

Scheme of Delegation

Items which, under the Articles of Government may not be further delegated are indicated with *

Category	Decision	Responsible
Strategy, performance and leadership		
1	Approve the University's vision, mission, strategy and operational plan. *Determine the educational character and mission of the University. Approve the indicators that will be used to measure performance	Board
2	Approve, after consultation with the Board/its committee, the supporting plans/sub-strategies to deliver the vision, mission and strategy	University Management Team
3	Decide how the University is organised, directed and managed and lead the staff	Vice-Chancellor
4	Determine the arrangements for the academic, corporate, financial, estate and human resource management of the University, subject to the further provisions in this scheme regarding the matters that require Board approval and Senate consultation	Vice-Chancellor
Constitution		
5	*Establish, review, vary, revoke, and replace the governing documents (Instrument and Articles of Government, Bye-Laws and Scheme of Delegation)	Board
6	Change the name of the Corporation	Board
Risk and control		
7	Approve decisions with significant implications for the University's risk profile or exposure	Board

8	Determine the University's risk appetite	Board
9	Approve the Risk Management Policy and Procedure	Board
10	Decide which University-level policies the Board will approve	Board
11	Approve the appointment of internal and external auditors	Board
12	Appoint internal and external auditors. Agree their terms of engagement and fee	Board
13	Agree the provision of non-audit services by auditors	Audit and Risk Committee
14	Agree the procedure for the selection of internal and external auditors	Audit and Risk Committee
15	Approve the strategy/work plan of internal and external auditors	Audit and Risk Committee
16	Approve the policy on anti-bribery, fraud and corruption	Board
17	Approve the Treasury Management Policy	Infrastructure and Resources Committee
Academic standards and operations		
18	Determine, after consultation with the Senate, the University's academic activities	Vice-Chancellor
19	Decide how all matters in Section 3.3 of the Articles of Governance are managed and organised	Senate
20	Approve protocols between the Board and Senate	Senate and People, Culture, Quality and Standards Committee
21	Determine the award of degrees to individuals	Senate
22	Approve its own terms of reference, membership, committee structure	Senate
23	Decide to suspend or expel students on disciplinary grounds. Implement decisions to expel students for academic reasons	Vice-Chancellor
24	Jointly approve the criteria and procedures for granting honorary awards, and the award of honorary awards	Senate and People, Culture, Quality and Standards Committee

25	Ensure that formal student complaints are addressed in accordance with the Student Complaints Policy	Academic Registrar
26	Determine the criteria for the admission of students	Senate
27	Determine the criteria for the appointment and removal of external examiners	Senate
28	Determine the policies and procedures for assessment and examination of the academic performance of students	Senate
29	Determine the content of the curriculum	Senate
30	Determine policies and procedures for the validation and review of courses	Senate
31	Determine procedures for the award of qualifications	Senate
32	Determine procedures for honorary academic titles,	Senate
33	Determine procedures for the expulsion of students for academic reasons	Senate
Solvency and finance		
This section must be read in conjunction with the University's Financial Regulations which set out all of the financial authorities and responsibilities		
34	Approve the University's annual budget	Board
35	Approve the University's annual financial statements	Board
36	Approve projects, asset purchases, linked procurement contracts or major development schemes with value above £750,000 excluding VAT	Board
37	Appoint the University's bankers	Board
38	Authorise all borrowing except short term overdrafts	Board
39	Approve investment in share capital of another company where this has a value over £500k	Board
40	Approve and authenticate the use of the University seal	Board
41	Approve proposals/projects for submission to the bond guarantor where these require guarantor approval	Board
42	Approve the Financial Regulations	Board

43	Approve financial forecasts for submission to OfS	Infrastructure and Resources Committee
44	Approve any lease or licence of land or premises belonging to the University for periods over 7 years	Board
45	Write off debt with a value of over £50,000	Audit and Risk Committee
46	Approve the TRAC return where this requires Board-level approval	Infrastructure and Resources Committee
47	Decide how operational financial control is exercised and the budget and resources are managed	Vice-Chancellor
48	Invest funds of the University not immediately required for the discharge of its functions, subject to the Treasury Management Policy and regular reporting to the Board	Vice-Chancellor
49	Approve individual contracts and purchase orders £500,000 to £750,000 and expenditure on minor works (project with total value including fees, excluding VAT between £50,000 and £750,000)	Vice-Chancellor, Chief Operating Officer
50	Determine the policy for the setting of tuition fees for full and part-time courses at the University which are not set by Statute or contractual agreement	University Management Team
Legal, statutory and regulatory		
51	Agree any governance code which the University will follow	Board
52	Approve the constitution of the Students' Union	Nominations and Governance Committee
53	Approve the code of practice with the Students' Union	Nominations and Governance Committee
54	Approve the Access and Participation Plan, variations to it and returns against it as necessary	People, Culture, Quality and Standards Committee
55	Institute and defend legal proceedings with anticipated costs below £50,000	Vice-Chancellor

