



**Buckinghamshire
College Group**

**CORPORATION
SCHEME OF DELEGATION**

Approved by Corporation: 1st July 2021

Review Date: July 2024

1. Responsibilities

- 1.1.** The Corporation has five main responsibilities:
 - 1.1.1.** For the determination of the educational character and mission of the institution and for the oversight of its activities (including arrangements for consultation with staff and students).
 - 1.1.2.** For the effective and efficient use of resources, the solvency of the institution and the Corporation and for safeguarding their assets.
 - 1.1.3.** For approving annual estimates of income and expenditure.
 - 1.1.4.** For the appointment, grading, suspension, dismissal and determination of the pay and service of the Senior Post Holders and the Clerk.
 - 1.1.5.** For setting a framework for the pay and conditions of service of all other staff.
- 1.2.** The Corporation retains to itself the powers and duties specified in Section 4 below, delegating other functions to the specified Committees and the Chair and CEO in order to ensure effective and efficient governance and management of the Corporation within the legal requirements.
- 1.3.** The Corporation may not delegate the consideration of the case for dismissal and the power to determine an appeal in connection with the dismissal of the CEO, the Clerk or the holder of a senior post other than to a Committee of members of the Corporation.
- 1.4.** The Corporation is responsible for assessing its own performance, at least on an annual basis.

2. Powers and Duties Reserved by the Corporation

- 2.1.** The determination of the educational character and mission of the College.
 - 2.2.** Ensuring that academic standards, including success rates and targets, are monitored and appropriate action is taken where standards are unsatisfactory.
 - 2.3.** The approval of annual estimates of income and expenditure.
 - 2.4.** The review of the framework of pay and conditions of service for staff and senior post holders.
 - 2.5.** The approval of the Strategic Plan and Disaster Recovery Plan.
 - 2.6.** The approval and annual review of the Quality Strategy (which may form part of the strategic plan).
 - 2.7.** Approval of business and investment plans.
 - 2.8.** To determine the circumstances in which and at what level fees are to be charged provided these arrangements are integral to the annual estimates of income and expenditure approved by the Corporation.
 - 2.9.** Ensuring the solvency of the College and the safeguarding of its assets.
 - 2.10.** Approval and review of franchise arrangements.
 - 2.11.** Approval of policy in respect of strategy.
 - 2.12.** Approval of the award of tenders for contracts*.
 - 2.13.** Approval of any amendments to the provision of banking services*.
 - 2.14.** Approval of the disposal of an asset*.
 - 2.15.** Authorisation of contracts for services*.
- *As set out in the Financial Regulations
- 2.16.** Review of the business plan and control arrangements for overseas activities as appropriate.
 - 2.17.** The review and approval of policies as set out in the policy review cycle or as required by legislation.
 - 2.18.** Approval of the establishment and the procedure for the establishment of companies or joint ventures by the Corporation.
 - 2.19.** The appointment, discipline or dismissal of any Senior Post Holder or the Clerk.
 - 2.20.** The modifying or revoking of the Articles of Government of the Corporation.
 - 2.21.** The determination of the number of members of the Corporation, the length of term of office, the appointment or removal of any member of the Corporation in accordance with the Instrument of Government.
 - 2.22.** The establishment of Committees or single task groups of the Corporation and the constitution and functions of such committees and the delegation or recovery of any powers, functions or duties to or from such committees, or the Corporation Chair or CEO.
 - 2.23.** The authorisation arrangements for members to authenticate the application of the Seal of the Corporation.

- 2.24. Ensuring the availability of written statements for the Corporation's procedure regarding attendance at meetings by persons who are not members and the publication of the minutes of meetings.
- 2.25. The determination of which staff posts within the Corporation shall be defined as senior posts of the College.
- 2.26. The establishment of rules and procedures setting out grievance and disciplinary procedures for staff and the same for Senior Post Holders in accordance with Article 16.
- 2.27. The making and maintenance of a code of conduct for Corporation members, procedures for complaints, whistle blowing and openness including access to agendas and minutes.
- 2.28. The making of appointments to directorships of companies of which the Corporation owns or is a member.
- 2.29. Responsibility for health, safety, safeguarding, equality and diversity.

3. Delegation to Chair

There shall be delegated to the Chair of the Corporation or in their absence the Vice Chair, the following powers:

- 3.1. To call a special meeting of the Corporation.
- 3.2. Where it would not be reasonable to wait until the next ordinary meeting of the Corporation, to establish a single task group if required as a response to an issue as a matter of urgency and to determine the number, membership and remit of the group following consultation with the CEO and Clerk.
- 3.3. The appointment to or amendment of membership of boards, committees and single task groups if required as a matter of expediency (this may in turn be delegated to the Clerk if needed to ensure that a meeting is quorate).
- 3.4. To undertake duties as assigned to the post in accordance with the disciplinary procedures for senior post holders.
- 3.5. To agree action taken by the CEO as a matter of urgency in accordance with the Standing Orders of the Corporation in circumstances where there is not time to utilise the provision for electronic resolution.
- 3.6. To approve the acceptance of hospitality offered to senior post holders by organisations which may be seen as having a potential interest in supplying goods or services to the College.
- 3.7. To act as the spokesperson for the Corporation.

4. Delegation to CEO

There shall be delegated to the CEO (who may in turn delegate to the holder of a Senior Post if permitted by the Articles) the following powers:

- 4.1. To implement the decisions of the Corporation and its Committees.
- 4.2. To organise, direct and manage the College.
- 4.3. To have oversight of the day to day running of the College estate, including any decision in respect of the closure of all or part of the College in response to any extenuating circumstance.
- 4.4. To lead the staff of the College.
- 4.5. To appoint, assign, appraise, suspend and dismiss (within the framework set out by the Corporation) College staff other than holders of Senior Posts or the Clerk.
- 4.6. To enter into contracts as necessary with third party providers in order to secure staffing resources to ensure a swift response to employer engagement needs.
- 4.7. To approve appointments, assignments and dismissals in connection with the above which may fall outside frameworks as approved by the Corporation.
- 4.8. To determine the duties of College staff.
- 4.9. The making of rules relating to the conduct of College staff.
- 4.10. To manage the budget and resources within the estimates approved by the Corporation.
- 4.11. The making of rules with respect to the conduct of students including procedures for suspension and expulsion.
- 4.12. To maintain student discipline and within the rules and procedure of the College and provided in the Articles to suspend or expel students on disciplinary grounds or for academic reasons.

4.13. To deal with all other matters reasonably falling within the scope of the CEO's responsibilities and accountabilities including, without limitation, the granting of special leave of absence, the authorisation of overtime working and the authorisation of acquisition of goods, materials and services necessary for the activities of the College in accordance with College policy and Financial Regulations.

5. Further Delegation or Recovery

The Corporation may delegate to or recover from any Committee or the CEO such matters as the Corporation may from time to time determine.

6. Interpretation

6.1. For the avoidance of doubt the Corporation may determine any matter which, in accordance with its scheme of delegation has been delegated to a committee or working group, the Chair or CEO.

6.2. For the avoidance of doubt a Committee or working group, the Chair or CEO, rather than exercise the powers delegated in accordance with the scheme of delegation may refer the matter to the Corporation or relevant Committee for decision as the case may be.