

## **SCHEME OF DELEGATION**

### **1. Purpose of the Scheme of Delegation**

The powers and responsibilities of the Corporation, the Chief Executive and the Clerk to the Corporation are defined in the Instrument and Articles of Government for DCG.

This Scheme of Delegation distinguishes between matters reserved exclusively for the Corporation's approval or decision, and matters delegated to committees and individuals.

### **2. Role of the Corporation**

The Corporation sets the strategic and operational framework within which the Chief Executive will manage the Group, and the Corporation will monitor and hold the Senior Leadership Team to account to achieve the College's Strategic Plan objectives.

The responsibilities of the Corporation are set out in the Articles of Government. Article 3(1) states that the Corporation shall be **responsible** for the following functions:

- (a) The preservation and development of the educational character and mission of the institution and the oversight of its activities;
- (b) Publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities;
- (c) Approving the quality strategy of the institution;
- (d) The effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets;
- (e) Approving annual estimates of income and expenditure;
- (f) The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts, including, where the Clerk is, or is to be appointed as, a member of staff, the Clerk's appointment, grading, suspension, dismissal and determination of pay in the capacity of a member of staff; and
- (g) Setting a framework for the pay and conditions of service of all other staff.

Article 7 states that 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 or holder of a senior post;
- (e) The modification or revocation of these Articles.

Article 8 states that the Corporation **may not** delegate the following functions:

- (a) The consideration of the case for dismissal; and
- (b) The power to determine an appeal in connection with the dismissal of the holder of a senior post, other than to a committee of members of the Corporation.

### 3. Role of the Chief Executive

The statutory powers and duties of the Chief Executive are set out in Article 3(2). The Chief Executive of the institution, and shall be responsible for:

- (a) making proposals to the Corporation about the educational character and mission of the institution and implementing the decisions of the Corporation;
- (b) the determination of the institution's academic and other activities;
- (c) preparing annual estimates of income and expenditure for consideration and approval by the Corporation, and the management of budget and resources within the estimates approved by the Corporation;
- (d) the organisation, direction and management of the institution and leadership of the staff;
- (e) the appointment, assignment, grading, appraisal, suspension, dismissal and determination, within the framework set by the Corporation, of the pay and conditions of service of staff, other than the holders of senior posts; and
- (f) maintaining student discipline and, within the rules and procedures provided for within these Articles, suspending or expelling students on disciplinary grounds or expelling students for academic reasons.

Article 9 states that the Chief Executive may delegate functions to any member of the Senior Management Team other than:

- (a) The management of budget and resources; and
- (b) Any functions that have been delegated specifically to the Chief Executive by the Corporation

The Corporation also delegates financial and procurement authority to specific members of the Senior Leadership team as outlined in the Group's Financial Regulations.

### 4. Role of the Clerk

The Clerk shall be responsible for the following functions set out in Article 3(3): -

- (c) Advising the Corporation with regard to the operation of its powers;
- (d) Advising the Corporation with regard to procedural matters;
- (e) Advising the Corporation with regard to the conduct of its business; and
- (f) Advising the Corporation with regard to matters of governance practice.

The remaining four core responsibilities of the Clerk are also laid out in the Instrument of Government, as follows: -

- Receiving written notice of the Chair/Vice Chair's resignation
- Receiving notice of a Member's disqualification from office
- Receiving written notice of a Member's resignation
- The maintenance of a Register of Members' Interests
- Calling meetings and send out agendas

### 5. Role of the Chair and taking Chair's Action

The Chair has the same legal authority as other Corporation members and acts as "First among Equals". The Chair is responsible for the leadership of the Corporation and is ultimately responsible to the College's stakeholders for the effectiveness of the Corporation

The following responsibilities are defined in the Instrument of Government:

- Issuing the agenda item and relevant papers relating to any proposal regarding the remuneration, conditions of service, conduct, suspension, dismissal, or retirement of the Clerk
- Calling special and non-scheduled meetings
- Second or casting vote in situations where there is an equal division of votes
- 13(3) where minutes of a meeting are taken as an agenda item and agreed to be accurate, those minutes shall be signed by the Chair as a true record
- Authenticating the application of the seal with the CEO or some other member.

The Corporation Chair is empowered to take Chair's Action as follows under the Standing Orders for the Corporation and its Committees.

## **6. Review**

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

**SCHEME OF DELEGATION**  
**RECURRING DOCUMENT SCHEDULE – CORPORATION APPROVAL REQUIRED**

The Corporation is responsible for approving the following documents. These documents will be reviewed initially by the responsible individual, with appropriate consultation, and will be considered for approval by the Corporation at appropriate meetings as laid out in the Cycle of Business.

