

HEART OF WORCESTERSHIRE COLLEGE

Statement of Governance Principles and Scheme of Delegation

Approved by the Corporation:

7 August 2014

Review Frequency:

Triennial

Jenny Morris
Clerk to the Corporation

STATEMENT OF GOVERNANCE PRINCIPLES

Introduction

This document sets out the principles underpinning the College Corporation's work.

College governance concerns the work and responsibilities of the Corporation and its immediate relationships with College senior managers, with auditors, inspectors and regulators, and with the College's stakeholders, who include students, staff, employers, government agencies and the local community.

The work of the non-executive Corporation Members is in many ways similar to that of the non-executive directors of a business enterprise. They set the framework of policies and strategies within which the College's managers operate and then monitor these operations. For their period of office, Governors hold the College in trust on behalf of the local community, ensuring that it serves the needs of the community effectively and that the College remains in good shape to meet the needs of future generations of students.

The College's Corporation seeks to uphold the highest standards of openness and accountability. It recognises not only its responsibility to its community for ensuring the effective and efficient conduct of the College, and for determining its shaping for the future, but also that the Corporation itself is seen to behave in a principled and transparent fashion.

The Corporation will seek to uphold the following Governance Principles:

1 **Setting Strategy**

The Corporation is responsible for the approval of the strategic documents that are listed in **Annex A** to the Scheme of Delegation, the Recurring Document Schedule. The Clerk to the Corporation will periodically update this document. Key strategic documents for Corporation approval include the Risk Management Review and Self Assessment Report, informing the College Mission Statement, the Strategic or Development Plans, Quality Strategy, the Annual Budget and Three Year Financial Plan and the College Property Strategy.

2 **Approving High Level Policy**

The Corporation is responsible for the approval of the high level policies that are listed in **Annex B** to the Scheme of Delegation, the Policy Schedule for Corporation Approval. The Clerk to the Corporation will periodically update this document. The Principal will implement these policies through appropriate means, which may include delegation.

3 **Monitoring Implementation**

The Corporation is responsible for monitoring the Principal's implementation of the policies that are listed in **Annex B** to the Scheme of Delegation, the Policy Schedule for Corporation Approval. The Principal will provide appropriate data for monitoring, which may take the form of an annual report or a periodic review of a particular policy.

4 **Governing, not Managing**

The Corporation will concentrate on ends, not means, and will not be involved in the day to day running of the College. Items presented to the Corporation will normally be for decision making or monitoring rather than just for discussion. Items for information may be passed on to Governors outside meetings through the Clerk to the Corporation.

The Principal is responsible for ensuring the approval, review, implementation and monitoring of all supporting procedures and detailed policies. Detailed policies will include those listed in **Annex C** to the Scheme of Delegation, the Delegated Policy Schedule, but this list is not intended to be exhaustive.

Minutes from management meetings will not normally be included in Corporation papers, Governors will not participate in College Committees and will not normally create non-executive “Governor Champions” in management roles. The Principal is the Corporation’s nominated Health and Safety Governor.

5 Meeting Legal Requirements

The Principal is responsible for ensuring that the College complies with all relevant legislation. Where legislative changes affect policies that are approved by the Corporation, the Principal will bring appropriately revised policies to the Corporation for consideration. The Principal may be assisted in this task by the Clerk to the Corporation.

The Corporation and the Principal will be guided by the Instrument and Articles of Government. The Clerk to the Corporation will interpret the requirements of this document where necessary.

6 Cyclical Focus

The Clerk to the Corporation is responsible for establishing particular focus points in each Agenda to ensure that key aspects of Corporation Business are considered once in the course of each term. The Corporation Cycle of Business is a working document used by the Clerk to the Corporation in the preparation of Agendas.

7 Propriety

The Corporation supports the Nolan Principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership in the conduct of public life. Governors will always act honestly and reasonably as Corporation Members. Governors will comply with the Corporation Code of Conduct.

