Luton SIXTH FORM COLLEGE

Standing Orders

Adopted by the Corporation on Friday, 25 September 2026

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1. Introduction

1.1 The statutory Instrument and Articles of Government were made under the powers in the Further and High Education Act 1992, and most recently adopted by Luton Sixth Form College's Corporation in September 2026. These standing orders take account of previous revisions and other additional matters determined by the Corporation.

1.2 These Standing Orders provide details of the framework within which the Corporation of Luton Sixth Form College operates. Nothing in these standing orders should be interpreted in such a way as to conflict with the Instrument and Articles of Government.

1.3 Members of the Corporation, as holders of public office, should abide by the principles recommended by the Nolan Committee's report, "Standards in Public Life", 1996 namely:

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

1.4 Our Values are:

Students : **M**utual Respect : **I**ntegrity : **L**earning : **E**xcellence

1.5 In the event of any apparent conflict with the Instrument and Articles of Government, the latter shall always have the ultimate authority.

1.6 These Standing Orders will be reviewed annually and updated through a resolution by the Corporation.

2. Composition of the Corporation and terms of office

2.1 The Corporation shall comprise **18** members as follows:

Independent governors	:	12
Parent governor	:	1
Business Services staff governor	:	1
Curriculum staff governor	:	1
Student governors	:	2
Principal	:	1

2.2 The length of terms of office shall be:

Independent governor	: 4 years initially, renewable for a further 4-year term
Parent governor	: 3-year term
Support staff governor	: 3-year term
Curriculum staff governor	: 3-year term
Student governor	: 1-year term
Associate Governor	: 2-year term
Co-opted	: 4-year term, renewable for a further 4-year term

2.3 Normally appointments shall begin on the first day of January, May or September as appropriate and end correspondingly on the last day of December, April or August.

2.4 The Corporation is the appointing authority in relation to the appointment of all Independent members of the Corporation and shall consider the advice of the Search & Governance Committee before making any such appointment.

2.5 Independent and Co-opted members retiring at the end of their first term of office shall be eligible for re-appointment for a further 4 years. Any further re-appointment will be at the discretion of the Corporation. Any term beyond 8 years shall be subject to a rigorous review and shall consider the need for progressive refreshing of the Corporation.

2.6 A member may resign at any time by giving notice in writing to the Head of Governance.

2.7 When a vacancy arises for an Independent member, this shall be referred to the Search & Governance Committee which will then make a recommendation to the Corporation.

2.8 Members of staff and students are ineligible to be Independent governors.

2.9 When a vacancy arises for a Parent Governor, applications shall be invited from the parents/carers/those with parental responsibility of students under the age of 19 and an interview and selection process will take place.

2.10 When a vacancy arises for a curriculum or business services staff governor this shall be filled by a process of nomination and, if necessary, election by the curriculum or business services staff as appropriate.

2.11 The Student Governors shall be selected through the application process and appointed through interviews.

2.12 The Corporation, on the advice of the Search & Governance Committee, may appoint Associate Governors who may then become full governors when an appropriate vacancy arises. Associate Governors may attend and participate in Corporation meetings but may not vote.

2.13 Should any member be absent from meetings of the Corporation or its committees for a period longer than 6 consecutive months without prior notification or the permission of the Corporation or be unable or unfit to discharge the functions of a member, then the Corporation may remove that member from office by notice in writing and the office shall become vacant.

2.14 Any staff or student member (including the Principal) shall no longer hold office if they cease to be a member of staff or student of the College.

2.15 Members shall be required to sign and abide by the Code of Conduct for Corporation Members once the Corporation has approved their membership.

2.16 Members shall be required annually to complete or up-date a form to declare their financial and other interests.

2.17 Any appointments and/or re-appointments shall be made in accordance with the Appointment of Governors Policy and Procedure.

3. Appointment of Head of Governance

3.1 The Corporation shall appoint a person to serve as Head of Governance to the Corporation.

3.2 The Corporation may not delegate the appointment or dismissal of the Head of Governance.

3.3 The Head of Governance cannot be member of the Corporation.

3.4 The Head of Governance shall be entitled to attend all meetings of the Corporation and its committees but shall withdraw from that part of any meeting at which the Head of Governance's remuneration, conditions of service, conduct, suspension, dismissal

or retirement are to be considered. In that case, the members of the Corporation shall appoint a person to act as Head of Governance for the duration of the meeting or part of the meeting and separate minutes will be prepared. The Head of Governance is not entitled to see these minutes.

