

The Governance Arrangements of the Corporation of Sussex Coast College Hastings

STANDING ORDERS

CONTENTS

1. Introduction

- Contents of the Statutory Instrument and Articles of Government

2. Rules of Conduct for Corporation Members

- 2.1 General expectations of conduct
- 2.2 Standards of public life and code of conduct
- 2.3 Independence and Members' interests
- 2.4 Collective and Individual responsibility
- 2.5 Communication
- 2.6 Attendance

3. Legal Framework and statutory responsibilities:

- 3.1 Further and Higher Education Act 1992
- 3.2 Charity Law
- 3.3 College Companies
- 3.4 Other Statutory Responsibilities of Governors

4. Board structure, membership and procedures

- 4.1 Committees
- 4.2 Membership and appointments
- 4.3 Eligibility to Serve
- 4.4 Appointment of the Chair and Vice Chair
- 4.5 Powers of Delegation
- 4.6 Chair's Action and Urgency Powers
- 4.7 Notice of meetings

5. Public accountability

- 5.1 Access to information
- 5.2 Public access to meetings
- 5.3 Confidentiality
- 5.4 Performance, evaluation and self assessment

6. Members services

- 6.1 Expenses and allowances
- 6.2 Indemnity and insurance
- 6.3 Access to legal advice

7. Review of the Standing Orders

8. Application of the College Seal

9. Complaints against the Corporation

10. The Clerk's responsibilities when the Governors act beyond their powers

APPENDICES:

A. Nolan Committee Rules of Public Life

B. Corporation Code of Conduct

C. Further and Higher Education Act 1992 s18 and s19

D. Terms of reference for Committees (Audit Committee, Curriculum, Quality and Standards Committee, Finance and Human Resources Committee, Search and Governance Development Committee, Remuneration Committee, Special Committee)

E. Membership of Corporation and Committees

1. INTRODUCTION

- i. These Standing Orders supplement the provisions of the Further and Higher Education Act 1992 and the Instrument and Articles of Government of Sussex Coast College Hastings, which at all times are to be regarded as the primary sources of guidance. The contents of the Instrument and Articles are given below:
- ii. It is the responsibility of the Clerk to the Corporation to interpret the Instrument and Articles of Government, the Standing Orders and associated Corporation approved policy, and to advise the Corporation (or if appropriate the Chair of the Corporation) if at any time it appears that the Corporation (or an individual governor) is in breach of the regulations.

Instrument		Articles	
1	Interpretation	1	Interpretation
2	Composition of the Corporation	2	Conduct of the Institution
3	Determination of membership numbers	3	Responsibilities of Corporation, the Principal and the Clerk
4	Appointment of Governors	4	Establishment of committees and Delegation of Functions generally
5	Election of Chair and Vice Chair/s	5	Search Committee
6	Appointment of Clerk to the Corporation	6	Audit Committee
7	Persons Ineligible to be Governors	7	Composition of committees
8	Term of office of a Governor	8	Access to committees by non-members and publication of minutes
9	Termination and suspension of a Governorship	9-11	Delegable and non-delegable functions
10	Governors not to hold interests in matters relating to the College	12-13	Appointment and promotion of staff
11	Meetings	14.	Conduct of Staff
12	Quorum	15.	Academic Freedom
13	Proceedings of Meetings	16.	Grievance, suspension and disciplinary procedures
14	Minutes	17.	Suspension and Dismissal of Clerk
15	Public Access to Meetings	18.	Students
16	Publication of Minutes and Papers	19.	Financial Matters
17	Copies of Instrument of Government	20.	Co-operation with the Funding Agency's Auditor
18	Change of name of the College	21.	Internal Audit
19	Application of the Seal	22.	Accounts and Audit of Accounts
		23.	Rules & Bye-laws
		24.	Copies of Articles of Government, Rules & Bye-laws
		25.	Modification/ replacement of the Instrument and Articles
		26.	Dissolution of the Corporation

2. RULES OF CONDUCT FOR CORPORATION MEMBERS

2.1 General expectations of conduct

Members of the Corporation have been appointed to serve in the expectation that they will:

- Participate fully in the work of the Corporation;
- Demonstrate a high level of commitment to the College's vision;
- Operate within the governance framework of the College

Responsibility for the appropriateness of conduct as a Governor of a corporate body and for any act or omission in that capacity rests with the individual Member.

