

Edge Hill University Scheme of Delegation

The Board of Governors (the Board) is the University’s senior authority and is ultimately responsible for all of its activities. However, this does not mean that governors are, or should be, actively involved in every decision made. This Scheme of Delegation (the Scheme) outlines how the Board’s authority is delegated appropriately to committees or, where appropriate, individuals, to ensure that the University is able to operate effectively.

While the Board is happy to delegate authority appropriately, it nonetheless retains responsibility for each activity. The Scheme also illustrates how governors retain appropriate oversight of all areas. Where necessary, the Board retains the right to review and, if appropriate, overturn any decision made by a delegated authority.

The Scheme was formulated in line with the University’s constitutional documents: the Articles of Government and Instrument of Government. It is also alert to the requirements of the Office for Students, namely in upholding the Public Interest Governance Principles, and meeting the requirements of the Terms and Conditions of Funding. The Scheme also references the CUC HE Code of Governance 2020, which the Board formally adopted in January 2021.

The University is currently evolving to a new leadership structure. This interim Scheme of Delegation represents the existing arrangements and will be reviewed in-year to reflect the enhanced position once a full Executive team is in post.

The Scheme was approved in October 2025.

Key for users

Acronym	Full meaning
AoG	Articles of Government
CoR	OfS Conditions of Registration
CUC	CUC Higher Education Code of Governance
CMA	Competition and Markets Authority
IoG	Instrument of Government
PIGP	Public Interest Governance Principles

Academic Governance and Quality

Area of Activity	Source of Requirements	Authority Delegated to	Officer(s) Responsible	Committee responsible	Board Oversight: Approval	Board Oversight: Discussion	Board Oversight: Awareness (Section C or Board committee)	Notes
Academic Board procedures	AoG	Academic Board	Vice-Chancellor [supported by Secretary to Academic Board]	Management: Academic Board	N/A	N/A	Reported to Board in line with the Review cycle	
Academic Governance arrangements	PIGP (IV); CoR: E2; CUC 2.5	N/A	Vice-Chancellor [supported by their designated members of the Executive team]	Management: Academic Board	Board approved Protocols in place to oversee academic governance	Board approved Protocols in place to oversee academic governance	N/A	See Board approved Protocols
Academic Quality and Standards Framework (including assessment and student outcomes [inc continuation, completion & progression])	AoG; CoR: B Conditions	Academic Board	Vice-Chancellor [supported by their designated members of the Executive team]	Management: Academic Quality Enhancement Committee	Academic Assurance Report (annual); Annual OFS Assurance report (annual)	Academic Board report and minutes; Graduate Outcomes Survey Results (annual); Degree Outcomes Statement (annual); National Student Survey outcomes (annual); Protecting the Interests of All Students report (annual); Vice-Chancellor's updates; Students' Union reports	N/A	Investigation by an awarding body or PSRB would constitute an OFS reportable event
Academic Regulations	AoG; CoR B4; B5	Academic Board	Vice-Chancellor [supported by their designated members of the Executive team]	Management: Regulations Review Sub-Committee	N/A	Academic Board summary report and minutes; Degree Outcomes Statement	N/A	Changes to governing documents may constitute an OFS reportable event
Academic structure: establishment, combining, naming, disestablishment of schools, faculties, departments, institutes or other academic sections	Governing Body	Academic Board	Vice-Chancellor [supported by their designated members of the Executive team]	Management: Academic Board committees as appropriate	Any changes which would materially alter the University's Educational Character and Mission require approval	Academic Board Report and Minutes (regular)	N/A	Vice-Chancellor to undertake materiality test for the purposes of requesting permission from the Board. Closure of campus, department or subject area constitutes an OFS reportable event
Degree Apprenticeships	Ofsted	Academic Board/Directorate	Vice-Chancellor [supported by their designated members of the Executive team]	Management: Academic Board committees as appropriate; Apprenticeships Group	N/A	Academic Partnerships (Annual); Academic Assurance Report*	N/A	
Educational character and mission	AoG	N/A	Vice-Chancellor [supported by their designated members of the Executive team]	Management: Academic Board and Directorate	As required	Vice-Chancellor's reports / Academic Board reports		
Establishment of Academic Board committees	AoG	Academic Board	Vice-Chancellor [supported by their designated members of the Executive team]	Management: Academic Board	N/A	Academic Board summary report and minutes	N/A	
Establishment, suspension and withdrawal of individual courses	Governing Body	Academic Board	Vice-Chancellor [supported by their designated members of the Executive team]	Management: Academic Board committees as appropriate	N/A	N/A	Vice-Chancellor to report any significant matters	
Honorary Academic Awards: approval of recommendations	AoG	Honorary Awards Committee	Head of Academic Registry	Honorary Awards Committee	N/A	N/A	Accepted recommendations reported by the Vice-Chancellor	Honorary Awards Committee is a joint committee of the Board and Executive. Membership includes the Pro-Chancellor and Chair of Governors, one member of the governing body, and the Clerk to Governors. Procedures for the Honorary Awards Process are approved by the Academic Board.
Honorary Academic Awards: revocation of award	AoG	N/A	N/A	Honorary Awards Committee	On recommendation from the Vice-Chancellor	N/A	N/A	
Membership of Academic Board/periods of office	AoG	Academic Board	Vice-Chancellor [supported by Secretary to Academic Board]	Management: Academic Board	Academic Board Standing Orders	Academic Board summary report and minutes; Vice-Chancellor's reports	N/A	
Participation in the Teaching Excellence Framework (TEF)	CoR: B6	Vice-Chancellor	Vice-Chancellor	Management: Academic Board and Directorate	Academic Assurance Report (annual); Annual OFS Assurance report (annual)	N/A	TEF Submission	
Research Degree Regulations	AoG	Academic Board	Vice-Chancellor and PVC (Research)	Management: Research Degrees Sub-Committee	N/A	Academic Board summary report and minutes	N/A	Changes to governing documents may constitute an OFS reportable event
Research policy/procedures	AoG	Academic Board	Vice-Chancellor and PVC (Research)	Management: Research & Innovation Committee	N/A	Academic Board summary report and minutes; Research Report	N/A	
Students' academic experience (including resources, support and engagement)	CoR: B1; B2	Academic Board / Directorate	Vice-Chancellor [supported by their designated members of the Executive team]	Management: Academic Board committees as appropriate	Academic Assurance Report (annual)	National Student Survey outcomes (annual); Protecting the Interests of All Students report; Academic Board summary report and minutes; Vice-Chancellor's updates; Students' Union reports	N/A	
Academic activities not specifically listed in the Scheme of Delegation	Governing Body	Vice-Chancellor	Vice-Chancellor [supported by their designated members of the Executive team]	Management: Academic Board/Directorate	N/A	Vice-Chancellor to report any significant matters	N/A	Vice-Chancellor's report taken at each Board meeting