4. Chair and Vice-Chair

4.1 The Chair and Vice-Chair shall be appointed from among the members of the Corporation.

4.2 The Principal, staff and student members are ineligible to be appointed.

4.3 Whilst ineligible to serve, staff and student members may nominate or second a candidate and participate in any voting.

4.4 The Principal may neither nominate nor second a candidate but may vote.

4.5 The length of terms of office for the Chair shall be for 4 years initially, renewable for further 3-year periods, although under normal circumstances a Chair would not be expected to serve for more than 2 terms of office.

4.6 The Chair may at any time, by giving notice in writing to the Head of Governance to the Corporation, resign their respective office/s.

4.7 The Chair retiring at the end of their respective terms of office shall be eligible for reappointment.

4.8 At the penultimate meeting before the expiry of the term of office of the Chair, or following the resignation of the Chair, the Head of Governance shall announce the said expiry or resignation. The Head of Governance shall then write to all members of the Corporation, inviting those who are eligible to be elected as Chair to notify him/her within four weeks whether they wish to stand as a candidate and, if so, to submit a written statement in support of their candidacy.

4.9 Candidates for the offices of Chair shall be nominated and seconded by another member. Candidates may not nominate themselves.

4.10 Immediately prior to the last meeting before the expiry of the term of office of the Chair, or the meeting immediately following the resignation of the Chair, the members shall be invited to question the candidates on their suitability to be Chair.

4.11 Where two or more candidates are nominated and seconded a secret ballot shall then be held. Each member shall have one vote and the successful candidate will be the member with a majority of votes cast. Candidates may vote for themselves.

4.12 In the event of a tied vote between more than two candidates, a second ballot shall be held, excluding the names of candidates other than the tied candidates. In the event

of a further tie or a tie between two candidates, the out-going Chair shall have a casting vote.

4.13 At the last meeting before the expiry of the term of office of the Chair, or at the meeting following the resignation of the Chair, the members shall confirm the appointment of the new Chair.

4.14 If both the Chair and Vice-Chair are absent from any meeting of the Corporation, the members present shall choose one of their number to act as Chair for that meeting. The member chosen shall not be any staff or student members or the Principal.

4.15 The position of Vice Chair of the Corporation shall be filled by any one of the following: the Chair of the Audit Committee; or the Chair of the Finance and General Purposes Committee; or the Chair of the Search and Governance Committee, the Chair of the Remuneration Committee as considered appropriate by the Chair and/or other members of the Corporation at any meeting of the Corporation or at any other time when the Chair is unavailable.

4.16 The Corporation, on the advice of the Search and Governance Committee, may appoint an Honorary Vice-Chair, from among the members of the Corporation, whose term of office shall run concurrent with their term of office as a Governor, including any subsequent re-appointments.

5. Meetings

5.1 The Corporation shall meet at least once in every term and shall hold such other meetings as may be necessary.

5.2 The Head of Governance shall draw up and circulate to members an annual calendar of meetings for the Corporation and its committees.

5.3 All meetings shall be summoned by the Head of Governance who shall send to the members a written notice of the meeting and a copy of the agenda together with associated papers seven calendar days in advance of the meeting.

5.4 If the remuneration, conditions of service, conduct, suspension, dismissal or retirement of the Head of Governance is to be considered, then the Principal (not the Head of Governance) shall send to members a copy of the agenda item with any relevant papers, seven calendar days in advance of the meeting.

5.5 Late papers shall be sent out only with the agreement of the Chair.

5.6 An individual member may request that an item be included on the agenda by giving notice in writing to the Head of Governance three weeks before the date of the meeting.

5.7 A special meeting of the Corporation may be called at any time by the Chair, or at the request in writing to the Head of Governance, of any five members. Where there are

matters requiring urgent consideration the Chair or in the Chair's absence the Vice-Chair may convene a meeting with less than seven days' notice.

