

POLICY ON THE INDEPENDENCE OF THE HEAD OF GOVERNANCE

The means through which the Corporation ensures that the Head of Governance is independent of the management of the College, has sufficient expertise and support to undertake the role and is able to provide the Corporation with independent advice, including independent legal advice, are as follows.

1. The Corporation has approved a clear job description for the Head of Governance in which the need to provide independent, unbiased and impartial advice and work independently from the Group Principal/ CEO at all times is identified.
2. The job description specifies that the Head of Governance is directly responsible to the Corporation (on a day-to-day basis, to the Chair).
3. The Head of Governance has no other management duties within the college.
4. The Chair undertakes the Head of Governance's appraisal including reviewing the independence of the Head of Governance and, when the appraisal has taken place, this is reported to the Corporation.
5. The Corporation requires of and receives from the Head of Governance advice and guidance directly to itself and its Committees on all aspects of governance and related issues.
6. The Head of Governance has direct and regular access to the Chair and Vice-Chairs of the Corporation, Chairs of Committees and individual Governors.
7. The Head of Governance is authorised to take direct legal and other professional advice for and on behalf of the Corporation: the College's solicitors are made aware of this arrangement.
8. The Head of Governance is authorised to seek confidential advice from the College's internal auditors relating to the College subject to the reporting of this to the Chair, the Vice Chairs, the Group Principal/ CEO, the Chair of the Audit Committee and the Chair of the Finance, Policy and Resources Committee at the earliest opportunity.
9. The Head of Governance will leave the Audit Committee meeting at least once a year when the internal auditors or the external auditors are present to allow any matters of concern to be raised directly with the Chair of the Audit Committee.
10. The Head of Governance is required to complete the Register of Interests.
11. The Head of Governance is trained and experienced in the role.

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12. The Corporation requires the Head of Governance to undertake training and development activities such that it may satisfy itself that the training and development needs of the Head of Governance are being met.

13. The person of the Head of Governance shall not act as, on behalf of, or represent, the Group Principal / CEO of the College.

Reviewed October 2018

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