



SCHEDULE OF DELEGATION

Key

Board = Board of Governors

VC = Vice Chancellor and Chief Executive

DVC = Deputy Vice Chancellor (currently described in governing instruments as the Pro Vice Chancellor and Deputy Chief Executive)

UE = University Executive which comprises the broader University senior management of Heads of Institutes and Services and the Senior University Leadership

VCAG = Vice Chancellor's Advisory Group comprises the Senior University Leadership, all of whom are in attendance at Board meetings

Oversight Authority = the party that has statutory, legal and/or regulatory responsibility for oversight at a strategic/policy level. In many cases the final authority may be the Board, which does not hold this authority in any management or executive capacity. Delegations made by the oversight authority can be changed and/or the Oversight Authority can undertake a delegated activity at any time and/or on a case-by-case basis.

Recommending Body = the individual or committee to whom responsibility has been delegated. Unless otherwise stated the responsibility cannot be delegated down to another party by the recommending body.

> denotes the financial threshold **above** which the Board has retained responsibility for approval

< denotes the financial threshold **up to** which the Vice Chancellor or a sub-committee has responsibilities delegated by the Board for approval

Section 1. Governance, Management and Control

Ref.	Area of responsibility or activity	Oversight Authority	Delegated Authority (if any)	Recommending Body	Source and Notes
1.1	Amendments to the Instruments and Articles of Government, including the terms of reference of the Board.	Privy Council/ Office for Students (forthcoming)	N/A	Board	Articles of Government 11
1.2	Approval of new and amendments to the Bye-laws	Board	N/A	Sub-committees of the Board including the Academic Board	Articles of Government 9
1.3	Approval of new and amendments to the Terms of Reference and membership of the sub-committees of the Board, including Academic Board	Board	N/A	Sub-committees of the Board including the Academic Board	Articles of Government 3
1.4	Appointment of new Board members: <ul style="list-style-type: none"> • Independents and Co-Opted members • Staff members • Student members 	Board	N/A	Nominations Committee (Co-opted Independent members) Academic Board (Staff members) Students' Union (Student members)	Instrument of Government 5 The process for appointing staff members is set out in Bye-law 7.
1.5	Appointment of nominated officer for related subsidiary and associated companies	Board	N/A	N/A	Primary Responsibilities 4

Ref.	Area of responsibility or activity	Oversight Authority	Delegated Authority (if any)	Recommending Body	Source and Notes
1.6	Custody and use of the Seal	Board	Seal to be held in the custody of, and in the first instance applied by, the Clerk to the Board or in the absence of the Clerk the following: VC, or DVC, in the absence of the VC	VC or University Legal Counsel	Instrument of Government 10 2 signatures are required From: VC and/or DVC and/or the Chair of the Board or the Clerk to the Board. The Seal is to be applied to: a) any conveyance (or creation) of a legal interest in land, i.e. sales / purchases of land, leases of more than three years, charges and easements, b) gratuitous promises, which are usually made by deed.
1.7	Major expenditure items.	Board	<£1M VC		Articles of Government 3.1.2
1.8	Internal systems, control and accountability, including risk management and value for money	Board	Audit Committee	N/A	Statement of Primary Responsibilities 4
1.8.1	Approval of the Risk Management Policy	Board	N/A	Recommendation of the VCAG and the Audit Committee	Statement of Primary Responsibilities 4
1.9.2	Corporate Risk Register	Board	N/A	Recommendation of the VCAG and the Audit Committee	Statement of Primary Responsibilities 4
1.10	University Management	VC	DVC in the absence of the VC or a PVC as appropriate as nominated by the VC.		Articles of Government 4.1
1.11	Approval of the use of the University logo and corporate communications	VC	Director of Communications and Participation (under specific powers delegated by the VC)	Director of Communications and Participation	Articles of Government 3.1.1
1.12	University Strategic Plan and underpinning strategies.	Board	N/A	N/A	Statement of Primary Responsibilities 1
1.13	Approval of both success measures to monitor the implementation of the University Strategy, and the Key Performance Indicators for the HEFCE ASSUR return	Board	N/A	Finance and Development Committee and/or Vice Chancellor's Advisory Group (VCAG)	Statement of Primary Responsibilities 2

