

HSDC CORPORATION
SCHEME OF DELEGATION 2023-2024 – APPROVED 10th JULY 2023

Board Responsibilities:

The Board has an overall responsibility to set the strategic and operational framework within which the College is managed by the Principal and to monitor and hold the Senior Leadership Team to account to achieve the College's Strategic Plan.

The responsibilities are detailed in the Articles of Government. Specifically, the Corporation shall be responsible for the following functions:

- (i) The determination and periodic review of the educational character and mission of the institution and the oversight of its activities;
- (ii) Publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities;
- (iii) Approving the quality strategy of the institution;
- (iv) The effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets;
- (v) Approving annual estimates of income and expenditure;
- (vi) The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk, including, where the Clerk is, or is to be appointed as, a member of staff, the Clerk's appointment, grading, suspension, dismissal and determination of pay in the capacity of a member of staff; and
- (vii) Setting a framework for the pay and conditions of service of all other staff.

The Corporation **shall not** delegate the following functions:

- (i) The determination of the educational character and mission of the institution
- (ii) The approval of annual estimates of income and expenditure
- (iii) The responsibility for ensuring the solvency of the institution and the Corporation and for safeguarding their assets
- (iv) The appointment or dismissal of the Principal or a senior post holder
- (v) The appointment or dismissal of the Clerk
- (vi) The modification or revocation of the Articles

These responsibilities are supplemented by a range of responsibilities within the Financial Memorandum, including, the management of the College and ensuring financial viability and ensuring that there is an effective policy on risk management.

Committees/Working Groups

The Board is required to establish an Audit Committee and a Search Committee and may establish any other committees for any purpose or function other than those assigned elsewhere in the Articles to the Principal and may delegate powers to such committees, the Chair or the Principal. The number of members of a committee and the terms on which they are to hold and to vacate office, shall be decided by the Board and these are enshrined in the relevant committee terms of reference. Membership of committee may include persons who are not members of the Corporation.

The current standing committees are:

- Audit
- Finance & Estates
- HR
- Curriculum, Quality & Learning
- Remuneration
- Search & Governance
- Student
- Estates Strategy Group (ESG) – Time limited working Group with specific delegated powers enshrined in ToR established to oversee implementation of HSDC Estates Strategy.

In addition, there is provision for an Appeals Committee to be established where appeals are heard by the Board.

Each Committee has terms of reference which include an outline of the annual schedule of business for the committee and indicate the scope of the Committee's work.

The Principal's Responsibilities:

- (i) Making proposals to the Corporation about the educational character and mission of the institution and implementing the decisions of the Corporation;
- (ii) The determination of the institution's academic and other activities;
- (iii) Preparing annual estimates of income and expenditure for consideration and approval by the Corporation, and the management of budget and resources, within the estimates approved by the Corporation;
- (iv) The organisation, direction and management of the institution and leadership of the staff;
- (v) The appointment, assignment, grading, appraisal, suspension, dismissal, and determination, within the framework set by the Corporation, of the pay and conditions of service of staff, other than the holders of senior posts or the Clerk;
- (vi) Maintaining student discipline and, within the rules and procedures provided for within the Articles, suspending or expelling students on disciplinary grounds or expelling students for academic reasons.

Further, under the Financial Memorandum the Principal is identified as the Accounting Officer and has personal responsibility, which shall not be delegated, to assure the Governing Body that there is compliance with the Financial Memorandum and all terms and conditions of funding. S/he shall advise the Governing Body in writing if any action or policy under consideration by the Board is incompatible with the Financial Memorandum.

Article 11 permits the Principal to delegate functions to any other holder of a senior post, other than:

- the management of budget and resources; and
- any functions that have been delegated to the Principal by the Corporation

The designated senior post-holders are the Principal, Deputy Principal Curriculum and Deputy Principal Finance & Estates.

Appendix 1 lists the types of policies currently in place at the College, where the approval for each policy takes place and the level of delegation.

APPENDIX 1

CORPORATION APPROVES

KEY ISSUES IN RELATION TO GOVERNANCE FRAMEWORK:

- Determination of Membership of the Board
- Appointment of Governors
- Appointment of Chair/Vice-Chair
- Appointment of Clerk
- Key Corporation documents – I&A, SO, Code of Conduct
- Establishment of committees and terms of reference

KEY ISSUES IN RELATION TO SENIOR POST HOLDERS:

- Designation of senior post holders
- Appointment of Principal
- Appointment of the Clerk and other senior post holders
- Appointment, grading, suspension, dismissal, pay and conditions for Principal and Clerk
- Framework for setting pay and conditions for SPH

KEY LEGAL FRAMEWORK AFFECTING STAFF AND STUDENTS:

- Child Protection & Safeguarding Policies
- Equity, Diversity and Inclusion Policies
- Health and Safety Policy (including Learner H&S)
- Freedom of Information Policy
- GDPR and personal data policies

KEY STRATEGIES:

- College Mission
- Determination of educational character
- College Strategic Plan & related plans and strategies
- Quality Strategy
- Marketing Strategy including engagement with Stakeholders and related strategies
- Public Value Statement

KEY CURRICULUM, QUALITY AND STUDENT ISSUES:

- Admissions Policy
- Complaints Policy
- Access /Widening participation Policy
- Self-Assessment Report & Quality Improvement Plan
- Student Voice Policy
- Inclusion Policy & Local Offer

KEY FINANCE & AUDIT ISSUES:

- Annual Report of the Audit Committee
- Approval of Financial Regulations
- Annual Budget and Financial Forecasts including tuition fees
- Approval of major expenditure as per limits in Financial Regulations
- Appointment of auditors
- Approval of annual Fin Statements and related documents
- Approval of SU Constitution and any related budget/financial statements
- Approval of the Capital/Estates Strategy
- Risk Management Strategy

KEY HR ISSUES:

- HR strategy
- Approval of pay and conditions framework for all other staff including annual pay award
- Framework for setting pay and conditions for staff
- Rules of conduct for staff including approval of Disciplinary and Grievance Procedures

