



St Mary's
University
Twickenham
London

BOARD OF GOVERNORS

SCHEME OF DELEGATION

June 2020

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SCHEME OF DELEGATION

CONTENTS

1 INTRODUCTION

2 POWERS AND RESPONSIBILITIES OF THE BOARD OF GOVERNORS

3 DELEGATION TO THE VICE-CHANCELLOR

4 DELEGATION OF ACADEMIC AND STUDENT MATTERS

5 DELEGATION OF FINANCIAL AUTHORITY AND INVESTMENT MANAGEMENT

6 GENERAL ABILITY TO DELEGATE TO COMMITTEES OF THE BOARD

7 DELEGATION OF LEGAL AUTHORITY

8 HEALTH AND SAFETY

9 HUMAN RESOURCES

1 INTRODUCTION

The University's *Articles of Association* ("The Articles") form the legal basis for the establishment and governance of the institution.

As the University receives public funding through the Office for Students ("OfS") (and other public bodies), the OfS [Securing Student Success: Regulatory Framework for Higher Education in England](#) published on the OfS Website forms another key determinant of responsibilities. Guidance and recommendations on best practice is provided by the Committee of University Chairs' (CUC) [HE Code of Governance](#).

This *Scheme* forms a major part of the overall governance framework of the University together with the *Articles* and *Regulations* published on the [governance pages of the University website](#), the OfS regulatory framework and the CUC.

Together the documents:

- Set out the responsibilities and powers of the Board, its committees and the Academic Board
- Set out the responsibilities and powers of the Vice-Chancellor (and other senior staff)
- Contribute to openness, transparency and accountability in governance
- Assist in the efficient discharge of business and the overall efficiency of decision-making

This *Scheme* also includes a section on confidentiality to explain that certain issues have to be treated as reserved business or otherwise in confidence.

Attention is drawn to responsibilities or areas for the Board's attention through use of **bold text**.

The *Articles* are a legal document (supplemented by the *Regulations*). The *Articles* are determined in turn by UK Company and Charity Law.

This *Scheme of Delegation* aims to provide a more readily accessible document. In places it quotes directly from the *Articles*; elsewhere it summarises, paraphrases or comments on the *Articles* and other documents. However the *Articles* remain the formal legal document and nothing in this *Scheme* replaces that document.

This *Scheme of Delegation* shall be formally reviewed every two years; however, it is intended to be a "living document" and changes may need to be made to it before any formal review period is due to take place to reflect changes in the management and governance of the University.

However comprehensive the documentation, matters will be subject to interpretation or require guidance. In the first instance or in case of any doubt the Clerk to the Board of Governors should be asked to provide interpretation or guidance.

This *Scheme of Delegation* does not set out in detail how the Board operates. The Board's *Handbook* gives further information.

Unless otherwise noted, the word 'Board' in this *Scheme of Delegation* refers to the Board of Governors.

2 POWERS AND RESPONSIBILITIES OF THE BOARD OF GOVERNORS

2.1 Objects of the University

Section 4 of the *Articles of Association* set out the Objects of the University which are as follows:-

To advance education, in such manner as befits a Catholic foundation, by:

- the provision, development and conduct of a Catholic institution of higher education; and
- the provision of training and continuing professional development for teachers in both religious and secular schools, with special provision for those intending to teach in Catholic and other Christian schools

mainly, but not exclusively, within England and Wales (“the Objects”).

The University is both a registered charity and a company.

