

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 expendi				✓F&R		
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	✓			✓ F&R (R)		
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 DfE 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	Disposals of assets between £2,501-£4,999					✓	
15	Disposals of assets between £5,000-£9999			✓			
16	Disposals of assets over £10,000 or more	✓			✓ F&R (R)		
17	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	✓					
18	Monitoring the performance of the College Subsidiary Companies (NFPC and RES Limited)	✓			✓ F&R		
19	Reviewing and recommending the - Annual Report of the Group and subsidiary companies. - Financial Statements				✓ A & R and F&R (R)		
20	Approving the - Annual Report of the Group and subsidiary companies. - Financial Statements	✓					
21	Signing of the Group's Annual Report and Financial Statements		✓	✓			
22	Authorisation to write off bad debts 10,001-£25,000			✓		✓	
23	Authorisation to write off bad debts £25,000 and over	✓			✓ F&R ®		
24	Appointing the internal and external auditors	✓			✓ A&R (R)		
25	Approving the terms of appointment of the internal and external auditors				✓ A&R		
26	Assessing the performance of the Internal Auditors and 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 and all other SPHs	✓			✓ SGR (R)		
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	Target setting, performance and mid year reviews of the Chief Executive and Director of Governance	✓	✓				
34	Target setting, performance and mid year reviews of all other SPHs			✓			
35	Approving and annually reviewing the operation of the EDI (FREDIE) Strategy and Action Plan	✓			✓ Q&S		
36	Annually appraising all staff			✓		✓	
37	Approving the level of pay award for SPHs	✓			✓ SGR (R)		
38	Approving the level of any annual pay award	✓			✓ F&R (R)		
39	Approval of any Strategy relating to restructure and/or redundancy (if required)	✓			✓ (F&R)		
40	Implementation of the operational aspects required to deliver any restructure and/or redundancy strategy			✓		✓	

	TEACHING, LEARNING & ASSESSMENT and SAFEGUARDING						
41	Making proposals to the Governing Body about the educational character and mission of the College and implementing the decisions of the Governing Body			✓			
42	Determining and periodically reviewing the educational character and mission of the College and the oversight of its actions	✓		✓			
43	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	✓		✓	✓ Q&S(R)		
44	Monitoring the arrangements to ensure the Group is meeting local skills needs	✓			✓ Q&S		
45	Approving and keeping under review the Quality Strategy	✓			✓ Q&S		
46	Approving the whole College Self-Assessment Report	✓			✓ Q&S		
47	Formulating a Quality Improvement Plan				✓ Q&S	✓	
48	Monitoring performance against the QIP	✓			✓ Q&S		
49	Approving the Quality Assurance arrangements	✓			✓ Q&S		
50	Monitoring the Quality Assurance processes including, but not limited to, learner success, timely success, retention, achievement, attendance, punctuality and EDI	✓			✓ Q&S		
51	Approval of the Curriculum Plan and Resource Strategy	✓			✓ Q&S and F&R (R)		
52	Approval of the Stakeholder Engagement Strategy and Plan	✓			✓ Q&S (R)		
53	Approval of the HE Self-Assessment Document (SED)	✓			✓ Q&S (R)		
54	Monitoring compliance with OfS regulations				✓ Q&S and F&R		
55	Developing and monitoring the Post Inspection Action Plan (when applicable)			✓	✓ Q&S	✓	
56	Monitoring the standards of teaching and learning	✓			✓ Q&S		
57	Monitoring the annual report on Safeguarding	✓			✓ Q&S		
58	Monitoring safeguarding arrangements and culture	✓			✓ Q&S		
59	Monitoring the Prevent action plan				✓ Q&S		
60	Monitoring feedback from employers, learners and stakeholders and the impact of the Group's response.				✓ Q&S	✓	
61	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						
62	Approving the Estates Strategy	✓			✓ F&R (R)		
63	Approving the IT and Digital Strategy				✓ F&R		
64	Maintain Insurance cover including for Governors' personal liability			✓	✓ F&R		
65	Maintaining the buildings, including developing a properly funded maintenance plan			✓			
	HEALTH & SAFETY						

66	Ensuring compliance with Health & Safety Regulations	✓		✓	✓ F&R		
67	Receiving the annual report on Health & Safety	✓			✓ F&R		
RISK MANAGEMENT							
68	Approving the Risk Management Policy and Annual Report including risk appetite	✓			✓ A&R (R)		
69	Formulating and updating the College Risk Register			✓		✓	
70	Monitoring the College Risk Register	✓			✓ All committees		
71	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							
72	Reviewing Data Protection and data breaches				✓ A&R		
73	Annual review of complaints/compliments				✓ F&R		
74	Monthly review of complaints		✓	✓			
GOVERNANCE							
75	Annually reviewing and approving the terms of reference of all Committees	✓			✓ Committees (R)		✓
76	Appointing the Chair and Vice Chair(s) of Governing Body	✓			✓ SGR(R)		
77	Appointing and removing members of the Governing Body (Procedure on Removal of a Governor from Office)	✓			✓ SGR(R)		
78	Confirming elected Staff and appointed Student members of the Governing Body	✓					
79	Holding Special meetings	✓					
80	Convening the Special Committee (if required)		✓				✓
81	Determining and varying the Number of Members of the Governing Body and the number in each variable category	✓			✓ SGR		
82	Governor Recruitment and Succession Planning (including the process for Staff and Student Governors)	✓			✓ SGR		
83	Establishing and maintaining a Register of Interests and eligibility for governors to serve as Board members						✓
84	Maintaining and monitoring the Gifts and Hospitality Register						✓
85	Monitoring the College's Key Performance Indicators	✓			✓ All Committees		
86	Advise on the skills profile of the Board				✓ SGR		
87	Advising the Governing Body about the operation of its powers, the conduct of its business, governance practice, and procedural matters						✓
88	Approving the Governing Body Calendar including the meetings schedule	✓			✓ SGR(R)		
89	Monitoring Members' attendance (for inclusion in the Annual Report accompanying the Financial Statements)				✓ SGR		✓

90	Sign off the minutes of Board and Committee meetings as a true record	✓			✓ All Committees		
91	Publish the minutes of unrestricted Governing Body and Committee meetings on the website						✓
92	Report on the application of the College Seal	✓					✓
93	Agreeing and monitoring Governor Training including induction				✓ SGR		
94	Approving and keeping under review the Code of Conduct for Governing Body Members				✓ SGR		
95	Adopting a Governance Code (Code of Good Governance for English Colleges)	✓			✓ SGR(R)		
96	Adopting a Remuneration Code (AoC Senior Post Holder Remuneration Code)	✓			✓ SGR(R)		
97	Monitoring progress against the Governance Codes that are adopted	✓			✓ (SGR)		✓
	STRATEGY						
98	Developing and approving a Strategic Plan	✓	✓	✓	✓ Committees (R)		✓
99	Consulting on a new Strategic Plan			✓		✓	
100	Drafting and approving the Accountability Statement	✓		✓		✓	
101	Monitoring and review of Meeting Local Skills Needs	✓		✓	✓ Committees		