



BURY COLLEGE
FURTHER EDUCATION CORPORATION

STANDING ORDERS
FOR THE CONDUCT OF BUSINESS

**(INCORPORATING TERMS OF REFERENCE FOR COMMITTEES AND
THE 2018 INSTRUMENT AND ARTICLES OF GOVERNMENT)**

STANDING ORDERS

CONTENTS

1. INTRODUCTION

2. MEMBERSHIP, APPOINTMENT AND ATTENDANCE

- 2.1 COMPOSITION OF THE CORPORATION
- 2.2 DETERMINATION OF MEMBERSHIP
- 2.3 APPOINTMENT OF MEMBERS OF THE CORPORATION
- 2.4 TERMS OF OFFICE AND ATTENDANCE OF MEMBERS
- 2.5 APPOINTMENT OF CHAIR AND VICE - CHAIR
- 2.6 APPOINTMENT OF CLERK TO THE CORPORATION
- 2.7 ATTENDANCE CRITERIA
- 2.8 COMMITTEES OF THE CORPORATION (See Appendix 2 for Terms of Reference)

3. CONDUCT OF MEETINGS

- 3.1 QUORUM (FOR CORPORATION AND COMMITTEES)
- 3.2 THE CONDUCT OF DEBATE
- 3.3 VOTING PROCEDURES
- 3.4 PROCEDURES FOR RECONSIDERATION OF RESOLUTIONS
- 3.5 PROCEDURES FOR DECLARATION OF INTERESTS
- 3.6 WITHDRAWAL FROM MEETINGS
- 3.7 AGENDAS
- 3.8 URGENT BUSINESS

4. SPECIAL ARRANGEMENTS

- 4.1 PROCEDURES FOR CHAIR'S ACTION (FOR CORPORATION AND COMMITTEES)
- 4.2 SPECIAL MEETINGS

5. OPENNESS AND ACCOUNTABILITY

- 5.1 PUBLIC ACCESS TO AGENDA AND MINUTES
- 5.2 PUBLIC ACCESS TO MEETINGS

5.3 MEMBERSHIP OF THE CORPORATION – AVAILABILITY OF INFORMATION TO THE PUBLIC

6. MISCELLANEOUS

6.1 EXPENSES

6.2 STATEMENTS MADE ON BEHALF OF THE CORPORATION

6.3 USE OF THE CORPORATION SEAL

6.4 PROCEDURES FOR APPOINTMENTS TO SENIOR POSTS.

6.5 RULES AND BYE LAWS

APPENDICES

1 INSTRUMENT AND ARTICLES OF GOVERNMENT

2 MEMBERSHIP AND TERMS OF REFERENCE FOR COMMITTEES

1. INTRODUCTION

Standing Orders are the rules that determine how meetings are conducted.

Some of the procedural rules are laid down by the Instrument of Government. Nevertheless, it is felt useful for these to be reiterated within the Corporation's Standing Orders so that they are available for ease of reference with other procedural matters. These may be described or adapted in terms that reflect local practice, but must not conflict with the Instrument of Government.

It is part of the role of the Clerk to the Corporation to advise the Chair on the interpretation and application of the rules as and when necessary during the course of meetings.

A copy of these Standing Orders will be given to each member on appointment to the Corporation and will be the basis on which the Chair of the Corporation and each Chair of its Committees will conduct meetings.

2. MEMBERSHIP, APPOINTMENT AND ATTENDANCE

2.1. Composition of the Corporation

The total number of Members determined by the Corporation in accordance with Clauses 2 & 3 of the Instrument of Government from September 2017 is 16, which comprises:

- 11 Independent Members
- 2 Student Members
- 1 Staff Member (Academic)
- 1 Staff Member (Business Support)
- the Principal of the College

The determination of the membership of the Corporation, including the individuals to be appointed as Members rests with the Corporation. The Search Committee advises the Corporation on the appointment of Members (other than the Principal and the Staff and Student Members).

