



SCHEME OF DELEGATION

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

KEY:	Level 1: Corporation	Level 4: Group CEO/Deputy Group CEO
	Level 2: Corporation Committee	Level 5: Executive
	Level 3: Chair	Level 6: Governance Director

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

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HUMAN RESOURCES							
23	Appoint the Chief Executive Officer and other Senior Post Holders	√					
24	Approve a framework for the salaries and conditions of service of all staff within the College	√					
25	Determine staffing levels				√		
26	Appoint teaching staff } [Recruitment & Selection Appoint support staff } Policy for Staff]				√	√	
27							
28	Review salary structure				√		
29	Annually appraise the Chief Executive Officer (by the Chair) and other Senior Post Holders (by the Chief Executive Officer, then shared with the Chair)			√	√		
30	Annually appraise all staff and determine the level of annual pay awards (Performance Development Review Procedures)				√		
31	Formulate disciplinary, capability and performance review policies (Staff Capability and Disciplinary Procedures)					√	
32	Dismissal/suspension of the Principal/other Senior Post Holders	√					
33	Dismiss and suspend staff (Redundancy Policy)		√F&R		√	√	
CURRICULUM							
34	Approve the Self-Assessment Report (SAR)	√					
35	Formulate a Quality Improvement Plan (QIP)				√		
36	Monitor performance against the QIP		√C&Q				
37	Develop and monitor the Post-Inspection Action Plan (PIAP)		√C&Q				
38	Monitor the standards of teaching and learning		√C&Q				
39	Monitor success, retention, achievement and attendance rates	√	√C&Q				
ESTATES & FACILITIES, HEALTH & SAFETY, SAFEGUARDING AND EQUALITY & DIVERSITY, RISK MANAGEMENT							
40	Approve the Estates Strategy	√					
41	Insurance and personal liability					√	
42	Maintain the buildings, including developing a properly funded maintenance plan					√	
43	Approve a Health, Safety, Sustainability & Wellbeing Policy		√F&R				
44	Ensure compliance with regulations				√		
45	Approve the annual report on Health & Safety	√					
46	Approve the Safeguarding for All Policy	√					
47	Approve the Annual Report on Safeguarding	√					
48	Monitor Safeguarding including Safe Recruitment					√	
49	Monitor the Safeguarding, E&D and Prevent Action Plan	√			√	√	
50	Formulate and update the Strategic Risk Register				√	√	
51	Monitor the Strategic Risk Register	√	√A				

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GOVERNANCE							
52	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				
53	Annually review the Instrument and Articles of Government, the Standing Orders and the terms of reference of Committees						√
54	Modify or revoke any amendments to the I&A, the Standing Orders and the terms of reference of the Committees	√					
55	Appoint the Chair and Vice Chair of Corporation	√					
56	Appoint or remove members of the Corporation	√					
57	Hold special meetings as determined by the Corporation	√					
58	Establish and maintain a Register of Interests						√
59	Act as Chief Accounting Officer				√		
60	Monitor the College's KPIs	√					
61	Advise on the appointment of members	√	√S&R				√
62	Advise on the skills profile of the Board	√	√S&R				√
63	Approve the Corporation Calendar including the meetings schedule	√	√S&R	√			√
64	Monitor Members' attendance	√	√S&R				√
65	Publish the minutes of unrestricted Corporation and Committee meetings on the website						√
66	Sign off the minutes of Board and Committee meetings as accurate		√ All C'ttee Chairs	√			
67	Maintain records and report on the use of the College Seal to the F&R Committee		√F&R				√
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&R				√
72	Code of Conduct for Corporation Members	√	√S&R				√
73	Local Recognition and Procedure Agreement	√			√		

Corporation Committees:

Finance and Resources (F&R); Audit (A); Search and Remuneration (S&R); Curriculum and Quality (C&Q)