

JOB DESCRIPTION

JOB TITLE : **CLERK TO THE CORPORATION**

RESPONSIBLE TO : On a day-to-day basis, the Clerk will report to the Chair of the Corporation but he/she remains responsible to the Corporation.

INTRODUCTION

To ensure Corporation proceedings are conducted in accordance with the provisions of the statutory Instrument and Articles of Government and rules and regulations made under the Articles, the Education Act (as modified or replaced from time to time) and the general law. Article 3 states that the principle function of the Clerk to the Corporation is to advise the Corporation with regard to:

- a) the operation of its powers;
- b) procedural matters;
- c) the conduct of its business;
- d) matters of Governance practice.

1. PROVISION OF ADVICE

- 1.1 Advising the Governing Body and its Committees on the proper exercise of their powers and on the application of the Education Acts and other laws affecting its work including, but not necessarily exclusive:
 - the Instrument and Articles of Government;
 - the Financial Memorandum;
 - the Standing Orders of the Governing Body;
 - the Terms of Reference and Standing Orders for the Committees of the Governing Body;
 - the Financial Regulations and the Audit Code of Practice of the College where appropriate.
- 1.2 Take independent advice, including legal advice, from outside agencies on governance issues when appropriate.

2. MEETINGS OF THE GOVERNING BODY AND ITS COMMITTEES

- 2.1 To organise the proper conduct of meetings of the Corporation and their Committees and ensure that as far as possible correct procedures are followed.
- 2.2 To attend and minute all meetings of the Governing Body and its Committees/ad hoc Working Parties.
- 2.3 Monitor Committee Terms of Reference and advise the Corporation of any revisions necessary from time to time.
- 2.4 Keep under review the Corporation Standing Orders in relation to the conduct of its affairs and also the Code of Conduct of the Governing Body.
- 2.5 Ensuring compliance with the law as regards public access to Governors' papers.

3. AGENDAS AND REPORTS

- 3.1 Formulate with the Chair and Chief Executive the agenda for all meetings of the Corporation and its Committees, liaising as appropriate with other staff to ensure that the necessary supporting papers are available for issue.
- 3.2 Agree an annual time-table and calendar of business for all meetings of the Corporation and its Committees.

- 3.3 Maintain a record of outstanding business of the Corporation and its Committees.
- 3.4 Give proper written notice of all meetings and distribute the agendas and supporting papers.
- 3.5 Monitor the quoracy of meetings and advise the Corporation as appropriate.

4. MINUTES

- 4.1 Distribute draft minutes when approved by the Chair.
- 4.2 Agree with the Chair and Chief Executive any follow-up instructions that arise from the minutes and ensure that follow-up action is reported, when appropriate, to the next meeting of the Corporation.
- 4.3 Maintain a minute book and issue certified copies of the minutes.
- 4.4 Maintain a confidential file relating to sensitive issues.

5. MEMBERSHIP

- 5.1 Monitor appointments to the Corporation and Committees and ensure as far as possible, having regard to the Register of Members' Interests, members eligibility.
- 5.2 Maintain an attendance record of Governors, notifying any Governors whose membership lapses as a result of non-attendance or who become disqualified for some other reason.
- 5.3 Maintain a record of Corporation Membership, provide advance notice to the Corporation of expected vacancies and notify the Corporation of actual vacancies. As appropriate, advise the Chair of the need for the Search Committee to be called, arrange for staff and student elections as appropriate, and provide advice to the Search Committee on recruitment strategies and good practice.
- 5.4 Prepare and issue letters of appointment to new Corporation Members on behalf of the Governing Body.
- 5.5 Maintain the Register of Members' Interests and advising Governors on declarations of interest.

6. STANDING ORDERS / CODE OF CONDUCT OF THE GOVERNING BODY

- 6.1 Facilitate communication on Governing Body matters between the Chair, Principal and Senior Staff in the College.
- 6.2 To act as a reference point for all enquiries relating to the Governing Body and act as correspondent for the Corporation as appropriate.
- 6.3 Provide administration support to the Chair of Governors, Chairs of Committees and to individual Governors as required in connection with Corporation business.
- 6.4 Administer the reimbursement of any Governors' expenses.

7. GOVERNANCE

- 7.1 Prepare reports on Governance and other issues falling within the remit of the Clerk to the Corporation.
- 7.2 Work with the Corporation to take the Governing Body forward in relation to governance.

8. GOVERNING BODY SEAL

- 8.1 Take responsibility for the proper use of the Corporation seal, including keeping the seal in safe custody and ensuring that all deeds and documents to which the Corporation seal has been affixed have been properly authenticated and a record made of all documents sealed.

9. TRAINING AND SELF-ASSESSMENT

- 9.1 Facilitate induction and training programmes for Corporation Members, participate as appropriate, and manage the associated budget.
- 9.2 Facilitate the Governing Body in the annual review of its performance.
- 9.3 Attend appropriate conferences and training events to keep up-to-date with current trends and seek to introduce change/good practice as appropriate.

10. PUBLIC INTEREST DISCLOSURE PROCEDURE

- 10.1 Monitor the provisions of the Public Interest Disclosure changed circumstances.
- 10.2 To carry out the role of a designated assessor for the purposes of the Public Interest Disclosure Procedure.

11. MISCELLANEOUS

- 11.1 Undertake such other duties which may be required from time to time that may be appropriate to the role of Clerk to the Corporation.
- 11.2 The Governing Body recognise the independence of the Clerk in relation to other management functions within the College and expect the Clerk to show the utmost integrity in the carrying out of his duties. The Clerk will have access to legal advice, independent of the College Executive as appropriate. As part of the appraisal process, the independence of the Clerk will be reviewed.
- 11.3 Conflicts of priority between the role of the Clerk to the Corporation and the role of the Vice Principal to be settled between the Chair and the Principal.