

Overview

The Newbold Board of Governors will specify delegations for the Board of Governors, Principal, Senior Administrators, Staff and Committees to exercise within the guidelines of this policy.

The management of Newbold College of Higher Education is vested in a Board of Governors appointed under the Memorandum and Articles of Association. The day to day management of Newbold is the responsibility of the Principal. Some of the responsibilities of the Board (see Committee Terms of Reference) are delegated to the following subcommittees:

- Audit & Risk Committee
- Compensation Review Committee
- Finance Committee
- Governance Committee
- Strategic Planning Committee

The Chairperson of the Board of Governors is ex-officio to all committees of the Board of Governors. The Principal attends all Board and Board Committee meetings (except the Audit & Risk Committee when the Audit Report is being discussed). Senior Administrators attend Board meetings as required. The Chief Finance Officer attends meetings of the Finance Committee. It is required that all financial matters referred to the Board of Governors be recommended by the Finance Committee.

Policy

Exercising of delegations is to be in accordance with the details contained within this Policy and Table of Delegated Authority. Each delegate specified in this policy is required to be fully conversant with the requirements of the Board in relation to those matters for which he/she is a delegate. No authority specified in this policy for staff to exercise a stated delegation is to be regarded as an entitlement to act otherwise than in accordance with the requirements of the Board and/or the Principal relating to the precise matter for which there is delegated authority to act.

In respect to delegation to approve expenditure of funds, such delegation is specifically subject to:

- a. The availability of funds;
- b. All stores and services being obtained in accordance with the policies and procedures of Newbold.
- c. Adherence to specific policies of Newbold relating to the acquisition of goods and services.
- d. A delegate cannot assign their delegated authority to another

The GBP amounts specified in this manual relate to the total cost of a project

regardless of the number of orders necessary to complete the project.

Pecuniary Interests

Any staff member holding delegated authority (other than the Principal) having a pecuniary interest in any matter before them must immediately advise the Principal of such interest and should not have any further involvement in the matter without the written approval of the Principal. Any such advice received, and the action taken, is to be noted in the Principal's next report to the Board of Governors.

Similarly, the Principal and Board members should immediately advise the Chair of the Board of Governors of any pecuniary interest in any matter before them and should not have any further involvement in the matter without the written approval of the Chairperson. Any such advice received, and the action taken, is to be noted and reported to the Board of Governors.

In addition, the Chair should immediately advise the Board of Governors of any pecuniary interest and should not have any further involvement in the matter without the written approval of the Board of Governors as recorded in the minutes of the relevant Board meeting.

Definitions

Authorised Signatory means a person, or persons, authorised by the Newbold College of Higher Education Board of Governors to operate bank accounts on behalf of Newbold.

Board of Governors means the Board of Newbold College of Higher Education appointed under the Memorandum and Articles of Association.

Board means the Board of Newbold College of Higher Education the Memorandum and Articles of Association.

Board Chairperson means the Chair of the Board of Newbold College of Higher Education.

Capital Items means physical assets with a purchase cost in excess of £1000 per item or set of items with a useful life in excess of 12 months.

Committee means a Committee as appointed by the Board or Newbold.

Head of Department refers to management personnel responsible for the oversight of staff in a designated area of the Newbold workplace.

Direct Salaries and Wages refers to payments for staff through either payroll or salary sacrifice allocations that are directly deposited into a bank, mortgage, or credit card account. **This definition specifically excludes payment of deductions to health funds, unions, or superannuation, as these payments must be approved in accordance with normal payment approval procedures (item 5).**

Administrative Committee means the senior administrators meeting with the Heads of School and Departments as a standing committee.

Finance Committee means the Finance Subcommittee of the Newbold College Board of Governors.

Non-Routine means not in the normal course of conducting business. The meaning of non-routine has been extended to mean infrequent.

Principal refers to the person recommended by the Newbold College Board of Governors and appointed by the Executive Committee of the Trans European Division, for the purpose of managing the operations of the Newbold College of Higher Education.

Routine means in the normal course of conducting business.