SCHEME OF DELEGATION

1. Purpose of the Scheme of Delegation

- 1.1. This Scheme of Delegation distinguishes between matters reserved exclusively for the Corporation's approval or decision, and matters delegated to committees and individuals. These have been cross-referenced against the legal framework governing colleges, i.e. the Instrument and Articles of Government, Skills Funding Agency's Financial Memorandum (issued April 2012) and Audit Code of Practice (issued 2007).

2. Delegation Framework

- 2.1 This enables all parties to fulfil their roles and responsibilities, provides clarity on individual and collective responsibilities, and delegated responsibilities, as outlined below. Responsibilities that have been delegated by the Board are detailed in **ANNEX A - C**.

- 2.2 The Board has authority to delegate matters to its committees and to the Principal in accordance with the provisions of Article 4:

'the Corporation may establish committees for any purpose or function other than those assigned in these Articles to the Principal or Clerk and may delegate powers to such committees; the Chair or, in the Chair's absence, the Vice Chair; or the Principal.'

- 2.3 Appropriate levels of responsibility and accountability for the Corporation, individuals and its committees are set out. (The Board and Committee structure is shown in **ANNEX D**).

3. Role of the Corporation

- 3.1 The Corporation sets the strategic and operational framework within which the Principal will manage the College and the Corporation will monitor and hold the Senior Leadership Team to account to achieve the College's Strategic Plan.

- 3.2 The responsibilities of the Corporation are set out in the Articles of Government. Article 3(1) states that the Corporation shall be **responsible** for the following functions:

- (a) The determination and periodic review of the educational character and mission of the institution and the oversight of its activities;
- (aa) 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;
- (b) Approving the quality strategy of the institution;
- (c) The effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets;
- (d) Approving annual estimates of income and expenditure; and
- (e) 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.

3.3 Article 9 states that the Corporation **shall not** delegate the following functions:

- (a) The determination of the educational character and mission of the institution;
- (b) The approval of the annual estimates of income and expenditure;
- (c) The responsibility for ensuring the solvency of the institution and the Corporation and for safeguarding their assets;
- (d) The appointment of the Principal or holder of a senior post;
- (e) The appointment of the Clerk, (including, where the Clerk is, or is to be, appointed as a member of staff the Clerk's appointment in the capacity of a member of staff); and
- (f) The modification or revocation of these Articles.

3.4 These responsibilities are supplemented by reference within the Financial Memorandum as follows:

3 Responsibilities of the Governing Body

3.1 The Governing Body of the College has responsibilities for ensuring that the College's funds are used only in accordance with the College's powers as set out in the Further and Higher Education Act 1992 and the College's own statutory duties and other obligations.

3.2 The Governing Body is responsible for ensuring the solvency of the College and shall inform the Chief Executive (of Skills Funding) of any transactions that could jeopardise financial viability. The Governing Body is responsible for achieving value for money in all transactions involving Public Funds.

3.3 The Governing Body shall appoint an accounting officer with an appropriate separation of duties between executive and non-executive roles and responsibilities. The expectation is that the accounting officer will be the Principal of the College. The Governing Body shall inform the Chief Executive in writing of the name and position of the accounting officer and if the accounting officer is absent from the College for an extended period as determined by the College, the name of the person who will discharge the accounting officer's responsibilities during the absence.

3.4 The College shall inform the Chief Executive in writing of the vacating or filling of the positions of chair of the Governing Body and Principal and the clerk.

4. Role of the Principal

4.1 The statutory powers and duties of the Principal are set out in Article 3(2). The Principal shall be the Chief Executive of the institution, and shall be responsible for:

- (a) Making proposals to the Corporation about the educational character and mission of the institution and implementing the decisions of the Corporation;
- (b) The determination of the institution's academic and other activities;
- (c) 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;
- (d) The organisation, direction and management of the institution and leadership of the staff;
- (e) 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, where the Clerk is also a member of the staff;
- (f) Setting a framework for the pay and conditions of service of all staff other than the holders of senior posts and the Clerk; and
- (g) Maintaining student discipline and, within the rules and procedures provided for within these Articles, suspending or expelling students on disciplinary grounds or expelling students for academic reasons.