5.8 No matter shall be resolved at a special meeting other than that identified on the agenda for the meeting. The minutes of the previous ordinary meeting of the Corporation shall not be considered at the special meeting.

5.9 The Head of Governance shall be in attendance at meetings of the Corporation.

5.10 Members of the Senior Leadership Team shall be in attendance at meetings of the Corporation, as appropriate.

5.11 The Corporation may invite other people as appropriate to be in attendance at meetings to assist the Corporation in its work.

5.12 All meetings of the Corporation shall be open to members of staff and the public as observers, provided that application to attend is made to the Head of Governance not less than three days before the date of the meeting so that suitable accommodation may be arranged.

5.13 The policy for attendance at meetings shall be posted on the College website.

6. Delegation of authority to the Chair or Vice-Chair

6.1 The Chair or in the Chair's absence the Vice-Chair shall be authorised by the Corporation to act on its behalf in the following circumstances:

6.1.1 dealing with routine matters which would not have merited an agenda item and discussion at a meeting of the governing body. Such matters might include signing routine documents on behalf of the governors, responding to internal or external approaches, correspondence, agreeing to detailed aspects concerning implementation of matters already agreed by the governing body;

6.1.2 dealing with urgent matters of significance. In such cases action by the Chair should only be taken if delaying a decision would disadvantage the College and if a special meeting cannot be called.

6.2 Any urgent matters of significance shall be reported to the next meeting of the Corporation.

6.3 The members of the Corporation shall accept corporate responsibility for any action taken by the Chair or, in the Chair's absence the Vice-Chair.

7. Quorum

7.1 Meetings of the Corporation shall be quorate if 40% or more members of the designated number of Corporation members are present as required by the Instrument of Government.

7.2 If the number of members present does not constitute a quorum, the meeting shall not be held. If during the course of a meeting, the meeting becomes inquorate for any reason, no further decisions shall be made, and this shall be recorded in the minutes. Informal discussion only may continue, which may be recorded as 'Notes' but not as formal minutes.

7.3 If a meeting is or becomes inquorate, the Chair may, if deemed appropriate, summon a special meeting.

7.4 A record of attendance shall be kept for each meeting of the Corporation and annual statistics shall be presented to the Search and Governance Committee.

8. Procedure at meetings

8.1 Every matter for decision at a meeting of the Corporation and its Committees shall be determined by a majority of the votes of the members present and voting on the question. In practice, the Chair of the meeting will ask whether members are in agreement with the matter under discussion and if there is dissent, a vote will be taken.

8.2 In the event of a vote, numbers for and against shall be recorded in the minutes.

8.3 A member may not vote by proxy or by way of a postal vote.

8.4 Members shall act in the best interests of the Corporation and shall not be bound in their speaking or voting by mandates given to them by other bodies or persons.

8.5 In the event of a tied vote the Chair of the meeting shall have a second and casting vote.

8.6 No resolution of the members may be rescinded or varied at a subsequent meeting unless reconsideration of the issue is a specific item of business on the agenda for that meeting.

8.7 A member of the Corporation who is a member of staff, including the Principal, shall withdraw from the meeting in the following circumstances:

8.7.1 from that part of any meeting at which staff matters relating solely to that member of staff are to be considered;

8.7.2 from that part of any meeting at which the appointment of the member of staff's successor is to be considered;

8.7.3 if so, required by a resolution of members present from that part of any meeting at which matters concerning any member of staff holding a post senior to his or her own are to be considered.

8.8 When the Corporation discusses matters in which a student member may have a personal interest (including, but not limited to, matters relating to current or prospective staff or students), that student member shall:

8.9.1 declare the interest in accordance with the Corporation's policy on conflicts of interest;

8.9.2 take no part in the discussion or decision on the matter if the Corporation so determines; and

8.9.3 withdraw from the meeting if requested to do so by the Chair or by a majority of the members present.

8.8 The Head of Governance shall withdraw from that part of any meeting at which her/his remuneration, conditions of service, conduct, suspension, dismissal or retirement in her capacity as Clerk are to be considered.

8.9 If the Head of Governance withdraws from a meeting, then the Corporation shall appoint one of the members present to act as Head of Governance for the duration of that part of the meeting. The Principal cannot be appointed as a temporary Head of Governance.

