UNIVERSITY OF THE WEST of SCOTLAND

UWS

Procedure for the Annual Statement of Assurance

Version – v5 – August 2026

Procedure Author – Head of Legal Services
Procedure Owner –Vice Principal (Strategy) and University Secretary
Parent Policy Statement – Corporate Governance Policy Statement
Public Access or Staff Only Access – Public
Version – Version 5 – August 2026

Changes and Reason for Changes – amended to align with UWS values and revised structure/titles.

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PROCEDURE FOR THE ANNUAL STATEMENT OF ASSURANCE

Introduction

The Policy Statements of the University reflect our strategic plan and the University Values so it is anticipated that changes will be rare. Policy Statements, and related Codes of Practice, Procedures and Guidelines are reviewed annually and may need to be revised in response to changes in legislation or good practice standards, organisational changes or where there is a shift in strategy or new or revised working practices are adopted.

Annual Statement of Assurance

Policy Statement Owners are required to provide the Vice Principal (Strategy) and University Secretary with an Annual Statement of Assurance confirming that:

- An assessment has been made of the Policy Statement and associated documents and that:
    - No factors indicating the need for a refresh have been identified;
    - Factors have been identified and that an updated Policy Statement, Protocol or Procedure has been submitted to and approved by the relevant governance bodies;
    - Factors have been identified and an updated Policy Statement, Protocol or Procedure will be submitted to the relevant governance bodies for approval within a specified time period.

The Annual Statement of Assurance will follow the format set out in Annex 1. The Policy Statement Owner signing the Certificate of Assurance should ensure that if they are aware of any factors that would require any changes to the Policy Statement or any related documents that these are reviewed and amended via the correct processes. Any significant changes can be indicated in the Notes section of the Certificate of Assurance. The Legal Services team will work with Policy Owners to test the robustness of the annual review process within each department.

The Vice Principal (Strategy) and University Secretary will publish a timetable for the collection of all responses and will collate those responses into an annual report to be submitted to Resources & People Committee. This report will inform the programme of reviews to be performed by Resources & People Committee over the following annual cycle.

Reference will also be made to the Annual Statements of Assurance within the annual Legislative Compliance report submitted to Court each June.

Review by Policy approval bodies

Resources and People Committee (and other bodies involved in the approval of Policy Statements) may also choose to undertake a periodic review of Policy Statements in circulation and to determine whether or not to ‘call-in’ any Policy Statements or related documents which the relevant body considers ought to have been updated.

Annex 1

CERTIFICATE OF ASSURANCE:

[To be completed by the Policy Statement Owner]

Policy Statement: [ ]
Date:[ ]

1. I am aware that I am required to sign an annual statement of assurance in relation to the Policy Statement and related procedures, protocols and codes of practice of which I am the owner of.
2. I can confirm that I have reviewed the Policy Statement and related documents and based on that review, and my own knowledge of matters in my area of responsibility I can confirm:

- No factors indicating the need for any amendments to the Policy Statement or related documents have been identified; **or**

- Factors have been identified and an updated Policy Statement or related documents has been submitted and approved by [ ] on [ ]; **or**

- Factors have been identified and an updated Policy Statement and related documents will be submitted for approval by [ ]. Please list below.

List Procedures/Protocols of Guidelines – for proposed changes	Comments
Notes:-	

Signature ……..

Name …….

Job Title …….

Date ……