City of Portsmouth College

Scheme of Delegation
Approved by Corporation 21 July 2026

1. Purpose

The College's Instrument & Articles of Government defines roles and responsibilities and what may be delegated to whom. Responsibilities are also set out in the Accountability Agreement and College Financial Handbook. This scheme of delegation provides the framework for individual and collective responsibilities and delegated responsibilities.

The Scheme of Delegation should be read alongside the Instrument & Articles of Government (I&A), Standing Orders, Committee Terms of Reference, Financial Regulations and relevant procedures. In the event of any inconsistency, the Instrument & Articles of Government shall take precedence.

The Scheme of Delegation shall be reviewed annually by Search & Governance Committee and recommended to Corporation for approval.

2. Role of Corporation

Corporation's main business is to determine the educational character of the College and to ensure its' financial solvency. Educational character includes the broad purpose and strategic direction of the College, the nature of its educational programme, its overall ethos and its relationship to its learners, communities and stakeholders. Corporation sets the College mission and strategic direction, oversees quality and financial performance, challenges the executive on delivery and holds the Principal & CEO and Executive Team to account. There is a clear delineation between the roles of governance (the role of Corporation) and management (the role of the Principal & CEO).

3. Responsibilities of Corporation

Article 3 of the Articles of Government states that Corporation will be responsible for:

a) The determination and periodic review of the educational character and mission of the institution and the oversight of its activities;
b) 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;
c) Approving the quality strategy of the institution;
d) The effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets;
e) Approving annual estimates of income and expenditure;
f) The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Director of Governance, including, where the Director of Governance is, or is to be appointed as, a member of staff, the Director of Governance's appointment, grading, suspension, dismissal and determination of pay in the capacity of a member of staff; and
g) Setting a framework for the pay and conditions of service of all other staff.

Article 9 of the Articles of Government states that Corporation shall not delegate:

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 & CEO or holder of a senior post;
e) The appointment of the Director of Governance, (including, where the Director of Governance is, or is to be, appointed as a member of staff the Director of Governance's appointment in the capacity of a member of staff); and
f) The modification or revocation of the Articles.

Article 10 of the Articles of Government states that Corporation may not delegate

a) The consideration of the case for dismissal, and
b) The power to determine an appeal in connection with the dismissal of the Principal & CEO, the Director of Governance or the holder of a senior post, other than to a committee of members of the Corporation.

Part 2 (extract) of the College Financial Handbook states: *The college's board must take responsibility for the college's financial affairs and for stewardship of assets and must use resources effectively, efficiently and economically, to maximise outcomes for learners*.

4. Responsibilities the Corporation may delegate

Article 4(1) of the Articles of Government state:
Corporation may establish committees for any purpose or function, other than those assigned in these Articles to the Principal & CEO or Director of Governance and may delegate powers to:

a) Such committees;
b) The Chair, or in the Chair's absence, a Vice-Chair; or
c) The Principal & CEO.

Corporation has established five Committees:

- Search & Governance (required under Article 5)
- Audit (required under Article 6)
- Finance & Resources
- Learning & Quality
- Remuneration

Each Committee has a Terms of Reference outlining its responsibilities. In general, Committees are advisory to Corporation, however two Committees have specific delegated responsibilities:

- Finance & Resources Committee: annually approving the Students' Union accounts
- Search & Governance Committee: reviewing confidential material in accordance with the I&A and Standing Orders.

In cases of urgency where it is not reasonably practicable to convene a meeting of the Corporation, the Chair may take action within the scope of authority delegated by the Corporation and outlined in Standing Orders (paragraph 35) and the College's Financial Regulations.

Corporation delegates the decision to suspend SPHs who are line managed by the Principal & CEO (ie the Deputy CEO, COO and CFO) to the Principal & CEO. Any delegated suspension of SPHs must be in accordance with the College's SPH Disciplinary Procedure. The suspension of the Principal & CEO and Director of Governance is reserved to Corporation. The consideration of the case for dismissal of a SPH, and the power to determine an appeal in connection with such dismissal, may only be delegated to a committee of members of the Corporation in accordance with Articles of Government (Clause 10).

All decisions taken under delegated authority shall be recorded and reported to the next meeting of Corporation, unless the matter is confidential and the Chair determines that restricted reporting is required.

Detailed financial delegations, including approval thresholds, virement limits, contract approvals, asset disposals and write-offs, are set out in the College's Financial Regulations and related financial procedures.

Where the Corporation has a subsidiary company or other controlled entity, the Corporation retains overall responsibility for oversight of that entity, including its governance, financial position, compliance and any decisions relating to its continued existence or dissolution. The Principal & CEO, as Accounting Officer, will ensure that appropriate oversight and reporting arrangements are in place.