Approximately one year before individual terms of office expire, the Clerk to the Corporation will liaise with the Chair of the Search Committee to ensure appropriate arrangements are in place for maintaining continuity in the appropriate categories whilst seeking new Members for the next period of office. The Clerk to the Corporation will maintain a register of Members' terms of office. This will be made known to the Corporation so that any views of the membership as a whole may be taken into account during this planning stage.

Existing Members will make known to the Clerk to the Corporation at an early stage if they are willing to be considered for re-appointment to the Corporation.

2.2. Determination of Membership

2.2.1. A Member may resign his office at any time by giving notice in writing to the Clerk to the Corporation.

2.2.2. If at any time the Corporation is satisfied that any member continuing in office is considered by the Corporation to no longer be in the best interests of the Corporation, a resolution to remove a member from membership may only be passed if:

- i) the member has been given 7 days' notice in writing of the meeting of the Corporation at which the resolution will be proposed and reasons why it is to be proposed; and
- ii) the member, or at the option of the member, the member's representative (who need not be a member of the College) has been allowed to make representations to the meeting.

2.2.3. The Corporation may remove a Member from office if that Member is deemed unfit or unable to discharge their functions as a Member of the Corporation or has been absent from meetings of the Corporation for a period longer than six consecutive months without the permission of the Corporation.

2.2.4. The criteria for deciding whether to remove a Member from office will be based on the following:

- previous attendance record at Corporation meetings prior to the six months of continuous absence;
- validity of reasons given for absence, for example, ill health, bereavement, pressure of work;
- consideration of whether or not the reason, however valid, is likely to prevent a speedy return to full involvement in the business of the Corporation.

2.2.5. In the event of a Member of staff (including the Principal) or a student ceasing to be staff or students of the College, the office becomes vacant.

2.2.6. A Student Member ceases to hold office at the end of their final Academic Year at the College or earlier if expelled from the College.

2.3. Appointment of Members of the Corporation

2.3.1. In accordance with Instrument of Government Clause 5(i), the Corporation is the appointing authority in relation to any Member of the Corporation.

2.3.2. Upon the occurrence of a vacancy in the Independent Member category expressions of interest will be sought, which may include external advertisement.

2.3.3. Upon the occurrence of a vacancy in the categories for Staff Members and Student Members notice shall be issued through the College bulletin and via the College intranet.

2.3.4. The Search Committee shall consider all applications for appointment and/or re-appointment to the Corporation and shall take account of the skills, expertise and commitment of individuals before making recommendations to the Corporation.

2.3.5. In considering applications for appointment/re-appointment the Search Committee will also review the range of skills, experience and expertise represented on the Corporation.

2.3.6. In making recommendations to the Corporation, the Search Committee shall seek to ensure that the membership of the Corporation represents a diverse range of views whilst maintaining a balance of skills, expertise and experience that is appropriate to the needs of the College.

2.3.7. Two Staff Members are elected and nominated following separate elections involving the Academic Staff (1 Member) and the Business Support staff (1 Member).

2.3.8. The Student Members are elected and nominated by the Bury College Student Action Group.

2.4. Terms of Office and Attendance of Members at meetings of the Corporation

2.4.1. Members are appointed to serve on the Corporation under the Corporation's terms of engagement and in the expectation that they will make time in their schedules to attend meetings and fully participate in the work of the Corporation and the life of the College.

2.4.2. If a Member is prevented from attending a Corporation meeting or a development event, that Member should notify the Clerk of the reason for his/her non-attendance and give as much notice as possible.

The purpose of this is to enable the Clerk to:

- give apologies at the meeting and record these in the Minutes;
 - ascertain whether the meeting will be quorate.
- 2.4.3. Members are asked to ensure that they sign the Attendance Record to enable the Clerk to maintain a register of attendance at meetings for future reference and review by the Corporation, the Search Committee, auditors, Inspectors and other interested parties.
- 2.4.4. Minutes will record the point on the agenda when a Member joins, withdraws from and/or rejoins a meeting.
- 2.4.5. A Member of the Corporation shall hold and vacate office in accordance with the terms of his/her appointment but the length of a standard term of office shall not exceed four years.
- 2.4.6. Members retiring at the end of their term of office shall be eligible for re-appointment.
- 2.4.7. The Nolan Committee in its second report recommended that Members should not serve more than two consecutive terms of office. The Search Committee will advise on whether to recommend the reappointment of a Member whose term of office has expired or who has already completed a total of eight consecutive years (i.e. two four-year terms) as a Member of the Corporation.

