



# **CORPORATION STANDING ORDERS**

**Approved by Oaklands College Corporation**

**11 July 2022**

## **PART ONE**

### **INTRODUCTION**

#### General

1. These Standing Orders provide detail of the framework within which the Corporation of Oaklands College operates. They do not displace or take precedence over the approved Instrument and Articles or any amendments made thereto.
2. Members of the Corporation, as holders of public office, should abide by the principles recommended by the Nolan committee's report, "Standards in Public Life"; these can be accessed online: <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>.
3. These Standing Orders may be varied at any time by resolution at a Corporation Meeting.

#### Governance Style

4. Philosophy. The Corporation shall be proactive; emphasising outward vision rather than internal preoccupation, encouraging diversity in views and offering strategic leadership before administrative detail. It will distinguish clearly between the role of the Corporation and staff and take collective decisions based on present circumstances not necessarily influenced by historical events.
5. Practical. To achieve the philosophy the Corporation will:
  - a. Adopt a discipline to facilitate focussed excellence in corporate governance;
  - b. Direct control and inspire through written policies;
  - c. Focus mainly on intended and longer-term impacts not on administrative processes;
  - d. Initiate policy rather than react to staff initiatives;
  - e. Integrate individual expertise to form a cohesive corporate entity;
  - f. Regularly monitor performance by self-evaluation and determine remedial corporate and individual development as necessary.

P Thompson  
Chair of the Corporation

# OAKLANDS COLLEGE CORPORATION

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## OAKLANDS COLLEGE CORPORATION

### STANDING ORDERS

#### **PART 2: PRELIMINARY**

##### **STANDING ORDER 1: DEFINITIONS**

1. In these Standing Orders, unless the context otherwise demands, the following terms have the meaning assigned to them:

“Articles” and “Instrument of Government” - the Articles and Instruments adopted and approved by the Corporation from time to time;

“AoC” – the Association of Colleges;

“Corporation” – the Oaklands College Corporation acting by any means which they may lawfully adopt;

“Chair” - the Chair of the Corporation or the Chair of a committee or sub-committee as appropriate, and includes the Chair of the meeting for the time being;

“the Clerk” - the person appointed by the Corporation to act as the Clerk to the Corporation;

“Committee” - a committee of the Corporation;

“College” – Oaklands College;

“College year” - 1 August to 31 July;

“Delegated decision” - a decision of a committee or sub-committee taken in exercise of its delegated powers;

“Employee” - an employee of the College including those designated by the Corporation as SPHs;

“Meeting” - a meeting of the Corporation, a committee or a sub-committee, unless described otherwise;

“Member” - in relation to the Corporation, a member of the Corporation; in relation to any committee or sub-committee, a person appointed as a member of that committee or sub-committee, whether or not entitled to vote;

“Number of members” - in relation to the Corporation, the number of persons who may act at the time in question as members of the Corporation, and in relation to a committee or sub-committee, the number of persons who may act at the time in question as voting members of that body;

“Person presiding” - the person entitled, or appointed, to preside at any meeting;

“Principal” or “Principal & CEO” - the person appointed by the Corporation to hold the post of Principal and Chief Executive;

“SPH” - any officer graded as a Senior Post Holder by the Corporation;

“Standing Orders” – the Standing Orders, attachments and annexes approved by the Corporation;

“Sub-committee” - a sub-committee of a committee;

“the Specified Number” – the number of members required to constitute an activating motion in the context of the standing order.

- (1) Unless the context otherwise requires, words importing one gender include the other gender; and words in the singular include the plural, and vice versa.
- (2) Any reference in any Standing Order to a numbered paragraph is, unless the context otherwise requires, a reference to the paragraph of that Standing Order bearing that number.
- (3) Standing Orders marked \* shall apply only to meetings of the Corporation. Other Standing Orders shall apply to all meetings of Corporation, committees and sub-committees (unless an Order expressly states otherwise) and the word “Corporation” shall be adapted accordingly in the context.

