

## **Scheme of Delegation 2024-25 (Draft V1)**

Signed: /s/ Ellen Thinnesen

Chief Executive Officer

**Approved by the Board of the Corporation – 17 December 2024**

Signed: /s/ James Stuart

(Chair)

REV NO	1	2	3	4	5	6	7	8
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## Governance Structure and Scheme of Delegation

The Corporation of the City of Sunderland College (trading as Education Partnership North East, Sunderland College, Northumberland College, and Hartlepool Sixth Form, the “College Group” or “EPNE”) strives to continue to be at the forefront of best practice in Governance. It recognises that outstanding corporate governance is key to commanding public confidence and promoting the reputation of our College Group and the further education sector. It is also key to the pursuit and successful achievement of our vision and strategic goals.

This Scheme of Delegation adopts and builds on the Seven Principles of Public Life which provide an ethical framework for governance based on values and behaviours of governing with:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Also embedding the Code of Good Governance for English Colleges (, the Scheme of Delegation publicly demonstrates how governance within EPNE ensures leadership and stewardship, protects its reputation, and provides appropriate assurances to key stakeholders.

This Scheme of Delegation sets out EPNE’s approach to delegation between the different layers of governance within our structure, defining transparently the matters which are to be decided by the full Board of the Corporation and the powers delegated to its sub-committees, the Chief Executive and senior designated postholders.

### Our Governance Structure

Our Governance structure is made up of the **Board of the Corporation** which is the accountable body for the College Group, and all sub-committees.

The Board of the Corporation is responsible for:

- Determining the vision, mission and values, and key strategic priorities for the College.
- Setting targets for student achievement.
- Agreeing the budgets prepared and proposed by the Executive.
- Appointing the Chief Executive and other senior designated post holders.
- Reviewing the performance and pay of the Chief Executive Officer and senior designated post holders.

As a general rule, these responsibilities cannot be delegated. Specifically, the Board of the Corporation shall not delegate:

- (a) the determination of the educational character and mission of the College;

- (b) the approval of the annual estimates of income and expenditure;
- (c) the responsibility for ensuring the solvency of the College and the Corporation and for safeguarding their assets;
- (d) the appointment of the Chief Executive or holder of a senior designated post;
- (e) the appointment of the Head of Corporate Governance and Policy (including where the Head of Corporate Governance and Policy is, or is to be appointed as a member of staff, the Head of Corporate Governance and Policy's appointment in the capacity of a member of staff); and
- (f) the modification or revocation of the Articles.

(Articles of Government, para. 3)

### Sub-Committees

The Board of the Corporation pursuant to its authority under the Instrument and Articles of Government, has established sub- committees to assist with the highly effective and efficient operation of corporate governance. These are the:

- **Audit Committee**, responsible for advising the Board of the Corporation on the adequacy and effectiveness of the College's audit arrangements and risk management and control across the Group.
- **Curriculum, Quality and Student Experience Committee**, responsible for is responsible for ensuring the College provides an ambitious curriculum that meets the needs of the local, regional and national economic needs, provides a high quality education and an outstanding student experience allowing all students and apprentices to thrive.
- **Finance, Resources & Capital Projects Committee**, responsible for advising the Board of the Corporation on the financial position of the College including the solvency of the institution and the safeguarding of its assets, estate and resource matters (including its people resources) across the Group.
- **Governance Committee**, responsible for advising the Board of the Corporation on all aspects of corporate governance including membership, governor training and self-assessment and search for senior designated post holders.
- **Remunerations Committee**, responsible for the performance, salary review and setting of Senior Designated Post Holders goals.

The terms of reference for each committee are attached hereto as Annexes 1 – 5.

## **Scheme of Delegation**

The Board of the Corporation and the people and bodies to which powers are delegated will act at all times within the terms of the Instrument & Articles of Government, the Funding Agreement between the Department for Education and the College Group, the AoC Code of Good Governance, the Post-16 Audit Code of Practice and the College's Financial Regulations. In case of any doubt or conflict the authority of these documents will prevail.