2.5. Appointment of Chair and Vice - Chair

- 2.5.1. The Members of the Corporation shall appoint a Chair and a Vice-Chair from among their number.
- 2.5.2. Neither the Principal nor any Staff or Student Member shall be eligible for appointment as Chair or Vice-Chair but may take part in any vote on the appointment.
- 2.5.3. The period of office for the Chair and Vice-Chair shall normally be two years. At the end of that period, the Members fulfilling those offices will be eligible for re-election if they are still serving on the Corporation.
- 2.5.4. If both the Chair and Vice-Chair of the Corporation are absent from any meeting of the Corporation, the Members present shall choose one of their number to act as Chair for that meeting, provided that the Member so chosen shall not be the Principal, or a Staff or Student Member.
- 2.5.5. The Chair or Vice-Chair may resign from office at any time by giving notice in writing to the Clerk to the Corporation.
- 2.5.6. At the last meeting before the end of the term of office of the Chair or Vice-Chair, or at the first meeting following the expiry of the term of office of either position, or following the resignation of the holder of either office, the Members shall appoint a replacement from amongst their number.

2.6. Appointment of the Clerk to the Corporation

- 2.6.1. The Corporation is required to appoint a person to serve as Clerk.
- 2.6.2. The Clerk to the Corporation shall be entitled to attend all meetings of the Corporation (including meetings of any Committee of the Corporation) but shall withdraw from that part of any meeting at which his/her remuneration, conditions of service, conduct, suspension, dismissal or retirement are to be considered, in which case the Members of the Corporation shall appoint from their number a person to act as Clerk to the Corporation for the duration of such meeting or part of a meeting, but the Principal may not be appointed as temporary Clerk.

2.7. Attendance Criteria

- 2.7.1. Members are expected to attend meetings of the Corporation and any Committees of which they are Members when not reasonably prevented from doing so.

- 2.7.2. Where a Member has missed all meetings over a 6 months' period the reasons for the absences will be noted and followed up if appropriate.
- 2.7.3. The Clerk to the Corporation maintains registers of attendance at Corporation and Committee meetings which are reviewed periodically by the Search Committee.
- 2.7.4. The attendance target for individual Members at meetings of the Corporation and its Committees is 75%.

2.8. Committees of the Corporation

- 2.8.1. The Corporation conducts much of its detailed business through the following Committees:

Audit Committee; Curriculum & Quality Committee; Resources Committee; Remuneration Committee; Search Committee

(The Terms of Reference of each Committee are given at Appendix 2.)

3. CONDUCT OF MEETINGS

3.1 Quorum

- 3.1.1 Attendance requirements are applied to establish whether, or not, a meeting of the Corporation is quorate, having regard to the Instrument of Government Clause 13. The minimum number of Members necessary to be present for meetings of the Corporation to be quorate is 40% of the total membership determined by the Corporation (Given a total Corporation Membership of 16, 7 Members constitute a quorum).
- 3.1.2 The quorum for any part of a Corporation Board meeting where a Member or Members are required to withdraw shall be a minimum of 5 of the Members entitled to remain in the meeting.
- 3.1.3 The Corporation determines the quoracy requirements for its Committees and these are currently as follows:

	Quorum is 40%
Audit Committee (Minimum 5 including up to 2 co-opted External Members)	5 Members = quorum of 2
Curriculum & Quality Committee (Minimum 5 Members)	10 Members = quorum of 4
Remuneration Committee (3 Members)	3 members = quorum of 2
Resources Committee (Minimum 5 Members)	5 members = quorum of 2
Search Committee (Up to 7 Members)	5 members = quorum of 2

- 3.1.4 The rules on quoracy apply at any point during a meeting when numbers may change due to Members arriving late, leaving early or declaring an interest. If the meeting becomes inquorate, it shall be terminated forthwith.
- 3.1.5 In the event of there being an insufficient number of Members present to constitute a quorum the Chair shall, if he/she thinks fit, summon a Special Meeting to be held at the earliest opportunity.

