

## **Instrument of Government**

### **1. Interpretation of the terms used**

#### 1.1. In this Instrument of Government:

- 1.1.1. Any reference to ‘the Chief Executive of NCG shall include a person acting as Chief Executive of NCG, also known as the Chief Executive Officer.
- 1.1.2. ‘The Clerk’ means the Clerk to the Corporation, who is also known as the Chief Operations & Compliance Officer & Secretary to the Board.
- 1.1.3. ‘The Corporation’ means NCG Corporation.
- 1.1.4. ‘Electronic form’ means a document that is sent or supplied by electronic means (including email) or by any other means within an electronic form (for example papers issued through a Board Paper Management system). A document that is sent or supplied by electronic form must be sent or supplied in a form, and by a means, that the sender or supplier reasonably considers will enable the recipient to read it, and retain a copy of it.
- 1.1.5. ‘The institution’ means the institution which the Corporation is established to conduct, and any institution for the time being conducted by the Corporation in exercise of, its powers under the Further and Higher Education Act 1992.
- 1.1.6. ‘This Instrument’ means this Instrument of Government.
- 1.1.7. The ‘Secretary of State’ means the Secretary of State for Department of Education.
- 1.1.8. ‘DfE member’ means a member of the Corporation appointed by the Secretary of State.
- 1.1.9. ‘Meeting’ includes a meeting at which one or more of the members attending participate by means of a telephone or video-conferencing facilities or similar communications equipment whereby all persons participating in the meeting can hear each other and participation in

a meeting in this manner shall be deemed to constitute presence in person at such meeting and, subject to this Instrument, shall be entitled to vote and be counted in a quorum accordingly. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no such group where the chair of the meeting then is.

- 1.1.10. 'Necessary skills' means skills and experience, other than professional qualifications, specified by the Corporation as appropriate for members to have.
- 1.1.11. 'Staff member' and 'student member' have the meanings given to them in section 2.
- 1.1.12. 'The previous Instrument of Government' means the Instrument of Government relating to the Corporation which had effect immediately before 12th September 2023.
- 1.1.13. 'Staff matters' means the remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement of staff.
- 1.1.14. 'The students' union' means any association of students formed to further the educational purposes of the institution and the interests of students, as students.
- 1.1.15. A 'variable category' means any category of members whose numbers may vary according to section 2 and 3.

## **2. Composition of the Corporation**

2.1. Subject to the transitional arrangements set out in section 4, the Corporation shall consist of:

- 2.1.1. Up to eleven independent members (excluding 2.1.2, 2.1.3, 2.1.4, and 2.1.5) who appear to the Corporation to have the necessary skills to ensure that the Corporation carries out its functions under article 3 of the Articles of Government.
- 2.1.2. DfE members (if appointed by the Secretary of State).

- 2.1.3. The Chief Executive of NCG (ex-officio).
- 2.1.4. At least one and not more than two members who are members of the institution's staff and have a contract of employment with the institution and who have been nominated and elected as set out in paragraphs 2.3 or 2.4 ('staff members').
- 2.1.5. At least one and not more than two members who are students at an NCG college and have been nominated and elected by their fellow students, or if the Corporation so decides, by a recognised association representing such students ('student members').
- 2.2. A person who is not for the time being enrolled as a student at the institution, shall nevertheless be treated as a student during any period of authorised absence from the institution for study, travel or for carrying out the duties of any office held by that person in the institution's students' union.
- 2.3. Where the Corporation has decided or decides that there is to be one staff member; the member may be a member of the academic staff or the non-academic staff and shall be nominated and elected by all staff.
- 2.4. Where the Corporation has decided or decides that there are to be two staff members one member must be from an academic background and one from a professional services background appropriately nominated and elected by their staff members within each associated employment group.
- 2.5. The appointing authority, as set out in section 5, will decide whether a person is eligible for nomination, election and appointment as a member of the Corporation under paragraph 5.1.

### **3. Determination of membership numbers**

- 3.1. Subject to paragraph 3.2 and the transitional arrangements in section 4, the number of members of the Corporation, other than DfE members, and the number of members of each variable category shall be that decided by the Corporation in the most recent determination made under the previous Instrument of Government.



3.2. The Corporation may at any time vary the determination referred to in paragraph 3.1 and any subsequent determination under this paragraph provided that:

3.2.1. the number of members of the Corporation, other than DfE members, shall not be less than eight or more than sixteen; and

3.2.2. the numbers of members of each variable category shall be subject to the limit which applies to that category set out in section 2.

3.3. No determination under this clause shall terminate the appointment of any person who is already a member of the Corporation at the time when the determination is made.

#### **4. Transitional arrangements**

4.1. Where, following the last determination under the previous Instrument of Government, the membership of the Corporation does not conform in number to that determination:

4.1.1. Nothing in section 2 and 3 of this Instrument shall require the removal of members where the previous Instrument would not have required their removal; but

4.1.2. The Corporation shall ensure that any new appointments are made so that its composition conforms to the determination as soon as possible.

#### **5. Appointment of the members of the Corporation**

5.1. Subject to paragraph 5.2 the Corporation is the appointing authority in relation to the appointment of its members other than DfE members.

