



DONCASTER
COLLEGE

**THE CORPORATION OF
DONCASTER COLLEGE
STANDING ORDERS**



PART ONE

INTRODUCTION

These Standing Orders are designed to provide further detail of the framework within which the Corporation of Doncaster College operates.

These Orders do not displace or take precedence over primary legislation or the Instrument and Articles of Government, Statutory Instrument 1992 No. 1963 or any subsequent amendments made thereto. As a consequence these orders should be read alongside both prevailing legislation and the Instrument and Articles of Government as to gain a full understanding of how the Corporation is required to operate.

Ron Hill

Clerk to the Corporation

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STANDING ORDERS

PART TWO: PRELIMINARY

STANDING ORDER 1: DEFINITIONS

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

“Instrument of Government” and “Articles of Government” – the Instrument and Articles of Government under Statutory Instrument 1992 No. 1963 and any subsequent modifications thereto;

“Corporation” – the Corporation of Doncaster College acting by any means which it 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” - Doncaster College;

“College Year” - 1 August to 31 July;

“Council” – means the Learning and Skills Council for England or any successor body i.e. Skills Funding Agency

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

“Employee” – a member of staff of the College including those designated by the Corporation as Senior Post Holders;

“Governing Body” – the Corporation of the Doncaster College acting by any means which it may lawfully adopt;

“governor” or “member” - in relation to the Corporation, a Governor being 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;

“meeting” - a meeting of the Corporation, a Committee or a Sub-committee, unless described otherwise;

“number of Governors” - 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;

“Officer” - any person employed by the College including those designated by the Corporation as Senior Post Holders;

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

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

“Senior Post Holder” – the Principal and any other Officer designated by the Corporation as a senior employee of the College;

‘Senior Management Team’ – the executive management team comprising the Principal and Chief Executive, other Senior Post Holders and any other members of the College management team included as part of this group at the discretion of the Principal and Chief Executive;

“Sub-committee” - a Sub-committee of a Committee

“the whole number of Governors” - in relation to the Corporation, the total number of persons who may become Members of the Corporation;

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.

Unless the context otherwise requires, the singular includes the plural and the plural includes the singular.

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.

STANDING ORDER 2: STANDING ORDERS

2 (1) No arrangements shall be made whereby a Committee, Sub-committee or Officer may exercise any power of the Corporation to vary, revoke, add or suspend these Standing Orders. The adoption of these Standing Orders supersedes all previous Standing Orders of the Corporation and are made under Article 26 of the Articles of Government relating to Rules and Bye-Laws.

(2) It is the responsibility of the Clerk to the Corporation to interpret the Instrument and Articles of Government and these Standing Orders and to advise the Corporation or the Chair of the Corporation if at any time it appears that the Corporation or an individual member is in breach of the regulations.



PART THREE: COMPOSITION, MEMBERSHIP AND MEETINGS OF THE CORPORATION

STANDING ORDER 3: COMPOSITION AND MEMBERSHIP

- 3 (1) unless varied by an amendment to these Standing Orders and in accordance with the Instrument of Government, the membership of the Corporation of Doncaster College shall comprise the following: -

<u>Category</u>	<u>No. of Governors</u>
External Members	13
Staff Members	2
Student Members	2
Principal and Chief Executive	1

STANDING ORDER 4: ORDINARY MEETINGS OF THE CORPORATION AND APPOINTMENT OF CHAIR AND VICE-CHAIR OF THE CORPORATION

- 4 (1) All ordinary meetings of the Corporation shall be held on such days and at such times at the main College centre at Doncaster, or other place as the Corporation shall determine.

(2) The Corporation shall appoint a Chair and a Vice-Chair from amongst its number. The appointment process shall be by open selection with candidates wishing to stand for appointment requiring completion of a nomination form in accordance with the procedure at Annex 4.

(3) If both the Chair and the Vice-Chair are absent from any meeting of the Corporation, the Governors present shall choose one of their number to act as chair for that meeting, provided that the person chosen shall not be the Principal, Staff or Student Governor.



