**Appendix 2 Policy Checklist**

**This Appendix further explains the objectives when drafting a SETU Policy.**

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| **Context** | What is SETU doing (or trying to do)? How is it doing it? Where and when?  Optional: a sentence on how this policy supports the University’s strategic plan. Will this policy replace any existing policies? Does it build on any existing regulations or informal guidelines? Does it refer to other policies and have those other policies changed recently? (NB - These documents may need updating now.) |
| **Purpose** | Why do we need a policy on this topic? What does it achieve? |
| **Benefits** | What are the benefits of realising this policy? What are the drawbacks of not having the policy? |
| **Scope** | What activities, people, units and resources does this policy apply to? When/where does it apply? Any exclusions? What is out of scope? |
| **Principles** | What are SETU’s principles about this activity/service/resource/topic? What does SETU believe? (This should be limited to 5-6 statements.) |
| **Definitions** | If necessary, include an explanation of terms or abbreviations used within the policy and procedure. Where there are existing definitions of the terms in other University regulations or policy, those definitions should be used. |
| **Policy** | What does SETU do to act out its principles? What rules/resources does it have in place? What is SETU committed to deliver - expected standard. |
| **Responsibility and Implementation** | Who is responsible for implementing this policy at a local level? Who is responsible for reviewing and monitoring it at the Executive Management level? Has the most effective, efficient, manageable and sustainable manner of implementation been chosen in consultation with policy users? |
| **Record Management** | Is there any documentation of the system/process involved here? What happens to this documentation? Hard copies/soft copies? Where is it stored? Who can look at it? Are records managed according to the EU/GDPR and Health Research Regulations? |
| **Equality Impact Statement** | Has an up-to-date Equality Impact Assessment been incorporated into the review process, so as to be aware of any changes, requirement or updates needed to respond to Equality, Diversity and Inclusion within the University community and relevant developments in the intervening period? |
| **Related Documents** | What internal policies, procedures and process maps are directly related to this policy? What external acts or legislation affect it? Are these properly referenced in the policy? |
| **Document Control** | Position/unit responsible for review (e.g.,someone’sjob title, not their name). Their contact details (not a personalised email address). Review date |
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