

**FE Board Scheme of Delegation for Ruskin College**

**January 2022**

## Scheme of Delegation

## 1 Introduction

1.1 This schedule records where authority rests for decisions relating to Ruskin College. It is intended to form a frame of reference through which questions about other types of decision may be resolved.

1.2 The schedule below only identifies responsibility for the final (‘ratification’) stage of decision-making, and not responsibility for formulating strategic, policy and business proposals.

* 1. This document should be read in conjunction with Articles for Ruskin College, and the Board of Governors Regulations.
  2. In accordance with the Articles of Ruskin College, no committee or person to whom the Board of Trustees has delegated functions shall adopt any strategy, policy or procedure which is incompatible with or contrary to the strategy or operational plans adopted by UWL at the material time.
  3. All University policies will be applied to Ruskin College unless there is a need for a specific policy that is not required by the University. The University Secretary will advise on the application of policies to Ruskin College.
  4. The UWL Employment Framework will be applied to Ruskin College. The Director of HR will advise on the application of the framework.

1.6 The University’s Financial Regulations will apply. The Chief Financial Officer will advise on the application of the Financial Regulations and associated policies.

1. **Trustees’ obligations regarding delegation.**

2.1 As set out in the articles, the Board of Trustees may make committees and may delegate all or any of its functions to a committee or any person provided that the Board of Trustees shall not delegate any of the following:

* the determination of the character and mission of the College – this is a responsibility of the FE Board;
* the responsibility for ensuring the solvency of the College and for safeguarding its assets – this is a responsibility of the FE Board;
* the approval of procedures for the suspension and dismissal of staff and procedures for the suspension and expulsion of students – these are approved by means of adopting University procedures.

**3** **Framework for delegation**

**Strategy**

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| Strategy for Ruskin College | FE Board in consultation with the Board of Governors |

**Policy approval**

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| --- | --- |
| Ruskin policies | FE Board |

**Governance and appointments**

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| Amendments to Instrument and Articles | FE Board subject to Company and Charity Commission requirements and following consultation with UWL |
| Adoption of Board of Governor Regulations | FE Board |
| Appointment of Principal | Board of Trustees in consultation with UWL |
| Appointment of FE Board | BoG on the recommendation of the GNC |
| Appointment of Chair and Deputy Chair | FE Board in consultation with UWL |
| Appointment of Clerk to the FE Board | FE Board in consultation with UWL |

**Accounts Budgets and the allocation of resources**

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| Approval of annual budget | Board of Trustees in consultation with UWL |
| Accounts sign off | FE Board (Board of Governors for overall group sign off) |

**Contracts and legal issues**

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| --- | --- |
| Ruskin College Seal and other contracts  2 signatures required | Principal, Deputy Principal and Clerk to the Board |
| Procurement of legal advice | Clerk to the Board |

**Equality and Diversity**

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| --- | --- |
| Determination of policy and objectives | FE Board |
| Oversight of implementation | US |

**Students**

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| --- | --- |
| Approval of policies and regulations relating academic programmes that are specific to Ruskin College | FE Board |
| Safeguarding and Prevent | US (the Head of Student Services to deputise in absence of US) |

Approved: January 2022