

POLICY 1.0 – Policy on Establishing College Policies and Procedures

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| Policy Category: | General |
| Subject: | Writing, Issuing and Maintaining College Policies and Procedures |
| Approving Authority: | SMT |
| Responsible Officer: | President & Principal or designate |
| Responsible Office: | College Secretariat |
| Related Procedures: | Procedure for Establishing New Policies or Amending Existing Policies |
| Related College Policies: | N/A |
| Effective Date: | 7 February 2019 |
| Supersedes: | N/A |
| Next Review: | 31 July 2024 |

I. PURPOSE

The purpose of this Policy is to establish a consistent approach to the development of the policies and procedures of King's College London. Well-developed and clear policies, readily available to members of the university community and other users, are fundamental to an efficient, transparent, diverse and inclusive organisation.

This document defines university policy and procedure, outlines the steps for formulating, approving, issuing, amending, and revoking university policies and procedures, and defines the roles and responsibilities of responsible individuals and offices.

King's College London formally approves, issues, and maintains all its policies using a consistent process and format. Individuals responsible for developing and maintaining policies must follow the requirements outlined in this document for drafting, approving, revising and revoking university policies.

II. DEFINITIONS

University Policy: An official university directive that:

- provides guiding or governing principles to be followed in carrying out the activities of the university
- establishes key requirements and responsibilities
- helps ensure compliance with applicable laws, promotes operational efficiencies, advances the university's mission, and/or reduces institutional risks
- has broad application throughout the university and is binding on members of the university community or relates to matters of governance or those matters reserved to Council in the College Statutes
- is approved by the College Council or the SMT

[Note: all policies are university policies. Constituent units of King's College London shall not develop or create policies on their own unless expressly enabled to do so (e.g., subsidiary companies)].

Procedures: Statements that:

- articulate the method by which a university policy is carried out

- identify roles and responsibilities in more detail
- are approved by the Responsible Officer

Responsible Officer: A member of the university's Senior Management Team who is designated to be responsible and accountable for the development, implementation, maintenance and review of a university policy; or in the case of policies reserved to College Council, the Chair of Council or designate. More than one Responsible Officer may be designated for an individual policy, particularly when the scope of the policy includes multiple groups of stakeholders.

Responsible Office: A unit, division, department or directorate of the university that is responsible for developing and administering a policy and procedures under the direction of the Responsible Officer. As above, more than one Responsible Office may be designated for a particular policy.

III. POLICY

1. General

1.01 University Policies shall be:

- presented in common format
- formally approved by the College Council or SMT
- maintained by the College Secretary and accessible to all interested parties upon request to the College Secretariat or electronically on the College's website
- linked electronically to procedures for implementing the policy
- kept current by the Responsible Officer

2. Policy Development and Approval Process

- 2.01 The SMT is authorised to approve university policies, except for those policies that the College Council reserves to itself for approval, which it will do having regard to the level of legal, financial and reputational risks involved.
- 2.02 New policies or changes to existing policies are developed by the Responsible Officers or their designates in accordance with the standards and procedures issued by the College Secretary.
- 2.03 The College Secretary, in consultation with the General Counsel, may make editorial changes to a university policy, provided that such changes do not substantially affect the policy and provided that such changes are approved by the Responsible Officer.
- 2.04 A university policy becomes operational and enforceable upon approval or when posted to Governance Zone by the College Secretary, whichever is later.
- 2.05 Responsible Officers shall be responsible for the communication of university policies within their purview.

3. Policy Implementation and Review

- 3.01 Responsible Offices shall develop procedures for the implementation of university policies within their purview, and for timely review and updating of the policies as appropriate. Such procedures are subject to approval by the Responsible Officer. The College Secretary will maintain a register of review timelines for policies and will provide Responsible Officers notice of reviews required on an annual basis. Continued publication of a policy beyond its documented review date shall not invalidate the policy.

4. Policy Amendment or Revocation

- 4.01 University policies may be amended or revoked with the approval of the original approving authority in accordance with the procedures established by the College Secretary and associated with this policy.

5. Review

This policy shall be reviewed at least every three years.

6. Reporting

The College Secretary will provide an annual report to the Senior Vice-President (Operations) on the implementation of this policy.