4.2 These responsibilities are supplemented by reference within the Financial Memorandum as follows:

4. Responsibilities of the Accounting Officer

4.1 The Governing Body shall require the accounting officer to take personal responsibility, which shall not be delegated, to assure them that there is compliance with the Financial Memorandum and all other terms and conditions of funding. The accounting officer may be required to appear before the Parliamentary Committee of Public Accounts on matters relating to the College's use of Public Funds.

4.2 The accounting officer shall be responsible for advising the Governing Body in writing if at any time, in his or her opinion, any action or policy under consideration by the Governing Body is incompatible with the Financial Memorandum. If the accounting officer has evidence that the Governing Body is acting in breach of the Financial Memorandum or any other terms and conditions of funding the accounting officer shall inform the Chief Executive in writing.

4.3 Article 11 states that the Principal may delegate functions to any member of the Senior Leadership Team other than:

- (a) The management of budget and resources; and
- (b) Any functions that have been delegated specifically to the Principal by the Corporation

5. Role of the Clerk

5.1 The Clerk shall be responsible for the following functions set out in Article 3(3): -

- (a) Advising the Corporation with regard to the operation of its powers;
- (b) Advising the Corporation with regard to procedural matters;
- (c) Advising the Corporation with regard to the conduct of its business; and
- (d) Advising the Corporation with regard to matters of governance practice.

5.2 The remaining five core responsibilities of the Clerk are also laid out in the Instrument of Government, as follows: -

- 5 (5) Receiving written notice of the Chair/Vice Chair's resignation
- 7 (6) Receiving notice of a Member's disqualification from office
- 9 (1) Receiving written notice of a Member's resignation
- 10 (5) The maintenance of a Register of Members' Interests
- 11 (2) Calling meetings and send out agendas

6 Role of the Chair and taking Chair's Action

6.1 The Chair has the same legal authority as other Corporation members and acts as "First among Equals". The Chair is responsible for the leadership of the Corporation and is ultimately responsible to the College's stakeholders for the effectiveness of the Corporation. The following responsibilities are defined in the Instrument of Government:

- 11 (3) Issuing the agenda item and relevant papers relating to any proposal regarding the remuneration, conditions of service, conduct, suspension, dismissal or retirement of the Clerk
- 11 (4), 11 (5), 12 (4)
Calling special and non-scheduled meetings
- 13 (2) Second or casting vote in situations where there is an equal division of votes
- 14 (3) where minutes of a meeting are taken as an agenda item and agreed to be accurate, those minutes shall be signed by the Chair as a true record
- 19 Authentication of the use of the Corporation Seal

6.2 The following responsibilities are defined in the Articles of Government:

12(1) The Chair or Vice Chair shall form part of the selection panel for the Principal

6.3 The Chair may also deal with those matters specifically delegated to him/her by the Corporation. However the Chair shall not have delegated authority in relation to any matters listed in Article 3(1) see 3.2 above, or those responsibilities specifically delegated to the Principal under Article 3(2) see 4.1 above.

6.4 The Corporation Chair is empowered to take Chair's Action as follows under the Standing Orders for the Corporation and its Committees:

21.1 There are occasions when issues arise which should be placed before the Corporation, but the next meeting is scheduled for a date too distant in the future, and there is no time to call a Special Meeting. Such issues will normally be crucial to the well being of the College. In such circumstances the Corporation has agreed that the Chair may take action on its behalf, on condition that such a course of action is not contrary to the Instrument and Articles of Government or other regulations. The Chair will consult the Principal and at least two other Corporation Members, including the Vice-Chair if available, before the decision is made.

21.2 A written note of the Chair's action will be placed on file and reported at the next Corporation meeting for information.