Note: Lead Governors for Student Experience and Research

Compliance and Regulation

Area of Activity	Source of Requirements	Authority Delegated to	Officer(s) Responsible	Committee Responsible	Board Oversight: Approval	Board Oversight: Discussion	Board Oversight: Awareness (Section C or Board committee)	Notes
Accuracy of Published Information	CUC Objectives; CMA	Vice-Chancellor	Vice-Chancellor or their designated nominee	Management: University Executive	N/A	Protecting the Interests of Students (annual report)	N/A	Investigation by the CMA/National Trading Standards may constitute an OFS reportable event
Approval of documents for submission to the OFS Annual Accountability Return	OFS T&Cs	N/A	Vice-Chancellor	Management: University Executive	Annual Accountability Return; Financial Statements; Annual Financial Return	N/A	N/A	
Compliance with all OFS conditions of registration, terms & conditions inc. accounts direction.	CoR: E3.2	N/A	Vice-Chancellor (designated Accountable Officer); Chief Operating Officer; Clerk	Management: OFS Oversight Group (Clerk is a member and retains ongoing access to the CoR evidence pack)	OFS Annual Assurance Report (arrangements for compliance with individual conditions are specified throughout the Scheme of Delegation); Financial Statements (Annual); Ongoing assurance provided in various reports throughout the year - indicated on the Board's business schedule and on item coversheets	Audit & Risk Committee Annual Report	N/A	As an Exempt Charity the OFS is the University's Principal Regulator in respect of Charity Law.
Compliance with Modern Slavery legislation	Modern Slavery Act 2015	Vice-Chancellor	Vice-Chancellor or their designated nominee	Management: Vfm & Procurement Steering Group	Material changes to the Modern Slavery Statement	N/A	N/A	
Compliance with statutory duty on Prevent	Counter Terrorism and Security Act 2015	N/A	Vice-Chancellor	Management: University Executive	Annual Prevent Report and OFS Return	N/A	Accountable Officer to report significant breaches	Prevent Duty training mandatory for all governors
Compliance with the public sector equality duty	Equality Act 2010	Vice-Chancellor	Vice-Chancellor or their designated nominee	Management: University Executive	Equity, Diversity and Inclusion Strategy	Equity, Diversity and Inclusion report (annual)	N/A	
Compliance with UK immigration and visa requirements	UK Visas and Immigration legislation	Vice-Chancellor	Vice-Chancellor or their designated nominee	Management: University Executive	Annual OFS Assurance Report (new addendum includes a general compliance framework)	N/A	Audit & Risk Committee: considers departmental Risk Registers; Board Assurance Framework	Loss of sponsor licence constitutes an OFS reportable event
Co-operation with the requirements of the Office of the Independent Adjudicator for Higher Education student complaints scheme	CoR C2.1	Vice-Chancellor	Vice-Chancellor or their designated nominee	Management: Student Experience Sub-Committee	Protecting the Interests of All Students report (Annual); Annual OFS Assurance Report	N/A	N/A	Student complaints upheld (partially or in full) by EHU or the OIA may constitute a reportable event
Corporate Governance Statement/ Public Interest Disclosure	OFS Accounts Direction	N/A	COO/ Clerk	Audit & Risk Committee	Financial Statements (annual)	N/A	Audit & Risk Committee considers: Financial Statements (Annual)	
Data Protection and GDPR	Data Protection legislation	Vice-Chancellor	Vice-Chancellor or their designated nominee	Management: Information Strategy Group	N/A	N/A	Audit & Risk Committee considers: Periodic reports and internal audit assignments	Investigation by the Information Commissioner's Office may constitute an OFS reportable event
Determination of the 'accountable officer'	CoR: E3.3; Regulatory Advice 10	N/A	Nominator: Chair of Governors. The Vice-Chancellor is the Accountable Officer	N/A	Annual OFS Assurance Report	N/A	N/A	Changes to the accountable officer constitute a reportable event
Ensuring high-quality and robust data which meets all relevant legal and regulatory requirements	CUC 2.6	Vice-Chancellor	Vice-Chancellor or their designated nominee	Audit & Risk Committee; Management: University Executive	Annual OFS Assurance Report	Audit & Risk Committee Annual Report (opinion expressed on Data Quality)	Annual Accountability Return; Audit & Risk Committee meeting reports; Audit & Risk Committee considers: Internal Audit Plan (Data Quality); TRAC Return	
Ensuring the accuracy of the information contained in the OFS Register.	CoR: E4	N/A	Vice-Chancellor or their designated nominee	Management: OFS Oversight Group	Annual OFS Assurance Report	The Vice-Chancellor must notify the Chair of Governors about any E4 notification that is not a routine communication. The Chair will refer items for consideration by the Board where appropriate	N/A	Updates to the Register would constitute an OFS reportable event