5.2. If the number of members falls below the number needed for a quorum, the Secretary of State is the appointing authority in relation to the appointment of those members needed for a quorum.

5.3. The appointing authority may decline to appoint a person as a staff or student

member if:

- 5.3.1. It is satisfied that the person has been removed from office as a member of a further education corporation in the previous ten years.
  - 5.3.2. The appointment of the person would contravene any rule or byelaw made under article 20 of the Articles of Government concerning the number of terms of office which a person may serve, provided that such rules or byelaws make the same provision for each category of members appointed by the appointing authority.
  - 5.3.3. The person is ineligible to be a member of the corporation because of section 8.
- 5.4. Where the office of any member becomes vacant, the appointing authority shall as soon as practicable take all necessary steps to appoint a new member to fill the vacancy.

## **6. Appointment of the Chair and Vice-Chair**

- 6.1. The members of the Corporation shall appoint a Chair (via the Search Committee, through the Governor Recruitment and Appointment policy) and a Vice-Chair from among themselves.
- 6.2. Neither the Chief Executive of NCG nor any staff or student member shall be eligible to be appointed as Chair or Vice-Chair or to act as Chair in their absence.
- 6.3. If both the Chair and the Vice-Chair are absent from any meeting of the Corporation, the members present shall choose someone from among themselves to act as Chair for that meeting.
- 6.4. The Chair and Vice-Chair shall hold office for such period as the Corporation decides.
- 6.5. The Chair or Vice-Chair may resign from office at any time by giving notice in writing to the Clerk.
- 6.6. If the Corporation believes the Chair to be unfit or unable to carry out the



functions of office, it may give written notice, removing the Chair from office and the office shall then be vacant.

- 6.7. If the Corporation believes the Vice-Chair is unfit or unable to carry out the functions of office, it may give written notice, removing the Vice-Chair from office and the office shall then be vacant.
- 6.8. At the last meeting before the end of the term of office of the Chair, or at the first meeting following the Chair's resignation or removal from office, the members shall appoint a replacement via the Search Committee, through the Governor Recruitment and Appointment policy.
- 6.9 At the last meeting before the end of the term of office of the Vice-Chair, or at the first meeting following the Vice-Chair's resignation or removal from office, the members shall appoint a replacement from among themselves.
- 6.10 At the end of their respective terms of office, the Chair and Vice-Chair shall be eligible for reappointment.
- 6.11 Paragraph 6.10 is subject to any rule or byelaw made by the Corporation under article 20 of the Articles of Government concerning the number of terms of office which a person may serve.

## **7. Appointment of the Clerk to the Corporation**

- 7.1. The Corporation shall appoint a person to serve as its Clerk, but the Chief Executive of NCG may not be appointed as Clerk.
- 7.2. In the temporary absence of the Clerk, the Corporation shall appoint a person to serve as a temporary Clerk, but the Chief Executive of NCG may not be appointed as temporary Clerk.
- 7.3. Any reference in this Instrument to the Clerk shall include a temporary Clerk appointed under paragraph 7.2.
- 7.4. Subject to section 14, the Clerk is required to attend all meetings of the Corporation and any of its committees.
- 7.5. The Clerk may also be a member of staff at the institution.

## **8. Persons who are ineligible to be members**

8.1. The following persons are ineligible to be appointed as a member of, or from continuing to be a member of, the Corporation:

8.1.1. Persons under the age of 18 years, except as a student member.

8.1.2. The Clerk.

8.1.3. A person who is a member of staff of the institution, except as a staff member or in the capacity of Chief Executive of NCG.

8.1.4. Paragraph 8.1.3 does not apply to a student who is employed by the Corporation in connection with the student's role as an officer of a students' union.

8.1.5. A person shall be disqualified from holding, or from continuing to hold, office as a member, if that person has been adjudged bankrupt or is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order or a bankruptcy restriction undertaking within the meaning of the Insolvency Act 1986 (1986.c.45 as amended by the Enterprise Act 2002 (c. 40)); however, that disqualification will cease:

- On that person's discharge from bankruptcy, unless the bankruptcy order has before then been annulled.
- If the bankruptcy order is annulled, at the date of that annulment.
- If the bankruptcy restrictions order is rescinded as a result of an application under section 375 of the Insolvency Act 1986, on the date so ordered by the court.
- If the interim bankruptcy restrictions order is discharged by the court, on the date of that discharge.
- If the bankruptcy restrictions undertaking is annulled, at the date of that annulment.

8.1.6. A person who has made a composition or arrangement with creditors, including an individual voluntary arrangement, however if the debts are paid in full the disqualification will cease on the date on which the payment is completed and in any other case it will cease on the expiration of three years from the date on which the terms of the deed of composition, arrangement or individual voluntary arrangement are fulfilled.

8.1.7. If:

- Within the previous five years a person has been convicted, whether in the United Kingdom or elsewhere, of any offence and has received a sentence of imprisonment, whether suspended or not, for a period of three months or more, without the option of a fine.
- Within the previous twenty years a person has been convicted as set out in paragraph above and has received a sentence of imprisonment, whether suspended or not, for a period of more than two and a half years.
- That person has at any time been convicted as set out above and has received a sentence of imprisonment, whether suspended or not, of more than five years.