- 3.1.6 In exceptional circumstances, there is provision for a Member or Members who are unable to attend a meeting in person to take part in the meeting via teleconferencing facilities. Members taking part by such means shall count towards the quorum for the meeting.

3.2 The Conduct of Debate

- 3.2.1 All Members shall be entitled to contribute to any discussion or debate unless precluded from doing so by the Instrument & Articles or by having declared an interest in the item of business under consideration.
- 3.2.2 The Chair has the right to end any discussions when he feels that sufficient opportunities for debate have been given to all Members.

3.3 Voting Procedures

- 3.3.1 The Instrument of Government (Clause 14) establishes that every question to be decided at a meeting shall be determined by a majority of the votes of Members present and eligible to vote on the question, with the Chair having a second or casting vote in the event of a tie.
- 3.3.2 A Member may not vote by proxy or by way of a postal vote.
- 3.3.3 The normal way of voting will be by a show of hands. If a formal vote by show of hands is taken, the number voting for and against and any abstentions will be recorded in the Minutes.
- 3.3.4 Members might on occasion be asked to vote on a written resolution between meetings provided that:
- a) A copy of the proposed resolution has been sent to every Member eligible to vote on it;
 - b) A simple majority of eligible Members have agreed the resolution; and
 - c) The subject of the resolution has previously been discussed by the Corporation Board and/or Committee and requires only a "Yes" or "No" response.
- 3.3.5 A Student Member who is under 18 years of age at the time of the meeting is not eligible to vote on any question involving the Corporation in committing expenditure, making a contract or incurring any debt or liability.
- 3.3.6 In practice, many decisions taken at a meeting will not need a formal vote, the Chair simply asking Members for their agreement to the proposal in question at the conclusion of the discussion. Only if there is obvious dissent or if the matter is of particular significance will a formal vote be called.
- 3.3.7 Individual Members may request a vote on a particular issue and this must be agreed. Whether or not a recorded vote has taken place, a dissenting Member has the right to have their disagreement recorded in the minutes.
- 3.3.8 Every Member of the Corporation shall act in the best interests of the Corporation and accordingly shall not be bound in speaking and voting by mandates given to him/her by any other body or person.

3.4 Procedures for Reconsideration of Resolutions

- 3.4.1 The Instrument of Government (Clause 14) requires that no resolution of the Members may be rescinded or varied at a subsequent meeting of the Corporation unless consideration of its rescission or variation appears as a specific item on the agenda for that meeting.
- 3.4.2 A resolution cannot, therefore, be overturned or varied simply as part of the discussion of matters arising from the previous minutes.

- 3.4.3 The subject must appear as a substantive item on the agenda linked to the fact that there is a proposal to vary or rescind a previous decision. A Member wishing to include such an item must do so through the Clerk to the Corporation (see Section 3.7).

3.5 Procedures for Declaring an Interest

- 3.5.1 No Member shall hold any interest in any property held or used for the purpose of the institution, or receive any remuneration for their services (save as a Member of the College staff) without the written permission of the Secretary of State.

- 3.5.2 Where any Member present at a meeting of the Corporation, or any of its Committees, has a financial interest in:

- the supply of work or goods to or for the purposes of the College
- any contract or proposed contract concerning the College
- any other matter relating to the College
- or has any other interest of a type specified by the Corporation in any matter relating to the College

he/she must declare the nature and extent of their interest and not take part in any discussion or vote on any question related to the supply, contract or other matter and will not form part of the quorum for the item of business under consideration.

- 3.5.3 An item for the Declaration of Interests appears as a Standing Agenda Item at the commencement of all meetings of the Corporation and Committees of the Corporation and Members are expected to make known any potential conflict of interest at that point.

