

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## DELEGATION OF RESPONSIBILITIES

<u>Meeting</u>	<u>Corporation's Responsibilities</u>	<u>Route for consideration</u>
AU	Strategic Plan Performance Indicators (Previous Year)	Direct to Corporation
AU (Dec)	Self Assessment Report	Recommendation from Quality Ctte
AU (Dec)	Approval of Financial Statements	Recommendation from F&R Ctte
AU (Dec)	Approval of: Auditor's Management Letter Financial Statements/Regularity Audit Report Letter of Representation Internal Auditor Annual Report Audit Ctte's Annual Report	Recommendation from Audit Ctte
SP	Quality Strategy	Recommendation from Quality Ctte
SP	Tuition and Other Fee Proposals	Recommendation from F&R Ctte
SU	Strategic Plan	Direct to Corporation
SU	Approval of: Funding allocation Budget approval Pay Award	Recommendation from F&R Ctte
SU	Approval of the Risk Management Policy	Recommendation from Audit Ctte
SU	Annual Internal Audit Plan	Recommendation from Audit Ctte
SU	Committee Membership	Recommendation from Search Ctte
As appropriate	Setting the framework for the pay and conditions of service of all staff	Recommendation from F&R Ctte
As appropriate	Appointment of auditors	Recommendation from Audit Ctte
As appropriate	Appointment of Members to the Corporation	Recommendation from Search Ctte
As appropriate	Determination of the Corporation and Committee structure	Recommendation from Search Ctte
As appropriate	Appointment of Principal/Clerk/designated senior post holders	Recommendation from Selection Panel
As appropriate	Terms and conditions of service, remuneration of Principal/Clerk/designated senior post holders	Recommendation from Remuneration Panel
As appropriate	Consideration of dismissal/appeal in connection of dismissal of the Principal/Clerk/designated senior post holder	Recommendation from Special Ctte

<b>AUDIT COMMITTEE</b>
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		<b><u>ACTION</u></b>
AU/SP/SU	Progress report on implementation of recommendations from previous audit reports.	I
AU/SP/SU	Any other audit reports received	I
AU/SP/SU	Risk Management	I
AU/SP/SU	Use of College Seal	I
AU/SP/SU	Internal Audit Service Reports:	
	<ul style="list-style-type: none"> <li>• Internal Audit Reports issued since the last meeting</li> <li>• Internal audit progress report</li> </ul>	I I
AU	Financial Statements and Regularity Audit	
	<ul style="list-style-type: none"> <li>• Financial Auditor's Management Letter</li> <li>• Benchmarking data</li> <li>• Financial Statements Audit Report</li> <li>• Regularity Audit Report</li> <li>• Letter of Representation</li> </ul>	R I R R R
AU	Performance Indicators and fee Information	
	<ul style="list-style-type: none"> <li>• Internal Audit Service</li> <li>• Financial Statements &amp; Regularity Auditor</li> </ul>	I I
AU	<ul style="list-style-type: none"> <li>• Internal Audit Annual Report</li> <li>• TPA Return Audit</li> </ul>	R I
AU	Audit Committee's Annual Report to the Corporation	R
AU	Health & Safety Annual Report	D
SU	Annual Internal Audit Plan	R
SU	Audit Committee Self-Assessment Questionnaire	D
SU	Draft Performance Indicators for Internal Auditor and Financial Statements Auditor	I
SU	Appointment of Internal Audit Services & Financial Statements Auditors	R

<b>FINANCE &amp; RESOURCES COMMITTEE</b>
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**ACTION**

AU/SP/SU	<p>Monthly Financial Report to include:</p> <ul style="list-style-type: none"> <li>• Management Accounts</li> <li>• Capital Monitoring Reports</li> <li>• Aged Debtor Reports.</li> <li>• Learner Numbers and Funding Monitoring</li> </ul>	<p>I I I I</p>
AU/SP/SU	<ul style="list-style-type: none"> <li>• Franchise Contracts Progress Reports/</li> <li>• Consideration of New Contracts</li> </ul>	<p>I D</p>
AU/SP/SU	<p>Personnel</p> <ul style="list-style-type: none"> <li>• Policy Statement on Discretionary Powers under the Local Government Pension Scheme Regulations 1997 (November 2010)</li> <li>• Staff Satisfaction Survey</li> <li>• Amendments to Personnel Policies and Procedures</li> <li>• Premature Retirement Scheme – Teaching Staff (Review in May 2011)</li> </ul>	<p>I I I D D</p>
AU/SP/SU	<p>Estates Progress Reports/Proposals</p>	<p>I/D/R</p>
AU	<p>Financial Statements Auditor's Management Letter Treasury Management Policy Review (Dec 11)</p>	<p>R I D</p>
SP	<p>Tuition and Other Fee Proposals Student Travel Subsidy Provisional Funding Allocations</p>	<p>D D I</p>
SU	<p>Year End Management Accounts Out-turn Report Learner Numbers and Funding Monitoring Budget Pay Award Three Year Financial Forecasts Review of Financial Regulations &amp; Procedures</p>	<p>I I R R R R</p>
As appropriate	<p>New Developments/Business Plans, with reviews</p>	<p>D</p>

<b>QUALITY COMMITTEE</b>
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		<u>ACTION</u>
AU/SP/SU	Learner Parliament Minutes	I
AU/SP/SU	Continuing Improvement Team Minutes (incl quality improvement and academic progress)	I
AU/SP/SU	Notice to Improve Actions	I
AU/SP/SU	College Self Assessment Report plus QIP	R
AU/SP	Examples of Outstanding Success Rates (value-added and learner achievement)	I
AU	Analysis of Surveys/F&E: <ul style="list-style-type: none"> <li>• National F&amp;E Survey Update</li> <li>• Student (CRAE1B) – Induction</li> <li>• Employer (CRAE2A)</li> <li>• Parent (CRAE2B)</li> </ul>	I
AU	College Complaints Report/Analysis	I
AU	Safeguarding Report/Analysis	R
AU	E&D Report/Analysis/Attainment gaps	I
SP	Lesson Observation Report	I
SP	Analysis of Student Questionnaire Returns (CRAE1A) – Teaching & Learning/Perceptions	I
SP	Retention/Achievement/Success/E&D Attainment Gaps compared to College Targets/National Averages and minimum levels of performance	I
SP	National School and College Performance Tables 16-18 Age Group	I
SP	Report on National Learner Survey / Implications for College	I
SP	Positive Destination Survey/Progress to HE	I
SU	Predicted Outturn of Retention/Achievement/Success/E&D Attainment Gaps	I
SU	Learner Achievement	I
SU	Lesson Observations Predicted Outturn	I
SU	Quality Strategy	R
As appropriate	External Inspection Reports / Action Plans	I

<b>REMUNERATION COMMITTEE</b>
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**ACTION**

As appropriate	Consideration of terms and conditions of service, remuneration of Principal/Clerk/designated senior post holders	R
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<b>SEARCH COMMITTEE</b>
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**ACTION**

AU/SP/SU	Membership Review – Resignations, Future Planning, Vacancies etc	I
AU	Attendance Record of Corporation Members	I
AU	Review of Delegation of Responsibilities (Nov 11)	R
SU	Committee Membership	R
SU	Allocation of Corporation Champion/Departmental Link Members	D
As appropriate	Recommendations on appointments to the Corporation for any vacancies	R

**NOTES:**

Meeting:      AU = Autumn Term      SP = Spring Term      SU = Summer Term

Action:        R = Recommendation to the Corporation      D = Decision      I = For Information

Amendments: Shown in ***bold italics***