

Managing Resources Policy

Updated: December 2015

Next revision date: December 2016

1. Objectives

- 1.1. To ensure that the 'best value' principles of comparison, consultation and competition are applied in securing resources and services
- 1.2. To ensure that efficient and effective use is made of resources
- 1.3. To ensure that use of resources is in accordance with Develop 's sustainability policy

2. Scope

- 2.1. To cover all activities carried out by Develop

3. Key Principles

- 3.1. All staff will be appropriately qualified and/or trained to enable them to carry out their duties effectively
- 3.2. All learning centres and placements shall provide an appropriate environment for learning
- 3.3. All equipment will be as up to date as possible
- 3.4. There will be sufficient learning resources to meet learners' needs
- 3.5. There will be sufficient resources to enable Develop's staff to carry out their duties efficiently and effectively
- 3.6. All resources are effectively deployed to give value for money

4. Staff Responsibility

- 4.1. All individuals involved with the learning programmes, e.g. staff, volunteers, employers, consultants and learners.
- 4.2. CEO has overall and final responsibility for all matters relating to managing resources.
- 4.3. The day to day management of Develop's Managing Resources 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.

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Mark Pike	01/12/2015		Mark Pike

- c. The effectiveness of the policy and its arrangements are reviewed annually during managers' meetings or more frequently if deemed necessary.

5. Monitoring and Evaluation of Resources for Develop Staff

- 5.1. Monitoring will be carried out to ensure that:-
 - a. Accommodation provides a suitable environment for staff to work efficiently and effectively.
 - b. Develop staff have access to appropriate resources to their role.
 - c. Develop staff work in a safe and healthy environment.
 - d. Specialist equipment and materials are used, including facilities which are relevant to the workplace.
 - e. Each programme achieves its targets.
- 5.2. This policy is liable to full equality impact assessment annually.

6. Monitoring and Evaluation of Resources for Learning

- 6.1. Monitoring will be carried out to ensure that:-
 - a. Accommodation provides a suitable setting for good training, learning and support for learners.
 - b. Learners have access to learning resources that are appropriate for effective study.
 - c. Learners work in a safe and healthy environment.
 - d. Learning resources and accommodation allow all learners to participate fully.
 - e. Resources are used to best effect in promoting learning.
 - f. Where specialist equipment and materials are used, including facilities which are relevant to the workplace and the learning environment, they meet current learning standards.
 - g. There are enough qualified and experienced teaching, training and support staff to deliver all the programmes.
 - h. Each programme is able to achieve its targets.

7. Supporting Documents

- 7.1. This policy should be read in conjunction with the following policies and procedures:
 - Disability Statement
 - Equality and Diversity Policy

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- **Health and Safety Policy**
- **Procurement Policy**
- **Sustainability Policy**
- **Quality Policy**

Policy signed by

Mark Pike

CEO: Date: 01/12/2015

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