SCHEME OF DELEGATION

Introduction

The Scheme of Delegation defines the matters which are to be decided by the Board of Governors (Corporation) and the powers delegated to committees and the Principal to act on behalf of the Board.

The Board of Governors, and any committees or groups with delegated authority, must always operate within the terms of the Instrument and Articles of Government, the Accountability (Funding) Agreement between the Department for Education (DfE) and the College, the DfE College Financial Handbook, College Auditor Framework and Guide and *Framework for auditors and reporting accountants of colleges.* and the Office for Students (OfS) regulatory framework.

Distinction between Governance and Management

The relationship between the Board and the Principal is essential for the College's success. An important part of this is keeping governance and management responsibilities clearly separate.
The Board is responsible for the strategic leadership and oversight of the College. It determines the College's educational character and mission, ensures financial sustainability, oversees performance and quality, and holds the Principal to account for the effective management of the College.

The Board delegates executive authority to the Principal, committees, and designated officers in accordance with the Articles of Government, this Scheme of Delegation, and the College's Financial Regulations.

Responsibilities Reserved to the Board (Corporation)

The following matters are reserved exclusively to the Board and **may not** be delegated:

- Determine and review the educational character and mission of the College.
- Set the College's strategic direction and oversee its activities.
- Approve the Strategic Plan, Disaster Recovery Plan and Quality Strategy, and review the Quality Strategy annually.
- Hold the Principal to account for the leadership, management and performance of the College.
- Monitor academic standards, achievement rates and performance targets, ensuring appropriate action where standards fall below expectations.
- Establish arrangements for obtaining and considering the views of staff and students.
- Hold overall responsibility for health and safety, safeguarding, equality, diversity and inclusion.
- Review and approve policies requiring Board approval under the policy review cycle or legislative requirements.
- Ensure compliance with the College Financial Handbook.
- Monitor compliance with Managing Public Money requirements and other public sector accountability obligations.
- Ensure the effective and efficient use of resources.
- Ensure the College's solvency and safeguard its assets.

- Approve the annual budget, financial forecasts and income and expenditure estimates.
- Approve business and investment plans.
- Approve tenders, contracts, banking arrangements and asset disposals in accordance with the Financial Regulations.
- Oversee the Estates Strategy and major capital projects, including approval of significant investments and disposals, taking advice from the Finance, Resources and Investment Committee.
- Approve and review subcontracting, partnership and franchise arrangements.
- Review the framework for the pay and conditions of service of staff and Senior Post Holders.
- Oversee workforce strategy, staff wellbeing, organisational culture, leadership succession planning and workforce performance, holding the Principal to account for effective implementation.
- Determine which posts are designated as Senior Post Holder posts.
- Appoint, suspend, dismiss, and determine the remuneration and conditions of service of Senior Post Holders.
- Approve amendments to, or revocation of, the Articles of Government.
- Determine Board membership arrangements, terms of office, appointments and removals in accordance with the Instrument of Government.
- Establish committees, determine their membership and responsibilities, and delegate or reserve powers as appropriate.
- Determine arrangements for the use of the College Seal.
- Ensure arrangements for public attendance at meetings and publication of minutes.
- Maintain a Code of Conduct for Governors and procedures relating to complaints, whistleblowing, openness and access to Board information.
- Ensure arrangements for temporary cover during any absence of the Director of Governance.
- Review and evaluate its effectiveness annually.

Financial Regulations
The Board retains overall responsibility for the financial affairs of the College. The Principal may further delegate financial responsibilities within the limits set out in the Financial Regulations.
Day-to-day financial management is delegated to the Principal in accordance with the Financial Regulations, which set out:

- Financial controls and responsibilities.
- Approval and authorisation limits.
- Procurement requirements.
- Delegated financial authorities.

Role of Principal
The Principal is responsible for the leadership and management of the College and for implementing the decisions of the Board. The Board delegates the following responsibilities to the Principal/CEO, who may further delegate them to Senior Post Holders where permitted by the Articles.
The Principal has responsibility for:

- Advising the Board on the educational character and mission of the College.
- Implementing the strategic objectives and policies approved by the Board.
- Implementing decisions made by the Board and its Committees.

