

Edge Hill
University

SCHEME OF DELEGATION

Approved by the Board of Governors 13 July 2020
Valid for 2020/21

Introduction

The Scheme of Delegation was first approved in 2015. The purpose of the scheme is to outline the authority for the University's major organisational responsibilities based on foundation and regulatory documents and to indicate delegation of these responsibilities where these have been approved. The scheme is subject to annual review, offering an opportunity to revisit delegations in the light of experience. Suggestions for change may be made to the Clerk.

The starting point for the scheme lies in the **Articles of Government** approved by the Privy Council which sets out the responsibilities of the Board of Governors, the Vice-Chancellor and the Academic Board – a tripartite arrangement for the governance and management of the institution with clear boundaries. The **Instrument of Government**, also approved by the Privy Council, is specific to the Board of Governors in terms of its constitution and mode of operation. In addition, the Board has adopted the Council of University Chairs' (CUC) **HE Code of Governance** which identifies the responsibilities of the Board in meeting good governance requirements. And finally, the Office for Students (OfS) publishes a **Terms and Conditions of Funding** document which sets out specific responsibilities for Boards of Governors. Internally, the Board approves the **Financial Regulations** which detail the management and governance arrangements for its financial affairs and associated delegations. All the significant responsibilities outlined in these documents are covered in the Scheme of Delegation which references both the authority for the responsibility and the Board or Committee Term of Reference where that applies. The Scheme also includes a small number of elements which do not arise directly from source documents but which the Board is likely to have an interest in.

Scheme of Delegation

Area of Activity	Authority and Source	Approval Delegated to	Officer Responsibility	Notes
Strategic Direction				
Educational character and mission	Board of Governors AoG 3(1)(a); StoPR 1	Authority to approve may not be delegated (AoG 5(3))	Vice-Chancellor AoG 3(2)(a)	
Institutional Strategic Plan (includes Academic Strategy)	Board of Governors CUC 3.2; StoPR 1;	N/A	Vice-Chancellor	In consultation with Exec Team & Academic Board
International & Collaborative Provision Strategies	Board of Governors CUC 4.2	N/A	Vice-Chancellor <i>PVC (External Relations)</i>	Executive Team & Academic Board approval also required
Freedom of Speech (PREVENT Strategy) and academic freedom	Board of Governors AoG 8 (2); CUC 4.3; StoPR 16;	N/A	Vice-Chancellor <i>PVC (University Secretary)</i>	Annual PREVENT report to Board
Financial Strategy	Board of Governors CUC 3.2; RE TOR 6.01	Advised by Resources Committee	Vice-Chancellor <i>Deputy Vice-Chancellor</i>	Incorporated in Budget and 5 yr forecasts. No special document
People Strategy	Board of Governors StoPR 5; RE TOR 6.10	On recommendation from Resources Committee	Vice-Chancellor <i>Deputy Vice-Chancellor</i>	In consultation with Executive Team
Estates Strategy	Board of Governors AoG 3(1)(b); RE TOR 6.06	On recommendation from Resources Committee	Vice-Chancellor <i>Deputy Vice-Chancellor</i>	In consultation with Executive Team
Ethical Policy Framework	Board of Governors CUC 2.1	N/A	Vice-Chancellor <i>Executive Team</i>	Approved July 2016
Academic Activities	Vice-Chancellor AoG 3(2)(d)	In consultation with Academic Board	Appropriate DVC/PVC/Director of Service	AB minutes reported to Board of Governors
Academic Strategies	Vice-Chancellor AoG 3(2)(d)	In consultation with Academic Board	Appropriate PVC	Reported to BoG as appropriate
Non-academic activities	Vice-Chancellor AoG 3(2)(d)	N/A	Appropriate DVC/PVC/Director of Service	In consultation with Executive. Reported to BoG as appropriate

