Board of Management

Date of Meeting	**23 September 2026**
Paper No.	**BoM1-C**
Agenda Item	**2.3**
Subject of Paper	**Governance Framework Review**
FOISA Status	**Disclosable**
Primary Contact	**Marcus Walker** **Associate Director of Governance & Risk**
Date of production	**14 September 2026**
Action	**For Approval**

1. Recommendations

The Board is asked to:

1.1. Approve the revised Standing Orders and Scheme of Delegation.

1.2. Note that the review has identified no significant governance concerns and that the proposed amendments are primarily housekeeping updates to ensure continued alignment with current legislation, sector guidance and operating arrangements.

2. Purpose

2.1. The purpose of this paper is to present the outcome of a review of the College's Standing Orders and Scheme of Delegation, and to seek Board approval for the revised documents. The review has confirmed that both documents remain fit for purpose, with only minor amendments proposed to update references, reflect current governance arrangements and ensure continued alignment with sector guidance and regulatory requirements.

3. Consultation

3.1. The review has been undertaken by the Associate Director of Governance & Risk in consultation with the Chair of the Board and members of the Executive Leadership Team.

4. Key Insights

4.1. The Board's Standing Orders and Scheme of Delegation are key constitutional documents that set out how the Board conducts its business and how authority is delegated throughout the organisation. Periodic review is considered good governance practice and helps ensure that governance arrangements remain effective, up to date, and aligned with legislative and regulatory requirements.

4.2. The documents were last substantively reviewed in March 2024 and have now been subject to a further scheduled review. The review concluded that both documents remain fit for purpose and continue to support effective governance arrangements across the College.

4.3. No substantive changes are proposed to the **Standing Orders**. The review concluded that the document remains fit for purpose and continue to provide an appropriate framework for the conduct of Board and committee business.

4.4. The review identified a amendments intended to ensure that the **Scheme of Delegation** remains current and aligned with the College's operating environment. These include:

- Section 1.2 amended to replace references to the former Regional Outcome Agreement (ROA) with references to the College's Scottish Funding Council (SFC) assurance and accountability requirements, reflecting changes to the SFC's assurance framework.

- Section 1.7 amended to remove the requirement for approval by the former Glasgow Colleges' Regional Board (GRCB) in relation to the acquisition and disposal of heritable property, reflecting current governance arrangements.

- Section 1.13 updated to replace references to the GRCB within the current Board appointment arrangements.

- Principal Delegation amended to remove references to the ROA and Regional Strategic Body, replacing these with references to SFC requirements and current external stakeholder arrangements.

- Absence of the Principal amended to provide flexibility for the Board to appoint either the Deputy Principal or a Vice Principal as Accountable Officer during an extended absence of the Principal, reflecting the current Executive structure.

- Delegation to the Associate Director of Governance and Risk amended to remove references to the GRCB in relation to governance reporting responsibilities.

4.5. No material changes are proposed to powers reserved to the Board; committee structures; quorum requirements; voting arrangements; delegated financial authorities; or the role and responsibilities of Board members.

4.6. Board approval is therefore sought to implement the revised documents with effect from 23 September 2026.

5. Impact and Implications

5.1. The revisions support effective governance by ensuring that the Standing Orders and Scheme of Delegation remain current, reflect the College's operating environment and align with relevant legislative, regulatory and sector governance requirements. Failure to maintain these documents could result in outdated governance arrangements and reduced clarity regarding roles, responsibilities and delegated authority.

Appendix 1: Revised Standing Orders
Appendix 2: Revised Scheme of Delegation

Standing Orders

Board of Management

Paragraph 11 of Schedule 2 to the Further and Higher Education (Scotland) Act 1992 "Schedule 2", a Board may regulate its own proceedings and those of any committee appointed by it.

The purpose of these Standing Orders is to ensure the orderly and effective conduct of the meetings of the Board of Management ("the Board") and of committees of the Board ("committees"). They shall apply to all meetings of the Board and its committees and shall, subject to a resolution by the Board for their suspension, remain in force unless and until they are varied or revoked as hereinafter provided.