**STANDING ORDER 2: STANDING ORDERS**

- \*2. No arrangements shall be made whereby a committee or sub-committee or officer may exercise any power of the Corporation to vary, revoke, add or suspend these Standing Orders. (see also SO 37)

### **PART 3: CORPORATION REGISTER**

#### **STANDING ORDER 3: CORPORATION MEMBERSHIP**

3. (1) A full Profile and Register of Membership of the Corporation is at Annex A to these Orders. The membership shall reflect, as far as possible, the community and take account of gender, ethnicity, disability and skills.
- (2) Members' shall be appointed for specified term, which shall be on initial appointment for 2 years, subsequent appointments will ordinarily be for 2 years but may be for 4 years subject to re-election and to statutory provisions relating to removal. Any term beyond 8 years shall be subject to particularly rigorous annual review and shall take into account the need for progressive refreshing of the Corporation. A Chair elect shall not be subject to the maximum term of office.
- (3) Any member wishing to resign from the Corporation may do so at any time during his term of office by notifying the Clerk in writing. The Clerk shall read the letter of resignation at the next Corporation meeting after receipt.
- (4) Vacancies on the Corporation shall be filled as soon as practicable. The Corporation shall not:
  - a. appoint any person as a member;
  - or
  - b. co-opt any person as a co-opted member;unless it has first considered the advice of the Search, Governance and Remuneration Committee in relation thereto.
- (5) Members retiring at the end of their term of office shall be eligible for re-appointment under the same conditions and with the same rigour that would be applied to their successor if they had not been re-appointed. (But see also 3(2)). The Search, Governance and Remuneration Committee shall also consider the member's:
  - a. attendance record;
  - b. commitment to the College;
  - c. quality of contribution to the Corporation;
  - d. value in terms of expertise and interests;before advising the Corporation on the re-appointment. This is particularly of note when considering a reappointment beyond 2 successive terms.
- (6) The Search Committee, shall determine profiles and person-specifications for anticipated vacancies. No more than 2 members should be identified from the same organisation.
- (7) The Clerk shall write a letter of appointment for all persons appointed to the Corporation.

#### **STANDING ORDER 4: COMMITTEES**

4. (1) The Corporation shall establish, and appoint members, to standing (statutory) committees, to be known as:
  - a. the Audit Committee (SC); and
  - b. the Search, Governance and Remuneration Committee (SGRC);for the purpose and function respectively detailed in their Terms of Reference.

(2) The Corporation has the sole authority to, and may establish, and appoint members to, further standing committees (non-statutory) for any purpose or function and delegate powers to such committees. Such committees shall be limited and authorised in all respects by their respective Terms of Reference, approved by the Corporation and included in the Regulatory Documents. These established non-statutory Committees shall be:

- a. Curriculum and Quality (CQC);
- b. Finance and Resources Committee (FRC);
- c. People Committee (PC);

Additionally, as and when required the Corporation shall establish a Special Committee (or Appeal Committee) which shall function under the basic Terms of Reference amended as necessary on formation.

(3) Committees shall:

- a. assist the corporate governance process and not interfere with the management detail of execution;
- b. report only to the Corporation save by specific exemption and not interfere with the Principal & CEO's delegated authority;
- c. have no authority over staff or interfere with current staff operations;
- d. in order to complete delegated duties, each committee may seek information from members, committees or employees;
- f. any member wishing to resign his office may do so at any time during his term of office by notifying the Clerk in writing.

(4) Membership of committees shall be determined by the Corporation; membership shall be confirmed at the first Corporation meeting of each academic year. Members shall be eligible for re-election.

(5) Delegation of powers is authorised at SO 27.

#### STANDING ORDER 5: CONDUCT

5. Members shall conduct themselves in accordance with the I&A, these Standing Orders and the Association of Colleges Code of Good Governance for English Colleges.

#### STANDING ORDER 6: TRAINING FOR MEMBERS AND CLERK

6. The Corporation shall arrange appropriate training and development for members and the Clerk including, if necessary induction training for new members,

#### STANDING ORDER 7: RESOLUTION OF CONFLICT/SUSPENSION OF MEMBERS

7. (1) Corporation Members shall act and behave professionally; if a conflict exists between members the matter shall be referred for arbitration to the Vice-Chair and 2 other members nominated by the Chair. If the dispute involves the Chair and/or the Vice-Chair the Clerk shall invite 3 members to form an arbitration working group. The Clerk to the Corporation shall act as clerk to any arbitration-working group. Proceedings shall be completed in an expeditious and timely manner; in any event the Clerk shall write to those concerned within 5 working days from receipt of the findings, whether provisional or not, and explain progress. Final resolution shall be recorded by the Clerk, signed by the Chair of the arbitration working group and copies sent to all concerned and retained for the record.