Key Function/Task	Lead Officer	Approval								Reason for Corporation Approval
		Board	Audit Cttee	Curriculum Performance and Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
<b>STRATEGIC</b>										
Approve the Strategic Plan, Mission and Values	Chief Executive/ Director of Strategy, Policy and Planning									<a href="#">Instrument and Articles of Government: Article 3 and 7</a>
Set and regularly review Key Performance Indicators	Chief Finance Officer									FEC Letter 11/06/25 <a href="#">Monitoring tool – AoC Code of Governance 2023</a>
Approve the Annual Accountability Agreement, including meeting local needs (Local Needs Duty every three years)	Director of Strategy, Policy and Planning									<a href="#">Accountability Agreements and the Local Needs Duty</a>  Section 52B Further and Higher Education Act 1992, as amended by the Skills and

Key Function/Task	Lead Officer	Approval								Reason for Corporation Approval
		Board	Audit Cttee	Curriculum Performance and Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
										Post-16 Education Act 2022
External Review of Governance	Clerk to the Corporation									<a href="#">DFE Further Education Corporations and Sixth form College Corporations Governance Guide</a>
<b>FINANCIAL</b>										
Approve Annual Group Budget	Chief Finance Officer									<a href="#">Instrument and Articles of Government: Article 3 and 7</a>
Approve Group Financial Statements	Chief Finance Officer									<a href="#">Framework and Guide for External Auditors, DFE Colleges Accounts Direction</a>
Produce Audit Committee Annual Report to be presented at the Corporation	Chair of Audit Committee/Clerk to the Corporation									<a href="#">DFE Colleges Financial Handbook</a>
Recommend Group Financial Statements for signature	Chief Finance Officer									<a href="#">Framework and Guide for External Auditors, DFE Colleges Accounts Direction</a>
Receive the Financial Statements	Chief Finance Officer									<a href="#">Framework and Guide for</a>

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		Board	Audit Cttee	Curriculum Performance and Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
Audit Management Letter										<a href="#">External Auditors</a>
Financial Statements Auditors Engagement Letter	Chief Finance Officer									<a href="#">Framework and Guide for External Auditors</a>
Approve Financial Statements for Subsidiary companies	Chief Finance Officer									<a href="#">Framework and Guide for External Auditors, DFE Colleges Accounts Direction</a>
Franchise and partner contract approvals/additional partners and extensions and performance	Chief Finance Officer									<a href="#">DFE Sub-contracting standard</a>
Approve Internal Audit Strategy and Plan	Chief Finance Officer									<a href="#">The scope of work of audit committees and internal auditors in college corporations</a>
Internal Audit Service Engagement Letter	Chief Finance Officer									<a href="#">The scope of work of audit committees and internal auditors in college corporations</a>
Internal Auditors Annual Report	Chief Finance Officer									<a href="#">The scope of work of audit committees and internal</a>

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		Board	Audit Cttee	Curriculum Performance and Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
										<a href="#">auditors in college corporations</a>
Letter of Representation – Financial Statements Audit and Regularity Audit	Chief Finance Officer									<a href="#">Framework and Guide for External Auditors</a>
Regularity Self-Assessment Checklist	Chief Finance Officer									<a href="#">DFE Colleges Accounts Direction</a>
Three Year Financial Plan including ESFA Financial Plan checklist	Chief Finance Officer									<a href="#">Instrument and Articles of Government – Article 3 and 7</a>
Appoint the Internal and External Auditors	Chief Finance Officer									<a href="#">The scope of work of audit committees and internal auditors in college corporations</a>
Receive Monthly Management Accounts	Chief Finance Officer									FEC Letter dated 07/05/2019
HE Fee limit	Chief Finance Officer									<a href="#">OFS Regulatory Framework</a>
Novel, contentious or repercussive transactions Log	Chief Finance Officer									<a href="#">HM Treasury Managing Public Money</a>
Fraud and Cyber Security strategy and counter fraud and cyber security risks and measures (including	Chief Finance Officer									<a href="#">DFE Further Education Corporations and Sixth form College Corporations</a>

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		Board	Audit Cttee	Curriculum Performance and Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
training)										<a href="#">Governance Guide</a>
DFE Financial Health Dashboard	Chief Finance Officer									<a href="#">Financial health assessment</a>
<b>STUDENTS AND QUALITY</b>										
Have close regard to the student voice and the quality of the student experience	Vice Principal Quality of Education									<a href="#">Instrument and Articles of Government – Article 3</a> <a href="#">AoC-Code-of-Good-Governance.pdf</a>
Approve the Group Self-Assessment Report (including the Nursery)	Vice Principal Quality of Education									<a href="#">Education Inspection Framework</a>
Approve and review the Quality Improvement Plan	Vice Principal Quality of Education									<a href="#">Instrument and Articles of Government – Article 3</a> <a href="#">AoC-Code-of-Good-Governance.pdf</a>
HE Self Assessment against the Guiding Principles	Vice Principal Quality of Education									<a href="#">OFS Regulatory Framework</a>
Governor Self-Assessment against the EIF	Vice Principal Quality of Education									<a href="#">Ofsted Education Inspection Framework</a>
Awarding Body Annual Compliance Report to Curriculum Performance Committee	Director of Strategy, Policy and Planning									Best practice – recommendation by Internal



