Policy Proposal

*This form should be completed and submitted for approval to the relevant governance body in advance of any policy development or major review of existing policy.*

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| --- | --- |
| Policy title: |  |
| Policy developer/reviewer: |  |
| Policy owner: |  |
| Approval pathway: |  |
| Proposed approval date: |  |
| Proposed effective date: |  |
| Date of latest review if applicable: |  |

1. **Purpose of policy**

[Briefly outline the background and factors driving the policy development/review.]

1. **Policy scope**

[What groups does the policy apply to? Provide an overview of the policy content where applicable (new policies). What will be included in and excluded from the policy?]

1. **Impact of policy**

[What is the impact of the policy on the University? What is the expected impact of the policy on different stakeholder groups? Complete also the separate equality and other relevant impact assessment forms.]

1. **Resource needs**

[What resources are needed for the development/review of the policy? What resources are needed for implementation and monitoring?]

1. **Compliance with national legislation, University Statutes and policies**

[What impact does the new/revised policy have on other university policies? What national legislation needs to be considered as part of the policy development/review (if any)? List all related policies and other university governance documents.]

1. **Supporting documents**

[List the expected supporting documents, such as procedures, forms and user guides, the policy will require and outline the plan for their development and approval.]

1. **Communication and training needs**

[Who/What groups will need training in relation to policy implementation? What groups are key to communicating about policy/policy amendments?]