- 3.5.4 The definition of personal interest may be extended to encompass the relevant and known interests of those with whom the Member is closely connected. This might include the Member's spouse or partner and their own or spouse's/partner's close family.

- 3.5.5 There might also be an extension to include non-financial personal interests of Members, such as Membership of public bodies and institutions, trusteeship of a trust where the Member or other connected person may be a beneficiary or the Membership of a closed organisation.

- 3.5.6 A register of interest has been adopted in which Members are invited to register annually their interests and in which they make a declaration of their continued eligibility to serve as Members of the Corporation. This register is maintained by the Clerk to the Corporation and is available for inspection by Corporation Members and members of the public on request.

3.6 Withdrawal from Meetings

- 3.6.1 Staff Members and, where applicable, the Principal must withdraw from any part of a meeting at which staff matters relating solely to the member of staff are to be considered.

If required to do so by a resolution of the Corporation or any of its Committees, Staff Members shall withdraw from that part of a meeting where staff matters relating to any member of staff holding a post senior to their own are to be considered.

- 3.6.2 A Staff Member shall withdraw from that part of any meeting at which the pay and conditions of service of all members of staff, or any particular group of staff, are to be considered where the Staff Member is acting as a representative of the staff concerned.

- 3.6.3 Except as provided by rules made under Article 18(3), relating to appeals and representation by students in disciplinary cases, Student Members must withdraw from a meeting at which a student's conduct, suspension or expulsion are to be considered.

- 3.6.4 Student Members must withdraw from a meeting of the Corporation or any of its Committees if required to do so by a majority of the Members, other than the Student Members.
- 3.6.5 The Clerk to the Corporation 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 his capacity as Clerk are to be considered and, where the Clerk is a Member of staff of the College, shall withdraw in any case where a member of the Corporation is required to withdraw under Paragraph 5 of Clause 14 of the Instrument of Government.

3.7 Agendas

- 3.7.1 The Clerk to the Corporation is responsible for drafting agendas for meetings of the Corporation and its Committees in conjunction with and for approval by the appropriate Chair.
- 3.7.2 Members must receive written notice of the meeting and a copy of the agenda at least 7 clear days in advance of the meeting.
- 3.7.3 Individual Members may request an item be placed on the agenda provided that:
- The Clerk is given not less than 15 days' notice prior to the date of the meeting in order that the Chair is notified of the proposed item before the agenda is finalised;
 - The item falls within the remit of the Corporation or its Committees as set out in the Instrument and Articles of Government or Terms of Reference; and,
 - The paper/report (if any) is submitted to the Clerk 10 working days before the scheduled date of the meeting.

3.8 Urgent Business

- 3.8.1 A Standing Agenda Item gives Members the opportunity to raise matters of any other business.
- 3.8.2 Advance notice of at least 24 hours prior to the date of the meeting must be given to the Clerk to the Corporation of any genuinely urgent matter(s) to be considered for inclusion as an Urgent Business item. The consideration of any item so raised shall be at the discretion of the Chair.

4 SPECIAL ARRANGEMENTS

4.1 Procedures for Chair's action

- The Chair or, in the absence of the Chair, the Vice-Chair is authorised by the Corporation to act on its behalf between meetings. Generally, any actions would be after consultation with the Chair of the appropriate Committee of the Corporation.
- Any such action is then reported to the next meeting of the Corporation and recorded in the minutes thereof.

4.2 Special Meetings

- 4.2.1 A Special Meeting may be called by the Chair or, in his absence the Vice - Chair, or at the request in writing of any 5 Members.
- 4.2.2 Notice of a Special Meeting shall normally be at least seven days in advance of the meeting unless the Chair specifies that less than seven days' notice is acceptable.