2.2 Conditions of OfS Registration

The OfS maintains a Register of higher education providers. The University is on this register as an approved provider. The following table sets out the University’s ongoing responsibilities in respect of governance.

| OfS Ongoing Conditions of Registration for Governance | |
|---|---|
| Condition Number | |
| E1 | Have governing documents which uphold the public interest governance principles that are applicable to the University. |
| E2 | Have in place adequate and effective management and governance arrangements to:- <ul style="list-style-type: none">• Operate in accordance with its governing documents.• Deliver in practice, the public interest governance principles that are applicable to it.• Provide and fully deliver the higher education courses advertised. |
| E3 | Accept responsibility for the interactions between the University and the OfS and its designated bodies. |
| E3 | Ensure the University’s compliance with all of its conditions of registration and with the OfS’s accounts direction. |
| E3 | Nominate to the OFS a senior officer as the ‘accountable officer’ who has the responsibilities set out by the OfS for an accountable officer from time to time. |

| | |
|----|--|
| E4 | Notify the OfS of any change of which it becomes aware which affects the accuracy of the information contained in the provider's entry in the Register. |
| E5 | Comply with the guidance published by the OfS to facilitate, in co-operation with electoral registration officers, the electoral registration of students. |

2.3 Powers and Duties of Members of the University

The Members of the University are:

- the Archbishop of Westminster
- the Director of the Catholic Education Service
- up to two persons nominated by the Archbishop who may be Governors nominated by the Archbishop under Article 13
- up to two persons nominated by the CES who may be Governors nominated by the CES under Article 13

Amendment of Articles

Under Article 12 Members may amend the provisions of the Articles with the prior written consent of the Privy Council and of the CES Subject to the provisions of the Charities Act, the Companies Act, the Education Acts.

Approval of "Restricted Business"

The Governors must obtain the prior approval of the Members in general meeting decided on a majority of the votes cast before transacting or taking any decision in relation to 'Restricted Business'. This refers to the sale or grant of any lease for a term of more than 21 years, of any of the University's land or buildings the acquisition of which land or buildings was wholly or substantially funded by the Catholic Church or the CES or any predecessor to the CES.

2.4 Role of Governors of the University

Governors are Trustees of the charity and Directors of the company. They have control of the institution, its property and its funds and are bound by the relevant legislation such as the Charities Act (2011) and the Companies Act (2006). They are required to comply with the regulatory framework set out by the OfS and the CUC *HE Code of Governance*.

Powers and Duties of Governors

Article 15.1 sets out the powers and duties of the governors as being:-

- To preserve and develop the Catholic mission and educational character of the University;
- To ensure the effective and efficient use of resources, the solvency of the University and the safeguarding of its assets;

- To approve annual estimates of income and expenditure;
- To delegate, subject to Article 16.4, any of their functions to committees consisting of two or more individuals appointed by them. At least a majority of every committee must be Governors and all proceedings of committees must be reported promptly to the Governing Body;
- To appoint and determine the remuneration of auditors;
- To appoint (and remove) a Clerk to act as secretary to the Governing Body. The Clerk shall also act as the Company Secretary in accordance with the Companies Act;
- To make Regulations consistent with the Articles and the Companies Act to govern their proceedings and proceedings of committees; and to make Regulations consistent with the Articles and Companies Act to govern the administration of the University and the use of its seal (if any);
- To oversee the adoption of procedures to assist the resolution of disputes or differences amongst Staff and Students at the University;
- To confer any honorary title of the University upon any individual (with his or her consent); and
- To exercise any powers of the institution which are not reserved to a general meeting or to the Members under restricted business.

The University has had the power to award taught degrees since in 2006. This power is **delegated to the Academic Board**.

The *Articles* set out the Board's responsibilities. In accordance with the *CUC Code* and the *Articles*, the Board has adopted and published the following *Statement of Primary Responsibilities* which expands upon the responsibilities of the Board set out in the *Articles*.

The *Statement of Primary Responsibilities* says that the **Board of Governors is responsible for:**

1. To approve the Catholic mission and strategic vision of the institution, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders.
2. To ensure that processes are in place to monitor and evaluate the performance and effectiveness of the institution against the plans and approved key performance indicators, which should be – where possible and appropriate – benchmarked against other comparable institutions.
3. To delegate authority to the head of the institution, as chief executive, for the academic, corporate, financial, estate and human resource management of the institution. And to establish and keep under regular review the policies, procedures and limits within such management functions as shall be undertaken by and under the authority of the head of the institution.
4. To ensure the establishment and monitoring of systems of control and accountability,

including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest.

