



Scheme of Delegation

	Decision	Final Authority	Delegated to	Recommendation / Consultation / Endorsement	Reference
Governance and Management					
1	Change the name of the Corporation	Privy Council	No delegation	Board	Instrument 2.1
2	Modify the Instrument of Government	Privy Council	No delegation	Board	Education Reform Act 1988, 124A(3)
3	Approve amendments to Articles of Government	Privy Council	No delegation	Board - no delegation	Education Reform Act 1988, 125, Articles 4.3.5, 16.1
4	Make rules and bye-laws on the government and conduct of the University	Board			Articles 14.1
5	Approve changes to bye-laws	Board			Bye Laws 26.1
6	Approve the University's mission and strategic plan	Board		Vice-Chancellor	SPR 2.1.1, CUC Code, Fin Regs 3.1
7	Approve long term academic and business plans	Board		Vice-Chancellor	SPR 2.1.1
8	Establish and review the policies, procedures and limits within the management functions undertaken by and under the authority of the Vice-Chancellor	Board			SPR 2.1.4
9	Implement decisions of the Board	Vice-Chancellor	As necessary		Articles 3.2.1
10	Organise, direct and manage the University, lead the staff	Vice-Chancellor			Articles 3.2.2, OfS T&Cs 23
11	Determine the University's activities other than academic activities	Vice-Chancellor		Board / University Management Team	Articles 3.2.4
12	Designate and periodically review the delegated authority of an 'accountable officer' who reports to the OfS on behalf of the University - normally the VC	Board			OfS T&Cs 24, CUC Code
13	Decide the University's organisational structure and which activities/functions sit in which academic units/directorates	Vice-Chancellor		University Management Team	
14	Agree the policy and procedure for restructuring organisational units of the University	Board		Vice-Chancellor	Redundancy Policy 7.2
15	Agree proposals to restructure organisational units of the University	University Management Team		Dean/Director	
16	Approve the Scheme of Delegation	Board			CUC Code
17	Approve a summary of declarations of interest	Board	Audit Committee	Head of Procurement	Fin Regs 21.4

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18	Approve the key performance indicators to measure institutional performance	Board			SPR 2.1.1, CUC Code
Board Composition and Operation					
19	Determine period of office of Board members	Board			Instrument 6.1
20	Elect a Chair from amongst eligible members	Board			Articles 6.1
21	Appoint Chair and other officers	Board			Instrument 7.1
22	Delegate Chair of Board to take action on its behalf	Board			Bye Laws 21.3
23	Elect a Deputy Chair from amongst eligible members	Board			Articles 6.2, CUC Code
24	Establish the duties of the Deputy Chair	Board			Bye Laws 14.4
25	Preside in the absence of the Chair	Deputy Chair			Articles 6.3
26	Appoint Senior Independent Member	Board			Bye Laws 15.1
27	Establish the duties of the Senior Independent Member	Board			Bye Laws 15.5
28	Establish processes to monitor and evaluate the performance and effectiveness of the Board, and University governance	Board			SPR 2.1.6
29	Determine any allowances to be paid to Board members, other than travel expenses	Board			Instrument 9.1
30	Determine number of Board members in each membership category	Board			Instrument 4.1
31	Appoint Board members other than independent members	Board		Noms Com	Instrument 5.2
32	Appoint new independent members	IMAC		Noms Com	Instrument 5.5, Articles 8.2, IMAC ToRs
33	Chair Independent Members' Appointments Committee (IMAC)	Chair	Senior Independent Member		Articles 8.3
34	Establish how vacancies for governors and independent members are described, publicised and the recruitment/appointment process	Board	Noms Com		Noms Com ToRs
35	Decide on re-appointment of independent governors	IMAC		Noms Com	IMAC ToRs, Noms Com ToRs
36	Decide on whether governors are asked to resign, or their appointment be concluded	Board	IMAC	Board	Instrument 6.3, CUC Code, IMAC ToRs