Area of Activity	Source of Requirements	Authority Delegated to	Officer(s) Responsible	Committee Responsible	Board Oversight: Approval	Board Oversight: Discussion	Board Oversight: Awareness (Section C or Board committee)	Notes
Facilitating, in co-operation with electoral registration officers, the electoral registration of students.	CoR: E5	Vice-Chancellor	Vice-Chancellor or their designated nominee	Management: OFS Oversight Group	Annual OFS Assurance Report	N/A	N/A	
Freedom of Information	N/A	Vice-Chancellor	Vice-Chancellor or their designated nominee	Management: Information Strategy Group	N/A	N/A	N/A	
Health and Safety Framework	Health and Safety Executive legislation; Governing Body	Management: Institutional Health, Safety and Environment Committee	Vice-Chancellor and COO	Management: Institutional Health, Safety and Environment Committee		N/A	IHSEC Minutes (every meeting) Audit & Risk Committee: H&S Annual Report (includes annual strategy)	Any issues deemed 'significant' by the COO to be reported swiftly to the Board; Investigation by the HSE may constitute an OFS reportable event
Identifying Reportable Events for submission to the OFS	OFS Regulatory Advice 16	Accountable Officer (The Vice-Chancellor)	Vice-Chancellor	Management: OFS Oversight Group	N/A	Board would be notified of any event Reported.	Audit & Risk Committee: Report taken at each meeting - to include any items that were formally assessed for reportability; Audit & Risk Committee approve Reportable Events Policy	In the event the Accountable Officer is the subject of a report, the Chair of Governors may authorise a report to the OFS
Merger/Dissolution of the University or its subsidiaries	Governing Body	N/A	Vice-Chancellor	Finance Committee (to advise); Audit & Risk Committee (for implementation)	Decision would require Board approval	N/A	N/A	Merger/dissolution would constitute an OFS reportable event
Provide the Designated Data Body (DDB) with such information as the DDB specifies at the time and in the manner and form specified by the DDB.	CoR: F4; HERA sections 64(1) and 65(1)	Vice-Chancellor	Vice-Chancellor or their designated nominee	Audit & Risk Committee	Annual OFS Assurance Report	N/A	N/A	Failure, or likely failure, to provide details may constitute an OFS reportable event
Provide the OFS, or their nominee, with such information as the OFS specifies at the time and in the manner and form specified.	CoR: F3.1	N/A	Vice-Chancellor	Management: OFS Oversight Group	Annual OFS Assurance Report	The Vice-Chancellor must notify the Chair of Governors about any F3 request that is not a routine communication. The Chair will refer items for consideration by the Board where appropriate	N/A	Failure, or likely failure, to provide details may constitute an OFS reportable event
Provision and publication of information about student transfer arrangements	CoR: F2	Vice-Chancellor	Vice-Chancellor or their designated nominee	Management: OFS Oversight Group	Annual OFS Assurance Report	N/A	N/A	
Provision and publication of the transparency information set out in section 9 of HERA.	CoR: F1; HERA	Vice-Chancellor	Vice-Chancellor or their designated nominee	Management: OFS Oversight Group	Annual OFS Assurance Report	Notifications from OFS addressed to the Governing Body are shared with the Board as appropriate	N/A	
Provision of Legal Services to the University – includes Legal Services to the Board	Governing Body	Vice-Chancellor (management) / Clerk (governing body)	University Executive; Clerk	N/A	N/A	N/A	Legal advice obtained by the Clerk would normally be shared with the Board, relevant committee or appropriate individual (eg the Chair) depending on the nature of the circumstances	Chair of BoG consulted if contract to be let; Chair of Audit may procure separate services up to £10k.
Reportable Events process	OFS Advisory Notice 16	Audit & Risk Committee	Vice-Chancellor [designated Accountable Officer]	Audit & Risk Committee; Management: OFS Oversight Group	N/A	The Board is notified of any reports made to the OFS and provided with high level data on items that are considered but not reported	Audit & Risk Committee considers: Serious Incidents Reporting Policy; Annual Serious Incidents and Whistleblowing report	
Responsibility for interactions between the University and the OFS and its designated bodies.	CoR E3.1	N/A	Vice-Chancellor [designated Accountable Officer]	N/A	Annual OFS Assurance Report	N/A	N/A	
Scheme of Delegation	Governing Body; CUC	N/A	Clerk	Audit & Risk Committee	On recommendation from Audit & Risk Committee	Annual self assessment of Board effectiveness; Board Assurance Framework	N/A	
University Compliance Framework	Governing Body	Vice-Chancellor	Vice-Chancellor or their designated nominee	Management: OFS Oversight Group	N/A	N/A	University Compliance Framework	
Use of the University Crest	Governing Body	Vice-Chancellor	Vice-Chancellor or their designated nominee	N/A	N/A	N/A	N/A	
Use of University Seal	IoG	Clerk	Clerk	N/A	N/A	N/A	Use of the University Seal Annual Report	Clerk must keep the seal under secure arrangements