5. To establish processes to monitor and evaluate the performance and effectiveness of the governing body itself.
6. To conduct its business in accordance with best practice in higher education corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life.
7. To safeguard the good name and values of the institution.
8. To appoint the head of the institution as chief executive, and to put in place suitable arrangements for monitoring his/her performance.
9. To appoint a Secretary to the governing body and to ensure that, if the person appointed has managerial responsibilities in the institution, there is an appropriate separation in the lines of accountability.
10. To be the employing authority for all staff in the institution and to be responsible for establishing a human resources strategy.
11. To be the principal financial and business authority of the institution, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall responsibility for the institution's assets, property and estate.
12. To be the institution's legal authority and, as such, to ensure that systems are in place for meeting all the institution's legal obligations, including those arising from contracts and other legal commitments made in the institution's name.
13. To receive assurance that adequate provision has been made for the general welfare of students.
14. To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the institution.
15. To ensure that the institution's constitution is followed at all times and that appropriate advice is available to enable this to happen.

This *Scheme of Delegation* additionally highlights how the Board discharges those responsibilities through its own or delegated powers.

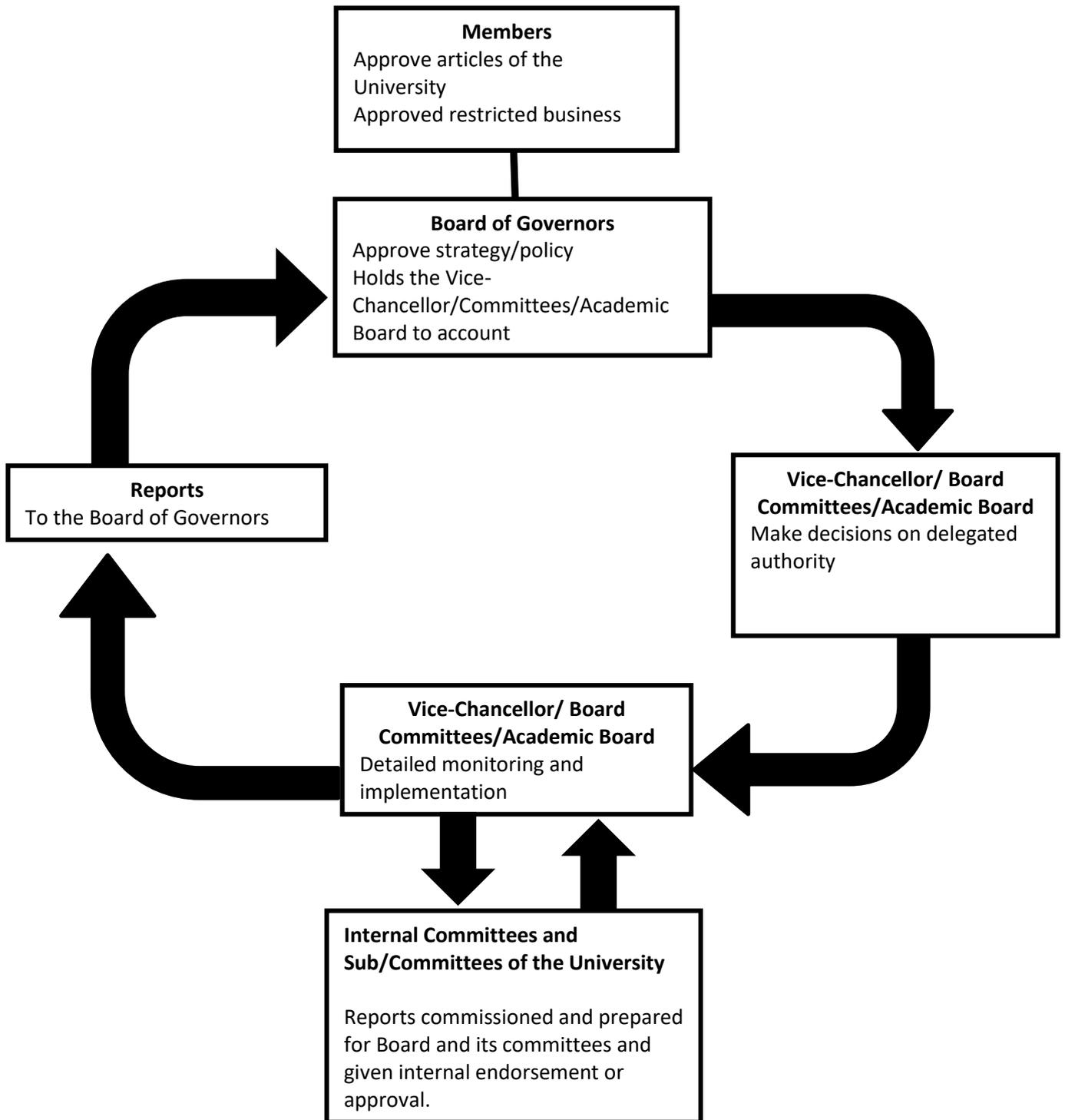
2.5 Limitation of delegation

The sections below set out powers and responsibilities that Governors may delegate or have agreed to delegate.

However **Governors may not in any circumstances delegate** the following:

- Safeguarding of the educational character and Catholic mission of the University;
- Approval of the annual estimates of income and expenditure;
- Ensuring the solvency of the University and safeguarding the University's assets; or
- Appointment and dismissal of the Vice-Chancellor or the holders of senior posts

2.6 Delegation in outline



3 DELEGATION TO THE VICE-CHANCELLOR

Subject to the responsibilities of the Governors, the Vice-Chancellor is the Chief Executive of the institution and responsible to the OfS and other bodies for the use of public funds provided to the University. The Vice-Chancellor is the Accountable Officer for OfS purposes and must therefore have regard for the requirements of the OfS as well as the *Articles*.