	Decision	Final Authority	Delegated to	Recommendation / Consultation / Endorsement	Reference
37	Establish committees for any purpose other than those assigned to VC or Senate	Board			Articles 4.1, 4.2, Committee Handbook, CUC Code
38	Determine membership of the committees it has established	Board		Noms Com	Instrument 8.1, Noms Com ToRs
39	Appoint committee chairs except where these are ex officio	Board			Bye Laws 16
40	Delegate powers to its committees, the Chair or the VC	Board			Articles 4.1
41	Delegate Chair of Senate to take action on its behalf	Board			Bye Laws 21.4
Academic Governance					
42	Determine the University's educational character and mission	Board	No delegation	Vice-Chancellor	Articles 3.1.1, 4.3.1
43	Determine the University's academic activities	Vice-Chancellor		Senate	Articles 3.2.4
44	Grant degrees of the University	Board	Senate		Bye Laws 21.7, 21.8
45	Appoint and remove internal and external examiners	Senate			Articles 3.3.1
46	Agree policies and procedures for assessment and examination of academic performance of students	Senate			Articles 3.3.1
47	Approve revisions to University student regulations and academic policies	Senate		SEC	SEC ToRs
48	Agree the content of the curriculum	Senate	As appropriate		Articles 3.3.1
49	Approve arrangements for the management of quality and standards	Senate		AQSC	Articles 3.3.1, AQSC ToRs
50	Validate and review courses	Senate		AQSC - AARC	Articles 3.3.1, AARC ToRs
51	Agree procedures for award of qualifications	Senate			Articles 3.3.1
52	Agree procedures and criteria for the award of honorary awards	Board / Senate		Honorary Awards Committee	Articles 3.3.1, Bye Laws 17.3
53	Agree to award honorary awards	Board / Senate		Honorary Awards Committee	Bye Laws 17.5
54	Identify the titles of honorary awards which can be granted	Senate			Bye Laws 17.2
55	Establish committees to carry out responsibilities of Senate	Senate		Vice-Chancellor / Board	Articles 3.7

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56	Determine the number of members and their term of office of Senate committees	Senate			Articles 3.7
57	Approve creation of new research institutes	Senate		R&E Com	R&E Com ToRs
58	Agree policy on research and enterprise	Senate		R&E Com	R&E Com ToRs
59	Agree policy on research ethics	Senate		R&E Com	R&E Com ToRs
60	Agree appropriate actions to ensure ethical research practices	Senate		R&E Com	R&E Com ToRs
61	Develop and implement policy and procedures for intellectual property and patenting	Senate	R&E Com		R&E Com ToRs
62	Agree policy on student admissions	Senate		SEC	SEC ToRs
63	Decide the response to national and international developments in academic policy	Senate	SEC		SEC ToRs
64	Approve procedures to quality assure learning opportunities in taught programmes	Senate	AQSC		AQSC ToRs
65	Approve plans for follow-up action to external quality assurance processes	Senate	AQSC		AQSC ToRs
66	Decide response to national and international developments on quality and standards	Senate	AQSC		AQSC ToRs
67	Agree appointment of emeritus professors, visiting professors and fellows	Senate		R&E Com	R&E Com ToRs
Student Matters					
68	Suspend or expel students on disciplinary grounds, within the rules and procedures	Vice-Chancellor	Authorised Officers/Panels (Consult Student Disciplinary Policy)		Articles 3.2.6, Student Disciplinary Policy
69	Decide criteria for admission of students	Senate			Articles 3.3.1
70	Decide procedures for expulsion of students for academic reasons	Senate			Articles 3.3.1
71	Make rules for conduct of students, suspension and expulsion	Board	Senate	Student representatives	Articles 11.2
72	Determine procedures for the expulsion of students on academic grounds	Senate		Board and student representatives	Articles 11.3