The Standing Orders were adopted by the Board on 31 August 2016 and came into effect on 1 September 2016. The Board approved a revision on 23 September 2026. These Standing Orders replace all other Standing Orders previously adopted by the Board, which are hereby revoked.

1. Meetings of the Board and Committees

1.1. The Board shall hold as many Board and committee meetings as may be necessary for the performance of its functions, and at such times, places and frequency (including by videoconference) as the Board determines annually in a calendar of Board and committee meetings, including a schedule of required approvals.

1.2. The Associate Director of Governance and Risk, the College's Governance Professional, shall produce an annual programme of meetings which shall be presented to the Board for approval.

1.3. Extraordinary meetings of the Board and committees may be called on the instructions of the Chair or by agreement by a majority of the members entitled to vote at such a meeting.

1.4. Board and committee meetings shall be called giving no less than five working days' notice. Where extraordinary meetings are called and, exceptionally, due to the urgency of the business five working days' notice cannot be given, notice will be given as soon as is reasonably practicable and giving no less than 2 working days' notice. There shall be a minimum of four Board meetings, and a minimum of three meetings of each committee, per academic year.

2. Quorum and Voting Rights

2.1. The quorum for a meeting of the Board or committee shall be no less than one-half of the members entitled to vote at such a meeting. At least one-half of those attending must be non-executive Board members to complete a quorum.

2.2. If a meeting does not have a quorum of members present 15 minutes after its scheduled start time or falls below having a quorum of members present part way through, the Chair must either adjourn the meeting to a new date and time, or proceed with the agenda, ensuring that any decisions are taken by members at the next meeting of the committee or Board, whichever is the sooner.

2.3. If the Chair of the Board or committee (i.e. committee Convener) is not present at any meeting, the Vice Chair or Vice Convener (where this office exists) shall assume that role. Where a Vice Chair is not available, members shall elect from amongst the non-executive members present a Board member who is entitled to vote as the Chair of that meeting. In the case of the Convener's committee, if the Convener is not present, a substitute Convener may be appointed from among the members present for the duration of the meeting.

2.4. A question on which a vote is required shall be determined by a majority of votes of the members of the Board present and voting on the question and, in the case of an equal division of votes, the Chair of the meeting shall have a second or casting vote.

2.5. Only matters identified on the agenda as requiring a decision shall, if consensus is not possible, be decided by vote.

2.6. In exceptional circumstances, such as for matters requiring urgent attention, and when the approval of the Board or committee is required, decisions can be taken, with the prior agreement of the Chair, by written procedure. That is, decisions can be taken without calling a physical or videoconference meeting of the Board or committee. In such circumstances for a decision to be deemed to be taken:

- the Associate Director of Governance and Risk shall email all Board members outlining the decision required, together with relevant briefing information
- a quorum, as defined in 2.1 of these Standing Orders, must have replied to the email
- the Associate Director of Governance and Risk shall ensure that a deadline for response is clearly specified and Board members shall endeavour to respond within that timeframe
- any decisions taken in this way shall be homologated at the next relevant meeting of the Board or committee.

2.7. Where a proposal is amended, voting will take place on the amendment against the proposal, or the series of amendments, in the order of the last amendment first, until a single amendment is put against the proposal. Thereafter, voting will take place upon the proposal amended. All members have a single vote.

2.8. No one shall be entitled to enter his or her dissent from any decision, except at the meeting at which it has been passed; but any member not present may at the next meeting have his or her dissent recorded.

2.9. No proposal nor any amendment to any such proposal, shall be moved if it involves a reconsideration of any question or proposal which has been decided or adopted by the Board at any time within the preceding six months unless:

- it is moved by the Chair
- in addition to being formally approved by the mover, it is approved by at least one-third of the total members of the Board.