Other strategies	Vice-Chancellor AoG 3(2)(d)	N/A	Appropriate DVC/PVC/Director of Service	In consultation with Executive. Reported to BoG as appropriate
Area of Activity	Authority and Source	Approval Delegated to	Officer Responsibility	Notes
Governance				
Name of the University	Privy Council IoG 2 (1).	Cannot be delegated Advised by the Vice-Chancellor	Vice-Chancellor	In consultation with Academic Board BoG resolution required
Instrument & Articles of Government	Privy Council AoG 13(1)	Cannot be delegated (AoG 5(3))	Clerk	BoG resolution required
Appointment of the Chancellor	Chair of the Board/ Vice-Chancellor StoPR 6	Advised by Honorary Awards Committee	Clerk	Role and terms of office approved by Honorary Awards Committee
Appointment of Pro-Chancellor & Chair of the Board	Board of Governors AoG 7(1)(a); IoG 8(1); NC TOR 6.1.09	Gov & Nominations Committee to propose specific arrangements	Clerk	Agreed procedures in place
Appointment of Vice-Chair of the Board, Committee Chairs and independent members	Board of Governors AoG 7(1)(b); IoG 8(1); NC TOR 6.1.01 & .03; CUC 6.5 and 7.1	On recommendation from Gov & Nominations Committee	Clerk	Agreed procedures in place
Board of Governor membership numbers and categories inc co-options	Board of Governors Within outlined limits IoG 4,5&6; NC TOR 6.1.04	On recommendation from Gov & Nominations Committee	Clerk	
Appointment of staff and student members of the Board of Governors	Board of Governors IoG 4(2)(b); NC TOR 6.1.05; CUC 7.6	1. Academic Board nomination 2. Academic staff & support staff elections 3. Student election	1. Academic Board Secretary 2. Director of HR 3. SU General Manager	In line with agreed arrangements. One student member will be the SU President
Periods of office for Board members	Board of Governors IoG 7; NC TOR 6.1.04	On recommendation from Gov & Nominations Committee	Clerk	Term renewals subject to review and recommendation by Gov & Nominations Committee

New Governor Induction	Board of Governors CUC 7.5; NC TOR 6.2.03.	Gov & Nominations Committee	Clerk	
Governor Complaints procedure	Board of Governors	Investigatory Panel where required	Chair/Clerk	Procedures approved July 2017
Area of Activity	Authority and Source	Approval Delegated to	Officer Responsibility	Notes
Removal of Governors from office (including Chair)	Board of Governors IoG 7(3); CUC Code 7.2; NC TOR 6.1.07	On recommendation from Gov & Nominations Committee	Clerk	
Establishment of Board Committees	Board of Governors AoG 5(1); IoG 9(1); NC TOR 6.1.04	On recommendation from Gov & Nominations Committee	Clerk	Audit Committee is a requirement
Board Standing Orders	Board of Governors AoG 7(1)(c); NC TOR 6.1.06	On recommendation from Gov & Nominations Committee	Clerk	Reviewed annually
Register of Interests, F&PP declarations: Board members	Board of Governors AoG 7(1)(c)(i); IoG 4(3); CUC 2.2	Process overseen by Gov & Nominations Committee	Clerk	Updated annually
Board Effectiveness Evaluation	Board of Governors StoPR 18; CUC 7.11; NC TOR 6.1.08 & .2.04	Process overseen by Gov & Nominations Committee	Clerk	Major - Every 4 years. Annual self-assessment
Designated Senior Postholders				
Designation of Senior postholders	Board of Governors AoG 1(1); NC TOR 6.1.10	Advised by Gov & Nominations Committee	Chair of the Board	In consultation with the Vice- Chancellor
Appointment, suspension & dismissal of the Vice- Chancellor	Board of Governors AoG 3(1)(d) & 5(3); NC TOR 6.1.10	Appointment & dismissal cannot be delegated (AoG 5(3))	Chair of the Board	Appointment procedures in place. Suspension/dismissal procedures in development.
Appointment, suspension & dismissal of other designated senior postholders	Board of Governors AoG 3(1)(d); NC TOR 6.1.10	Procedures reviewed by Gov & Nominations Committee	Vice-Chancellor	Appointment procedures in development. Suspension/ dismissal procedures in place.