	Decision	Final Authority	Delegated to	Recommendation / Consultation / Endorsement	Reference
73	Determine procedures for students to raise matters of concern to them at all levels in the University	Board		Senate and student representatives	Articles 11.4
74	Approve Students' Union constitution	Board			Articles 11.1
Financial Strategy and Management					
75	Approve the overall financial strategy	Board		Vice-Chancellor / COO	Fin Regs 3.1, CUC Code
76	Exercise operational financial control, managing budget and resources in the estimates approved by the Board	Board	Vice-Chancellor	Director of Finance	Articles 3.2.5, Bye Laws 22.1, CUC Code, Fin Regs 3.2
77	Act as designated accounting officer	Vice-Chancellor			Fin Regs 3.2
78	Inform funding body of material adverse changes and serious incidents	Board		Director of Finance	CUC Code
79	Approve the annual budget	Board	No delegation	VC / COO / Director of Finance	CUC Code, SPR 2.1.10, Fin Regs 3.7.3
80	Approve audited annual financial statements	Board	No delegation	Audit Committee / Director of Finance	Articles 3.1.3, Fin Regs 3.1, SPR 2.1.10, Audit Com ToRs, CUC Code
81	Approve annual estimates of income and expenditure	Board	No delegation		Articles 3.1.3, 12.3, Fin Regs 3.1
82	Approve financial forecasts	Board		Director of Finance	Fin Regs 4.1
83	Approve revenue estimates prior to start of financial year	Board		Director of Finance - after consulting SMT & budget managers	Fin Regs 5.1
84	Inform Director of Finance of directions, procedures and timetable for process of financial allocation	Vice-Chancellor / Board			Fin Regs 5.2
85	Determine the process of financial allocation, in accordance with directions from VC and Board	Director of Finance			Fin Regs 5.2
86	Approve that Budget Managers exceed or fall below budget	Vice-Chancellor / Director of Finance			Fin Regs 5.5
87	Appoint the University's bankers	Board		Chief Operating Officer	Fin Regs 7.1
88	Approve financial regulations and procedures, review them annually	Board		Director of Finance	CUC Code, Fin Regs 2.4
89	Approve the Treasury Policy	Board		Treasury Committee	Treasury Com ToRs, Fin Regs 28.1

	Decision	Final Authority	Delegated to	Recommendation / Consultation / Endorsement	Reference
90	Determine tuition and other fee policy	Board			Articles 12.1, Bye Laws 20.1, Fin Regs 5.10
91	Approve the Access and Participation Plan	Board			Bye Laws 20.1
92	Approve cheque signing arrangements	Board			Fin Regs 7.3
93	Approve all borrowing except short-term overdrafts	Board			Fin Regs 8.1
94	Determine value of personal gifts which can be accepted by staff	Board			Fin Regs 22.1, Acceptance of Gifts and Hospitality Policy and Procedure
95	Agree acceptance of donations with a net value over £100k/likely to give rise to public interest or scrutiny	Development Committee		Executive Dean of RIE	Donor Relations and Acceptance of Donations Policy and Procedure
96	Refuse acceptance of donations where due diligence has indicated potential reputation risk	Executive Dean of RIE		Senior Management Team (donations over £10k)	Donor Relations and Acceptance of Donations Policy and Procedure
Financial Strategy and Management - Investment					
97	Authorise the Vice Chancellor to undertake investment of funds of the University not immediately required for the discharge of its functions subject to the regular reporting to the Board	Board			Fin Regs 28.2
98	Subject to due diligence, approve investments in share capital of another company over 500k. Receive annual report on these investments	Board			Fin Regs 36.1
99	Subject to due diligence, approve joint ventures or investments where investment is less than 500k	Vice-Chancellor / Chief Operating Officer			Fin Regs 36.3
100	Subject to due diligence, approve joint ventures or investments where investment is over 500k	Board			Fin Regs 36.1
101	Agree appointment of external brokers, main banking relationships and other advisors	Board		Treasury Committee / SMT	Treasury Com ToRs
102	Endorse the investment strategy from the external broker or the treasury activities of other advisers	Board	Treasury Com		Treasury Com ToRs
103	Set investment market parameters as deemed necessary	Board	Treasury Com		Treasury Com ToRs
104	Require the removal of existing counterparties	Board	Treasury Com		Treasury Com ToRs