3. Attendance at Board and Committee Meetings

3.1. The Associate Director of Governance and Risk shall have oversight of all Board and committee meetings in order to ensure meetings are conducted in accordance with legislation, terms and conditions of grant (including in relation to its Financial Memorandum, the Scottish Public Finance Manual, the Code of Good Governance for Scotland's Colleges), the Board's Scheme of Delegation and these Standing Orders, and in order to ensure a record is kept of proceedings.

3.2. It shall be a matter for the Board or committee to determine which other College employees or individuals should be invited to attend any Board or committee meeting, or any part of it, in an advisory capacity in order to ensure that the Board or committee has the required advice to fulfil its functions. Where invited to do so by the Chair at the meeting, these employees or individuals may contribute to the discussion, but may not vote or contribute to any decision being taken. This does not apply to staff and trade union Board members, as they shall be invited to attend all meetings of the Board and committees of which they are a member.

3.3. The Board may decide to meet privately without the Principal or any Senior Management Team members being present. In these circumstances the Associate Director of Governance and Risk shall be present at the meeting unless requested by the Chair to leave. Where the Associate Director of Governance and Risk is requested to leave, there must be a clear and specific reason for this recorded in the minutes and the Chair shall ensure that appropriate arrangements are made for recording the discussion and any decisions taken at the meeting in the minutes. Staff, trade union and student Board members are permitted to attend such meetings unless they have a conflict of interest in relation to the matter being discussed.

4. Agenda

4.1. The Associate Director of Governance and Risk in consultation with the Chair shall prepare the draft agenda. Other members may place an item on the agenda for discussion by submitting this to the Associate Director of Governance and Risk no later than 10 working days in advance of the meeting (except in the case of an extraordinary meeting where only the urgent business notified at the time the meeting was requested will be placed on the agenda). The Associate Director of Governance and Risk shall ensure that all items placed on the agenda fall within the remit of the Board or committee.

4.2. All matters for consideration by the Board or committee shall be clearly identified on the draft agenda as to whether it is for approval, decision, discussion, noting or for information purposes.

4.3. The order of business shall be:

- Apologies for absence
- Declarations of any potential Conflicts of Interest in relation to any agenda items
- Approval of the minutes of the previous meeting
- Matters arising
- All other business with those items of business requiring approval or a decision taking precedence over items of business for noting
- Any other notified business
- Review of meeting
- Disclosability of papers
- Date of the next meeting(s)

4.4. All business at Board and committee meetings shall be conducted through the Chair by members indicating to the Chair that they wish to speak. The Chair shall be heard without interruption.

4.5. The Chair shall be responsible for the general conduct of the meeting to preserve order and to ensure that every member has the opportunity to contribute.

5. Board and Committee Papers

5.1. Board and committee papers may be submitted by the Principal, a member of the Senior Management Team or the Associate Director of Governance and Risk.

5.2. The Associate Director of Governance and Risk shall ensure the circulation of papers to Board or committee members at least 5 working days prior to the meeting. Where this timescale is not possible, the Associate Director of Governance and Risk shall advise members of this and advise of the reason for the delay and when papers might be expected.

6. Minutes of Board and committee Meetings

6.1. In addition to recording the decisions and basis of decisions of all business on the agenda, the minutes shall include a record of those members present and any individuals in attendance, for all or part of the meeting.

6.2. Draft minutes shall be prepared for the Chair's agreement normally within five working days of the meeting and shall be labelled "draft".

6.3. Once agreed by the Chair, minutes shall be circulated to members normally within ten working days of the meeting and shall be labelled "draft circulated".

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6.4. The minutes shall be considered for approval by the Board or committee at its next meeting and the Chair of the meeting shall thereafter confirm the minute which shall be labelled “approved”.

6.5. The Associate Director of Governance and Risk shall be responsible for ensuring that a final “approved” version of the minutes is securely retained.

6.6. The Associate Director of Governance and Risk shall be responsible for ensuring that the final version of the minutes of each Board and committee meeting is timeously published on the College website.