(2) The Corporation may suspend a member (I&A Clause 3d) for reasons of illness, financial or other concern (ie pending investigation, criminal prosecution or disciplinary proceedings) that could prejudice the suitability of the person to continue. Suspension is non-judgemental and

is designed to safeguard the Corporation reputation and facilitate proper exercise of powers and legal duties. The Corporation will take appropriate actions to resolve the issue.

**STANDING ORDER 8: COMPLAINTS PROCEDURE. (AGAINST CORPORATION MEMBERS OR CLERK)**

8. Complaints received against the Corporation shall be made, in the first instance, to the Clerk. Complaints to any employee or member shall be referred immediately to the Clerk without discussion or discourse. The Clerk shall write to the complainant within 5 working days, from receipt or referral, and detail actions to investigate the matter. Complaints against the Clerk shall be referred to the Chair and the above procedure followed as closely as possible. Full written details of subsequent actions, and the decision of anybody established to investigate the complaint, shall be made available to all concerned and retained for the record. The College Complaints procedure shall be followed as far as appropriate.

**STANDING ORDER 9: WHISTLE BLOWING (PUBLIC INTEREST DISCLOSURE PROCEDURE)**

9. (1) Whistle blowing is disclosure of what is considered to be malpractice; any member who has concerns is urged, initially, to raise them within the Corporation and not feel disloyal to colleagues or the Corporation in such action. The Corporation is committed to the highest possible standards of openness, honesty and accountability and Members are urged to voice any concerns. Some areas, which may fall within this scope (although not limited to) are suspicions:
  - a. that a criminal offence has been, is, or is likely to be committed;
  - b. that a person has failed, is failing or is likely to fail to comply with any legal obligation;
  - c. that a miscarriage of justice has occurred or is likely to occur;
  - d. that the health and safety of an individual has been, is, or is likely to be endangered; or
  - e. that the environment has been, is, or is likely to be damaged.

The College has a wider “whistleblowing” procedure which should be followed for wider issues, the detail above relates only to matters within the Corporation.

**STANDING ORDER 10: LIABILITY AND INDEMNITY COVER FOR CORPORATION MEMBERS AND CLERK**

10. Members and the Clerk have insurance against liabilities arising out of their respective offices. Details are available from the Deputy Principal Finance, Resources & College Planning.

**STANDING ORDER 11: CLERK**

11. Note: In accordance with clause 5&9 of the Instrument of Government and clause 7 of the Articles of Government.
  - (1) The Corporation shall appoint a person, who is not a member, to serve as Clerk to the Corporation and to all established committees. The procedure for such appointments shall be determined in advance and approved by the Corporation. No arrangements shall be made in relation to such determined procedure whereby the statutory requirements for the appointment of the Clerk shall be limited.
  - (2) The Clerk shall be entitled to attend all meetings of the Corporation.
  - (3) In the event of temporary absence of the Clerk the Corporation shall appoint a person to serve as temporary Clerk; any reference whatsoever to the Clerk shall include a temporary Clerk.

- (4) The Principal & CEO shall be ineligible to be appointed as Clerk or temporary Clerk.
- (5) If it is proposed to consider at any meeting the remuneration, conditions of service, conduct, suspension, dismissal or retirement of the Clerk, the Chair (and not the Clerk) shall, at least 7 days before the date of the meeting, send to the members a copy of the agenda together with any relevant papers.
- (6) The Clerk shall withdraw from that part of any meeting at which his remuneration, conditions of service, conduct, suspension, dismissal or retirement are to be considered. The meeting in question shall appoint from their number a person to act as Clerk for the duration of such a meeting or part of a meeting.
- (7) The Clerk shall have a job description, approved by the Corporation, detailing all extant duties and responsibilities, which shall not take precedence over or limit the statutory requirements of Article 3.
- (8) The Clerk shall have an annual appraisal of performance (or where not an employee it may be accepted that the renewal of a contract for services indicates satisfactory completion of those duties). If applicable, the appraisal shall:
  - a. be completed by the Chair of the Corporation;
  - b. include consideration of agreed Pls;
  - c. the Corporation shall be informed of the general thrust of the appraisal.