Every Governor shall be bound by these Standing Orders

2.2 Standards of public life and code of conduct

Governors owe a fiduciary duty to the College. This means that they should show it the highest loyalty and act in good faith in its interests. Members are expected to adhere to the Seven Principles of Public Life, as recommended by the Nolan Committee's report, "Standards in Public Life", for those holding public office. These are provided in full in Appendix A.

Every Member will sign up to the Corporation's Code of Conduct on appointment and reaffirm his or her commitment to following the Code on an annual basis. A summary of the Code of Conduct is available at Appendix B and the full Code is available on the College's website and on request from the Clerk to the Corporation.

2.3 Independence and Other Interests

Decisions made at meetings of the Corporation and its Committees must be for the benefit of the College as a whole and not for any improper purpose, or for personal motive. The "benefit of the College" can be taken to mean, first and foremost, the interests of its students and other users of the College's services, and must not allow any sectional interest to take precedence. In particular Members are not appointed as "representatives" or "delegates" of any outside body, and may not lawfully be bound by mandate given by others.

Governors must seek to avoid putting themselves in a position where there is a conflict of interest (actual or potential) between their personal interests and their duties to the Corporation. An "interest" means anything financial or any other interest which, if publicly known, could be perceived as being likely to affect a Governor's independent judgement.

Governors who have an interest in the matters relating to the Institution cannot vote on any question with respect to it nor may they be counted towards quorum for the issue. They are not however excluded from the meeting unless the Corporation votes to exclude them.

Governors must not receive gifts, hospitality or benefits of any kind from a third party which might be seen to compromise their personal judgement or integrity. In order to minimise any potential perceptions of impropriety, bias or prejudice, Corporation members are required to refuse any business gifts or hospitality that is other than of insignificant value (less than £10) or where refusal may cause undue offence in line with the College's Financial Regulations. Any gifts should immediately be reported to the Clerk.

The Clerk maintains and updates annually a Register of Interests, which is open for public inspection. Governors are invited to disclose routinely to the Corporation all interests, financial or otherwise, which they or (so far as they are aware) their spouses, partners, children or other close relatives may have, for entry on the register. Governors should inform the Clerk whenever their circumstances change and interests are acquired or lost.

2.4 Collective Decision Making

The Board of Governors operates by Governors taking majority decisions at quorate meetings. Therefore, a decision of the Corporation, even when it is not unanimous, is a decision taken by the Members collectively and each individual Member has a duty to stand by it, whether or not they were present or agreed with it when it was taken.

If a Member disagrees with a decision they may request that their disagreement be minuted.

It is important that the Corporation and its Committees have full and frank discussions in order to take decisions collectively. To do so, there must be trust between Governors with a shared corporate responsibility for decisions and due respect for the opinions of all Governors. Dependent upon the nature of the business under discussion, Governors should keep confidential any matter which the Corporation considers to be confidential.

2.5 Communication on behalf of the Board

Unless otherwise agreed by the Corporation in individual circumstances statements on behalf of the Board will only be made by the following:

- the Chair and Vice Chair/s
- the Principal and Chief Executive or his representative
- the Clerk

It is the responsibility of the Clerk to the Corporation to conduct all correspondence on behalf of the Corporation and to respond to correspondence from staff, including representatives of the staff. This will be undertaken following consultation with the Chair of the Corporation and/or the Principal and Chief Executive.