The Scheme of Delegation should be read in conjunction with the Corporation's Standing Orders, the Terms of Reference for all Committees, and the role description for the Chair of the Corporation.

Where the Board of the Corporation delegates, there must be clear and robust reporting procedures and lines of accountability in place to ensure the delegated authority is exercised appropriately.

The Scheme of Delegation will be reviewed biennially.

In this delegation the phrases used have the following meanings:

- **Consult:** the individual/group that should be consulted as part of the process of completing a particular task.
- **Deliver:** the individual/group that has responsibility for undertaking the particular task delegated to them and reporting on its delivery at suitable intervals.
- **Approve:** the individual/group that has primary responsibility for ensuring the particular task is completed and approving how the Group and/or local colleges (as appropriate) should undertake the task including determining appropriate milestones and targets to be reported against.
- **Develop:** the individual/group that has responsibility for developing proposals relating to a task for discussion and approval by the appropriate decision-making individual/group.
- **Recommend:** the individual/group that should make recommendations as to how a particular task should be completed.
- **Report:** the individual/group that has responsibility for reporting on the delivery of tasks or notifying of irregularities or issues.
- **Review:** the individual/group that has responsibility for reviewing whether a particular task is being carried out satisfactorily and where appropriate requiring action to be taken to ensure task is delivered appropriately.
- **Comply:** the individual/group will follow agreed policies and procedures.

*To assist interpretation of the matters delegated the table below provides additional comment as appropriate*

Level: The 'Group' also known as Education Partnership North East (EPNE)					
STRATEGY AND LEADERSHIP	FUNCTION OR TASK	Board of the Corporation	Subcommittee	Head of Corporate Governance and Policy	CEO/Executive Leadership Team
	<b>Set the vision, strategic objectives and key performance indicators of the Group</b>	<b>Approve and Review</b> – for the Group			<b>Develop</b> – in the case of the Colleges in consultation with senior leaders, staff, students and other stakeholders
	<b>Deliver strategic objectives of the Group and its Colleges</b>	<b>Review</b>	<b>Review</b> – as appropriate		<b>Deliver</b>
	<b>Compliance : Funding Agreement</b> – comply with all obligations	<b>Review and Comply</b>			<b>Deliver</b>
	<b>Compliance: Regulatory</b> – with all regulations affecting the Group (including all charity law), company law, employment law, and health and safety law	<b>Review and Comply</b>	<b>Review</b> – FRP and Audit		<b>Comply Report</b> – to Board of the Corporation
	<b>Compliance: Financial Oversight</b> – ensuring that there are appropriate financial controls so that there is value for money in relation to the management of public funds	<b>Approve</b> – policies to ensure compliance and review	<b>Recommend-</b> FRP and Audit		<b>Deliver</b>
	<b>Compliance: Governance</b> – Completing the register of interests and put in place a procedure to deal with any conflicts of interest and connected party transactions	<b>Approve</b> – policies to ensure compliance  <b>Comply</b>	<b>Recommend-</b> Gov Com	<b>Deliver</b>	
	<b>Appointment of Governors – Board of the Corporation and sub-committees</b> – ensuring processes in place for appointment of Governors (including ensuring that the Governors have the skills to run the Group and the Colleges)	<b>Approve</b> – policies and criteria for the selection of Governors and appointment of Governors  <b>Review</b> – the Board	<b>Recommend –</b> Gov Com	<b>Review</b> – annually the size, structure and composition and skills needs of the sub-committees  <b>Recommend</b> – if appropriate changes to the	<b>Consult and Recommend</b> – potential Governors

