

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 Cttee	Strategy & Curriculum Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
STRATEGIC											
Approve the Strategic Plan, Mission and Values	Chief Executive/ Director of Strategy, Innovation and Corporate Affairs										Instrument and Articles of Government: Article 3 and 7
Set and regularly review Key Performance Indicators	Chief Finance Officer										FEC Letter 11/06/25 Monitoring tool – AoC Code of Governance 2023
Approve the Annual Accountability Agreement, including meeting local needs (Local Needs Duty every three years)	Deputy Chief Executive / Director of External Engagement										Accountability Agreements and the Local Needs Duty Section 52B Further and Higher Education Act 1992, as amended by the Skills and

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		Board	Audit Cttee	Curriculum Performance Cttee	Strategy & Curriculum Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
External Review of Governance	Clerk to the Corporation										Post-16 Education Act 2022 DFE Further Education Corporations and Sixth form College Corporations Governance Guide
Post 16 Strategic Transition Planning Statement	Director of External Engagement										Post-16 Pathways Strategic Transition Planning Statement - Guidance
FINANCIAL											
Approve Annual Group Budget	Chief Finance Officer										Instrument and Articles of Government: Article 3 and 7
Approve Group Financial Statements	Chief Finance Officer										Framework and Guide for External Auditors, DFE Colleges Accounts Direction
Produce Audit Committee Annual Report to be presented at the Corporation	Chair of Audit Committee/Clerk to the Corporation										DFE Colleges Financial Handbook
Recommend Group Financial Statements for signature	Chief Finance Officer										Framework and Guide for External Auditors,

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

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		Board	Audit Cttee	Curriculum Performance Cttee	Strategy & Curriculum Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
Internal Auditors Annual Report	Chief Finance Officer										The scope of work of audit committees and internal auditors in college corporations
Letter of Representation – Financial Statements Audit and Regularity Audit	Chief Finance Officer										Framework and Guide for External Auditors
Regularity Self-Assessment Checklist	Chief Finance Officer										DFE Colleges Accounts Direction
Three Year Financial Plan including DFE Financial Plan checklist	Chief Finance Officer										Instrument and Articles of Government – Article 3 and 7
Appoint the Internal and External Auditors	Chief Finance Officer										The scope of work of audit committees and internal auditors in college corporations
Receive Monthly Management Accounts	Chief Finance Officer										FEC Letter dated 07/05/2019
HE Fee limit	Chief Finance Officer										OFS Regulatory Framework
Novel, contentious or repercussive transactions Log	Chief Finance Officer										HM Treasury Managing Public Money

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		Board	Audit Cttee	Curriculum Performance Cttee	Strategy & Curriculum Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
Fraud and Cyber Security strategy and counter fraud and cyber security risks and measures (including training)	Chief Finance Officer										DFE Further Education Corporations and Sixth form College Corporations Governance Guide
DFE Financial Health Dashboard	Chief Finance Officer										Financial health assessment
STUDENTS AND QUALITY											
Have close regard to the student voice and the quality of the student experience	Vice Principal Quality of Education										Instrument and Articles of Government – Article 3 AoC-Code-of-Good-Governance.pdf
Approve the Group Self-Assessment Report (including the Nursery)	Vice Principal Quality of Education										Education Inspection Framework
Approve and review the Quality Improvement Plan	Vice Principal Quality of Education										Instrument and Articles of Government – Article 3 AoC-Code-of-Good-Governance.pdf
HE Self Assessment against the Guiding Principles	Vice Principal Quality of Education										OFS Regulatory Framework
Governor Self-Assessment against the EIF	Vice Principal Quality of Education										Ofsted Education Inspection Framework

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		Board	Audit Cttee	Curriculum Performance Cttee	Strategy & Curriculum Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
Awarding Body Annual Compliance to Curriculum Performance Committee (through OPMR)	Vice Principal – Quality of Education										Best practice – recommendation by Internal Audit Report Examinations 04.21.22
Destinations Report	Vice Principal of Student Experience and Inclusion										DFE Further Education Corporations and Sixth form College Corporations Governance Guide
HUMAN AND PHYSICAL RESOURCES											
Appoint, grade, appraise, suspend and dismiss Senior Post Holders and the Clerk	Chair										Instrument and Articles of Government – Articles 3, 7 and 8 Effective senior postholder appraisal and chairs performance
Determine the level of pay awards for all staff	Corporation members										Instrument and Articles of Government – Articles 3
Approve a framework for the salaries and conditions of service of all staff	Chief Finance Officer and Director of HR										Instrument and Articles of Government – Articles 3

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		Board	Audit Cttee	Curriculum Performance Cttee	Strategy & Curriculum Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
within the College											
Approve the Estates Strategy	Deputy Chief Executive/Director of Estates										Instrument and Articles of Government – Article 3 and 9
EQUALITY, DIVERSITY AND INCLUSION											
Access & Participation statement or plan	Director of HE										S12 HERA 2017
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 Inclusion										Equalities Act 2010 - The Equality Duty, DFE Further Education Corporations and Sixth form College Corporations Governance Guide
Gender Pay Report	Director of HR										The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017
Modern Slavery Statement	Clerk to the Corporation										Modern Slavery Act 2015
OTHER											
Corporation Improvement Plan	Clerk to the Corporation										AoC Code of Good

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		Board	Audit Cttee	Curriculum Performance Cttee	Strategy & Curriculum Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
Board Effectiveness Self-Assessment	Clerk to the Corporation										Governance
											DFE Further Education Corporations and Sixth form College Corporations Governance Guide
Monitor Safeguarding	Director of Health and Safety										Keeping Children Safe in Education, Prevent Duty
Health and Safety Report	Director of Health and Safety										The Health and Safety at Work Act 1974 and Health and Safety Regulations 1992
Mental Health and Wellbeing Annual Report	Vice Principal of Student Experience and Inclusion										AoC Mental Health Charter
Annual Data Protection Report	Chief Finance Officer										Best practice – no legal or legislator requirement
Formulate and update the Risk Register	Chief Finance Officer										DFE Further Education Corporations and Sixth form College Corporations Governance Guide
Monitor the Group Risk Register and its impact at Group level	Chief Finance Officer										DFE Further Education Corporations and Sixth form

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											College Corporations Governance Guide
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										DFE Further Education Corporations and Sixth form College Corporations Governance Guide
Approve the Remuneration Committee Annual Report to be presented at the Corporation	Clerk to the Corporation										AoC Senior Staff Remuneration Code
Freedom of Information Annual Report including publication scheme	Data Protection Officer										Freedom of Information Act 2000 regulated by the ICO
Monitor OFS Compliance	Head of Higher Education and Director of Higher Education										OFS Regulatory Framework
Governor Skills Audit Matrix reviewing any gaps	Clerk to the Corporation										DFE Further Education Corporations and Sixth form College Corporations

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		Board	Audit Cttee	Curriculum Performance Cttee	Strategy & Curriculum Planning Cttee	Remco	Search & Governance Cttee	FRC	Chair	CEO	
											Governance Guide
Annual Declaration of Interest Review	Clerk to the Corporation										DFE Further Education Corporations and Sixth form College Corporations Governance Guide
Governor Training Plan	Clerk to the Corporation										DFE Further Education Corporations and Sixth form College Corporations Governance Guide