Under the *Articles* the following responsibilities are delegated to the Vice-Chancellor:-

- Making proposals to the Governors about the educational character and mission of the University and for implementing the decisions of the Governors;
- The organisation, direction and management of the University and leadership of the Staff;
- The appointment, assignment, grading, appraisal, suspension, dismissal and determination, within the framework set by the Governing Body, of the pay and conditions of service of Staff other than the holders of senior posts and the Clerk to the Board;
- The determination, subject to the responsibilities of the Governing Body, and after consultation with the Academic Board, of the University's academic activities and for the determination of its other activities;
- Preparing annual estimates of income and expenditure for consideration by the Governing Body, and for the management of budget and resources, within the estimates approved by the Governing Body; and
- The maintenance of student discipline and, within the rules and procedures provided for within the *Articles*, for the suspension or expulsion of students on disciplinary grounds and for implementing decisions to expel students for academic reasons

Under the OfS *Regulatory Framework for England and Wales* **the Vice-Chancellor is personally responsible (as the designated 'Accountable Officer')** to the governing body for ensuring compliance with the regulatory framework and for providing the OfS with clear assurances to this effect. S/he must ensure compliance with all the requirements of OfS of the Governors set out in section 2.2.

4 DELEGATION OF ACADEMIC AND STUDENT MATTERS

4.1 The Academic Board

The Vice-Chancellor chairs the Academic Board; a Vice-Chair is appointed by the Vice-Chancellor from the members of the Academic Board.

The *Articles* specify the maximum size of the Academic Board and **the Board of Governors approves** the following:

- The composition of the Academic Board
- Arrangements for the election or selection of members of Academic Board

The Academic Board may establish such committees as it considers necessary for purposes enabling it to carry out its responsibilities in the conduct and implementation of academic policies but those committees **must be approved by the Vice-Chancellor and Board of Governors**.

The Academic Board determines the size of its committees and the terms of office for committee members.