Note: Lead Governor for ESG

Finance

Area of Activity	Source of Requirements	Authority Delegated to	Officer(s) Responsible	Committee Responsible	Board Oversight: Approval	Board Oversight: Discussion	Board Oversight: Awareness (Section C or Board committee)	Notes
Advance payments to suppliers	Financial Regulations	Director of Finance	Director of Finance	N/A	N/A	N/A	Finance Committee approves: Financial Regulations	
Appointment of Bankers and designation of account signatories	Financial Regulations	N/A	Vice-Chancellor; COO; Director of Finance	Finance Committee	Appointment of Bankers (as required)	N/A	Finance Committee approves: Financial Regulations	
Appointment of Insurers and insurance arrangements	Financial Regulations	COO; Director of Finance	Director of Finance	Finance Committee	Appointment of Insurers (as required)	N/A	N/A	
Approval for student payments to be deferred / paid in instalments	Governing Body	University Executive	COO	Management: Student Fees Group	N/A	N/A	N/A	
Approval of accommodation rates	Governing Body	University Executive	COO	Management: University Executive	N/A	N/A	N/A	
Approval of administration charges associated to late payment of residential charges or academic fees	Governing Body	University Executive	Director of Finance	Management: Student Fees Group	N/A	N/A	N/A	
Approval of Annual Accounts	AoG; Accounts Direction; Financial Regulations	N/A	COO; External Auditors	Finance Committee; Audit & Risk Committee	Financial Statements	N/A	Audit & Risk Committee considers: External Audit Strategy (Annual).	
Approval of annual external audit of Accounts	Accounts Direction; Financial Regulations	Audit & Risk Committee	COO	Audit & Risk Committee	External Audit: Audit Highlights; and Letter of Representation Memorandum and Management Letter		Audit also considers External Audit Highlights; and Letter of Representation; Memorandum and Management Letter	
Approval of income-generating non-research projects	Governing Body	Vice-Chancellor	Vice-Chancellor or their designated nominee	Management: University Executive	N/A	N/A	N/A	
Approval of the University's annual budget	AoG	N/A	Vice-Chancellor	Finance Committee	Operating Budget (Annual)	N/A	N/A	
Approval to engage external auditors for non-audit services	CUC Audit Code of Practice	Audit & Risk Committee	COO	Audit & Risk Committee	N/A	Audit & Risk Committee Annual Report	Audit & Risk Committee: proposals to engage external auditors; Policy on the provision of non-audit services is in development	
Approval to open/accept tenders	Financial Regulations	< £100k: HoD; < £250k: HoD /FD; > £250k: COO (report to VC)	Director of Finance	N/A	N/A	N/A	Finance Committee approves: Financial Regulations	
Asset Register	FR 12.8	COO	Director of Finance (local asset registers for items >£10K)	N/A	N/A	N/A	Finance Committee approves: Financial Regulations	
Banking Arrangements	Financial Regulations	Vice-Chancellor	COO; Director of Finance	N/A	N/A	N/A	Finance Committee approves: Financial Regulations	
Cash Security Controls	Financial Regulations	Director of Finance	Director of Finance	N/A	N/A	N/A	Finance Committee approves: Financial Regulations	
Compliance with terms and conditions attached to financial support	CoR: G2	Vice-Chancellor	COO	N/A	Annual Accountability Return; Financial Statements	N/A	N/A	Failure (or likely failure) to comply with T&Cs of funding may constitute an OFS reportable event
Credit Note Authorisation	Financial Regulations	< £10k: Budget Holder nom; < £75k: Budget holder; < £250k: COO	Director of Finance	N/A	N/A	N/A	Finance Committee approves: Financial Regulations	
Debt Write Off	Governing Body	Vice-Chancellor	COO (>£5k); Director of Finance (<£5k)	Audit & Risk Committee	Financial Statements	N/A	Audit & Risk Committee considers: Debt written off over £20k (as required)	
Delivering value for money for students and taxpayers	PIGP VI; CUC 1.5	N/A	Vice-Chancellor (or their nominee)	Management: Value for Money and Procurement Strategy Group	N/A	Audit & Risk Committee Annual Report (includes opinion on VFM)	Audit & Risk Committee considers: Annual Value for Money report	
Disposal of Assets	Financial Regulations	FD £10k - 25k; COO <£250k; VC <£500k	Director of Finance	N/A	Financial Statements; disposal of assets over £500k	N/A	Finance Committee approves: Financial Regulations	Sale of assets may constitute an OFS reportable event
Donations/Bequests	CUC 6.1	N/A	Vice-Chancellor and COO	N/A	Donations over £50k (as required)	N/A	Audit & Risk Committee approves: Counter Fraud and Corruption Policy and Response Plan	
Ensuring adequate financial resources	CoR: D3, D4	N/A	Vice-Chancellor and COO	N/A	N/A	Management Information (each meeting)	Finance Committee considers: Treasury Management Update; Management Information	A likely drop in liquidity to below 30 days' average expenditure would constitute an OFS reportable event
Establishment of direct debits or standing orders	Governing Body	Director of Finance	Director of Finance	N/A	N/A	N/A	N/A	
Expenditure approval (Capital & Revenue) < £500k	Financial Regulations	Cap: <£25k FD Rev: <£75k Budget holder Cap/Rev: <£250k COO Cap/Rev: <£500k VC	Director of Finance	N/A	Financial Statements	N/A	Finance Committee approves: Financial Regulations	

