



## **APPROVAL AND IMPLEMENTATION OF POLICIES AND PROCEDURES**

**Author:**  
**Date:**  
**Agreed:**

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	<b>EIS</b>
	<b>Management</b>
	<b>Unison</b>

## **1.0 Purpose**

To provide an organisational framework for the approval and implementation of policies and procedures.

## **2.0 Policy Statement**

West Lothian College actively encourages all staff and students to contribute to the College's quality improvement strategy through the evaluation and development of our policies and procedures.

Any new (or revised) policy or procedure can only be implemented after it has been authorised in accordance with the College approval and implementation process.

## **3.0 Responsibilities**

- 3.1 The Assistant Principal, Enterprise and Organisational Development is responsible for managing this policy.
- 3.2 The Senior Management Team is responsible for the approval of all policies and procedures.
- 3.3 All members of staff and learners are responsible for the effective operation and implementation of the policy and procedure.
- 3.4 The Assistant Principal, Finance and Resources is responsible for ensuring that all documentation which relates to finance is updated to reflect new and revised policies and procedures.
- 3.5 The Assistant Principal, Enterprise and Organisational Development is responsible for ensuring that all documentation which relates to Human Resource Management is updated to reflect new and revised policies and procedures.
- 3.6 The Assistant Principal, Wider Access and Learning is responsible for the evaluation and review of curriculum quality procedures.
- 3.7 The Assistant Principal, Wider Access and Learning is responsible for ensuring that all documentation which is distributed to clients and learners is updated.
- 3.8 The HRM Manager will ensure that all staff are updated with regard to new and updated policies.

## **4.1 Procedure**

- 4.1 Members of staff will consult with their line manager and other staff as appropriate before developing any new policy or procedure to ensure that there is no duplication of effort.
- 4.2 All proposed policies and procedures will be submitted to the Assistant Principal, Enterprise and Organisational Development in the college house style that complies with the particular type of policy or procedure (eg Quality Procedure, Financial Procedure, Human Resource Management Procedure, Manual Procedure, Health and Safety).
- 4.3 Once formulated, the draft policy and procedure or proposed amendment(s) will be submitted to the Senior Management Team who may issue the draft for consultation as appropriate.
- 4.4 The final draft policy and procedure will be presented to the Senior Management Team for approval and ratification. 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 procedures.
- 4.5 The Senior Management Team has the right to recommend amendment, further development or rejection of any draft policy and/or procedure.
- 4.6 Where appropriate, the JNCC will be consulted on the policy and/or procedure and will be given the opportunity to make comment.
- 4.7 When the Senior Management Team has formally approved a policy and/or procedure, it will be adopted and implemented.
- 4.8 The policy and/or procedure will be presented to the Board of Governors for information and, where appropriate, for approval.

## **5.0 Communication**

- 5.1 The Assistant Principal, Enterprise and Organisational Development will inform the originator(s) of policies and/or procedures of approval decisions.
- 5.2 Following approval, policies, procedures and revisions, will be communicated as follows:
  - Notification to all staff by college e-mail system. Students will be informed through the Student Guide, the Intranet and other appropriate means

- The approved Policy and/or Procedure will be made available on the college Intranet and website, as appropriate.

## **6.0 Evaluation and Review**

Next scheduled review date: December 2012