

<b>Committee:</b> Board of Governors of the Guildhall School of Music and Drama	<b>Date:</b> 24 February 2014
<b>Subject:</b> Corporate Governance – Scheme of Delegations and Standing Orders	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<p style="text-align: center;"><b>Summary</b></p> <p>As part of the City Corporation's arrangements for ensuring good governance the Scheme of Delegation to Chief Officers has been reviewed and a number of changes have been proposed. The changes, which principally reflect changes to legislation and previously agreed City Corporation's policies, has been considered and agreed by Policy and Resources Committee on 23 January 2014 and will be submitted to the Court of Common Council.</p> <p>The Policy and Resources Committee is responsible for the review and for the co-ordination of the City Corporation's governance arrangements. The Committee will therefore be considering the Scheme in its entirety including the general framework and conditions of the delegations and an amendment to Standing Orders which relate to the declaration of operation property assets which are surplus to requirements.</p> <p>All service Committees/Boards are required to consider those elements for which they have responsibility. A copy of the section applicable to this Board is attached as an appendix to this report for your consideration.</p> <p><b>Recommendations</b></p> <ol style="list-style-type: none"> <li>1. That the delegation relating to the Principal of the Guildhall School of Music and Drama as set out in the appendix to this report be approved.</li> <li>2. note the proposed amendment to Standing Orders relating to the declaration of operation property assets which are surplus to requirements.</li> </ol>	

### **Main Report**

#### **Background**

1. As a corporate body all decisions are vested in the Court of Common Council. To facilitate the administration of the City Corporation's many and complex functions, the Court delegates the majority of its functions to its Committees/Boards and officers. The Board's terms of reference set out the functions delegated to Committee/Boards whilst the Scheme of Delegations sets out those functions which have been delegated to officers.

### **Scheme of Delegations**

2. The Scheme of Delegations has recently been reviewed and a number of changes are proposed which on the whole reflect changing legislation, amendments to corporate policy and operational needs. A copy of the revised Chief Officer delegations relevant to this Board is attached as an appendix to this report.
3. A full copy of the Scheme is available for Members/Governors to view in the Members' Reading Room and is also available on request.
4. The previous Scheme of Delegation did not reflect the fact that the Principal was granted delegated powers by the Court of Common Council in 2005 or the changes made when the School's governance arrangements were realigned with the Instrument and Articles of Government approved by the Privy Council in 2006. These now need to be incorporated in the Scheme and are attached for your consideration.
5. The Policy and Resources Committee is responsible for the review and co-ordination of the City Corporation's governance arrangements which includes amongst other things, committees and Standing Orders.

### **Standing Orders – Declaring Assets Surplus**

6. The drive for efficiency savings including the Corporate Asset Realisation Programme and the more recent Service Based Reviews have highlighted the need for the City to more effectively identify those assets which are surplus to departmental need so they can be considered for alternative uses or disposal.
7. Whilst there are a number of officer groups considering the efficient and effective use of assets and resources it is felt that their work would be assisted by a change to Standing Orders which would formalise the process for Chief Officers and Committees/Boards identifying assets as surplus. It should be noted that prior to the approval of the Court, the Policy and Resources Committee has agreed adding the following with regard to this.

#### ***Standing Order No 55 - Identification of Property Assets Surplus to Departmental Requirements***

*(1) Committees are required to consider the effective and efficient use of all operational property assets. This will be monitored by the Corporate Asset Sub Committee*

*(2) Where assets are no longer required, in whole or in part, for the provision of operational services for which they are currently held, a report on the circumstances must be made to the Corporate Asset Sub Committee. This does not apply where letting are an integral part of the service e.g. market or housing tenancies*

## **Corporate & Strategic Implications**

8. The proposed changes to the Scheme of Delegations and Standing Orders are intended to support the effective governance of the City of London and ensure that decision making is effective and transparent.

## Appendices

- *Appendix 1 –Scheme of Delegation for the Principal of the Guildhall School*

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**PRINCIPAL - THE GUILDHALL SCHOOL OF MUSIC & DRAMA**

Consistent with the resolution of the Court of Common Council in December 2005, the Principal has all the powers necessary to execute the Financial Memorandum with the Higher Education Funding Council for England (HEFCE) delegated to him.

Further, under the terms of the Guildhall School of Music & Drama Instrument and Articles of Government, the following powers are delegated to the Principal:

1. To make such decisions and to initiate such action as he/she deems necessary in the interests of the efficient running of the Institution and the services provided by the Institution
2. To make proposals to the Board of Governors about the education character and mission of the Institution and to implement the decisions of the Board of Governors
3. The appointment, assignment, appraisal and dismissal of staff
4. The maintenance of student discipline and the suspension or expulsion of students on disciplinary grounds in accordance with the procedures relating thereto in force from time to time and the implementation of decisions to expel students for academic reasons
5. To incur revenue and capital expenditure and enter into commitments of behalf of the City of London Corporation where appropriate provision has been included in either the revenue or capital estimates, subject to compliance with Standing Orders
6. To act as Chief Accounting Officer for HEFCE purposes