4.1.1 Responsibilities of the Academic Board

The Academic Board is formally responsible for the following, subject to the provisions of the *Articles*, to the overall responsibilities of the Governors, to the responsibilities of the Vice-Chancellor and to the requirements of validating and accrediting bodies (where relevant):

- General issues relating to the research, scholarship, knowledge exchange, teaching and courses at the University (including criteria for the admission of students);
- The appointment and removal of internal and external examiners;
- Policies and procedures for assessment and examination of the academic performance of students;
- The content of the curriculum;
- Academic standards and the validation and review of courses;
- The procedures for the award of qualifications and the conferment of academic titles
- The procedures for the exclusion of students for academic reasons;
- The procedures for student discipline and complaints;
- Considering the development of the academic activities of the University and the resources needed to support them and for advising the Vice-Chancellor and the Governing Body thereon;
- Advising on such other matters as the Governing Body or the Vice-Chancellor may refer to the Academic Board

The Board of Governors regulations permit that where speed of action is essential and the Academic Board is unable to meet in sufficient time for action to be taken the **Vice-Chancellor** may make amendments to and additions the Academic Regulations of the University.

The OfS Regulatory Framework for England and Wales requires governing bodies to ensure that there is an effective academic governance to manage the quality of learning and teaching and to maintain academic standards. The Academic Board is responsible for overseeing this and ensuring compliance with the conditions of registrations as set out in the OfS regulatory framework.

Following the granting of Taught Degree Awarding Powers to the University the power is **delegated to the Academic Board**.

The Board of Governors *Regulations* also give more detail on the terms of reference of the Academic Board. These can be found on the [governance pages of the University website](#).

The Academic Board works closely with the Governors' Academic Scrutiny Committee to provide assurance on the overall student academic experience and student outcomes, the outcomes of continuous improvement activity relating to learning and teaching, and on the maintenance of the standards of awards. The Terms of Reference of the Academic Scrutiny Committee is on the [governance pages of the University website](#).

4.2 STUDENT DISCIPLINARY PROCEDURES, ACADEMIC APPEALS, AND COMPLAINTS

- 4.2.1** The Articles provide that the Vice-Chancellor is responsible for the maintenance of student discipline and the suspension or expulsion of students on disciplinary grounds and for implementing decisions to expel students for academic reasons.

Student Discipline

- 4.2.2** The Student Disciplinary Policy, which has been approved by the Academic Board, states that the Vice-Chancellor delegates responsibility to carry out student disciplinary procedures to members of the Senior Management Team, Directors of Service and Head of Institutes.

Academic Appeals

- 4.2.3** The Academic Appeals Policy, which has been approved by the Academic Board, delegates the responsibility for hearing Academic Appeals from the Vice-Chancellor to the Chair of the Academic Appeal Panel and the authority for operation of the policy to the Head of Registry.

Student Complaints

- 4.2.4** The Student Complaints Procedure, which has been approved by the Academic Board states that student complaints will normally be considered by members of the Senior Management Team, Directors of Service and Head of Institutes. Where the complaint relates to a senior member of staff it should be considered by their line manager and the following shall apply:-

| | |
|-------------------|---------------------------------|
| SMT Member | Line Manager |
| Vice Chancellor | Chair of the Board of Governors |

| | |
|--|---|
| Pro Vice Chancellors, Chief Operating Officer, Chief Financial Officer | Vice-Chancellor |
| Heads of Academic Department | Pro Vice-Chancellor (Academic Strategy) |
| Director of Estates and Facilities | Chief Operating Officer |
| Director of Student Operations | Chief Operating Officer |

Appeals against the outcome of a complaint against a senior member of staff at the level of Vice-Chancellor, Pro Vice-Chancellor, Chief Operating Officer, or Chief Financial Officer should be considered by members of the Board of Governors.

5 DELEGATION OF FINANCIAL AUTHORITY AND INVESTMENT MANAGEMENT

5.1 The Board of Governors approves the University's Financial Regulations which can be found on the governance pages of the University's website. Under the Financial Regulations the Board delegates the following duties and responsibilities:-

- i) The **Vice-Chancellor** is responsible for the financial administration of the University's affairs.
- ii) The **Chief Financial Officer** is responsible for the day to day financial administration of the University.
- iii) The **Chief Financial Officer** is responsible for the management of treasury operations as prescribed in the Treasury Management and Ethical Investment Policy.
- iv) **Budget Holders** are responsible for financial management within their areas.