- Organising, directing and managing the College.
- Overseeing the day-to-day management of the College estate, including decisions regarding temporary closure of all or part of the College in exceptional circumstances.
- Organising, directing and managing the staff.
- Approving staffing decisions that fall outside approved frameworks where this is necessary.
- Determining staff duties and responsibilities.
- Establishing rules relating to staff conduct.
- Appointing, deploying, managing, disciplining and dismissing staff, other than Senior Post Holders.
- Determining pay and conditions of service for staff within the framework approved by the Board.
- Entering into contracts with third-party providers where necessary to secure staffing resources and respond to employer requirements.
- Obtaining and reporting the views of staff and students.
- Preparing annual budgets and financial plans for approval by the Board.
- Managing budgets and resources within the limits approved by the Board.
- Maintaining student discipline and determining student disciplinary, appeals and complaints procedures, including suspension and expulsion in accordance with College policies.
- Keeping the Board informed of significant matters affecting the College.
- Managing all other matters that reasonably fall within the responsibilities of the Principal, including special leave, overtime approvals and the purchase of goods, services and materials in accordance with approved College policies and Financial Regulations.

The Principal may delegate functions to other Senior Post Holders **except:**

- responsibility for managing budgets and resources
- functions delegated directly to the Principal by the Board.

Accounting Officer Responsibilities

The Principalis the Accounting Officer and is responsible for:

- Compliance with the College Accountability Agreement and Managing Public Money requirements.
- The proper use and stewardship of public funds.
- Ensuring regularity, propriety and value for money.
- Maintaining effective governance, risk management and internal control arrangements.

These responsibilities **cannot be** delegated.

The Principal is delegated to manage finance within the limits set within the Board approved Financial Regulations as listed below.
These responsibilities of the Principal are supplemented by reference within the Accountability Agreement between the DfE and the College.

Purchasing

Value of order (excl. VAT)	Purchased Authorised by	Order/Contract Signed by

Up to £250	Budget Holder	Budget Holder or Senior Manager
Up to £6,000	Budget Holder and separate Senior Manager	Deputy Principal or Head of Finance
£6,001 to £25,000	Principal and either Budget Holder or Senior Manager	Principal and Deputy Principal
£25,000-£100,000	Principal and either Budget Holder or Senior Manager	Principal and Deputy Principal
Over £100,000	Principal or Senior Manager	Principal subject to Finance, Resources and Investment Committee approval

Asset Disposal

Asset Value	**Authorised by**
£200 to £6,000	Deputy Principal
£6,001 - £15,000	Deputy Principal and Principal
Over £15,000	Finance, Resources and Investment (FRI) Committee.

Delegation to the Chair of the Board

The Chair has the same legal authority as all other Governors. The Chair provides leadership to the Board and is ultimately accountable to stakeholders for the effectiveness of the Board.

The Chair may exercise powers specifically delegated by the Board but does not have authority over matters reserved under Article 3(1) or responsibilities delegated to the Principal.

Requests for Chair's Action shall be made through the Director of Governance

The following powers are delegated to the Chair, or to the Vice Chair(s) when acting in the Chair's absence:

- Taking Chair's Action in line with Standing Orders.
- Calling extraordinary meetings of the Board.
- Establishing a task-and-finish committee when urgent action is needed and cannot wait until the next Board meeting, after consulting the Principal and Director of Governance.
- Appointing or changing Board and Committee memberships to maintain business continuity or ensure meetings remain quorate.
- Carrying out responsibilities assigned to the Chair under the Senior Post Holder disciplinary procedures.
- Approving urgent action taken by the Principal when there is insufficient time to use electronic decision-making procedures.
- Exercising a casting vote where votes are equally divided.
- Serving on the appointment panel for the Principal.
- Acting as spokesperson for the Board.

The Role of the Director of Governance

The Director of Governance is responsible for:

- Advising the Board on the exercise of its powers and duties.
- Advising the Board on governance, constitutional and procedural matters.
- Supporting the effective conduct of Board and committee business.
- Promoting good governance practice and compliance with relevant governance requirements.

The Instrument of Government also assigns the Director of Governance responsibility for:

- Receiving written notice of the resignation of the Chair or Vice-Chair.
- Receiving notice of a Governor's disqualification from office.
- Receiving written notice of a Governor's resignation.
- Maintaining the Register of Interests.
- Arranging meetings of the Board and its committees and issuing agendas and papers.
- Keeping minutes and records of Board proceedings.

Committees

The Board may establish committees for any purpose or function, other than those assigned in these Articles to the Principal or Director of Governance and may delegate authority to:

- such committees
- the Chair, or in the Chair's absence, the Vice-Chair
- the Principal.

The Board has established the following committees:

- Audit Committee
- Finance, Resources and Investment Committee
- Quality and Curriculum Committee
- People, Search and Governance Committee (including Remuneration)

Each committee operates within its approved Terms of Reference and delegated authority.

Referral and Recovery of Delegated Authority

The Board can make any decision itself, even where decision-making authority has been delegated. Likewise, a Committee, the Chair or the Principal may refer a matter to the Board or another Committee for decision.