8.10 Individuals attending in accordance with paragraph 5.10 or 5.11 of these Standing Orders may participate.but shall have no voting rights. They shall be asked to withdraw by the Chair for any item deemed confidential.

8.11 Observers shall not participate in the meeting in any way and shall have no voting rights. They shall be asked to withdraw by the Chair for any item deemed confidential.

8.12 No decision shall normally be taken on any paper tabled at a meeting. A tabled paper may be accompanied by a presentation or it may be tabled for information.

8.13 Any item that arises after the agenda and papers have been despatched may be considered under "Any other urgent business" provided that such items have been notified to the Head of Governance and Chair of Corporation before or at the commencement of the meeting.

8.14 A resolution in writing agreed by a majority of the Corporation members who would have been entitled to vote upon it had it been proposed at a meeting shall be effective provided that a copy of the proposed resolution(s) has been sent to every eligible member and it is contained in a document authenticated by the Head of Governance which has been received at the address specified by the College for the receipt of documents within a period of 28 calendar days beginning with the circulation date.

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

8.14.2 A resolution in writing will lapse if is not passed before the end of the period of 28 calendar days beginning with the circulation date.

8.14.3 The “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.

8.14.4 The outcome of written resolutions shall be taken as an agenda item to the next meeting which is not a special meeting.

8.14.5 The written resolution may be circulated and voted upon by electronic or hard copy means.

9. Minutes and papers

9.1 At every meeting of the Corporation and its Committees, other than at special meetings, the minutes of the last meeting shall be taken as an agenda item. If the minutes are agreed to be accurate, they shall be signed as a true record and dated, following which it shall be determined whether any minute should be deemed confidential.

9.2 Separate minutes shall be taken of those parts of meetings from which the Head of Governance or staff or student members have withdrawn, and these members shall not be entitled to see the minutes of that part of the meeting or any associated papers.

9.3 The Corporation shall ensure that a copy of the agenda, minutes and papers for meetings of the Corporation shall be made available at the College during normal office hours to any person wishing to inspect them. Application shall be made to the Head of Governance by giving one working days’ notice. Signed minutes of all meetings of the Corporation and its Committees, other than those minutes deemed to be confidential, will be posted on the College website as soon as possible and remain on the website for a minimum of 12 months.

9.4 There may be excluded from any item to be made available, either on the web site or by inspection, any material relating to:

9.4.1 a named person employed at or proposed to be employed at the college;
9.4.2 a named student, whether current or prospective;
9.4.3 any matter which the Corporation determines should be dealt with on a confidential basis.

10. Delegation of functions and committees

10.1 The Corporation may not delegate responsibility for the following:

10.1.1 the determination of the educational character and mission of the College;

10.1.2 the publication of 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.

10.1.3 approval of the annual estimates of income and expenditure;

10.1.4 ensuring the solvency of the College and safeguarding its assets;

10.1.5 the appointment of the Principal or a Senior Post Holder;

10.1.6 the appointment of the Head of Governance;

10.1.7 the modification or revocation of the Instrument and Articles of Government.

10.2 The Corporation may delegate other responsibilities and powers as it deems appropriate to its committees, including, for the Principal, Head of Governance or other Senior Post Holder

10.2.1 the consideration of the case for dismissal, and

10.2.2 the power to determine an appeal in connection with the dismissal

10.3 Any committee established by the Corporation, other than the Special Committee, may include persons who are not members of the Corporation, provided that such persons do not form the majority of the committee.

10.4 The following committees are established in accordance with the Instrument and Articles of Government:

10.4.1 Search & Governance

10.4.2 Audit

10.5 The Corporation shall not appoint anyone as an Independent member nor may it co-opt anyone unless it has first considered the advice of the Search & Governance Committee.

10.6 In addition to the committees named in 10.4, the Corporation has determined that the following committees be established:

10.6.1 Finance and General Purposes

10.6.2 Remuneration

10.6.3 Special

10.6.4 Appeal

10.7 From time to time the Corporation may appoint Working Groups to undertake specific tasks. Terms of reference for such Working Groups must be established and approved by the Corporation.

10.8 The terms of reference, membership and the policy on the publication of minutes for each of the committees and are available on the college website.