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Financial Strategy and Management - Debt					
105	Write off debt over 50k	Board			Fin Regs 9.8
106	Other debt write-off	See Financial Regulations 9.8			Fin Regs 9.8
Financial Strategy and Management - Expenses					
107	Determine mileage rates and other allowances payable to staff travelling on business	University Executive		Director of Finance	Fin Regs 15.1
108	Authorise expenses claims for SMT members	Chief Operating Officer / Vice-Chancellor			Fin Regs 15.2
109	Authorise expenses claims for COO	Vice-Chancellor			Fin Regs 15.2
110	Authorise expenses claims for VC	Chair / Deputy Chair of Board			Fin Regs 15.2
111	Authorise governors' expense claims	Chair	Delegation to Clerk possible		Fin Regs 15.4
112	Authorise Chair of the Board's expense claims	Director of Finance			Fin Regs 15.4
Financial Strategy and Management - Financial Commitments					
113	Agree financial commitments over £750k, or authorise COO to enter such commitments	Board			Fin Regs 3.7.2, 3.7.3
114	Agree financial commitments £1 to £500k	See Financial Regulations 3.7.3			Fin Regs 3.7.3
115	Authorise special payments in certain defined cases without prior Board approval, up to 500k	Director of Finance			Fin Regs 14.4
116	Approve expenditure on minor works (total value including fees, excluding VAT, of more than 50k, less than 750k)	Vice-Chancellor / Chief Operating Officer			Fin Regs 5.16
117	Accept tenders for schemes with a value over 750k	Vice-Chancellor			Fin Regs 10.3
118	Approve tender acceptances where planned or actual expenditure is more than 10% different from the estimate approved by Board	Chair / Deputy Chair / Independent Governor			Fin Regs 10.4
119	Sign documents under seal	Chair of the Board / Deputy Chair of the Board / Chair of the Audit			Articles 10.1, Fin Regs 10.3, Bye Laws 24.1
120	Sign contracts not under seal	Vice-Chancellor	As appropriate		Fin Regs 10.3
121	Authorise variations to agreed contracts	Director of Finance / University's professional advisors			Fin Regs 10.7
Project Management					

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122	Approve major schemes (projects with a total value including fees, excluding VAT, of more than £750k)	Board			Fin Regs 5.15
123	Agree which projects and programmes are to be scrutinised by the Project Assurance Committee	Board		Project Assurance Committee	PAC ToRs
124	Decide on the financial, funding and contractual arrangements of major capital programmes/projects	Board		Project Assurance Committee	PAC ToRs
125	Decide how major capital programmes and projects are developed, appraised and reviewed	Board			PAC ToRs
126	Confirm the powers and authority delegated to the VC and COO as sponsors of major programmes and projects assured through Project Assurance Committee	Board		Project Assurance Committee	PAC ToRs
Commercial					
127	Establish procedures to deal with any patents accruing to the University from inventions and discoveries made by staff in the course of their research	Vice-Chancellor			Fin Regs 29.2
128	Grant permission to staff members offering commercial or consultancy services in their own name to use the University logo and/or refer to their University position/connection	Board			Fin Regs 31.3
129	Approve establishment of new University companies, joint venture arrangements, acquisitions of controlling interests, and the procedure for doing so	Board			Fin Regs 36.1
130	Appoint company secretary where the University has a controlling interest	Board			Fin Regs 36.2
131	Approve company directors to represent the University on University companies, joint ventures and companies	Board			Fin Regs 36.4
132	Agree policy on intellectual property rights	Senate		R&E Com	R&E Com ToRs
133	Agree policy on patenting	Senate		R&E Com	R&E Com ToRs