It is unethical for Governors to publicly criticise, canvass or reveal the views of other Governors, which have been expressed at a meeting of the Corporation or its committees.

2.6 Attendance

Governors are asked to give the Clerk as much notice as possible if they are unable to attend a meeting. This ensures that apologies for absence are registered at the meeting and allows the Clerk to judge if the meeting will be quorate.

A report on Governors' attendance will be produced by the Clerk and presented to the Search and Governance Committee at each meeting. Governors are expected to achieve an attendance record of at least 75%.

Any Governor who has not attended meetings for more than six consecutive months without permission of the Corporation or become unable or unfit to discharge the functions of a Governor may be removed from office by decision of the Corporation; the Governor concerned shall be given notice in writing.

3 LEGAL FRAMEWORK AND STATUTORY RESPONSIBILITIES

3.1 Further and Higher Education Act 1992 and other regulations

The Corporation has been granted powers by Sections 18 and 19 of the Further and Higher Education Act 1992 (a summary appears at Appendix C)

Within these powers the Corporation has responsibilities for the functions set out in Article 3 (1) of the Articles of Government.

Article 3 (2) specifies the responsibilities of the Principal and Chief Executive to implement the Corporation's decisions and to manage the College's affairs within the budgets and frameworks set by the Board. Article 3 (3) specifies the responsibilities of the Clerk to advise the Corporation on the operation of its powers, the conduct of its business, procedural matters and matters of governance practice.

As a condition of receiving public funds, the Corporation and Principal and Chief Executive have duties and responsibilities as set out in the College's Financial Memorandum and the Joint Audit Code of Practice, and for the proper use of income derived from the providers of other public funds.

3.2 Charity Law

Due to the status of a Further Education College as an exempt Charity, the Governors of a Further Education Corporation are also governed by Charity Law, in their role as Charity Trustees (Charities Act 2010).

3.3 College Companies

The Corporation has the powers to set up subsidiary companies without seeking consent from the Funding Agency, within guidelines set out in policy provided by the

Funding Agency. The rules of Company Law, (as set out by the Companies Act 2006) shall also apply to these companies.

3.4 Other statutory responsibilities of Governors

Governors of a Further Education College have a responsibility for setting policy and monitoring its implementation according to the following areas of legislation:

- Health and Safety at Work Act
- Equalities Act 2010
- Employment Law
- Data Protection Act
- Freedom of Information Act
- Bribery Act
- Safeguarding legislation

4 THE BOARD STRUCTURE, MEMBERSHIP AND PROCEDURES

4.1 Committees

The Corporation operates a traditional board structure with six committees as follows:

- Audit Committee
- Curriculum, Quality and Standards Committee
- Finance and Human Resources Committee
- Remuneration Committee
- Search and Governance Development Committee
- Special Committee (to consider disciplinary matters related to Senior Post Holders and appeals from staff and students)

Terms of Reference for committees are provided at Appendix D.

All of the statutory roles and responsibilities, as set out in Article 3 (1) of the Corporation's Instrument and Articles, shall be performed by the Corporation or delegated to its standing committees. The Corporation reserves the power to constitute any committee, working group or task and finish group required to delegate any of its functions.

The remit, responsibilities, frequency of meetings and membership of any committee shall be determined by the Corporation, and ratified annually by the Corporation at its last meeting before 31 July.

4.2 Membership and Appointments

The Corporation will keep under review and determine its membership from time to time, having regard to the provisions of the Instrument of Government, the Corporation's Policy on Appointment of Governors, the recommendations of the Search and Governance Development Committee and sector best practice.

The Corporation is determined to have 17 members:

- 12 Independent Governors
- 2 Staff Governors

- 2 Student Governors
- The Principal

Staff Governors and the Election Process

There shall be two Staff Governors, one of whom shall be nominated and elected by teaching staff as a whole from within their number and one shall be nominated and elected by the non-teaching staff as a whole from within their number. Each shall be appointed for a period of four years. The election process shall be carried out during the term immediately prior to the expiry of the term of office of serving staff governors.

