

**COLLEGE CODE OF CONDUCT**  
**for Sussex Coast College Corporation**  
**Members**

**NINTH EDITION**

**FURTHER EDUCATION COLLEGES**  
**VERSION**

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**\* Throughout this code "Corporation Member" or "Members" may be substituted by "Governor" or "Governors" and "Corporation" by "Governing Body" as appropriate.**

## CONTENTS

|  | Page |
|--|------|
| College Code of Conduct for Sussex Coast College Corporation members   | 4    |
| Schedule - List of source documents  | 13   |
| Undertaking to observe Code of Conduct   | 14   |
| Appendix 1 - The Seven Principles of Public Life   | 15   |
| Appendix 2 - Six Core Principles of Good Governance  | 16   |
| Appendix 3 - Summary of main responsibilities of Corporation Members under the Articles of Government                                | 18   |
| Appendix 4 - Summary of main responsibilities of the Principal and the Clerk under the Articles of Government                        | 20   |
| Appendix 5 - Summary of main provisions of the Financial Memorandum with the SFA<br><i>[to be revised when SFA publishes new FM]</i> | 21   |
| Appendix 6 Summary of the Statutory Powers of the Corporation  | 22   |

## **COLLEGE CODE OF CONDUCT FOR [*CORPORATION MEMBERS\**]**

### **1. INTRODUCTION**

- 1.1 This Code is intended as a guide, to indicate the standards of conduct and accountability which are expected of Sussex Coast College Corporation Members to enable them to understand their legal and ethical duties and to assist them both in carrying out those duties and in their relationship with the Sussex Coast College Corporation and Principal as the Chief Executive. This Code therefore is aimed at promoting effective, well informed and accountable college governance, and is not intended to be a definitive or authoritative statement of the law or good practice.
- 1.2 In addition to this Code, Sussex Coast College Corporation Members are recommended to familiarise themselves with the source documents listed in the Schedule.
- 1.3 If a Sussex Coast College Corporation Member is in doubt about the provisions of this Code or any of the source documents, the Clerk should be consulted and, if necessary, professional advice should be obtained. However, ultimate responsibility for the appropriateness of conduct as a Sussex Coast College Corporation Member of the College and for any act or omission in that capacity rests with the individual Sussex Coast College Corporation Member.
- 1.4 This Code applies to every committee or working party of the Sussex Coast College Corporation and to every subsidiary company or joint venture of the College to which Sussex Coast College Corporation Members may be appointed.
- 1.5 By accepting appointment to the *Corporation*, each Sussex Coast College Corporation Member agrees to accept the provisions of this Code.

### **2. INTERPRETATION**

In this Code: -

- 2.1 'Agency' means the Skills Funding Agency or any successor body;
- 2.2 'College' means this College;
- 2.3 'College Mission Statement' means the statement at paragraph 3 of this Code or such other mission statement as may be agreed by the Sussex Coast College Corporation from time to time;
- 2.4 'College Core Values' means those Core Values set out at paragraph 3 of this Code or such other core values as may be agreed by the Sussex Coast College Corporation from time to time;

- 2.5 *Corporation* means the further education corporation which was established for the purpose of conducting the College;
- 2.6 *Corporation Member*, 'Chair', 'Principal' and 'Clerk' mean respectively the Member of the Corporation of the College, the Chair of the *Corporation*, the Principal of the College and the Clerk of the *Corporation*;
- 2.7 'DBIS' means the Department for Business, Innovation and Skills;
- 2.8 all other definitions have the same meanings as given in the College's Instrument and Articles of Government; and
- 2.9 words importing one gender import any gender. 3.