5. Responsibilities of the Principal & CEO

Article 3 of the Articles of Government states that the Principal & CEO will be responsible for:

- Making proposals to the Corporation about the educational character and mission of the institution and implementing the decisions of the Corporation;
- The determination of the institution's academic and other activities;
- 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;
- The organisation, direction and management of the institution and leadership of the staff;
- 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 Director of Governance, where the Director of Governance is also a member of the staff; and
- 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.

Part 1 (extract) of the College Financial Handbook states:

In compliance with the college's accountability agreement, the board of governors must appoint, in writing, a named individual as accounting officer. This should be the senior executive leader (principal or chief executive) and must be a suitable person for the role. The accounting officer should be employed by the college or college group and may be a member of the board. [...] The accounting officer of the parent college must discharge their responsibilities as accounting officer in respect of all entities within the college group, including any subsidiary companies.

The appointment of an accounting officer does not remove the governors' ultimate legal responsibility for the proper conduct and financial operation of the college.

The accounting officer role carries specific responsibilities for financial matters. It includes *a personal responsibility to Parliament, and to DfE's accounting officer, for the college's financial resources. Accounting officers must be able to assure DfE's accounting officer, Parliament, and the public, of high standards of probity in the management of public funds, particularly regularity, propriety, feasibility and value for money including economy, efficiency and effectiveness – the 3 elements of value for money.*

The Principal & CEO is the College's accounting officer.

6. Responsibilities the Principal & CEO may delegate

Article 11 of the Articles of Government states that the Principal & CEO may delegate functions to the holder of any other senior post other than:

- The management of budget and resources; and
- Any functions that have been delegated to the Principal & CEO by the Corporation.

The designated senior postholders are the Principal & CEO, Deputy CEO, CFO, COO and Director of Governance.

For the avoidance of doubt, nothing in this Scheme shall prejudice the independent advisory role of the Director of Governance to the Corporation, Chair and Committees, nor the Director of Governance's rights of access to information required to discharge statutory and governance responsibilities.

Appendix A – Summary Delegation Matrix

This matrix provides a high-level summary of reserved and delegated matters and should be read alongside the Instrument & Articles of Government (I&A), Standing Orders, Committee Terms of Reference (ToR), Financial Regulations (Fin Regs) & relevant procedures.

Area / Decision	Reserved to Corporation	Delegated to	Conditions / Source / Reporting
Educational character and mission of the institution	Yes	No	Non-delegable under the I&A
Annual estimates of income and expenditure	Yes	No	Non-delegable under the I&A
Solvency of the institution and Corporation; safeguarding assets	Yes	No	Non-delegable under the I&A
Appointment of Principal & CEO	Yes	No	Non-delegable under the I&A
Appointment of senior postholders	Yes	No	Non-delegable under the I&A
Appointment of Director of Governance	Yes	No	Non-delegable under the I&A
Modification or revocation of the Articles	Yes	No	Non-delegable under the I&A
Approval of the Students' Union annual accounts	No	F&R Committee	Specific delegated responsibility set out in the F&R ToR
Review of confidential material	No	S&G Committee	In accordance with the I&A and Standing Orders
Urgent action between meetings	No	Chair	Only where it is not reasonably practicable to convene a meeting; within delegated authority & in accordance with Standing Orders & Fin Regs; decisions reported back under the scheme's reporting clause
Suspension of SPHs line managed by the Principal & CEO (Deputy CEO, COO, CFO)	No	Principal & CEO	In accordance with College's SPH Disciplinary Procedure
Suspension of Principal & CEO	Yes	No	Reserved to Corporation
Suspension of Director of Governance	Yes	No	Reserved to Corporation
Consideration of a case for dismissal of SPHs	No	Committee of members of Corporation only	In accordance with clause 10 of the Articles of Government
Determination of appeal in connection with dismissal of SPHs	No		
Detailed financial approvals, thresholds, virement limits, contract approvals, disposals and write-offs	No	As set out in Fin Regs	Cross-referenced in the Scheme
Oversight of subsidiary company / controlled entity	Yes	Principal & CEO	Corporation retains overall responsibility including governance, compliance & decisions on continued existence or dissolution
Principal's delegation to other senior postholders	No	Principal & CEO may delegate	Except management of budget and resources and except functions delegated to the Principal by the Corporation
Director of Governance role	N/A	N/A	Nothing in this Scheme affects the Director of Governance's independent role in advising Corporation, Chair & Committees