7. Committees

7.1 Under Article 4, the Board may establish 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.

7.2 The Board may also establish other committees or working groups. These will have clear terms of reference, setting out their responsibilities to the Governing Body. If they are given delegated powers, these will be explicitly stated.

7.3 The Board has retained the requirement under the Articles to have:

5.1 Search Committee to advise on the appointment of Members (other than as staff or student Members).

6.1 Audit Committee (to advise on matters relating audit arrangements and systems of internal control).

7.4 The Board may not delegate to committees any matters listed in Article 9 (listed in 3.3).

**HEART OF WORCESTERSHIRE COLLEGE
SCHEME OF DELEGATION
RECURRING DOCUMENT SCHEDULE – CORPORATION APPROVAL REQUIRED**

The Corporation is responsible for approving the following documents. These documents will be reviewed initially by the responsible individual, with appropriate consultation, and will be considered for approval by the Corporation at appropriate meetings under the Cycle of Business. Documents should be reviewed with the frequency indicated or updated in response to changes in legislation, guidance or Funding Agency direction.

Policy	Frequency	Responsibility	Reason for Corporation Approval
Audit Focus			
Internal Audit Service Audit Needs Assessment and Plans	Annual	Vice Principal Corporate & Resources	Audit Code of Practice Requirement
Risk Management Review	Annual	Vice Principal Corporate & Resources	LSC “ A Guide to Risk Management in Further Education”
Internal Auditors Annual Report	Annual	Vice Principal Corporate & Resources	Audit Code of Practice Requirement
Financial Statements Audit Management Letter	Annual	Vice Principal Corporate & Resources	Audit Code of Practice Requirement
Letter of Representation - Financial Statements Audit and Regularity Audit	Annual	Vice Principal Corporate & Resources	Financial Statements Auditors Requirement
Audit Committee Annual Report	Annual	Clerk to the Corporation	Audit Code of Practice Requirement
Internal Audit Service Engagement Letter	As advised	Vice Principal Corporate & Resources	Audit Code of Practice Requirement
Financial Statements Auditors Engagement Letter	As advised	Vice Principal Corporate & Resources	Audit Code of Practice Requirement
Finance Focus			
Franchise/Partner Contracts – Future Contracts Additional partner Extensions	Annual Update	Vice Principal Corporate & Resources	SFA Funding Rules and supply chain advice
Annual Budget	Annual	Vice Principal Corporate & Resources	Instrument and Articles of Government: Article 3 and Article 9
Two Year Financial Plan	Annual	Vice Principal Corporate & Resources	Instrument and Articles of Government: Article 3 and Article 9
Franchise Contracts – Annual Report	Annual	Vice Principal Curriculum and Quality	SFA Funding Rules and supply chain advice

Policy	Frequency	Responsibility	Reason for Corporation Approval
Financial Statements – Heart of Worcestershire College	Annual	Vice Principal Corporate & Resources	SFA Annual Finance Circular
Financial Statements – NEWCEL & Molinna	Annual	Vice Principal Corporate & Resources	SFA Annual Finance Circular
Financial Statements – Students Union	Annual	Vice Principal Corporate & Resources	Instrument and Articles of Government: Article 18
Students Union Budget	Annual	Vice Principal Corporate & Resources	Education Act 1994: S22
Procurement Report	Annual	Director of Finance	Financial Memorandum 6
Borrowing Approval	As required	Vice Principal Corporate & Resources	Instrument and Articles of Government: Article 3 and Article 9
College Property Strategy	Periodically	Principal	Instrument and Articles of Government: Article 3 and Article 9
Corporation Focus			
College Performance Indicators Review	Annual	Principal	Monitoring tool
Strategic Plan	Annual	Principal	Instrument and Articles of Government: Article 3 and Article 9
Corporation Performance Indicators	Annual	Clerk to the Corporation	Monitoring tool
Corporation Self-Assessment Report	Annual	Clerk to the Corporation	Common Inspection Framework
Self-Assessment Report	Annual	Vice Principal Curriculum and Quality	Common Inspection Framework
Quality Improvement Plan	Annual	Vice Principal Curriculum and Quality	
Senior Postholder Objectives – Remuneration Committee Responsibility	Annual	Chair/Principal	Remuneration Committee Terms of Reference (Only to Corporation if not available to RC)
Mission Statement	Triennial	Principal	Instrument and Articles of Government: Article 3 and Article 9
Governor Role Description	Triennial	Clerk to the Corporation	Governance Framework
Students' Union Constitution (Subject to SU approval)	Every five years	Vice Principal Corporate & Resources	Instrument and Articles of Government: Article 18

