

Purpose of Policy

This policy is designed to inform staff & managers of the support available from the College to enable them to provide a high standard of service to the community, to employers and to students.

The Personnel Department will seek to have in place efficient and effective Personnel Administration systems and procedures that will assist managers to make informed decisions about their staff and to assist the College in its commitment to invest in its staff.

Policy

The College aspires to provide excellent education and training and this has clear implications for the quality of staff that the College seeks to recruit and retain. The College will always seek to appoint teaching staff who are able to demonstrate high quality teaching skills. The College will also seek to recruit business support staff with the professional skills required to support the high-class academic or vocational standards.

The College's mission also requires that it will provide training & development for staff in order to support the development of a high quality learning environment.

These aspirations are supported by this policy and a range of procedures & agreements that have been agreed, through negotiation, with the Trade Unions. Other related policies and procedures are also used to meet these objectives and to give direction with regard to such issues as Staff Development, Equality & Diversity and these are listed at the end of this policy.

Contribution to Achievement of the College's Mission

The College's Mission is *"Responding to Diversity, Raising the Standard, Taking Education Further"*. To meet the aims of the Mission the College needs to be people-centred and dependent upon well trained and highly motivated staff. This Policy contributes to the Mission by recognising this and providing a structure that will support it.

Implementation

College managers are responsible for the human resource management and development in their school or section.

In order to assist the managers in meeting the aims of this policy and to ensure consistency of approach, the College will ensure that appropriate action (subject to suitable budgetary provision being available) is taken in respect of the following key priorities:

- action designed to attract, reward and retain high calibre academic and support staff, including actions to ensure equality of reward;
- the need to support & develop the high calibre of staff needed to deliver the strategic aims of the college;
- enhancement of management information systems, including the purchase of excellent personnel/payroll systems, to help the College to evaluate its success in attracting and retaining high calibre staff;
- enhancement of the internal staff development opportunities to support the College's move towards more student-centred learning approaches;

- action to achieve a positive culture of safety, health and environmental management in order to promote staff retention;
- action designed to attract and retain a diverse workforce;
- the need to enhance existing staff development provision to encourage a change in institutional culture
- the need to establish high quality communications and management in all departments;
- the need to improve management information for managers at institutional and departmental level;
- the need to safeguard and protect learners

Monitoring and Impact Measurement

Effectiveness of the systems and processes will be measured by internal & external assessors (for example: Staff Surveys, Audits, Investors in People). The impact of these systems and processes will be assessed through feedback (evaluations of training, staff perception surveys). The performance of staff will be measured through analysis of a range of established quality systems including classroom observations of teachers, probationary reports, reports from mystery customers, student perception surveys. Managing the performance of staff will be the responsibility of the line manager who will be supported by the Personnel Department in this activity. Regular reports to the Finance & Strategy Committee of the Corporation will outline the position with regard to use of procedures including Capability, Disciplinary, Grievance and Health & Safety procedures. Case work carried out with the Trade Union representatives will be used to monitor the use of the staffing procedures. Termly meetings will be held with Heads of School, the College Administration Manager and the Vice-Principal Communications, People & Development to monitor the utilisation of teaching staff.

Related Policies and Documents

- Recruitment and Selection Procedure
- Equality and Diversity Policy
- Health and Safety Policy
- Staff Development Policy
- Contracts of employment (this includes collective agreements and consultation documents).
- Human Resources Strategy.
- Appraisal Procedure
- CRB Checks and List 99 Disclosures Procedure
- Welfare & Well-Being Policy
- Sickness Absence Management Procedure

Publication of Policy

This policy will be made publicly available, provided to all members of staff via the Intranet and forwarded to appropriate bodies on request.

Policy Review Date	November 2010
Executive member responsible for implementation	Vice-Principal Communications, People & Development

Approval and Review History	
• Approved by the Corporation on 13th September 2006 (Minute C72/06)	
• Reviewed and approved by the Corporation on 5th December 2007 (Minute C102/07)	
• Reviewed and approved by the Principal (under delegated authority from the Corporation) at the Executive meeting of 30th November 2009 (Minute X)	