There will be disregard to any conviction by or before a court outside the United Kingdom for an offence in respect of conduct which, if it had taken place in the United Kingdom, would not have constituted an offence under the law then in force anywhere in the United Kingdom.

8.1.8. No one who has been disqualified from acting as a charity trustee under the Charity Act 2011, as amended from time to time may be a member.

8.1.9. Any person who has at any time been convicted of any offence of sexual or child abuse.





- 8.1.10. Any person who as a result of a check carried out by the Criminal Record Bureau is considered by the Search Committee to pose an unacceptable risk to the Institution.; or
- 8.1.11. Any person otherwise disqualified from acting as a trustee under charity law or a director under company law.
- 8.1.12. Upon a member of the Corporation becoming disqualified from continuing to hold office under section 8, the member shall immediately give notice of that fact to the Clerk.

## **9. The term of office of a member**

- 9.1. A member of the Corporation shall hold and vacate office in accordance with the terms of the appointment, but the length of the term of office shall not exceed four years, unless there are exceptional circumstances.
- 9.2. Members retiring at the end of their term of office shall be eligible for reappointment (up to a maximum term of 8 years, with an additional one-year term being granted in exceptional circumstances), and section 5 shall apply to the reappointment of a member as it does to the appointment of a member.
- 9.3. Paragraph 9.2 is subject to any rule or byelaw made by the Corporation under article 20 of the Articles of Government concerning the number of terms of office which a member may serve.

## **10. Termination of membership**

- 10.1. A member may resign from office at any time by giving notice in writing to the Clerk.
- 10.2. If at any time the Corporation is satisfied that:
  - 10.2.1. Any member is unfit or unable to discharge the functions of a member.



- 10.2.2. Any member has been absent from meetings of the Corporation for a period longer than six consecutive months without the permission of the Corporation.
- 10.2.3. It is not in the best interests of the Corporation for any member to remain a member the Corporation may by notice in writing to that member remove the member from office and the office shall then be vacant.
- 10.3. Any person who is a member of the Corporation by virtue of being a member of the staff at the institution, including the Chief Executive of NCG, shall cease to hold office upon ceasing to be a member of the staff and the office shall then be vacant.
- 10.4. A student member shall cease to hold office:
  - 10.4.1. At the end of the student's final academic year, or at such other time in the year after ceasing to be a student as the Corporation may decide; or
  - 10.4.2. If expelled from the institution.  
and the office shall then be vacant.
- 10.5. If at any time the Corporation is satisfied that it is not in the best interests of the Corporation for a member to continue in active office for any reason (including but not limited to pending the outcome of an investigation, whether internal or external) the Corporation may by notice in writing to that member suspend the member from office until further notice and, during the period of suspension, the member shall not be entitled to attend any meeting of the Corporation or its committees.

## **11. Members not to hold interests in matters relating to the institution**

- 11.1. A member to whom paragraph 11.2 applies shall:
  - 11.1.1. Disclose to the Corporation the nature and extent of the interest.

11.1.2. If present at a meeting of the Corporation, or of any of its committees, at which such supply, contract or other matter as is mentioned in paragraph 11.2 is to be considered, not take part in the consideration or vote on any question with respect to it and not be counted in the quorum present at the meeting in relation to a resolution on which that member is not entitled to vote.

11.1.3. Withdraw, if present at a meeting of the Corporation, or any of its committees, at which such supply, contract or other matter as is mentioned in paragraph 11.2 is to be considered, where required to do so by a majority of the members of the Corporation or committee present at the meeting.

11.2. This paragraph applies to a member who:

11.2.1. Has any financial interest in:

- The supply of work to the institution, or the supply of goods for the purposes of the institution.
- Any contract or proposed contract concerning the institution.
- Any other matter relating to the institution.

11.2.2. has any other interest of a type specified by the Corporation in any matter relating to the institution.

11.3. This clause shall not prevent the members considering and voting upon proposals for the Corporation to insure them against liabilities incurred by them arising out of their office or the Corporation obtaining such insurance and paying the premium.

11.4. Save as set out in paragraph 11.5 below, where the matter under consideration by the Corporation or any of its committees relates to the pay and conditions of all staff, or all staff in a particular class, a staff member:

11.4.1. Need not disclose a financial interest.

11.4.2. May take part in the consideration of the matter, vote on any question with respect to it and count towards the quorum present at that meeting, provided that in so doing, the staff member acts in



the best interests of the Corporation as a whole and does not seek to represent the interests of any other person or body.

- 11.4.3. Shall withdraw from the meeting if the matter is under negotiation with staff and the staff member is representing any of the staff concerned in those negotiations.
- 11.5. Notwithstanding the provisions of this section, if the Chair and the Chief Executive of NCG decide that an actual or potential conflict of interest of a Governor is so material that it may or will have a significant impact on the Corporation, they can take such action as is reasonable in the circumstances in respect of dealing with the actual or potential conflict. This may include deciding that a Governor may not attend the whole or part of a meeting, not sending them all or some of the papers for a meeting, not permitting them to vote on a relevant matter or requiring the conflicted Governor to terminate his/her position as a Governor.
- 11.6. The Clerk shall maintain a register of the interests of the members which have been disclosed and the register shall be made publicly available via the institution's website.
- 11.7. No member shall without the consent of the Charity Commission or other principal regulator of the institution from time to time be paid for acting as a member except that:
  - 11.7.1. Members may be paid reasonable expenses for attendance at meetings of the Corporation and any committee thereof.
  - 11.7.2. Members may have an interest in contracts for services, work or goods approved in accordance with paragraph 11.1 above.
- 11.8. The members shall be entitled to be indemnified out of the assets of the Corporation against any liability properly incurred by that member for acting as member including negligence, default, breach of duty or breach of trust by that member in relation to the institution subject to any limitations imposed by law from time to time.