### 3. AIMS AND VALUES

#### **Our Vision**

Inspiring futures: Changing lives

#### **Our Mission**

High Quality Education and Training, In Partnership Our vision for transformation is driven by shared values, developed and supported by the staff:

#### **Our Values**

- Leadership - We believe in all staff being effective leaders, demonstrating professional behaviour
  - Respect - We believe in demonstrating respect in all things – our environment, resources and people, by professional approaches
  - Accountability - We believe in consistently meeting the requirements of our roles, systems and processes, by demonstrating a professional approach
  - Teamwork - We believe that together everyone achieves more, and teamwork enables working more professionally and effectively
  - Excellence in learning - We believe in a learner centred philosophy, and demonstrating professional approaches
  - Quality - We believe that assuring and improving quality is at the heart of all we do, and drives performance, excellence, and success for all
- 3.1 The College Mission Statement together with the corporate objectives of the College agreed by the Sussex Coast College Corporation from time to time seek to encapsulate the core purposes and aims of the College. [*Corporation Members\**], should have due regard to these purposes and aims [*and to the Core Values*] when conducting the business of the Sussex Coast College Corporation and considering the activities and proposed activities of the College.
- 3.2 The Sussex Coast College Corporation recognises its obligations to all those with whom it and/or the College have dealings, including students, employees, suppliers, other educational institutions and the wider community. In particular,

the Sussex Coast College Corporation is committed to combating any discrimination within the College on the grounds of race, ethnic or national origin, religion, belief, age, disability, gender or sexuality and to the principles set out in the DBIS's Charter for Further Education and in the College's own Charter, copies of which are available from the Clerk.

- 3.3 The Sussex Coast College Corporation is also committed to ensuring that it conducts its business in accordance with the highest ethical standards as set out in more detail in this Code.

#### 4. **DUTIES**

- 4.1 Sussex Coast College Corporation Members owe a fiduciary duty to the College. This means that they should show it the highest loyalty and act in good faith in its best interests. Each Sussex Coast College Corporation Member should act honestly, diligently and (subject to the provisions appearing in paragraph 10 of this Code relating to collective responsibility) independently. The actions of Sussex Coast College Corporation Members should promote and protect the good reputation of the College and the trust and confidence of those with whom it deals.
- 4.2 Decisions taken by Sussex Coast College Corporation Members at meetings of the Sussex Coast College Corporation and its committees must not be for any improper purpose or personal motive. Decisions taken must always be for the benefit of the College, its students and staff and other users of the College and must be taken with a view to safeguarding public funds. Accordingly, Sussex Coast College Corporation Members must not be bound in their speaking and voting by mandates given to them by other bodies or persons.
- 4.3 Sussex Coast College Corporation Members must observe the provisions of the College's Instrument and Articles of Government and in particular the responsibilities given to the Sussex Coast College Corporation by the College's Articles of Government. Those responsibilities, including a list of "reserved" responsibilities which are so important that they must not be delegated, are set out in Appendix 3.
- 4.4 Sussex Coast College Corporation Members should comply with the Standing Orders and terms of reference of the Sussex Coast College Corporation and its committees to ensure that the Sussex Coast College Corporation conducts itself in an orderly, fair, open and transparent manner. Sussex Coast College Corporation Members must keep those Standing Orders and terms of reference under periodic review.
- 4.5 Sussex Coast College Corporation Members should also have regard to the different, but complementary, responsibilities given to the Principal as the College's Chief Executive. The responsibilities given to the Principal by the

College's Articles of Government are set out in Appendix 4. Whereas it is the Corporation's function to decide strategic policy and overall direction and to monitor the performance of the Principal and any other senior postholders, it is the Principal's role to implement the Corporation's decisions, and to manage the College's affairs within the budgets and framework fixed by the Corporation. Sussex Coast College Corporation Members should work together so that the Sussex Coast College Corporation and the Principal as Chief Executive perform their respective roles effectively.

- 4.6 Sussex Coast College Corporation Members should refer to the Clerk for advice relating to the governance functions which are set out in Appendix 4 and have regard to the Clerk's independent advisory role.