6.7. In the event that extraordinary business is being transacted and additional meetings are being arranged, the timescales for preparing minutes shall be adjusted to ensure their availability for approval at the next meeting.

6.8. Where a committee meets infrequently, draft minutes shall be circulated by email to all Members who will be required to confirm their approval or otherwise of the draft usually within eight weeks of the meeting having taken place. The meetings shall thereafter be confirmed by the Chair of the meeting and labelled as “approved”.

6.9. All committee minutes will be submitted to the Board for information at the next scheduled meeting of the Board, regardless of whether the minutes are labelled as draft, draft circulated or approved.

7. Establishment of committees and Sub-committees

7.1. As provided for in Schedule 2, the Board may establish committees and a committee may establish sub-committees. References in these Standing Orders include sub-committees.

7.2. A committee shall consist of at least three Board members appointed by the Board. One of the non-executive Members shall be elected as Chair of the committee (“Convener”). The Board may also wish to elect a Vice Chair (“Vice Convener”) of each committee.

7.3. Each committee shall review its remit annually and shall submit any proposed changes to the Board for approval.

8. Appointment of Vice Chair

8.1. A Vice Chair shall be appointed by the Board from amongst its non-executive members.

8.2. In the absence of the Chair, the Vice Chair shall have the authority the Chair would have under these Standing Orders.

9. Appointment of Senior Independent Member

9.1. A Senior Independent Member shall be appointed by the Board from amongst its non-executive members.

9.2. The Senior Independent Member shall undertake the role as detailed within The Guide for Board Members in the College Sector.

10. Concerns and Resolution

10.1. Any member who wishes to raise a concern about the procedures or business of the Board, or the discussion during a meeting may do so openly. A concern can be raised, and a resolution proposed, under the 'any other notified business' item in accordance with section 4.1 of the Standing Orders. Where a concern occurs within the meeting, a member may raise this under the 'review of meeting' item at the end of the meeting.

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10.2. Members may also raise any concern they have with the Chair, Vice Chair, Senior Independent Member and/or Associate Director of Governance and Risk, as appropriate, and discuss how this concern may be resolved. At this stage, it is recommended that points of concern and a preferred outcome of the member be established before the matter is progressed. The member may request for their concerns to be treated confidentially or sensitively.

10.3. Concerns that relate to the Code of Conduct may, in accordance with section 6 of Annex A in the Code, be resolved informally at a local level. Where this is not possible, and there has been an alleged breach of the Code, the member may of course submit a complaint to the Ethical Standards Commissioner.

11. Suspension of Standing Orders

11.1. These Standing Orders may be suspended when at least two-thirds of the members present entitled to vote agree to such a motion.

Reviewed by the Board of Management: September 2026.

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Scheme of Delegation

Board of Management

In accordance with paragraph 12(4) of the Further and Higher Education (Scotland) Act 1992 a Board may delegate the performance of any of their functions to their Chair, to any committee appointed by them, or to any member of their staff.

In accordance with paragraph C.8 of the Code of Good Governance for Scotland's Colleges ("the Code"), delegation of responsibilities from, and matters reserved to, the Board and its committees, must be clarified through a Scheme of Delegation including the functions delegated by the Board to the Chair, committees, the Principal, and the Associate Director of Governance and Risk as the Governance Professional.

This Scheme of Delegation must be approved by the Board before it comes into effect, and any subsequent amendments must also be approved by the Board.

1. Authority Reserved to the Board

Whilst initial discussion or consideration may take place by committees or individuals, the Board may not delegate decisions relating to the undernoted matters:

1.1. Determining the objectives of the Board.

1.2. Final approval of the College's Strategic Plan and associated Scottish Funding Council assurance and accountability submissions.

1.3. Approval of the year-end annual report and accounts.

1.4. Approval of the annual budget.

1.5. Final consideration of the Annual Audit Report.

1.6. Approval of the Strategic Risk Register.

1.7. Acquisition and disposal of heritable property, subject to approval of the Scottish Funding Council (SFC).

1.8. Appointment and removal of the Principal.

1.9. Appointment and removal of the Associate Director of Governance and Risk (in accordance with paragraph D.14 of the Code of Good Governance for Scotland's Colleges).