Budgets and Financial Forecasts

5.2 Under the *articles* the Board of Governors is required to approve annual estimates of income and expenditure. These are normally presented for approval by the Board by the **Chief Financial Officer** (under the oversight of the **Vice-Chancellor**) in the annual budget and financial forecasts.

5.3 Under the Financial Regulations, the Board of Governors delegates the following authority to approve items which are not within the budget for the financial year:-

- 1.1 For item(s) between £0 - £100,000 approval for such expenditure should be given by the **Chief Financial Officer** and the **Chief Operating Officer**. The University Operating Board and the Vice-Chancellor should be informed of such approval being given.
- 1.2 For item(s) between £100,000 and £250,000 approval for such expenditure should be given by the **Vice Chancellor**. The Finance and Resources Committee should be informed of such expenditure at their next meeting.
- 1.3 For item(s) between £250,000 and £500,000 approval for such expenditure should be given by the **Vice Chancellor** and the Chair of the Finance and Resources Committee. The Finance and Resources Committee should be informed of such expenditure at their next meeting.
- 1.4 For item(s) between £500,000 and £1 million approval for such expenditure will be required from the **Finance and Resources Committee**.

For any expenditure on a specific item or group of related items in excess of £1 million, whether or not in the approved annual budget for that period, the approval of the Board of Governors will be sought.

Collection of Debt/Write Offs

5.4 Under the financial regulations the **Chief Financial Officer** may write off, in any one financial year, trade debtors with a value of up to £50,000 provided that any individual amount is of less than £10,000. The write off of any individual trade debtor of £10,000 or above requires the approval of the **Finance and Resources Committee**.

6 GENERAL ABILITY TO DELEGATE TO COMMITTEES OF THE BOARD

Under the *articles* the Board of Governors is required to establish the following committees:

- An audit committee
- A nominations committee
- A remuneration committee

The OfS *Audit Code of Practice* and the CUC *Code* states that an audit committee should be established and sets out its responsibilities.

The **Board of Governors may delegate** with certain limitations (see 2.3 above) their functions to committees consisting of two or more individuals appointed by them.

The Board has established the following Committees:-

- Academic Scrutiny Committee
- Audit Committee
- Finance and Resources Committee
- Nominations and Governance Committee
- Remuneration Committee

The terms of reference for the Board's committees are approved by the **Board of Governors** and set out any delegated powers and responsibilities. These can be found on the University's website.

Delegation of Authority to the Committee Chair

There may be limited occasions when a committee delegates authority to its Chair, a senior officer or exceptionally a member to act between meetings. Such occasions may typically occur when:

- a. Business is unfinished for lack of information but for which a clear steer is given for when the information becomes available.
- b. Further discussion or clarification is required on matters of detail, policy or process
- c. Business is approved by the committee subject to certain conditions being met.
- d. Where approval of the Chair of the Finance and Resources Committee is required for out of budget spending under 5.3 above.

Use of delegated authority under such circumstances should be limited. The minutes of the committee will clearly record the circumstances under which authority is delegated, to whom authority to act is delegated and any budgetary or time constraints which apply to the delegation.

The action taken should be reported back to the committee on completion or at the next meeting of the committee.

7 DELEGATION OF LEGAL AUTHORITY

7.1 Signature of Documents on Behalf of the University

Signature of Legal Deeds

A legal deed will not be executed on behalf of the Board of Governors unless authorised by a resolution.

The execution of legal documents as a deed is determined by the Companies Act (2006).

All members of the Board of Governors and Clerk to the Board in her/his capacity as Company Secretary are authorised signatories.

In making any resolution to approve the signing of a legal document the Board will normally specify the necessary signatories. Two signatories are required being either two members of the Board or one member of the Board with Clerk signing as Company Secretary.

