



Oldham College

OLDHAM COLLEGE

Scheme of Delegation

1. Purpose of Scheme of Delegation

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

2. Delegation Framework

- 2.1 This enables all parties to fulfil their roles and responsibilities, provides clarity on individual and collective responsibilities, and delegated responsibilities, as outlined below.
- 2.2 The Board has authority to delegate matters to its committees and to the Principal in accordance with the provisions of the Article 4:
'the Corporation may establish committees for any purpose or function other than those assigned in these Articles to the Principal or Clerk and may delegate powers to such committees; the Chair or, in the Chair's absence, the Vice Chair; or the Principal.'
- 2.3 Appropriate levels of responsibility and accountability for the Board of Governors, individuals and its committees are set out. (The Board and Committee structure is shown in appendix A).

3. Role of the Board of Governors

- 3.1 The Board sets the strategic and operational framework which the Principal manages. The Board will monitor and hold the executive to account to achieve the College's Strategic Plan.
- 3.2 The responsibilities of the Corporation are set out in the Articles of Government. Article 3(i) states that the Corporation shall be **responsible** for the following functions:
 - 3.2.1 The determination and periodic review of the educational character and mission of the institution and the oversight of its activities
 - 3.2.2 Approving the quality strategy of the institution
 - 3.2.3 The effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets
 - 3.2.4 Approving annual estimates of income and expenditure
 - 3.2.5 The appointment, grading, suspension, dismissal and determination of the pay and conditions of services of senior post holders and the clerk
 - 3.2.6 Setting a framework of pay and conditions for all other staff

3.3 Article 9 states that the Corporation **shall not** delegate the following functions:

3.3.1 The determination of the educational character and mission of the institution

3.3.2 The approval of annual estimates of income and expenditure

3.3.3 The responsibility for ensuring the solvency of the institution and the Corporation and for safeguarding their assets

3.3.4 The appointment or dismissal of the Principal or a senior post holder

3.3.5 The appointment or dismissal of the Clerk

3.3.6 The modification or revocation of the Articles

3.4 Statutory Accountability – Board Members are collectively responsible for observing the duties set out in the Financial Memorandum and the Funding Agreement which the College has entered into with the DfE as a condition of receiving public funds. A summary of some of the more important requirements of the Financial Memorandum and of the Funding Agreement with the DfE are as follows:

- Responsible for the management of the College and ensuring financial viability
- Inform the DfE of any transactions that could jeopardise financial viability. Demonstrate all transactions achieve value for money for funds
- Use of funds and provide clear accountability. Appoint the Principal as the accounting officer; ensure an accounting officer is in place at all times; notify the DfE of any changes to the position
- Use discretion over use of the College's funds and is responsible for their proper stewardship
- Properly manage property with regard to good practice guidance in the further education sector ensuring maintaining premises which are properly equipped to deliver education and training
- Notify the DfE of proposals to dispose, lease or rent land and/or buildings acquired with the help of capital grants from the DfE (or previously ESFA)
- Provide the DfE with copies of audited financial statements
- Ensure there is an effective policy on risk management
- Notify the DfE in writing if there is a risk to the College's solvency and viability
- Appoint an Audit Committee and arrange for internal and financial statements audit including regularity audit in accordance with the College Auditor Framework
- Investigate and report to the DfE all significant and suspected cases of fraud or irregularity
- Only make payments to employees on termination of employment to meet contractual obligations
- Inform the DfE in writing of changes to the Chair of the Governing Body, Principal and Clerk.

3.5 Although the DfE is the main provider of funds to the College, Board Members should note that they are also responsible for the proper use of income derived from other sources, such as the Higher Office for Students (OfS formally Education Funding Council for England HEFCE) and for the control and monitoring of expenditure of such income, in order to meet the requirements of the relevant funding body and public audit. Where funding is received directly from OfS the College will have a memorandum of assurance and accountability with OfS which sets out the basis on which such funding is provided. Where OfS funding is received indirectly via a collaboration with an OfS funded institution such funding will be subject to

obligations contained in the memorandum of co-operation between the College and that institution.

