

Scheme of Delegation

This document shows the level of delegated responsibility given to the Corporation and its Committees, to the Chief Executive Officer and the Executive Team in respect of key aspects of the leadership and management of the College and to ensure compliance with legal, regulatory and statutory requirements.

It should be read alongside the Corporation’s Committee Terms of Reference, Financial Regulations, Governance Policies and Standing Orders which covers all delegations of the Corporation.

Delegations cannot be exercised other than by the designated Committee or individual, unless otherwise directed or agreed by the Corporation; and though decisions may be delegated, the Corporation retains overarching responsibility for all decisions made.

The Chair (or the Vice-Chair in absence of the Chair) has power (traditionally known as “Chair’s Action”) to make decisions on behalf of the Corporation in exceptional circumstances where a delay in doing so would be:

- seriously detrimental to the interests of the College, and
- it would not be possible to postpone the decision until a meeting of the Corporation.

Exercise of this power must be compliant with the College’s Financial Regulations.

Key

The abbreviations below indicate delegated power:

R	Responsible	The <u>project owner</u> who must ensure that the project is completed.
A	Accountable	Body <u>which is accountable in legal, regulatory or statutory terms</u> and has <u>control to assign and delegate work responsibilities</u> .
C	Consulted	Give input, help, advice, or opinion; offering valuable <u>subject matter expertise</u> .
S	Support	Provide <u>help and actively work with</u> the Responsible to complete the project.
I	Informed	Those who need to be kept in the loop; <u>informed about the progress every step of the way until completion</u> .

		<u>Corporation</u>	<u>Committee</u> Audit and Risk	<u>Committee</u> FE Educational Excellence	<u>Committee</u> HE Educational Excellence	<u>Committee</u> Finance	<u>Committee</u> Nominations and Governance	<u>Committee</u> Remuneration	<u>Committee</u> Resources	<u>Chief Executive</u>	<u>Executive</u> Group Teams	<u>Executive</u> College Teams
ETHOS	Setting the vision of the College	Accountable								Responsible	Supported	Supported
	Setting the strategy of the College	Accountable								Responsible	Supported	Supported
	Setting the culture and values of the College	Accountable								Responsible	Supported	Supported
GOVERNANCE	Establishing the Corporation's governance structure including Committee terms of reference	Accountable and Responsible	Consulted	Consulted	Consulted	Consulted	Supported	Consulted	Consulted	Consulted	Informed	Informed
	Appointing to the Corporation's Committees	Accountable and Responsible	Consulted	Consulted	Consulted	Consulted	Supported	Consulted	Consulted	Informed		
	Appointing the Committee Chairs annually	Accountable and Responsible	Consulted	Consulted	Consulted	Consulted	Supported	Consulted	Consulted	Informed		
	Ensuring balanced and appropriate skill set at both Corporation and Committee level	Accountable and Responsible	Consulted	Consulted	Consulted	Consulted	Supported	Consulted	Consulted	Consulted		
	Appointing the Governor Leads for Equality, Diversity and Inclusion, Health and Safety, People, Safeguarding, Whistleblowing, Careers Education, Sustainability, and SEND	Accountable and Responsible					Supported			Consulted		
EXECUTIVE	Appointing the Chief Executive Officer (CEO) and accounting officer	Accountable and Responsible						Consulted				
	Appointing Chief Financial Officer (CFO)	Accountable and Responsible						Consulted		Consulted		
	Appointing the Governance Professional (Clerk)	Accountable and Responsible	Informed	Informed	Informed	Informed	Informed	Consulted	Informed	Consulted	Informed	Informed
	Appointing the Company Secretary	Accountable and Responsible								Consulted		
COMPLIANCE	Appointing the College's external auditor	Accountable and Responsible	Consulted							Informed		
	Appointing the College's internal auditor	Accountable	Responsible							Informed	Informed	Informed
	Establishing controls framework including internal audit	Accountable	Responsible							Informed	Informed	Informed
	Maintaining the risk register	Accountable	Consulted							Responsible	Supported	Supported
	Managing conflicts of interest and related party transactions	Accountable and Responsible	Supported			Supported	Supported					
	Ensuring compliance with ESFA requirements	Accountable	Informed			Informed				Responsible	Supported	Supported
	Ensuring compliance with OfS requirements	Accountable	Informed		Informed					Responsible	Supported	Supported
Ensuring compliance with SEND Code of Practice	Accountable		Informed						Responsible	Supported	Supported	

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	Ensuring compliance with equalities legislation	Accountable	Informed	Informed					Informed	Responsible	Supported	Supported
COMPLIANCE	Setting College safeguarding policies	Accountable		Consulted					Informed	Responsible	Supported	Supported
	Setting College health and safety policies	Accountable							Consulted	Responsible	Supported	Supported
	Setting College admission policies	Accountable		Consulted						Responsible	Supported	Supported
	Setting College behaviour and welfare policies including exclusion	Accountable		Consulted						Responsible	Supported	Supported
	Setting College finance policies including charging and remission, procurement	Accountable					Consulted			Responsible	Supported	Supported
	Setting College human resources policies	Accountable							Consulted	Responsible	Supported	Supported
CURRICULUM	Setting College approach to curriculum and assessment, with regard to statutory requirements	Accountable		Consulted						Responsible	Consulted	Supported
	Setting College improvement plans			Informed						Accountable	Supported	Responsible
	Production and analysis of educational data									Accountable	Responsible	Responsible
	Delivering careers guidance, with regards to statutory requirements	Accountable		Informed						Responsible	Supported	Supported
	Engaging with parents	Informed		Informed						Accountable	Responsible	Responsible
FINANCE	Setting delegated authority limits for financial transactions	Accountable				Responsible			Consulted	Consulted	Informed	Informed
	Developing the College's budget	Accountable				Responsible			Consulted	Consulted	Informed	Informed
	Delivering monthly management accounts and forecasts	Informed				Informed				Accountable	Responsible	
	Managing the College's cash position	Informed				Informed				Accountable	Responsible	Supported
RESOURCES	Ensuring adequate insurance cover is in place		Informed							Accountable	Responsible	Supported
	Setting College safeguarding practices including appointing designated safeguarding lead	Informed		Informed						Accountable	Supported	Responsible
	Delivering annual report and accounts	Informed	Informed			Informed				Accountable	Responsible	Supported
	Carrying out disclosure and barring service checks	Informed							Informed	Accountable	Responsible	Supported
	Setting College staffing structure and pay levels					Informed			Informed	Accountable	Responsible	Consulted
	Setting approach to appraisal and performance management			Informed					Informed	Accountable	Responsible	Consulted
	Setting approach to staff appointment and dismissal, with regard to statutory requirements									Accountable and Responsible	Supported	Supported
	Appointment and line management of senior staffing roles									Accountable and Responsible	Supported	Supported
	Reviewing and setting the pay levels of the CEO and Senior Post Holders	Accountable					Consulted		Responsible			
	Setting the College's resource strategy	Accountable					Consulted			Consulted	Responsible	Supported