1.10. Approval of the Students' Association constitution and the election regulations for student officers.

1.11. Delegation of functions of the Board including remits of committees and this Scheme of Delegation.

1.12. The making, amendment and revocation of the Standing Orders of the Board.

1.13. In accordance with the College Sector Board Appointments: 2014 Guidance the appointment of assigned College Board members is the responsibility of the Board, although recommendations may be made by the assigned college board either directly, or via a delegated Nominations Committee.

2. Delegation to Committees

2.1. In accordance with paragraph 13 of the Further and Higher Education (Scotland) Act 1992, the Board may establish committees for any purpose and any such committee may appoint sub-committees.

2.2. In accordance with paragraph C.8 of the Code of Good Governance for Scotland's Colleges, the minimum committees required are Audit, Remuneration, Finance, and Nominations/ Appointments.

2.3. Each committee and sub-committee shall have a clearly defined remit which shall clearly set out the duties and responsibilities delegated. The remit must be approved by the Board. The committee may suggest amendments to the remit, but any amendments must be approved by the Board before they are implemented.

2.4. The Board may delegate functions to a specific committee, and this shall be clearly detailed within the minutes of the appropriate meeting.

2.5. The Board reserves the right to review the committees required, and the authority delegated to them as and when it deems it appropriate to do so.

2.6. The minutes of each committee meeting will be submitted to the Board for information at its next meeting. In addition, the committee Chair (Convener) shall give an update to the Board on key issues where requested to do so.

3. Delegation to Chair of the Board

The Chair must abide by the terms and conditions of their appointment in leading the Board and ensuring its effectiveness, and in exercising any delegated authority. The Chair has delegated authority to:

3.1. Exercise judgement in the event of a need for an urgent decision during the period between Board meetings, such that:

- An extraordinary Board meeting is called in the case of material decisions.
- A proposal is circulated by email (in accordance with the Standing Orders) and the decision is homologated at the next Board meeting.
- To make the required decision, subject to homologation at the next Board meeting.
- To refer the decision to a meeting of the Conveners' Committee, as set out in that committee's Terms of Reference.

3.2. On behalf of the Board, sign and date the College's Annual Report and Accounts, after Board approval, and other documents as may be required.

3.3. Represent the Board within the College and externally.

3.4. Monitor, review and record the Principal's performance at least annually against performance measures agreed by the Board.

3.5. Monitor, review and record the Associate Director of Governance and Risk's performance at least annually against performance measures agreed by the Board.

3.6. Ensure each Board member participates in an annual development meeting, facilitated either by the Chair or Vice Chair.

3.7. Initiate action further to a decision of the Board to take disciplinary action against, or suspend, the Principal or Associate Director of Governance and Risk.

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3.8. Initiate action further to a decision of the Board to appoint a new Principal or Associate Director of Governance and Risk.

4. Delegation to the Principal

The Principal, as Chief Executive of the College, shall be responsible for the operational management of the College subject to strategic and policy direction by the Board and the terms of any specific authority reserved to the Board.

In exercising any delegated function the Principal shall take into account:

a) The legislation and any further provisions set out in the Standing Orders and Scheme of Delegation of the Board.

b) Guidance issued by the Scottish Ministers and the Scottish Funding Council.

c) Any potential conflict of interest as outlined in the Code of Conduct

d) The provisions of the Ethical Standards in Public Life etc (Scotland) Act 2000, the Code of Good Governance for Scotland's Colleges, and any such legislation and guidance as may be in force at any time.

The Principal has delegated authority to:

General Management

4.1. Take such measures as may be required in emergencies subject to advising the Chair where possible and reporting to the appropriate committee or to the Board as soon as possible thereafter on any items for which approval of the committee or the Board would normally be necessary.

