

London Metropolitan University

Policy Framework

Regulation

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1 Definitions

1.1 In this Policy Regulation:

Articles	means the Articles of Association of London Metropolitan University (company registration number 00974438)
Formal Guidance	means non-mandatory advisory and explanatory statements, including further detail or good practice regarding the implementation of any Regulation, Policy or any other University operations.
Policy	means a mandatory statement of principle guiding the University's operations and decision-making
Procedure	means a mandatory statement of the University's standard and required practice that sets out actions and designates people to carry them out in order to implement the requirements of a Regulation or Policy or another University process.
Regulations	means regulations for the governance and conduct of the University made by the Board or the Academic Board under its delegated authority. They include the Academic Regulations and General Student Regulations.

2 Policy Framework

2.1 To ensure that the University's affairs are managed in a consistent and orderly manner, all University operations must be conducted in accordance with the University's policy framework.

2.2 The University's policy framework consists of:

- a. the Articles
- b. Regulations
- c. Policies and Procedures
- d. Formal Guidance

2.3 In the event of any inconsistency between any of the above documents:

- a. the provisions of the Articles shall prevail over Regulations, Policies and Procedures and Formal Guidelines;
- b. the provisions of the Regulations shall prevail over Policies and Procedures and Formal Guidance; and
- c. the provisions of Policies and Procedures shall prevail over Formal Guidance.

3 Authority to Adopt Policies, Procedures and Formal Guidelines

- 3.1 Under the Companies Act 2006, the Board of Governors, convened as a general meeting of members, can amend the Articles subject to the notifying the Office for Students and, the Charity Commission and any other relevant external regulatory authority or statutory body where necessary.
- 3.2 Under the Articles, the Board of Governors make Regulations.
- 3.3 Under the scheme of delegation, the Academic Board can make Academic Regulations and General Student Regulations.
- 3.4 The Vice Chancellor is authorised by the Board to issue Policies and Procedures in accordance with this Policy Framework Regulation.
- 3.5 The Vice Chancellor may delegate the authority to issue Policies and Procedures in accordance with this Policy Framework Regulation to other staff on such conditions or with such restrictions as the Vice Chancellor considers appropriate. The University Secretary shall maintain a register of staff who are given delegated authority to issue Policies and Procedures.
- 3.6 Under the scheme of delegation the Academic Board is responsible for approval and monitoring of policies and procedures to implement academic strategies approved by the Board and the Health and Safety Committee is responsible for approving Health and Safety Policies and Procedures.
- 3.7 The following people are authorised to issue Formal Guidance:
 - a. Each member of the Senior Leadership Team.
 - b. Each member of the Senior Management Team, but only in respect of the areas of responsibility or operations of their school or professional service department.
 - c. Any person to whom the Vice Chancellor has delegated the authority to issue policies in accordance with this Policy Regulation, but only in respect of the areas covered by that delegation.
- 3.8 Authority to issue a Policy, Procedure or Formal Guidance includes the authority to amend or revoke it.

4 Issuing and Amending Policies

- 4.1 All Policies and Procedures must use the standard template published by the University Secretary.
- 4.2 When a Policy or Procedure is being developed, any guidance on developing and drafting policies published by the University Secretary or University Solicitor must be followed, unless there is a good reason not to.
- 4.3 A Policy or Procedure must not be issued or amended unless the person issuing or amending it is satisfied that:
 - a. The Policy or Procedure is necessary and appropriate;

- b. The Policy or Procedure is consistent with the University's legal obligations, the Articles and the Regulations; and
- c. Appropriate consultation has been undertaken when developing the Policy or Procedure.

5 Publication of Policies

- 5.1 The University Secretary shall maintain a database of the Articles, the Regulations and the Policies and Procedures and such other documents as the University Secretary thinks appropriate, which shall be called the Policy Register.
- 5.2 The University Secretary may restrict access to the Policy Register or to specific documents or to classes of documents in the Policy Register to specific classes of people.
- 5.3 A Policy or Procedure shall have no effect until the University Secretary has published it in the Policy Register.
- 5.4 The University Secretary may decline to publish a Policy or Procedure in the register that does not meet the requirements of regulation 4 above. This is subject to regulation 6.2 below.
- 5.5 The University Secretary may correct an accidental slip or omission in any document published in the Policy Register
- 5.6 The University Secretary may make minor amendments to any Policy or Procedure published in the Policy Register where the amendments do not result in any change to the document's meaning, such as:
 - a. clerical, typographical, grammatical and numbering errors in the text of the document; or
 - b. updating references due to changes in position or titles, organisational structure, legislation, and regulatory bodies.
- 5.7 The University Secretary may, at their discretion, compile consolidated versions of documents published in the Policy Register and publish these consolidated versions in Policy Register.
- 5.8 A copy of a Regulation, Policy or Procedure published in the Policy Register is presumed to be a complete and accurate record of that Regulation, Policy or Procedure, unless the contrary is proved. A compilation prepared under regulation 5.7 and published in the Policy Register is presumed to be a complete and accurate record of the Regulations Policies or Procedures contained in it, unless the contrary is proved.

6 Transitional Provisions

- 6.1 All Policies and Procedures in effect when this Policy Framework Regulation commences will continue to be effective. However, any such Policy or Procedure that has not be published in accordance with regulation 5 18 months after the commencement of this Policy Regulation shall no longer have any effect.

6.2 A Policy or Procedure in effect when this Policy Framework Regulation commences may be published in the Policy Register even if it does not meet the requirements of regulation 4 above.