**STANDING ORDER 12: ADOPTION OF POLICIES AND CONSTITUTIONS**

\*12 The Corporation shall approve and adopt general policies and constitutions, which govern and determine certain functions within the College. These are contained in various and appropriate College regulations and published.

## **PART 4: MEETINGS OF THE CORPORATION**

### **STANDING ORDER 13: ORDINARY MEETINGS OF THE CORPORATION**

- \*13. All ordinary meetings of the Corporation shall be held on such days and at such times at Oaklands College, Smallford Campus, Hatfield Road, Oaklands, St Albans. AL4 0JA or any other place as the Corporation shall lawfully determine.

### **STANDING ORDER 14: SPECIAL MEETINGS OF THE CORPORATION**

- \*14. (1) The Chair of the Corporation may at any time call a special meeting of the Corporation.
- (2) If the office of Chair is vacant, or if the Chair is unable to act for any reason, the Vice-Chair of the Corporation may at any time call a special meeting of the Corporation.
- (3) If the offices of Chair and Vice-Chair are both vacant, or if both the Chair and the Vice-Chair are unable to act for any reason, any 5 members of the Corporation may at any time call a special meeting upon giving written notice to the Clerk.
- (4) Where a special meeting has been called the Clerk shall make arrangements for the meeting to be held within 14 days of receipt of the written notice. At such meetings the Agenda shall normally be limited to consideration of single or related items. Standing items shall not be included in the Agenda.
- (5) Where the Chair or Vice-Chair so directs, on the ground that there are matters demanding urgent consideration, it shall be sufficient if the written notice convening the meeting and the agenda therefore are given within such period, being less than 7 clear days, as he specifies.
- (6) Notwithstanding any of the above, any 5 members of the Corporation may at any time call a special meeting upon giving written notice to the Clerk. Where a meeting is called under this provision paragraphs (4) and (5) above shall apply together with all standing orders in force at that time.

### **STANDING ORDER 15: QUORUM OF MEETINGS OF THE CORPORATION**

15. (1) Corporation meetings shall be quorate if the number of members present is at least 40% of the number of members in post.
16. When the Principal & CEO, staff and/or student members are required to leave a meeting, the quorum will be 40% of the total number of members in post remaining in the meeting.
- (2) The quorum for meetings of the established Committees or any Special or Appeal Committee shall as detailed in the appropriate Terms of Reference.
- (3) If members of the Corporation attend any Committee or Sub-Committee meeting under the provisions of SO 17(2) then they shall be counted towards and form part of the quorum for that meeting.
- (5) A meeting is deemed to include a meeting at which the members attending are present in more than one room, provided that by use of visual or tele-conferencing facilities it is possible for every person present at the meeting to communicate with each other. Such members will count towards the quoracy of a meeting.
- (6) If a meeting ceases to be quorate it shall be discontinued.

### **STANDING ORDER 16: ATTENDANCE BY MEMBERS OF THE CORPORATION**

17. (1) Every member attending a meeting of the Corporation shall be recorded by the Clerk.

- (2) A member will be considered as being 'Absent' unless they notify the Clerk that their 'Apologies' should be given to the Chair.
- (3) To assist the Clerk in establishing that there will be a quorum for a meeting, all 'Apologies' should be submitted on the day preceding the meeting at the latest, emergencies excepted.
- (4) The Clerk will present apologies to the meeting and check that the apology is accepted; acceptance does not necessarily imply that the absence is condoned and such absences may count towards disqualification for absence. Any member failing to attend 2 consecutive meetings of the Corporation shall, if possible, send a written explanation to the Clerk. A member having missed all meetings of the Corporation over a 6 month period shall be liable to disqualification from the Corporation.
- (5) In the event of a decision being required under (4) above, the matter will be placed on the agenda for the next meeting of the Corporation; the facts will be presented by the Clerk.
- (6) The member concerned (at (5)) shall be entitled to attend the meeting but not to vote on the matter.

**STANDING ORDER 17: ACCESS TO MEETINGS**

- (1) All Corporation, Committee and Sub-Committee meetings are closed; members of staff (other than elected Members) or the general public may not attend.
- (2) Members of the Corporation may attend meetings of the committees by agreement with the Chair of the Committee and shall form part of any necessary quorum. (see also SO15).
- (3) The Chair of the Corporation may attend all committee meetings.
- (4) The Clerk to the Corporation may attend all meetings.