Appointment, suspension & dismissal of the Clerk	Board of Governors AoG 3(1)(d) & 6(1); NC TOR 6.1.10	Procedures reviewed by Gov & Nominations Committee	Chair of the Board	Procedures approved May 2017
Appraisal, salary and conditions of service of VC, & other designated senior postholders	Board of Governors AoG 3(1)(d); RC TOR 5 CUC Rems Code	Remunerations Committee (advised by the VC re designated senior postholders)	Chair of Remunerations Committee	Procedures approved by the Board November 2018
Area of Activity	Authority and Source	Approval Delegated to	Officer Responsibility	Notes
Designation, T&Cs & salary of management postholders	Vice-Chancellor AoG 3(2)(c) Rems TOR 5	Advised by line managers (Policy Framework to be approved by the Board)	Vice-Chancellor (Report made to Remunerations Committee)	Overall financial envelope agreed by Remunerations Committee
Management				
Institutional Sustainability including Annual Accountability Return	Board of Governors AoG 3(1)(b); StoPR 8 & 9; CUC 3.3; T&C 22 (c)	Advised by the Vice- Chancellor	Vice-Chancellor <i>Deputy Vice-Chancellor</i>	Reports to BoG as required including KPIs
Oversight of the approach to Corporate & Social Responsibility	Board of Governors CUC 2; StoPR 10	N/A	Vice-Chancellor	See Corporate Governance statement in Annual Statement of Accounts
Executive and academic leadership of the University & OfS Accountable Officer	Vice-Chancellor AoG 3(2)(b); MAA (32)	Cannot be delegated	Vice-Chancellor	
Institutional management structure	Vice-Chancellor AoG 3(2)(b)	N/A	Vice-Chancellor	Reported to BoG
Use of the University Crest	Vice-Chancellor StoPR 10	N/A	PVC (External Affairs) <i>Director of Corp Comms</i>	
International/commercial ventures/ partnerships requiring significant institutional investment	Board of Governors AoG 3(1)(b); CUC 4.2 & 5.1	Vice-Chancellor if financial commitment is < £500k	Vice-Chancellor <i>DVC/PVCs</i>	International Strategy approved by BoG.
Establishment & dissolution of University Companies	Board of Governors CUC 5.1; StoPR 17	On recommendation from Resources Committee	Vice-Chancellor <i>Deputy Vice-Chancellor</i>	
Risk Management Strategy	Board of Governors	Audit Committee	Deputy Vice-Chancellor <i>Director of Strategic Planning</i>	See also CUC 3.12

	Audit TOR 10f); T&C 22(a)			
Corporate Risk Register (inc. Fraud Risk Register)	Vice-Chancellor	Deputy Vice-Chancellor	Director of Strategic Planning	Reviewed quarterly
Contract signatories	Vice-Chancellor	Appropriate Directorate member	Appropriate Directorate member	See also Fin Regs 10.10
University Key Performance Indicators	Board of Governors StoPR 1; CUC 3.3	N/A	Deputy Vice-Chancellor <i>Director of Strategic Planning</i>	Standing item for main Board meetings
Area of Activity	Authority and Source	Approval Delegated to	Officer Responsibility	Notes
Management & Quality Assurance of Data	Vice-Chancellor CUC 3.10; T&C 22(h)	Deputy Vice-Chancellor	Director of Strategic Planning <i>Directors of Service</i>	BoG assurance via Audit Committee (Audit TOR 10(f))
Disaster Recovery Plan	Board of Governors AoG 3(1)(b)	Vice-Chancellor	Deputy Vice-Chancellor <i>Director of Facilities Mgt</i>	Reported to Audit Committee
Enterprise activity	Vice-Chancellor AoG 3(2)(d)	Deputy Vice-Chancellor	PVC (External Relations)	Enterprise Strategy reported to BoG
Access & Participation Plan (including tuition fee levels); Student Protection Plan	Board of Governors OfS registration requirement	N/A	Vice-Chancellor <i>PVC (Student Experience)</i>	Requires Students' Union & Academic Board consultation
Other OfS registration requirements	Vice-Chancellor	N/A	Vice-Chancellor <i>PVC (Student Experience)</i>	BoG assurance through regular reports
Academic Management				
Membership of Academic Board/periods of office	Board of Governors AoG 4	Vice Chancellor Advised by Academic Board	Vice-Chancellor <i>Secretary to Academic Board</i>	Reported to BoG
Establishment of Academic Board committees	Academic Board AoG 4(4)	N/A	Vice-Chancellor <i>Secretary to Academic Board</i>	
Academic Board procedures	Board of Governors AoG 4(4); CUC 4.1	Academic Board	Vice-Chancellor <i>Secretary to Academic Board</i>	Reported to BoG Reviewed every 4 years
Honorary Academic Awards	Academic Board AoG 3(3)(a)	Honorary Awards Committee	Academic Registrar	BoG represented on Hon Awards Committee
Academic Regulations	Academic Board AoG 3(3)(a)	Advised by Learning & Teaching Committee	Vice-Chancellor <i>PVC (Student Experience)</i>	Reviewed annually