STANDING ORDER 5: SPECIAL MEETINGS OF THE CORPORATION

- 5 All Special meetings of the Corporation are to be called in accordance with S.12(4) of the Instrument of Government.

STANDING ORDER 6: QUORUM OF MEETINGS OF THE CORPORATION

- 6 (1) The quorum for all meetings of the Corporation is to be calculated in accordance with S.13 of the Instrument of Government
- (2) If the number of Governors assembled for a meeting does not constitute a quorum, the meeting will not be held. If in the course of a meeting, the numbers of Governors present ceases to constitute a quorum, the meeting will be closed.
- (3) If for lack of a quorum a meeting cannot be held or, as the case may be, cannot continue, the Chair shall if he/she thinks fit, cause a Special meeting to be summoned (and in accordance with the arrangements of Standing Order No. 5).
- (4) The quorum for Committees and Sub-Committees shall be specified by the Corporation in Terms of Reference for each Committee and Sub-Committee

STANDING ORDER 7: PRESENTATION OF MINUTES

- 7 (1) All Minutes of Committees and Sub-Committees will be submitted to the next full meeting of the Corporation for information and/or approval as appropriate.

PART FOUR: COMMITTEES AND SUB-COMMITTEES

STANDING ORDER 8: APPOINTMENT OF GOVERNORS OF THE CORPORATION:
TERM OF APPOINTMENT

- 8 (1) All Governors shall hold and vacate office in accordance with their appointment, but the length of office shall not exceed four years (S.9(1) of the Instrument of Government refers).
- (2) Governors retiring at the end of their term of appointment shall be eligible for re-appointment, subject to:
- (a) an evaluation by the Search and Governance Committee, in recommending appointments to the Corporation, of the contribution of individual Governor for re-appointment; and
 - (b) the overriding provision that eight years or two terms of appointment (where appointments are made for four years) is the normal limit, with an option for one further term of up to four years, and an individual may not be further appointed for twelve months after this period.
- (3) The provisions of this Standing Order shall not apply to the Principal.

STANDING ORDER 9: APPOINTMENT OF CHAIRS, COMMITTEES AND SUB-COMMITTEES

- 9
- (1) The Corporation shall establish such Committees as required by the Instrument and Articles of Government and may establish any others as it deems necessary to appoint for the purposes of conducting its business.
 - (2) Subject to any statutory provisions in that behalf the Corporation may at any time appoint such other Committees, Sub-committees or working parties as are necessary to carry out the work of the Corporation; or dissolve a Committee, Sub-committee or working party; or alter its Chair, Vice-Chair or its Membership.
 - (3) Subject to any statutory provisions in that behalf a Committee may at any time appoint such other Sub-committees or working parties and their respective Chair and Vice-Chair as are necessary to carry out the work of the Committee; or dissolve a Sub-committee or working party; or alter its Chairship, Vice-Chairship or its Membership.
 - (4) The Corporation shall determine and agree written terms of reference for each Committee, Sub-committees or working party established by it, and review these annually.
 - (5) The membership of each Committee, sub-Committee or working party and all posts of Chair, and Vice-Chair of each Committee, sub-Committee or working party shall be reviewed and re-appointed by the Governing Body prior to the conclusion of the current College year.
 - (6) If the Corporation does not appoint a Chair or Vice-Chair to a Committee, sub-Committee or working party then the appointment shall be made by the respective Committee, sub-Committee or working party.

PART FIVE: CONDUCT OF MEETINGS

STANDING ORDER 10: MINUTES AND ACTION POINTS

- 10
- (1) Minutes of every meeting of the Corporation, of any Committee or of any Sub-committee shall be submitted to, and signed at, the next following meeting of the body concerned.
 - (2) Where the next meeting is a Special meeting, the next following meeting may be treated as a suitable meeting for the purposes of agreeing the Minutes.
 - (3) The person presiding shall put the question "*that the Minutes submitted to the meeting be approved as a correct record of that meeting*" or words to that same effect.
 - (4) No discussion shall take place upon the Minutes, except upon their accuracy. If no question of accuracy is raised or, if it is raised then as soon as it is disposed of, the person presiding shall sign the Minutes.
 - (5) In submitting the Minutes the Clerk shall draw to the attention of the Corporation any action that is outstanding.
 - (6) Any matters outstanding from the Minutes presented at (1) above shall be detailed in the Minutes of the meeting.