5 OPENNESS AND ACCOUNTABILITY

5.1 Public access to Agendas and Minutes

- 5.1.1 The Agendas and papers relating to meetings of the Corporation are available for public inspection at the College during normal office hours.
- 5.1.2 A copy of the draft minutes of every Corporation meeting shall be placed on the College website after they have been approved by the Chair and shall remain there for a minimum period of 12 months from the date of the meeting to which the minutes refer.
- 5.1.3 Excluded from any item made available for public inspection under 5.1.1. and 5.1.2. is any material relating to a named person employed at the College, a named student, the Clerk or any matter which the Corporation has decided should be treated as confidential or other sensitive items deemed by them as confidential. Minutes relating to such excluded items will not be made available for public access and will be held by the Clerk to the Corporation.
- 5.1.4 The Chair will review the confidential minutes annually to determine if, and at what point, any such matter should be considered non-confidential.
- 5.1.5 Agendas are available for inspection as soon as they have been received by Corporation Members. Papers of a non-confidential nature are available after the meeting.
- 5.1.6 Copies of agendas and approved minutes of a non-confidential nature are made available on the College Website at <http://burycollege.ac.uk>.
- 5.1.7 Copies of Corporation and Committee minutes are made available to the College internal and external auditors.

5.2 Public Access to Meetings

5.2.1 Corporation

- 5.2.1.1 All full meetings of the Corporation Board shall be deemed to be Public Meetings unless determined otherwise by the Chair, in consultation with the Clerk to the Corporation, or by a resolution of the Corporation.
- 5.2.1.2 Members of the Corporation and the Clerk to the Corporation will be the only persons entitled to attend all meetings of the Corporation Board.
- 5.2.1.3 Appropriate officers of the College may be invited to attend meetings at the request of the Corporation Board to present reports and contribute to discussion on matters relevant to their area of responsibility. Officers, Staff, and Student Members of the Corporation may be required to withdraw from part or all of a meeting in accordance with the provisions contained in the Instrument of Government of the College.
- 5.2.1.4 Persons who are not Members of the Corporation will find details of all meetings of the Corporation and its Committees on the College Web Site @www.burycollege.ac.uk.
- 5.2.1.5 Members of the Public may not speak at any such meetings of the Corporation that they may attend.
- 5.2.1.6 Members of the Public will be excluded from part or all of a meeting during discussion by the Corporation of any issue relating to the following:
 - i) a named person employed, or proposed to be employed, at the College;
 - ii) a named student at, or candidate for admission to the College;

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

Such matters for discussion will be clearly indicated on the Agenda for the meeting and members of the Public will be requested to leave at the appropriate time.

5.1.2.7 If there is any form of disruption by members of the public and/or members of the press, the Chair will have the authority to suspend the meeting.

5.1.2.8 When it is possible to reconvene the meeting, the Corporation will consider the withdrawal of the invitation to the members of the Public and/or press to attend the meeting. The decision of the Corporation in such matters shall be final.

5.2.2 Committees of the Corporation

5.2.2.1 All meetings of Committees of the Corporation shall be Private Meetings unless determined otherwise by a resolution of the Corporation.

5.2.2.2 Persons who are not Members of the Committee will find details of the schedule of all meetings of the Corporation and its Committees on the College web site @ www.burycollege.ac.uk.

5.2.2.3 Persons who are not Members of the Committee may not speak at any open meeting that they attend.

5.2.2.4 Persons who are not Members of the Committee, other than the Clerk to the Corporation, may be excluded from part of an "open" meeting during discussion of any material relating to any matter that the Committee consider to be of a confidential nature, or where so required under the provisions of the Articles of Government of the College.

Such matters for discussion will be clearly indicated on the Agenda for the meeting and persons who are not Members of the Committee will be requested to leave at the appropriate time.

5.2.2.5 The Clerk to the Corporation and, subject to paragraph 5.2.2.4 above, appropriate officers of the College shall attend "closed" meetings to advise on procedure and to supply additional information that may assist the Committee in reaching decisions.

5.2.2.6 Subject to paragraphs 5.2.2.2, 5.2.2.3 and 5.2.2.4 above, the Committee may invite persons who are not Members of to attend a "closed" meeting to contribute to discussion on any particular item.