Selective Tendering means the process of tendering for the supply of goods and services to a limited number of potential suppliers.

Senior Administrators means the:

- Principal
- Academic Registrar
- Chief Financial Officer
- Head of Student Life

Delegations:

See the attached Table of Delegations for the details.

Other Reference Documents:

- Newbold policies

Approved by	Date	Upload Authorised by	Replaces
Board			

TABLE OF DELEGATED AUTHORITY

Key Function	No	Tasks	Decision Level													Responsible Person/s		
			TED Executive Committee	NCHE Board of Governors	NCHE Board Chair	NCHE Board Committee	NCHE Board Committee Chair	Academic Board	Administrative Committee	SLT	Principal	Academic Registrar	CFO	Head of Student Life	Committee	Committee Chair	Employee	
GOVERNANCE	1	Approve the Terms of Reference for the Board																TED Executive Committee
GOVERNANCE	2	Appoint Board Members																TED Executive Committee
GOVERNANCE	3	Remove Board Members																TED Executive Committee
GOVERNANCE	4	Maintain a matrix of skills for the appointment of Board Members																Board of Governors
GOVERNANCE	5	Approve a Code of Conduct for the Board Members																Board of Governors
GOVERNANCE	6	Maintain a Register of Board Member's Interests																Secretary to the Board
GOVERNANCE	7	Conduct a Board Meeting at least four times a year																Secretary to the Board
GOVERNANCE	8	Communicate between Board and staff																Principal
GOVERNANCE	9	Communicate with the media																Board Chair/Principal
GOVERNANCE	10	Affix the Common Seal																Academic Registrar
GOVERNANCE	11	Ensure the custody of Common Seal																Academic Registrar
GOVERNANCE	12	Approve the College Strategic Plan																Board of Governors
GOVERNANCE	13	Develop the strategic needs for the operation of the institution																Strategic Planning Committee
GOVERNANCE	14	Implement the Strategic Plan																Principal/Admin/HoDs (own area)
GOVERNANCE	15	Approve the Delegation of Authority																Board of Governors
WORSHIP	16	Organise Assembly																Chaplain
WORSHIP	17	Conduct Worships - Staff																Chaplain
WORSHIP	18	Conduct/oversee Worships - Student																Chaplain/Head of Residences
WORSHIP	19	Conduct Church Services - Sabbath, Prayer Meeting, Vespers																Church Pastor/Chaplain
WORSHIP	20	Plan the Week of Prayer																Spiritual Advisory Committee > Administrative Committee
QUALITY	21	Approve the Quality Assurance Policy and Procedures																Board of Governors
QUALITY	22	Appoint the External Moderators																Academic Board
QUALITY	23	Manage the development, distribution and analysis of Learning & Teaching (Student)																Academic Registrar
QUALITY	24	Manage the development, distribution and analysis of Student Life (Student)																Head of Student Life
QUALITY	25	Manage the relationship with the External Moderator																Programme Director

