

SOUTH STAFFORDSHIRE COLLEGE SCHEME OF DELEGATION - OCTOBER 2024

1. PURPOSE

This Scheme of Delegation sets out how the Corporation distinguishes between matters reserved exclusively for the Board of Governors' approval or decision, and those delegated to committees or individuals.

In accordance with the Articles of Association, the Corporation is responsible for setting the College's strategy whilst the Chief Executive Principal is responsible for implementing the strategy and for the organisation, direction and management of the College and leadership of staff.

2. DELEGATION

In accordance with the Instrument & Articles of Government the Corporation **shall not delegate** the following functions:

- (a) The determination of the educational character and mission of the institution;
- (b) The approval of the annual estimates of income and expenditure;
- (c) The responsibility for ensuring the solvency of the institution and the Corporation and for safeguarding their assets;
- (d) The appointment of the Principal, any Senior Post Holder or the Head of Governance and;
- (e) The modification or revocation of the Articles of Government.

In addition the Corporation **may not delegate**:

- (a) The consideration of the case for dismissal; and
- (b) The power to determine an appeal in connection with the dismissal

of the Principal, the Head of Governance or the holder of a senior post, other than to a committee of members of the Corporation.

These decisions are therefore reserved for decision by the Corporation.

3. REVIEW

This Scheme of Delegation will be reviewed by the Governance & Search Committee every three years. Should any amendments or updates be required, the Committee will provide a recommendation to the Corporation for approval.

4. DELEGATIONS TO COMMITTEES / INDIVIDUALS

The following Scheme of Delegation shows the appropriate level at which **decisions** are required to be made. In many cases prior to a decision being made, a Committee will consider and make recommendations, or one of the College's Groups will have reviewed and made a recommendation.

Key Function / Task		Decision Level						
		Board	Audit Committee	Governance & Search Committee	Remuneration Committee	Chair of the Corporation	Chief Executive Principal	Head of Governance
STRATEGIC								
1.	Approve Vision 2030, Dynamic Plan and Accountability Statement and the Key Strategy Documents (the list as set out in Annex A and as amended by the Board from time to time)			R#				
2.	Regularly sets targets for and reviews performance against Key Performance Indicators (KPIs)							
FINANCIAL								
3.	Annually approve the College budget*							
4.	Monitor income and expenditure via the Management Accounts*							
5.	Approve in year re-forecasts of income and expenditure*							
6.	Ensure compliance with the Accountability Agreement (including approval of the Regularity Questionnaire)							
7.	Approve the Financial Regulations*							
8.	Assess the performance of the internal and external auditors							
9.	Approve the Internal Audit Plan	A	R					
10.	Appoint the internal and external auditors	A	R					
11.	Recommend the College's Financial Statements for signature*							
12.	Approve the College's Financial Statements (and sign)					S	S	

Approval Date: 16 October 2024
Review Date: October 2027

Key Function / Task		Decision Level						
		Board	Audit Committee	Governance & Search Committee	Remuneration Committee	Chair of the Corporation	Chief Executive Principal	Head of Governance
13	Approve any Sub-contracting of Provision in excess of >£100,000.	A	R					
HUMAN RESOURCES								
13.	Appoint Senior Post Holders and the Head of Governance							
14.	Approve a framework for the salaries and conditions of service of all staff within the College							
15.	Determine staffing levels							
16.	Review the salary structure							
17.	Annually appraise Senior Post Holders and the Head of Governance							
18.	Approve Senior Post Holders and the Head of Governance's pay awards	A			R			
19.	Annually appraise all staff and determine the level of annual pay awards							
20.	Approve annual staff pay awards							
21.	Dismissal/suspension of Senior Post Holders and the Head of Governance							
22.	Dismiss/suspend staff							
STUDENTS AND QUALITY								
23.	Have close regard to the student voice and quality of the student experience*							
24.	Approve the SAR*							
25.	Formulate a Quality Improvement Plan (QIP)							