Area of Activity	Source of Requirements	Authority Delegated to	Officer(s) Responsible	Committee Responsible	Board Oversight: Approval	Board Oversight: Discussion	Board Oversight: Awareness (Section C or Board committee)	Notes
Expenditure approval (Capital & Revenue) > £500k	Financial Regulations	N/A (VC may approve variation in expenditure < £500,000)	Vice-Chancellor and COO	N/A	Board approval required	N/A	Finance Committee approves: Financial Regulations	
Expense Claims	Financial Regulations	Specified line managers. VC's approval for claims > £5,000 up to max £10,000	Director of Finance	N/A	N/A	VC Claims recorded in the Remuneration Report.	Chair approves Vice-Chancellor's claims (in line with Policy approved by Audit & Risk Committee)	
External research grant/contract applications	AoG	Research Office and Research Committee	Head of Department/Principal Investigator	Management: Research & Innovation Committee	N/A	N/A	N/A	
Financial sustainability	CoR: D2	N/A	Vice-Chancellor and COO	Finance Committee	5-year Financial and Student Number Forecasts (Annual)	Management Information	Finance Committee considers: Treasury Management Update; Management Information; Performance Reports	A change in the actual or forecast financial performance or position may constitute a reportable event
Financial viability	CoR: C4; CoR: D1	N/A	Vice-Chancellor and COO	Finance Committee	Financial Statements (Annual); Operating Budget (Annual); Going Concern Statement (Annual) Student Protection Plan (as required); Annual Accountability Return (when required)	Management Information	Audit also considers the Going Concern statement	Consideration (by the governing body or external auditors) that the University may not be a going concern would be an OfS reportable event
Implementation of agreed fee limits	CoR: G1	University Executive	COO	Management: Student Fees Meeting; Access and Participation Plan Steering Group	N/A	N/A	Access and Participation Plan; Annual re-approval of APP by the OfS	Complaints that the University has charged, or advertised a fee exceeding the statutory limit or limit imposed as a result of an approved APP would constitute a reportable event
Implementation of social, financial and environmental objectives	CUC 2.6	N/A	COO; Director of Finance; Director of FM	Board of Governors reserves strategic responsibility; Management: Institutional Health and Safety Committee	Strategic Plan; Sustainable Procurement Strategy; Environmental Sustainability Strategy	Environmental Sustainability Report (Annual)	Access and Participation Plan; Audit & Risk Committee approves: Ethical Policy Framework	
Insurance claims for non trivial losses	Governing Body	Vice-Chancellor	COO; Director of Finance	Finance Committee	N/A	N/A	Reported to the Board	
Investment and Trading Activities	AoG	Vice-Chancellor	COO	Finance Committee	Investment/Trading proposals (as required)	N/A	N/A	
Loan/overdraft application	Financial Regulations	N/A	Director of Finance	Finance Committee	Applications require Board approval	N/A	N/A	A significant change in financial commitments or borrowings may constitute an OfS reportable event
Losses Register	Governing Body	Vice-Chancellor	COO; Director of Finance	N/A	N/A	N/A	N/A	
Overall control of fixed assets (items > £10,000)	Financial Regulations	Director of Finance (control procedures)	Director of Finance	N/A	N/A	N/A	Finance Committee approves: Financial Regulations	
Payment of regulatory fees	CoR: G3.2	Vice-Chancellor	COO	Management: OfS Oversight Group	Annual OfS Assurance Report	N/A	N/A	
Procurement of Goods and Services	Governing Body	Directorate	COO	Management: Value for Money and Procurement Strategy Group	N/A	N/A	Audit & Risk Committee approves: VFM Report	
Purchasing	Financial Regulations	Vice-Chancellor	COO/Head of Cost Centre/Budget Holders	N/A	N/A	N/A	Finance Committee considers: Financial Regulations (> £2k subject to written quotes >£75k sealed bid)	
Robust systems of financial control and governance	CUC 2.6	Audit & Risk Committee	COO; Director of Finance	Audit & Risk Committee	N/A	N/A	Audit & Risk Committee considers: Financial Regulations and reports on the control environment	
Tax Arrangements	Financial Regulations	Director of Finance	Director of Finance	N/A	N/A	N/A	N/A	An investigation by HMRC may constitute an OfS reportable event
Tender Waiver – Derogation from Financial Regulations	Governing Body	FD < £20k; COO < £75k; VC < £250k [f insufficient suppliers to meet standard requirements]	Director of Finance	N/A	N/A	N/A	N/A	
Transparency about value for money for students and taxpayers	PIGP VI; CUC 1.5	N/A	COO	Management: Value for Money and Procurement Strategy Group	N/A	Audit & Risk Committee Annual Report (includes opinion on VFM and details transparency arrangements)	Audit & Risk Committee considers: Annual Value for Money report	