The policies identified at 5.2.1 and 5.2.2 above may be subject to review and amendment by the Corporation at any meeting where they are included as part of the Agenda for that meeting.

The statement regarding Public Access to Meetings is available via the College web site @www.burycollege.ac.uk or from:

The Clerk to the Corporation
Bury College
Beacon Centre
Market Street
Bury
BL9 OAT

5.3 Members of the Corporation – Availability of Information to the Public

5.3.1 A list of Members of the Corporation is available on the College web site. Details are also included in the Annual Members' Report to the Financial Statements, which is a public document.

5.3.2 Addresses and telephone numbers of individual Members of the Corporation will not be made available to third parties without the permission of Members.

5.3.3 Persons wishing to contact Members of the Corporation may do so by writing to The Clerk to the Corporation at the address shown in paragraph 5.2.2.6 above.

6. MISCELLANEOUS

6.1 Expenses

6.1.2 Members serve in a voluntary capacity and as such receive no payment for their services as Corporation Members. Payment of travelling expenses necessarily incurred in attending meetings of the Corporation or its Committees may be claimed via the Clerk to the Corporation.

6.1.3 Members receive payment of conference/course fees and associated travelling expenses and accommodation costs where necessarily incurred for attendance on Governor training programmes or when attending an event on behalf of the College.

6.2 Statements made on behalf of the Corporation

6.2.1 Statements made on behalf of the Corporation will normally only be made by the Chair, or in his/her absence, the Vice-Chair and/or the Principal.

6.2.2 It is the responsibility of the Clerk to the Corporation to conduct all correspondence on behalf of the Corporation.

6.2.3 Members of the Corporation are appointed to contribute to the work of the Corporation. They are not appointed to represent any organisation, interest group or persons.

6.3 Use of the Corporation Seal

6.3.1 Although there is no requirement under the Further and Higher Education Act 1992 for any document to be sealed by the Corporation, under general law any document executed by the Corporation as a deed should be under seal, such as a transfer of property by the Corporation or signing a contract.

6.3.2 The execution of a document by the Corporation under its seal shall be treated as exclusive evidence that the document has been properly issued by the Corporation. The onus of proof would be on the person challenging the document to prove a contrary intention.

6.3.3 In accordance with Clause 21 of the Instrument of Government, the use of the seal by the Corporation shall be authenticated by the signature of the Chair, or some other Members authorised either generally or specifically by the Corporation together with the signature of any other Corporation Member.

6.3.4 Wherever possible, the affixing of the Seal should be authorised in advance by a minuted resolution of the Corporation.

6.4 Procedures for Appointments to Designated Senior Posts

6.4.1 Where there is a vacancy or expected vacancy for the post of Principal or other designated senior postholder or Clerk, the Corporation shall advertise the vacancy or use any other appropriate means to ensure that the vacancy is brought to the attention of relevant potential candidates.

6.4.2 Vacancies for the post of Principal or other designated senior postholders shall be advertised nationally and internally to the College.

6.4.3 Shortlisting may involve the use of an external consultant.

- 6.4.4 Shortlisted candidates will normally be asked to make presentations to panels made up of Corporation Members and College staff, following which recommendations will be made to the Corporation's Selection Panel.
- 6.4.5 The Selection Panel, normally consisting of the Remuneration Committee and the Principal (for posts other than that of Principal) will conduct the formal interviews, following which a recommendation will be made to the Corporation for approval.

6.5 Rules and Bye Laws

- 6.5.1 The Corporation's Standing Orders will be reviewed every two years or earlier by the Clerk to the Corporation to meet changing circumstances, such as modifications to the Instrument and Articles of Government.
- 6.5.2 Proposed amendments to the Standing Orders will be presented to the Corporation for approval unless covered directly by Statute, in which case the changes will be implemented on the introduction of the new legislation. Local rules, such as those concerned with consecutive terms of office, will be recommended to the Corporation by the Search Committee.

Updated Standing Orders Approved by the Bury College Further Education Corporation at the meeting held on 27th March 2018