Invitations to nominate candidates shall be sent to respective groups of staff. There shall be at least a two week period for making nominations which must be returned to the Clerk. Nominees must sign the nomination form to confirm their willingness to stand for election.

If only one nomination from any group has been received then that person shall be appointed the Staff Governor. If more than one nomination for any group has been received then an election for that group's representative shall be arranged by ballot.

There shall be at least a two week period for voting.

In the event of no nomination being made the nomination process will be repeated in an attempt to secure a nominee. In the event of more than one candidate receiving the highest but equal number of votes a second election shall be arranged where only those candidates' names shall be put forward for election. If the result is still a tie the Search and Governance Development Committee shall compile a profile of each candidate for the Corporation to make its choice. A candidate can withdraw his/her name at any point in the process.

The outcome of the Staff Governor election is taken to the Corporation for the formal appointment to be made.

If the Staff Governor ceases to be a member of the Corporation before the expiry of his/her term of office a successor will be appointed for a four year period.

A member of College staff may only be a Governor if elected as a Staff Governor or in his/her capacity as Principal. This does not apply to the Student President, students enrolled by the College as apprentices, or students employed part time by the College for fewer than eight hours a week.

Student Governors

The Elected President of the Student Council shall automatically be a Student Governor

A second Student Governor will be elected from within the Student Council membership (this process is outlined in the Student Council constitution).

The outcome of the Student Governor elections is taken to the Corporation for the formal appointment to be made.

The Student Governors' term of office shall normally be for one year.

If the Student Governor ceases to be a member of the Corporation before the expiry of his/her term of office a successor shall be appointed for the uncompleted term only.

A full time student of the College may only normally be a Student Governor. However a governor is not ineligible if enrolled as a part time student at the College.

The role profile for governors is publically available on the website.

The Corporation will endeavor to ensure that there is an appropriate balance of skills, experience, gender, ethnicity, age and disability upon the Corporation. This means that Governors are drawn from a range of backgrounds.

Under its current structure the Corporation is, itself, responsible for monitoring its membership, agreeing its recruitment and succession arrangements and for the appointment of governors.

All governors, with the exception of the student governor, are appointed for a four year term of office. No governor would normally serve more than two terms of four years and any further years would be by exception

A Governor may at any time resign his/her office by notice of writing to the Clerk to the Corporation.

The Corporation may co-opt persons who are not Governors to serve as Co-opted Governors on committees subject to the prior approval of the Corporation. Co-opted Governors may be invited to attend full Corporation meetings where appropriate, but do not have voting rights. Co-opted Governors will be appointed for a one year renewable term of office. Co-opted Governors have full voting rights on committees and are counted as part of the quorum.

The Clerk maintains a list of Governors, the Committees upon which they serve, their membership category and the date on which their term of office ends. This list is published on the website for public information (see Appendix E)

4.3 Eligibility to Serve

Eligibility to serve on the Corporation in any capacity is determined in accordance with Charity Law and Company Law. The following are ineligible to serve as governors:

- anyone who has an unspent conviction for an offence involving deception or dishonesty;
- anyone who is an undischarged bankrupt; anyone who has been removed from trusteeship of a charity by the Court or the Commission for misconduct or mismanagement;
- anyone under a disqualification order under the Company Directors Disqualification Act 1986.
- anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register –

A student and staff governor will become ineligible to serve if they leave the college

Upon becoming a Governor and annually thereafter Governors are required to confirm their eligibility within the requirement of Instrument 8 of the Instruments and Articles of Government by completing the Confirmation of Eligibility form.

4.4 Appointment procedures for Chair and Vice Chair/s of the Board (Within the provisions of Instrument (5))

The Chair and Vice Chair/s are appointed every two years from the membership of the Corporation, at the December meeting of the Corporation, with appointment taking effect at the April meeting. Chair and Vice Chair/s may be appointed from outside the Corporation where there is no suitable or willing candidate from among themselves.

