Policy Report Template

***i.*** *Provide key information on the proposed policy at the outset of your report. The table below lists details required by the approval body.*

|  |  |
| --- | --- |
| The report involves: | Choose an item. |
| Policy title: |  |
| Policy owner: |  |
| Approval body: | Choose an item. |
| Proposed effective date: | Click or tap to enter a date. |
| Date of latest review if applicable: | Click or tap to enter a date. |

***i.*** *The sections below each outline information on the policy and the policy review process that the approval body requires to make an informed decision on the proposed policy.*

1. **Key Features of new policy/Proposed amendments to revised policy**

***i.*** *Provide an overview of the policy content for new policies or the key changes to revised policy. For revised policy, where feasible, attach a tracked changes version of policy to this report.*

1. **Stakeholder consultation**

***i.*** *Explain how any proposed major practice changes have been discussed with stakeholders and affected academic and administrative units so that they are aware of the implications of any potential change.*

1. **Critical conversations/ Issues resolved**

***i.*** *Outline the key conversations and conflicts around policy principles or any other issues that arose during the process and how these were resolved.*

1. **Impact of policy**

***i.*** *Define the expected impact of the policy on different stakeholder groups and how this has been addressed in the design and implementation planning of the policy. Demonstrate how EDI impact assessment has been considered throughout the policy development/review process.*

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

***i.*** *List all related university statutes, regulations or policies and explain how impact to these has been addressed. Outline what legislation was considered, where relevant.*

1. **Policy Working Group/Unit responsible for policy development/review**

***i.*** *If the development/review involved a policy working group, please list working group members here. If another approach was taken, for example, a specific unit or individual developed the policy, please name them here.*

1. **Policy development/review timeline**

***i.*** *Include overall timeline, including key decision points and consultation rounds.*

1. **Research and benchmarking**

***i.*** *Outline what research into practices in other higher education institutions was conducted and applied.*

1. **Implementation**

***i.*** *List all resources needed for communication, implementation, training and monitoring of the Policy. Explain how any implementation issues that emerged during the development/review have been resolved. Outline how the policy will be implemented by the responsible parties. Define any new processes or systems to be developed to support the implementation of the policy.*

1. **Communication and training needs**

***i.*** *How will the policy be actively disseminated to those expected to comply with it? Who/What groups will need training in relation to policy implementation and how will the training be implemented?*

1. **Supporting documents**

***i.*** *List any supporting documents the policy will require, such as procedures, forms and guidelines, and outline the plan for their development and approval.*

1. **Policy maintenance and review**

***i.*** *Include planned review cycle of policy.*