Note: Lead Governors for ESG and Finance

Governance

Area of Activity	Source of Requirements	Authority Delegated to	Officer(s) Responsible	Committee Responsible	Board Oversight: Approval	Board Oversight: Discussion	Board Oversight: Awareness (Section C or Board committee)	Notes
Appointment of Academic Board nominee to the Board of Governors	Instrument of Government	Academic Board	Vice-Chancellor (Chair of Academic Board)	Governance & Nominations Committee	Board approval of the nomination required	N/A	Governance & Nominations Committee considers: Procedures for the Appointment of Governors. Summary reports of GNC meetings provided to BoG	
Appointment of student governors	Instrument of Government, PIGP III	Student election	EHSU Chief Executive	Governance & Nominations Committee	Board approval of the nomination required	N/A	Governance & Nominations Committee considers: Procedures for the Appointment of Governors. Summary reports of GNC meetings provided to BoG	
Appointment of teaching and support staff governors	Instrument of Government	Staff election	Clerk	Governance & Nominations Committee	Board approval of the nomination required	N/A	Governance & Nominations Committee considers: Procedures for the Appointment of Governors. Summary reports of GNC meetings provided to BoG	
Appointment, Renewal & Removal of independent members	Articles of Government; Instrument of Government; PIGP XI	N/A	Clerk	Governance & Nominations Committee	Appointment and Removal subject to BoG approval. Renewal confirmed by Governance and Nominations Committee	N/A	Governance & Nominations Committee considers: Procedures for the Appointment of Governors; BoG receives summary report from Governance and Nominations Committee	Removal of governors may constitute an OFS reportable event
Appointment, suspension and dismissal of the Clerk	Articles of Government	N/A	Chair of the Board	Governance & Nominations Committee	Appointment and dismissal subject to BoG approval. Suspension may be agreed by the Chair	N/A	Governance & Nominations Committee considers: relevant procedures (as required)	Suspension or dismissal of the Clerk may constitute an OFS reportable event
Appointment, suspension and dismissal of the Vice-Chancellor	Articles of Government	N/A	Chair of the Board	Governance & Nominations Committee	Appointment and dismissal subject to BoG approval. Suspension may be agreed by the Chair	N/A	Governance & Nominations Committee considers: relevant procedures (as required)	Appointment, suspension or dismissal of the Vice-Chancellor would be an OFS reportable event given the Vice-Chancellor is also the Accountable Officer
Appointment/Removal of Committee Chairs	Articles of Government; Instrument of Government; PIGP XI	N/A	Clerk	Governance & Nominations Committee	Appointment and Removal subject to BoG approval. Renewal of Committee Chairs subject to Board approval	N/A	Governance & Nominations Committee considers: Procedures for the Appointment of Governors; BoG receives summary report from Governance and Nominations Committee	Removal of governors may constitute an OFS reportable event
Appointment/Removal of the Chancellor	Governing Body: SToPR 6	Chair of the Board; Vice-Chancellor	Clerk	Honorary Awards Committee (joint Board/Management committee)	Removal from office requires BoG resolution	N/A	Honorary Awards Committee report	Role and terms of office approved by Honorary Awards Committee
Appointment/Removal of the Vice Chair of the Board	Articles of Government; Instrument of Government	N/A	Clerk	Governance & Nominations Committee	Appointment, Renewal and Removal subject to BoG approval (advised by Governance & Nominations Committee)	N/A	Governance & Nominations Committee considers: Procedures for the Appointment of Governors	Removal of the Vice Chair may constitute an OFS reportable event
Appointment/Removal of the Pro-Chancellor & Chair of the Board	Articles of Government; Instrument of Government	N/A	Clerk	Governance & Nominations Committee (special committee required for the purposes of appointing a new Chair)	Appointment, Renewal and Removal subject to BoG approval in line with agreed procedures	N/A	Governance & Nominations Committee considers: Procedures for the Appointment of Governors	Changes to the Chair of the Board constitute an OFS reportable event
Approval and use of University logo	Governing Body	Vice-Chancellor	Vice-Chancellor or their designated nominee	N/A	N/A	N/A	N/A	
Board committee membership	Governing Body	Governance & Nominations Committee	Clerk	Governance & Nominations Committee	N/A	N/A	Governance & Nominations Committee meeting report	
Board Effectiveness Evaluation	CUC 5.13	N/A	Clerk	Process overseen by Governance & Nominations Committee	Summary report and action plan	N/A	Governance & Nominations Committee meeting report	External evaluation commissioned every 3 years
Board of Governor membership numbers and categories inc co-options	Instrument of Government; PIGP VIII; CUC 5.2	N/A	Clerk	Governance & Nominations Committee	On recommendation from Governance and Nominations Committee	N/A	Governance & Nominations Committee meeting report	
Board Standing Orders	Governing Body	N/A	Clerk	Governance & Nominations Committee	BoG approval required (on recommendation from Governance and Nominations Committee or the Clerk)	N/A	Governance & Nominations Committee meeting report	
Calendar of meetings	Governing Body	Board of Governors	Clerk	Governance & Nominations Committee	Calendar of meetings	N/A	N/A	
Changes in institutional management structure	AoG	Vice-Chancellor	Vice-Chancellor	N/A	N/A	N/A	Vice-Chancellor to notify the Board of significant changes	
Consideration of ethical issues with institutional implications	Governing Body	Vice-Chancellor	Vice-Chancellor or their designated nominee	University Executive	Ethical Policy Framework; relevant institutional strategies	N/A	N/A	Any issues considered by the Vice-Chancellor to be significant for the University (particularly in respect of reputational damage) should be reported to BoG and may constitute a reportable event
Deliver, in practice, the public interest governance principles	CoR: E2.2	N/A	Vice-Chancellor (or their nominee) and Clerk	Management: OFS Oversight Group	Senior institutional policies/strategies; Committee effectiveness self-evaluations; Scheme of Delegation; OFS Annual Assurance Report	N/A	N/A	
Ensure that the University's governing documents uphold the public interest governance principles.	CoR: E1	N/A	Vice-Chancellor (or their nominee) and Clerk	Management: OFS Oversight Group	Policy Management Framework; Annual OFS Assurance Report	Committee effectiveness self-evaluations	N/A	Amendments to governing documents may constitute an OFS reportable event
Ensure the University operates openly, honestly, accountably and with integrity and demonstrates the values appropriate to be recognised as an English higher education provider.	PIGP II; CUC 3.2	N/A	Vice-Chancellor and Clerk	Governance & Nominations Committee (for Board-related matters)	Strategic Plan; Scheme of Delegation; Ethical Policy Framework; Governor Complaints Policy; Annual self evaluation; Board Culture Framework	N/A	Governance & Nominations Committee considers: Board Register of Interests process and Fit & Proper Person test (as required); GNC oversees governor induction including individual commitment to the Nolan Principles	