	and sub-committees' performance		size and composition of the sub-committees	
<b>Appointment of the Accounting Officer and Audit Committee</b>	<b>Approve and Deliver</b> – appoint Accounting Officer and the Audit Committee	<b>Recommend</b> – Gov Com		<b>Deliver</b> – the Accounting Officer role
<b>Appointment of Head of Corporate Governance and Policy</b>	<b>Approve and Deliver</b> – appoint the Head of Corporate Governance and Policy to the Board			<b>Consult and Recommend</b> – recognising the dual nature of the role
<b>Policies – review and approval of certain Group Wide Policies</b>	<b>Approve and Review</b>	<b>Recommend or Approve (as provided in the ToRs)</b> – FRP, Audit and CQSE	<b>Review</b>  <b>Report</b> – fitness and suitability	<b>Develop and Deliver</b> – presenting policies to the Board for approval  <b>Report</b> – material non-compliance to the Board
<b>Safeguarding – compliance with statutory duties and Group policy</b>	<b>Approve and Review</b>	<b>Review</b> – CQSE		<b>Develop and Deliver</b> – present both Group and Colleges with policy  <b>Report</b>
<b>Prepare Terms of Reference for Sub-Committees</b>	<b>Approve and Review</b>	<b>Recommend/Deliver</b> – All Committees	<b>Develop/Report</b>	
<b>Training programme for Governors</b>	<b>Comply</b>	<b>Approve</b> – Gov Com	<b>Develop/Deliver</b>	

Level: The 'Group' also known as Education Partnership North East (EPNE)				
EDUCATION AND CURRICULUM	FUNCTION OR TASK	Board of the Corporation	Curriculum, Quality and Student Experience	CEO/Senior Leadership Team
	<b>Set the curriculum model and staffing complement for the Group</b>	<b>Approve</b>	<b>Recommend –</b>	<b>Develop</b>
	<b>Quality of Education and High Standards of Teaching, Learning Support and Assessment</b> – ensuring high standards and consistency through challenge and intervention	<b>Approve, Review and Deliver</b>	<b>Recommend, Review and Deliver –</b>	<b>Develop and Deliver</b>
	<b>Curriculum</b> – setting the curriculum for the Colleges and reviewing its effectiveness	<b>Approve –</b> curriculum and standards	<b>Recommend and Review effectiveness</b>	<b>Recommend, Review and Deliver</b>
	<b>Student Voice, Engagement, Conduct and Impact</b>	<b>Approve</b>	<b>Recommend and Deliver</b>	<b>Develop, Deliver &amp; Review</b>
	<b>Student Services and Support (including services for disadvantaged students)</b>	<b>Review</b>	<b>Review</b>	<b>Approve</b>
Level: The 'Group' also known as Education Partnership North East (EPNE)				
FINANCE AND RISK	FUNCTION OR TASK	Board of the Corporation	Finance, Resources & Projects (FRP) Committee or Audit Committee (AC)	CEO/Executive Leadership Team
	<b>Financial Planning</b> – agreeing 3-5 year affordable financial strategy and plan across the Group to ensure sustainability and solvency	<b>Approve</b>	<b>FRP Review –</b> compliance with the overall financial plan for the Group	<b>Recommend –</b> a funding model to the Board for approval  <b>Review</b>
	<b>Group Annual Budget</b> – Formulating and setting the Group wide budget	<b>Approve</b>	<b>FRP Recommend</b>	<b>Deliver –</b> on preparation of Annual Budget and present to the FRP for approval

<b>Expenditure and ensuring delivery of Annual Budgets</b>	<b>Review</b>	<b>FRP Review and Report</b> – to the Board any issues with expenditure or compliance with the Annual Budget	<b>Report</b> – to the Board any material issues with delivery against the Annual Budget  <b>Receive Reports</b> – on matters of concern in connection with compliance with the Annual Budget
<b>Reporting:</b> financial reporting, Annual Accounts and KPIs	<b>Approve</b>	<b>FRP Review and Recommend</b> – Annual Accounts to Board of Corporation	<b>Deliver</b>
<b>Financial Regulations and Delegations</b>	<b>Approve and Comply</b>	<b>FRP Review, Deliver, Recommend and Comply</b> – Adherence to limits  <b>AC Review, Deliver, Recommend &amp; Comply</b>	<b>Deliver</b> – on recommending financial limits to the Board <b>Review</b> – effectiveness of limits <b>Comply</b>
<b>Novel, contentious and repercussive transactions/contracts</b>	<b>Approve</b> in line with the Financial Regulations prior to submission to the DfE  <b>Review</b>	<b>Approve</b> in line with the Financial Regulations prior to submission to the DfE  <b>Review</b>	<b>Approve</b> in line with the Financial Regulations prior to submission to the DfE
<b>Tuition and Other Fees</b> – determining the tuition and other fees payable to the Corporation	<b>Approve</b>	<b>FRP Recommend</b>  <b>FRP Review</b>	<b>Recommend</b>  <b>Review</b>
<b>Risk Management</b> - Risk Framework Policy, Risk Appetite, Strategic Risk Register	<b>Approve</b>	<b>AC – Recommend</b>  <b>AC - Review</b>	<b>Develop</b>  <b>Deliver</b>
<b>Arranging Insurance for the Group</b>	<b>Review</b>	<b>AC - Review</b>	<b>Deliver</b>
<b>Audit and Controls</b> – external and internal	<b>Approve</b>	<b>AC - Approve-</b> audit strategy and annual internal audit plans <b>AC- Recommend</b> – appointment of internal and external auditors	<b>Deliver</b>