4. Role of the Principal

- 4.1 The statutory powers and duties of the Principal are set out in Article 3(2). S/he is responsible for: -
- 4.1.1 Making proposals to the Corporation about the educational character and mission of the institution and implementing the decisions of the Corporation;
 - 4.1.2 The determination of the institution's academic and other activities;
 - 4.1.3 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;
 - 4.1.4 The organisation, direction and management of the institution and leadership of the staff;
 - 4.1.5 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 or the Clerk;
 - 4.1.6 Maintaining student discipline and, within the rules and procedures provided for within the Articles, suspending or expelling students on disciplinary grounds or expelling students for academic reasons.
- 4.2 Further, under the Financial Memorandum the Principal is identified as the Accounting Officer and has personal responsibility, which shall not be delegated, to assure the Governing Body that there is compliance with the Financial Memorandum and all terms and conditions of funding. S/he shall advise the Governing Body in writing if any action or policy under consideration by the Board is incompatible with the Financial Memorandum. If the Governing Body resolves to continue with that action or policy, the Principal shall inform the DfE in writing. (FM para 4)
- 4.3 The Board further assigns responsibilities to the Principal to establish operational procedures, make decisions and take actions to ensure the College achieves its Strategic Plan and in doing so the Principal will advise the Governing Body on progress of the implementation of the Teaching and Learning Strategy and Quality Strategy.
- 4.4 Article 11 permits the Principal may delegate functions to *the* holder of *any* senior post other than:
- 4.4.1 the management of budget and resources; and
 - 4.4.2 any functions that have been delegated to the Principal by the Corporation

5. Role of the Clerk

- 5.1. The Clerk shall be responsible for the following functions set out in Article 3(3): -
- 5.1.1 advising the Corporation with regard to the operation of its powers;
 - 5.1.2 advising the Corporation with regard to procedural matters;
 - 5.1.3 advising the Corporation with regard to the conduct of its business; and
 - 5.1.4 advising the Corporation with regard to matters of governance practice.

6. Role of the Chair and taking Chair's Action

- 6.1 The Chair's function is to provide leadership and maintain a strategic overview to Governors to carry out their responsibilities. The following responsibilities are defined in the Instrument and Articles of Government specify that the Chair has authority for the following: -
- 6.1.1 The selection, suspension and dismissal of senior post holders (Articles 12(1), 16 & 17)
 - 6.1.2 Issuing agenda item and relevant papers relating to any proposal regarding the remuneration, conditions of service, conduct, suspension, dismissal or retirement of the Clerk (Instrument 12)
 - 6.1.3 Calling special and non-scheduled meetings (Instrument 12(4&5))
 - 6.1.4 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 (Instrument 15(3))
 - 6.1.5 Second or casting vote in situations where there is an equal division of votes (Instrument 14(2))
- 6.2 The Chair may also deal with those matters specifically delegated to him/her by the Board. However, the Chair shall not have delegated authority in relation to any matters listed in Article 3(1) see 3.2 above, or those responsibilities specifically delegated to the Principal under Article 3(2) see 4.1 above.
- 6.3 The Chair of Governors, or the Chair of a Committee, or the Vice-Chair in his or her absence, is empowered to act on behalf of the Governing Body or the relevant Committee between meetings as follows: -
- 6.3.1 The taking of routine action which would not merit an agenda item and discussion at a Board meeting or the relevant Committee meeting. This shall include the signing of routine documents on behalf of the Governors or relevant Committee, responding to approaches made to the Governing Body or Committee by external organisations, and agreeing detailed aspects of the implementation of matters already agreed by the Governing Body or relevant Committee.
 - 6.3.2 If matters arise which are judged too urgent to wait for a scheduled meeting of the Board, or the relevant Committee, the Chair shall normally call a special meeting. However, the Chair may act in situations of emergency or urgency where to delay taking a decision could disadvantage the College.
 - 6.3.3 The taking of specific actions for which delegated authority has been given by the Governing Body, or relevant Committee.
- 6.4 Chair's action taken between meetings, other than routine action, shall be reported as an agenda item at the next Board meeting, or relevant Committee and ratified.

7. Committees

- 7.1 Under Article 4, the Board may establish committees for any purpose or function other than those assigned elsewhere in the Articles to the Principal, and may delegate powers to such committees, the Chair or the Principal. The number of Members of a committee and the terms on which they are to hold and to vacate office, shall be decided by the Board.

7.2 The Board may also establish other committees or working groups. These will have clear terms of reference, setting out their responsibilities to the Governing Body. If they are given delegated powers, these will be explicitly stated.

7.3 The Board has a statutory requirement to have an:-

7.3.1 Audit Committee (to advise on matters relating audit arrangements and systems of internal control (article 6). The Board has adopted the Audit Code of Practice's minimum standards for its terms of reference.