## **12. Meetings**

- 12.1. The Corporation shall meet at least once in every term and shall hold such other meetings as may be necessary.
- 12.2. Subject to paragraphs 12.4 and 12.5 and paragraph 13.4, all meetings shall be called by the Clerk, who shall, at least seven calendar days before the date of the meeting, send to the members of the Corporation written notice of the meeting and a copy of the proposed agenda.
- 12.3. If it is proposed to consider at any meeting the remuneration, conditions of service, conduct, suspension, dismissal or retirement of the Clerk, the Chair shall, at least seven calendar days before the date of the meeting, send to the members a copy of the agenda item concerned, together with any relevant papers.
- 12.4. A meeting of the Corporation, called a 'special meeting', may be called at any time by the Chair / Vice-Chair or at the request in writing of any five members.
- 12.5. Where the Chair, or in the Chair's absence the Vice-Chair, decides that there are matters requiring urgent consideration, the written notice convening the special meeting and a copy of the proposed agenda may be given within less than seven calendar days.
- 12.6. Where the Chair, or in the Chair's absence the Vice-Chair, decides that there are matters requiring urgent consideration and it is not practicable to convene a special meeting, a resolution in writing agreed by a simple majority of the members who would have been entitled to vote upon it had it been proposed at a meeting of the Corporation shall be effective provided that:
  - 12.6.1. The resolution does not concern removing a member of the Corporation before the expiration of his or her term of office or removing an auditor prior to the end of the contract term.
  - 12.6.2. A copy of the proposed resolution has been sent to every eligible member.
  - 12.6.3. A simple majority of members has signified its agreement to the resolution.



- 12.6.4. It is contained in an authenticated document which has been received by the Clerk to the Corporation, or in the Clerk's absence the acting Clerk, within the period of 28 days beginning with the circulation date;
- 12.7. A resolution in writing may comprise several copies to which one or more members have signified their agreement.
- 12.8. Where a written resolution is agreed, the Clerk to the Corporation shall produce a minute which will be treated in the same manner as minutes of meetings.
- 12.9. Every member shall act in the best interests of the Corporation and shall not be bound to speak or vote by mandates given by any other body or person.
- 12.10. Written resolutions may also be circulated and received by electronic means.

### **13. Quorum**

- 13.1. Meetings of the Corporation shall be quorate if the number of members present is at least 40% of the total number of members, determined according to section 3, together with any DFE members.
- 13.2. If the number of members present for a meeting of the Corporation does not constitute a quorum, the meeting shall not be held.
- 13.3. If during a meeting of the Corporation there ceases to be a quorum, it has been agreed by the Corporation Board that the meeting may continue, however no decisions are to be taken.
- 13.4. If a meeting cannot be held, the Chair may call a special meeting as soon as it is convenient.

### **14. Proceedings of meetings**

- 14.1. Every question to be decided at a meeting of the Corporation shall be decided

by a majority of the votes cast by members present and entitled to vote on the question.

14.2. Where, at a meeting of the Corporation, there is an equal division of votes on a question to be decided, the Chair of the meeting shall have a second or casting vote.

14.3. A member may not vote by proxy.

14.4. A resolution in writing agreed by a simple majority of the Members who would have been entitled to vote upon it had it been proposed at a meeting shall be effective provided that:

14.4.1. A copy of the proposed resolution has been sent to every eligible member.

14.4.2. A simple majority of the members have signified agreement to the resolution.

14.4.3. It is contained in an authenticated document which has been received by the Clerk to the Corporation, or in the Clerk's absence the acting Clerk, within the period of 28 days beginning with the circulation date.

14.5. A resolution in writing may comprise several copies to which one or more members have signified their agreement.

14.6. A written resolution will lapse if it is not passed before the end of the period of 28 days beginning with the circulation date.

14.7. 'Circulation date' is the day on which copies of the written resolution are sent or submitted to members or, if copies are sent or submitted on different days, to the first of those days.

14.8. No resolution of the members may be rescinded or varied at a subsequent meeting unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.