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		Board	Audit Cttee	Curriculum Performance and Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
										Audit Report Examination s 04.21.22
Destinations Report	Vice Principal of Student Experience and Pastoral Support									<a href="#">DFE Further Education Corporations and Sixth form College Corporations Governance Guide</a>
<b>HUMAN AND PHYSICAL RESOURCES</b>										
Appoint, grade, appraise, suspend and dismiss Senior Post Holders and the Clerk	Chair									<a href="#">Instrument and Articles of Government – Articles 3, 7 and 8</a> <a href="#">AoC Remuneration Code</a> <a href="#">Effective senior postholder appraisal and chairs performance</a> <a href="#">Senior Pay Controls for Colleges</a>
Determine the level of pay awards for										<a href="#">Instrument and Articles of</a>

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		Board	Audit Cttee	Curriculum Performance and Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
all staff										<a href="#">Government – Articles 3</a>
Approve a framework for the salaries and conditions of service of all staff within the College	Chief Finance Officer and Director of HR									<a href="#">Instrument and Articles of Government – Articles 3</a>
Approve the Estates Strategy	Deputy Chief Executive/Director of Estates									<a href="#">Instrument and Articles of Government – Article 3 and 9</a>
<b>EQUALITY, DIVERSITY AND INCLUSION</b>										
Access & Participation statement or plan	Director of HE									<a href="#">S12 HERA 2017</a>
Equality and Diversity Report, including data on protected characteristics at board, executive leadership, staff and student level and action to address disparities	Vice Principal of Student Experience and Pastoral Support									<a href="#">Equalities Act 2010 - The Equality Duty, DFE Further Education Corporations and Sixth form College Corporations Governance Guide</a>
Gender Pay Report	Director of HR									<a href="#">The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017</a>

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		Board	Audit Cttee	Curriculum Performance and Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
Modern Slavery Statement	Clerk to the Corporation									<a href="#">Modern Slavery Act 2015</a>
<b>OTHER</b>										
Corporation Improvement Plan	Clerk to the Corporation									<a href="#">AoC Code of Good Governance</a>
Board Effectiveness Self-Assessment	Clerk to the Corporation									<a href="#">DFE Further Education Corporations and Sixth form College Corporations Governance Guide</a>
Monitor Safeguarding	Director of Health and Safety									<a href="#">Keeping Children Safe in Education, Prevent Duty</a>
Health and Safety Report	Director of Health and Safety									<a href="#">The Health and Safety at Work Act 1974</a> and <a href="#">Health and Safety Regulations 1992</a>
Mental Health and Wellbeing Annual Report	Vice Principal of Student Experience and Pastoral Support									<a href="#">AoC Mental Health Charter</a>
Annual Data Protection Report	Chief Finance Officer									Best practice – no legal or legislator requirement
Formulate and update the Risk Register	Chief Finance Officer									<a href="#">DFE Further Education</a>

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		Board	Audit Cttee	Curriculum Performance and Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
										<a href="#">Corporations and Sixth form College Corporations Governance Guide</a>
Monitor the Group Risk Register and its impact at Group level	Chief Finance Officer									<a href="#">DFE Further Education Corporations and Sixth form College Corporations Governance Guide</a>
Risk Management Annual Report	Chief Finance Officer									Best practice – no legal or legislator requirement
Subsidiary Reports	Chief Finance Officer, Director of Estates, Director of HR									<a href="#">DFE Further Education Corporations and Sixth form College Corporations Governance Guide</a>
Approve the Remuneration Committee Annual Report to be presented at the Corporation	Clerk to the Corporation									<a href="#">AoC Senior Staff Remuneration Code</a>
Freedom of Information Annual Report including publication scheme	Data Protection Officer									<a href="#">Freedom of Information Act 2000 regulated by the ICO</a>
Monitor OFS Compliance	Director of Strategy, Policy and Planning									<a href="#">OFS Regulatory Framework</a>

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		Board	Audit Cttee	Curriculum Performance and Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
Governor Skills Audit Matrix reviewing any gaps	Clerk to the Corporation									<a href="#">DFE Further Education Corporations and Sixth form College Corporations Governance Guide</a>
Annual Declaration of Interest Review	Clerk to the Corporation									<a href="#">DFE Further Education Corporations and Sixth form College Corporations Governance Guide</a>
Governor Training Plan	Clerk to the Corporation									<a href="#">DFE Further Education Corporations and Sixth form College Corporations Governance Guide</a>