STANDING ORDER 11: CONDUCT OF MEETINGS (GENERAL)

11 (1) Unless otherwise stated the rules of debate in this Standing Order shall apply to all meetings of the Corporation, of any Committee and of any Sub-committee.

(2) The principles applying to the conduct of meetings of the Governing Body will be the same as those applying to a well-conducted meeting of any committee, board of directors or other similar body. Most items of business should be supported by a written report. S.14 of the Instrument of Government lays down rules on certain matters relating to the proceedings of meetings which the Corporation shall follow.

STANDING ORDER 12: RECONSIDERATION OF RESOLUTIONS

12 (1) The Corporation shall abide by S14(4) of the Instrument of Government which requires that no resolution of the Governors may be rescinded or varied at a subsequent meeting unless its rescission or variation is a specific item of business on the agenda for that meeting.

NOTE: A resolution, which in this context means any formal decision by the Corporation, cannot therefore be overturned or varied, for instance, simply as part of discussions of matters arising from the previous Minutes. Not only must the subject appear as a substantive item on the agenda, but also the fact that there is a proposal to vary or rescind a previous decision must be indicated.

STANDING ORDER 13: VOTING

13 (1) S.14(1) of the Instrument of Government establishes that every question to be decided at a meeting of the Corporation shall be determined by a majority of the votes of the Governors present and voting on the question. Where there is an equal division of votes, the Chair of the meeting shall have a second or casting vote.

(2) A student Governor 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 (S14(7) of the Instrument of Government refers).

(3) Except where a requisition is made under the next paragraph, the method of voting at meetings of the Corporation, Committees and Sub-committees shall be by show of hands.

NOTES: In practice, it would be unusual for all decisions taken at a meeting to be decided by a formal vote. The Chair would normally simply ask the Corporation, Committee or Sub-committee for their agreement to the proposal in question at the conclusion of a discussion and only call for a vote either if there was a clear expression of dissent or if it was a matter of particular significance (for example, approval of the annual budget or accounts).

Should an individual Governor of the Corporation request a vote on a particular issue, this must be agreed. 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 has taken place, and even if a decision has been made by secret ballot, a dissenting Governor has the right to have his or her disagreement recorded in the Minutes.

STANDING ORDER 14: ATTENDANCE

- 14 (1) The attendance of every Governor attending a meeting of the Corporation, a Committee, Sub-committee or working party shall be recorded in the Minutes of the meeting.
- (2) To assist the Clerk in establishing that there will be a quorum for a meeting, it is helpful if all 'Apologies' are submitted on the day preceding the meeting at the latest.
- (3) If at any time the Corporation is satisfied that any Governor having been absent from meetings of the Corporation for a period longer than six consecutive months without the permission of the Corporation, the Corporation may by notice in writing to that Governor remove him or her from office and thereupon the office shall become vacant (S.10(2) of the Instrument of Government refers).
- (4) In the event of a decision being required under (3) above, then the matter will be placed on the agenda for the next meeting of the Corporation for discussion by the Governors present. A full written report setting out all the facts known will be presented by the Clerk.
- (5) The absent Governor facing the procedure at (4) shall be entitled to attend the meeting or submit in writing his/her reasons for absence. He/she shall take no part in the voting on this matter.
- (6) Other than in exceptional circumstances, the nature of which shall be determined by the Corporation, no member shall be permitted to hold office if her/his absence exceeds twelve consecutive months.
- (7) The Clerk shall report attendance levels to meetings of the Search and Governance Committee and submit an annual report to the Corporation on the same.

STANDING ORDER 15: WITHDRAWAL FROM MEETINGS

- 15 Refer to S.14 of the Instrument of Government for rules on circumstances requiring the withdrawal from meetings of Staff Governors, Student Governors, the Principal and the Clerk.