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			TED	Executive Committee	NCHE Board of Governors	NCHE Board Chair	NCHE Board Committee	NCHE Board Committee Chair	Academic Board	Administrative Committee	SLT	Principal	Academic Registrar	CFO	Head of Student Life	Committee	Committee Chair	Employee
QUALITY - Reports	26	Write the Annual Report for Academic Programs																Programme Director
QUALITY - Reports	27	Write the Annual Quality Report for Support Services																TBA
QUALITY - Reports	28	Critique the Annual Reports																Quality Assurance Committee
QUALITY	29	Evaluate Governance Effectiveness																Board of Governors/Governance Committee
QUALITY	30	Evaluate the performance of all operations																Board of Governors
ACAD	31	Implement Academic Policies																Academic Registrar
ACAD - Calendar	32	Approve the Academic Calendar																Academic Board
ACAD - Calendar	33	Implement the Academic Calendar																Academic Registrar
ACAD	34	Implement the examinations timetable																Academic Registrar
ACAD	35	Ensure the processing and publication of results																Academic Registrar
ACAD	35	Process and distribute the academic results																Academic Registrar
ACAD	36	Ensure contact hours are delivered																Programme Director
ACAD - Admissions	37	Approve an Admissions Policy and Process																Board of Governors
ACAD - Admissions	38	Implement the Admissions Policy																Academic Registrar
ACAD - Admissions	39	Implement the Admissions Process																Admissions Officer
ACAD - Admissions	40	Appeal an Admissions decision																Initially Academic Board > Appeals Committee.
ACAD - Curriculum	41	Ensure approved curriculum is taught																Academic Registrar
ACAD - Curriculum	42	Approve a Curriculum Development and Review policy & procedure																Board of Governors
ACAD - Curriculum	43	Implement Curriculum Development and Review procedure																Academic Registrar
ACAD - Teach & Learn	44	Ensure the quality standards for teaching																Academic Registrar
ACAD - Teach & Learn	45	Advise students on programme choices and student progression																Programme Director
ACAD - Teach & Learn	46	Ensure the quality of an individual student's learning																Programme Director
ACAD - Module Offer	47	Approve module options to be taught having regard to resources, and implement provision for flexibility in the curriculum																Academic Board
ACAD - Teaching Loads	48	Recommend the allocation of Lecturers																HoDs
ACAD - Teaching Loads	49	Approve Academic Staff Loading																Principal
HR - Workforce	50	Determine staff complement																SLT

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HR - Appointments	51	Appoint the Principal																TED Executive Committee
HR - Appointments	52	Appoint Senior Administrators (except from Principal)																Board of Governors
HR - Appointments	53	Appoint Academic Staff																Board of Governors
HR - Appointments	54	Appoint the Head of Dept (Academic - except CMM)																SLT
HR - Appointments	55	Appoint the Head of Dept (CMM)																Board of Governors
HR - Appointments	56	Appoint Programme Directors																SLT
HR - Appointments	57	Appoint Professional Staff																Administrative Committee
HR - Appointments	58	Appoint Head of Dept (non-Academic)																SLT
HR - Appointments	59	Appoint Contract Lecturers																SLT
HR - Appointments	60	Appoint Contract Staff																SLT
HR - Appointments	61	Approve the filling of vacant staff positions																Administrative Committee
HR - Appointments	62	Create new additional positions (within approved staffing budget)																SLT
HR - Appointments	63	Approve variations to the staff positions within the approved staffing budget																SLT
HR - Appointments	64	Approve variations to the staff positions not included in staffing budget																Finance Committee
HR - Capacity	65	Approve Employee Capability Policies & Procedures																Board of Governors
HR - Capacity/Discipline	66	Implement disciplinary/capability procedures																SLT
HR - Discipline	67	Approve Employee Disciplinary Policies & Procedures																Board of Governors
HR - Dismissal	68	Dismiss Principal																TED Executive Committee
HR - Dismissal	69	Dismiss Senior Administrators (except Principal)																Board of Governors
HR - Dismissal	70	Dismiss Academic Staff																Board of Governors
HR - Dismissal	71	Dismiss Head of Dept (Academic - except CMM)																SLT
HR - Dismissal	72	Dismiss Head of Dept (CMM)																Board of Governors
HR - Dismissal	73	Dismiss Programme Directors																SLT
HR - Dismissal	74	Dismiss Head of Dept (non-Academic)																SLT
HR - Leave	75	Approve the re-crediting of Annual Leave against Sick Leave																Administrative Committee
HR - Dismissal	76	Dismiss Professional Staff																Administrative Committee
HR - Dismissal	77	Dismiss Contract Lecturers																SLT

