



Scheme of delegation



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1. Introduction

- 1.1. The Corporation of the Colleges is known as the Board, its members as Governors, and the 'Principal' role as the CEO, in its public-facing bodies to facilitate understanding of its function within its communities.
- 1.2. This scheme forms part of the Policy Framework, which determines how the College Board (the Board) conducts its business and its relationship with the CEO. It should be read alongside the following documents, which set out the detailed rules, and the respective responsibilities of all parties:
 - 1.2.1. The Instrument and Articles of Government
 - 1.2.2. The Standing Orders
 - 1.2.3. The Financial Regulations
 - 1.2.4. Board policies for Equality and Diversity, Health and Safety, Safeguarding and Prevent
 - 1.2.5. Key College policies
- 1.3. The relationship between the Board and the CEO is fundamental to the successful management of the affairs of the College, at the heart of which is the distinction between 'governance' and 'management'.
- 1.4. The overall aim of the Board is to agree its operational framework and strategies to ensure that it can monitor progress in implementing them. This requires having an objective and effective means of knowing whether the College is appropriately managed to fulfil its mission and that it is in good financial health.
- 1.5. It is recognised that to achieve this it is both necessary and good governance for a Board to:
 - 1.5.1. Delegate matters to the CEO, under the provisions of the Articles of Government and in a way that reflects the complexity of the College and the experience of the management team. These are set out below at Item 1.
 - 1.5.2. Determine a clear set of executive limitations, which state the rules and boundaries within which the CEO must work to achieve the College's aims. These are set out at Item 4.

2. Responsibilities

- 2.1. The Board has five main responsibilities:
 - 2.1.1. the determination of the educational character and mission of the institution and for the oversight of its activities (including arrangements for consultation with staff and students)
 - 2.1.2. approving the quality strategy of the institution
 - 2.1.3. the effective and efficient use of resources, the solvency of the institution and the College Board and for safeguarding their assets
 - 2.1.4. approving annual estimates of income and expenditure
 - 2.1.5. the appointment, grading, suspension, dismissal and determination of the pay and service of the holders of senior posts and setting a framework for the pay and conditions of service of all other staff.
- 2.2. The Board retains to itself the powers and duties specified in Section 4 below, delegating other functions to the specified Committees and the Chair and CEO to ensure effective and efficient governance and management of the Board within the legal requirements.
- 2.3. The Board may not delegate the consideration of the case for dismissal and the power to determine an appeal in connection with the dismissal of the CEO, the Director of Governance or the holder of a senior post other than to a Committee of members of the Board.
- 2.4. The Board is responsible for assessing its performance, at least on an annual basis.

3. Powers and duties reserved by the Board

3.1. The Board has reserved the following powers and duties:

- 3.1.1. The determination of the educational character and mission of the College
- 3.1.2. Ensuring that academic standards, including success rates and targets, are monitored, and appropriate action is taken where standards are unsatisfactory.
- 3.1.3. The approval of annual estimates of income and expenditure.
- 3.1.4. The review of the framework of pay and conditions of service for staff and senior post holders.
- 3.1.5. The approval of the College Strategic Plan and Disaster Recovery Plan.
- 3.1.6. The approval and annual review of the College Quality Strategy (which may form part of the strategic plan).
- 3.1.7. Approval of business and investment plans.
- 3.1.8. To determine the circumstances in which and at what level fees are to be charged provided these arrangements are integral to the annual estimates of income and expenditure approved by the Board.
- 3.1.9. Ensuring the solvency of the College and the safeguarding of its assets.
- 3.1.10. Approval and review of franchise arrangements.
- 3.1.11. Approval of policy in respect of strategy.
- 3.1.12. Approval of the award of tenders for contracts.*
- 3.1.13. Approval of any amendments to the provision of banking services.*
- 3.1.14. Approval of the disposal of an asset.*
- 3.1.15. Authorisation of contracts for services.*
** As set out in the Financial Regulations*
- 3.1.16. Review of the business plan and control arrangements for overseas activities as appropriate.
- 3.1.17. The review and approval of policies as set out in the policy review cycle or as required by legislation.
- 3.1.18. Approval of the establishment and the procedure for the establishment of companies or joint ventures by the College.
- 3.1.19. The appointment, discipline or dismissal of the CEO, Director of Governance or other senior post holders.
- 3.1.20. The modifying or revoking of the Articles of Government of the Board.
- 3.1.21. The determination of the number of members of the Board, the length of term of office, the appointment or removal of any member of the College Board, in accordance with the Instrument of Government.
- 3.1.22. The establishment of Committees or single task Committees of the Board and the constitution and functions of such Committees and the delegation or recovery of any powers, functions or duties to or from such Committees, or the Board Chair or CEO.
- 3.1.23. The authorisation arrangements for members to authenticate the application of the Seal of the Corporation.
- 3.1.24. Ensuring the availability of written statements for the Board's procedure regarding attendance at meetings by persons who are not members and the publication of the minutes of meetings.