Ref.	Area of responsibility or activity	Oversight Authority	Delegated Authority (if any)	Recommending Body	Source and Notes
1.14	Approval of the annual assurance return and financial forecasts to HEFCE	Board	N/A	Finance and Development Committee (financial forecasts)	Articles of Government 3.1.5

Section 1b. Contracts and Agreements

Ref.	Area of responsibility or activity	Oversight Authority	Delegated Authority (if any)	Recommending Body	Source and Notes
1.15	Contracts and partnership agreements (other than those detailed below in this section)	Board	VC (normal signatory) Or Chair of the Board or DVC in the absence of the VC Second signatory (if required) DVC or Chair of the Board or Clerk to the Board	University Legal Counsel, with input from relevant University departments and/or other external legal/professional advisors	Statement of Primary Responsibilities 12. The Normal University Signatory has the authority to delegate signing multiple agreements to a standard template concerning low risk activity, providing there is a completed cover pro- forma, and a prior formal letter of delegation has been produced by the normal signatory. The Board has oversight through regular reports presented by the University Legal Counsel on a six-monthly basis.
1.16	Contracts relating to land acquisitions, land or asset sales and/or estates developments and construction work	Board	VC (normal signatory) Or Chair of the Board or DVC in the absence of the VC Second signatory (if required) DVC or Chair of the Board or Clerk to the Board	University Legal Counsel, with input from the University Estates team, independent valuers and/or other external legal/professional advisors.	Statement of Primary Responsibilities 12. See above para. 1.6 Custody and Use of the Seal See below para. 5.1 Decision-making concerning the acquisition and disposal of property (including land, leases and licenses)

1.17	Procurement or purchasing contracts (including Supplier Contracts or contracts involving monetary spend).	Board	<ol style="list-style-type: none"> 1. VC or DVC where the total value (single contract or related contract for a specific service or project across each financial year) >£10K. Any contract/linked contracts with a total value in excess of £1M are signed by the VC or DVC on behalf of the Board with prior approval by the Board in accordance with para. 1.8 above. 2. Director of Finance and Resources or Deputy Director of Finance (under powers delegated by the VC) where the total value is >£5K and <£10K 3. Head of Institute, Department or any other party nominated by the VC where the total value is >£5k 	Finance department Estates team	Statement of Primary Responsibilities 12.
1.18	HR contracts including settlement agreements	Board	VC or DVC (in the absence of the VC) or Director of Human Resources (with the exception of settlement agreements)	Departments and Institutes, HR	Statement of Primary Responsibilities 12.
1.19	Research grant applications and agreements.	Board	<ol style="list-style-type: none"> 1. VC or DVC for projects where the direct expenditure to the University is greater than £10K 2. Dep. Pro Vice Chancellor Research where the direct expenditure to the University is less than £10K 	Head of Institute or Research Centre, Research Office	Statement of Primary Responsibilities 12.
1.20	Consultancy, applied research, training and all other contracts relating to the delivery of University services to a third party	Board	<ol style="list-style-type: none"> 1. VC or DVC where the total value of services is >£25K 2. Dep. Pro Vice Chancellor Research where the value is <£25K 3. Head of Institute/Department where the total value is >£5k. Multiple contract with the same provider should be referred to the Dep. Pro Vice Chancellor, who will brief the VC and DVC as appropriate. 	Head of Institute or Research Centre, Research Office	Statement of Primary Responsibilities 12.

1.22	Student or staff placement agreements	VC	DVC	Head of Institute or Department	<p>Statement of Primary Responsibilities 12.</p> <p>The Normal University Signatory has the authority to delegate signing multiple agreements to a standard template concerning low risk activity providing there is a completed cover pro- forma, and a prior formal letter of delegation has been produced by the normal signatory. Copies of the documentation must be submitted to the University Legal Counsel.</p>
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Section 2. Appointments and HR Matters