STANDING ORDER 16: AGENDA FOR MEETINGS

- 16 (1) The Clerk shall send written notice of a meeting of the Corporation and a copy of the agenda at least seven calendar days in advance of the meeting in accordance with S.12 of the Instrument of Government.
- (2) The agenda shall be structured by the Clerk in consultation with the Chair in order to clearly show the order of business and whether a matter should be treated as 'confidential'.
- (3) All items to be considered at the meeting (with the exception of late items of urgent business) shall be recorded on the agenda.

(4) Items of business shall be taken in the order they appear on the agenda for the meeting except that the order may be varied by the decision of the Governors present.

(5) Wherever practical, the Clerk shall endeavour to ensure that all written reports are circulated with the agenda. If this is not practical then the reports shall as a minimum be made available to Governors three calendar days before the date of the meeting. No papers are to be tabled at a meeting except as late items of urgent business.

(6) Any Governor may request an item be placed on the agenda provided that notice of the item is received by the Clerk ten calendar days in advance of the meeting.

(7) A matter may be placed on the agenda as a late item of urgent business only with the prior approval of the Chair.

STANDING ORDER 17: SCHEDULE OF MEETINGS

17 (1) The Clerk shall prepare an annual calendar of meetings and schedule of business that meets the needs of the Corporation and is based on the College planning cycle.

(2) The schedule shall also accord with the requirements of the Corporation to publish and make returns to the Council as required.

STANDING ORDER 18: MINUTES

18 (1) The Clerk, or in his/her absence, the appointed deputy, is 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 the discussion on a matter and clearly show how each decision was made.

(4) Under no circumstances can Governors take a decision which is not minuted at a properly constituted meeting.

STANDING ORDER 19: CONFIDENTIALITY OF CORPORATION PAPERS

19 (1) All agendas, reports and other documents and all proceedings of the Corporation, Committees, Sub-committees and working parties shall become public following a meeting *unless a decision is taken at a meeting to classify an item as being confidential*. Copies of all papers not classified as confidential shall be available for public inspection in the College Library at the Hub during normal working hours.

(2) In addition to the provisions of S.17(2) of the Instrument of Government and pursuant to S.17(2)(d), and in relation to the requirements of both the Data Protection Act 1998 and the Freedom of Information Act 2000, the following reasons shall be used in order to determine whether a matter should be dealt with on a confidential basis and excluded from open publication:-

- b. personal information relating to an individual. Usually such information is subject to the Data Protection Act 1998 which has separate provisions about the use and publishing of such information;
- c. information provided in confidence by a third party who has not authorised its disclosure;
- d. financial or other information relating to procurement decisions, including information relating to the college negotiating position, during the course of those negotiations;
- e. information relating to the negotiating position of the College in employment relations matters, during the course of those negotiations;
- f. information relating to the financial position of the College where the Corporation is satisfied in good faith that disclosure might harm the College or its competitive position;
- g. legal advice received from or instructions given to the College legal advisors;
- h. information planned for publication in advance of that publication; and/or
- i. information not otherwise covered above, but considered to be commercially sensitive.

(3) The intention of the Corporation is only to maintain an exclusion for as long as it is necessary and each body of the Corporation shall undertake an annual review of its Minutes previously determined to be confidential and decide whether to release each confidential minute for the public record.

STANDING ORDER 20: ACCESS TO MEETINGS

- 20 All meetings of the Corporation shall be held in private and attended by the Members of the Corporation and members of the Senior Management Team (as appropriate), together with any other persons specifically invited to attend.

STANDING ORDER 21: CORPORATE SPOKESPERSON

- 21 (1) The Corporation believes that the Chair and the Principal should speak for the Corporation.
- (2) Unless the following applies, Governors shall refer any requests for public comment to the Principal or the Chair.
- (3) In the circumstance of the suspension or dismissal of the Principal or other good and urgent cause, the Chair of the Corporation, or in his/her absence the Vice-Chair, shall act as spokesperson for the Corporation.