7.3.2 Search Committee (Article 5) to advise on the appointment of Members (other than as staff or student Member).

7.4 The Board may not delegate to committees any matters listed in Article 9 (listed in 3.3).

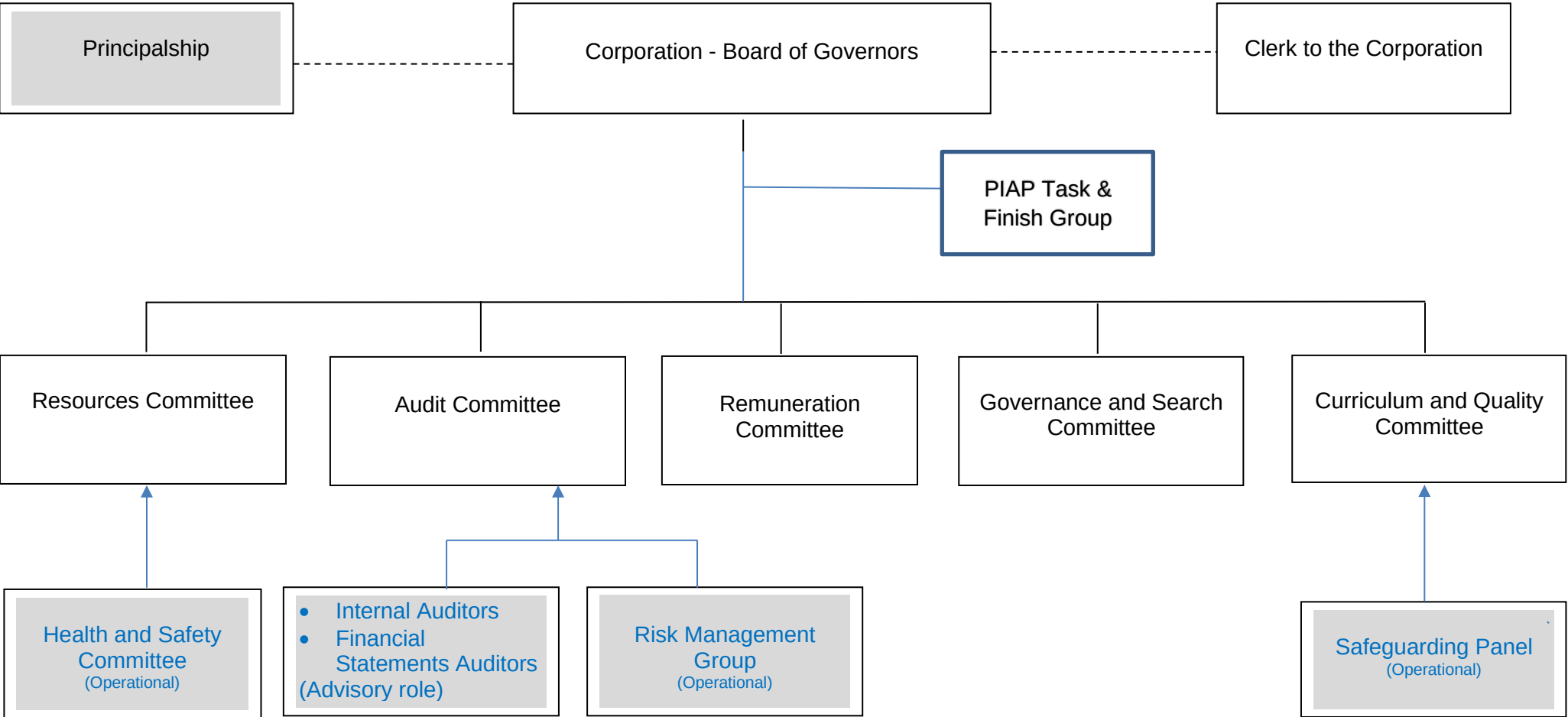
8. Review

8.1 The Board shall review annually the operation and appropriateness of the delegation of powers and responsibilities.

Change History Record

Issue	Description	Approval (author signature)	Date of Issue
V4	Reviewed and updated with minor changes	Janet Frost	04 06 19
V5	Change to Committee structure	Janet Frost	26 05 20
V6	Para 3.4 and 3.5 updated	Janet Frost	08 06 21
V7	No changes	Janet Frost	16 05 22
V8	Change to committee structure. C&Q Sub Group added	Janet Frost	06 06 22
V9	Committee structure revised TOR added for committees Policy and procedure schedule added	Janet Frost	14 02 24
V10	Changed ESFA to DfE, Post ACOP to College Auditor FW	Janet Frost	30 05 25
V11	No changes	Janet Frost	08 06 26

OLDHAM COLLEGE BOARD, COMMITTEE AND WORKING GROUPS STRUCTURE CHART



KEY
————— Denotes College areas reporting to Committee

OLDHAM COLLEGE CORPORATION

RESOURCES COMMITTEE

TERMS OF REFERENCE

1. CODE OF CONDUCT

All members are required to adhere to the Code of Conduct as set out in the Standing Orders for the Corporation

