



## Scheme of Delegation & Decision Making

|                          |  |
|--------------------------|--|
| Document Name            | Scheme of Delegation & Decision Making |
| Version No               | 02.01                                  |
| Previous Version No      | n/a                                    |
| Version Date             | August 2019                            |
| Next Review Date         | August 2020                            |
| Author                   | Principal, PEG                         |
| Approved by (Committee): | BoD                                    |
| Circulation              | Public Domain                          |

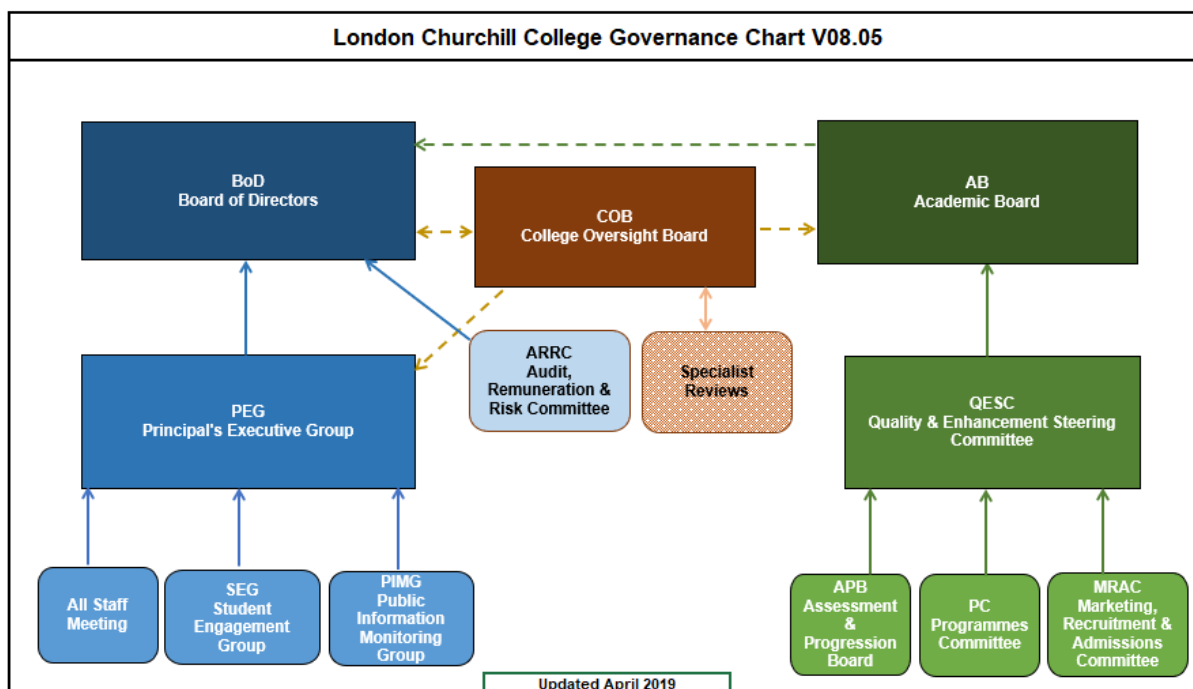
### Contents

|   |          |
|---|----------|
| <b>1. OVERVIEW .....</b>  | <b>2</b> |
| <b>2. GOVERNANCE COMMITTEE STRUCTURE .....</b>                      | <b>2</b> |
| <b>3. FINANCIAL RESPONSIBILITIES DELEGATED TO INDIVIDUALS .....</b> | <b>2</b> |
| <b>4. ACQUISITION OF ASSETS.....</b>                                | <b>2</b> |
| <b>5. DISPOSAL OF ASSETS .....</b>                                  | <b>2</b> |
| <b>6. BUSINESS DEVELOPMENTS .....</b>                               | <b>3</b> |
| <b>7. PURCHASE ORDERS AND INVOICES .....</b>                        | <b>3</b> |
| <b>8. GUARANTEES .....</b>  | <b>3</b> |
| <b>9. APPENDIX 1: DELEGATION AT A GLANCE .....</b>                  | <b>4</b> |

## 1. Overview

- 1.1. The Board of Directors (BoD) has agreed this Scheme of Delegation & Decision Making, established as a formal schedule that distinguishes between matters reserved exclusively for Directors' approval or decision and matters delegated to committees.
- 1.2. The Scheme is not intended to define those decision-making powers that are reserved for specific levels of authority and it is not intended as a general description of roles, remits and responsibilities.

## 2. Governance Committee Structure



## 3. Financial Responsibilities Delegated to Individuals

While the scheme identifies that certain powers are delegated to specific committees or individual officeholders, any committee or officeholder might decide that a particular issue requires to be ratified by a higher level of authority.