PART SIX: MISCELLANEOUS

STANDING ORDER 22: SEAL OF THE CORPORATION

- 22 (1) The affixing of the corporate seal to deeds and other documents which it is necessary to seal, shall be authenticated by the signature of the Chair of the Corporation or in his/her absence, the Vice-Chair. The signature shall be witnessed by the Principal 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 maintained by the Clerk.
- (2) The corporate seal of the Corporation shall be kept in the custody of the Clerk in a safe place.

STANDING ORDER 23: DELEGATION ARRANGEMENTS FOR DEALING WITH MATTERS OF URGENCY

- 23 (1) Where the Chair, Principal and the Clerk are of the opinion that circumstances exist that make it necessary for action to be taken by the Corporation prior to the time when such action could be approved through normal Corporation procedures, they may, following consultation with the Chair and Vice-Chair of the Committee, within whose terms of reference the matter falls, or in their absence the Vice-Chair of the Corporation, authorise the taking of such action.
- (2) Where such arrangement is used, the details (including the reason(s) for using this procedure) shall be presented to the next meeting of the Corporation or the respective Committee or sub-Committee.

STANDING ORDER 24: GOVERNOR EXPENSES

- 24 (1) Governors may only claim expenses for travelling and subsistence at rates determined by the Corporation for college staff.
- (2) Expenses are payable associated with attendance at meetings, training events and conferences.
- (3) Governors are not permitted to claim allowances which remunerate them for their services as Governors.
- (4) The following segregation of duties for the authorising of expenses shall apply:
- (a) expenses for the Principal and the Clerk to the Corporation are to be authorised by the Chair of the Corporation;
 - (b) expenses for the Chair and all other Governors are to be submitted to the Clerk to the Corporation for approval;

except where any of the above are participating in the same event then expenses are to be approved by the Chair of the Finance and Resources Committee or another governor not connected with event.

- (5) The Audit Committee will receive for information each an annual report on gifts and hospitality received.

STANDING ORDER 25: CORPORATE GIFTS AND HOSPITALITY

- 25 The Corporation's policy on receiving corporate gifts and hospitality is at Annex 1. In reading the provisions of this policy, the attention of governors is also drawn to the Corporation's Code of Conduct for Members of the Corporation.

STANDING ORDER 26: INDEPENDENT PROFESSIONAL ADVICE

- 26 The Corporation's procedure on arrangements for Governors to access Independent Professional Advice is at Annex 2.

STANDING ORDER 27: COMPLAINTS AGAINST THE CORPORATION

- 27 A complaint against the Corporation or an individual Governor of the Corporation shall be addressed to the Clerk to the Corporation who shall deal with the matter as appropriate. The response to such a complaint will include details of the arrangements for pursuing the matter with an independent body. A complaint against the Clerk to the Corporation shall be forwarded to the Chair of the Corporation. A copy of the complaints procedure is attached to these Standing Orders at Annex 3.

PART SEVEN: AMENDMENTS TO STANDING ORDERS

STANDING ORDER 28: AMENDMENTS TO STANDING ORDERS

- 28 These Standing Orders may only be amended by a vote taken at a meeting of the full Corporation. The minimum number of votes required to enact any amendment shall be a vote in favour of 70% of all Governors serving at the time of the vote.

STANDING ORDERS

ANNEX 1

POLICY ON CORPORATE GIFTS AND HOSPITALITY

(STANDING ORDER NO. 25 REFERS)