2. AUTHORITY OF THE COMMITTEE

The Committee is an advisory body to the Corporation

3. DUTIES OF THE COMMITTEE

- To consider and advise the Corporation on all aspects of the Corporation's finances, financial policies and controls.
- To consider and make representations to the Corporation on the annual estimates of income and expenditure, the two year projections and financial plan and other budgets.
- To consider, review and report on the periodic management accounts of the Corporation.
- To consider the management accounts of any College subsidiaries.
- To consider and review the College position on franchise/partnership activity.
- To consider and review the College position with regard to funding / project bids
- To be notified of any contract awarded in excess of £30,000.
- To consider and recommend the financial statements of the College to the Corporation (including subsidiary companies).
- To consider any capital projects and to advise the Corporation on the solvency of the Corporation and the safeguarding of its assets.
- To consider and advise the Corporation of any relevant taxation issues.
- To advise the Corporation generally on investments and borrowings and to seek appropriate advice from external sources.
- To consider and advise the Corporation on all matters connected with the staffing of the College including current and projected staffing needs and recruitment policy.

- Subject to the compliance with the annual budget approved by the Corporation and excluding senior Postholders, to consider, negotiate and approve annual pay awards for staff of the College.
- To consider and advise the Corporation on the College's accommodation strategies
- To assess the key financial risks of the organisation
- To consider and advise the Corporation on the College's Technology / IT Strategies
- To consider and advise the Corporation on health and safety matters
- To consider and advise the Corporation on the College's marketing strategies

Information

- Regular management accounts (monthly), including
 - Income and Expenditure
 - Debtors Analysis
 - Cash Flow
 - Balance Sheet
 - SFA Funding Projection
- Staffing performance indicators
 - Staffing Profile
 - Ethnicity, Disability, Gender, Age Analysis
 - Staff Turnover
 - Sickness Monitoring
 - Staffing Establishment.
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4. MEMBERSHIP

The Committee shall comprise 9 members, including the Principal, but excluding members of the Audit Committee.
The Clerk to the Corporation shall act as Clerk to the Committee.

5. QUORUM

The quorum for the meetings shall be 3 members.

6. APPOINTMENT OF CHAIR AND VICE CHAIR

The Chair and Vice-Chair of the Committee shall be elected by the Corporation on an annual basis at the first meeting in the academic year.

7. FREQUENCY OF MEETINGS

The Committee will meet at least 3 times per year.

8. ATTENDANCE AT MEETINGS

Meetings shall be attended only by the membership and invited designated officers of the College.

The Director of Finance and Deputy Principal shall be in attendance at each meeting.

9. COMMITTEE REPORTING

The minutes of each meeting will be prepared and circulated in accordance with Standing Orders for the Corporation and Committees and recorded and reported to the Corporation in a manner deemed appropriate to the Corporation.

10. REVIEW

The Terms of Reference of the Committee shall be reviewed by the Corporation every two years at its first meeting in the academic year.

OLDHAM COLLEGE CORPORATION

CURRICULUM & QUALITY COMMITTEE

TERMS OF REFERENCE

1. CODE OF CONDUCT

All members are required to adhere to the Code of Conduct as set out in the Standing Orders for the Corporation.

2. AUTHORITY OF THE COMMITTEE

The Committee is an advisory body to the Corporation.

3. DUTIES OF THE COMMITTEE

- To advise the Corporation on all appropriate Curriculum & Quality related issues and developments.
- To monitor all aspects of academic quality and performance.
- To consider the academic character of the College and confirm its future direction.

Curriculum Matters

- To consider and advise the Corporation on the educational character of the College.
- To recommend the College's teaching and learning strategy to the Corporation and monitor its implementation.
- To consider the implications of national policy/guidance as it is issued and advise the Corporation as appropriate.
- To consider and review the work of student and learning support.

Quality Matters

- To approve the quality strategy on an annual basis and monitor its implementation.
- To recommend to the Corporation curriculum performance targets, including attendance, retention and achievement, and monitor outcomes against those of the sector as a whole.
- To receive and comment on the actions of internal curriculum quality assessments, including internal inspections, teacher assessment and audits.

- To review the outcomes of quality assessments of the College's provision by external bodies and monitor any action plans arising.
- To review the College SAR and development plan and advise in terms of rigour, completeness and consistency.
- To consider the outcomes of surveys of customer satisfaction and monitor proposals for action.

4. MEMBERSHIP

- The Committee shall comprise:-
8 members including the Principal.
- The Clerk to the Corporation shall act as the Clerk to the Committee

5. QUORUM

The quorum for meetings shall be three members.

6. APPOINTMENT OF CHAIR AND VICE CHAIR

The Chair and Vice-Chair of the Committee shall be elected by the Committee on an annual basis at the first meeting of the academic year.

7. FREQUENCY OF MEETINGS

The Committee will normally meet at least 3 times per year.

8. ATTENDANCE AT MEETINGS

Meetings shall be attended only by the membership and invited designated officers of the College.

