

## Implementation Plan: Policy & Procedures for Supporting Health, Fitness and Return to Study

### A. List of Stakeholders

**HOP** = Head of Operations, Division of Student Life

**VP/AVP** = Vice President / Associate Vice President (Teaching, Learning and Students)

**HOS/HOSA** = Head of School/ Head of School Admin

**Dn/DOFO** = Deans of Faculty/ Director of Faculty Operations

**VDs** = Vice Deans of Faculty

**AVDs** = Associate Vice Deans of Faculty

**F PSS** = Faculty PSS staff (T&L)

**UMSU** = University of Manchester Students' Union

### B. Stages, Tasks and Roles/ Responsibilities

X = indicates initials of the person responsible for completion of the task

+X = indicates significant involvement in the task

Stage 1: Policy development								
Tasks to be delivered	HOP	VP/AVP	HOS/HOSA	Dn/DOFO	ADs	F PSS	UMSU	Deadline
Review policies across the HE sector and seek external guidance.	X							Done
Draft a new Policy.	X							Done
Draft accompanying Procedures.	X							Done
Produce final version of Policy and Procedures for TLG then Senate.	X	X						To TLG Jan 2017

Stage 2: Consultation								
Tasks to be delivered	HOP	VP/AVP	HOS/HOSA	Dn/DOFO	ADs	F PSS	UMSU	Deadline
Manage stakeholder consultation	X							March 2017
E-mail stakeholders to indicate consultation expectations as per the Implementation Plan.	X							March 2017
Initiate consultation in Schools via Teaching and Learning Committees and return consolidated Faculty responses to HOP.					X	+X		March, April 2017
Communicate with student reps regarding the draft Policy and							X	March,

return responses to HOP.								April 2017
Present comments and feedback to TLG for consideration.	X	X						May 2017

<b>Stage 3: Policy Approval</b>								
Tasks to be delivered	HOP	VP/AVP	HOS/HOSA	Dn/DOFO	ADs	F PSS	UMSU	Deadline
Approval in principle by TLG.		X						May 2017
Approval by Senate.		X						June 2017

<b>Stage 4: Implementation / communication</b>								
Tasks to be delivered	HOP	VP/AVP	HOS/HOSA	Dn/DOFO	ADs	F PSS	UMSU	Deadline
Oversee Implementation at institutional level.	X							Sept 2017
Publish Policy and Procedures.	X							Sept 2017
Send email to Schools (cc Faculty PSS) to indicate expectations as per the Implementation Plan.	X							Sept 2017
Disseminate responsibilities of all relevant staff to ensure consistent implementation of the Policy at School level.			X					Sept 2017
Communicate with student reps regarding the implementation.							X	Sept 2017

<b>Stage 5: Monitoring and Review</b>								
Tasks to be delivered	HOP	VP/AVP	HOS/HOSA	Dn/DOFO	ADs	F PSS	UMSU	Deadline
Review initial implementation and feedback any issues to the HOP.					X	X		Dec 2017
Embed the annual review of the Policy in the cycle of annual monitoring of programmes and Periodic Review.					X	X		Jan 2018
Seek feedback from student reps to feed into the review process.							X	From Jan 2018

<b>Stage 6: Evaluation</b>								
Tasks to be delivered	HOP	VP/AVP	HOS/HOSA	Dn/DOFO	ADs	F PSS	UMSU	Deadline
Conduct an institutional review of the effectiveness of the Policy after six and 12 months. To include stakeholder feedback.	X							March 2018 & Sept 2018

**C. Timeline**

<b>Stage</b>	<b>Completion Date</b>
1 – Policy development	Initial draft completed March 2017
2 - Consultation	March - April 2017
3 - Approval	June 2017
4 – Implementation/communication	Sept 2017
5 – Monitoring and review	Jan 2018
6 - Evaluation	Sept 2018

Version 2, 11.5.16

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