Approval and Signature of Contracts and other Legal Agreements

Under the University's Contracts Management Policy, the Heads of Services, Deans of Faculty, or Directors of Institute or their delegated representatives, are responsible for negotiating, approving and signing all contracts entered into by that Faculty or Service on behalf of the University. Where any such duties have been delegated, a written record identifying the extent of any delegated remit must be kept.

Under the University's Financial Regulations, all acquisitions of land and the lease or rent of property are subject to prior approval of the **Director of Estates and Campus Services**.

Under the University's Financial Regulations, arrangements allowing other organisations or their staff to use any University buildings or facilities can only be made through agreements signed by or on behalf of the **Director of Estates and Campus Services**.

Under the University's Financial Regulations, the **Clerk to the Board** is responsible for the safekeeping of any contracts entered into by the University.

7.2 Obtaining Legal Advice

The **Clerk to the Board** is responsible for obtaining legal advice on behalf of the Board of the Governors and the wider University.

The Clerk to the Board has delegated authority to the **Director of Human Resources** to obtain legal advice in relation to employment matters.

7.3 Litigation

Under the financial regulations the University may not engage in any litigation without the prior written consent of a member of the Senior Management Team and having obtained legal advice through the **Clerk to the Board**.

8 HEALTH AND SAFETY

Under the *Health & Safety at Work Act 1974* the University as a body corporate, **individual Board Members**, the **Clerk to the Board** as Company Secretary, and **Senior Management** can be held responsible for health and safety offences.

The **Finance and Resources Committee** is responsible for reviewing any health and safety developments which might affect the University and the measures taken to ensure the health and safety at work of all employees, students, and other visitors and users of the University.

The **Health and Safety Sub-Committee** is required to meet on a regular basis and its minutes are required to be considered by both the Finance and Resources Committee and the Senior Management Team.

The **Director of Estates and Campus Services** shall chair the Health and Safety Sub-Committee and will be responsible for the production of the annual report on Health and Safety from the Committee.

The **Vice-Chancellor, Chief Operating Officer**, or the **Director of Estates and Campus Services** have the authority outside of the usual line management structure to close some or all of the University on the grounds of Health & Safety.

9 HUMAN RESOURCES

Under the *articles* the **Vice-Chancellor** is responsible for the appointment, assignment, grading, appraisal, suspension, dismissal and determination of the pay and conditions of service of Staff other than the holders of senior posts and the Clerk to the Board.

The **Board of Governors** is the employing authority for all staff in the institution and is responsible for establishing a human resources strategy.

- 9.1 The authority for the appointment, assignment, and grading of staff is delegated by the Vice-Chancellor to the **Director of Human Resources**.
- 9.2 The authority for the appraisal of staff is delegated to the relevant line manager of the staff member being appraised.
- 9.3 With exception of senior posts and the Clerks to the Board the pay of staff shall be determined by outcome of the national negotiations between UCEA and the UCU.
- 9.4 The authority for the suspension of staff is delegated by the Vice-Chancellor to the **Director of Human Resources**.
- 9.5 The authority to dismiss members of staff, other than the holders of senior posts and the Clerk to the Board, is delegated to the **Disciplinary Panel** convened to consider the disciplinary action.
- 9.6 Under their terms of reference the **Finance and Resources Committee** is required to approve relevant staffing policies and procedures on behalf of the Board.

APPENDIX 1 – TABLE OF DELEGATIONS

Strategy

| | |
|--|--------------------|
| Approval of corporate strategy | Board of Governors |
| Approval of delivery strategies (e.g. academic strategy, international, recruitment) | SMT/SLT |

Policy Formulation

| | |
|---|---------------------------------|
| Approval of policies which have a significant effect on the working conditions of University staff | Finance and Resources Committee |
| Approval of policies relating to the University's systems of internal control and risk management | Audit Committee |
| Policies for the assessment and examination of the academic performance of students | Academic Board |
| Policies relating to the research scholarship, knowledge exchange, teaching and courses at the University | Academic Board |