- 3.1.25. The determination of which staff posts within the College shall be defined as senior posts of the College.
- 3.1.26. The establishment of rules and procedures setting out grievance and disciplinary procedures for staff and the same for senior post holders following Article 16.
- 3.1.27. The making and maintenance of a code of conduct for Board members, procedures for complaints, whistleblowing and openness including access to agenda and minutes.
- 3.1.28. The making of appointments to directorships of companies of which the Board owns or is a member.
- 3.1.29. Responsibility for health, safety, safeguarding, equality and diversity.

4. Delegation to Chair

- 4.1. There shall be delegated to the Chair of the Board or in their absence the Vice-Chair/s, the following powers:
 - 4.1.1. To call an extraordinary meeting of the Board.
 - 4.1.2. Where it would not be reasonable to wait until the next ordinary meeting of the Board, to establish a single task Committee as a response to an issue as a matter of urgency and to determine the number, membership and remit of the Committee following consultation with the CEO and Director of Governance.
 - 4.1.3. The appointment to or amendment of membership of boards, Committees and single task Committees if required as a matter of expediency (this may, in turn, be delegated to the Director of Governance if needed to ensure that a meeting is quorate).
 - 4.1.4. To undertake duties as assigned to the post in accordance with the disciplinary procedures for senior post holders.
 - 4.1.5. To agree action taken by the CEO as a matter of urgency in accordance with the Standing Orders of the Board in circumstances where there is no time to utilise the provision for electronic resolution.
 - 4.1.6. To approve the acceptance of hospitality offered to senior post holders by organisations which may be seen as having a potential interest in supplying goods or services to the College.
 - 4.1.7. To act as the spokesperson for the Board.

5. Delegation to CEO

- 5.1. In discharging their delegations the CEO must act in accordance with the strategy set by the Board. There shall be delegated to the CEO (who may in turn delegate to the holder of a Senior Post if permitted by the Articles) the following powers:
 - 5.1.1. To implement the decisions of the Board and its Committees.
 - 5.1.2. To organise, direct and manage the College.
 - 5.1.3. To have oversight of the day to day running of the College estate, including any decision in respect of the closure of all or part of the College in response to any extenuating circumstance.
 - 5.1.4. To lead the staff of the College.
 - 5.1.5. To appoint, assign, appraise, suspend and dismiss (within the framework set out by the Board) College staff other than holders of Senior Posts.
 - 5.1.6. To enter into contracts as necessary with third-party providers to secure staffing resources to ensure a swift response to employer engagement needs.

- 5.1.7. To approve appointments, assignments and dismissals in connection with the above which may fall outside frameworks as approved by the Board.
- 5.1.8. To determine the duties of College staff.
- 5.1.9. The making of rules relating to the conduct of College staff.
- 5.1.10. To manage the budget and resources within the estimates approved by the Board.
- 5.1.11. The making of rules concerning the conduct of students, including procedures for suspension and expulsion.
- 5.1.12. To maintain student discipline and within the rules and procedure of the College and provided in the Articles to suspend or expel students on disciplinary grounds or for academic reasons.
- 5.1.13. To deal with all other matters reasonably falling within the scope of the CEO's responsibilities and accountabilities including, without limitation, the granting of special leave of absence, the authorisation of overtime working and the authorisation of acquisition of goods, materials and services necessary for the activities of the College in accordance with College policy and Financial Regulations.
- 5.1.14. Under Article 10, the CEO may delegate functions to the holder of any other senior post other than:
 - 5.1.14.1. The management of budget and resources, and
 - 5.1.14.2. Any functions that have been delegated to the CEO by the Board

6. Further delegation or recovery

- 6.1. The Board may delegate to or recover from any Committee or the CEO such matters as the Board may from time to time determine.

7. Interpretation

- 7.1. For the avoidance of doubt the Board may determine any matter which, in accordance with its scheme of delegation has been delegated to a committee, the Chair or CEO.
- 7.2. For the avoidance of doubt, a committee, the Chair or CEO, rather than exercise the powers delegated in accordance with the scheme of delegation may refer the matter to the Board or relevant Committee for decision as the case may be.

Policy Category

<p>Category [select ONE only]</p>	<ul style="list-style-type: none"><input type="checkbox"/> Business Development, Marketing and Subcontracting<input checked="" type="checkbox"/> Corporation<input type="checkbox"/> Data Protection<input type="checkbox"/> Equality & Diversity<input type="checkbox"/> Estates / Facilities<input type="checkbox"/> Executive Support, Administration and Reception<input type="checkbox"/> Finance<input type="checkbox"/> Health and Safety<input type="checkbox"/> International<input type="checkbox"/> IT Services<input type="checkbox"/> Management Information Systems<input type="checkbox"/> People and Organisational Development<input type="checkbox"/> Quality<input type="checkbox"/> Student Services & Safeguarding
<p>Audience [select ALL that apply]</p>	<ul style="list-style-type: none"><input type="checkbox"/> Employees<input checked="" type="checkbox"/> Governors<input type="checkbox"/> Learners<input type="checkbox"/> Partners<input type="checkbox"/> Suppliers