

**BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION**  
**CORPORATION**  
**DELEGATION OF RESPONSIBILITIES**

<u>Meeting</u>	<u>Corporation's Responsibilities</u>	<u>Route for consideration</u>
ALL Meetings	Key Performance Indicators (DPCPI/DPFR)	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)	Pay Award	Recommendation from F&R
AU (Dec)	Approval of: Auditor's Management Letter Financial Statements Reports Letter of Representation Internal Auditor Annual Report Audit Ctte's Annual Report	Recommendation from Audit Ctte
SP	Principal's Targets and Objectives	Direct to Corporation
SU	Quality Strategy	Recommendation from Quality Ctte
SU	Strategic Plan (DPFR)	Direct to Corporation
SU	Approval of: Funding allocation Budget approval	Recommendation from F&R Ctte
SU	Partnership Provision	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	Review of Delegation of Responsibilities	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 Ctte
As appropriate	Consideration of dismissal/appeal in connection of dismissal of the Principal/Clerk/designated senior post holder	Recommendation from Special Ctte

**BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION**  
**AUDIT COMMITTEE**  
**DELEGATION OF RESPONSIBILITIES**

		ACTION
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

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**BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION**  
**CAPITAL PROJECT COMMITTEE**  
**DELEGATION OF RESPONSIBILITIES**

		<u>ACTION</u>
<b>As appropriate</b>	To consider specific schemes designated as Capital Projects within the delegated powers given to the Capital Project Committee by the Corporation.	<b>I/D/R</b>
<b>As appropriate</b>	To monitor progress from design to completion of the Capital Project and to make recommendations to the Finance & Resources Ctte and/or the Corporation as appropriate.	<b>I/D/R</b>

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**BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION**  
**FINANCE & RESOURCES COMMITTEE**  
**DELEGATION OF RESPONSIBILITIES**

**ACTION**

		<b>ACTION</b>
AU/SP/SU	Monthly Financial Report to include: <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> <li>• Apprenticeship Matters</li> </ul>	I I I I I
AU/SP/SU	Bad Debt Report	I/D
AU/SP/SU	<ul style="list-style-type: none"> <li>• Partnership Provision Progress Reports/</li> <li>• Consideration of New Contracts</li> </ul>	I/D D
AU/SP/SU	HR/Personnel <ul style="list-style-type: none"> <li>• Policy Statement on Discretionary Powers under the Local Government Pension Scheme Regulations 1997</li> <li>• Staff Satisfaction Survey</li> <li>• PDR Monitoring</li> <li>• Amendments to Personnel Policies and Procedures</li> </ul>	I I I I D
AU/SP/SU	Estates Progress Reports/Proposals IT Updates	I/D/R I/D/R
AU	Financial Statements Auditor's Management Letter Treasury Management Policy Review Pay Award	R I D R
SP	Fee Policy Provisional Funding Allocations Bonus Payments	D I I
SU (May)	Learner Numbers and Funding Monitoring Review of Financial Regulations & Procedures Staff bonus scheme Updates	I R I/R
SU (June)	Year End Management Accounts Out-turn Report Budget Financial Forecasts	I R R
As appropriate	New Developments/Business Plans, with reviews	D

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# QUALITY COMMITTEE

## DELEGATION OF RESPONSIBILITIES

		<b>ACTION</b>
AU/SP/SU	English and Maths Update	I
AU/SP/SU	Learner Parliament Minutes	I
AU/SP/SU	Teaching & Learning Report/Analysis	I
AU	College Self Assessment Report plus QIP	R
AU	E&D Report/Analysis/Attainment gaps	I
AU	Safeguarding Report/Analysis	R
SP	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> </ul>	I
SP	College Complaints Report/Analysis	I
SP	Headline summary of retention/achievement/Success/E&D attainment gaps	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	External Verification Report	I
SU	Quality Strategy	R
As appropriate	External Inspection Reports / Quality Improvement Plans	I

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**BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION**

**REMUNERATION COMMITTEE**

**DELEGATION OF RESPONSIBILITIES**

		<u>ACTION</u>
As appropriate	To consider the remuneration of the Principal and the Clerk and any designated senior post holders and to make recommendations to the Corporation as appropriate	R
As appropriate	To consider any other matters as appropriate of non-designated senior post holders and to make recommendations to the Corporation as appropriate	R

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**BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION**

**SEARCH COMMITTEE**

**DELEGATION OF RESPONSIBILITIES**

		<u>ACTION</u>
AU/SP/SU	Membership Review – Resignations, Future Planning, Vacancies etc	I
AU	Attendance Record of Corporation Members	I
AU	Review of Terms of Reference and Delegation of Responsibilities (Nov 16)	R
SU	Committee Membership	D
As appropriate	Recommendations on appointments to the Corporation for any vacancies	R

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