

Schedule of Delegation

The Corporation is collectively accountable for the business of the College and taking decisions on all matters within its duties and responsibilities; however, no matter how effective it may be, it is impossible for it to have hands-on involvement in every area of the College's activities or to undertake, effectively and efficiently, all matters for which it is responsible.

An effective Corporation will therefore delegate day-to-day responsibility for running the College to the Principal, where allowed it delegates powers to committees or other senior postholders. It is incumbent upon the Corporation, to make clear which matters are reserved to it and which specific matters it has delegated to others.

The Corporation (Board) is the corporate body which has ultimate responsibility for all its functions.

Related documents:

1. The Instrument and Articles of Government (I&A)
2. The Code of Good Governance for English Colleges (AoC)
3. The Senior Post-Holder Remuneration Code
4. Financial Regulations
5. Financial Memorandum for Further Education Colleges
6. Post-16 Audit Code of Practice (ACOP))
7. College Financial Handbook 2025

Reference has been made to the related documents above on review of the Schedule of Delegation.

SoD Ref	Area	Function (what the activity or responsibility is)	Requirement (is this a duty ie 'must do'; or is it a locally determined choice)	Power/delegation (where does the authority/requirement come from eg Instruments and Articles; Codes, Financial Agreement, Board's decision to delegate)	Committee/Individual	Role/purpose of the Committee/individual (eg Board has delegated authority or Committee/ individual to a make recommendation to the Board)
1	Audit	Maintain Risk Management Policy and ensure regular reviews.	Duty	DfE	Audit Committee	Recommendation
2	Audit	Advise on the adequacy of systems of internal control and risk management	Duty	Audit ToR	Audit Committee	Recommendation
3	Audit	Advising on the appointment of Internal Auditors	Duty	ACOP	Audit Committee	Recommendation
4	Audit	Advise on the appointment of External Financial Statements Auditors	Duty	ACOP	Audit Committee	Recommendation
5	Audit	Setting of performance indicators for Internal and External Auditors	Adopted	Code	Audit Committee	Delegated
6	Audit	Approve Fraud Policy and report any incidents of fraud or cybercrime to DfE and Action Fraud Anti Bribery Policy (within Financial Regulations).	Duty	DfE, ACOP, Delegated by the Board	Audit Committee	Delegated
7	Audit	Recommend to the Board the statement of regularity, propriety and compliance	Duty	DfE	Audit Committee	Recommendation, (to be signed by the Chair and Accounting Officer)
8	Audit	Recommend to the Board the regularity self-assessment questionnaire	Duty	DfE, ACOP	Audit Committee	Recommendation, (to be signed by the Chair and Accounting Officer)
9	Audit	Approve Audit Committee's annual report which includes the Internal Auditor's strategic and annual internal audit plan, and annual report	Duty	ACOP	Board	Approval
10	Compliance	Provide the OfS with the information it requires	Duty	OfS	Principal	

11	Environmental Sustainability	Climate strategy monitoring and reporting in place	Duty	FE Governance Guide	Board	Approval
12	Estates	Review and approve the estates strategy and maintenance plan	Duty	F&R ToR 7	F&R Committee	Delegated
13	Finance	Recommend to the Board the Financial Statements Auditor's management letter	Duty	ACOP	Audit Committee	Recommendation
14	Finance	Approve annual Financial Statements (including statement of corporate governance and internal control and any other requirements required by the DfE or ACOP). Includes a statement of regularity, propriety, and compliance.	Duty	DfE ACOP	F&GP Committee	Recommendation (to be signed by the Chair and Accounting Officer)
15	Finance	Effective and efficient use of resources, solvency and safeguarding assets	Duty	Articles 3(1)(c), DfE	F&R Committee	Recommendation
16	Finance	Review and recommend for approval the financial regulations, tuition fees and any other financial policies that require Governance approval	Duty	F&R ToR 7	F&R Committee	Recommendation
17	Finance	Recommend annual estimates of income and expenditure	Duty	Articles 9 (a), Code	F&R Committee	Recommendation
18	Finance	To make recommendations to the Board relating to the acquisition and disposal of college property	Duty	F&R ToR 7	F&R Committee	Recommendation
19	Finance	Set policy by which tuition and other fees are determined (incorporated with Budget)	Duty	Articles 16	F&R Committee	Delegated
20	Finance	To monitor and review interactions with the Department for Education, including interventions	Duty	F&R ToR 7	F&R Committee	Recommendation
21	Finance	To monitor the pay and conditions of service of all staff other than senior post holders	Duty	F&R ToR 7	F&R Committee	Recommendation
22	Finance	To review and monitor staff numbers against the agreed staffing plan, staff engagement, retention, absence, staff reward and remuneration and learning and development for all staff other than senior post holders	Duty	F&R ToR 7	F&R Committee	Recommendation
23	Finance	To approve, monitor and review the effectiveness of the college's IT and digital strategy and marketing strategy	Duty	F&R ToR 7	F&R Committee	Recommendation
24	Finance	Recommend to the Board approval of 3-year financial plan	Duty	DfE	F&R Committee	Recommendation
25	Finance	Efficient use of capital estate and technology	Duty	Finance Terms of Reference 7	F&R Committee	Recommendation
26	Finance	Finance Regulations	Adopted	Code	F&R Committee	Recommendation
27	Finance	Keep proper accounts and prepare financial statements	Duty	Articles 19 (1) Delegated by the Board	Principal	Recommendation
28	Finance	Management of budget and resources	Duty	Articles 9 (2)(h)	Principal	Delegated
29	Finance	Prepare annual estimates of income and expenditure, management of budget and resources	Duty	Articles 3(2)(c)	Principal	Delegated

