



Leadership and Management Policy

Updated: December 2015

Next revision date: December 2016

1. Objectives

- 1.1. To give clear direction through strategic objectives, targets and values that are fully understood by staff, sub contractors and work placement/taster providers, volunteers and consultants.
- 1.2. To set and meet targets for all learning programmes.
- 1.3. To ensure that the quality assurance arrangements are systematic and informed by the views of all interested parties.
- 1.4. To ensure that rigorous self-assessment leads to identified priorities and challenging targets for improvement.
- 1.5. To ensure that priorities are supported through responsible financial management.
- 1.6. To ensure that staff, sub contractors, volunteers and consultants understand and are fully involved in the organisation's quality assurance arrangements.
- 1.7. To ensure that management information is used effectively to the benefit of learners.
- 1.8. To ensure that performance management, staff reviews are effective in improving the quality of provision.
- 1.9. To ensure that there are explicit aims, values and strategies promoting equality for all that are reflected in the learning programmes.
- 1.10. To ensure that there are effective measures to eliminate oppressive behaviour, including all forms of harassment.
- 1.11. To ensure that there are effective procedures for dealing with appeals and complaints.
- 1.12. To ensure that the management team effectively oversees Develop's strategic direction and regularly monitors the quality of provision and their own performance.
- 1.13. To ensure the best value principles of comparison, challenge, consultation and competition are applied in securing resources and services.
- 1.14. To ensure efficient and effective use is made of resources.
- 1.15. To collect data on targets and achievements and build performance trends.

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Mark Pike	01/12/2015		Mark Pike

- 1.16. To use data analysis to inform management of each programme so that resources are applied to areas of need.

2. Scope

- 2.1. To cover all activities carried out by Develop

3. Key Principles

- 3.1. Provide good management and leadership to support all Develop staff, sub contractors, volunteers and consultants involved with providing any Develop programme.
- 3.2. Management information must be used regularly to guide action-planning by Develop management team to ensure effective delivery of programmes.
- 3.3. Data on retention, achievement and Equality & Diversity are routinely used for comparative purposes.
- 3.4. Develop programmes are included on the agenda as appropriate, including performance review, at Develop monthly management team meeting.
- 3.5. A summary of the monthly management meetings will be published on Develop's intranet.

4. Staff Responsibility

- 4.1. Management team.
- 4.2. CEO has overall and final responsibility for all matters relating to management and leadership.
- 4.3. The day to day management of Develop's Management and Leadership Policy remains with the CEO, who will ensure that:
 - a. Adequate resources are made available to implement this policy
 - b. Adequate arrangements are made to bring this policy to the notice of all staff, individuals, sub contractors and visitors.
 - c. The effectiveness of the policy and its arrangements are reviewed annually during the relevant company board meetings or more frequently if deemed necessary.

5. Monitoring and Evaluation

- 5.1. No additional monitoring required because monitoring is through the achievement of each learning programme's targets.
- 5.2. This policy is liable to full equality impact assessment annually.

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6. Supporting Documents

- 6.1. This policy should be read in conjunction with all of the policies and procedures relating to the learning programmes offered by Develop.

Policy signed by CEO: *Mark Pike* Date: 01/12/2015

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