Appointment is through an election. The Clerk shall circulate notice of the election, at least one month in advance of the December meeting, and provide a nomination form.

A proposer and seconder must support each nomination, neither of whom must be the nominee. The Principal, Staff and Student Governors are ineligible for these positions, but may nevertheless take part in the appointment process.

A governor who is not a candidate for either post shall normally take the Chair when the election is considered at the December meeting.

In the case that one candidate for each position is nominated, that candidate shall be elected unopposed. In the case of a competition, election shall be through secret ballot using a form prepared by the Clerk.

If the Chair should resign or otherwise cease to hold office during the year, then the Vice- Chair/s shall act as Chair until the next meeting when an election shall be held. If the Vice- Chair/s should resign or otherwise cease to hold office during the year an election for a replacement shall be held at the next meeting.

4.5 Powers of Delegation:

The Corporation has exercised its powers, provided by Article 4, to delegate its functions to committees and the Principal and Chief Executive. These are set out in detail in the Corporation's Scheme of Delegation. This scheme is notwithstanding the 'reserved' responsibilities of the Board which are set out in Article 8 and are considered so important that they cannot be delegated.

4.6 Chair's Action and Urgency Powers

There shall be no power delegated to the Chair allowing her/him to act on behalf of the Corporation between meetings, except where the Corporation shall agree by resolution at a meeting to delegate specific powers to him to deal with a specific matter in the period before the next meeting. Where such specific powers have been delegated to the Chair, he shall report any action taken to the next meeting.

The Chair shall have powers to deal with any matters judged to be of such urgency and gravity that it is not possible to convene a special meeting of the Corporation. The Chair should take the advice of the Vice Chairs, the Principal, the Clerk and as many Governors that he can contact. Any action or decision made by the Chair must be put to the next meeting of the Corporation for endorsement.

Chairs action and urgency powers must not be applied in the case of:

- any matter which the Instrument and Articles states cannot be delegated
- it changing the character of the college;
- it not being lawful
- it being in conflict with the personal interests of the Chair.

4.7 Notice of Meetings

Scheduled meetings of the Corporation shall be called by the Clerk giving at least seven calendar days notice of the date of the meeting, together with a copy of the proposed agenda. Notice shall

also state the time, date and place of the meeting.

Meetings which are additional to the published schedule of meetings are referred to as Special Meetings. The Chair of the Corporation (or Vice Chair/s in his or her absence) may summon a Special Meeting by giving less than seven days prior notice if, in the reasonable opinion of the Chair, there are matters which demand urgent attention

5 PUBLIC ACCOUNTABILITY

5.1 Access to information

In accordance with the College's Freedom of Information Act Publication Scheme outlined below, the Clerk shall make arrangements for the publication on the College Website of:

- the minutes of each Corporation and Committee meeting
- Information about the Corporation members, its membership, meetings schedule, policies, rules and byelaws

5.2 Public Access to Meetings

The Corporation may invite relevant persons to attend for specific items or for the whole meeting as appropriate.

Public access to meetings shall be in accordance with Clause 15 of the Statutory Instrument of Government. The Corporation will seek to balance the need for open discussion in which Governors are not inhibited by the presence of members of the public against the need to uphold the Nolan principles of accountability and openness.

Persons seeking access to meetings should make their request in writing to the Clerk to the Corporation, stating the reason why they wish to attend. The Clerk will refer all such requests to the Chair for consideration.