9. COMMITTEE REPORTING

The minutes of each meeting will be prepared and circulated in accordance with Standing Orders for the Corporation and Committees and recorded and reported to the Corporation in a manner deemed appropriate to the Corporation.

10. REVIEW

The Terms of Reference of the Committee shall be reviewed by the Corporation every two years at its first meeting in the academic year.

OLDHAM COLLEGE CORPORATION



AUDIT COMMITTEE

TERMS OF REFERENCE

1. CODE OF CONDUCT

All members are required to adhere to the Code of Conduct as set out in the Standing Orders for the Corporation.

2. AUTHORITY OF THE COMMITTEE

The Committee must not adopt an advisory role to the Corporation.

3. DUTIES OF THE COMMITTEE

The Committee shall ensure that the internal control systems, including audit activities, of the Corporation and any of its subsidiaries is monitored actively, independently and objectively in order to:-

- Improve the effectiveness of the College's internal control.
- Reinforce the independence and effectiveness of the internal audit function.
- Provide a sounding board for the College management on issues of concern in connection with the College's internal control systems.
- Advise on the reliability of the College's information systems.
- Monitor and review the objectivity and independence of the external auditors.
- Increase public confidence in the objectivity and fairness of the Corporation's financial reports and in the quality of the College's Corporate Governance.
- Provide a medium of communication from the Corporation's auditors, which is not controlled by College management.

Internal Audit

- To monitor and review the effectiveness of the Internal Audit Services, make recommendations to the Corporation on the appointment, remuneration, re-appointment or dismissal of the internal auditors (IAS), the scope of their work and their other terms of engagement.

- Advise the Corporation and the Accounting Officer (Principal) on the adequacy and effectiveness of the Corporation's assurance arrangements, framework of governance, which may include board assurance framework, risk management and control processes for the effective and efficient use of resources, solvency, and the safeguarding of assets. The report should incorporate any significant matters arising from the work of the IAS and FSR auditors.
- To consider and advise the Corporation on internal audit assignments reports and annual reports on control issues included in the FSRs auditors, management letters and managements responses to those.
- To monitor the effectiveness of the internal audit service.
- To consider and advise the Corporation on the audit needs assessment, and strategic and short term audit plans for the internal audit service.
- To discuss problems and reservations arising from the internal audit reports and any matters which the internal auditors wish to discuss (in the absence of management where necessary).
- To ensure that the internal audit service is adequately resourced and has appropriate standing within the Full Corporation.

External Audit

- To advise the Corporation on the appointment, remuneration, re-appointment or dismissal of the financial statements and regularity auditors (FSR), the scope of their work and their other terms of engagement.
- To consider and advise the corporation on external audit reports and management letters.
- To monitor, annually or more frequently if necessary, the implementation of approved recommendations relating to the external audit reports and management letters.
- To monitor the effectiveness of the external audit service.
- To discuss with the external auditors before the audit commences the nature and scope of the audit.

Risk Management

- To review control and risk management systems.
- To consider an annual risk management report.
- To advise the Corporation of the use of Consultants.

General

- To ensure co-ordination between the internal and external auditors.
- To receive and advise the Corporation on, any relevant reports from the National Audit Office or the Skills Funding Agency and other funding bodies.
- To inform the Corporation of any additional services provided by the external auditor, reporting accountant, internal audit (as applicable) and other assurance providers (as applicable) and explain how independence and objectivity are safeguarded
- To consider and review the College's Risk Management Strategy and monitor its effective implementation.
- To oversee the Corporation's policies on and processes around fraud, irregularity, impropriety and whistleblowing, and ensure:
 - o The proper, proportionate and independent investigation of all allegations and instances of fraud and irregularity;
 - o That investigation outcomes are reported to the Audit Committee;

- o The external auditor (and internal auditor if applicable) are informed of investigation outcomes and other matters of fraud, irregularity and impropriety, and that appropriate follow-up action has been planned/ actioned;
- o All significant cases of fraud or suspected fraud, theft, bribery, corruption, irregularity, major weakness or breakdown in the accounting or other control framework are reported to the ESFA, and other relevant funding authority, as soon as possible; and,
- o Risks around fraud have been identified and controls put in place to mitigate them
- The Committee has the right to scrutinise any activity within its terms of reference, which may involve engaging a third party to assist
- The Committee has the right to access all the information and explanations it considers necessary, from whatever source, to fulfil its remit;

4. MEMBERSHIP

The Committee shall comprise six members, excluding members of the Resources Committee, staff governors, the Chair of Corporation and the Principal of Oldham College.

The Committee must ensure that it maintains its independence when considering the appointment of members.

The Clerk to the Corporation shall act as the Clerk to the Committee.

5. QUORUM

The quorum for the meetings shall be three members.

