

SCHEME OF DELEGATION – ANNEX A

KEY

Level 1: The Board

Level 2: Chair

Level 3: Principal and Chief Executive

Level 4: Committee

Level 5: The Executive

Level 6: Director of Governance

A&R = Audit & Risk Committee

Q&S = Quality and Standards Committee

SGR = Search, Governance and Remuneration Committee

F&R = Finance and Resources Committee

R denotes a committee or individual who will recommend for another to approve

No.	Key Function/Task/Reference in the Articles	Decision Level					
		1	2	3	4	5	6
FINANCIAL							
1	Preparing annual estimates of income and expenditure for consideration and approval by the Governing Body, and managing the budget and resources within the estimates approved by the Governing Body			✓			
2	Approving annual estimates of income and expenditure (the College budget)	✓			✓ F&R (R)		
3	Monitoring income and expenditure	✓			✓ F&R		
4	Ensuring the effective and efficient use of resources and solvency of the College and safeguarding its assets	✓			✓ F&R		
5	Acting as the Accounting Officer			✓			
6	Approving expenditure in excess of the UK Public Procurement Limit. (above £214,900 inclusive of VAT)	✓					
7	Approving expenditure below the UK Public Procurement Limit.			✓			
8	Borrowing, or the giving or making of any loan, guarantee, suretyship, or indemnity, or offering credit	✓					
9	Approving the annual Sub-contracting Strategy	✓			✓ F&R (R)		
10	Approving contracts for sub-contracted education and training A, with an individual value above £100k and/or B, with a cumulative value (in any one academic year) above £100k	✓					
11	Approving contracts for sub-contracted education and training valued between under £100k (if applicable) and variations up to £200k			✓			
12	Entering into a Funding Agreement with the Education and Skills Funding Agency and ensuring compliance with it, including ensuring the College's funds are used appropriately			✓	Provided to F&R for info		

13	Acquiring, (subject to such consents as may be required by law) charging and/or otherwise disposing of property	✓					
14	Disposing, whether by sale or otherwise of any non-property assets for the sum of £10K or above, otherwise than in the ordinary course of operations	✓					
15	Monitoring the performance of the College Subsidiary Companies (NFPC and RES Limited)	✓			✓ F&R		
16	Reviewing and recommending the - Annual Report of the Group and subsidiary companies. - Financial Statements				✓ A & R and F&R (R)		
17	Approving the - Annual Report of the Group and subsidiary companies. - Financial Statements	✓					
18	Signing of the Group's Annual Report and Financial Statements		✓	✓			
19	Approving the Financial Regulations	✓			✓ F&R (R)		
20	Approving the Treasury Management Policy	✓			✓ F&R (R)		
21	Approving the Fees Policy	✓			✓ F&R (R)		
22	Approving the Anti-Bribery and Anti-Fraud Policy				✓ A&R		
23	Appointing the internal and external auditors	✓			✓ A&R (R)		
24	Approving the terms of appointment of the internal and external auditors				✓ A&R		
25	Assessing the performance of the Internal Auditors				✓ A&R		
26	Assessing the Performance of the Financial Statements Auditors				✓ A&R		
27	Approving the Internal and External Audit Plan and Internal Audit Strategy	✓			✓ A&R		
28	Authenticating the application of the College Seal		✓	✓			
HUMAN RESOURCES							
29	Approving the terms of employment of the Principal/CEO	✓					
30	Approving the standard form employment contract and using it for hiring all staff						✓
31	Approving the hiring of any staff in accordance with the operating plans and annual budget						✓
32	Organising, directing and managing the College and the leadership of its staff			✓			
33	Annually appraising the Chief Executive	✓	✓				
34	Approving and annually reviewing the operation of Whistleblowing Policy				✓ A&R		
35	Approving and annually reviewing the operation of the EDI Strategy, Policy and Action Plan				✓ Q&S		
36	Annually appraising Senior Postholders	✓			✓ SGR (R)		
37	Annually appraising all staff			✓			✓
38	Approving the level of any annual pay award	✓			✓ F&R (R)		
39	Approving the Remuneration, Disciplinary, Grievance and Capability Policies for Senior Post Holders	✓			✓ SGR (R)		
40	Approving the Staff Capability and Disciplinary Procedure				✓ F&R		✓