14.9. Except as provided by procedures made pursuant to article 13 of the Articles of Government, a member of the Corporation who is a member of staff at the institution, including the Chief Executive of NCG, shall withdraw:



- 14.9.1. From that part of any meeting of the Corporation, or any of its committees, at which staff matters relating solely to that member of the staff, as distinct from staff matters relating to all members of staff or all members of staff in a particular class, are to be considered.
- 14.9.2. From that part of any meeting of the Corporation, or any of its committees, at which that member's reappointment or the appointment of that member's successor is to be considered.
- 14.9.3. From that part of any meeting of the Corporation, or any of its committees, at which the matter under consideration concerns the pay or conditions of service of all members of staff, or all members of staff in a particular class, where the member of staff is acting as a representative (whether or not on behalf of a recognised trade union) of all members of staff or the class of staff (as the case may be).
- 14.9.4. If so required by a resolution of the other members present, from that part of any meeting of the Corporation or any of its committees, at which staff matters relating to any member of staff holding a post senior to that members are to be considered, except those relating to the pay and conditions of all staff or all staff in a particular class.
- 14.10. A Chief Executive of NCG who has chosen not to be a member of the Corporation shall still be entitled to attend and speak, or otherwise communicate, at all meetings of the Corporation and any of its committees, except that the Chief Executive of NCG shall withdraw in any case where the Chief Executive of NCG would be required to withdraw under paragraph 14.9.
- 14.11. Except as provided by rules made under article 15.4 of the Articles of Government relating to appeals and representations by students in disciplinary cases, a student member shall withdraw from that part of any meeting of the Corporation or any of its committees, at which a student's conduct, suspension or expulsion is to be considered.
- 14.12. In any case where the Corporation, or any of its committees, is to discuss





staff matters relating to a member or prospective member of staff at the institution, a student member shall:

- 14.12.1. Take no part in the consideration or discussion of that matter and not vote on any question with respect to it; and
- 14.12.2. Where required to do so by a majority of the members, other than student members, of the Corporation or committee present at the meeting, withdraw from the meeting.

14.13. The Clerk:

- 14.13.1. Shall withdraw from that part of any meeting of the Corporation, or any of its committees, at which the Clerk's remuneration, conditions of service, conduct, suspension, dismissal or retirement in the capacity of Clerk are to be considered; and
- 14.13.2. Where the Clerk is a member of staff at the institution, the Clerk shall withdraw in any case where a member of the Corporation is required to withdraw under paragraph 14.9.

14.14. If the Clerk withdraws from a meeting, or part of a meeting, of the Corporation under paragraph 14.13 the Corporation shall appoint a person from among themselves to act as Clerk during this absence.

14.15. If the Clerk withdraws from a meeting, or part of a meeting, of a committee of the Corporation, the Corporation shall appoint a person from among themselves to act as Clerk to the committee during this absence.

## 15. Minutes

15.1. Written minutes of every meeting of the Corporation shall be prepared, and, subject to paragraph 15.2, at every meeting of the Corporation the minutes of the last meeting shall be taken as an agenda item.

15.2. Paragraph 15.1 shall not require the minutes of the last meeting to be taken as an agenda item at a special meeting, but where they are not taken, they shall be taken as an agenda item at the next meeting which is not a special

meeting.

15.3. Where minutes of a meeting are taken as an agenda item and agreed to be accurate, those minutes shall be approved as a true record by the Board. Documented Board approval via the minutes shall serve as formal approval.

## **16. Public access to meetings**

16.1. The Corporation shall decide any question as to whether a person should be allowed to attend any of its meetings where that person is not a member, the Clerk or the Chief Executive of NCG and in making its decision, it shall give consideration to paragraph 17.2.

## **17. Publication of minutes and papers**

17.1. Subject to paragraph 17.2, the Corporation shall ensure that a copy of:

17.1.1. The agenda for every meeting of the Corporation.

17.1.2. The draft minutes of every such meeting, if they have been approved by the Chair of the meeting.

17.1.3. The approved minutes of every such meeting.

17.1.4. Any report, document or other paper considered at any such meeting,

shall as soon as possible be made available during normal office hours (via appointment only) at the institution to any person wishing to inspect them.

17.2. There shall be excluded from any item made available for inspection any material relating to:

17.2.1. A named person employed at or proposed to be employed at the institution.

17.2.2. A named student at, or candidate for admission to, the institution.

17.2.3. The Clerk.



17.2.4. Any matter which, by reason of its nature, the Corporation is satisfied should be dealt with on a confidential basis.

17.3. The Corporation shall ensure that a copy of approved minutes of every meeting of the Corporation, under paragraph 17.1, shall be placed on the institution's website, and shall, despite any rules the Corporation may make regarding the archiving of such material, remain on its website for a minimum period of 12 months.

17.4. The Corporation shall review regularly all material excluded from inspection under paragraph 17.2 and make any such material available for inspection where it is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where it considers that the public interest in disclosure outweighs that reason.

## **18. Copies of the Instrument of Government**

18.1. A copy of this Instrument shall be made freely available on the institution's website.

## **19. Change of name of the Corporation**

19.1. The Corporation may change its name with the approval of the Secretary of State.

## **20. Application of the seal**

20.1. The application of the seal of the Corporation shall be authenticated by:

20.1.1. the signature (electronic or wet) of the Chair of the Corporation, Vice Chair of the Corporation or the CEO and

20.1.2. the signature of any other member.

## **21. Means of Communication to be used**



21.1. Any notice or other documents to be given to or by any person pursuant to this Instrument:

21.1.1. must be in writing.

21.1.2. must be given in electronic form.

21.2. NCG may give any notice or other documents to a member either:

21.2.1. Personally.

21.2.2. By sending it by post in a prepaid envelope addressed to the member at his or her address.

21.2.3. By leaving it at the address of the member.

21.2.4. By giving it in electronic form to the member's address.

21.2.5. By use of any electronic governance system procured.

21.2.6. By placing the notice on a website and providing the person with a notification in writing or in electronic form of the presence of the notice on the website. The notification must state that it concerns a notice of a Corporation meeting and must specify the place date and time of the meeting.

