# Better quality control on Cardiff University policies

Cardiff UCU notes that work is underway to better manage quality control on Cardiff University policies. Currently not all policies have a cover sheet detailing when the policy was produced, updated or next up for review. The [Travel and Expenses Policy](https://www.cardiff.ac.uk/__data/assets/pdf_file/0004/2434036/Travel-and-Expenses-Policy-May-23.pdf) is an example that does have this information, while the [Dignity at Work and Study Policy](https://intranet.cardiff.ac.uk/__data/assets/pdf_file/0006/966669/Dignity-at-Work-and-Study-Policy-2019.pdf) does not.

For the purposes of good document and version control, we request that all policies have a cover sheet with the following details at least:

* Date policy was published (and last updated)
* Date it is up for review
* Parties involved (e.g. Research deans; Head of HR; recognised trade unions, etc.)

We note that ‘last updated’ dates are available on this ‘[master list’](https://intranet.cardiff.ac.uk/staff/policies) on the intranet. We believe that this list should also state when the policy is next up for review, and we request that this information is also provided to the trade unions in the form of periodic reports, in either spreadsheet or word document format.

As per the terms of our recognition agreement, the trade unions should be involved in the development and review of employment-related policies. As such, it will be useful for us to plan and work together in advance on which policies are up for review.