## 5. **STATUTORY ACCOUNTABILITY**

- 5.1 Sussex Coast College Corporation Members are collectively responsible for observing the duties set out in the Financial Memorandum which the College has entered into with the Agency as a condition of receiving public funds. A summary of some of the more important requirements of the Financial Memorandum is set out in Appendix 5.
- 5.2 Although the Agency is the main provider of funds to the College, Sussex Coast College Corporation Members should note that they are also responsible for the proper use of income derived from other sources, such as the Higher Education Funding Council for England (HEFCE) and the European Union (EU) and for the control and monitoring of expenditure of such income, in order to meet the requirements of the relevant funding body and public audit.
- 5.3 As accounting officer for the Agency, its Chief Executive is directly responsible and accountable to Parliament for ensuring that the uses to which the Agency puts its funds are consistent with the purposes for which the funds were given and comply with the conditions attached to them. The Principal, as accounting officer for the College, is also directly responsible and accountable to Parliament, through the Committee of Public Accounts, for the effective stewardship by the College of public funds. The Principal may be required to appear before the Committee of Public Accounts, alongside the Chief Executive of Skills Funding, to give an account of the use made by the College of such funds. The Sussex Coast College Corporation is accountable to Parliament for ensuring the financial health of the College, and to the Courts for ensuring that the College is conducted in accordance with the Education Acts and the general law.

## 6. **PUBLIC SERVICE VALUES**

Public service values are at the heart of the further education service. High standards of personal and corporate conduct, based on the principles set out in Appendices 1 and 2 of this Code, and the recognition that students and other users of the College's services

come first, are a requirement of being a Sussex Coast College Corporation Member, and should underpin all decisions taken by the Corporation.

## **7. SKILL, CARE AND DILIGENCE**

A Sussex Coast College Corporation Member should in all his or her work for the College exercise such skill as he or she possesses and such care and diligence as would be expected from a reasonable person in the circumstances. This will be particularly relevant when Sussex Coast College Corporation Members act as agents of the College, for example, when functions are delegated to a committee of the Sussex Coast College Corporation or to the Chair. Sussex Coast College Corporation Members should be careful to act within the terms of reference of any committees on which they serve.

## **8. POWERS**

Sussex Coast College Corporation Members are responsible for taking decisions which are within the powers given to the Sussex Coast College Corporation by Parliament under sections 18 and 19 of the Further and Higher Education Act 1992. A summary of those powers is set out in Appendix 6. If a Sussex Coast College Corporation Member thinks that the Sussex Coast College Corporation is likely to exceed its powers by taking a particular decision, he or she should immediately refer the matter to the Clerk for advice.

## **9. CONFLICTS OF INTEREST**

- 9.1 Like other persons who owe a fiduciary duty, Sussex Coast College Corporation Members should seek to avoid putting themselves in a position where there is a conflict (actual or potential) between their personal interests and their duties to the Corporation. They should not allow any conflict of interest to arise which might interfere with the exercise of their independent judgement.
- 9.2 Sussex Coast College Corporation Members are reminded that under the College's Instrument of Government they must not acquire or hold any interest in any property held or used for the purposes of the College or receive any remuneration for their services (save as a member of the College's staff) without the written approval of the Secretary of State for Business, Innovation and Skills.
- 9.3 Sussex Coast College Corporation Members are reminded that under the College's Instrument of Government and the general law they must disclose to the Sussex Coast College Corporation any direct or indirect financial interest they have, or may have, in the supply of work to the College or the supply of goods for the purposes of the College, or in any contract or proposed contract concerning the College, or in any other matter relating to the College or any other interest of a type specified by the Corporation in any matter relating to the College, or any duty which is material and which conflicts or may conflict with the interests of the Corporation.