## 4. Acquisition of Assets

The following are the limits of delegated financial authority:

- 4.1. >£0-<£1k Principal
- 4.2. >£1K-<£10k Any two executive directors
- 4.3. >£10k-<£50k Any three executive directors
- 4.4. >£50k The Board of Directors

## 5. Disposal of assets

The following are the limits of delegated financial authority:

- 5.1. >£0-<£1k Principal
- 5.2. >£1K-<£10k Any two executive directors

5.3. >£10k Board of Directors

All limits refer to the greater of net book value or sale proceeds

## **6. Business developments**

The following are the limits of delegated financial authority:

- 6.1. >£0-<£1k Principal
- 6.2. >£1K-<£10k Any two executive directors
- 6.3. >£10k-<£50k Any three executive directors
- 6.4. >£50k The Board of Directors

## **7. Purchase Orders and Invoices**

The following are the limits of delegated financial authority:

### **7.1. Non-recurring excluding Payroll**

- 7.1.1. >£0-<£1k Principal (unless the expenses are pre-authorised in an agreed budget)
- 7.1.2. >£1k-<£10k Principal (if the expenses are pre-authorised in an agreed budget)
- 7.1.3. >£1K-<£10k Any two executive directors
- 7.1.4. >£10k-<£100k Any three executive directors
- 7.1.5. >£100k The Board of Directors

### **7.2. Recurring**

- 7.2.1. >£0-<£1k Principal (unless the expenses are pre-authorised in an agreed budget)
- 7.2.2. >£1k-<£10k Principal (if the expenses are pre-authorised in an agreed budget)
- 7.2.3. >£1K-<£10k Any two executive directors
- 7.2.4. >£10k-<£50k Any three executive directors
- 7.2.5. >£50k The Board of Directors

## **8. Guarantees**

Guarantees must be approved in accordance with these following limits (including VAT):

- 8.1. >£0-<£1k Principal
- 8.2. >£1K-<£10k Any two executive directors
- 8.3. >£10k-<£50k Any three executive directors
- 8.4. >£50k The Board of Directors

## 9. Appendix 1: Delegation at a Glance

|  |  | AGM/EGM | BoD                                    | AcB                  | CoB                | ARRC  |
|--|--|---------|--|----------------------|--------------------|---|
| <b>Governance</b>                      |  |         |  |                      |                    |   |
| 9.1.                                   | Articles of Association  | Approve |  |                      |                    |   |
| 9.2.                                   | Scheme of Delegation   |         | Approve                                |                      |                    |   |
| 9.3.                                   | Terms of Reference of the BoD subcommittees  |         | Approve                                |                      |                    |   |
| 9.4.                                   | Terms of Reference of the AcB subcommittees  |         |  | Approve              |                    |   |
| 9.5.                                   | The College's mission, strategic vision, long term academic and business plans and key performance indicators (KPI's).   |         | Approve                                |                      | Advice to BoD      |   |
| 9.6.                                   | whether the management and governance arrangements are adequate and effective to ensure regularity and propriety and value for money.  |         | Approve and monitor the arrangements   |                      |                    | Advise the BoD  |
| 9.7.                                   | Effectiveness of external review of governance arrangements, including advising the Board of Directors on the appointment of the external reviewer and oversight of the nature and scope of external review and the effectiveness of the external review process |         | Undertake and approve the arrangements |                      |                    |   |
| 9.8.                                   | The effectiveness of the Academic Board in the context of the mission of the college, expectations of the students, employers, quality assurance agency and other higher education providers.  |         | Review                                 |                      | Comment to the BoD | Advise the BoD as part of the effectiveness review of the AcB |
| <b>Strategy</b>                        |  |         |  |                      |                    |   |
| 9.9.                                   | The strategic oversight, strategic aims, risk management, student centric physical and human resources, internal control and governance.   |         | Approve                                |                      | Advice to BoD      |   |
| 9.10.                                  | Setting strategic aims and priorities and on taking initiatives for the development, implementation and review of the strategic plan.  |         | Approve                                |                      | Advice to BoD      |   |
| <b>Academic Regulations and Policy</b> |  |         |  |                      |                    |   |
| 9.11.                                  | The determination and periodic review of the educational character of the institution and the oversight of its activities;   |         | Delegated to AcB.                      | Reserved for AcB     |                    |   |
| 9.12.                                  | Approving the quality strategy of the institution  |         | Delegated to AcB                       | Reserved for AcB     |                    |   |
| 9.13.                                  | The determination of the institution's academic and other activities;  |         | Delegated to AcB                       | Reserved for AcB     |                    |   |
| 9.14.                                  | The organisation, direction and management of academic staff;  |         | Delegated to AcB                       | Reserved for AcB     |                    |   |
| 9.15.                                  | 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.   |         | Delegated to AcB                       | Reserved for the AcB |                    |   |
| 9.16.                                  | To raise standards and student achievement.  |         | Delegated to AcB                       | Reserved for the AcB |                    |   |