21.3. A member present in person at any meeting of NCG shall be deemed to have received notice of the meeting and of the purposes for which it was called.

21.4. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.

21.5. Proof that an electronic form of notice was given shall be conclusive where NCG can demonstrate that it was properly addressed and sent.

21.6. The members must agree in writing to receive documents and notices from NCG by electronic means.

## **Articles of Government**

### **1. Interpretation of the Terms Used**

#### 1.1. In these Articles of Government:

- 1.1.1. Any reference to 'the Chief Executive of NCG' shall include a person acting as Chief Executive of NCG.
- 1.1.2. 'The Articles' means these Articles of Government.
- 1.1.3. 'Chair' and 'Vice-Chair' mean respectively the Chair and Vice-Chair of the Corporation appointed under clause 6 of the Instrument of Government.
- 1.1.4. 'The Clerk' has the same meaning as in the Instrument of Government.
- 1.1.5. 'The Corporation' has the same meaning as in the Instrument of Government.
- 1.1.6. 'The CE of ESFA' means the Chief Executive of the Education & Skills Funding Agency.
- 1.1.7. 'Staff member' and 'student member' have the same meanings as in the Instrument of Government.
- 1.1.8. 'Senior post' means the post of Chief Executive of NCG and such other senior posts as the Corporation may decide for the purposes of these Articles.
- 1.1.9. 'The staff' means all the staff who have a contract of employment with the institution.
- 1.1.10. 'The students' union' has the same meaning as in the Instrument of Government.

### **2. Conduct of the institution**

- 2.1. The institution shall be conducted in accordance with the provisions of the Instrument of Government, these Articles, any rules or byelaws made under

these Articles and any trust deed regulating the institution.

### **3. Responsibilities of the Corporation, the Chief Executive of NCG and the Clerk**

3.1. The Corporation shall be responsible for the following functions:

- 3.1.1. The determination and periodic review of the educational character and mission of the institution and the oversight of its activities.
- 3.1.2. Publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities.
- 3.1.3. Reviewing how well the education and / or training provided meets local needs and consider what actions could be taken to better meet those needs (in light of the review).
- 3.1.4. Approving the quality strategy of the institution.
- 3.1.5. The effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets.
- 3.1.6. Approving annual estimates of income and expenditure.
- 3.1.7. The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk, including, where the Clerk is, or is to be appointed as, a member of staff, the Clerk's appointment, grading, suspension, dismissal and determination of pay in the capacity of a member of staff.
- 3.1.8. Setting a framework for the pay and conditions of service of all other staff.

3.2. Subject to the responsibilities of the Corporation, the Chief Executive of NCG shall be the Chief Executive of the institution, and shall be responsible for the following functions:

- 3.2.1. Making proposals to the Corporation about the educational character and mission of the institution and implementing the decisions of the Corporation.
  - 3.2.2. The determination of the institution's academic and other activities.
  - 3.2.3. Preparing annual estimates of income and expenditure for consideration and approval by the Corporation, and the management of budget and resources within the estimates approved by the Corporation.
  - 3.2.4. The organisation, direction and management of the institution and leadership of the staff.
  - 3.2.5. The appointment, assignment, grading, appraisal, suspension, dismissal and determination, within the framework set by the Corporation, of the pay and conditions of service of staff, other than the holders of senior posts or the Clerk, where the Clerk is also a member of the staff.
  - 3.2.6. Maintaining student discipline.
- 3.3. The Clerk shall be responsible for the following functions:
- 3.3.1. Advising the Corporation with regard to the operation of its powers.
  - 3.3.2. Advising the Corporation with regard to procedural matters.
  - 3.3.3. Advising the Corporation with regard to the conduct of its business.
  - 3.3.4. Advising the Corporation with regard to matters of governance practice.

#### **4. The Establishment of Committees and Delegation of Functions Generally**

- 4.1. The Corporation may establish committees for any purpose or function, other than those assigned in these Articles to the Chief Executive of NCG or Clerk and may delegate powers to:
  - 4.1.1. Such committees.
  - 4.1.2. The Chair, or in the Chair's absence, the Vice-Chair.

- 4.1.3. The Chief Executive of NCG.
- 4.2. The number of members of a committee and the terms on which they are to hold and to vacate office, shall be decided by the Corporation.
- 4.3. The Corporation may also establish committees under collaboration arrangements made with other further education institutions or maintained schools (or with both), and such joint committees shall be subject to any regulations made under section 166 of the Education and Inspections Act 2006 governing such arrangements.

## **5. The Search Committee**

- 5.1. The Corporation shall establish a committee, to be known as the 'Search Committee', to advise on:
  - 5.1.1. The appointment of members (other than as a staff or student member).
  - 5.1.2. Such other matters relating to membership and appointments as the Corporation may ask it to.
- 5.2. The Corporation shall not appoint any person as a member (other than as a staff or student member) without first consulting and considering the advice of the Search Committee.
- 5.3. The Corporation may make rules specifying the way in which the Search Committee is to be conducted. A copy of these rules, together with the Search Committee's terms of reference and its advice to the Corporation, other than any advice which the Corporation is satisfied should be dealt with on a confidential basis, shall be published on the institution's website and shall be made available for inspection at the institution by any person during normal office hours (via appointment only).
- 5.4. The Corporation shall review regularly all material excluded from inspection under paragraph 5.3 and shall make any such material available for inspection where it is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where it considers that the public



interest in disclosure outweighs that reason.