1. In regard to Corporate Hospitality and Gifts for governors and members of senior staff at the College – i.e. the Principal and designated senior postholders, the following should be refused and not accepted under any circumstances: -
 - a. gifts of money (this does not include corporate endowments/donations to the College itself);
 - b. free membership or subscriptions (e.g. sports or other clubs);
 - c. foreign travel unless as a specific element of a business, academic or research activity. 'Holiday' type offers are unacceptable;
 - d. free goods or services such as are normally provided by a supplier to the College at a charge;
 - e. other free equipment or goods or services such as cars, housing or electrical equipment, etc.
2. Any offers falling in to any of the above categories should be rejected and notified immediately to the Clerk to the Corporation, who will take any action thought necessary with the offerer.
3. The following are acceptable: -
 - a. occasional lunches or dinners;
 - b. the receipt of seasonal or, for instance, end of contract expressions of gratitude from suppliers and contractors by way of items such as boxes of chocolates or individual bottles of drink;
 - c. incidental items such as calendars, diaries, pens, cheap calculators, usually carrying advertising material;
 - d. occasional corporate events such as local sporting fixtures, provided that these do not involve excessive extra travelling at the College's or the donor's expense.
4. Any offer not falling in to any of the above should be notified to the Clerk to the Corporation and recorded in the Register of Corporate Gifts and Hospitality held by the PA to the Principal.
5. If in doubt seek guidance first from the Clerk to the Corporation.

STANDING ORDERS

ANNEX 2

PROCEDURE ON INDEPENDENT PROFESSIONAL ADVICE FOR MEMBERS OF THE CORPORATION (STANDING ORDER NO. 26 REFERS)

- 1.1 Corporation members shall have, within the financial limits appearing in paragraph 3, the right to take advice from:-
- the Corporation's advisers; or
 - if necessary, at the Corporation's expense, independent advisers
- on any matters concerning the exercise of their powers and responsibilities.
- 1.2 Such matters shall:-
- include advice on their legal, accounting and regulatory duties, but
 - exclude advice to individual Corporation members concerning their own respective personal interests in relation to the Corporation.
- 2.1 Corporation members who intend to seek advice under this procedure shall give prior written notice to the Clerk to the Corporation and such notice must contain:-
- a summary of issues on which advice is sought; and
 - if independent advice is sought (i.e. not from the College's advisers), the name(s) of the advisers whom the Corporation members propose to instruct together with a short explanation of the reasons why consultation with the College's advisers on the particular issues(s) is considered to be inappropriate.
- 2.2 The Clerk shall forward a copy of the notice given under paragraph 2.1 to the Chair of the Corporation and the Principal.
- 2.3 Wherever practicable, Corporation members shall first enquire of the Clerk whether professional advice has already been obtained by the Corporation, before giving notice under paragraph 2.1.
- 3.1 The Clerk is hereby authorised by the Corporation to commission, at the Corporation's expense, professional advice under this procedure, provided that:
- the cost of such advice shall not exceed £3,000 on each and every occasion, or £5,000 in the aggregate in any period of 12 months, exclusive of Value Added Tax;
 - advice shall be commissioned by the Clerk on his or her own initiative after consultation with the Chair, or by the Clerk at the request of the Chair, or by the Clerk on receiving written notice from at least 3 Corporation members under paragraph 2 after consultation with the Chair;



- where advice is commissioned by the Clerk on receiving written notice under paragraph 2, the Chair shall decide whether to authorise payment of the whole or part only of the costs of such advice as soon as practicable after receiving a copy of the written notice and in any event within ten working days and following consultation with the Principal.
4. The Clerk will notify in writing the Corporation members who have given written notice under paragraph 2 whether the costs for the professional advice are payable by the Corporation and, if they are not, brief reasons shall be stated in support of the decision.
 5. Any advice which is obtained under this procedure shall, on request, be made available to all Corporation members.
 6. References in this procedure to the Chair shall include, in his or her absence or where he or she is seeking independent advice under this procedure, references to the Vice-Chair.

GENERAL NOTES

- (1) The purpose of this procedure is to establish a formal mechanism whereby Corporation members can obtain independent professional advice at the Corporation's expense. This may, for example, be necessary if Corporation members are not satisfied with the advice already given by the Corporation's retained advisers or a previous request for professional advice has been ignored.
- (2) The Cadbury Code of Best Practice (Report of the Cadbury Committee on the Financial Aspects of Corporate Governance, 1st December 1992) recommends that such a procedure is formally established for boards of listed public limited companies:-

"Paragraph 1.5 There should be an agreed procedure for directors in the furtherance of their duties to take independent professional advice if necessary, at the company's expense."