Ref.	Area of responsibility or activity	Oversight Authority	Delegated Authority (if any)	Recommending Body	Source and Notes
2.1	Chair of the Board or Vice-Chairs	Board	N/A	Nominations Committee	Articles of Government 3.8
2.2	Appointment or dismissal of Vice Chancellor and Chief Executive	Board	N/A	Panel convened by the Board	Articles of Government 3.1.4
2.3	Appointment or dismissal of DVC or any other members of 'senior staff' appointed by the Board	Board	N/A	Panel convened by the Board	Articles of Government 3.1.4
2.4	Appointment or dismissal of Clerk to the Board	Board	N/A	Panel convened by the Board	Articles of Government 3.1.4
2.5	Appointment or dismissal of senior University Managers (including Heads of Institute and professional services leads)	VC	N/A	Panel convened by the VC	Articles of Government 4.1.3
2.6	All other staff appointments and dismissals	VC	DVC (on a case by case basis or in the absence of the VC) or another senior manager nominated by the VC	Panel	Articles of Government 4.1.3
2.7	Remuneration of the senior executive	Board	Remunerations Committee (Board Appointees) Remunerations Committee (Senior Staff)		Articles of Government 3.3.3 Board appointments comprise: VC, DVC or any other members of 'senior staff' appointed by the Board & Clerk to the Board. Senior Staff appointments: currently defined as those on PVC salary scale.
2.8	Pay and conditions of all other staff	VC	Director of HR		
2.9	Oversight of HR policies and procedures	Board	HR Committee (Policy and Strategy) University Executive (Procedures)	UE or VCAG	Articles of Government 3.1.4 and Statement of Primary Responsibilities 10
2.10	Approval of/revisions to Oversight of staff recognition and reward mechanisms promotion and progression procedures	Board	VCAG (in consultation with HR Committee and Remunerations Committee (Senior Staff))		Articles of Government 3.1.4
2.11	Redundancy schemes	Board	N/A	VCAG or UE	Articles of Government 3.1.4
2.12	External Auditors	Board	Audit Committee		Bye-Laws 3
2.13	Internal Auditors	Board	Audit Committee		Bye-Laws 3

Ref.	Area of responsibility or activity	Oversight Authority	Delegated Authority (if any)	Recommending Body	Source and Notes
2.14	Appointment or dismissal of Examiners	Academic Board	N/A	N/A	Bye-Laws 4

Section 3. Academic and Student Matters

Ref.	Area of responsibility or activity	Oversight Authority	Delegated Authority (if any)	Recommending Body	Source and Notes
3.1	Admissions Policy, including entrance requirements	Academic Board	N/A	Academic Standards and Quality Enhancement Committee (ASQEC)	Bye-Laws 4
3.2	Admissions – offers/enrolments	VC	Academic Registrar	Heads of Institute or nominee	Articles of Government 4.1 Operational responsibility for implementing agreed protocols is delegated to senior staff in the Registry and the Research Office.
3.3	Academic content of programmes of study or major amendments thereof	Academic Board	N/A	Academic Standards and Quality Enhancement Committee (ASQEC)	Bye-Laws 4 Initial review by UE on the recommendation of Course Scrutiny Group
3.4	Minor amendments to the academic content of a programme of study	Academic board	Institutes' Quality Committees	N/A	Bye-Laws 4
3.5	Collaborative provision and other major partnerships	Board	VC (initial approval and final stage approval) Academic Board (academic policy, course approval and/or QA aspects of the proposal)	Vice Chancellor's Advisory Group (including a review of financial, legal and contractual issues) Academic Standards and Quality Enhancement Committee (ASQEC)	Bye-Laws 4 Risk assessments at both the initial and final approval stages will be undertaken and those identified as Major Partnerships will be recorded on a register that will be shared with the Board on at least an annual basis.
3.6	Withdrawal or suspension of degree programmes	Academic Board	UE or VCAG	Course Scrutiny Group	Bye-Laws 4