- 9.4 If an interest of any kind (including an interest of a spouse or partner of a Sussex Coast College Corporation Member or of a close relative of the Sussex Coast College Corporation Member or his or her partner or spouse) is likely or would, if publicly known, be perceived as being likely to interfere with the exercise of a Sussex Coast College Corporation Member's independent judgement, then: -
- 9.4.1 the interest, financial or otherwise, should be reported to the Clerk;
  - 9.4.2 the nature and extent of the interest should be fully disclosed to the Sussex Coast College Corporation before the matter giving rise to the interest is considered;
  - 9.4.3 if the Sussex Coast College Corporation Member concerned is present at a meeting of the Corporation, or any of its committees, at which such supply, contract or other matter constituting the interest is to be considered, he or she should: -
    - (a) not take part in the consideration or vote on any question with respect to it and shall not be counted in the quorum for that meeting; and
    - (b) withdraw from that Sussex Coast College Corporation or committee meeting where required to do so by a majority of the Members of the Corporation or committee present at the meeting.
- 9.5 For the purposes of clause 9.4 "close relative" includes but is not limited to a father, mother, brother, sister, child, grandchild and step-father/mother/brother/sister/child.
- 9.6 Sussex Coast College Corporation Members 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. Any offer or receipt of such gifts, hospitality or benefits should immediately be reported to the Clerk.
- 9.7 The Clerk will maintain a Register of *Corporation Members' Interests* which will be open for public inspection. Sussex Coast College Corporation Members must disclose routinely to the Sussex Coast College Corporation all business interests, financial or otherwise, which they may have, and the Clerk will enter such interests on the Register. Sussex Coast College Corporation Members must give sufficient details to allow the nature of the interests to be understood by enquirers. Sussex Coast College Corporation Members should inform the Clerk whenever their circumstances change and interests are acquired or lost. In deciding whether an interest should be disclosed, Sussex Coast College

Corporation Members should have regard to the meaning given to "interest" in paragraphs 9.4 and 9.5 of this Code.

## 10. **COLLECTIVE RESPONSIBILITY**

- 10.1 The Sussex Coast College Corporation operates by Sussex Coast College Corporation Members taking majority decisions in a corporate manner at quorate meetings. Therefore, a decision of the Corporation, even when it is not unanimous, is a decision taken by the Sussex Coast College Corporation Members collectively and each individual Sussex Coast College Corporation Member has a duty to stand by it, whether or not he or she was present at the meeting of the Sussex Coast College Corporation when the decision was taken.
- 10.2 If a Sussex Coast College Corporation Member disagrees with a decision taken by the Corporation, his or her first duty is to have any disagreement discussed and minuted. If the Sussex Coast College Corporation Member strongly disagrees, he or she should consult the Chair and, if necessary, then raise the matter with the Sussex Coast College Corporation when it next meets. If no meeting is scheduled, the Sussex Coast College Corporation Member should refer to the power of the Chair or any five Sussex Coast College Corporation Members under the College's Instrument of Government to call a special meeting and, if appropriate, exercise it, requesting the Clerk to circulate the Sussex Coast College Corporation Member's views in advance to the other Corporation Members. Alternatively, as a final resort, the Sussex Coast College Corporation Member may decide to offer his or her resignation from office, after consulting the Chair.

## 11. **OPENNESS AND CONFIDENTIALITY**

- 11.1 Because of the *Corporation's* public accountability [*and the importance of conducting its business openly and transparently*], Sussex Coast College Corporation Members should ensure that, as a general principle, students and staff of the College have free access to information about the proceedings of the Corporation. Accordingly, agendas, minutes and other papers relating to meetings of the Sussex Coast College Corporation are normally available for public inspection when they have been approved for publication by the Chair.
- 11.2 There will be occasions when the record of discussions and decisions will not be made available for public inspection; for example, when the Sussex Coast College Corporation considers sensitive issues or named individuals and for other good reasons. Such excluded items will be kept in a confidential folder by the Clerk, and will be circulated in confidence to Corporation Members. Some confidential items are likely to be of a sensitive nature for a certain period of time only (for example information relating to a proposed commercial transaction or collaboration with another institution). The Sussex Coast College

Corporation should specify how long such items should be treated as confidential or, if this is not possible, such items should be regularly reviewed to consider whether the confidential status should be removed or whether the public interest in disclosure outweighs that confidential status and the item made available for public inspection. When considering such issues the Sussex Coast College Corporation Members must also consider the College's publication scheme issued under the Freedom of Information Act 2000.

