

## Partner Statement

<b>Organisation</b>	Solihull College
<b>Statutory responsibilities</b>	To provide post 16 education and training
<b>Priorities</b>	<p>College Strategic Priorities 2009 / 10</p> <ol style="list-style-type: none"> <li>1. Promote participation, learning and success.</li> <li>2. Achieve high standards and deliver excellence in teaching and learning.</li> <li>3. Build our reputation as a High Quality Responsive Organisation.</li> <li>4. Meet the needs of Employers and the Local Economy.</li> <li>5. Provide first class learning environments and learning resources.</li> <li>6. Maintain Financial Stability, using resources efficiently and sustainably.</li> <li>7. Provide High Quality Professional Development.</li> <li>8. Promote equality, celebrate diversity and widen participation.</li> </ol>
<b>Constraints</b>	The rapid pace of change in Government policies and priorities for the post 16 sector, assessing their potential impact and re-aligning the organisation accordingly. Funding for training either not learner needs or insufficient to respond to demand.
<b>Key performance measures</b>	<ul style="list-style-type: none"> <li>• The recruitment, retention and achievement of all learners</li> <li>• Standards of teaching</li> <li>• Income and expenditure</li> <li>• Cash reserves</li> <li>• Learner and stakeholders levels of satisfaction</li> </ul>
<b>Decision-making process</b>	<p>The Corporation (The Governing Body) is responsible for determining the educational character and mission of the College; approving the quality strategy; ensuring the effective and efficient use of resources and approval of the income and expenditure.</p> <p>The Principal / Chief Executive is responsible for determining the College's academic and other activities; the management of budget and resources, the organisation, direction management and leadership of staff.</p> <p>The Principal is supported by an Executive Team (5) a Senior Management Team (15) and a whole College Management Team (40). These teams have specific terms of reference that clearly identify their role and responsibilities in the strategic and operational leadership and management of the College.</p> <p>The Solihull Partnership will primarily relate to the Principal / Chief Executive and the Executive Management Team who will advise the Corporation and College teams accordingly.</p>
<b>Quality assurance process</b>	<p><i>Who is the lead officer?</i> – initial contact via the Principal's office</p> <p>*** See attached College Planning 2009 Document (page 3)</p>

	<p>The Corporation approves these plans on an annual basis and receives regular progress reports.</p> <p>The sub committees of the Corporation (Audit, Curriculum and Quality, Finance and Estates) each receive detailed reports that allow them to scrutinize the progress towards achievement of the strategic objectives, key performance indicators and actions identified in the Quality Improvement Plan.</p> <p>The Senior Management Team scrutinises progress and agrees action against a range of performing indicators on a monthly basis.</p> <p>The Solihull Partnership will primarily relate to the identification and prioritisation of priorities to ensure the College works with partners to maximise its contribution to the social and economic development of the borough.</p>
<p><b>Risk Management process</b></p>	<p><i>Who is the lead officer?</i> – Initial contact via Principal’s Office</p> <ul style="list-style-type: none"> <li>• <u>Risk Management Policy</u></li> </ul> <p>The College has a Risk Management Policy and Risk Register which are kept under review and updated as necessary to reflect any changes in College practice or the external environment.</p> <p style="text-align: center;"><u>Risk Management Timetable</u></p> <p>The College has a Risk Management Timetable in place which provides a detailed breakdown of how the responsibilities set out in the Risk Management Policy will be discharged.</p> <p style="text-align: center;"><u>Strategic Risk Register</u></p> <p>The strategic risk register identifies the key strategic risks facing the College. The risks are divided into difference risk areas. Each risk is scored as high, medium or low for impact and likelihood. The Risk Action Plan and the measures to counteract the risks are monitored closely by the responsible manager and a Risk Management Steering Group of senior managers</p> <p style="text-align: center;"><u>Area Risk Registers</u></p> <p>Area Risk Registers are prepared by all managers with the support of their teams as part of the annual Business Planning process.</p> <p style="text-align: center;"><u>Risk Management Annual Report</u></p> <p>The Risk Management Annual Report is presented to the Audit Committee at the first meeting of the academic year, which summarizes performance against the Risk Management Action Plan.</p> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• <u>Health and Safety Policy</u></li> </ul> <p>The College has a Health and Safety Policy and Statement of Interest. Its approach to health and safety risk management is in accordance with the principles set out in HSG (Health and Safety Guidance) 65 Management Model i.e. Policy, Organisation, Planning and</p>