10.9 Membership of the committees shall be determined by the Corporation and shall be reviewed annually at the summer term meeting of the Corporation, by considering recommendations for committee membership produced by the Chair through the Search & Governance Committee to ensure spread of expertise and interest, whilst at the same time maintaining continuity.

10.10 The period of office for committee membership shall run concurrent with a Member's term of office, renewable for further terms at the discretion of the Corporation.

10.11 Committees Chairs shall be appointed by the Corporation after recommendations from the Search & Governance Committee.

10.12 All meetings of committees shall be summoned by the Head of Governance to the Corporation who shall send to the members a written notice of the meeting and a copy of the agenda together with associated papers, seven calendar days in advance of the meeting. Late papers shall be sent out only with the agreement of the Committee Chair.

10.13 Agendas for committee meetings shall be circulated in advance to all Corporation members i.e., including those members not serving on a particular committee, together with the unconfirmed minutes of the previous meeting.

10.14 Committees may invite other people, as appropriate, to be in attendance to assist them in their work.

10.15 Those people in attendance may participate in committee meetings but shall have no voting rights. They shall be asked to withdraw by members of the committee for any item deemed confidential.

10.16 Committee meetings shall be quorate if 40% or more members are present, including 40% of Corporation members. Current vacancies shall be included in the calculation for quoracy.

10.17 Ex-officio members shall be counted when determining whether a meeting is quorate.

10.18 Associate governors shall be assigned to a particular committee. They shall be counted when determining whether a meeting is quorate and may vote.

10.19 The period of office for co-optees to the Audit Committee shall be four years initially renewable for four-year terms.

10.20 Co-optees to the Audit Committee shall be counted when determining whether a meeting is quote and may vote.

10.21 A record of attendance shall be kept for meetings of the committees and annual statistics shall be presented to the Corporation.

10.22 Separate minutes shall be taken of any matter which the committee determines should be dealt with on a confidential basis and such minutes shall not form part of the papers made available for public inspection.

10.23 At every committee meeting the minutes of the last meeting shall be taken as an agenda item. If the minutes are agreed to be accurate, they shall be signed as a true record and dated.

10.24 No decision shall normally be taken on any paper tabled at a committee meeting. A tabled paper may be accompanied by a presentation, or it may be tabled for information.

10.25 Any item that arises after the agenda and papers have been despatched may be considered under "Any other urgent business" provided that such items have been notified to the Head of Governance and Chair of the Committee before or at the commencement of the meeting.

10.26 A member of the Corporation who is a member of staff, including the Principal, shall withdraw from a committee meeting in the following circumstances:

10.26.1 from that part of any meeting at which staff matters relating solely to that member of staff is to be considered;

10.26.2 from that part of any meeting at which the appointment of the member of staff's successor is to be considered;

10.26.3 if so, required by a resolution of members present from that part of any meeting at which matters concerning any member of staff holding a post senior to his or her own are to be considered.

10.27 The Head of Governance shall withdraw from that part of any meeting at which her/his remuneration, conditions of service, conduct, suspension, dismissal or retirement in her capacity as Head of Governance are to be considered.

10.28 If the Head of Governance withdraws from a meeting, then the Committee shall appoint one of the members present to act as Head of Governance for the duration of that part of the meeting.

10.29 Those people in attendance may participate in the meeting but have no voting rights. They shall be asked to withdraw by the Chair of the Committee for any item deemed confidential.

10.30 A copy of the agenda, minutes and papers for meetings of the Corporation Committees shall be made available at the College during normal office hours to any person wishing

to inspect them. Application shall be made to the Head of Governance and Chair of the Committee giving one working days' notice.

10.31 Meetings of all other committees shall not be open to the staff and students of the College or to the general public except by invitation to be in attendance.

10.32 No committee, other than the Finance and General Purposes Committee, should normally make decisions in any one College financial year involving expenditure on goods and services of more than £25,000 whether this is expenditure during one year or is a commitment to future expenditure. The Corporation may delegate such a decision to another committee in exceptional circumstances.

11. Confidentiality

11.1 The Corporation and its committees shall only deal with confidential items and produce confidential minutes if considered absolutely necessary i.e., if immediate publication would harm the interests of the College, its staff or students.