It is therefore submitted that Corporation members should have a similar access to independent advice to enable them to perform their duties properly, and that the Clerk as advisor to the Corporation with regard to matters of governance policy should commission such advice.
- (3) This procedure is additional to, and does not displace, the inherent power of Corporation Governors to decide to take independent professional advice by passing a resolution to that effect.
- (4) Under this procedure the Clerk may refer any expenditure in excess of the authorised limits to the Corporation for approval, or provision could be made for such expenditure to be referred to the Chair for approval.
- (5) This procedure should be checked for consistency with the College's procurement rules and other standing orders.

STANDING ORDERS

ANNEX 3

PROCEDURE FOR COMPLAINTS AGAINST THE CORPORATION

(STANDING ORDER NO. 27 REFERS)

1. A complaint against the Corporation, a Governor or the Clerk to the Corporation may be made by an individual, business or an organisation in relation to their dealings with the College.
2. All complaints should preferably be made in writing and addressed to the following (save where the complaint is in relation to the Clerk in which case it should be addressed to the Chair of the Corporation): -

The Clerk to the Corporation
Doncaster College
The Hub
Chappell Drive
Doncaster
DN1 2RF
3. The complainant will be expected to state clearly the nature of the complaint and if appropriate provide copies of any related documentation. The complainant should also state the remedy they are seeking. It is not possible for a complainant to seek the disciplining of a member of staff or the removal of a Board Member or the Clerk since these are decisions for the Principal of the College and the Corporation respectively in accordance with the Instrument and Articles of Government of the College.
4. The Clerk to the Corporation will: -
 - acknowledge receipt of the complaint within 7 working days.
 - investigate or commission the investigation of the complaint, or refer the complaint to one or more of the following for investigation: a Board Member not involved in the matters subject to the complaint, a Clerk of another college, a person with substantial experience of college governance. Such person(s) shall consider the complaint and, if necessary in order to determine disputed issues of fact, may interview the complainant and those subject of the complaint. They also may refer issues to the Corporation's auditors (external and/or internal) or other independent advisors as they feel appropriate. They shall produce a written report of their findings in relation to the complaint as soon as possible.
 - provide the complainant and the Corporation with a copy of the findings of the investigation within ten working days of receipt, and if this is not possible provide the complainant with an interim statement.
5. The Corporation at its next scheduled Board meeting after receipt of the findings of the investigation shall consider the findings and determine whether they find the complaint substantiated in whole or part and, if so, what if any remedy should be

granted to the complainant. Where the complaint is in relation to specified individuals those persons shall withdraw and take no part in the discussion of the investigation.

6. The Clerk to the Corporation [Chair of the Corporation] shall within 7 working days of the Board's determination of the complaint provide a written response to the complainant and to those subject of the complaint confirming the decision of the Corporation in relation to the complaint. This will include details of any arrangements for pursuing the matter with any relevant external body (e.g. the Secretary of State for Business, Innovation and Skills and the Skills Funding Agency).



DONCASTER
COLLEGE

STANDING ORDERS

ANNEX 4

PROCESS FOR THE ELECTION OF CHAIR AND VICE-CHAIR (STANDING ORDER NO. 4 REFERS)

The Corporation shall appoint a Chair and a Vice-Chair from amongst its number in accordance with the Instrument and Articles of Government.

The holders of these offices shall be appointed for no longer than two years, or the end of their term of appointment as a governor whichever is the sooner.

The appointment process shall be by open selection, but the Principal, Staff and Student Members are excluded from being nominated for election.

The Clerk to the Corporation will act as Returning Officer for the purposes of the election.

The Returning Officer must establish an election timetable that includes issuing a notice of election in good time for elections to take place, arrangements for nomination and date for the close of nominations and for the secret ballot if required.

Candidates wishing to stand for election may self nominate themselves, and each candidate must provide a brief written statement explaining why they are seeking election.

Where there is more than one candidate, a secret ballot of all governors will be arranged. Candidates may vote for themselves. The results of the ballot will be announced at the next Corporation meeting where the appointments will be confirmed.

In the event of a tie-break for an elected position, an additional short presentation by each candidate should be given and a further vote taken at the meeting.