Clerk to the Corporation
7 August 2014

**HEART OF WORCESTERSHIRE COLLEGE
SCHEME OF DELEGATION
POLICY SCHEDULE FOR CORPORATION APPROVAL**

The Corporation is responsible for approving the following policies. These policies will be reviewed initially by the responsible individual, with appropriate consultation, and changes will be recommended to the next Corporation meeting with the relevant focus. Policies should be reviewed with the frequency indicated, or updated as required by changes in legislation or to reflect good practice.

Policy	Frequency	Responsibility	Reason for Corporation Approval
People Focus			
Health and Safety Policy	Annual	Vice Principal Corporate & Resources	Health and Safety at Work Act 1974; Management of Health and Safety at Work Regulations 1999 etc; Health and Safety Executive guidance gives annual basis
Redundancy Procedure	Triennial with Corporation Framework	Principal	Corporation Appeal Committee role reinstated
Corporation Framework for the Approval, Payment and Reporting of Redundancies	Triennial with Redundancy Procedure	Principal	Financial Memorandum
Complaints Policy	Triennial	Vice Principal Corporate & Resources	Monitoring tool
Diversity			
Equality and Diversity Strategy (Single Equality Scheme)	Triennial Annual Monitoring	Vice Principal Corporate & Resources	Equality Act 2010

Policy	Frequency	Responsibility	Reason for Corporation Approval
Education Focus			
Learner Involvement Strategy	Triennial	Vice Principal Corporate & Resources	FETA 2007 LSC "Developing a Learner Strategy"
Safeguarding Policy for Children and Vulnerable Adults	Annual	Vice Principal Corporate & Resources	Education Act 2002 s.175 Safeguarding Vulnerable Groups Act 2006 as amended by Protection of Freedoms Act 2012
Student Charter	Triennial	Vice Principal Corporate & Resources	FHEA 1993
Quality Strategy	Triennial	Vice Principal Curriculum and Quality	Instrument and Articles of Government: Article 3
HE Strategy	Triennial	Vice Principal Curriculum and Quality	HEFCE Requirement
Student Attendance Policy	-	Vice Principal Curriculum and Quality	Approved because of focus on Teaching, Learning and Assessment - normally for management approval
Finance Focus			
Financial Regulations and Procedures Changes annually. Full documents triennially to Audit Committee only, from 2012/13	Annual (changes) Triennial (full to AC)	Director of Finance	Instrument and Articles of Government: Article 3 and Article 9
Risk Management Policy	Annual	Vice Principal Corporate & Resources	LSC "A Guide to Risk Management in Further Education"
Disaster Management Changes annually – to Audit Committee and Corporation with Risk Report in autumn term. Full documents triennially to Audit Committee only	Annual (changes) Triennial (full to AC)	Vice Principal Corporate & Resources	LSC "A Guide to Risk Management in Further Education"
College Fee Policy HE Access Agreement	Annual	Vice Principal Corporate & Resources	Instrument and Articles of Government: Article 19 HEFCE requirement
Investment Policy/ Strategy	Triennial Amendment	Vice Principal Corporate & Resources	Financial Regulations and Procedures
Subcontracting Supply-chain Fees and Charges Policy	Triennial	Principal	SFA Funding Guidance
Corporation Focus			
Use of the Corporation Seal	Triennial	Clerk to the Corporation	Instrument and Articles of Government: Instrument