5.3 Confidentiality

The following criteria are applied in considering whether material should be dealt with on a confidential basis:

- Material relating to a named person employed at, or proposed to be employed at, the College (this will also apply to members of the Corporation)
- Material relating to a named student at, or candidate for admission to, the College
- Information relating to an identifiable group of staff or students at the College
- Negotiations with trade unions
- Information relating to contract negotiations
- Commercially sensitive or strategic information, release of which might be disadvantageous to the College
- Information which may have long term legal implications or contain legal advice which, if revealed, may prejudice the College's position
- Any other matter which, by reason of its nature, the Corporation is satisfied should

be dealt with on a confidential basis

The Clerk shall review, with the Chair of Corporation, confidential minutes annually, at the end of each academic year, and make recommendations for publication to the Corporation.

5.4 Performance, evaluation and self assessment

The Corporation shall self assess its own performance fully at least every two years, and shall provide an opinion on its performance at the end of each year, which will be fed into the whole College self assessment. The self assessment methodology will be agreed annually by the Board.

Individual governors will be asked to comment on their own performance annually, through a process of self reflection and an invitation to meet with the Chair of the Corporation.

The skills needs of the Corporation will be evaluated annually and an audit performed of the skills and experience of Governors against those needs.

A summary of the Board's self assessment will be published on the college website, and will form part of the Annual Report and Financial Statements.

6 MEMBERS' SERVICES

6.1 Expenses and Allowances to Governors

In accordance with Charity Law, governors are ineligible to be remunerated for their work on the Corporation without the permission of the Principal Regulator.

Governors are entitled to claim back any travelling, subsistence or other allowances connected with their work on the Corporation. A claim form is available on request from the Clerk who has the authority to authorise payment.

6.2 Indemnity and Insurance

Governors are indemnified against personal liability in both their capacity as FE Governors (Under the Learning and Skills Act 2001) and as charity trustees. The legislation requires governors to have acted honestly and reasonably in accordance with their fiduciary duties. The college provides governor liability insurance.

6.3 Access to legal advice

The Clerk to the Corporation has access to the services of a legal advisor which is independent from that used by the College.

7 REVIEW OF THE STANDING ORDERS

The Corporation will review these Standing Orders at least every two years or more frequently if policy changes require.

8 APPLICATION OF THE COLLEGE SEAL

The Seal shall be applied in accordance with procedures laid out in both Clause 20 of the Instrument of Government and the College's Financial Regulations.

9 COMPLAINTS AGAINST THE BOARD

Any complaint about a Corporation member who is alleged to have failed to comply with the Code of Conduct should be addressed to the Clerk to the Corporation.

Having received a complaint about a member's conduct, the Clerk will then carry out an investigation according to the following procedure:

- (i) The Clerk will bring the complaint to the attention of the Chair or Vice Chair of the Corporation (as appropriate).
- (ii) The Clerk will convene a panel to investigate the complaint and to consider what action (if any) should be taken.
- (iii) The panel should consist of two "independent" members i.e. persons who are not members of the Corporation, together with either the Chair or Vice Chair of the Corporation.
- (iv) If the complaint relates to both the Chair and Vice Chair of the Board, another senior member of the Board, e.g. Chair of Audit Committee, would be a suitable alternative.
- (v) This procedure should not apply to Corporation members who are also employees of the College as separate disciplinary procedures exist for this group.
- (vi) The results of the panel's investigation of a complaint shall be reported to the Corporation of actions to be taken.
- (vii) The complainant will be informed, in writing, of the outcome of the investigation.

10 CLERK'S RESPONSIBILITIES WHERE GOVERNORS ACT BEYOND THEIR POWERS

There may be occasions when the Clerk feels advice is being disregarded or overruled, and the Board is acting inappropriately or beyond its powers. The Clerk should, in the first instance, make every effort to resolve the matter through the avenues available within the College. The Clerk may take some or all of the following steps:

- a. Ensure that the reasons for concern have been put in writing and sent by the Clerk to the Chair and the Principal
- b. Ensure the Chair of the Audit Committee has been informed of those issues relevant to the Committee's terms of reference
- c. Report the matter to the next meeting of the Corporation and ensure the matter is placed in the publicly available minutes
- d. Consult the College's external auditors.

