**THE CORPORATION OF BARTON PEVERIL COLLEGE**

**POLICY MANAGEMENT SCHEME (Approved July 2010)**

**The Corporation is required to approve the following College policies:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cat | Description | Manager | Last review | Next review | Comments |
|  | **The Corporation should reserve to itself the approval of the following:** |  |  |  |  |
| Core | Child Protection Policy | APS |  |  | Via Standards |
| Core | Equality and Diversity Policy | APQ |  |  | Via Standards |
| Core | Health and Safety Policy | VP |  |  | Via Audit |
| Core | Code of Conduct (Staff) | VP |  |  | Via R&E |
| Core | Rules for the conduct of students | APS |  |  | Standards |
| Core | Student Constitution | APS |  |  | Via Search |
| Core | Risk Management | VP |  |  | Via Audit |
| Core | Finance Regulations | VP |  |  | Via FMG |
|  | **The Corporation has its own policies and procedures which it should continue to reserve to itself for approval:** |  |  |  |  |
| Core | Whistleblowing | Clerk |  |  | Via Search |
| Core | Governor CRB Checks and Disclosures | Clerk |  |  | Via Search |
| Core | Complaints against Governance | Clerk |  |  | Via Search |
| Core | Chair Recruitment | Clerk |  |  | Via Search |
| Core | Confidentiality in Documentation | Clerk |  |  | Via Search |
| Core | HoSP Appointment | Clerk |  |  | Via R&E |
| Core | HoSP Appraisal | Clerk |  |  | Via R&E |
| Core | HoSP Capability | Clerk |  |  | Via R&E |
| Core | HoSP Discipline | Clerk |  |  | Via R&E |
| Core | HoSP Grievance | Clerk |  |  | Via R&E |
| Core | HoSP Remuneration | Clerk |  |  | Via R&E |
|  | **The Corporation could delegate to Committee level the approval of:** |  |  |  |  |
| A | Data Protection Policy | VP |  |  | Via Audit |
| A | Fees Policy | VP |  |  | Via FMG |
| A | Freedom of Information Policy inc Publication Scheme | VP |  |  | Via Audit |
| A | Grievance | VP |  |  | Via R&E |
| A | Capability | VP |  |  | Via R&E |
| A | Discipline | VP |  |  | Via R&E |
| A | Appeal Procedure | VP |  |  | Via R&E |
| A | Quality Strategy | APQ |  |  | Via Standards |
| A | Pay Policy | VP |  |  | Via FMG |
| A | Staff Development | VP |  |  | Via R&E |

**The Corporation must be assured by the appropriate Committees that the following are ‘in place, robust and fair’**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| B | Student Charter | APS |  |  | Via Standards |
| B | Acceptable use of IT | VP |  |  | Via Audit |
| B | Prevention of Fraud | VP |  |  | Via FMG |
| B | Complaints | VP |  |  | Via Standards |
| B | Discretionary Payments | VP |  |  | Via FMG |

**The Corporation needs to be assured by senior managers through Committee that HR policies are in place, robust and fair (as part of its duty ‘to ensure that the college has in place sound and up-to-date procedures covering all aspects of its employment responsibilities’) including the following**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HR** | Fair Treatment | VP |  |  | Via R&E |
| **HR** | Sickness, Absence and Ill Health | VP |  |  | Via R&E |
| **HR** | Family Friendly policies inc maternity, paternity, parental leave, adoption leave, compassionate leave, fertility treatment | VP |  |  | Via R&E |
| **HR** | Working hours policies | VP |  |  | Via R&E |
| **HR** | Redundancy | VP |  |  | Via R&E |
| **HR** | Smoking | VP |  |  | Via R&E |
| **HR** | Retirement inc Ill health retirement | VP |  |  | Via R&E |
| **HR** | Stress | VP |  |  | Via R&E |
| **HR** | Staff Appointment,  Employment of ex-offenders | VP |  |  | Via R&E |
| **HR** | Gender Equality, Disability Equality, Race Equality | VP |  |  | Via Standards  (Will this be replaced by the Single Equality Scheme?) |

**The annual HR Report will include a definitive list of HR policies and will detail in this list each Policy’s review and use history, including whether an Impact Assessment has been completed.**

**The Clerk and the Vice Principal will bring any new policies to the attention of the relevant Committees with a recommended categorisation. Authors presenting policies to Committee or Corporation are asked to use the report sheet which follows.**

**THE CORPORATION OF BARTON PEVERIL COLLEGE**

**Policy Report to the XXX Committee/Corporation**

|  |  |
| --- | --- |
| **Author** |  |
| **Date** |  |
| **Policy Description** |  |
| **Recommendation** |  |

***This report needs to offer the Committee, and in some cases the Corporation, the following information***

* *Why does the college need this policy?*
* *Is this policy on the Corporation’s list/is it a new policy for consideration (in which case have you checked with the VP and the Clerk?)*
* *If this policy is already in place what can you tell us about its use in the college since the last review?*
* *What gives you the assurance that it meets the needs of the organisation and legal requirements?*

***and the following assurances:***

* *The policy reflects best practice*
* *Specialist advice has been used in drawing up the document*
* *Staff and if appropriate students have been consulted on this policy*