11.2 The Corporation shall emphasise to its members the responsibility they carry when confidentiality is invoked i.e., that confidentiality is absolute for those matters so deemed by the Corporation.

11.3 Members shall accept this at the time of appointment and shall act at all times in accordance with the Code of Conduct for Corporation Members.

11.4 All confidential committee papers shall be copied to the Chair and Vice Chair of the Corporation and the chairs of all other committees, and be made available to all other members of the Corporation after the meeting, on request to the Head of Governance.

11.5 Any confidential minutes shall record fully the information on which decisions are taken.

11.7 All confidential minutes shall be circulated to all members of the Corporation exactly as are other minutes.

11.8 The Chair of the Audit Committee shall have open access to all Corporation papers at all times through the Head of Governance. The Chair of that Committee shall report on the use of confidential items and minutes through the Committee's annual report to the Corporation.

12 Declaration of interest

12.1 Where a member has any financial interest in:

12.1.1 the supply of work or goods to or for the purposes of the College;

12.1.2 any contract or proposal contract concerning the College;

12.1.3 any other matter relating to the College, this shall be declared on a form drafted for this purpose.

12.2 The declaration shall be extended to include:

12.2.1 non-financial personal interests such as membership of other public bodies and institutions;

12.2.2 trusteeship of a trust where the member or other person connected with them, may be a beneficiary;

12.2.3 membership of a closed organisation.

12.3 The declaration shall be extended to include a connected person, including spouses, civil partners, siblings, parents, close associates and business partners.

12.4 Where a member with any financial or personal interest is present at a meeting of the Corporation at which the supply, contract or other matter is to be considered, the member shall disclose the fact and shall not take part in the discussion of or vote on any question with respect to it or be counted in the quorum present at the meeting.

12.5 When a member makes a declaration of interest as in 12.4 above, this shall be recorded in the minutes of the meeting.

12.6 Senior postholders, the Head of Governance, and any other member of staff with significant financial responsibilities shall be required to complete a Declaration of Interest form.

12.7 The Head of Governance shall maintain a register of interests of members and staff referred to in 12.6 and this shall be updated annually.

12.8 The Register of Interests shall be made available for inspection in the College during normal office hours. The register may be inspected by any member of the public upon application in writing to the Head of Governance.

12.9 The policy for the availability of the Register of Interests shall be published on the College website.

13 Payment of expenses

13.1 The Corporation shall have the power to pay members' travel expenses, subsistence and any other costs incurred such as postage and telephone calls, provided that such payments do not constitute remuneration.

13.2 Attendance at external events and training sessions for members in the performance of their roles shall be approved by the Head of Governance on the authority of the Chair or, in the case of overseas events, by the Corporation.

13.3 Claims for travel expenses, subsistence and other costs referred to in 13.1 shall be made on the appropriate form which is available from the Head of Governance.

13.4 The mileage rate for travel expenses shall be the same as that determined for all College staff.

13.5 Claims shall be checked and authorised by the Head of Governance who will pass them to the Finance Department for payment.

13.6 Expenditure will be monitored by the Head of Governance.

14 Appointment of senior postholders

14.1 When a vacancy occurs for a senior postholder the Corporation shall advertise the vacancy nationally and appoint a selection panel.

14.2 If the vacancy is for the post of Principal the selection panel shall comprise at least 3 members of the Corporation including the Chair and/or Vice-Chair.

14.3 If the vacancy is for any other senior post the panel shall comprise the Principal, the Chair of the Corporation and at least two members of the Corporation.

14.4 The selection panel shall decide the arrangements for selecting applicants for interview, interview those applicants and make a recommendation to the Corporation on the appointment.

14.5 If members of the selection panel cannot agree on a person to recommend to the Corporation or if the Corporation does not approve the recommendation, then the selection panel may be required to repeat the steps in 14.4 with or without first re-advertising the vacancy.

15 Raising difficulties externally

Members should have regard to the Public Interest Disclosure (Whistleblowing) Policy adopted by the Corporation, and a copy is available on the College website. If a concern is raised or an allegation made it will be investigated in accordance with the procedures laid down in the policy. If all internal procedures are exhausted, an appeal may be made to an external body. The Head of Governance to the Corporation or the Director of Human Resources will provide, on request, details of contacts for external bodies.