



SENATE

Policy and Procedures Sub-Committee

Terms of Reference

1. Background/context

In 2013, the SQA institutional review described UniSey as having a “lack of finalised policies and procedures: many awaiting completion or Senate approval”. By 2015, SQA explained that ‘there had been the creation and dissemination of ... many policies, with staff included in their preparation’. In 2021, SQA asserted that ‘most if not all policies are in place, although some inconsistencies remain and some staff report difficulty in accessing the policies to which they need to refer’. SQA identified the main gap, in 2021, as ‘the lack of procedures for implementing the policies. In the absence of such procedures, there will almost inevitably be inconsistencies in implementation as each responsible person makes her or his best judgement as to what the policy intends’. Therefore, SQA recommended that ‘management ensures that staff and learners have access to, and are guided by, clear and effective policies and procedures’ and that **‘all policies have associated procedures and that these are implemented consistently’**.

2. Objectives

To respond to the SQA recommendations the Policy and Procedures (P&P) sub-committee, established by SENATE in 2022, will guide UniSey policy making and help to determine future policy and procedure frameworks. Part of the P&P sub-committee's mandate is to

- conduct a thorough audit of existing policies at UniSey
- Evaluate the effectiveness of existing policies
- devise an action plan for the review and development of all UniSey policies and procedures, in line with the Quality Assurance and Enhancement Framework (QAEF)
- monitor the review of all existing policies and associated procedures
- propose and review new policies and associated procedures in line with the QAEF
- present newly developed and reviewed policies to Senate.
- propose policy communication procedures for wider sensitisation of policies across all relevant stakeholders
- monitor implementation of new policies & procedures, to identify areas for improvement
- **Roles and responsibilities of the Sub-Committee**

3.1 Engage, actively, in discussions and deliberations to meet the sub-committee objectives, as outlined in 2, above.

3.2 Report to Senate with considered advice on policy and procedures related to the University

3.3 The members of the sub-Committee commit to:

3.3.1 attending all scheduled meetings, preferably in person, or, alternatively, online

3.3.2 sharing all communications and information across all membership

3.3.3 making timely decisions and taking action so as not to delay progress on meeting the sub-committee objectives.

3.4 Members of the Sub-Committee expect:

3.4.1 that each member is provided with complete, accurate and meaningful information in a timely manner

3.4.2 to be given reasonable time to make key decisions

3.4.3 open and honest discussions.

4 Membership and Meetings (conduct and frequency)

Post/position	Name	Area of Expertise
Chair	Betty-Mai Sofa	Chair of Committee
Secretary	Linda Robert	QA Officer
FASD	Lynn Bilal	HOD – HSC Department
FBSD	Angelique Juliette	HOD Law Department
Support Staff	Begguitta Labrosse	SM – Assessment Services
Student	Vacant	TBC - Student Council
External	Sylvanna Antha	Environment/ Climate Change
External	Geryle Salomon	Employment Department
External	Vicky Hobart	London - Government
External	TBC	
External	TBC	

4.1 The Senate Sub-Committee will comprise of both internal and external members, including a student representative. Membership is for a 2-year period, with the option to re-new for a second 2-year term. For the 2023-2025 period, the following membership is as follows:

4.2 Meetings

4.2.1 A meeting quorum will be 5 members of the Senate Sub-Committee, including at least 2 external members. Decisions will be made by voting, in-person, or by online poll (in Teams).

4.2.2 Meeting agendas and minutes will be provided by the Secretary of the Sub-Committee

4.2.3 Proposed frequency of meetings:

6 meetings per year (in-person) plus ongoing engagement online, via Teams and / or extra ordinary and working meetings as per issues raised during the year.