Matters that are particularly significant, high risk or likely to attract public interest may be referred to the Board, even where delegated authority exists. For example, although the Principal may have delegated authority to approve a significant contract, they may decide to refer the matter to the Board because of its financial value, strategic importance or potential impact on the College.

Committees, the Chair and the Principal shall exercise delegated authority with regard to the effective operation of the governance framework as a whole and may refer matters to another Committee or the Board where this would improve clarity, assurance or effectiveness.

Documents Requiring Board Approval

The Board approves the documents listed below. These are prepared and reviewed by the relevant staff member, with appropriate consultation, before being submitted to the Board for approval through the agreed Cycle of Business.

Policy Schedule

The Board approves the policies, strategies, reports and governance documents listed below. The Cycle of Business specifies whether approval is required from the Board or has been delegated to a committee. Where approval is delegated, the relevant committee will oversee the document on the Board's behalf and provide assurance as needed.

Documents reserved for Board approval are those required by law, specific statutory, regulatory or funding requirement, or because the document is fundamental to the Board's governance, oversight and assurance responsibilities.

The ones highlighted yellow can be delegated to committee (based on benchmarking) but does the Board want them to be?

Document	Approval	Review	Reason for Board Approval
Access and Participation Plan	Board	Not specified	Regulatory requirement and strategic oversight
Accountability Statement	Board	Annual	Skills and Post-16 Education Act
Appointment of internal and External Auditors	Board	As required	Framework for Auditors and Reporting Accountants of Colleges
Audit Committee Annual Report	Board	Annual	College Financial Handbook
Board Risk Appetite / Risk Appetite Statement	Board	Annual	Governance Guide and College Financial Handbook
Budget Approval, inc control budget and CFFR	Board	Annual	Statutory responsibility for financial sustainability and resources
Borrowing Approval	Board	As required	College Financial Handbook
Capital Works approval (via FRI)	Board	As required	College Financial Handbook
Code of Conduct for Corporation Members (via PSG)	Board	2 Years	Governance and ethical standards
Code of Good Governance (AoC)	Board	As required	Instrument of Government and Standing Orders
College Key Performance Indicators Review	Board	Regular	Monitoring tool
Declarations of Interest Register	Board	Annual	Instrument of Government and Standing Orders
Diversity, Equity and Inclusion Report and Action Plan	Board	Annual	Equality Act 2010 and DfE funding requirements
Diversity, Equity and Inclusion POLICY	Board	2 years	Equality Act 2010 compliance
Environmental and Sustainability Policy	Board	2 years	DfE requirements for Streamlined Energy and Carbon Reporting
Environmental and Sustainable Development Strategy	Board	3 years	Strategic oversight
Estates Strategy (via FRI)	Board	Not specified	Strategic oversight of estates, assets and capital investment.
External Governance Review	Board	3 years	Statutory and funding condition
Financial Regulations (via FRI)	Board	Annual	College Financial Handbook
Financial Statements (including statement of corporate governance and internal control)	Board	Annual	College Financial Handbook and Managing Public Money

Financial Statements Audit Management Letter	Board	Annual	Framework for Auditors and Reporting Accountants of Colleges
Financial Statements Auditor Engagement Letter	Board	As required	Framework for Auditors and Reporting Accountants of Colleges
Financial Plan	Board	Annual	College Financial Handbook.
Freedom of Speech Policy (via Q and C)	Board	2 Years	Statutory compliance
Health and Safety Report (via FRI)	Board	Annual	Health and Safety at Work Act 1974
Health and Safety Policy (via FRI)	Board	Annual	Health and Safety at Work Act 1974
Instrument and Articles of Government (via PSG)	Board	2 Years	Legislative governance framework
Internal Auditors Annual Report	Board	Annual	Framework for Auditors and Reporting Accountants of Colleges
Letter of Representation for Financial Statements and Regularity Audit	Board	Annual	Financial Statements Audit Requirement
Local Needs Duty (via Q and C)	Board	3 years	Strategic oversight
Marketing Strategy	Board	3 years	Strategic oversight
People Strategy (via PSG)	Board	3 years	Instrument and Articles of Government
Quality Improvement Plan (QIP) via Q and C)	Board	Annual	Education Inspection Framework
Remuneration of Senior Post Holders	Board	As required	Governance responsibility for senior post holders
Regularity Self-Assessment Questionnaire	Board	Annual	Framework for Auditors and Reporting Accountants of Colleges; College Financial Handbook and Managing Public Money
Risk Management Policy (via Audit)	Board	2 Years	Risk governance and assurance
Safeguarding and Prevent Policy (via Q&C)	Board	Annual	Safeguarding legislation and Prevent Duty
Safeguarding and Prevent Report (via Q and C)	Board	Annual	Education Act 2002; Keeping Children Safe in Education
Scheme of Delegation (via PSG)	Board	2 Years	Governance framework
Search Committee Membership Recommendation	Board	As required	Governance framework
Self-Assessment Report (via Q and C)	Board	Annual	Education Inspection Framework
Senior Postholder Appraisal and Objectives	Board	Annual	Governance framework
SEND Policy (Q and C)	Board	Annual	
Standing Orders (via PSG)	Board	2 Years	Governance framework.
Strategic Plan	Board	As required	Instrument and Articles of Government.
Strategic Risk Register	Board	Regular	Governance Guide and College Financial Handbook.
Sub-contracting Arrangements	Board	Annual	DfE Funding Rules and Funding Standards.
Subcontracting and Fee Policy (via FRI)	Board	Annual	Funding compliance and financial oversight.
Terms of Reference – all committees (PSG)	Board	Annual	Governance framework and delegation of responsibilities.
Vision, Mission and Ethos	Board	As required	Organisational purpose, culture and strategic direction.
Whistleblowing Policy	Board	2 years	

