NWH Policy update – 05.12.24

The content of this paper was presented to ELT 26.11.24 for their consideration

Policy Currency	Current	Not current	None returns	Total
No.	19	61 (71)	10 *	90

*None returns: Finance

Current policies - all require to be moved over to new UHI NWH template and EIA completed / renewed

Reasons for Policies being denoted as not current:

1. Policies are UHI single policies that have never been internally approved
2. Policies are out with their current review cycle
3. Policies do not represent our current working practices / legislative adherence
4. Policies have been 'lifted' from other UHI and non-UHI partners
5. Policies are on our website 'Pending Board approval'

What is needed to have confidence in UHI NWH's compliance:

Single Policy sharepoint area with all policies categorised into Department tiles with the availability of an alphabetical search function - NWH Policies - Home (currently under construction)

Internal area behind this with restricted access for policy owners and reviewers to their own policies only

Departments requiring policies within their own areas, will be available via links back to single Policy area

Policy register - NWH Policy, procedure and guidance register.xlsx Moving forward this will be embedded within Sharepoint and have automated alerts for Policy renewals

All external fully approved policies visible on UHI NWH website - About us - Policies and Procedures

How we get there:

Approval of a pilot approval process initially until 31st June 2025, with a view to adopting as standard

Pilot approval process:

Departments to be supported by myself and Engagement Assistants with monthly meetings for those departments with significant work to complete

All completed policies to be sent to compliance.nwh@uhi.ac.uk for checking by EAs and rag rating by myself

Rag rating:

Approved by ELT Sponsor and sent to ELT and Board for noting	• Policies require 'cosmetic' changes; move over to UHI NWH template, completion of front cover to represent organisational changes • Policy is a UHI single policy and requires contextualisation and internal approval
Approved by ELT and sent to Board for noting	• Policy requires minor reviewing in line of organisational changes, review of working practices
Approved ELT prior to going for full Board approval	• Policy requires significant reviewing in line of organisational changes, review of working practices • Policy is new, or is operationally sensitive due to legislative, financial or audit requirements

Based on rag rating, Policies would be passed on for ELT Sponsor or ELT for approval, and for 'red' ragged policies, thereafter onto full Board for approval. All other Policies would go to Board for noting.

Please note polices which are not approved will not appear either in the internal Sharepoint or external website as they carry no legal standing and we are not covered for audit purposes

Sophie Dunnett
Compliance and Information Governance Manager