|  |   |  |                                      |                      |                                       |                            |
|--|---|--|--------------------------------------|----------------------|---------------------------------------|----------------------------|
| 9.17.                                      | To seek appropriate accreditations, affiliations of the college   |  | Delegated to AcB                     | Reserved for the AcB |                                       |                            |
| 9.18.                                      | Responsible for matters relating to teaching, courses, criteria of admission of students, policies and procedures of assessments and provision relating to expulsion of students.   |  | Delegated to AcB                     | Reserved for AcB     |                                       |                            |
| 9.19.                                      | The quality of student engagement and experience and that all students have opportunities to engage with all levels of the College and have opportunities to share a range of perspectives to have influence on the academic and non-academic matters.  |  | Delegated                            | Approve              | Review                                |                            |
| 9.20.                                      | The reports produced by external bodies/persons on the college (e.g.- external examiners, QAA) and associated action plans produced and advise on them to the BoD.  |  | Delegated                            | Approve              | Review the reports and advise the BoD |                            |
| 9.21.                                      | The College's Annual Monitoring Report and Programme Reports  |  |                                      | Approve              |                                       |                            |
| <b>Finance, Regulations and Compliance</b> |   |  |                                      |                      |                                       |                            |
| 9.22.                                      | Financial strategy, including the annual capital programme, capital expenditure, investment policy, annual budgets, borrowing strategy and limits and disposal of assets.   |  | Reserved for the BoD                 |                      |                                       |                            |
| 9.23.                                      | Adequacy of the corporate risk register and risk mitigating arrangements.   |  | Approve and monitor the arrangements |                      |                                       | Advise the BoD             |
| 9.24.                                      | The external audit opinion on the financial statements and any relevant control issues raised by the auditor.   |  | Appointment of the auditor.          |                      |                                       | Advise the BoD             |
| 9.25.                                      | Whether the Company operates transparently and accountably and has the values appropriate to be recognised as an English higher education provider.   |  | Determine the arrangements           |                      |                                       | Advise the BoD             |
| 9.26.                                      | Adequacy of the arrangements to provide breakdown of the sources of income and expenditure;   |  | Determine the arrangements           |                      |                                       | Advise the BoD             |
| 9.27.                                      | The ARRC will receive and comments on all statutory returns and surveys submitted or conducted (e.g.- HESA, DLHE, NSS) and student and engagement data including recruitment, retention, and completion.  |  | Approve the returns                  |                      |                                       | Comment to the BoD         |
| 9.28.                                      | Provide opinions and make appropriate recommendations to the Board of Directors whether the College regularly publicises clear information about its arrangements for securing value for money including, in a value for money statement, data about the sources of its income and the way that its income is used. |  | Determine the arrangements           |                      |                                       | Provide opinion to the BoD |
| 9.29.                                      | Provide opinions and make appropriate comments whether the College's arrangements for securing value for money are adequate, effective, and whether these arrangements demonstrate openness and accountability.   |  | Determine the arrangements           |                      |                                       | Provide opinion to the BoD |
| 9.30.                                      | Guarantees and indemnities in the College's name to banks and other institutions  |  | Reserved for the BoD                 |                      |                                       |                            |

|           |  |         |                              |  |  |                |
|-----------|--|---------|------------------------------|--|--|----------------|
| 9.31.     | Expenditure outside agreed devolved budgets  |         | Reserved for the BoD         |  |  |                |
| <b>HR</b> |  |         |                              |  |  |                |
| 9.32.     | Pay of senior staff as per the OfS guidance  |         | Determine the pay structure. |  |  | Advise the BoD |
| 9.33.     | Whether the Company comply with the Higher Education Remuneration Code published by the CUC; |         | Approve and adopt.           |  |  | Advise the BoD |
| 9.34.     | Appointment of Directors and Company Secretary   | Approve | Nominate                     |  |  |                |
| 9.35.     | Appointment of external auditors, in consultation with BoD and ARRC                          | Approve | Nominate                     |  |  |                |
| 9.36.     | Appointment of the College Principal   |         | Approve                      |  |  |                |
| 9.37.     | Appointment of Non-Executive Members of COB  |         | Approve                      |  |  |                |