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Association and affiliation with other institutions					
134	Agree new academic partnerships and programmes	Senate		AQSC	AQSC ToRs
135	Approve the development of new strategic partnerships not for educational purposes	University Management Team		Board	
Audit and Risk					
136	Agree the appointment, terms of engagement and fee of internal and external auditors, and their provision of non-audit services	Board		Audit Committee	Articles 12.2, Financial Regs 3.1,18.1, Audit Com ToRs
137	Inform OfS about removal or resignation of external or internal auditors before the end of their term	Board			OfS T&Cs, 41
138	Approve work plan of internal and external auditors	Audit Committee			CUC Code, Audt Com ToRs
139	Lead institutional liaison with the internal and external auditors	Director of Finance			Financial Regs 3.4
140	Agree annual audit letter for submission to Board	Audit Committee			Audit Com ToRs
141	Agree all significant matters with a bearing on the auditor's objectivity and independence	Audit Committee			OfS T&Cs, Annex C, 19
142	Approve internal audit strategy, plan, work programme	Audit Committee			Audit Com ToRs
143	Agree Audit Committee Annual Report	Board		Audit Committee	CUC Code
144	Authorise Audit Committee to spend more than £5k to obtain legal or other advice, or secure attendance of non-members	Board			Audit Com ToRs
145	Decide appropriate remedial action where audit or risk assessments indicate a risk to future sustainability	Board	Executive as appropriate	Audit Committee / Executive/ Project Assurance Committee	CUC Code
146	Determine the University's attitude to risk, and which risks are acceptable	Board		Audit Committee	Risk Management Policy 5.a
147	Determine the appropriate level of risk appetite for the University	Board		Audit Committee	Risk Management Policy 5.a
148	Approve major decisions affecting the University's risk profile or exposure	Board		Audit Committee / Project Assurance Committee	Risk Management Policy 5.a

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149	Prepare the insituional Risk Register	VC's Office			Risk Management Policy 7.a
150	Devise, develop and maintain control systems	Executive			CUC Code
Legal					
151	Institute and defend legal proceedings and related duties with costs below £50k	Board	Vice-Chancellor		Fin Regs 39.1
152	Approve costs for legal proceedings above £50k	Chair of Board			Fin Regs 39.1
Policy					
153	Decide which institutional-level processes should have policies approved or overseen by the Board	Board			CUC Code
154	Approve policies on fraud, bribery and corruption annually	Board		Audit Committee	Audit Com ToRs
155	Agree definitions and guidance on conflict of interest and loyalty, pecuniary and non-penunicary interest and connected persons	Board			Bye Laws 8
156	Determine policy on use of University premises by other organisations, including regulations and charges	Board	COO or Director of Finance	Relevant staff e.g Procurement, Infrastructure Services, Health and Safety	Articles 12.5
157	Approve a policy framework on ethics	Board			CUC Code
158	Approve the whistleblowing policy	Board			CUC Code
159	Approve the policy on development and fundraising which identifies the processes for scrutiny of donations	Board		Adv Com	CUC Code
160	Approve the treasury management policy	Board		Treasury Com	Fin Regs 28.1
161	Approve Health and Safety Management Policy	Board		Occupational Health, Safety and Welfare Com	BG, 22.06.2016
162	Approve Environment Policy	Board		Occupational Health, Safety and Welfare Com	BG, 22.06.2016
Equality and Diversity					
163	Approve, review, report on the institution's approach to equality and diversity and its indicators, ensuring compliance with legislation	Board			CUC Code