6. APPOINTMENT OF CHAIR AND VICE CHAIR

The Chair and Vice-Chair of the Committee shall be elected by the Committee on an annual basis and at the first meeting in the academic year.

7. FREQUENCY OF MEETINGS

The Committee will meet at least 3 times per year.

8. ATTENDANCE AT MEETINGS

Meetings shall be attended only by the membership and invited designated officers of the College.

The Deputy Principal and the Finance Director will attend at every meeting and if requested by the Committee the Principal will attend.

9. COMMITTEE REPORTING

The minutes of each meeting will be prepared and circulated in accordance with Standing Orders for the Corporation and Committees and recorded and reported to the Corporation in a manner deemed appropriate to the Corporation.

10. REVIEW

The Terms of Reference of the Committee shall be reviewed by the Corporation every two years at its first meeting in the academic year.

OLDHAM COLLEGE CORPORATION

GOVERNANCE AND SEARCH COMMITTEE

TERMS OF REFERENCE

1. CODE OF CONDUCT

All members are required to adhere to the Code of Conduct as set out in the Standing Orders for the Corporation.

2. AUTHORITY OF THE COMMITTEE

The Committee is an advisory body to the Corporation.

3. DUTIES OF THE COMMITTEE

- i. To advise the Corporation on the appointment of members of the Corporation other than the Principal/Chief Executive (S/he shall be eligible to serve on the Corporation as a result of the post) and such other matters relating to membership and appointments as the Corporation shall remit to it having regard at all times to the provisions of the instrument of government and the policy of the Corporation.
- ii. To review the performance and contribution of individual members of the Board and to advise the Corporation on their continued membership and/or re-appointment.
- iii. To consider and advise the Corporation on the composition, structure, skills and balance of the Corporation and its committees and the process for appointment to the Corporation
- iv. To gather nominations in respect of vacancies on the Corporation and to determine and apply the processes whereby such nominations are screened, interviewed and short listed.
- v. To develop and maintain a suitable database of potential candidates and at least once per year to place an open advertisement in the local regional media for persons who might be interested in being added to the database.
- vi. To initiate searches for suitably qualified potential candidates through consultation with local authorities, local bodies, community groups and employers.

- vii. To maintain and utilise to the benefit of the College a group of Associate or external Governors who will serve as key advocates of the College and will be potential new Governors.
- viii. To undertake bi-annually a skills audit in order to evaluate and test the range of skills and experience of members of the Corporation and to inform the process of recruiting new or re-appointed Governor members.
- ix. To review the performance of the Board through the Self-Assessment mechanism and through the development and monitoring of Board Performance Indicators. To develop and recommend to the Board for its approval a set of corporate governance guidelines. The Committee shall assess the adequacy of the corporate governance guidelines when necessary and recommend changes to the Board as necessary.
- x. To consider all matters of probity and openness (including Register of Interests and Nolan's 7 Principles of Public Service) and to advise the Corporation on all such matters.
- xi. To review and recommend all procedural matters of Governance to the Corporation.
- xii. To ensure, through open processes and review, that there is an effective clerking service to the corporation through the proper appointment of an external Independent Clerk and his/her annual appraisal.
- xiii. To review and approve the induction process for Governors.
- xiv. To oversee and periodically review the structure, composition and function of the Board and the Board committees of the College. The Committee shall:
 - a. Recommend the committee structure.
 - b. Propose as necessary any additional policies and procedures to be adopted by the Board.
 - c. Review the committee structure and make suggestions to the Board regarding additional committees and changes to, or eliminations of, any committee and propose to the Board any additional policies and procedures in light of changing business, legislative, regulatory, legal or other conditions as necessary.

4. MEMBERSHIP

The Committee shall comprise of 6 members including the Principal. Membership will include:-

- The Chair and Vice Chair of the Corporation
- Chairs of sub-committees/members

The Clerk to the Corporation shall act as the Clerk to the Committee.

5. QUORUM

The quorum for meetings shall be three members to include the Principal.

6. APPOINTMENT OF CHAIR AND VICE CHAIR

The Chair and Vice Chair of the Committee will be the Chair and a Vice Chair of the Corporation respectively.

7. FREQUENCY OF MEETINGS

The Committee will meet at least 2 times per year and other meetings will be called as required.

8. ATTENDANCE AT MEETINGS

Meetings shall be attended only by the membership and invited designated officers of the College.

9. COMMITTEE REPORTING

The minutes of each meeting will be prepared and circulated in accordance with Standing Orders for the Corporation and Committees and recorded and reported to the Corporation in a manner deemed appropriate to the Corporation.

10. REVIEW

The Terms of Reference of the Committee shall be reviewed by the Corporation every two years at its first meeting in the academic year.