Committee Approval

- The Board has delegated approval of the following documents to the committees listed below. Committees will provide assurance to the Board through regular reporting arrangements.
- The following policies/documents are scrutinised/approved/recommended at committee level. Policies can be approved by the relevant committee unless the committee determines that the change is strategic, contentious, high-risk, or materially alters Board-approved principles.
- All policies will be reviewed as stated in response to legislative changes.

AUDIT

Document	Owner	Action	Review Frequency
Annual Audit Committee Report	Director of Governance/Audit Chair	Recommend	Int 5 years, Ext 3 yrs plus 2
Anti-Fraud & Anti-Bribery Policy	Deputy Principal/ Director of Gov	Approve	2 years
Anti-Money Laundering Policy	Deputy Principal	Approve	2 years
Appointment of internal and external auditors	Deputy Principal	Recommend	Annual
Audit Management Representation Letter	Deputy Principal	Recommend	Termly and annual
Board Assurance Framework	Director of Governance	Review/Recommend	Annual
Business Continuity Policy and Critical Incident Plan	Deputy Principal	Approve	Annual
Cycle of Business	Director of Governance	Approve	Annual
Data Protection Policy	Deputy Principal/DPO	Approve	Annual
External Audit Strategy	Deputy Principal	Recommend	2 years
Financial Statements and Members Report	Deputy Principal/Director of Gov	Recommend	Annual
Freedom of Information and Publication Scheme	Deputy Principal	Approve	Annual
Gifts and hospitality policy	Director of Governance	Approve	Annual
ICT acceptable Use and E-safety for all	Deputy Principal/Director of IT	Approve	3 years
Internal Audit Plan	Deputy Principal	Approve	Annual
ICT Disaster Recovery and Business Continuity Plan	Deputy Principal	Recommend	Annual
Regularity Management Representation Letter	Deputy Principal	Recommend	2 years
Regularity Self-Assessment Questionnaire (RSAQ)	Deputy Principal	Recommend	2 years
Risk Management Policy	Deputy Principal	Recommend	Annual
Whistleblowing Policy	Director of Governance	Recommend	2 years

Finance, Resources and Investment

Document	Owner	Action	Review Frequency
Control Budget inc. Pay Award	Deputy Principal	Recommend	Annual
Budget and Financial Forecasts including CFFR (College Financial and Forecasting Return)	Deputy Principal	Recommend	Annual
Course Fees and Refunds	Deputy Principal	Recommend	Annual

College Insurance	Deputy Principal	Approve	Annual
Cycle of Business	Director of Governance	Approve	Annual
Estates Strategy	Deputy Principal	Recommend	3 years
Digital /ICT Strategy	Deputy Principal	Recommend	3 years
Environmental and Sustainable Development Strategy	Deputy Principal	Recommend	3 Years
Financial Regulations	Deputy Principal	Recommend	Annual
Financial Statements	Deputy Principal	Recommend	Annual
Fees and Charges Policy	Deputy Principal	Approve	Annual
Funding agreement summary	Deputy Principal	Review	Annual
Funding Allocation	Deputy Principal	Review	Annual
Health and Safety Policy	Deputy Principal	Recommend	Annual
Health and Safety and Compliance Report	Deputy Principal	Review/Board annually	Termly and annual
Marketing Strategy	Deputy Principal	Recommend	3 Years
Procurement Policy	Deputy Principal	Approve	3 years
Procurement/Value for Money Annual Report	Deputy Principal	Review/inform Board	Annual
Strategic Operating Plan	Deputy Principal	Recommend	Annual
Sub-contracting Policy and Fee Schedule	Deputy Principal	Recommend	Annual
Sustainability Report	Deputy Principal	Approve	Annual
Treasury Management Policy	Deputy Principal	Recommend	2 Years