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Staff					
164	Appoint the VC	Board	No delegation	Search Committee	Articles 3.1.4, 4.3.4, OIS T&CS 23
165	Appoint the VC as chief executive	Board			SPR 2.1.3
166	Determine senior post holders	Board		Vice-Chancellor	Articles 3.1.4
167	Appoint senior post holders	Board		Search Committee	Articles 3.1.4, Articles 5.1, Search Com ToRs 4.5, 4.6
168	Appoint a clerk to act as secretary	Board			Articles 5.1, SPR 2.1.9
169	Determine pay , terms and conditions, benefits and bonuses of VC and senior post holders	Board	Rem Com		Articles 3.1.4, Articles 5.1, CUC Code, Rem Com ToRs
170	Appraise VC and senior post holders	Board	Line manager		SPR 2.1.3
171	Suspend or dismiss VC and senior post holders	Board			Articles 3.1.4, 5.1, OfS T&Cs 23
172	Determine and oversee severance arrangements for senior post holders	Rem Com			Rem Com ToRs
173	Line manage senior post holders and other Officers of the University as appropriate	Chair of Board	VC in the case of COO		Bye Laws 13.5
174	Determine arrangements for expenses or honoraria for non-salaried positions appointed by the Board	Rem Com			Rem Com ToRs
175	Decide on remuneration package, in line with benchmarking data, for staff outside the JNCHES framework who are not designated senior post holders	Vice-Chancellor		HK Director/Relevant member of the University Management Team	Remuneration Policy for employees outside the JNCHES Framework, Rem Com ToRs
176	Set the framework of pay and terms and conditions of staff other than the VC and senior post holders	Board	Rem Com	Vice-Chancellor and Director of HR	Articles 3.1.5
177	Appoint, assign, grade, appraise, suspend, dismiss and determine in the framework set by the Board the pay and terms and conditions of staff where these are not determined by the Board	Vice-Chancellor			Articles 3.2.3
178	Make provision with respect to policies & procedures for the discipline, dismissal, suspension and hearing of grievances of all staff	Board		Director of HR	Articles 9.1

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179	Decide how to publicise vacancies, undertake searches and carry out recruitment of Chancellor, VC, Pro-Chancellor, Other Honorary Officers, senior post holders, other appointments as required by the Board	Search Com		VC, Chancellor, Pro-Chancellor, University officers, senior post holders	Search Com ToRs 4.2, 4.3, 4.4
180	Consider applications, interview likely candidates, identify candidate to recommend to the Senate and Noms Com	Search Com			Search Com ToRs 4.5
181	Appoint the Chancellor	Board		Noms Com / Search Com	Bye-Laws 6.1, Search Com ToRs
182	Establish and regularly review the duties of the Chancellor	Board			Bye-Laws 6.4
183	Appoint the Pro Chancellor	Board		Noms Com / Search Com	Bye-Laws 6.5, Search Com ToRs 4.4
184	Establish and regularly review the duties of the Pro Chancellor	Board			Bye-Laws 6.7
185	Establish the role and person specification of Officers of the University	Board			Bye Laws 12.2
186	Appoint other honorary officers	Board		Senate / Noms Com as appropriate	Search Com ToRs
187	Approve the designation process used to create new Officers of the University	Board			Bye Laws 12.2
188	Decide which allegations of misconduct and breaches of code of conduct by governors, university officers & external committee members should be referred to a Special Committee	Board			Special Com ToRs
189	For senior post holders, make decisions on grievances and where disciplinary action is recommended	Board	Special Committee		Special Com ToRs
190	Remove governors, University Officers, external committee members	Board		Special Committee	Special Com ToRs 4.2, 5.2
191	Suspend or dismiss senior post holders	Board		Special Committee	Special Com ToRs 5.2
192	Agree grade classifications and a job evaluation scheme for staff, in line with national structures adopted by the University	Vice-Chancellor		Director of HR	
193	Approve grade classifications and job evaluation schemes for senior post holders	Board	Rem Com		

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194	Agree the creation of new posts except senior post holders	Director of Finance			Recruitment and Selection Procedure, Fin Regs 5.7
195	Approve the system for creation and removal of posts except senior post holders	Vice-Chancellor		Director of HR	
196	Approve a remuneration/pay framework in line with a nationally agreed structure for negotiation	Board		Vice-Chancellor	
197	Approve contractual terms and conditions for staff	Vice-Chancellor		Advice from: Director of HR / Legal/ICNC	
198	Approve human resources policies	Board		Director of HR	
199	Approve agreement to recognise trade unions to negotiate and consult with staff on their terms and conditions	Board			

Version	Date	Comments
D1.0	18.07.2016	Approved by Board 18.07.2016
D1.1	25.01.2017	Updates approved by Board
D1.2	18.10.2017	Updates approved by Board
R1.3	19.09.2018	Annual update approved by Board