Level: The 'Group' also known as Education Partnership North East (EPNE)				
HR AND OPERATIONS	FUNCTION OR TASK	Board of the Corporation	Sub- Committee	CEO/Senior Leadership Team
	<b>Appointment of Head of Corporate Governance and Policy</b>	<b>Approve and Deliver –</b>		<b>Consult and Recommend-</b> appointment of the Head of Corporate Governance and Policy (recognising the dual remit of the role)
	<b>Appointing the senior designated postholders</b>	<b>Approve –</b> in consultation with the CEO	<b>Recommend-</b> Gov Comm as search committee  <b>Recommend –</b> Rem Com – pay and benefits	<b>Recommend –</b> sit on appointment panel along with representatives of the Board of Corporation and relevant CLB
	<b>Human Resource/ People Plan – ensure its reflects the ethos and values of the Group and is affordable</b>	<b>Approve</b>	<b>Review and Recommend</b> FRP	<b>Develop Recommend Deliver</b>
	<b>Setting Terms and Conditions of Employment</b>	<b>Approve</b>	<b>Recommend-</b> FRP	<b>Recommend</b>
	<b>Setting Appraisal Performance Targets in line with Policy and completed pay reviews</b>  (in line with the Group's pay policy and Association of College Governor's Council – The Colleges Senior designated post Holder Remuneration Code)	<b>Approve –</b> in respect of senior designated post holders/HCG&P <b>Receive reports –</b> in respect of appraisal arrangements/outcomes <b>Review –</b> appeals in respect of senior designated post holders <b>Approve –</b> for pay reviews	<b>Recommend –</b> RemCom for senior designated post holders/HCG&P	<b>Review –</b> in respect of senior designated post holders and cross Group staff (and any appeals from College staff) <b>Review and Report –</b> (annually) to the RemCom on appraisal arrangements and outcomes
	<b>Discipline and grievance policy</b>	<b>Approve</b>	<b>Recommend –</b> FRP	<b>Develop and Recommend</b>

<b>Suspension, dismissal or discipline of the CEO, and senior designated post holders (in accordance with the College disciplinary and capability policies)</b>	<b>Review</b> – in respect of senior designated post holders and HCG&P  <b>Deliver</b> -Manage and approve procedures and policy and make decisions on individual cases.		<b>Review</b> – in respect of senior designated post holders  <b>Recommend</b>  <b>Report</b> – any dismissal of senior leaders (non SPH) to the Board
<b>Making of Special Payments including staff severance payments, compensation payments and ex gratia payments</b>	<b>Approve</b> prior to submission to the DfE	<b>Review and recommend</b>	<b>Review, recommend and report</b>
<b>Asset and Premises Maintenance Strategy –</b> determine use of Group’s premises and ensuring premises are adequately maintained		<b>Approve and Review-</b> FRP	<b>Recommend</b>
<b>Acquiring and disposing of Group Land</b>	<b>Approve</b>	<b>Recommend-</b> FRP	<b>Recommend</b>
<b>Changing use of Assets</b>	<b>Approve</b>	<b>Recommend-</b> FRP	<b>Recommend</b>

## **Annex 1 –Committee Terms of Reference**