

DELEGATION OF RESPONSIBILITIES

CORPORATION

<u>Meeting</u>	<u>Corporation's Responsibilities</u>	<u>Route for consideration</u>
ALL Meetings	Strategic Plan KPIs (DPFR)	Direct to Corporation
AU (Dec)	Self-assessment Report (DPCPI)	Recommendation from Quality Ctte
AU (Dec)	Approval of Financial Statements (DPFR)	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
JANUARY	Integrated Financial Model for Colleges	Recommendation from F&R Ctte
SU	Quality Strategy (DPCPI)	Recommendation from Quality Ctte
SU	Strategic Plan (DPFR)	Recommendation from Strategic Plan Working Group
SU	Approval of: Funding allocation (DPFR) Budget approval	Recommendation from F&R Ctte
SU	Partnership Provision (DPFR)	Recommendation from F&R Ctte
SU	Approval of the Risk Management Policy (DPFR)	Recommendation from Audit Ctte
SU	Annual Internal Audit Plan (DPFR)	Recommendation from Audit Ctte
SU	Committee Membership (Clerk)	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

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AUDIT COMMITTEE

		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"> • Internal Audit Reports issued since the last meeting • Internal audit progress report 	I I
AU	Financial Statements and Regularity Audit <ul style="list-style-type: none"> • Financial Auditor's Management Letter • Benchmarking data • Financial Statements Audit Report • Regularity Audit Report • Letter of Representation 	R I R R R
AU	Performance Indicators and fee Information <ul style="list-style-type: none"> • Internal Audit Service • Financial Statements & Regularity Auditor 	I I
AU	<ul style="list-style-type: none"> • Internal Audit Annual Report • TPA Return Audit 	R I
AU	Audit Committee's Annual Report to the Corporation	R
AU	Health & Safety Annual Report	D
SU	Annual Internal Audit Plan	R
As required	Appointment of Internal Audit Services & Financial Statements Auditors	R

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CURRICULUM & QUALITY COMMITTEE

		ACTION
AU/SP/SU	Quality Improvement Plan (SI)	I/D
AU/SP/SU	Teaching & Learning Update (SI)	I
AU/SP/SU	English and Maths Update (SI)	I
AU/SP/SU	Future Skills Centre, Bordon (SI)	I
AU/SP/SU	Higher Education Provision (SI)	I/D
AU/SP/SU	Learner Parliament Minutes (SI)	I
AU/SP/SU	Business/apprenticeship Update (SI)	I/D
AU/SP/SU	Termly Delegation of Responsibilities Update To include (as appropriate): <ul style="list-style-type: none"> • Employer Advisory Boards: progress/update • Staff development activity for TLA staff • National survey updates • Student feedback • Employer feedback • Predicted Outturn of Retention/Achievement/Success/E&D Attainment Gaps 	I
AU	College Self-assessment Report plus QIP	R
AU	E&D Report/Analysis/Attainment gaps	I
AU	Employer Advisory Boards Annual Review	I
AU	Safeguarding Annual Report	R
January	Integrated Financial Model for Colleges	R
SP	College performance: retention/achievement/Success/E&D attainment gaps, incl National School and College Performance Tables 16-18 Age Group	I
SP	Positive Destination Survey/Progress to HE	I
SU	Quality Strategy	R
SU	College Complaints Report	I
SU	Ctte Terms of Reference/Delegation of Responsibilities (June 2021)	R

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FINANCE & RESOURCES COMMITTEE

		ACTION
AU/SP/SU	Monthly Financial Report to include: <ul style="list-style-type: none"> • Management Accounts • Capital Monitoring Reports • Aged Debtor Reports. • Learner Numbers and Funding Monitoring • Apprenticeship Matters 	I I I I I
AU/SP/SU	Bad Debt Report	I/D
AU/SP/SU	<ul style="list-style-type: none"> • Partnership Provision Progress Reports/ • Consideration of New Contracts 	I/D D
AU/SP/SU	HR/Personnel <ul style="list-style-type: none"> • Policy Statement on Discretionary Powers under the Local Government Pension Scheme Regulations 1997 • Staff Satisfaction Survey • PDR Monitoring • Amendments to Personnel Policies and Procedures 	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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REMUNERATION COMMITTEE

		<u>ACTION</u>
As appropriate	To consider the remuneration and conditions of employment for the Principal, the Clerk to the Corporation and any other 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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SEARCH COMMITTEE

		<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	R
SU	Committee Membership	D
As appropriate	Recommendations on appointments to the Corporation for any vacancies	R

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