30	General Purpose	Ensure robust health and safety practices and procedures, fire safety, planning permission and other legal requirements are met.	Duty	Ofsted, DfE and legislation	Principal	Delegated
31	General Purpose	Comply to Freedom of Information legislation	Duty	DfE, Legislation, Delegated by the Board	F&R Committee	Recommendation
32	General Purpose	Comply with Data Protection legislation	Duty	Legislation, Delegated by the Board	F&R Committee	Recommendation
33	Governance	Responsibility for ensuring the solvency of the institution and the Corporation and for safeguarding their assets	Duty	Articles 9 (c), Code	Articles 9 (c), Code	Decision
34	Governance	Approval of the modification or revocation of the Articles of Governance	Duty	Articles 9 (e), Code	Articles 9 (c), Code	Decision
35	Governance	Public access to meetings	Duty	Instrument 17	Board	Recommendation
36	Governance	Establish Search and Governance Committee	Duty	Articles 5	Board	Decision
37	Governance	Establish Audit Committee	Duty	Articles 6, DfE, ACOP	Board	Decision
38	Governance	Policy on attendance at Committee meetings by non-members of the Corporation	Duty	Articles 7	Board	Decision
39	Governance	Formally adopt a governance code	Duty	FE Code of Good Governance	Board	Decision
40	Governance	Appointment of the Principal or senior post holder	Duty	Articles 9 (d), Code	Board	Decision
41	Governance	Approve Whistleblowing Policy	Duty	Legislation	Board	Decision
42	Governance	Approval of annual estimates of income and expenditure/ Revenue and Capital Budgets	Duty	Articles 9 (e), Code	Board	Decision
43	Governance	Appointment of Clerk - Candidate selected for appointment has a qualification relevant to the role or equivalent experience.	Duty	Articles 9 (a), Code	Board	Decision
44	Governance	Approve the quality strategy (incorporated within Strategic Plan)	Duty	Standing Orders (5)	Board	Decision
45	Governance	Setting a framework for the pay and conditions of service of all other staff	Duty	Standing Orders (5)	Board	Decision
46	Governance	Modification/Revocation of Standing Orders	Duty	Standing Orders (5)	Board	Decision
47	Governance	Approve Financial Statements Auditor's management letter	Duty	ACOP	Board	Approval
48	Governance	Approval of Accountability Statement	Duty	FE Governance Guide	Board	Approval
49	Governance	To review and approve the College's compliance with and response to equality, diversity and inclusion	Duty	C&Q ToR (7) (9)	C&Q Committee	Delegated
50	Governance	Payment of Governors' travel, subsistence and other expenses	Duty	Instrument 19	Chair	Approval

