

UHI | PERTH

**Policy for the
Approval of Policy,
Strategy, and Procedure**

Version Control History

Version Number	Date of Change	Summary of Revisions Made
1.0	May 2020	New Policy written as an action from the major review of the process document. Endorsed by CMT (20/5/2020)
1.1	March 2023	Rebranded
2	November 2023	Updated Lead Author, removal of linked policies/related documents and legislation Addition of EQIA definition
2.1	December 2024	Removal of Owner, updated of job titles to reflect current structure, change from College to UHI Perth

Policy for the Approval of Policy, Strategy, and Procedure

1 Purpose

- 1.1 To ensure appropriate governance arrangements are in place in the creation, approval and implementation of all UHI Perth Policy, Strategy and Procedure.

2 Scope

- 2.1 The policy covers the creation of all UHI Perth Policy, Strategy and Procedure. It does not cover local departmental operational planning or processes.

3 Definitions

- 3.1 **Governance**, in relation to this policy, is overseen by the Board of Management or its delegated authority, to ensure that UHI Perth establishes and develops appropriate Policies, Strategies and Procedures, and has robust systems for the continuous monitoring of their proper implementation.
- 3.2 A **Policy** is a written set of principles that guide and reflect the position and values of UHI Perth on a given subject and are used as a basis for guiding and making decisions.
- 3.3 A **Strategy** is a general plan or set of plans intended to achieve a long-term or overall aim. The scope of a Strategy should align to UHI Perth's strategic aims and values and encompass relevant key policy principles.

A Strategy should have an accompanying **Action Plan** to organise and monitor activities adopted to implement the Strategy.

- 3.4 A **Procedure** (also known as Process) describes the steps to be performed to deliver the associated Policy. A Procedure will also establish who is responsible for the actions, defines acceptable practice and sets boundaries. There may be more than one Procedure associated with a Policy and more than one Policy guiding a Procedure.
- 3.5 A **Business Case** (also known as Business Proposal) describes the justification for a proposed project or undertaking on the basis of its expected benefit. Whilst a Business Case may be closely aligned to a Strategy, its primary focus is likely to be on specific aims and it may therefore be appropriate for the Business Case to be approved directly by the appropriate UHI Perth or Board Committee.
- 3.6 **Lead Author** is someone whose role includes responsibility and awareness of regulatory and legislative frameworks which impact on UHI Perth business.

- 3.7 A **Consultation Group** will be key staff that have a stakeholder input to the document. This group should include, where relevant, trade union representation.
- 3.8 **Board** and **UHI Perth Committee/Group** are constituted groups which have defined terms of reference that determine their remit and responsibilities to oversee aspects of UHI Perth business.
- 3.9 An **Equality Impact Assessment (EQIA)** is the document produced which demonstrates that there has been an assessment of the equality impact of proposed and revised policies and practices and is a legal requirement to help UHI Perth meet its general duty. It is the lead Authors responsibility to ensure that this is done.

4 Key Principles

- 4.1 There is appropriate governance oversight of UHI Perth business assuring that there are effective Policies and Procedures in place.
- 4.2 Each Policy and Procedure must align with relevant legislation and cross reference to other key documentation.
- 4.3 All Strategy should align with UHI Perth's strategic aims and where relevant be guided by Policy.
- 4.4 The implementation of a Strategy must draw upon internal and external strategic drivers and operationalise these.
- 4.5 The implementation of a Strategy must be operationalised in a streamlined way to ensure the effective and efficient use of resources.
- 4.6 Each Policy, Strategy or Procedure must have an Equality Impact Assessment written prior to being designed or updated and this must be revisited prior to final sign off of the document.
- 4.7 Each Policy, Strategy or Procedure must be designed in a collaborative and consultative manner and take into account appropriate business risk.

5 Responsibilities

- 5.1 The Depute Principal, Operations has overall responsibility for ensuring the governance arrangements around Policies and Procedures.
- 5.2 The Perth Leadership Group (PLG) has responsibility for the overview of the register as a whole.

- 5.3 The **Lead Author** has responsibility for proactively initiating Policies and Procedures relevant to their remit.

The **Lead Author** is also responsible for ensuring that appropriate consultation takes place and that an Equality Impact Assessment has been conducted and approved.

- 5.4 Where a Board or UHI Perth Committee/Group has been identified it will have responsibility to scrutinise the document in order to endorse or approve it.
- 5.5 The Risk Management and Project Officer is responsible for ensuring the quality assurance of policies and procedures, this includes maintaining the document repository and register to deliver appropriate document control, ensuring documents are in house style, monitoring of development and approval of documents, the publication of approved documents and notifying staff of all new and revised policies, procedures and strategy.
- 5.6 The EDI Adviser will provide support and guidance on the completion of EQIA's as well as final sign off of EQIA.
- 5.7 All UHI Perth managers are responsible for staff awareness and the implementation of all strategies and the supporting action plans, policies and procedures within their area, as appropriate.
- 5.8 All staff are responsible for ensure that they are aware of, and follow all relevant strategic aims and principles, policies and procedures, and contribute to implementing Strategy where they are designated with actions in a related Action Plan.