Area of Activity	Source of Requirements	Authority Delegated to	Officer(s) Responsible	Committee Responsible	Board Oversight: Approval	Board Oversight: Discussion	Board Oversight: Awareness (Section C or Board committee)	Notes
Ensuring that members of the governing body, those with senior management responsibilities, and individuals exercising control or significant influence over the provider, are fit and proper persons.	PIGP IX; CUC 5.9	Governance & Nominations Committee	Clerk	Governance & Nominations Committee	Board Culture Framework	N/A	Governance & Nominations Committee oversees the Board approved Framework for the Recruitment, Induction, Development and Review of members	Board Secretariat undertake monitoring activity in line with approved procedures. A governor failing to act as a fit and proper person, while in post, may constitute an OFS reportable event
Ensuring that the size, composition, diversity, skills mix, and terms of office of the governing body is appropriate for the nature, scale and complexity of EHU.	PIGP VIII; CUC 5.2	N/A	Clerk	Governance & Nominations Committee	BoG resolution required for any material changes	N/A	Governance & Nominations Committee considers: Board Recruitment Strategy (Annual); Renewal of terms of office (Annual); Board skills matrix (Annual)	
Establishment of Board committees	AoG; IoG; CUC 5.3	N/A	Clerk	Governance & Nominations Committee	Board resolution required for changes to the Committee structure (on recommendation from Governance and Nominations Committee)	N/A	N/A	Amendments to the Board's structure may constitute an OFS reportable event
Financial systems and controls	AoG	COO	Director of Finance	Management: University Executive	Financial Statements	External Auditors' Management Report	Audit & Risk Committee considers: Internal Audit Reports (each meeting); Approves Financial Regulations	
Gifts received in the name of individuals	Governing Body	Vice-Chancellor	Director of Finance	N/A	N/A	N/A	Audit & Risk Committee: approves Hospitality and Gifts Policy (Material amendments)	
Gifts received in the name of the University	Governing Body	N/A	Vice-Chancellor or their designated nominee	N/A	Gifts and Donations Policy (Material amendments)	N/A	N/A	
Governor Complaints Procedure	Governing Body	N/A	Clerk	Governance & Nominations Committee	Board approves the Complaints Procedure	Board would be updated on complaints in line with the agreed procedures		
Institutional Strategic Plan (inc. academic strategy and Key Performance Indicators)	Governing Body; Articles of Government; CUC	N/A	Vice-Chancellor	N/A	Strategic Plan	Board Assurance Framework Reporting	N/A	In consultation with the University Executive and Academic Board
Instrument and Articles of Government	Privy Council; Instrument of Government	N/A	Advised by the Clerk	Management: University Executive	BoG resolution would be required	N/A	N/A	
Name of the University	Privy Council; Instrument of Government	N/A	Advised by the Vice-Chancellor	Management: University Executive	BoG resolution would be required	N/A	N/A	OFS permission required
New Governor Induction	CUC 5.12	Governance & Nominations Committee	Clerk	Governance & Nominations Committee	N/A	N/A	Governance & Nominations Committee considers: Induction Process; GNC summary reports to BoG	
Operate in accordance with EHU governing documents.	CoR: E2.1	Vice-Chancellor; Governance and Nominations committee (for BoG GDs)	Vice-Chancellor or their designated nominee and the Clerk	Management: OFS Oversight Group	Annual self evaluation; Senior institutional policies/strategies; Annual OfS Assurance Report; Any changes to Board committee structures (as required)	N/A	Governance & Nominations Committee considers: Board governing documents (as required); GNC summary reports provided to BoG Audit & Risk Committee approves: Policy Management Framework (every 5 years)	Amendments to governing documents may constitute an OFS reportable event
Oversight of the approach to Corporate & Social Responsibility	CUC 6.3	N/A	Vice-Chancellor or their designated nominee and the Clerk	N/A	Corporate Governance statement (in Financial Statements); Strategic Plan; Enterprise Strategy	N/A	N/A	
Periods of office for Board members	IoG; CUC 5.10	Governance & Nominations Committee	Clerk	Governance & Nominations Committee	N/A	N/A	Governance & Nominations Committee considers: Procedures for the Appointment of Governors. Summary reports of GNC meetings provided to BoG	
Policy Management Framework (inc. Ethical Policy Framework)	CUC 2.2	N/A	Clerk	N/A	N/A	N/A	The Board's business schedule is designed to ensure the Board has appropriate insight as to the adequacy and effectiveness of key strategy and policy documents Audit & Risk Committee approves: Policy Management Framework (every 5 years)	The Policy Management Framework lists all of the University's strategies and policies and identifies the Board's role in approval and oversight. Amendments to governing documents may constitute an OFS reportable event
Register of Interests (governors and senior staff)	CUC	Vice-Chancellor / Clerk	Director of Finance (senior staff); Clerk (Governors)	Governance & Nominations Committee	N/A	N/A	NA	Updated at least annually. Whole Board reviews RoI immediately before considering the Annual Accounts and Financial Statements
Urgent use of Board powers between meetings (Chair's Action)	Governing Body	Chair of the Board; committee chairs	Clerk	N/A	N/A	N/A	Chair's Action (reported as required)	