51	Governance	Publication of Board and Committee agendas, minutes and reports	Duty	Instrument 18, Delegated by the Board	Clerk	Delegated
52	Governance	Corporation Skills Audit	Adopted	Code, Delegated by the Board	Clerk	Delegated
53	Governance	Governor Appointments - Conduct suitability checks for governor appointments and include statements on governor development in the annual report.	Duty	FE Governance Guide	Clerk	Delegated
54	Governance	Include a statement in annual report on governor development and that of the Clerk.	Duty	DfE Funding Agreement FE Governance Guide	Clerk	Delegated
55	Governance	Complete DfE's annual survey of diversity of governors, which aims to provide a national picture of college corporations.	Duty	FE Governance Guide	Clerk	Delegated
56	Governance	To set the goals and objectives for the Principal and review and approve goals and objectives of senior post holders	Duty	S&G ToR (7) (4)	S&G Committee	Delegated
57	Governance	To review and determine annually the remuneration and conditions of service of senior post holders and the Clerk of the Corporation	Duty	S&G ToR (7) (2) (3)	S&G Committee	Delegated
58	Governance	Determination of Corporation Membership	Duty	Instrument 2	S&G Committee	Recommendation
59	Governance	Appointment of Governors	Duty	Instrument 5	S&G Committee	Recommendation
60	Governance	Appointment/removal of Chair (notify DfE, FEC, OfS & AoC)	Duty	Instrument 6	S&G Committee	Recommendation
61	Governance	Eligibility of Governors	Duty	Instrument 8	S&G Committee	Recommendation
62	Governance	To advise the Corporation of any compensation payable in the event of the early termination of any senior post holder	Duty	S&G ToR (7) (8)	S&G Committee	Recommendation
63	Governance	Members term of office	Duty	Instrument 9	S&G Committee	Recommendation
64	Governance	Modification/Revocation of Articles	Duty	Articles 22	S&G Committee	Recommendation
65	Governance	To compile an Annual Report to the Board on senior post holder remuneration	Duty	S&G ToR (7) (9)	S&G Committee	Delegated
66	Governance	Succession planning to address skills shortages on Board and Committees	Adopted	Code, Delegated by the Board	S&G Committee	Delegated
67	Governance	Recommend to the Board matters regarding removal of a member from office	Duty	S&G Committee ToR	S&G Committee	Recommendation

68	Governance	Recommend organisation for Annual Board self-assessment. Formal independent review of Corporation and Committees' effectiveness (at least every 3 years. Report outcome in Financial Accounts.	Duty	Code	S&G Committee	Recommendation
69	Governance	To adopt and implement a system of Governor appraisal	Duty	S&G Committee ToR	S&G Committee	Recommendation
70	Governance	Monitor attendance of Governors and Committee Members	Duty	Code, Delegated by the Board	S&G Committee	Delegated
71	Governance	Governors' Code of Conduct	Adopted	Code	S&G Committee	Recommendation
72	Governance	Committee Terms of Reference	Adopted	Code	S&G Committee	Recommendation
73	Governance	Setting Executive Pay	Duty	College Financial Handbook 2025	S&G Committee	Delegated
74	Governance	Removal of Member from office	Duty	Instrument 10	S&G Committee	Recommendation
75	Governance	Assess the performance of the Chair and Committee Chairs	Adopted	Code, Delegated by the Board	S&G Committee	Delegated
76	Governance	Assess performance and effectiveness of all Governors	Adopted	Code, Delegated by the Board	S&G Committee	Delegated
77	Governance	Change of name of Corporation	Duty	Instrument 21	Secretary of State	Approval
78	HR	Setting pay and conditions framework for all other staff	Duty	Articles 3(1)(f)	Principal	Delegated
79	HR	Rules for conduct of staff	Duty	Articles 11, Delegated by the Board	Principal	Delegated
80	HR	Organisation, direction, management of institution and leadership of staff	Duty	Articles 3(2)(d), Delegated by the Board	Principal	Delegated
81	HR	Grievance, suspension and disciplinary procedures for staff including senior post holders	Duty	Articles 13	Principal 13 (a) (b) (cii) Ci Board	Recommendation
82	HR	Appointment, grading, appraisal, suspension, dismissal, determination of pay and conditions of staff other than senior post holders within framework set by Corporation	Duty	Articles 3(2)(e), Delegated by the Board Pay award not delegated	Principal F & R Committee	Delegated Recommendation
83	HR	Appointment of Clerk (notify DfE, FEC & AoC)	Duty	Instrument 7	Selection Panel to be established for appointments.	Recommendation
84	HR	Appoint, grading, suspension, dismissal, pay and conditions of senior post holders and clerk	Duty	Articles 3(1)(e), 10(1)	Selection Panel to be established for appointments. All other items -Remuneration Committee	Selection Delegated Approval Board
85	Local Skills	Recommendation of approval of Accountability Statement	Duty	FE Governance Guide	C&Q Committee	Recommended
86	SPA	Approve criteria for shortlisting potential partners	Duty	Board	SPA Steering Group Committee	Approve
87	SPA	Approve shortlist of potential partners	Duty	Board	SPA Steering Group Committee	Approve
88	SPA	Approve the College Vision Statement	Duty	Board	SPA Steering Group Committee	Approve
89	Strategy	Determination and review of educational character, mission and oversight of activities (Strategic Plan)	Duty	Articles 9 (a), Code	Board	Decision
90	Strategy	Approve FE Annual Self-Assessment Report	Duty	Ofsted	Board – considered at SAR meeting. Reviewed at C&Q Committee. Board approval.	Decision
91	Strategy	Recommend the quality strategy (incorporated within Strategic Plan)	Duty	Standing Orders (5)	C&Q Committee	Recommendation