56	Approve the institution of legal proceedings with anticipated costs above £50,000	Audit and Risk Committee
57	Approve Prevent Duty reports where these require Board-level approval	People, Culture, Quality and Standards Committee
58	Signature of the Board's accountability declaration on the Prevent return	Chair of the Board or Chair of a Board committee
University companies		
59	Approve the establishment of any new University companies, joint venture arrangements or acquisition of a controlling interest in any company, including any new sub-subsidiaries of those companies and the procedure to be followed to do so	Board
60	Approve and review the governance framework between the University and its subsidiaries	Nominations and Governance Committee
61	Agree appointment or approval of company directors to represent the University on the University's subsidiary and related companies	University Management Team
Senior Post Holders		
62	Determine which University employees are senior post holders	Board
63	*Appoint the Vice Chancellor	Board
63	Appoint, suspend and dismiss senior post holders	Board
64	*Appoint the Accountable Officer	Board
65	Determine the appointment process for senior post holders	Board
66	Determine the strategy and policy for pay and conditions of senior post holders, including performance related pay	Remuneration Committee, taking account of University strategy and policy
67	Determine the pay, terms and conditions, benefits, bonuses and severance arrangements of the senior post holders	Remuneration Committee

68	Approve the responsibilities of senior post holders, including role descriptions and person specifications	Nominations and Governance Committee/Search Committee
69	Approve the appointment of a Conduct Committee and Investigating Manager(s) where a matter is raised under the Board's Disciplinary Policy and Procedure	Board
70	Approve the annual personal objectives of senior post holders	Remuneration Committee
71	Line manage the Vice-Chancellor and Clerk to the Board	Chair of the Board
72	Approve the external commitments of senior post holders	Remuneration Committee
73	Approve arrangements for income from the external commitments of senior post holders	Remuneration Committee
74	Establish the disciplinary policy and procedure for senior post holders	Board
Staff		
75	Decide on the appointment, assignment, grading, appraisal, suspension, dismissal, pay, and terms and conditions of service of staff other than the senior post holders	Vice-Chancellor
76	Determine the staffing structure and division of responsibilities between staff, except senior post holders	Vice-Chancellor
77	Determine the strategy and policy for pay and conditions of senior managers	Remuneration Committee on the recommendation of the VC, taking account of University policy
78	Determine the appointment process for staff	Vice-Chancellor
79	Approve the remuneration package of staff including senior managers	Vice-Chancellor

80	Approve changes to the remuneration package of senior managers	Remuneration Committee, on the recommendation of the VC
81	Approve the performance related pay policy and procedure for senior managers	Remuneration Committee, on the recommendation of the VC
82	Approve the KPIs used to calculate performance related pay	Remuneration Committee
83	Approve the performance related pay policy and procedure for staff other than senior post holders and senior managers	VC
84	Approve the annual personal objectives of senior managers and staff	Vice-Chancellor
85	Approve the award of performance-related pay and severance pay to senior managers	Remuneration Committee, on the recommendation of the VC
86	Approve honoraria payments to non-salaried positions appointed by the Board of Governors	Remuneration Committee
87	Establish the disciplinary policy and procedure for staff other than senior post holders	Vice-Chancellor
88	Approve the suspension and dismissal of senior managers	Vice-Chancellor, following consultation with the Board
89	Approve the suspension and dismissal of staff other than senior post holders and senior managers	Vice-Chancellor
Board operation and board roles		

90	Determine the Board's committee structure, establish Board committees and approve their terms of reference	Board
91	Approve processes to monitor and evaluate the performance and effectiveness of the Board and its members	Nominations and Governance Committee
92	Approve role descriptions and person specifications for Board members, the Chair, Deputy Chair, Senior Independent Member, Committee Chairs and the Chancellor and Pro Chancellor	Nominations and Governance Committee
93	Determine any allowances to be paid to Board members, other than travel and subsistence expenses	Board
94	Appoint and remove Board members	Board
95	Establish and review the duties of the Chancellor and Pro Chancellor	Board
96	Appoint the Chancellor and Pro Chancellor	Board
97	In respect of roles in the remit of the Board, decide which matters are referred to a Conduct Committee under the Board's Disciplinary Policy and Procedure	Board
98	Approve the Board's internal policies and procedures	Nominations and Governance Committee
99	Approve recruitment processes for appointments to the Board and its committees	Nominations and Governance Committee
100	Approve induction and probation arrangements for Board members	Nominations and Governance Committee
101	Appoint and reappoint Chairs and Deputies of the Board's committees, following consultation with the existing Chair or Deputy	Nominations and Governance Committee
102	Appoint and reappoint members of the Board's committees	Nominations and Governance Committee
103	Approve the expenses of governors other than the Chair, in accordance with the relevant policy and procedure	Clerk to the Board of Governors
104	Approve the expenses of the Chair of the Board, in accordance with the relevant policy and procedure	Executive Director of Finance

Version Control

Version	Date	Comments
2.0	25.09.2021	Approved by the Board of Governors
3.0	30.09.2022	Re-written version approved by the Board of Governors