OLDHAM COLLEGE CORPORATION

REMUNERATION COMMITTEE

TERMS OF REFERENCE

1. CODE OF CONDUCT

All members are required to adhere to the Code of Conduct as set out in the Standing Orders for the Corporation.

2. AUTHORITY OF THE COMMITTEE

The Committee is an advisory body to the Corporation.

3. DUTIES OF THE COMMITTEE

The Committee will consider and advise the Corporation on all such matters relating to the remuneration and conditions of service of senior post-holders as may be delegated to it by the Corporation

The Committee will receive and consider reports from the governors appointed to review the performance of the Principal and the Clerk on the performance of those officers

The Committee will receive and consider reports from the Principal on the performance of all other holders of senior posts

The Committee will recommend to the Corporation such changes in the pay and conditions of employment of holders of senior posts, or any of them, as it considers appropriate

The Committee will consider the professional development needs of the Principal and Clerk and make recommendations to the Corporation

The Committee will consider issues of leadership development and succession planning for the Senior Management Team as a whole and make recommendations to the Corporation

4. MEMBERSHIP

5 Members of the Corporation being:-

- (i) the Chair and Vice Chair of the Corporation
- (ii) three members to be determined by the Corporation
- (iii) the Principal shall not be a member of the Committee
- (iv) no staff or student members shall be a member of the committee

The Clerk to the Corporation shall act as Clerk to the Committee at all meetings.

5. QUORUM

The quorum will comprise 3 members.

6. APPOINTMENT OF CHAIR AND VICE CHAIR

The Chair and Vice-Chair of the Committee shall be elected by the Committee on an annual basis.

The Chair of the Corporation may be a member of the Committee but shall not be Chair of the Committee.

7. FREQUENCY OF MEETINGS

The Committee will normally meet on one occasion during the Autumn Term each year.

8. ATTENDANCE AT MEETINGS

Meetings shall be attended only by the membership and invited designated officers of the College.

9. COMMITTEE REPORTING

The minutes of each meeting will be prepared and circulated in accordance with Standing Orders for the Corporation and Committees and recorded and reported to the Corporation in a manner deemed appropriate to the Corporation.

10. REVIEW

The Terms of Reference of the Committee shall be reviewed by the Corporation every two years.

Section 3

SCHEME OF DELEGATION – DOCUMENT SCHEDULE

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 by the appropriate Committee to recommend for approval by the Corporation at appropriate meetings as laid out in the Cycle of Business.

Key:

CEO – Chief Executive & Principal

DP – Deputy Principal

FD - Finance Director

HR - HR Director

CC - Clerk to the Corporation

GSC – Governance & Search Committee

Res - Resource Committee

Audit – Audit Committee

C&Q – Curriculum and Quality Committee

Remco – Remuneration Committee

G&S – Governance and Search Committee

Policy	Responsibility	Committee	Reason for Corporation Approval
Access & Participation Plan	AP HE	C&Q	S12 HERA 2017
Annual Accountability Agreement inc. meeting local needs	CEO/DP	C&Q	Skills and Post 16 Education Act 2022
Annual Budget	CEO/FD	Res	Instrument and Articles of Government: Article 3 and Article 9

Audit Committee Annual Report	CC/Chair of Audit	Audit	College Auditor Framework
Borrowing Approval	CEO/FD	Res	Instrument and Articles of Government: Article 3 and Article 9
Climate and Sustainability Road map	CEO	Res	EAUC's SORTED: Guide to Sustainability in FE
College Key Performance Indicators Review	CEO/DP/FD	All	Monitoring tool
College Estates Strategy	CEO/FD	Res	Instrument and Articles of Government: Article 3 and Article 9
Corporation Improvement Action Plan	CC	G&S	Code of Good Governance for English Colleges
Corporation Self-Assessment Report	CC	G&S	Code of Good Governance for English Colleges
Determine level of pay awards for all staff	CEO/FD	Res	Instrument and Articles of Government: Article 3
Equality & Diversity Report	HR	Res	Equalities Act 2010, The Equality Duty, FE and 6 th Form College Corporations Governance
Financial Statements	CEO/FD	Audit/Res	DfE Annual Finance Circular
Financial Statements Audit Management Letter	CEO/FD	Audit	College Auditor Framework
Financial Statements Auditors Engagement Letter	CEO/FD	Audit	College Auditor Framework
Freedom of Information Annual Report inc. publication scheme	DP/DPO	Audit	Freedom of Information Act 2000
Gender Pay Report	HR	Res	The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017
Internal Audit Service Audit Needs Assessment and Plans	FD	Audit	College Auditor Framework
Internal Audit Service Engagement Letter	FD	Audit	College Auditor Framework
Internal Auditors Annual Report	FD	Audit	College Auditor Framework
Letter of Representation - Financial Statements Audit and Regularity Audit & Checklist	FD	Audit	Financial Statements Auditors Requirement
Quality Strategy (& Quality Improvement Plan)	CEO/DP	C&Q	Instrument and Articles of Government
Risk Management Annual report	FD	Audit	Scope of Audit Committee
Mental Health and Wellbeing Annual Report	DP	C&Q	AoC Mental Health Charter
Monitoring Safeguarding	CEO/DP	C&Q	Keeping Children Safe in Education, Prevent Duty