Academic Quality Framework	Academic Board AoG 3(3)(a); T&C 22(i)	Advised by Learning & Teaching Committee	Vice-Chancellor <i>PVC (Student Experience)</i>	Periodic report to BoG for assurance
Assurance as to the quality of learning & teaching & maintenance of standards of HE provision	Board of Governors T&C 22(i)	Advised by Academic Board as the responsible body for oversight of academic quality and standards	Vice-Chancellor <i>PVC (Student Experience)</i>	Included in Annual Accountability returns. Annual report to BoG
Research policy/procedures	Academic Board AoG 3(3)(a)	Advised by Research Committee	Vice-Chancellor <i>PVC (Dean of Arts & Sciences)</i>	See also Research Strategy Annual report to Board of Governors
Area of Activity	Authority and Source	Approval Delegated to	Officer Responsibility	Notes
Legal/Compliance				
Use of University Seal	Board of Governors IoG 11(1)	Clerk/ Deputy Vice-Chancellor	Clerk/ Deputy Vice-Chancellor	Reported annually to the Board
Provision of Legal Services to the University – includes Legal Services to the Board	Vice-Chancellor	DVC for financial, HR and estates matters. PVC (University Secretary) for academic/student matters.	DVC for financial, HR and estates matters. PVC (University Secretary) for academic/student matters.	Clerk advises BoG. Chair BoG consulted if contract to be let. Audit may procure separate services up to £10k.
Compliance with all legal and regulatory requirements including OfS T&C	Board of Governors StoPR 17; CUC 1;	Vice-Chancellor	Executive & Clerk	Advised by OfS as Funder & Charity Regulator
Scheme of Delegation	Board of Governors StoPR 7; CUC Code 3.6; AC TOR 8.10	On recommendation from Audit Committee	Vice-Chancellor <i>Clerk</i>	Reviewed annually
Reporting serious incidents or material adverse events including significant fraud	Vice-Chancellor CUC 3.6; AC TOR 8.08; T&C 39	Deputy Vice-Chancellor	Deputy Vice-Chancellor	Reported to Audit, OfS, internal and external auditors. New procedures approved 2018
Health & Safety Framework	Board of Governors StoPR 12	Resources Committee	Vice-Chancellor <i>Deputy Vice-Chancellor</i>	HSE minutes copied to Resources Committee
Equality and Diversity Policy	Board of Governors StoPR 15; CUC 6.1	N/A	Vice-Chancellor <i>DVC/PVC (Stud Exp)</i>	Annual report to BoG covering staff and students – <i>Director of Strategic Planning</i>

