**Template for writing University-wide policy**

**Terminology**

As a reminder, compliance with policy is mandatory, unless otherwise indicated. The following section defines particular words that can be used to denote what is mandatory, versus what is advisory. For example:

* ‘must’ denotes a requirement, which applies in all circumstances, at all times
* ‘should’ denotes a recommendation, to be met on a ‘comply or explain’ basis. This would typically be used in conjunction with an adverb (e.g. ‘normally’ or ‘usually’), with an explanation as to what exceptions might be permissible.
* ‘can’ denotes both capability and possibility
* ‘is/are’ is used for a description

**Covering Information**

|  |  |
| --- | --- |
| **Policy Title** | *Title of the Policy* |
| **Policy Lead** | *Name and contact details of the policy lead.*  |
| **Administrative Lead** | *Normally Director of relevant UAS Division (or equivalent)* |
| **Academic Lead** | *Normally a member of the Senior Leadership Team (e.g. a Pro-Vice-Chancellor)* |
| **Date of Implementation** |  |
| **Approving Body/Bodies** | *Committee Name(s) & paper/minute reference.* |
| **Responsibility for Implementation** | *Who is responsible for implementing the Policy? At which level of the University does this sit?[[1]](#footnote-1)* |
| **Date of Last Review** |  |
| **Date of Next Review** | *As a suggestion, every 3 years unless otherwise required.* |
| **Current Version Number** |  |

**TITLE OF POLICY**

1. **Policy Statement**

Why do we need the policy? Set out the purpose of the policy, aims and objectives.

1. **Scope/Application of the Policy**

To whom does the policy apply? Policy leads must be clear in identifying exactly to whom the policy applies, seeking advice as appropriate.

1. One or more other sections as required by the policy in question (e.g. any definitions of terms that might be required or a high level process that must be followed). What is included here will be highly dependent on the policy area in question, but overall guidance would be to keep it brief and concise. Please see the [Conflict of Interest Policy](https://www.governanceandcompliance.admin.cam.ac.uk/governance-and-strategy/university-wide-conflict-interest-policy/conflict-interest-policy) and [Policy on Payments to External Committee Members](https://www.governance.cam.ac.uk/committees/remco/Pages/Policy-on-payments-to-external-committee-members.aspx) as examples.
2. **Key Roles and Responsibilities**

This should provide a clear understanding of expectations – remember that compliance with Policies is compulsory/mandated. Therefore, this section needs to be clear on who is responsible for what.

* 1. Who owns the Policy? The Policy owner is responsible for developing the policy, dissemination, maintenance and review.
	2. Do different responsibilities apply to different individuals for certain parts of the Policy? If so, please specify.
	3. Who is responsible for ensuring that the policy is implemented?
	4. Who is responsible for monitoring and reporting on compliance with the Policy? Outline how compliance with the policy will be monitored (e.g. annual report or certification).
	5. Who is responsible for reviewing its effectiveness?
	6. Is there any oversight by or reporting to a Committee?

Provide details of how the Policy will be communicated and to whom.

1. **Related documents and Further Guidance**

Who do people contact with questions? Are there any related policies, procedures or additional guidance that people should be aware of? Are there any discrepancies between this policy and others, and if so, which policy takes precedence? (It is generally expected that local guidelines will be consistent with University-wide Policy – if differences arise, the University-wide Policy should normally take precedence).

Policies may be accompanied by procedures or guidance to support implementation of the Policy. These documents should provide a description of how to do something to ensure consistency of practice to support the Policy and to make it easier for colleagues across the University to comply with the Policy.

Annexes should be used to make it easier for people to understand more complex areas of policy. For example, templates or examples could be provided as an Annex to keep the policy document itself concise. This will also help to avoid the need for formal re-approval if examples or templates need to be changed.

Effective date of this Policy: XX

Date of next review: XX

1. Responsibility may sit at two different levels, but this should be made clear – e.g. for the Conflict of Interest Policy the Governance and Compliance Division has overall responsibility for implementation, but Heads of University Institutions have responsibility for implementation at a local level. [↑](#footnote-ref-1)