**STANDING ORDER 18: PUBLICATIONS OF MINUTES AND PAPERS**

- (1) Agendas and papers of meetings are published internally in advance of the next Corporation or Committee meeting. Minutes of Corporation and Committee meetings are published for public scrutiny on the main College internet site. Queries should be directed, in the first instance, to the Clerk.
- (2) Minutes shall be electronically signed on behalf of the Corporation or Committee Chair after agreement and necessary confirmation.

**STANDING ORDER 19: APPOINTMENT OF THE CHAIR AND VICE-CHAIR OF THE CORPORATION**

- (1) The Chair and Vice-Chair of the Corporation shall be elected at the last Corporation meeting before expiry of their term of office; the period of office shall be 24 months. Where more than one candidate is proposed, for either office, the voting shall be by secret ballot.

## **PART 5: PROCEDURE OF MEETINGS**

### **STANDING ORDER 20: AGENDAS FOR MEETINGS**

- (1) The Clerk shall publish written notice of a meeting of the Corporation, a copy of the agenda and papers (if practicable) at least 7 clear days in advance of the meeting. (But see (4))
- (2) The agenda shall be structured by the Clerk in consultation with the Chair, Principal & CEO and other appropriate parties. The agenda shall show the order of business and confidential items.
- (3) All items to be considered at the meeting (with the exception of late items of urgent business but see (6) below) shall be recorded on the agenda. There shall be no "Any Other Business" on the agenda.
- (4) The Clerk shall endeavour to ensure that all written reports are circulated with the agenda. Exceptionally, papers may be tabled at a meeting with the agreement of the Corporation.
- (5) Any member may request an item be placed on the agenda provided that written notice of the item is received by the Clerk 14 clear days in advance of the meeting.
- (6) A matter may be placed on the agenda as a late item of urgent business. The Chair shall consider any request for urgent business raised at a meeting, after the Agenda Item relating to the minutes of the previous meeting.

### **STANDING ORDER 21: CONDUCT OF MEETINGS (GENERAL)**

- (1) Staff members (including the Principal & CEO) must withdraw from any part of a meeting discussing:
  - a. their remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement (this relates to matters concerning solely that individual as distinct from all members);
  - b. the appointment of a successor;
  - c. the appointment, remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement of a member of staff senior to themselves (if other members so resolve);
  - d. student members shall withdraw from any part of the meeting where there is consideration of a student's conduct, suspension or expulsion or the appointment, remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement of a member of staff;
  - e. the Principal & CEO may attend and speak at any meeting even if not a member of the Corporation.
- (2) Any member who has a financial interest in any matter under discussion by the Corporation must declare that interest. See also SO 29.
- (3) The rules on financial interest are waived in the case of any consideration by the Corporation of the need for insurance against liabilities arising out of their office.
- (4) No member may take or hold any interest in any College property or receive any remuneration for his or her services, other than as a member of staff, without the written approval of the Secretary of State for Education.

### **STANDING ORDER 22: RECONSIDERATION OF RESOLUTIONS**

22. No resolution shall be rescinded or varied unless its reconsideration appears on the agenda for a meeting. A resolution, which in this context means any formal decision

by the Corporation cannot therefore be overturned or varied as part of discussions of matters arising from the previous minutes.

**STANDING ORDER 23: VOTING**

- (1) Except where a requisition is made under the next paragraph voting shall be by show of hands.
- (2) If a requisition is made by the specified number of members, before a vote is taken on any question, the voting on that question shall be recorded so as to show whether each member present voted for or against that question or abstained from voting. Names are not normally recorded.
- (3) The specified number of members is one fifth of the members entitled to vote at the meeting.
- (4) Every question to be decided at a meeting should be determined by a majority of the votes of the members present and eligible to vote on the question, with the Chair having a second or casting vote in the event of a tie. Postal votes or proxy votes on behalf of absent members are not permitted. A student member who is under 18 years of age at the time of the meeting may not vote on any question involving the Corporation in committing expenditure, making a contract or incurring debt or liability.
- (5) Practically, it would be unusual for all decisions taken at a meeting to be decided by a formal vote. The Chair will normally simply ask for agreement to the proposal in question at the conclusion of a discussion and only call for a vote either if there is a clear expression of dissent or if it was a matter of particular significance.
- (6) An individual member request for vote on an issue must be agreed by the Corporation. If a formal vote is taken, the minutes will record the number voting for and against. It is for the Corporation to decide the circumstances in which a secret ballot should be held or in which the names of those voting for or against a proposal should be recorded. Whether or not a recorded vote or a secret ballot has taken place, a dissenting member has the right to have their disagreement recorded in the minutes.