	<p>Implementation, Measuring Performance and Reviewing Performance.</p> <p style="text-align: center;"><u>Local Risk Management</u></p> <p>Risks are managed to the lowest level, through area risk registers and local risk assessments, which are audited and monitored by the College Health and Safety Officer.</p> <p style="text-align: center;"><u>Monitoring of Health and Safety</u></p> <p>Senior Management Team receives a monthly report that include accident statistics, off site visits and detail of current health and safety initiatives. The Annual Health and Safety Development Plan is reviewed by the College's Health and Safety Committee and presented on a termly basis to Senior Management Team.</p> <p>Audit Committee receives a termly Health and Safety Monitoring Report and Annual Report, which is referred to Corporation.</p> <p style="text-align: center;"><u>Strategic Risk Register</u></p> <p>Health and Safety and Safeguarding are included within the College's Strategic Risk Register.</p>
<p><b>Communications process</b></p>	<p><i>Who is the lead officer?</i> Initially via the Principal's Office</p> <p><u>Internal</u></p> <p>Fortnightly 'Update' bulletin distributed to all staff electronically</p> <p>Termly whole staff meetings briefed by the Principal with interim face to face meetings of staff and student groups with the Principal and senior managers.</p> <p><u>External</u></p> <p>On going communication through the extensive range of partnership organisations the College is engaged with including: Higher Education Institutions, employers, community groups, support agencies and local schools.</p> <p>The College will be producing an Annual Report at the end of 2009 which will celebrate the successes of 2008 / 09 and share with external stakeholders its ambitions for the future and its partnership activities.</p>
<p><b>Key agency plans linked to Solihull Partnership</b></p>	<p>Key Organisation Plans - (see page 3)</p> <p>The planning process draws on a range of key external influences including the Solihull Partnership, many of which will shape and direct the College priorities and direction.</p>
<p><b>Nominated staff involved in Solihull Partnership</b></p>	<p>Brenda Sheils Principal Solihull College Blossomfield Road</p>

	Solihull B91 1SB Telephone number: 0121 678 7042 Email address: <a href="mailto:Brenda.sheils@solihull.ac.uk">Brenda.sheils@solihull.ac.uk</a>  Solihull Partnership Governing Board
<b>Support required from Partnership Commissioning Team</b>	None Specifically

Date: November 09  
 Completed by: Joanne Hopcraft  
 Signed off by:

## **College Planning Framework**

### **THREE YEAR STRATEGIC PLAN (June/July)**

- Sets out College's 3 year strategy 2009 – 2012 as approved by the Corporation
- Responds to Key Priorities of LSC, HEFCE and other stakeholders
- Sets out College strategic priorities for the year ahead
- Sets out Key Performance Indicators for strategic priorities
- Includes priority areas for development derived from self-assessment and business plans

### **BUSINESS PLANS (ONE YEAR) (Feb-April)**

- Set out key one year objectives for all College support and teaching areas in line with strategic priorities
- Include 3 year vision and risk assessment
- Set out staffing and resource agreements
- Identify new areas for development
- Informed by area self-assessment and development plans

### **SELF ASSESSMENT QUALITY IMPROVEMENT PLANS (September to December)**

- Quality Improvement Plans address areas for development identified through the self-assessment process
- QIPs inform Business Plans and the College Strategic Plan