



Scheme of Delegation

The Board sets the framework of policies and strategies within which the College's managers operate and then monitors these operations. This Scheme of Delegation distinguishes between matters reserved exclusively for the Board's approval or decision, and matters delegated to committees and individuals. These have been cross-referenced against the legal framework governing colleges, including the Instrument and Articles of Government, Education and Skills Funding Agency's Financial Memorandum and Post -16 Audit Code of Practice.

Role of the Board of Governors

1. The main business of the Board of Governors is to determine the educational character of the College and to oversee its overall performance and financial solvency.
2. The educational character of the College includes the broad purpose and strategic direction of the College, the nature of its educational programme, pattern of courses and any special characteristics of its range of subjects, its overall ethos, admissions policy and its relationship to its learners, communities and stakeholders.
3. It is the role of the Governing Body to set the college mission and strategic direction, oversee quality and financial performance, challenge the executive on delivery and hold the Principal to account.
4. Article 3.1 sets out the responsibilities of the **Corporation**:
 - 3.1.1 The determination and periodic review of the educational character and mission of the institution and the oversight of its activities
 - 3.1.2 Publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities
 - 3.1.3 Approving the quality strategy of the institution
 - 3.1.4 The effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets
 - 3.1.5 Approving annual estimates of income and expenditure
 - 3.1.6 The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Director of Governance, including, where the Director of Governance is, or is to be appointed as, a member of staff, the Director of Governance's appointment, grading, suspension, dismissal and determination of pay in the capacity of a member of staff;
 - 3.1.7 Setting a framework for the pay and conditions of service of all other staff.
5. There are some powers which the Board of Governors **shall not delegate** under Article 7:
 - 7.1.1 The determination of the educational character and mission of the institution
 - 7.1.2 The approval of the annual estimates of income and expenditure

- 7.1.3 The responsibility for ensuring the solvency of the institution and the Corporation and for safeguarding their assets
- 7.1.4 The appointment of the Principal or senior post holder
- 7.1.5 The appointment of the Director of Governance, (including, where the Director of Governance is, or is to be, appointed as a member of staff the Director of Governance's appointment in the capacity of a member of staff)
- 7.1.6 The modification or revocation of the Articles
- 7.1.7 The consideration of the case for dismissal of the Principal, the Director of Governance or the holder of a senior post, other than to a committee of members of the Corporation; and
- 7.1.8 The power to determine an appeal in connection with the dismissal of the Principal, Director of Governance or the senior post holder, other than to a committee of members of the Corporation

Role of the Principal

Article 3.2 sets out the responsibilities of the **Principal**:

- 3.2.1 Making proposals to the Corporation about the educational character and mission of the institution and implementing the decisions of the Corporation
 - 3.2.2 The determination of the institution's academic and other activities
 - 3.2.3 Preparing annual estimates of income and expenditure for consideration and approval by the Corporation, and the management of budget and resources within the estimates approved by the Corporation
 - 3.2.4 The organisation, direction and management of the institution and leadership of the staff
 - 3.2.5 The appointment, assignment, grading, appraisal, suspension, dismissal and determination, within the framework set by the Corporation, of the pay and conditions of service of staff, other than the holders of senior posts or the Director of Governance, where the Director of Governance is also a member of the staff
 - 3.2.6 Maintaining student discipline and, within the rules and procedures provided for within these Articles, suspending or expelling students on disciplinary grounds or expelling students for academic reasons.
6. Further, under the Financial Memorandum the Principal is identified as the Accounting Officer and:
'The Governing Body shall require the accounting officer to take personal responsibility, which shall not be delegated, to assure them that there is compliance with the Financial Memorandum and all other terms and conditions of funding. The accounting officer may be required to appear before the Parliamentary Committee of Public Accounts on matters relating to the College's use of Public Funds.'
7. Article 8 allows the Principal to delegate functions other than:

- (a) The management of budget and resources; and
- (b) Any functions that have been delegated to the Principal by the Corporation.

The Board has **delegated** the following powers and responsibilities to the Principal:

- (c) Informing the Board of Governors, its committees or the Chair as appropriate, of all significant matters, achievements, activities and events related to the work of the College
- (d) Setting a framework for the pay and conditions of service of staff, other than senior postholders or the Director of Governance
- (e) Making any rules relating to the conduct of students, including suspension, discipline, academic appeals and complaints procedures
- (f) Obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities

Role of Committees

8. Article 4 explicitly allows for the delegation of Corporation powers to its committees and the Principal:

The Corporation 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 powers to:

4.1.1 such committees

4.1.2 the Chair, or in the Chair's absence, the Vice-Chair

4.1.3 the Principal.

9. The Board has resolved to establish four committees:

- Finance, Resources and Investment Committee
- Audit Committee (required under Article 6)
- Quality and Curriculum Committee
- People, Search and Governance Committee (required under Article 5) including Remuneration