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HR - Dismissal	78	Dismiss Contract Staff																SLT
HR - Dismissal	79	Determine dismissal payments/ early retirement																Administrative Committee
HR - Leave	80	Approve Annual Leave																Principal/Admin/HoDs (own area)
HR - Leave	81	Approve Public Holiday Leave																Principal/Admin/HoDs (own area)
HR - Leave	82	Approve Conference Leave																Principal/Admin/HoDs (own area)
HR - Leave	83	Approve Training Leave																Principal/Admin/HoDs (own area)
HR - Leave	84	Approve Study Leave																Principal/Admin/HoDs (own area)
HR - Leave	85	Approve examination and pre-examination Leave																Principal/Admin/HoDs (own area)
HR - Leave	86	Approve Sick Leave (within policy)																Principal/Admin/HoDs (own area)
HR - Leave	87	Approve Maternity Leave with pay (within policy)																Administrative Committee
HR - Leave	88	Approve Maternity Leave without pay																Administrative Committee
HR - Leave	89	Approve Maternity Leave for adoption purposes (within policy)																Administrative Committee
HR - Leave	90	Approve Paternity Leave (within policy)																Administrative Committee
HR - Leave	91	Approve Family and Carers (FACS) Leave																Principal/Admin/HoDs (own area)
HR - Leave	92	Approve extra leave																Principal/Admin/HoDs (own area)
HR - Leave	93	Approve leave without pay																SLT
HR - Leave	94	Approve other leave (not elsewhere specified)																SLT
HR - Outside employment	95	Approve employee undertaking outside employment																Administrative Committee
HR - Perform Mgmt	96	Approve a Performance Management policy																Board of Governors
HR - Perform Mgmt	97	Implement the Performance Management policy																Chair of Board for Principal
HR - Perform Mgmt	98	Implement the Performance Management policy																Principal/Admin/HoDs (own area)
HR - Perform Mgmt	99	Appeal a performance management decision																Initially Admin Com for Staff
HR - Perform Mgmt	100	Review the performance management reports - Officer																Governing Body for Officers
HR - Perform Mgmt	101	Review the performance management reports - Academic Staff																Academic Board for Faculty
HR - Perform Mgmt	102	Review the performance management reports - Professional Staff																Administrative Committee for Professional Staff
HR - Rank/Classification	103	Approve the Academic Staff Re-ranking policy & procedure																Board of Governors
HR - Rank/Classification	104	Approve the Professional Staff Re-classification policy & procedure																Administrative Committee
HR - Rank/Classification	105	Approve change of Academic Rank																Academic Board

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HR - Rank/Classification	106	Approve reclassification of Professional Staff																Administrative Committee
HR - Remuneration	107	Approve Salary Ranking (percentiles)																SLT
HR - Remuneration	108	Approve CPI-related increments																Finance Committee (subject to BUC Executive)
HR - Remuneration	109	Approve overtime/time-in-lieu within contracts																Principal/Admin/HoDs (own area)
HR - Remuneration	110	Complete a time sheet																Non-salaried employee
HR - Remuneration	111	Certify time sheets																Principal/Admin/HoDs (own area)
HR - Remuneration	112	Issue P60s & P45s																CFO
HR - Remuneration	113	Approve the entitlement to Motor Vehicle (as per Motor Vehicle Policy)																CFO
HR - Remuneration	114	Approve a new deduction authority under the Group Deduction Scheme																CFO
HR - Suspension	115	Suspend the Principal																Board of Governors
HR - Suspension	116	End suspension of Principal																TED Executive Committee
HR - Suspension	117	Suspend Officers, Faculty & Staff																Principal
HR - Suspension	118	End suspension of Senior Administrators																Board of Governors
HR - Suspension	119	End suspension of Faculty																Board of Governors
HR - Suspension	120	End suspension of Staff																Administrative Committee
S LIFE	121	Foster a vibrant student experience for on and off-campus students																Head of Student Life
S LIFE	122	Sponsor the Campus Ministry activities																Chaplain
S LIFE	123	Faciltiate the Newbold Student Association																Head of Student Life
S LIFE - Discipline	124	Maintain a Student Discipline policy and procedure																Board of Governors
S LIFE - Discipline	125	Implement the Student Discipline policy and procedure																Discipline Committee
S LIFE - Discipline	126	Appeal the Student Discipline decision																Initially the Discipline Committee > the Appeals Committee.
DOCS	127	Approve institutional publications																Administrative Committee
DOCS	128	Manage the website and social media																Marketing & Comms Committee
DOCS	129	Prepare and publish promotional materials																Head Marketing & Comms Committee