			<i>Directors:HR/Student Services</i>	
Data Protection & GDPR	Vice-Chancellor	Deputy Vice-Chancellor	Director of Strategic Planning	Periodic report to Audit Committee
Freedom of Information	Vice-Chancellor	Deputy Vice-Chancellor	Director of Strategic Planning	
Accuracy of published information	Vice-Chancellor CUC 2; OfS reg. condition	PVC (External Relations)	Director of Corp Comms	BoG assurance through internal audit.
Corp Governance Statement/ Public Interest Disclosure	Vice-Chancellor StoPR 10; CUC 1; T&C 22(e); AC TOR 8.09; 8.14	Deputy Vice-Chancellor	Director of Finance	Reviewed by Audit Committee and included in Statement of Accounts
Merger/Dissolution of the University or its subsidiaries	Board of Governors StoPR 17; AC TOR 8.15	Audit Committee for implementation	Vice-Chancellor	
Area of Activity	Authority and Source	Approval Delegated to	Officer Responsibility	Notes
Finance (Detailed arrangements in Financial Regulations)				
Ensuring solvency of the University and safeguarding assets	Board of Governors AoG 3(1)(b) & 5(3) RE TOR 5.1; 6.05 & 6.06	Cannot be delegated (Advised by Resources Committee)	Vice-Chancellor <i>Deputy Vice-Chancellor</i>	
Financial Regulations	Board of Governors AoG 3(1)(b); CUC 3; AC TOR 8.09	Audit Committee	Vice-Chancellor <i>Deputy Vice-Chancellor</i>	
Budget approval	Board of Governors AoG 3(1)(c) & 5(3); FR 2.1; StoPR 1; RE TOR 6.02	Cannot be delegated On recommendation from Resources Committee	Vice-Chancellor <i>Deputy Vice-Chancellor</i>	
Approval of Annual Accounts	Board of Governors AoG 3(1)(c) & 5(3); FR 2.1; StoPR 8; RE TOR 6.03; AC TOR 7.3 & 8.14	Cannot be delegated. On recommendation from Resources/Audit Committees	Vice-Chancellor <i>Deputy Vice-Chancellor</i>	
Treasury Management & Capitalisation Policies	Board of Governors FR 6.1; RE TOR 6.08	TM: Resources Committee CP: Audit Committee	Vice-Chancellor <i>Deputy Vice-Chancellor</i> <i>Director of Finance</i>	

Investment and Trading Activities	Vice-Chancellor AoG 3(2)(d); RE TOR 6.07	Advised by Resources Committee	Deputy Vice-Chancellor <i>Director of Finance</i>	
Value for Money Policy	Board of Governors FR 2.5; AC TOR 8.11	Audit Committee	Vice-Chancellor <i>DVC/Director of Finance</i>	
Fraud and Anti-corruption policy (including Hospitality & Gifts) and procedures	Board of Governors FR 4; AC TOR 8.09	Audit Committee	Vice-Chancellor <i>Deputy Vice-Chancellor Director of Finance</i>	
Whistleblowing Policy	Board of Governors FR 4.7; AC TOR 8.09	Audit Committee	Deputy Vice-Chancellor <i>Director of Finance</i>	
Register of Interests: Senior staff	Vice-Chancellor FR 4.5	N/A	Director of Finance	Updated annually
Financial systems and controls	Vice-Chancellor AoG 3(2)(e); FR 5	Deputy Vice-Chancellor	Director of Finance	BoG assurance through Internal Audit
Area of Activity	Authority and Source	Approval Delegated to	Officer Responsibility	Notes
Debt Recovery Policy	Board of Governors FR 7.4	Audit Committee	Director of Finance	
Debt Write-off	Board of Governors/VC FR 7.6	Director of Finance < £5k; DVC > £5k	Deputy Vice-Chancellor <i>Director of Finance</i>	Regular reports to Audit on sums above £20k
Donations/Bequests	Board of Governors CUC 5.2; StoPR 17; RE TOR 6.04	Resources Committee (Policy); Donations > £50k need Board approval	Vice-Chancellor <i>Deputy Vice-Chancellor</i>	Policy approved June 2017
Appointment of Bankers and designation of account signatories	Board of Governors FR 6.3 & App 8; RE TOR 6.07	Advised by Resources Committee	Vice-Chancellor <i>Deputy Vice-Chancellor Director of Finance</i>	2 signatories required for amounts > £5k
Banking arrangements	Vice-Chancellor FR 6.4 & 6.5	Deputy Vice-Chancellor	Director of Finance	
Loan/overdraft application	Board of Governors FR 6.6; RE TOR 6.07	Resources Committee	Vice-Chancellor/DVC <i>Director of Finance</i>	
Appointment & dismissal of Internal and External Auditors	Board of Governors AoG 10(1); AC TOR 8.01 & 8.04; T&C Annex C 3	On recommendation from Audit Committee	Vice-Chancellor <i>Deputy Vice-Chancellor</i>	Auditors also have direct access to the VC, Chair of the Board and Chair of Audit