Budgets and the Allocation of Resources

| | |
|---|-------------------------------|
| Approval of annual budget and financial forecasts | Board of Governors |
| Allocations to Capital Funding | Board of Governors |
| Main features of Resource Allocation Model | Board of Governors |
| Details of Resource Allocation | SLT |
| Allocation to faculties, institutes, schools, services, and strategic funds | SLT |
| Approval of internal faculty, institute, and schools budget | PVC (Academic Strategy) & CFO |
| Approval of internal budget of service | COO & CFO |

Governance Management and Control

| | |
|---------------------------------------|--|
| Amendments to Articles of Association | Privy Council on the recommendation of the members of the University |
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| | |
|--|---|
| Amendments to Board of Governors Regulations | Board of Governors |
| Approval of Terms of Reference of Committees | Board of Governors |
| Approval of the Terms of Reference of Academic Board | Board of Governors |
| Approval of Scheme of Delegation | Board of Governors |
| Approval of policies and procedures relating to the assessment and examination of students | Academic Board |
| Approval of opening and closure of new programmes | Academic Board |
| Appointment (and removal) of Pro-Chancellors | Board of Governors |
| Appointment (and removal) of Vice-Chancellor | Board of Governors |
| Appointment (and removal) of Pro Vice-Chancellors, Deputy Vice-Chancellor, or other senior staff | Board of Governors |
| Appointment (and removal) of Clerk to the Board and Company Secretary | Board of Governors |
| Appointment (and removal) of Members of the Board of Governors | Board of Governors |
| Approval of Annual Accounts | Board of Governors |
| Approval of Auditors | Board of Governors upon the recommendation of the Audit Committee |
| Approval of Financial Regulations | Finance and Resources Committee |
| Authority for Use of the University Seal/ stamp or equivalent | Clerk to the Board of Governors |
| Approval of Documents to be Signed as a Deed on behalf of the University | Board of Governors |
| Executive authority – outside the line management structure – to suspend/close an activity/facility on health and safety grounds | Vice Chancellor, Chief Operating Officer, Director of Estates |

Academic & Student Matters

| | |
|--|----------------|
| Approval of policies and procedures relating to the assessment and examination of students | Academic Board |
| Approval of procedures for the exclusion of students for academic reasons and the procedures for student discipline and complaint. | Academic Board |
| The appointment and removal of internal and external examiners | Academic Board |
| Approval of opening and closure of new programmes | Academic Board |

| | |
|---|---|
| The procedures for the exclusion of students for academic reasons and the procedures for student discipline and complaint | Academic Board |
| Consideration of Academic Appeals | Academic Appeal Panel with any appeal against their decision being made to the Vice-Chancellor |
| Permanent Exclusion of a student from the University | Student Disciplinary Panel with the right to appeal to a panel appointed by the Vice-Chancellor |

Property Transactions and Capital Projects

| | |
|--|--|
| Acquisition of Buildings | Board of Governors |
| Sale of Land and Buildings | Board of Governors and where the sale of property amounts to "restricted business" under the articles of association Members of the University |
| Lease of Property requiring the Lease to be signed as a Deed | Board of Governors |
| A licence or lease not required to be signed as a Deed | SLT |
| Capital Projects | Board of Governors |

Staff

| | |
|--|---------------------------------|
| Main features of Terms and Conditions of Employment | Finance and Resources Committee |
| Minor adjustments to terms and conditions of Employment | Director of Human Resources |
| Formal appointment of all members of staff with the exception of the Vice-Chancellor, Deputy Vice-Chancellor(s), Pro Vice-Chancellor(s) and the Clerk to the Board | Director of Human Resources |
| Suspension of all members of staff with the exception of the Vice-Chancellor, Deputy Vice-Chancellor(s), Pro Vice-Chancellor(s) and the Clerk to the Board | Director of Human Resources |
| Dismissal of all members of staff with the exception of the Vice-Chancellor, Deputy Vice-Chancellor(s), Pro Vice-Chancellor(s) and the Clerk to the Board | Disciplinary Panel |