- 11.3 However, staff and student Sussex Coast College Corporation Members have no right of access to minutes dealing with matters in respect of which they are required to withdraw from meetings under the College's Instrument of Government.
- 11.4 It is important that the Sussex Coast College Corporation and its committees have full and frank discussions in order to take decisions collectively. To do so, there must be trust between Sussex Coast College Corporation Members with a shared corporate responsibility for decisions. Sussex Coast College Corporation Members should keep confidential any matter which, by reason of its nature, the Chair or members of any committee of the Sussex Coast College Corporation are satisfied should be dealt with on a confidential basis.
- 11.5 Sussex Coast College Corporation Members should not make statements to the press or media or at any public meeting relating to the proceedings of the Sussex Coast College Corporation or its committees without first having obtained the approval of the Chair or, in his or her absence, the Vice Chair. It is unethical for Sussex Coast College Corporation Members publicly to criticise, canvass or reveal the views of other Sussex Coast College Corporation Members which have been expressed at meetings of the Sussex Coast College Corporation or its committees.

## 12. **COMPLAINTS**

- 12.1 In order to ensure that the affairs of the College are conducted in an open and transparent manner and that the College is accountable for its use of public funds but also to its employees, its students and the community it serves, it is important for there to be appropriate complaints procedures in place and for these to be well publicised. Sussex Coast College Corporation Members are reminded of their specific responsibility under the Articles of Government to make rules specifying the procedures in accordance with which employees may seek redress of any grievances relating to their employment, of the importance of having formal complaints procedures in place to handle issues raised by students, former students and third parties and of the legal requirement to have a whistle blowing procedure in place.

- 12.2 Under the Charter for Further Education, students, employees and other third parties have a right to make a complaint to the Agency in respect of the College or of any of its decisions, Sussex Coast College Corporation Members in particular are reminded that under the Agency's Procedure for dealing with complaints about Providers of Education and Training (April 2010) the Agency:
- *must* investigate all allegations of irregularity (unlawful or unethical conduct, financial malpractice, equality and diversity issues and health and safety risks to staff, learners or the public);
  - *can* investigate quality or management of learning provision, undue delay or non-compliance with published procedures, poor administration by the Provider, equality and diversity issues (except where there is a more appropriate mechanism for dealing with the matter through the court or tribunals or other organisations), health and safety concerns and complaints made by learners following HE courses in FE colleges.

### 13. **ATTENDANCE AT MEETINGS**

A high level of attendance at meetings of the Sussex Coast College Corporation is expected and is included in the Corporation Key Performance Indicators so that Sussex Coast College Corporation Members can perform their functions properly.

### 14. **GOVERNANCE DEVELOPMENT**

- 14.1 The Sussex Coast College Corporation shall seek to ensure that all Sussex Coast College Corporation Members are appointed on merit, in accordance with an open selection procedure carried out by the Search Committee, and are drawn widely from the community which the College serves so as to be representative of that community. The Sussex Coast College Corporation should have regard to the provisions relating to the membership of the Sussex Coast College Corporation in the College's Instrument of Government, the need to combat discrimination and to promote equality, and the need to make available a range of necessary skills and experience to ensure that the Corporation carries out its functions under the College's Articles of Government.
- 14.2 Sussex Coast College Corporation Members must obtain a thorough grounding in their duties and responsibilities by participating in the College's governance induction and training programmes, including regular refresher workshops.
- 14.3 In order to promote more effective governance, Sussex Coast College Corporation Members will carry out an annual review of the performance by the Sussex Coast College Corporation of its duties and responsibilities, as part of a continuing and critical process of self evaluation.

## **SCHEDULE - List of source documents**

1. the College's Instrument of Government;
2. the College's Articles of Government;
3. the Standing Orders and terms of reference of the Sussex Coast College Corporation and its committees;
4. the Financial Memorandum entered into by the College with the Agency;
5. the College's Mission Statement and corporate objectives;
6. the College's Strategic Plan;
7. the principles laid down by the Committee on Standards in Public Life (Nolan Committee) for those holding public office, namely:
  - selflessness;
  - integrity;
  - objectivity;
  - accountability;
  - openness;
  - honesty; and
  - leadership.

An extract from the report of the Nolan Committee setting out these Principles in more detail is set out at Appendix 1;

8. the Joint Audit Code of Practice issued by the Agency and the YPLA;
9. the UK Corporate Governance Code (formerly the Combined Code on Corporate Governance) published by the Financial Reporting Council;
10. the Good Governance Standard for Public Services published by the Independent Commission on Good Governance in Public Services (Good Governance Standard).