Approval of Annual Audit of Accounts	Board of Governors FR 2.5; AC TOR 7.3 & 8.02/.03	Audit Committee	External Auditors	
Approval of Annual Internal Audit Plan	Board of Governors FR 2.5; AC TOR 8.05;	Audit Committee	Internal Auditors	
Purchasing	Vice-Chancellor FR 11.5-11.11	Devolved process to budget holders.	Deputy Vice-Chancellor/Head of Cost Centre	> £2k subject to written quotes >£75k sealed bid
Tender Waiver – Derogation from Financial Regulations	Board of Governors	FD < £20k DVC < £75,000 VC < £250k	Director of Finance	If insufficient suppliers to meet standard requirements
Advance payments to suppliers	Vice-Chancellor FR 10.13	Director of Finance		
Approval to open/accept tenders	Vice-Chancellor FR App 5	< £100k: HoD; < £250k: HoD /FD; > £250k: DVC (report to VC)	Director of Finance	FD has authority to approve tender which is not the lowest – FR 11.24
Area of Activity	Authority and Source	Approval Delegated to	Officer Responsibility	Notes
Expenditure approval (Capital & Revenue) > £500k	Board of Governors FR Apps 1 & 3	On recommendation from Resources Committee	Vice-Chancellor <i>Deputy Vice-Chancellor</i>	VC may approve variation in expenditure < £500,000
Expenditure approval (Capital & Revenue) < £500k	Vice-Chancellor FR Apps 1 & 3	Cap: <£25k FD Rev: <£75k Budget holder Cap/Rev: <£250k DVC Cap/Rev: <£500k VC	Director of Finance	
Overall control of fixed assets (items > £10,000)	Vice-Chancellor StoPR 8; FR 12.10	FD for control procedures	Director of Finance	
Disposal of Assets	Board of Governors FR App 4	FD £10k - 25k; DVC <£250k; VC <£500k	Head of appropriate Department	
Asset Register	Vice-Chancellor FR 12.8	Director of Finance	Director of Finance	Local asset registers for items <£10k
Insurance claims for non-trivial losses	Vice-Chancellor	Deputy Vice-Chancellor	Director of Finance	Reported to Resources
Losses Register	Vice-Chancellor	Deputy Vice-Chancellor	Director of Finance	

Appointment of Insurers and insurance arrangements	Vice-Chancellor FR 16.3 – 16.7	Director of Finance in consultation with Deputy Vice-Chancellor	Director of Finance	Reported to Resources Committee
Expenses Policy (including Governors)	Board of Governors FR 14	Resources Committee	Vice-Chancellor <i>Deputy Vice-Chancellor</i>	
Expense Claims	Vice-Chancellor	Specified line managers. VC's approval for claims > £5,000 up to max £10,000	Director of Finance	Chair of the Board approves VC's claims
Cash security controls	Vice-Chancellor FR 15.1	Director of Finance	Director of Finance	
Tax arrangements	Vice-Chancellor FR 19	Director of Finance	Director of Finance	Tax vehicles such as covenants reviewed annually
Credit Note Authorisation	Vice-Chancellor FR App 2	< £10k: Budget Holder nom; < £75k: Budget holder; < £250k: DVC <£500k: VC		
Area of Activity	Authority and Source	Approval Delegated to	Officer Responsibility	Notes
External research grant/contract applications	Vice-Chancellor AoG 3(2)(d)	Research Committee/Office approval required	Head of Department <i>Principal Investigator</i>	Monitored via Research Committee
Staff				
Framework for staff pay and conditions of service except VC & designated postholders	Board of Governors AoG 3(1)(e) & 8; StoPR 5; RE TOR 6.10	Advised by Resources and Remunerations Committees	Vice-Chancellor <i>Deputy Vice-Chancellor</i>	Framework approved by the Board November 2018
Staff pay, grading and conditions of service	Vice-Chancellor	N/A	Deputy Vice-Chancellor <i>Director of Human Resources</i>	Subject to national collective bargaining as appropriate
HR policies (including Grievance procedure and Modern Slavery statement)	Board of Governors AoG 8; RE TOR 6.10	Resources Committee	Vice-Chancellor <i>Deputy Vice-Chancellor</i>	In line with employment legislation
Operation of Human Resources Policies	Vice-Chancellor AoG 3(2); RE TOR 6.10	Deputy Vice-Chancellor	Director of Human Resources <i>Line Managers</i>	Annual report to Resources Committee