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DOCS	130	Prepare and publish the Academic Bulletin																Academic Registrar
DOCS	131	Prepare and publish the Student Residence Handbook																Head of Student Life
DOCS	132	Prepare and publish the Student Finance Handbook																CFO
DOCS	133	Prepare and publish the Employees Handbook																CFO
LEGAL	134	Change authorised office bearers																Board Chair/Principal
LEGAL	135	Change/approve signatories eg. HMRC/Charity Commission/ Companies House																Principal/CFO
LEGAL	136	Sign Orders (as delegated or authorised)																Principal/CFO
LEGAL	137	Register the Business Name(s)																Principal/CFO
LEGAL	138	Open / vary Bank Accounts																Board of Governors
LEGAL	139	Approve the initiation of legal proceedings																Board of Governors
LEGAL	140	Approve to seek the right to initiate legal proceedings																Board Chair/Principal
PP	141	Approve policies relating to staff appointments, wages and fees																Board of Governors
PP	142	Review and recommend changes to policies																Administrators/Academic Board/ Administrative Committee/Student Life Committee/other Newbold committees
PP	143	Initiate new policies and procedures																Administrators (often acting on recommendations from Newbold committees)
PP	144	Implement of policies procedures and delegations																Principal/Admin/HoDs (own area)
EVENTS	145	Manage events of the Institution																Events Coordinator
EVENTS	146	Manage events at the Institution																Events Coordinator
FIN - Budgets	147	Approve annual operating, non operating and capital budgets																Board of Governors
FIN - Budgets	148	Review monthly the actual results compared with budget																Board of Governors/Finance Committee/Administrative Committee
FIN - Budgets	149	Manage budget allocations																HoDs/Budget Holders
FIN - Fees	151	Set the annual academic and accommodation fees																Finance Commiitte/Administrative

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																		Committee
FIN - Fees	152	Approve fees																Board of Governors
FIN - Fees	153	Collect fees																CFO
FIN - Fees	154	Approve a fee and fee refund policy																Board of Governors
FIN - Investments	155	Invest funds in accordance with TED Policy																Finance Committee/CFO
FIN - Investments	156	Manage Investment Funds and Operating Accounts																CFO
FIN - Salaries/expenses	157	Approve of payroll																CFO
FIN - Salaries/expenses	158	Sign Salaries - Group A																Principal/CFO
FIN - Salaries/expenses	159	Sign Salaries - Group B																Accountant/Assist Accountant
FIN - Salaries/expenses	160	Approve Travel / expenses within the TED: Board Members																Board Chair/Principal
FIN - Salaries/expenses	161	Approve Travel / expenses within the TED: All other travel																CFO
FIN - Salaries/expenses	162	Approve Travel / expenses beyond the TED: Travel and/or out-of-pocket expenses																CFO
FIN - Payments/procure	163	Sign Payments - Group A																Principal/CFO
FIN - Payments/procure	164	Sign Payments - Group B																Accountant/ Student Finance
FIN - Payments/procure	165	Approve the purchase Routine Operating: < £500																Accountant
FIN - Payments/procure	166	Approve the purchase Routine Operating: £501 < £10,000																CFO
FIN - Payments/procure	167	Approve the purchase Routine Operating: > £10,001																SLT & Chair, Finance Committee
FIN - Payments/procure	168	Approve the purchase of Non Routine Operating: < £10,000 Authority to sign purchase orders and incur non routine operating expenses (within available budget)																CFO
FIN - Payments/procure	169	Approve the purchase of Non Routine Operating: £10,001 < £20,000 Authority to sign purchase orders and incur non routine operating expenses (within available budget)																SLT & Chair, Finance Committee
FIN - Payments/procure	170	Approve the purchase of Non Routine Operating: > £20,000																Board of Governors
FIN - Payments/procure	171	Approve the lease of equipment: < £10,000																CFO
FIN - Payments/procure	172	Approve the lease of equipment: £10,001< £20,000																SLT & Chair, Finance Committee
FIN - Payments/procure	173	Approve the lease of equipment: > £20,001																Board of Governors
FIN - Payments/procure	174	Approve Contracts / Rentals / Leases < £10,000 capital value																CFO