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Key Function / Task		Decision Level						
		Board	Audit Committee	Governance & Search Committee	Remuneration Committee	Chair of the Corporation	Chief Executive Principal	Head of Governance
26.	Monitor performance against the QIP*							
27.	Monitor the standards of teaching and learning*							
28.	Monitor success, retention, achievement and attendance rates*							
HEALTH & SAFETY								
29.	Approve the annual Health & Safety report							
SAFEGUARDING								
30.	Approve the annual Safeguarding report							
31.	Monitor safeguarding on a regular basis							
EQUALITY, DIVERSITY & INCLUSION								
32.	Approve the annual Equality and Diversity report							
RISK MANAGEMENT								
33.	Formulate and update the risk register							
34.	Monitor the College risk register and its impact at College level							
35.	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, counter fraud, fraud response and cyber security matters and for ensuring Value for Money.							
36.	Data Controller Responsibilities.							
GOVERNANCE								

Key Function / Task		Decision Level						
		Board	Audit Committee	Governance & Search Committee	Remuneration Committee	Chair of the Corporation	Chief Executive Principal	Head of Governance
37.	Dissolution of the Corporation and provision for the transfer of its property, rights and liabilities							
38.	Approve a change of name of the Corporation							
39.	Review the Instrument & Articles of Government, the Standing Orders and the terms of reference of Committees							
40.	Modify or revoke any amendments to the I&A, the Standing Orders and/or the terms of reference of Committees							
41.	Appoint the Chair of Corporation and Vice-Chair of the Corporation							
42.	Appoint or remove members of the Corporation including re-appointment of members	A		R				
43.	Review succession planning of the Corporation							
44.	Establish and maintain a Register of Interests							
45.	Act as Chief Accounting Officer							
46.	Review the Skills Audit of the Corporation							
47.	Approve the Corporation and Committees calendar of meetings							
48.	Monitor governors' attendance							
49.	Publish non-confidential minutes of Corporation meetings on the College website							
50.	Approve minutes of the Corporation and Committee meetings as accurate							
51.	Approve Key Policies (the list as set out in Annex B and as amended by the Board from time to time)							

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Key:

R = recommend

A = approve

S = sign

*Considered in advance by a Group (FIG or CQIG)

G&S Committee recommend in respect of the Board's Statement on meeting local needs (summative statement)

Annex A – Key Strategy Documents

Finance & Resources:

1. Property Strategy
2. Procurement Strategy
3. Sustainability Strategy

Learner Services and Curriculum & Quality

1. Careers Strategy
2. Learner Involvement Strategy
3. HE Strategy
4. Quality Improvement Strategy
5. Teaching Learning and Assessment Strategy

HR / People

1. HR Strategy

Annex B – Key Policies

Finance & Resources:

1. Risk Management Policy
2. Fees Policy
3. Supply Chain, Fees and Charges Policy
4. Whistleblowing Policy
5. Business Continuity Policy
6. Health & Safety Policy
7. Data Protection Policy (including Privacy Notices)
8. IT Acceptable Use Policy (Staff facing)
9. Fraud Policy
10. Business Continuity Policy
11. Environmental & Sustainability Policy
- 12.

Learner Services and Curriculum & Quality

1. Admissions Policy
2. Safeguarding & PREVENT Policy
3. Equality, Diversity and inclusion Policy (College wide)
4. Fitness to Study Policy
5. Medication Policy
6. Stop & Search Policy
7. Freedom of Speech Policy
8. Learner Conduct Policy
9. Comments, Compliments and Complaints Policy

HR / People

1. Staff related policies including disciplinary, capability and sickness policies and grievance procedure, all captured in annual HR Report (Autumn term)
2. Modern Slavery & Human Trafficking Statement

Governance

1. Governor Conduct of Conduct
2. Governor Recruitment, Appointment & Succession Planning Policy
3. Senior Post Holder Remuneration Policy
4. Senior Post holder Disciplinary Policy
5. Senior Post Holder Grievance Policy
6. Governor Training Plan
7. Freedom of Information Policy
8. Governors & Senior Staff Conflicts of Interest Policy