## **6. The Audit and Risk Committee**

6.1. The Corporation shall establish a committee, to be known as the 'Audit and Risk Committee', to advise on matters relating to the Corporation's audit arrangements and systems of internal control.

6.2. The Audit and Risk Committee shall consist of at least three persons and may include members of staff at the institution with the exception of those in senior posts and shall operate in accordance with any requirements of the ESFA.

## **7. Composition of committees**

7.1. Any committee established by the Corporation may include persons who are not members of the Corporation where members have clarity regarding the purpose of attendance.

## **8. Access to committees by non-members and publication of minutes**

8.1. The Corporation shall ensure that:

8.1.1. A written statement of its policy regarding attendance at committee meetings by persons who are not committee members is publicly available.

8.1.2. The minutes of committee meetings, if they have been approved by the Chair of the meeting are made available for inspection at the institution by any person, during normal office hours (via appointment only).

## **9. Delegable and non-delegable functions**

9.1. The Corporation shall not delegate the following functions:

- 9.1.1. The determination of the educational character and mission of the institution.
  - 9.1.2. The approval of the annual estimates of income and expenditure.
  - 9.1.3. The responsibility for ensuring the solvency of the institution and the Corporation and for safeguarding their assets.
  - 9.1.4. The appointment of the Chief Executive of NCG or Senior Post Holders;
  - 9.1.5. The appointment of the Clerk, (including, where the Clerk is, or is to be, appointed as a member of staff the Clerk's appointment in the capacity of a member of staff); and
  - 9.1.6. The modification or revocation of these Articles.
- 9.2. The Corporation may not delegate:
- 9.2.1. The consideration of the case for dismissal
  - 9.2.2. The power to determine an appeal in connection with the dismissal of the Chief Executive of NCG, the Clerk or Senior Post Holder, other than to a committee of members of the Corporation, including the Chair or the Vice-Chair.
- 9.3. The Corporation shall make rules specifying the way in which a committee shall be established and conducted.
- 9.4. The Chief Executive of NCG may delegate functions to any other manager other than:
- 9.4.1. The management of budget and resources where ultimate responsibility is retained by the CEO.
  - 9.4.2. Any functions that have been delegated to the Chief Executive of NCG by the Corporation.

## **10. Appointment and promotion of staff**

- 10.1. Where there is a vacancy or expected vacancy in a senior post, the Chair, or

in the Chair's absence the Vice-Chair, shall appoint a selection panel consisting of:

- 10.1.1. At least three members of the Corporation including the Chair or the Vice-Chair or both, where the vacancy is for the post of Chief Executive of NCG;
- 10.1.2. The Chair of the Corporation, the Chief Executive Officer and at least one other member of the Corporation, where the vacancy is for the Clerk to the Corporation; or
- 10.1.3. The Chief Executive of NCG and at least two other members of the Corporation, where the vacancy is for any other senior post.
- 10.1.4. Where the senior post relates to a specific college, the Local College Board Chair will also be asked to join the panel.
- 10.1.5. The selection panel will be supported by the Clerk and if required the Director of People and Development.

10.2. The members of the selection panel shall:

- 10.2.1. Decide on the arrangements for selecting the applicants for interview.
- 10.2.2. Interview the applicants.
- 10.2.3. Where they consider it appropriate to do so, recommend to the Corporation for appointment one of the applicants they have interviewed.

10.3. If the Corporation approves the recommendation of the selection panel, that person shall be appointed. The Corporation may delegate the decision to appoint a candidate to the selection panel.

10.4. If the members of the selection panel are unable to agree on a person to recommend to the Corporation, or if the Corporation does not approve their recommendation, the Corporation may make an appointment itself of a person from amongst those interviewed, or it may require the panel to repeat the steps specified in paragraph 10.2, with or without first re-advertising the vacancy.

10.5. Where there is a vacancy in a senior post or where the Senior Post Holder is temporarily absent, until that post is filled or the absent post holder returns, a member of staff:

10.5.1. May be required to act as Chief Executive of NCG or in the place of any other senior post holder.

10.5.2. If so required, shall have all the duties and responsibilities of the Chief Executive of NCG or such other senior post holder during the period of the vacancy or temporary absence.

10.6. The Chief Executive of NCG shall have responsibility for selecting for appointment of all members of staff other than Senior Post holders

## **11. Rules relating to the conduct of staff**

11.1. After consultation with the staff, the Corporation shall make rules relating to their conduct.

## **12. Academic freedom**

12.1. In making rules under article 11, the Corporation shall have regard to the need to ensure that academic staff at the institution have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without putting themselves at risk of losing their jobs or any privileges which they may enjoy at the institution.