The Clerk is authorised to obtain initial legal advice on such issues without the agreement of the College management or the Corporation. In such a case the Corporation may decide to obtain further legal advice.

Appendix A

Nolan Committee Standards Of Public Life

- **Selflessness** – Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- **Integrity** – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- **Objectivity** – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability** – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness** – Holders of public office should be open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty** – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** – Holders of public office should promote and support these principles by leadership and example.

APPENDIX B

Code of Conduct and Register of Interests for Members of the Corporation **Code of Conduct**

1. All members of the Corporation are required, on accepting office, to declare that they will be guided by the Code of Conduct and to make a return on an annual basis which will formally record any interests both personal and business related which may have a direct or indirect connection with Sussex Coast College Hastings
2. The following principles should guide the conduct of all members of the Corporation:
 - * members of the Corporation should act at all times with integrity
 - * in dealing with public funds, Corporation members should set and abide by the highest standards of propriety
3. Individual members of the Corporation should at all times act with awareness of their wider responsibilities as members of the Corporation. They should at all times:
 - comply with this Code
 - act in good faith and in the best interests of the College
 - uphold the confidentiality of any matter deemed confidential by the Corporation on the grounds of commercial or personal sensitivity.
 - act fully in accordance with the normal principles of financial accountability.
4. Members of the Corporation should not:
 - * act in a way which will bring the Corporation or the College into disrepute
 - * use information gained in the course of their membership of the Corporation for personal gain
 - use their membership of the Corporation to promote or assist in any of their other activities.
5. As a general guide, members of the Corporation should not take any action which cannot be publicly explained. The overriding principle should be that members should declare any matter which may, to an observer, potentially influence their independent judgment in their role as a Corporation member.

Register of Interests

1. It is expected in public life that those responsible for decisions, particularly financial, should distance themselves from possible conflict of interests between their personal activities and matters with which they are involved as members of a public body.
2. A Register of Interests is maintained and updated on an annual basis. Members should advise the Clerk of any in year changes to their interests. The Register is available for inspection through the Clerk to the Corporation.
3. The Register invites members, the Clerk and senior members of staff and those with a high level of financial responsibility to record interests in the following areas of activity:
 - * directorships
 - * employment, office of profession or other activity
 - * gifts and hospitality of a significant value arising from membership of the Corporation
 - * other interests; for example, known clients or business relationships which have a direct connection with the College or which might affect its business; any significant known shareholdings in organisations which have business with the College; unremunerated posts, honorary positions and other connections which may give rise to a conflict of interest or of trust.
 - * trusteeship or participation in the management of charities, membership of professional bodies, trade union etc., membership of closed organisations.
4. Members of the Corporation and those staff listed in 3. are also required to record relevant and known interests held by their spouse, partner or close family.
5. Members and staff listed in 3. have a responsibility to notify the Clerk of any new activities which may create a conflict of interests with the college.

Declarations of Interest

1. Any member of the Corporation who has a clear and substantial interest in a matter under consideration by the Corporation should declare that interest at any meeting which the matter is to be discussed, whether or not that interest has already been declared and recorded in the Register of Interests. Such declarations would make clear the nature of the interest and whether it carried either direct or indirect financial interest to the individual member.
2. Where such an interest constitutes a direct or indirect financial interest, the member involved should not speak, participate in or otherwise seek to influence any

decision taken by the Corporation relating to the matter under discussion, and should, if requested by a majority of members present, withdraw from the meeting.