3.7	Approval of policies, procedures and regulations for assessment of students	Academic Board	N/A	Academic Regulations and Procedures Committee Academic Standards and Quality Enhancement Committee (ASQEC)	Bye-Laws 4 Academic Regulations and Procedures Committee will replace the current Representations Committee and will deal with students and academic policies and regulations ASQEC will continue to review policies relating to the promotion of academic standards such as assessment-related policies.
3.8	Approval of, deviation from, or modification to course regulations	Academic Board	N/A	Academic Regulations and Procedures Committee Academic Standards and Quality Enhancement Committee (ASQEC)	Bye-Laws 4
3.10	Academic Misconduct Cases	Academic Board	Academic Integrity Tutors (Penalties 1-4) Academic Misconduct Committee (Penalties 4-6)	Institute staff	Articles of Government 4.1.6
3.11	Student Discipline Cases including exclusion and suspension.	VC	Stage 1 – Head of Institute Stage 2 - PVC (Students)	Head of Institute for stage 2	Articles of Government 7.3
3.12	Student Academic Appeals	Academic Board	Stage 1 Initial Review – Academic Registrar Stage 2 – review DVC Stage 3 – Hearing the case - Academic Appeals Committee (if required)		Articles of Government 7.5
3.13	Student Complaints	Academic Board	Stage 1 – head of department Stage 1b – review of stage 1 outcome - PVC Students or DVC Stage 2 – Students Complaints		Bye-Laws 4

			Committee (if required)		
3.14	Student Tuition Fees and bursaries	Board	VCAG	Student Fees and Scholarships Committee (Executive committee)	Articles of Government 8.1
3.15	Student Residential Fees	Board	VCAG	Student Fees and Scholarships Committee (Executive committee)	Articles of Government 8.1
3.16	Honorary Degrees and Awards	Academic Board	N/A	Honorary Awards Committee	Bye-Laws 4

Section 4. Financial and budgetary matters

Ref.	Area of responsibility or activity	Oversight Authority	Delegated Authority (if any)	Recommending Body	Source and Notes
4.1	HEFCE Accountable Offer	VC	N/A		
4.2	Financial statements	Board	N/A	Audit Committee	Articles of Government 3.1.3 Finance and Development Committee also review the statements in relation to the University's financial strategy.
4.3	University Budget	Board	N/A	Finance and Development Committee with the VC as Accountable Officer	Articles of Government 3.1.3
4.4	Determination of detailed budgets and capital projects (excluding those identified in para. 5.2 below) - for Institute, department and corporate projects - within the overall budget framework	VC	N/A	VCAG or UE	Articles of Government 4.1.5
4.5	Treasury management strategy/policy	Board	Finance and Development Committee		Articles of Government 3.1.5 Implementation arrangements will be overseen by Audit Committee
4.6	Establishment of borrowing limits	Board	N/A	Finance and Development Committee	Articles of Government 3.1.2
4.7	Acquisition and disposal of assets	Board	N/A	Finance and Development Committee or UE	Articles of Government 3.1.2
4.8	Appointment of bankers, opening of bank accounts, designation of bank signatories	Board	Finance and Development Committee with the VC as Accountable Officer		Articles of Government 3.1.5
4.9	Approval and review of policies on acceptance of donations or endowments and the investment of endowments	Board	Finance and Development Committee with the VC as Accountable Officer		Articles of Government 3.1.5 Governed by Charity Act 2011

Ref.	Area of responsibility or activity	Oversight Authority	Delegated Authority (if any)	Recommending Body	Source and Notes
4.10	Bad debt w/off >£500	Finance and Development Committee	N/A	UE or VCAG	Articles of Government 3.1.2
4.11	Bad debt w/off ≤£500	VC	N/A	Director of Finance and Resources	Articles of Government 3.1.5
4.12	Financial position and control including accounting policies	Board	Finance and Development Committee	UE or VCAG	Articles of Government 3.1.5 Implementation arrangements will be overseen by Audit Committee
4.13	Establishment of University Companies; approval of sale of equity or transfers of business in University companies and/or approval of Joint Ventures (JVs)	Board	N/A	Finance and Development Committee	Articles of Government 3.1.2
4.14	Insurance matters	VC	Director of Finance and Resources or his nominee	Insurance brokers	Articles of Government 3.1.2
4.15	Intellectual property (IP) matters: including the sale and/or licensing of IP	Board	>£500k Finance and Development Committee <£500k UE or VCAG	DVC or Deputy Pro Vice Chancellor Research	Articles of Government 3.1.2
4.16	Financial regulations and financial procedures	Board	Audit Committee (approval of policies & oversight of internal controls) VC (implementation)	N/A	Articles of Government 3.1.2 & 3.1.5 Audit Committee has responsibility for approving the financial regulations on behalf of the Board and oversight of the annual audit of financial controls. The VC as the Accountable Officer has responsibility for their implementation with delegated responsibilities given to the Director of Finance and Resources.
4.17	Interpretation of financial regulations	Board	Director of Finance and Resources	N/A	Statement of Primary Responsibilities 4