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FIN - Payments/procure	175	Approve Contracts / Rentals / Leases £10,001 < £20,000 capital value																	SLT & Chair, Finance Committee
FIN - Payments/procure	177	Approve Contracts / Rentals / Leases > £20,001 capital value																	Board of Governors
FIN - Payments/procure	178	Approve Capital works < £1,000 per item or set of items																	CFO
FIN - Payments/procure	179	Approve Capital works £1,001 < £10,000 per project or capital works budget item (3 competitive quotes or preferred provider; within the capital works budget)																	SLT & Chair, Finance Committee
FIN - Payments/procure	180	Approve Capital expenditure £1,001 < £10,000 (3 competitive quotes)																	SLT & Chair, Finance Committee
FIN - Payments/procure	181	Approve Capital expenditure £10,001 < £20,000 (3 competitive quotes)																	Finance Committee
FIN - Payments/procure	182	Approve Capital expenditure > £20,001 (excluding property purchase and development)																	Board of Governors
FIN - Payments/procure	183	Approve the purchase of land, buildings or new building construction																	Board of Governors
FIN - Payments/procure	184	Approve proceeding to Tender - Operating Expense																	SLT
FIN - Payments/procure	185	Accept Tender - Operating Expense																	Finance Committee
FIN - Write-offs	186	Write-off bad debts (Fees): amounts < £1,000 per item																	CFO
FIN - Write-offs	187	Write-off bad debts (Fees): amounts > £1,000 per item																	Finance Committee
FIN - Write-offs	188	Write-off of Inventory (stock items): amounts < £1,000																	CFO
FIN - Write-offs	189	Write-off of Inventory (stock items): amounts > £1,000																	Administrative Committee
FIN - Write-offs	190	Write-off of Plant & Equipment: amounts up to £5,000																	Administrative Committee
FIN - Write-offs	191	Write-off of Plant & Equipment: amounts over £5,000																	Finance Committee
FIN - Industries	192	Develop Industries																	Administrative Committee
FIN - Industries	193	Manage Industries																	CFO
FIN - Other	194	Decide miscellaneous financial issues																	Administrative Committee
FIN - Debt	195	Collect debt																	Administrative Committee
PROPERTY	196	Approve the sale of land and buildings																	Board of Governors
PROPERTY	197	Approve the lease of property																	Board of Governors
PROPERTY	198	Develop master plan																	Property Investment Committee

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PROPERTY	199	Insure buildings, personal liability & workers compensation																CFO
PROPERTY	200	Manage and fund the maintenance of buildings																CFO
PROPERTY	201	Implement the maintenance of buildings, grounds and security																Property Manager
PROPERTY	202	Approve the use of official resources for other than Core Business																Principal/Administrators/HoDs (own area)
PROPERTY	203	Approve the use of Motor Vehicles (within policy guidelines)																CFO
PROPERTY	204	Approve, implement, monitor and review the security management plan																Administrative Committee
PROPERTY	205	Report to the Board at least annually, and in exceptional circumstances, on any security issues																CFO
WH&S	206	Approve WH&S Policy & Procedures																Board of Governors
WH&S	207	Approve WH&S Plan																Administrative Committee
WH&S	208	Implement the Health & Safety Policy & Procedures																WH&S Committee
WH&S	209	Implement and monitor the WH&S Plan																CFO
WH&S	210	Ensure Health & Safety Policy & Procedures are applied																WH&S Officer
WH&S	211	Ensure compliance with health and safety regulations.																CFO
WH&S	212	Report to the Board on WH&S matters – periodic, and exceptional circumstances																CFO
COMPLAINTS	213	Respond to routine complaints (subject to College policies)																As specified in Newbold Grievance and Appeals Resolution Policies
COMPLAINTS	214	Respond to Formal / written Complaints																Principal/Admin/HoDs (own area)/ Conciliation Committee (see Grievance and Appeals Resolution Policies)