1
<b>Specific responsibility:</b> Management Committee, HECIS Co-Ordinator, Office Manager	<b>Date approved:</b> 5.8.14
	<b>Next review date:</b> Aug 21

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

### POLICY STATEMENT

The organisational policies and procedures of HECIS are designed to provide guidance to staff and Management Committee members in performing their roles. All staff and Management Committee undertake to comply with these policies when they take up their roles with HECIS.

Each policy:

- is documented in the standard template
- has an identified approving body or person and a regular schedule of review.

### PROCEDURES

#### Review of policies

On or before the date of the next scheduled review for a policy, the person responsible will:

- notify the people affected by the policy of the review time frame
- invite their input on any changes needed
- collate and summarise the information received
- draft any changes and/or consult with the approving body or person
- finalise the policy once it has been approved, documenting the version and review dates.

#### Changes to policies outside of review schedules

Any staff or Management Committee member may suggest a change to an existing policy, or the development of a new policy, outside of its review schedule. Information on the need for a change to an existing policy should be given to the person responsible for the policy's review. Approval for any change will be the responsibility of the approving body or person for that policy.

Suggestions for the development of new policies should be discussed and actioned:

- by staff with other HECIS staff and the HECIS Co-ordinator or
- by Management Committee members either with the President/Chair, or the Management Committee.

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Approval for the development of a new policy will be the responsibility of the Management Committee or the HECIS Co-ordinator depending on the nature of the content.

### **Breaches of policy or procedure**

Where a staff or Management Committee member believes that a policy or procedure has not been followed they should, in the first instance, discuss this with the HECIS Co-ordinator.

If this does not resolve the issue, the staff or Management Committee member may then raise the issue with the President.

### **Version control**

The Office Manager will ensure that following a review of a policy, version numbers are updated and obsolete versions are destroyed or archived.

### **DOCUMENTATION**

<b>Documents related to this policy</b>	
Related policies	
Forms, record keeping or other organisational documents	

<b>Reviewing and approving this policy</b>		
<b>Frequency</b>	<b>Person responsible</b>	<b>Approval</b>
Annually	HECIS Co-ordinator	HECIS Management Committee

<b>Policy review and version tracking</b>			
<b>Review</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Next Review Due</b>
1	12.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	14.8.17	HECIS CoOrdinator	Aug 2018
4	31.8.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

### **INDEXING**

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