5. Estates and Capital Developments

Ref.	Area of responsibility or activity	Oversight Authority	Delegated Authority (if any)	Recommending Body	Source and Notes
5.1	Decision-making concerning the acquisition and disposal of property (including land, leases and licenses)	Board	Approvals Group (Severn Campus land acquisition only) comprising: The Chair of the Board, VC and Chair of Finance and Development Committee. See source and notes for the details of the delegation.	VCAG and/or University Legal Counsel, with input from the University Estates team, independent valuers and/or other external legal/professional advisors.	Articles of Government 3.1.2 Agreed by the Board at its meeting on 2 nd May 2017. Details of the delegation: <ul style="list-style-type: none"> • Details of the Delegation to the Approvals Group (Severn Campus): • Approval can only be granted on land purchases at the Hylton Road site, up to a maximum level of £2M (including professional fees) for any single purchase. Decision-making by the Approval Group must be reported to the Board at the next Board meeting, with an accompanying paper, detailing the purchase and plans for the site. • A review of this arrangement will be undertaken prior to the annual review of the Schedule of Delegation in July 2018. <p><i>See section 1b above concerning the approval and signing of contracts and agreements.</i></p>
5.1.1	Leading negotiations concerning the acquisition and disposal of property (including land, leases and licenses)	VC	University Legal Counsel or nominee appointed by the VC on a case by case basis		Articles of Government 4.1
5.2	Capital Development or estates Projects >£1M	Board	Finance and Development Committee (responsibility for monitoring projects). Approval is not normally delegated, but the delegation of aspects of the decision-making is occasionally delegated to Finance and Development Committee or a sub-group established for that purpose.	Finance and Development Committee	Articles of Government 3.1.2

Ref.	Area of responsibility or activity	Oversight Authority	Delegated Authority (if any)	Recommending Body	Source and Notes
5.3	Medium-term strategic and financial plans (Capital)	Board	N/A	Finance and Development Committee	Articles of Government 3.1.2
5.4	Issuing of contracts in relation to University-owned residencies	VC	Director of Estates and Facilities		Articles of Government 4.1 The accommodation fees are approved formally by VCAG

6. Legal and Regulatory Compliance

Ref.	Area of responsibility or activity	Oversight Authority	Delegated Authority (if any)	Recommending Body	Source and Notes
6.1	Obtain outside legal or other independent advice	Board or VC	Vice Chancellor or nominee including the Clerk to the Board and/or University Legal Counsel)	Senior University Managers	Articles of Government 3.1.5 External legal advice cannot be sought by any other members of staff, unless with prior written instruction by the VC.
6.2	Compliance with the Copyright Licensing Authority	VC	University Librarian	N/A	Articles of Government 3.1.5
6.3	Compliance with the Data Protection Act	VC	Head of Information Assurance	N/A	Articles of Government 3.1.5
6.4	Compliance with the Freedom of Information Act	VC	Head of Information Assurance	N/A	Articles of Government 3.1.5
6.5	Requirements of the Charities Act	Board	VC	N/A	Articles of Government 3.1.5
6.6	Approval of external use of computing and software facilities	VC	Director of Finance and Resources	N/A	Articles of Government 3.1.5

Ref.	Area of responsibility or activity	Oversight Authority	Delegated Authority (if any)	Recommending Body	Source and Notes
6.7	Licenses e.g. relating to Home Office, Human Tissue Act, IT-related	VC	University Legal Counsel	N/A	Articles of Government 3.1.5
6.8	Authorising Officer for Visa Sponsorship (Staff and Students)	Academic Registrar	N/A	N/A	UKVI Sponsorship License
6.9	Prevent Coordinator	VC	PVC Students and Head of Information Assurance	N/A	HEFCE's Framework for Monitoring of Prevent Duties
6.10	Office of the Independent Adjudicator Contact	VC	Academic Registrar	N/A	