An extract from the Good Governance Standard setting out the six core principles of good governance is set out at Appendix 2;

Appendices 1 (the Seven Principles of Public Life), 2 (Six Core Principles of Good Governance), 3 (Responsibilities of [*Corporation Members\**]), 4 (Responsibilities of the Principal and Clerk), 5 (Financial Memorandum of the Agency) and 6 (Powers of the [*Corporation\**]) are attached to this Code for reference.

**+ AS A Sussex Coast College Corporation Member I AGREE TO OBSERVE THIS CODE OF CONDUCT TO THE BEST OF MY ABILITIES.**

Dated:

.....  
Name of Sussex Coast College Corporation Member

**+ OPTIONAL [*Corporations\**] may prefer to rely on paragraph 1.5 of the Code**

## **APPENDIX 1**

### **The Seven Principles of Public Life**

The following is an extract from the Second Report of the Nolan Committee on Standards in Public Life, May 1996

#### **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 as 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 2

### Six Core Principles of Good Governance

The following is an extract from the Good Governance Standard for Public Services published by the Independent Commission on Good Governance in Public Services, January 2005

1. **Good governance means focusing on the organisation's purposes and on outcomes for citizens and service users**
  - 1.1 Being clear about the organisation's purposes and its intended outcomes for citizens and service users;
  - 1.2 Making sure that users receive a high quality service;
  - 1.3 Making sure that taxpayers receive value for money.
2. **Good governance means performing effectively in clearly defined functions and roles**
  - 2.1 Being clear about the functions of the governing body;
  - 2.2 Being clear about the responsibilities of the non-executives and the executive, and making sure that those responsibilities are carried out;
  - 2.3 Being clear about relationships between the governors and the public.
3. **Good governance means promoting values for the whole organisation and demonstrating the values of good governance through behaviour**
  - 3.1 Putting organisational values into practice;
  - 3.2 Individual governors behaving in ways that uphold and exemplify effective governance.
4. **Good Governance means taking informed, transparent decisions and managing risk**
  - 4.1 Being rigorous and transparent about how decisions are taken;
  - 4.2 Having and using good quality information, advice and support;
  - 4.3 Making sure that an effective risk management systems is in operation.
5. **Good governance means developing the capacity and capability of the governing body to be effective**



- 5.1 Making sure that appointed and elected governors have the skills, knowledge and experience they need to perform well;
  - 5.2 Developing the capability of people with governance responsibilities and evaluating their performance, as individuals and as a group;
  - 5.3 Striking a balance, in the membership of the governing body, between continuity and renewal.
6. **Good governance means engaging stakeholders and making accountability real**
- 6.1 Understanding formal and informal accountability relationships;
  - 6.2 Taking an active and planned approach to dialogue with accountability to the public;
  - 6.3 Taking an active and planned approach to responsibility to staff;
  - 6.4 Engaging effectively with institutional stakeholders.

## **APPENDIX 3**

### **Summary of Main Responsibilities of Sussex Coast College Corporation Members under the Articles of Government**

Under the College's Articles of Government the Sussex Coast College Corporation shall be responsible:

- (a) for the determination and periodic review of the educational character and mission of the institution and for oversight of its activities;
- (b) for approving the quality strategy of the institution;
- (c) for the effective and efficient use of resources, the solvency of the institution and the Sussex Coast College Corporation and for safeguarding their assets;
- (d) for approving annual estimates of income and expenditure;
- (e) for 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 as a member of staff;
- (f) for setting a framework for the pay and conditions of service of all other staff; and
- (g) for setting the policy by which the tuition and other fees payable to the College are determined (subject to any terms and conditions attached to grants, loans or other payments paid or made by the Agency).

"Senior Post" means the post of Principal and such other senior posts as the Sussex Coast College Corporation Members may designate for the purposes of the Articles.

#### **Responsibilities which must not be delegated**

The Articles of Government prohibit the Sussex Coast College Corporation from delegating the following: -

- (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 Sussex Coast College Corporation and the safeguarding of 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 as member of staff);
- (f) the modifying or revoking of the Articles of Government;
- (g) the consideration of the case for dismissal, of the Principal, the Clerk or the holder of a senior post unless such function is delegated to a committee of members and
- (h) the power to determine an appeal in connection with the dismissal of the Principal, the Clerk or the holder of a senior post unless such power is delegated to a committee of members.