Policy	Frequency	Responsibility	Reason for Corporation Approval
			21
Annual Review of the Decision Making Process	Annual	Clerk to the Corporation	Baroness Blackstone recommendation for Corporations
Cycle of Business	Annual	Clerk to the Corporation	Governance framework
Standing Orders	Annual	Clerk to the Corporation	Instrument and Articles of Government: Article 23
Terms of Reference:			
• Audit Committee	Annual by Committee	Clerk to the Corporation	Instrument and Articles of Government: Article 6 Joint Audit Code of Practice Part 2
• Search Committee	Annual by Committee	Clerk to the Corporation	Instrument and Articles of Government: Article 5
• Corporation Appeal Committee	Triennial	Clerk to the Corporation	Instrument and Articles of Government: Article 4
• Corporation Review Group	Triennial	Clerk to the Corporation	Instrument and Articles of Government: Article 4
• Joint Options Group	Triennial	Clerk to the Corporation	Instrument and Articles of Government: Article 4
• Remuneration Committee	Triennial by Committee	Clerk to the Corporation	Instrument and Articles of Government: Article 4
Policy to address Complaints against the Corporation	Triennial	Clerk to the Corporation	Governance Framework
Access to Corporation Information	Triennial	Clerk to the Corporation	Instrument and Articles of Government: Instrument 16 and Instrument 17, Article 8
Anti-Bribery Policy and Procedures	Triennial	Principal	Bribery Act 2010
Freedom of Speech Code of Practice	Triennial	Clerk to the Corporation	Education (No 2) Act 1986
Grievance Procedure for Dealing With Grievances Against Senior Postholders	Triennial	Clerk to the Corporation	AoC Model Corporation relationship with Senior Postholders
Corporation Attendance Policy	Triennial	Clerk to the Corporation	Governance Framework
Freedom of Information Act Publication Scheme	Triennial	Vice Principal Corporate & Resources	Freedom of Information Act 2000
Senior Postholder Appointment Procedure	Triennial	Clerk to the Corporation	Instrument and Articles of Government: Article 12
Governor Expenses Policy	Triennial	Clerk to the Corporation	Instrument and Articles of Government: Instrument 18; Charities Act 2011

Policy	Frequency	Responsibility	Reason for Corporation Approval
Whistleblowing Procedure	Triennial	Clerk to the Corporation	Public Interest Disclosure Act 1998 Financial Regulations and Procedures
Corporation Training and Development Policy	Triennial	Clerk to the Corporation	Governance Policy
Governor College Link Policy	Triennial	Clerk to the Corporation	Governance Policy
Conflict of Interest Policy	Triennial	Clerk to the Corporation	Instrument and Articles of Government: Instrument 11 Charities Act 2011
Fraud Policy and Fraud Response Plan	Triennial	Vice Principal Corporate & Resources	Financial Regulations and Procedures
Statement of Governance Principles	Triennial	Clerk to the Corporation	Governance framework
Senior Postholder Disciplinary Policy after consultation	Triennial	Clerk to the Corporation	Instrument and Articles of Government: Article 16, Article 17
Senior Postholder Grievance procedure - after consultation	Triennial	Clerk to the Corporation	Instrument and Articles of Government: Article 20
Arrangements for Obtaining Staff and Students Views	Triennial	Vice Principal Corporate & Resources	Instrument and Articles of Government: Article 3(1)(aa) Schedule 4 Further and Higher Education Act 1992 as amended by Education Act 2011
Eversheds Code of Conduct for Governors and Co-opted Committee Members	As issued	Clerk to the Corporation	Instrument and Articles of Government: Instrument 11 Eversheds' Code of Conduct is provided under the Governance Plus service

Clerk to the Corporation
7 August 2014

HEART OF WORCESTERSHIRE COLLEGE**SCHEME OF DELEGATION****DELEGATED POLICY SCHEDULE – WORKING COPY**

Corporation formally delegated responsibility for ensuring the future review and updating of these policies to the Principal. The Policies should be reviewed on a continuing triennial cyclical basis, or updated as required by changes in legislation or to reflect good practice. This is not intended to be a list of College Policies and further policies will be approved by SMT under the Principal's authority without Corporation approval. The Principal has responsibility for ensuring that these policies are reviewed and implemented but this may be achieved through delegation to other members of staff where not restricted elsewhere in the Scheme of Delegation.