OfS Compliance	AP HE	C&Q	OfS Regulatory Framework
College Self-Assessment Report	CEO/DP	C&Q	Education Inspection Framework
Senior Postholder Objectives – Remuneration Committee Responsibility	Chair	Remco	Remuneration Committee Terms of Reference
Strategic Plan	CEO	Board	Instrument and Articles of Government: Article 3 and Article 9
Student Voice & quality of student experience	DP	C&Q	Instrument and Articles of Government: Article 3 – Code of Good Governance
Supply Chain Fees	FD	Res	DfE Funding Guidance
Three Year Financial Plan	FD	Res	Instrument and Articles of Government: Article 3 and Article 9
Use of the Corporation Seal	CC	Corp	Instrument and Articles of Government: Instrument 21

Section 4 – Working document

SCHEME OF DELEGATION

POLICIES REQUIRING COMMITTEE / CORPORATION APPROVAL - *Draft*

The Policies and Strategies should be reviewed on a continuing basis or updated as required by changes in legislation or to reflect good practice

A review of the policies requiring committee approval and frequency of approval is taking place and the outcome of the review will be included in the SoD as an addendum and reported to Resources Committee October 2026.

	Approval Level	Frequency of review
Campus Management		
Health and Safety	Resources	Annual
Student Visits	C&Q	Annual
Disaster Recovery and Business Continuity Plan	Board	Annual
Environmental & Sustainability Policy	Board	Annual
Curriculum & Quality		
English and Maths	C&Q	Annual
Assessment	C&Q	Annual
Freedom of Speech	C&Q	Annual
Independent Learning	C&Q	Annual
Student Behaviour	C&Q	Annual
HE Attendance & Engagement Policy	C&Q	2 years
HE Support to Study	C&Q	Annual
HE Code of Practice	C&Q	Annual
UCO Student Maternity and Student Parent	C&Q	2 years
UCO Admissions	C&Q	2 years
HE Assessment and Moderation Policy	C&Q	3 years

HE Course and Closure	C&Q	2 years
HE Student Protection Plan	C&Q	Annual
HE Disability and Mental Health Policy	C&Q	2 years
Safeguarding		
Safeguarding and Child Protection	C&Q	Annual
Searching Persons for Prohibited Items	C&Q	Annual
Whistleblowing	Audit	Annual
Student Services		
Careers Policy	C&Q	Annual
CCTV Management and Use	Resources	Annual
CYP and Vulnerable Adults on OC Premises	C&Q	Annual
Provision for Students with SEN and Disabilities	C&Q	Annual
Finance		
Anti Bribery	Resources	2 years
Conflicts of Interest (Governance)	G&S	Annual
Counter Fraud	Audit	2 years
Fees Policy	Resources	Annual
Refund and Compensation	Resources	Annual
Risk Management	Audit	Annual
Third Party Delivery Supplier and Sub-Contracting Fees	Resources	Annual
HR (policies for review)		

Annual Leave	Resources	Annual
Bereavement Leave	Resources	Annual
Bullying and Harassment	Resources	Annual
Capability	Resources	Annual
DBS	Resources	Annual
Equality and Diversity	Resources	2 years
Flexible Working	Resources	Annual
Hybrid Working	Resources	Annual
Lone Working	Resources	Annual
Low Level Concerns	Resources	Annual
Market Supplement	Resources	Annual
Maternity Leave and Pay	Resources	Annual
Paternity and Partners Leave	Resources	Annual
Safer Recruitment	Resources	Annual
Sexual Misconduct & Sexual Harassment	Resources	Annual
Staff Code of Conduct	Resources	2 years
Staff Holiday	Resources	Annual
HE Disability and Mental Health	C&Q	2 years
SPH Disciplinary	Remco	2 years
SPH Grievance	Remco	2 years
Marketing		
Social Media (Employees)	Resources	Annual
MIS		

Data Protection Policy	C&Q	2 years
Information Security Management	C&Q	2 years
IT Acceptable Use	Resources	2 years
AI	Resources	2 years
Governance		
Standing Orders	G&S	2 years
Recruitment and Succession	G&S	2 years
Governor: Conflict of Interest	G&S	2 years
Other		
Scheme of Delegation	Resources	Annual