4.2. Facilitate the management of the College and its provision of services within the framework determined by the College's Strategic Plan, Scottish Funding Council requirements, the approved budget, and any other policies and strategies determined by the Board.

4.3. Consult on behalf of the Board with representatives from key local and national organisations regarding the priorities contained within the College's Strategic Plan and associated Scottish Funding Council requirements, prior to final approval by the Board.

4.4. Respond on behalf of the Board to consultative documents that may be sent to the College by the Scottish Government, the Scottish Funding Council, or other external agencies.

4.5. Incur expenditure in making visits and the provision of reasonable hospitality to representatives of other Colleges, organisations and companies, taking into account the principles of the Bribery Act.

4.6. Give a direction in special circumstances that any member of staff shall not exercise a delegated function.

4.7. Take out membership of and attend meetings of outside bodies and professional associations where it is compatible with the duties of Principal and in the interests of the College to do so.

4.8. Authorise the issue of press releases for publication and broadcasting on behalf of the College.

4.9. Authorise the publication of any document on behalf of the College.

4.10. Engage the services of outside persons, firms or organisations and enter into contracts and sign all deeds and other documents binding the Board for all purposes except those where the power to engage such services is delegated to a committee or is reserved to the Board.

4.11. Raise funds for and supply them to any of the activities which the Board has power to undertake.

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4.12. Provide courses as required by outside agencies and negotiate appropriate charges for these.

4.13. Determine the dates of the College holidays and other details of the College's academic calendar.

4.14. Appoint a senior member of staff to deputise for the Principal during periods of planned absence.

Staff Management

4.15. Determine an appropriate staff structure for the College consistent with the conditions of employment that currently apply after consultation and (where appropriate) negotiation with representatives of recognised trade unions and professional institutions.

4.16. Consult and negotiate with representatives of recognised trade unions and professional associations on behalf of the Board.

4.17. Establish procedures for the appointment of College staff in circumstances where the power to appoint has not been delegated to a committee or is not reserved to the Board.

4.18. Supervise, manage and deploy staff within the College and arrange appropriate induction and training for College staff.

4.19. Establish procedures for taking disciplinary action against College staff up to and including dismissal subject to complying with the policies laid down by the Board.

4.20. Grant unpaid leave of absence to any member of College staff in accordance with the relevant policies laid down by the Board.

4.21. Represent the Board in negotiating and implementing conditions of service in relation to relevant College staff.

4.22. Approve the secondment of College staff to external agencies in accordance with relevant policies laid down by the Board and to approve the appointment, where necessary, of a temporary replacement for the duration of the secondment.

4.23. In exceptional circumstances, agree individual severance arrangements with staff, taking into account limits set by the Scottish Funding Council and functions delegated to the Board or a committee.

4.24. Establish any other procedures required for the orderly management of College staff.

Student Management

4.25. Arrange for the provision of appropriate curriculum and support services for students and clients.

4.26. Administer, in accordance with any policy determined by the Scottish Government or the Scottish Funding Council or the Board the disbursement of monies to students attending the College.

4.27. Administer, in accordance with any policy of the Board, the provision of financial or other assistance to students of the College.

4.28. Set and amend as necessary the level of tuition fees, examination expenses, maintenance and contribution scales for all courses offered by the College and to waive or grant remission of such fees or expenses in special cases within guidelines set by the Board.

4.29. Authorise students, and to make grants to students, to enable them to attend courses and conferences and to undertake educational visits and excursions within the UK or abroad, within approved budgets and policies of the Board.

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4.30. Take appropriate disciplinary action, including exclusion, against students in accordance with any policies of the Board.

4.31. Provide financial or other assistance to the Students' Association of the College within the terms approved by the Board.

Property Management

4.32. Grant the use of College accommodation to outside bodies or persons for the purpose of holding meetings and functions on such terms and conditions as are reasonable in the circumstances.

4.33. Allocate accommodation within the College in order to meet student and staff needs and to arrange for any necessary alterations or adaptations to College property.