TU Agreements, Collective Dispute and Negotiation and Consultative procedures	Board of Governors RE TOR 6.11	Advised by Resources Committee. TU agreements delegated to Resources Committee	Vice-Chancellor <i>Deputy Vice-Chancellor</i>	CNC minutes reported to Resources Committee.
Instigation of staff recruitment process	Vice-Chancellor FR 9.1	N/A	VC/DVC <i>Director of Human Resources</i>	Advised by annual budget review process
Appointment of staff	Vice-Chancellor AoG 3(2)(c)	On recommendation from DVC/PVC & Chair of Appointments Panel	Director of Human Resources	
Suspension of staff	Vice-Chancellor AoG 3(2)(c)	DVC/Directorate PVCs	Director of Human Resources	Disciplinary procedures approved by Resources
Dismissal of staff	Vice-Chancellor AoG 3(2)(c)	VC/DVC – recommendation from Disciplinary Panel	Director of Human Resources	Disciplinary procedures approved by Resources
Appeals against dismissal	Vice-Chancellor AoG 3(2)(c)	VC/DVC or nominee not involved in original decision	Director of Human Resources	Disciplinary procedures approved by Resources
Staff appraisal	Vice-Chancellor AoG 3(2)(c)	Line Managers	Line Managers	Performance Review Scheme
Area of Activity	Authority and Source	Approval Delegated to	Officer Responsibility	Notes
Students				
Ensuring adequate provision for the general welfare of students	Board of Governors CUC 4; StoPR 13	Vice-Chancellor	PVC (Student Experience) <i>Director of Student Services</i>	
Ensuring the Students' Union operates in a fair and democratic manner and is accountable for its finances	Board of Governors CUC 2.5; StoPR 11; RE TOR 6.12	Accounts reported to Resources Committee Constitutional amendments approved by BoG.	President of the Students' Union (Union Devpt)/Students' Union General Manager	
Students' Union Block Grant	Board of Governors SU Code of Practice	Resources Committee/Executive	President of the Students' Union (Union Devpt)/DVC	Based on % of University income
Students' Union Code of Practice	Board of Governors Education Act 1994 StoPR 13	N/A	Vice-Chancellor <i>PVC (University Secretary) /Clerk</i>	In consultation with Students' Union

Student Disciplinary procedures including Appeals and Complaints	Board of Governors AoG 9(2)	Academic Board	Vice-Chancellor <i>PVC (Student Experience)</i>	Reviewed annually. Annual report on Appeals/ Discipline/Complaints to BoG
Suspension/Exclusion	Vice Chancellor AoG 3(2)(f)	Vice-Chancellor/VC's nominee	Director of Student Services	Disciplinary Regulations approved by Academic Board
Expulsion (disciplinary)	Vice-Chancellor AoG 3(2)(f)	Vice-Chancellor On Panel recommendation	Director of Student Services	Disciplinary Regulations approved by Academic Board
Termination of Studies (academic reasons)	Academic Board AoG 3(2)(f) & 3(3)(a)	Academic HoDs/Chairs of Assessment Boards	Academic Registrar	Academic Regulations approved by Ac Board
Appeals against suspension/exclusion	Vice-Chancellor AoG 3(2)(f)	PVC (University Secretary) or nominee	Director of Student Services	Disciplinary Regulations approved by Academic Board
Appeals against expulsion (disciplinary)	Vice-Chancellor AoG 3(2)(f)	Appeals Panel chaired by designated independent member of BoG	PVC (University Secretary)/ Clerk <i>Director of Student Services</i>	Disciplinary Regulations approved by Academic Board
Appeals against termination of studies (academic)	Vice-Chancellor AoG 3(2)(f)	Appeals Panel	Academic Registrar	Academic Regulations approved by Academic Board

Key

IoG	Instrument of Government	AC TOR	Audit Committee Terms of Reference
AoG	Articles of Government	RE TOR	Resources Committee Terms of Reference
StoPR	Statement of Primary Responsibilities	NC TOR	Nominations Committee Terms of Reference
CUC	CUC Higher Education Code of Governance	RC TOR	Remunerations Committee Terms of Reference
T&C	OfS Terms and Conditions of Funding	FR	Financial Regulations
BoG	Board of Governors		

Note

Whilst this scheme sets out agreed delegations, the Board retains ultimate authority and accountability and may re-open or revisit any decision taken on its behalf before it is ratified