## **13. Grievance, suspension and disciplinary procedures**

13.1. After consultation with staff, the Corporation shall make rules setting out:

13.1.1. Grievance procedures for all staff;

13.1.2. Procedures for the suspension of all staff; and

13.1.3. Disciplinary and dismissal procedures for:

- Senior Post Holders, and

- Staff other than Senior Post Holders

and such procedures shall be subject to the provisions of articles 3.1.6, 3.2.5, 9.1.4, 9.1.5 and 14.

13.2. Any rules made under paragraph 13.1.2 shall include provision that where a person has been suspended without pay, any appeal against such suspension shall be heard and action taken in a timely manner.

13.3. Any rules made under paragraph 13.1.3 shall include provision that where the Corporation considers that it may be appropriate to dismiss a person, a preliminary investigation shall be conducted to examine and determine the case for dismissal.

#### **14. Suspension and dismissal of the Clerk**

14.1. Where the Clerk is also a member of staff at the institution, the Clerk is to be treated as a senior post holder for the purposes of article 13.1.3.

14.2. Where the Clerk is suspended or dismissed under article 13, that suspension or dismissal shall not affect the position of the Clerk in the separate role of Clerk to the Corporation.

#### **15. Students**

15.1. Any students' union shall conduct and manage its own affairs and funds in accordance with a constitution approved by the Corporation and no amendment to, or rescission of, that constitution, in part or in whole, shall be valid unless approved by the Corporation.

15.2. The Students' Union annual accounts shall be reviewed by NCG's CFO (or nominee), who will be responsible for confirming to the Corporation Board that the accounts are appropriate.

15.3. The Corporation reserves the right to require the annual accounts to undergo an external audit, where it is deemed appropriate.

15.4. After consultation with representatives of the students, the Corporation shall

make rules concerning the conduct of students, including procedures for their suspension and expulsion (including expulsion for an unsatisfactory standard of work or other academic reason).

## **16. Financial matters**

16.1. The Corporation shall set the policy by which the tuition and other fees payable to it are determined, subject to any terms and conditions attached to grants, loans or other payments paid or made by the ESFA.

## **17. Co-operation with the ESFA's / OfS auditor**

17.1. The Corporation shall co-operate with any person who has been authorised by the ESFA / Office for Students to audit any returns of numbers of students or claims for financial assistance and shall give any such person access to any documents or records held by the Corporation, including computer records.

## **18. Internal audit**

18.1. The Corporation shall, at such times as it considers appropriate, examine and evaluate its systems of internal financial and other control to ensure that they contribute to the proper, economic, efficient and effective use of the Corporation's resources.

18.2. The Corporation may arrange for the examination and evaluation mentioned in paragraph 18.1 to be carried out on its behalf by internal auditors.

18.3. The Corporation shall not appoint persons as internal auditors to carry out the activities referred to in paragraph 18.1 if those persons are already appointed as external auditors under article 19.

## **19. Accounts and audit of accounts**

19.1. The Corporation shall:

19.1.1. Keep proper accounts and proper records in relation to the accounts.

- 19.1.2. Prepare a statement of accounts for each financial year of the Corporation.
- 19.2. The statement shall:
- 19.2.1. Give a true and fair account of the state of the Corporation's affairs at the end of the financial year and of its income and expenditure in the financial year.
- 19.2.2. Comply with any directions given by the ESFA as to the information to be contained in it, the manner in which the information is to be presented, the methods and principles according to which it is to be prepared and the time and manner of publication.
- 19.3. The accounts and the statement of accounts shall be audited by external auditors appointed by the Corporation in respect of each financial year.
- 19.4. The Corporation shall not appoint persons as external auditors in respect of any financial year if those persons are already appointed as internal auditors under article 18.
- 19.5. Auditors shall be appointed and audit work conducted in accordance with any requirements of the ESFA.
- 19.6. The 'financial year' means the first financial year and, except as provided for in paragraph 19.8, each successive period of twelve months.
- 19.7. The 'first financial year' means the period from the date the Corporation was established up to the second 31st July following that date, or up to some other date that has been chosen by the Corporation with the ESFA's approval.
- 19.8. If the Corporation is dissolved:
- 19.8.1. the last financial year shall end on the date of dissolution; and
- 19.8.2. the Corporation may decide, with the ESFA's approval, that what would otherwise be the last two financial years, shall be a single financial year for the purpose of this article.

## **20. Rules and byelaws**

20.1. The Corporation shall have the power to make rules and byelaws relating to the government and conduct of the institution and these rules and byelaws shall be subject to the provisions of the Instrument of Government and these Articles.

## **21. Copies of Articles of Government and rules and byelaws**

21.1. A copy of these Articles, and of any rules and byelaws, shall be made publicly available via the institution's website.

## **22. Modification or replacement of the Instrument and Articles of Government**

22.1. Subject to paragraph 22.2, the Corporation may by resolution of the members modify or replace its Instrument and Articles of Government, after consultation with any other persons who, in the Corporation's view, are likely to be affected by the proposed changes.

22.2. The Corporation shall not make changes to the instrument and articles of government that would result in the body ceasing to be a charity.

## **23. Dissolution of the Corporation**

23.1. The Corporation may by resolution dissolve itself and provide for the transfer of its property, rights and liabilities.

23.2. The Corporation shall ensure that a copy of the draft resolution to dissolve the Corporation on a specified date shall be published at least one month before the proposed date of such resolution.