4.34. Apply to the appropriate authority for any necessary statutory consents.

4.35. Grant any way leave or servitude over property of the College on such terms as may be appropriate.

Financial Management

4.36. Take personal responsibility for ensuring the proper and effective operation of financial, planning and management controls, and for giving effect to the Board's policies for securing the efficient, economical and effective management of all the College's income, assets and expenditure.

4.37. Act at all times in compliance with the Financial Memorandum, conditions of grant, Scottish Public Finance Manual, and to follow the College's Financial Regulations taking particular account of the delegated financial limits.

4.38. Enter into and negotiate contracts and other binding arrangements for the supply of goods and services (whether bought, leased, hired or otherwise acquired) to the College or to authorise another to enter into such contracts up to a value of the relevant EU Procurement threshold or Board approved budgetary limits and all in accordance with the College's financial regulations.

4.39. Terminate contracts, when it is in the best interests of the College to do so.

4.40. Check the financial standing of potential contractors.

4.41. Dispose of assets up to the value of the delegated financial limit as set out in the Finance Regulations and in line with the requirements of the Scottish Public Finance Manual.

4.42. Administer any educational endowment which transferred to and vested in the Board in terms of Section 19(1) of the 1992 Act.

4.43. Take out any necessary insurances to protect the interests of the College.

4.44. Settle any claims whether or not such claims are insured or whether or not a court action has been raised.

4.45. spend public funds only for the purposes for which they were given and in accordance with any terms and conditions attached to them.

4.46. Arrange for the presentation to the Board for approval an annual budget of income and expenditure, including revenue and capital, and to give regular updates on income and expenditure account, balance sheet and cash flow statement.

4.47. Arrange for the preparation, audit and presentation to the Board of accounts following the end of each financial year in compliance with the requirements of the Accounts Direction and encompassing Audit Scotland and the Scottish Funding Council instruction.

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4.48. Report to the Scottish Funding Council should the Board adopt a policy or commission an action which is incompatible with the terms of the Financial Memorandum or the Scottish Public Finance Manual, or which would infringe on the requirements of propriety or regularity, and report to the Board in writing on such matters being considered, and advise the Board that, should it wish to choose to continue with the policy or action, then as accounting officer he or she must report the Board's intentions to the Scottish Funding Council in writing.

5. Absence of the Principal

5.1. In the absence of the Principal, the Executive Team shall ensure that the essential functions of the Principal are carried out with due regard to any relevant provisions of the Financial Memorandum with Fundable Bodies in the College Sector.

5.2. After a period of four weeks' unplanned continuous absence of the Principal, the Board shall delegate either the Depute Principal or a Vice Principal as the accountable officer for the duration of the Principal's absence, ensuring that the Scottish Funding Council is advised of such absence at the earliest opportunity.

6. Delegation to the Associate Director of Governance and Risk

The Associate Director of Governance and Risk has the delegated authority to:

6.1. Administer, retain and publish as appropriate the records of all Board and committee business.

6.2. Undertake appropriate actions to ensure that the Board is sufficiently informed of its obligations as defined in legislation, the terms and conditions of grant, the Scottish Public Finance Manual, the Code of Good Governance and the Standing Orders.

6.3. Administer staff elections to the Board and act as Returning Officer.

6.4. Act as Standards Officer in accordance with Advice on the Role of a Standards Officer (issued by the Standards Commission for Scotland).

6.5. Report any unresolved concerns about the governance of the body to the relevant funding body (i.e. the SFC) in accordance with the Code of Good Governance.

7. Absence of the Associate Director of Governance and Risk

7.1. In the absence of the Associate Director of Governance and Risk, the Board shall agree temporary arrangements that can be put in place either by appointing a staff member to fulfil the functions, or by making such other arrangements as may be required.

8. Previous Schemes

8.1. This Scheme of Delegation replaces any previous versions as may have been approved by the Board.

Reviewed by the Board of Management: September 2026

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