Policy	Frequency	Responsibility	Justification
Human Resources			
Family Flexible Working Policy	Triennial	Principal	Document identified as significant and included in former Employment Committee Review Cycle - delegated 2004
Sick Absence Policy	Triennial	Principal	Corporation Appeal Committee role removed – Corporation 22 January 2007
Recruitment and Staffing Policy	Triennial	Principal	Document identified as significant and included in former Employment Committee Review Cycle - delegated 2004
Guidelines for Parental Leave	Triennial	Principal	Document identified as significant and included in former Employment Committee Review Cycle - delegated 2004
Capability Policy	Triennial	Principal	Corporation Appeal Committee role removed – Corporation 22 January 2007
Drugs Policy	Triennial	Principal	Document identified as significant and included in former Employment Committee Review Cycle - delegated 2004
Probationary Procedure	Triennial	Principal	Corporation Appeal Committee role removed – Corporation 22 January 2007
Management of Stress Policy	Triennial	Principal	Document identified as significant and included in former Employment Committee Review Cycle - delegated 2004
Smoke Free Policy	Triennial	Principal	Document identified as significant and included in former Employment Committee Review Cycle - delegated 2004
Maternity Leave Provisions for All Staff	Triennial	Principal	Document identified as significant and included in former Employment Committee Review Cycle - delegated 2004
Adoption Leave Policy	Triennial	Principal	Document not previously included in Employment Committee Review Cycle but part of family friendly policies
Paternity Leave Provisions	Triennial	Principal	Document identified as significant and included in former Employment

Policy	Frequency	Responsibility	Justification
			Committee Review Cycle - delegated 2004
Remuneration Policy	Triennial	Principal	Instrument and Articles of Government: Article 3(1)e – delegated 2013
Staff Code of Conduct - after consultation	Triennial	Principal	Instrument and Articles of Government: Article 14 – delegated 2013
Staff Disciplinary Procedure - after consultation	Triennial	Principal	Instrument and Articles of Government: Article 16 – delegated 2013 (Corporation Appeal Committee role)
Staff Grievance Procedure – after consultation	Triennial	Principal	Instrument and Articles of Government: Article 16 – delegated 2013
Staff Policy on Harassment and Bullying	Triennial	Principal	Instrument and Articles of Government: Article 3(1)e – delegated 2013
Information Policies			
Data Protection Policy	Triennial	Principal	Document identified as significant and included in former Employment Committee Review Cycle – delegated 2004
Acceptable Use Policy	Triennial	Principal	Document identified as significant and included in former Employment Committee Review Cycle – delegated 2004
Health and Safety			
Health and Safety Procedures for 14 – 16 year olds	Triennial	Principal	Document initially approved by the Corporation on request but forms part of subsidiary Health and Safety Procedures to be approved by the Principal. The overall Health and Safety Policy will continue to be approved by the Corporation.
Other subsidiary Health and Safety Procedures	Triennial	Principal	Subsidiary Health and Safety Procedures to be approved by the Principal. The overall Health and Safety Policy will continue to be approved by the Corporation.
Education Focus			
Academic Misconduct Policy	Triennial	Principal	Instrument and Articles of Government: Article 21 – delegated 2013
Student Disciplinary Policy - after consultation	Triennial	Principal	Instrument and Articles of Government: Article 21 – delegated 2013

7 August 2014

ANNEX D

**HEART OF WORCESTERSHIRE COLLEGE
CORPORATION AND COMMITTEE STRUCTURE CHART**

