3.12 Policy on Policy

Procedures for the Development of College Policy

ICD's two standing committees- Academic Council and Governing Body – are responsible for the evaluation, approval and implementation of college policy. This policy is intended to guide members of the college committees engaged in the process of developing and amending policy. Any staff member(s) can initiate policy proposals, though they must be evaluated, discussed and adopted by one of the college's two central committees.

For the purpose of this policy:

- 'Policies' are defined as purposive statements of guiding principles and standards designed to guide decision-making, operational procedures, and strategic action with the college.
- 'Policy owners' are the staff members or units vested with the responsibility for implementing or amending college policies, preparing policy documents, and overseeing compliance and implementation.

New Policy Development

When a staff member or unit has identified a policy need – and after having proactively sought input from appropriate members of staff - they will be responsible for preparing an initial policy proposal using the college's standard template. Policy proposals will be drafted to provide a clear and concise policy statement, rationale, glossary of key terms, recommended policy owner, and policy scope.

All college policy requires central institutional approval. For policy proposals to be considered by Academic Council or Governing Body, a completed policy proposal/amendment form must be submitted to the respective standing committee's chair or secretary, who will consider adding the item to the relevant agenda. After this, Academic Council or Governing Body will further evaluate:

- the requirement/case for adopting any new policy proposal or amendment
- the scope and practical implications for the college of any new policy implementation or substantive revisions to existing policies (including procedural, legal and regulatory, and cost and resource requirements)
- a schedule for obtaining approval and recommendations for the further review and development of any policy proposal

The process and timescale for reviewing and approving draft policy proposals will vary depending on the nature, scope, and complexity of the policy. Upon approval of a new policy or amendment, the policy owner will work with the respective standing committee to develop a procedure for its implementation, to be published separately from the policy. Academic Council and Governing Body shall also be responsible for updating the college's QA framework and notifying/disseminating all new policy developments to the relevant internal and external stakeholders.

Policy Review and Amendments

Policy owners shall be responsible for the periodic review of each policy that falls under their remit and may, on occasion, be directed by Academic Council or Governing Body to draft a proposal to amend existing policy.

Policy Proposal/Amendment Form

Proposer(s)		Date	
		Version	
Title			
FAO	**Academic Council**	**Governing Body**	
Abstract	**Provide a concise statement summarising the proposed policy change.**		
Background/ Rationale/ purpose	**i.e. the reason for the proposal, or the problem of conflict that it will address.**		
Policy owner/roles & responsibilities			
Scope	**Specify any implications of the proposed policy, including any anticipated operational or resource requirements. To which groups within the college shall the policy apply?**		

Definitions	**Glossary of specialised terms.**
Supporting Documents/ Appendices	**List and describe any attached documentation.**
Signed	