



**Imperial College Union Governance Committee**

**17 May 2018**

<b>AGENDA ITEM NO.</b>	
<b>TITLE</b>	Policy Prioritisation Principles
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<b>EXECUTIVE SUMMARY</b>	Paper asking for steer on prioritisation hierarchy and description of renewal framework moving forward
<b>PURPOSE</b>	Discussion
<b>DECISION/ACTION REQUIRED</b>	Agreed prioritisation criteria

This paper will go alongside a demonstration on the day.

The Union has had problems with a structured approach to governance renewal for a number of years. Multiple separate attempts have been made to prioritise lapsed policies and procedures for the last couple of years. These have largely been in the form of word documents with tables which have been lost – become out of date – and have not translated into a continual renewal process due to being non-interactive and the relevant stakeholders not being made aware of accountability. The demonstration shows the first version of an interactive framework to holistically tackle and continue to maintain all Union Policy.

This aims to directly address a number of things:

- There is no holistic oversight to union policy – at the moment pockets of work happen but this doesn't translate to the website, governing bodies or relevant stakeholders. This tool enables each group to work independently but with greater oversight of all that is going on and clearer accountability.
- Policies have not had a structured approach to the order of their renewal and as such some low priority policies have been renewed as someone was interested but some wellbeing/legal requirements have slipped through the gaps.
- Currently there is not one storage solution for the documentation with many only existing in non-editable formats.

This tool still allows relative flexibility in the order of renewal however provides a set of governing principles to what needs to be updated.

Discussion:

The prioritisation is based upon a set of pre-stated criteria – these then will then translate into which policies are renewed with what urgency. Governance is asked to discuss these criteria and the ranking to inform the framework going forward. Below are the currently suggested criteria.

Laps Date	1	Next Year Onward (2020)	5
		This year (2019)	3
		Last year (2018)	3
		Two years ago (2017)	1
		Three years ago (2016)	2
		More than four years ago (2015)	4
Policy Type	3	Student Wellbeing or Safety Related	1
		Financial	3
		Operational	2
		Political Stance	5
		Body existence/ Governance	4
Numbers Affected	4	Whole student body	1
		Specific Minority	1
		Majority	2

		Roughly Half	3
		Subset	4
Impact on affected students	4	Fundamental to student experience / life	1
		Large	2
		Medium	3
		Small	4
Reviewal Period	5	1 year	4
		2 years	3
		3 years	2
		4 years	1
Legal Requirement	2	Yes	1
		No	2