Quality and Curriculum Committee

Document	Owner	Action	Review
Access and participation statement	Principal	Recommend	3 years (due 2028)
Careers Education and Guidance annual report	Assistant Principal (DB)	Review	Annual
Careers Education and Guidance Policy	Assistant Principal (DB)	Approve	2 years
Complaints and Compliments annual report	Head of Quality	Board	Annual
Complaints and Compliments Policy	Head of Quality	Approve	2 years
Curriculum Plan	Assistant Principal	Recommend	Annual
Cycle of Business	Director of Governance	Approve	Annual
Digital Learning Strategy	Assistant Principal	Recommend	3 years
Equality, Diversity and Inclusion (EDI) annual report	Principal	Board	Annual
Equality, Diversity and Inclusion (EDI) Policy	Principal	Recommend	2 years
External Speaker Policy	Assistant Principal	Approve	2 years
Fitness to Study	Assistant Principal	Approve	2 years
Freedom of Speech Policy (OfS)	Assistant Principal	Recommend	2 years

Local needs review	Assistant Principal	Review	3 years
Observations of Teaching, Learning and Assessment	Assistant Principal	Approve	Annual
Office for the Independent Adjudicator report	Assistant Principal	Note	
Quality of Education Strategy	Assistant Principal	Recommend	
Safeguarding annual report	Assistant Principal	Board	Annual
Safeguarding Policy	Assistant Principal	Recommend	Annual
Self-Assessment report	Assistant Principal	Recommend	Annual
SEND Policy	Assistant Principal	Recommend	Annual
Sexual Harassment and Anti-Bullying Policy	Assistant Principal	Recommend	2 years
Strategic Transition Planning Statement	Principal	Review	Annual
Student Code of Conduct	Assistant Principal	Approve	2 years
Student Executive Constitution	Assistant Principal	Approve	5 years due 2029

People, Search and Governance Committee

A summary of changes for committee-approved Senior Post Holder policies will be reported to the Board.

Document	Owner	Action	Review
Access to and attendance at Board information/meetings	Director of Governance	Approve	3 years
Appointment Removal of Governors inc Chair	Director of Governance	Recommend	2 years
Boards Self-Assessment and Skills Audit	Director of Governance	Approve	Annual
Capability Policy	Director of People and Culture	Recommend	2 years
Conflicts of Interest policy	Director of Governance	Recommend	2 Years
Complaints against the Board	Director of Governance	Recommend	3 years
Code of Good Governance (AoC)	Director of Governance	Recommend	2 Years
Compliance with the AoC Code of Good Governance	Director of Governance	Approve	2 Years
Cycle of Business	Director of Governance	Approve	Annual
Disciplinary Policy	Director of People and Culture	Recommend	2 years
Gender Pay Gap Report	Director of People and Culture	Recommend	Annual
Governor Expenses Policy	Director of Governance	Approve	3 years
Governor Recruitment and Selection Policy	Director of People and Culture	Approve	2 years
Governor Training and Development inc compliance	Director of Governance	Approve	Annual
Governor Visits Policy	Director of Governance	Approve	2 Years
Resolution (Grievance)Policy	Director of People and Culture	Recommend	2 years
Local Government Pension Scheme	Deputy Principal	Approve	Annual
Pay and Reward Policy	Director of People and Culture	Recommend	
People Strategy	Director of People and Culture	Recommend	

Privacy Notices for appointed Governors	Director of Governance	Approve	Annual
Redundancy Policy	Director of People and Culture	Recommend	2 years
Senior Post Holder Disciplinary Policy	Director of Governance	Recommend	3 Years
Senior Post Holder Grievance Policy	Director of Governance	Recommend	3 Years
Senior Post Holder Remuneration Policy	Director of People and Culture	Recommend	3 years
SPH Remuneration Report	Director of Governance	Recommend	Annual
Staff Code of Conduct	Director of People and Culture	Approve	3 years
Stakeholder Engagement Framework and Plan	Director of People and Culture	Recommend	Annual
Standing Orders/Instrument and Articles/ Scheme of Delegation	Director of Governance	Recommend	2 years
Succession Planning Policy	Director of Governance	Approve	2 Years
Terms of Reference	Director of Governance	Recommend	Annual