The Sussex Coast College Corporation may, from time to time, resolve to add other functions which must not be delegated to this list of "reserved" responsibilities.

## APPENDIX 4

### **Summary of main responsibilities of the Principal under the Articles of Government.**

Under the College's Articles of Government the Principal shall be the Chief Executive of the College and shall be responsible for:

- (a) making proposals to the Sussex Coast College Corporation about the educational character and mission of the institution, and for implementing the decisions of the *Corporation*;
- (b) the determination, of the institution's academic activities and the determination of its 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; and
- (f) maintaining student discipline and, within the rules and procedures provided for within these Articles, suspending or expelling students on disciplinary grounds and expelling students for academic reasons.

### **Summary of main responsibilities of the Clerk under the Articles of Government.**

Under the College's Articles of Government the Clerk shall be responsible for advising the Sussex Coast College Corporation with regard to:

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

## **APPENDIX 5**

### **Summary of Main Provisions of the Financial Memorandum of the Agency**

**[TO BE ISSUED FOLLOWING PUBLICATION OF THE NEW FINANCIAL  
MEMORANDUM]**

## APPENDIX 6

### Summary of the Statutory Powers of the Corporation

#### PRINCIPAL POWERS

Under section 18(1) of the Further and Higher Education Act 1992 a further education corporation may: -

- (a) provide further and higher education;
- (b) provide secondary education suitable to the requirements of persons who have attained the age of 14 years, or provide secondary education or participate in the provision of secondary education at a school (subject to the consultation with the appropriate local education authority); and
- (c) supply goods or services in connection with their provision of education.

These powers are known as the Corporation's "principal powers".

#### SUPPLEMENTARY POWERS

Under section 19 of the 1992 Act the Corporation may do anything which appears to it to be necessary or expedient for the purpose of or in connection with the exercise of any of the principal powers conferred by section 18 of the Act, including in particular the following: -

- (a) the power to acquire and dispose of land and other property;
- (b) the power to 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 the Corporation's principal powers; and
  - (ii) contracts with respect to the carrying on by the Corporation of any such activities;
- (c) the power to form, participate in forming or invest in a company or become a member of a charitable incorporated organisation provided that the SFA consents;
- (d) the power to borrow such sums as the Corporation thinks fit for the purposes of carrying on any activities it has power to carry on or to meet any liability transferred to it under sections 23 to 27 of the 1992 Act (i.e. when the College achieved its corporate independence on 1st April 1993) and, in connection with such borrowing, the power to grant any mortgage, charge or other security in

respect of any land or other property of the Corporation. This power may not be exercised without the consent of the SFA, which may give its consent for a particular borrowing or for borrowing of a particular class;

- (d) power to invest any sums not immediately required for the purposes of carrying on any activities the Corporation has power to carry on;
- (e) power to accept gifts of money, land or other property and apply it, or hold and administer it on trust for, any of those purposes;
- (f) power to 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 and
- (g) provide advice or assistance to any other person where it appears to the Corporation to be appropriate for them to do so for the purpose of or in connection with the provision of education by the other person

The Corporation may also provide facilities of any description (including boarding accommodation and recreational facilities for students and staff and facilities to meet the needs of students having learning difficulties) which appear to be necessary or desirable for the purposes of or in connection with the carrying on of the principal powers.

The powers conferred by section 19 of the 1992 Act are known as “supplementary powers”.

Note that as the result of a new section 19A inserted by the Apprenticeships, Skills, Children and Learning Act 2009 from 1 April 2010 in exercising their functions under sections 18 and 19, Corporations must—

- (a) have regard, amongst other things, to the objective of promoting the economic and social well-being of the local area, and
- (b) in doing so, have regard to any guidance issued by the Secretary of State about co-operation with a view, directly or indirectly, to advancing that objective. Draft guidance was published for consultation with the sector by LSIS in January 2010.

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