41	Approving the LGPS Discretions Policy				✓ F&R		
42	Approval of any Strategy relating to restructure and/or redundancy (if required)	✓			✓(F&R)		
43	Implementation of the operational aspects required to deliver any restructure and/or redundancy strategy			✓			✓
44	Approving a Wellbeing Policy				✓(F&R)		
	TEACHING, LEARNING & ASSESSMENT and SAFEGUARDING						
45	Making proposals to the Governing Body about the educational character and mission of the College and implementing the decisions of the Governing Body			✓			
46	Determining and periodically reviewing the educational character and mission of the College and the oversight of its actions	✓		✓			
47	Publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the College	✓		✓			
48	Monitoring the arrangements to ensure the Group is meeting local skills needs	✓			✓ Q&S		
49	Approving and keeping under review the Quality Strategy	✓			✓Q&S		
50	Approving the whole College Self-Assessment Report	✓			✓ Q&S		
51	Formulating a Quality Improvement Plan				✓Q&S		✓
52	Monitoring performance against the QIP	✓			✓Q&S		
53	Approving the Quality Assurance arrangements	✓			✓Q&S		
54	Monitoring the Quality Assurance processes including, but not limited to, learner success, timely success, retention, achievement, attendance, punctuality and EDI	✓			✓Q&S		
55	Approval of the Curriculum Plan and Resource Strategy	✓			✓Q&S and F&R (R)		
56	Approval of the Stakeholder Engagement Strategy and Plan	✓			✓Q&S (R)		
57	Approval of the HE Strategy	✓			✓Q&S (R)		
58	Monitoring compliance with OfS regulations				✓Q&S and F&R		
59	Developing and monitoring the Post Inspection Action Plan (when applicable)				✓Q&S		✓
60	Monitoring the standards of teaching and learning	✓			✓Q&S		
61	Approving the Safeguarding and Prevent Policy	✓			✓ Q&S		
62	Approving the annual report on Safeguarding	✓			✓ Q&S(R)		
63	Monitoring safeguarding arrangements and culture	✓			✓Q&S		
64	Approving the EDI Policy and action plan	✓			✓Q&S (R)		
65	Monitoring the Prevent action plan				✓Q&S		
66	Approving a Complaints Policy				✓ Q&S		
67	Approving a Freedom of Speech Policy				✓Q&S		
68	Approving the Learner Admissions Policy						✓

69	Monitoring feedback from employers, learners and stakeholders and the impact of the College's response.				✓Q&S	✓	
70	Approving the constitution of the College's Students' Union	✓					
71	Maintaining student discipline and, within the rules and procedures provided in the Articles, suspend or expel students on disciplinary grounds or for academic reasons			✓	✓Q&S		
ESTATES & FACILITIES							
72	Approving the Estates Strategy	✓			✓ F&R (R)		
73	Maintain Insurance cover including for Governors' personal liability			✓	✓F&R		
74	Maintaining the buildings, including developing a properly funded maintenance plan			✓			
HEALTH & SAFETY							
75	Approving the Health and Safety Policy				✓ F&R	✓	
76	Ensuring compliance with Health & Safety Regulations	✓		✓	✓ F&R		
77	Receiving the annual report on Health & Safety	✓			✓ F&R		
RISK MANAGEMENT							
78	Approving the Risk Management Policy and Annual Report	✓			✓ A&R (R)		
79	Formulating and updating the College Risk Register			✓		✓	
80	Monitoring the College Risk Register	✓			✓ All committees		
81	Providing appropriate assurance and 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 value for money	✓			✓ A&R Annual Report		
DATA PROTECTION & INFORMATION MANAGEMENT							
82	Approving and periodically reviewing the Data Protection Policy Statement and its operation				✓ F&R		
82	Approving and periodically reviewing the Freedom of Information Policy				✓ A&R	✓	
84	Receiving reports about Freedom of Information requests received and the replies given				✓ A&R		
85	Approving the Attendance at Governing Body Meetings		✓				
GOVERNANCE							
86	Annually reviewing and approving the terms of reference of all Committees	✓			✓ Committees (R)		✓
87	Appointing the Chair and Vice Chair(s) of Governing Body	✓					
88	Appointing and removing members of the Governing Body (Procedure on Removal of a Governor from Office)	✓			✓SGR(R)		
89	Appointing Staff and Student members of the Governing Body	✓			✓SGR(R)		
90	Holding Special meetings	✓					
91	Convening the Special Committee (if required)		✓				✓

92	Determining and varying the Number of Members of the Governing Body and the number in each variable category	✓					
93	Approving the Governor Recruitment and Succession Planning Policy (including the process for Staff and Student Governors)				✓ SGR		
94	Approving the Mission Statement and renewing it from the time to time	✓					
95	Approving a Conflicts of Interests Policy				✓ SGR		
96	Establishing and maintaining a Register of Interests and eligibility for governors to serve as Board members						✓
97	Maintaining and monitoring the Gifts and Hospitality Register						✓
98	Monitoring the College's Key Performance Indicators	✓			✓ All Committees		
99	Advise on the skills profile of the Board				✓ SGR		
100	Advising the Governing Body about the operation of its powers, the conduct of its business, governance practice, and procedural matters						✓
101	Approving the Governing Body Calendar including the meetings schedule	✓					
102	Monitoring Members' attendance (for inclusion in the Annual Report accompanying the Financial Statements)				✓ SGR		✓
103	Sign off the minutes of Board and Committee meetings as a true record	✓			✓ All Committees		
104	Publish the minutes of unrestricted Governing Body and Committee meetings on the website						✓
105	Report on the application of the College Seal	✓					✓
106	Agreeing and monitoring the Governor Training and Development Policy				✓ SGR		
107	Approving and keeping under review the Code of Conduct for Governing Body Members				✓ SGR		
108	Adopting a Governance Code (Code of Good Governance for English Colleges)	✓			✓ SGR(R)		
109	Adopting a Remuneration Code (AoC Senior Post Holder Remuneration Code)	✓			✓ SGR(R)		
109	Monitoring progress against the Governance Codes that are adopted	✓			✓ (SGR)		✓
110	Approving a Complaints Against the Board Policy				✓ (SGR)		