

**SCHEME OF DELEGATION
ANNEX TO CORPORATION STANDING ORDERS 2019**

**THIS SCHEME OF DELEGATION SHOWS THE APPROPRIATE LEVEL AT WHICH
DECISIONS ARE REQUIRED TO BE MADE**

KEY:	Level 1: Corporation	Level 4: Principal
	Level 2: Committee	Level 5: Executive
	Level 3: Chair	Level 6: Clerk to the Corporation

Number	Key Function/Task	Decision Level					
		1	2	3	4	5	6
	FINANCIAL						
1	Annually approve the College budget	√					
2	Monitor income and expenditure	√					
3	Approve the tuition fees policy	√					
4	Approve expenditure in excess of £500k	√					
5	Approve expenditure in excess of £100k and up to £500k	√					
6	Approve expenditure outside the agreed budget	√					
7	Approve contracts for sub-contracted education and training above £50k (Subcontracting Policy)	√					
8	Ensure compliance with the Financial Memorandum	√					
9	Monitor the performance of College Companies	√					
10	Review the Annual Accounts of College Companies and nominate Directors of the College Companies and associated joint ventures.	√					
11	Approve the Financial Regulations	√					
12	Approve the Treasury Management Policy						
13	Assess the Performance of the Internal Auditors		√ AC				
14	Assess the Performance of the Financial Statements Auditors		√ AC				
15	Appoint the internal and external auditors	√	√ AC to recommend				
16	Recommend the Letter of Representation to the Corporation		√ A				
17	Approve the Letter of Representation	√					
18	Sign the Letter of Representation			√			

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19	Recommend the College's Financial Statements for signature		√ A				
20	Approve the College's Financial Statements for signature	√					
21	Sign off the College's Financial Statements			√			
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HUMAN RESOURCES							
22	Appoint the Principal and other Senior Post Holders	√					
23	Approve a framework for the salaries and conditions of service of all staff within the College	√					
24	Determine staffing levels				√		
25	Appoint teaching staff } [Recruitment & Selection Appoint support staff } Policy for Staff]				√	√	
26							
27	Review salary structure				√		
28	Annually appraise the Principal (by the Chair) and other Senior Post Holders (by the Principal, then shared with the Chair)			√	√		
29	Annually appraise all staff and determine the level of annual pay awards (Performance Development Review Procedures)				√		
30	Formulate disciplinary, capability and performance review policies (Staff Capability and Disciplinary Procedures)					√	
31	Dismissal/suspension of the Principal/other Senior Post Holders	√					
32	Dismiss and suspend staff (Redundancy Policy)	√			√	√	
CURRICULUM							
33	Approve the Self-Assessment Report (SAR)	√					
34	Formulate a Quality Improvement Plan (QIP)				√		
35	Monitor performance against the QIP	√					
36	Develop and monitor the Post-Inspection Action Plan (PIAP)	√					
37	Monitor the standards of teaching and learning	√					
38	Monitor success, retention, achievement and attendance rates	√					
ESTATES & FACILITIES, HEALTH & SAFETY, SAFEGUARDING AND EQUALITY & DIVERSITY, RISK MANAGEMENT							

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39	Approve the Estates Strategy	√					
40	Insurance and personal liability					√	
41	Maintain the buildings, including developing a properly funded maintenance plan					√	
42	Approve a Health and Safety Policy	√					
43	Ensure compliance with regulations	√			√		
44	Approve the annual report on Health & Safety	√					
45	Approve the Safeguarding for All Policy	√					
46	Approve the Annual Report on Safeguarding	√					
47	Monitor Safeguarding including Safe Recruitment						√
48	Monitor the Safeguarding, E&D and Prevent Action Plan	√			√	√	
49	Formulate and update the Corporate Risk Register				√	√	
50	Monitor the Corporate Risk Register	√	√AC				

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GOVERNANCE							
51	Provide appropriate assurance monitoring/ reporting on the adequacy and effectiveness of the College's systems of internal control, its arrangements for risk management/ control and governance processes, and for ensuring VFM		√A				
52	Annually review the Instrument and Articles of Government, the Standing Orders and the terms of reference of Committees						√
53	Modify or revoke any amendments to the I&A, the Standing Orders and the terms of reference of the Committees	√					
54	Appoint the Chair and Vice Chair of Corporation	√					
55	Appoint or remove members of the Corporation	√					
56	Hold special meetings as determined by the Corporation	√					
57	Establish and maintain a Register of Interests						√
58	Act as Chief Accounting Officer				√		
59	Monitor the College's KPIs	√					
60	Advise on the appointment of members	√	√S&G				√
61	Advise on the skills profile of the Board	√	√S&G				√

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62	Approve the Corporation Calendar including the meetings schedule	√	√S&G	√			√
63	Monitor Members' attendance	√	√S&G				√
64	Publish the minutes of unrestricted Corporation and Committee meetings on the website						√
65	Sign off the minutes of Board and Committee meetings as accurate		√ All C'ttee Chairs	√			
66	Maintain records and report on the use of the College Seal to the F&R Committee	√					√
68	Annually review the Anti-fraud (Financial Procedures), Anti-Bribery and Risk Management policies and procedures	√					
69	Annually review the operation of Data Protection, Freedom of Information and Whistleblowing Policies and the Single Equality Scheme	√					
70	Keep the Senior Post Holder Disciplinary and Grievance Policies under review	√					
71	Governor Training and Development Policy		√S&G				√
72	Code of Conduct for Corporation Members	√	√S&G				√
73	Local Recognition and Procedure Agreement	√			√		