

## INTRODUCTION

The purpose of this document is to bring together in one place a number of the paper elements that guide, structure and inform the Governing Body.

Organisations require rules that determine how meetings are conducted. Such rules, normally referred to as standing orders, are drawn up and agreed by the Corporation and should be the basis on which the Chairman of the Corporation and each of its Committees conducts its business.

Policies set down the framework which has been agreed by the Corporation for dealing with specific circumstances. A number of key policies are included in this document. The procedures are the detail by what the policy is executed. A number of key procedures are included in the document.

The legitimacy of a Corporation's actions depends on compliance with powers and procedures that are established in the 1992 Further and Higher Education Act, the Instrument and Articles of Government and in the Corporation's own standing orders. The Corporation is also required to comply with guidance issued by the Learning & Skills Council, including its financial Memorandum, the Audit Code of Practice and general legislation such as that relating to Equality and Diversity and Health and Safety. Both the Instrument and Articles of Government and the Financial Memorandum are included in this document.