**STANDING ORDER 24: SCHEDULE OF MEETINGS**

- (1) The Clerk shall prepare an annual schedule of meetings that meets the needs of the Corporation and is based on the strategic planning cycle.
- (2) The schedule shall also accord with the requirements of the Corporation to publish and make official returns as required.

**STANDING ORDER 25: MINUTES**

- (1) The Clerk shall take and be responsible for the accurate recording of the minutes.
- (2) The minutes shall clearly show the title of the meeting, the date and time of the meeting and those present, absent or have submitted apologies.
- (3) The minutes shall provide a brief resume of discussions and clearly show decision(s) taken.
- (4) Any member dissenting on a matter may request for their dissent to be formally recorded in the minutes.
- (5) Members are not empowered to take a decision which is not minuted at a properly constituted meeting but see SO 27 (Chair's Emergency Action).
- (6) Confirmed minutes shall be published on the College Website, when considered appropriate.

**STANDING ORDER 26: CONFIDENTIALITY OF CORPORATION PAPERS**

- (1) Corporation Agendas and (Part 1) confirmed minutes shall become public following a meeting. Copies of all papers not classified as confidential are available for public inspection by application to the Clerk's office during normal working hours. (See SO 35)

## **PART 6: DELEGATED AUTHORITY**

### **STANDING ORDER 27: EMERGENCY ACTION TAKEN BY THE CHAIR**

- (1) Where the Chair is of the opinion that circumstances dictate action prior to approval through normal Corporation procedures, he may, following consultation with the Chair and Vice-Chair of the Committee within whose terms of reference the matter falls (if practicable), authorise such action.
- (2) Details (including the reason(s) for using this procedure) shall be presented to the next meeting of the Corporation, and, if reasonably practicable, notify the members of the Corporation as soon as possible after such action is authorised.

### **STANDING ORDER 28: COMMITTEES AND SUB-COMMITTEES**

- (1) The Corporation has delegated certain functions and powers to the permanently established committees; these are specified in each individual Committee Terms of Reference and shall remain extant until revoked or varied by the Corporation. The Corporation may delegate certain powers and functions to temporarily established committees or sub-committees or working parties; these shall be detailed in the establishing paper together with the period of validity. (See also SO4)

## **PART 7: DECLARATIONS OF INTERESTS**

### **STANDING ORDER 29: INTERESTS OF MEMBERS IN CONTRACTS AND OTHER MATTERS**

- (1) A member who has made an annual general declaration of an interest shall nevertheless orally remind the meeting of that interest should a matter affecting be raised. Any such reminder shall be recorded in the minutes of the meeting.
- (2) A member who has declared an interest in a contract, grant, proposed contract or other matter, whether by giving a general notice or by making an oral declaration at a meeting, shall withdraw from the meeting while the matter is under consideration. Unless the contract, grant, proposed contract or other matter is under consideration by the meeting as part of the report or minutes and as in either case not itself the subject of debate.
- (3) Any person, other than a member of the Corporation, enabled to speak at meetings shall make the same disclosures of interests, and shall withdraw from the room in which the meeting is being held on the same occasions, as they would have to do if they were a member.
- (4) The Clerk shall record particulars of any notice of a member's pecuniary interest which shall, during the ordinary office hours of the College, be open for inspection by any member of the Corporation.

