

# POLICY REVIEW COVERSHEET

## FOR SUBMISSION TO THE POLICY MANAGEMENT GROUP (PMG)

Updated 17.07.28

### INSTRUCTIONS

- This Coversheet has been designed to guide Responsible Officers through a review of an existing Policy. Before commencing the review please refer to (i) the 'Definitions' on page 2 of this Coversheet and (ii) the Policy Review Flowchart.
- At the completion of the review, please forward the Coversheet and reviewed Policy, with amendments clearly indicated (e.g. via tracked changes, or where there are extensive revisions by attaching the original version of the Policy), to the Policy Management Group at [policy@otago.ac.nz](mailto:policy@otago.ac.nz)
- For any enquiries about the policy review process, please contact the secretary of the Policy Management Group at [policy@otago.ac.nz](mailto:policy@otago.ac.nz)

### DETAILS OF REVIEW

Name of Policy: \_\_\_\_\_

Please give details of the processes that have been used to review the Policy, e.g. Groups consulted with, data used to inform changes.

Has the organisational scope of the Policy changed? **If yes**, please indicate below:

Yes  No

\_\_\_\_\_

Is the content of the current Policy (i.e. prior to any amendments) being reviewed

- Current and accurate?
- Widely understood and achieving its intended purpose?
- Clearly written and grammatically correct?
- Formatted and presented in accordance with the template specifications?
- Consistent with the University Strategic Direction to 2020, and relevant statutes, regulations etc.?

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Does the Policy content require amendment?

Yes  No

**If yes**, is it major or minor? (see 'Definitions')  Major  Minor

**Please include a brief summary of the changes to content (whether major or minor) below:**

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Are the related Policies, Procedures and Forms still appropriate? **If no**, please indicate below where any consequential changes to related documents are required.

Yes  No

Is the nominated Sponsor still appropriate?

Yes  No

Are the details for contact person for enquiries still relevant?

Yes  No

**SIGNATURES REQUIRED**

Responsible Officer: \_\_\_\_\_  
*(Print name)*

Date: \_\_\_\_\_

Policy Management Group: \_\_\_\_\_  
*(Print name)*

Date: \_\_\_\_\_

Policy Sponsor: \_\_\_\_\_  
*(For Major Amendment only) (Print name)*

Date: \_\_\_\_\_

**ADMINISTRATIVE DETAILS ( for office use – please leave blank)**

Approving Person or Body: \_\_\_\_\_

Date: \_\_\_\_\_

Policy added to or amended on the Web: Date: \_\_\_\_\_

Policy Sponsor notified: Date: \_\_\_\_\_

**DEFINITIONS**

**Policy Management Group** A group convened by the Registrar and Secretary to Council that has responsibility for overseeing the Policy Framework, including guidance on best practice and the development of forms and procedures.

**Sponsor/s** A person who will present the Policy to the appropriate Approving Body. The Policy Sponsor must be a member of the Vice-Chancellor’s Advisory Group or a Director in a Service Division.

**Responsible Officer** This is the senior person in whose portfolio of responsibilities the Policy matter most clearly resides. He/she has overarching responsibility for developing the Policy and related Procedure/s and for ensuring the Policy and Procedure/s is/are approved, implemented and reviewed as required under the Policy Framework.

**Minor Amendments** A minor amendment to a policy or procedure is a change to a current policy or procedure that is not substantive and that does not alter the effect, responsibility, meaning or intent of all or any part of the policy or procedure. Examples of minor amendments include a position or title change; updating links; or adding new or amending existing supporting documents.

**Major Amendments** A major amendment to a policy or procedure is a change to a current policy or procedure that is likely to affect or alter the effect, responsibility, meaning or intent of all or any part of the policy, procedure or related policies, stakeholders, aligned procedures or systems.

# POLICY REVIEW PROCESS