3. Members who hold office with or are employees of other bodies which receive funds from the College may participate in general discussions and decisions regarding such bodies but should withdraw, if requested by a majority of members present, and not participate in any discussion or decision which relates principally to the particular body with which they are associated.
4. Where a member has an interest which is not financial, but which is relevant to the Corporation's business, that interest should be declared. Where the interest is substantial, the member involved should withdraw from the discussions on any decisions relating to that interest, if requested to do so by a majority of members present. Where an interest arises from membership of a public body and where there is no financial interest, full participation in the discussion and decision is allowable. (A public body is deemed to be any institution or organisation in receipt of public funds, professional organisation or representative group.)
5. As a guide, Corporation members should ask themselves whether members of the public, knowing the facts of the situation, would reasonably conclude that the interests involved might influence the approach taken to the Corporation's actions. If so, the interest would be deemed to be sufficient for the member to withdraw, if requested by a majority of members present.
6. Members of the Corporation should not agree to participate in committees or other representative groups acting on behalf of the College where there is a clear possibility that a conflict of interest will regularly arise.
7. No member of the Corporation who is employed by the College shall, solely by the virtue of remuneration for services as an employee, be deemed for the purposes of this Code to have a declarable interest.

Acceptance of gifts or hospitality

1. Members of the Corporation should treat with caution any offer of gift, favour or hospitality arising from their membership of the Corporation. In general, meals may be accepted provided that they are working or other recognised proper occasions and the apparent costs of the hospitality are reasonable. It is acknowledged that attendance at social events where the invitation is clearly made because of a connection with the College is acceptable. Further details are found in section 2.3.
2. All gifts beyond the limits set out from time to time and agreed by the Corporation under the arrangements set out in paragraph 2 of the section applying to Register of Interests above, should be reported to the Clerk to the Corporation.

Compliance with the Code

If members of the Corporation have difficulty in complying with this Code or are in

doubt concerning a particular matter arising from it, they should contact the Clerk to the Corporation who will provide appropriate advice.

EXTRACTS FROM THE FURTHER AND HIGHER EDUCATION ACT 1992

Section 18: Principal powers of a further education corporation.

- (1) A further education corporation may— (a
) provide further and higher education, and
- (aa) provide secondary education suitable to the requirements of persons who have attained the age of fourteen years
- (ab) provide education which is secondary education by virtue of section 2(2B) of the Education Act 1996 (definition of secondary education),
- (ac) participate in the provision of secondary education at a school,
- (b) supply goods or services in connection with their provision of education,

Section 19: Supplementary powers of a further education corporation.

- (1) A further education corporation may do anything (including in particular the things referred to in subsections (2) to (4) below) which appears to the corporation to be necessary or expedient in connection with the exercise of any of their principal powers.
- (2) A further education corporation may conduct an educational institution for the purpose of carrying on activities undertaken in the exercise of their powers to provide further or higher education
- (3) A further education corporation may provide facilities of any description appearing to the corporation to be necessary or desirable for the purposes of carrying on any activities undertaken in the exercise of their principal powers (including boarding accommodation and recreational facilities for students and staff and facilities to meet the needs of students having learning difficulties)
- (4) A further education corporation may—
- (a) acquire and dispose of land and other property,
- (b) enter into contracts, including in particular—
- (i) contracts for the employment of teachers and other staff for the purposes of or in connection with carrying on any activities undertaken in the exercise of their principal powers, and
- (ii) contracts with respect to the carrying on by the corporation of any such activities,
- (c) borrow such sums as the corporation think fit for the purposes of carrying on any activities they have power to carry on or meeting any liability transferred to them..and, in connection with such borrowing, may grant any mortgage, charge or other security in respect of any land or other property of the corporation,
- (d) invest any sums not immediately required for the purposes of carrying on any activities they have power to carry on,
- (e) accept gifts of money, land or other property and apply it, or hold and administer it on trust for, any of those purposes, and
- (f) do anything incidental to the conduct of an educational institution providing further or higher education, including founding scholarships or exhibitions, making grants and giving prizes.

Appendix D – terms of reference for Audit, CQS, F&HR, Search & GD, Remuneration, Special
Appendix E – Corporation and Committee Membership
Appendix F – Acceptance Use of Networks by Staff Policy (for e governance)