## **PART 8: MISCELLANEOUS**

### **STANDING ORDER 30: CORPORATION SEAL**

- (1) The affixing of the corporate seal to deeds and other documents which it is necessary to seal, shall be reported to the Corporation and authenticated by the signature of the Chair of the Corporation or in his absence, the Vice-Chair. The Principal & CEO or the Clerk shall witness the signature at the time of the sealing. Short particulars of all deeds and documents to which the corporate seal has been affixed, shall be recorded in a book to be provided for this purpose and initialed by the Chair of the Corporation, the Principal & CEO or the Clerk. Where the Corporation so directs, or where it is so required by statute, or in any other special circumstances at the discretion of the Chair of the Corporation, the Clerk shall also be present at the sealing of the specified documents, in which event the sealing shall also be attested by the Clerk. If an urgent need for sealing arises then the Chair or in his absence the Vice-Chair shall authorise (under "urgent action") the affixing. That action shall be ratified at the next Corporation meeting.

### **STANDING ORDER 31: INDEPENDENT PROFESSIONAL ADVICE**

- (1) Members may seek direct advice from the Corporation or independent advisers; such advice shall be limited to exercise of individual powers and responsibilities as a member and not include personal interests in regard to the Corporation.
- (2) Any member seeking advice shall, first ask the Clerk whether such advice has been taken; if the need remains then he shall then give prior written notice to the Clerk. Such notice shall include a summary of the issues involved, the names of the advisers and the reason for seeking advice.
- (3) The Clerk shall copy the notice to the Chair and the Principal & CEO.
- (4) The Chair may authorise payment after consultation with the Principal & CEO within 10 working days of receipt of the notice.
- (5) The Clerk will inform the Member of the decision; if negative a short explanation shall be provided.
- (6) Such advice when received shall be made available to the Corporation.
- (7) Fees associated with this advice shall be limited in advance by the Corporation.

### **STANDING ORDER 32: EXPENSES**

- (1) Members may only claim expenses for travelling and subsistence at the rates determined under the College Financial Regulations.
- (2) Expenses are payable associated with attendance at meetings, training events and conferences.
- (3) Members are not permitted to claim allowances which remunerate them for their services as members.
- (4) All requests for expenses are to be submitted to the Deputy Principal Finance, Resources & College Planning.

### **STANDING ORDER 33: STATEMENTS MADE ON BEHALF OF THE CORPORATION TO THE MEDIA**

- (1) Statements to the media shall only be made by the Corporation Chair or Principal & CEO (save in exceptional emergency situations)

### **STANDING ORDER 34: ACCESS TO COLLEGE INFORMATION**

- (1) Information regarding College activities is generally available to the public by request; documents listed below are available by contacting the Clerk. If practicable

these will be free but the enquirer shall be informed that a charge may be made (para 3). The following documents may be obtained by contacting the Clerk:

- a. agendas, papers and minutes of all meetings;
- b. annual reports and financial statements;
- c. inspection report;
- d. course provision;
- e. register of interests;
- f. committee terms of reference;
- g. instrument and articles of government.

- (2) Confidential information will be withheld and the reasons provided. (see SO 26)
- (3) The information should be available normally within 20 working days and in accordance with the relevant legislation relating to access to information.

**STANDING ORDER 35: SPHs**

- (1) In addition to the Principal and Chief Executive, some staff members are formally designated, by the Corporation as SPHs (SPH); their remuneration, appraisal and disciplines remain the responsibility of the Corporation; the Clerk enjoys similar conditions.

## **PART 9: AMENDMENTS TO STANDING ORDERS**

### **STANDING ORDER 36: AMENDMENTS TO STANDING ORDERS**

- (1) The Clerk will ensure that the Instrument and Articles of Government, and Standing Orders are reviewed at least annually to incorporate legislative or best practice changes. These Standing Orders may only be amended by a vote taken at a meeting of the full Corporation.

## **ANNEX A**

### **Corporation Membership – 11 July 2022**

<b><u>Name</u></b>	<b><u>Role</u></b>
Peter Thompson	Corporation Chair
Andrew Slade	Principal & CEO
Jesmin Haq	Staff Corporation Member
Jean Fawcett	External Corporation Member
Katy Henderson	External Corporation Member
Kevin Ibeh	External Corporation Member
Mairi Watson	External Corporation Member (University of Hertfordshire)
Massimo Merlo	External Corporation Member
Neil Myerson	External Corporation Member
John O'Sullivan	External Corporation Member
Rob Payne	External Corporation Member
Philip Fulton	External Corporation Member
Simon Caunce	External Corporation Member

+ 2 x Student Corporation Members

+ 1 x Staff Corporation Vacancy