

# APPROVAL OF CONTRACTS AND AGREEMENTS

Policy Group: Finance

Effective: May 19

Approved: Gavin Higgins, Chief Financial Officer

Responsible officer: Lisa Beattie

Next renew due: May 20

Ref no.: 6.1.5

# GUIDANCE

Values | Vision | Tone of Voice

## Values



## Vision

Transforming lives through learning

## Tone of voice

Our tone of voice takes its direct influence from our core values.

We are passionate about people and learners and are driven to get the best out of everyone by getting to understand them. We are caring and supportive, as well as being determined and strive for growth. We talk with purpose and enthusiasm in a way that connects and empowers people.

Innovation is at the heart of Learning Curve Group and we're always thinking about what's next!

## SUMMARY CHANGES

Date	Page	Details of amendments

## Policy

The monitor and manage the preparation of Learning Curve Group contract and agreements and the receipt of contracts and agreements from external stakeholders.

1. The appropriate manager will trigger the preparation of the relevant contract/agreement by engaging with the Legal and Contracts Manager. This preparation stage may include preparing a Learning Curve Group contract or the trigger of a contract from the identified external stakeholder. All contracts/agreement must be diverted through the Legal and Contracts Manager for review and signature.
2. The essential information for inclusion in the contract/agreement must be provided in writing to the Legal and Contracts Manager providing support in the contract preparation.
3. Where contracts/agreements are already prepared and received from an external stakeholder they should be sent to the Legal and Contracts Manager for review and signature from the relevant authorised signatory.
4. The Legal and Contracts Manager will undertake a first line check of each contract/agreement and ask for support from the relevant line manager where appropriate.
5. The final contract/agreement will be checked by the appropriate Company Director and in cases that are funding contracts/agreements the CEO or CFO will be the final signatory forwarded for authorisation.

All contracts entering and leaving Learning Curve Group will be processed by the Legal and Contracts Manager

### Applies to:

All staff at Learning Curve Group

### Reason for policy:

To comply with legislation

### Appendix

Contract tracker held by the Contracts Team