Note: Lead Governor for ESG

Partnerships and Commercial Activity

Area of Activity	Source of Requirements	Authority Delegated to	Officer(s) Responsible	Committee Responsible	Board Oversight: Approval	Board Oversight: Discussion	Board Oversight: Awareness (Section C or Board committee)	Notes
Effective control and due diligence in relation to institutionally significant external activities, for example commercial transactions, collaborations with HEIs in other countries.	CUC 2.6	Vice-Chancellor	Vice-Chancellor or their designated nominee	Management: Directorate University Executive	N/A	Academic Partnerships Annual report; Academic Board minutes; Board Assurance Framework	N/A	Dissolution of partnerships may constitute an OfS reportable event
Enterprise Activity	AoG; CUC: 6.1, 6.3, 6.5	Vice-Chancellor	Vice-Chancellor or their designated nominee	Management: Directorate University Executive	Enterprise Strategy	Enterprise Activity reported to BoG (as required); Knowledge Exchange Framework outcomes	N/A	
Establishment & dissolution of University Companies	Governing Body	N/A	Vice-Chancellor or their designated nominee	Finance Committee On recommendation from Management: Directorate University Executive	Establishment & dissolution of University companies (as required); Lease agreements (annual)	N/A	N/A	
Intellectual Property (including sale of IP)	Governing Body	Vice-Chancellor	Vice-Chancellor or their designated nominee	Management: Research & Innovation Committee	N/A	N/A	N/A	
International/commercial ventures/partnerships requiring significant institutional investment	AoG; CUC 1.1; CUC 2.5; 6.5	Board of Governors (Vice-Chancellor if financial commitment <£500k)	Vice-Chancellor or their designated nominee	Finance Committee On recommendation from Management: University Executive	International Strategy; Partnerships where financial commitment >£500k (as required)	N/A	N/A	Dissolution of partnerships may constitute an OfS reportable event
Management of academic risks (such as those involving partnerships and collaboration, recruitment and retention, data provision, quality assurance and research integrity)	CUC 2.5	Academic Board	Vice-Chancellor or their designated nominee	Management: Academic Board; Risk Management Group	N/A	Academic Partnerships Annual report; Board Assurance Framework	Audit & Risk Committee receives regular update on risk management	Dissolution of partnerships may constitute an OfS reportable event

Note: Lead Governor for External Engagement

People and Culture

Area of Activity	Source of Requirements	Authority Delegated to	Officer(s) Responsible	Committee Responsible	Board Oversight: Approval	Board Oversight: Discussion	Board Oversight: Awareness (Section C or Board committee)	Notes
Academic freedom	PIGP I; CUC 2.7; AoG	N/A	Vice-Chancellor	N/A	OFS Annual Assurance report	N/A	Vice-Chancellor to report any significant matters	Vice-Chancellor is responsible for the materiality test in assessing whether to update the Board (in line with the checklist for Board agendas)
Appeal against dismissal (general staff)	Articles of Government	Vice-Chancellor/COO or nominee not involved in original decision	Director of HR	Management: University Executive	N/A	N/A	N/A	
Appointment of staff	Articles of Government	Vice-Chancellor	Director of HR	Management: University Executive	N/A	N/A	N/A	
Appointment, suspension and dismissal of Designated Senior Postholders other than the Vice-Chancellor and Clerk	AoG	N/A	Vice-Chancellor/Chair of Governors	n/a	N/A	N/A	Governance and Nominations Committee: Oversees procedures. Remuneration Committee: Determines Remuneration and receive reports on performance; Performance Review undertaken by Chair and Vice Chair of Governors	Suspension or dismissal of a designated senior postholder may constitute an OFS reportable event
Appraisal, salary and conditions of service for Vice-Chancellor and other Designated Senior Postholders	AoG; CUC Rem Code; CUC 2.9	Remuneration Committee	Chair of Governors and Chair of Remuneration Committee	Remuneration Committee	Framework for Staff Remuneration and Conditions of Service; Remuneration Committee Terms of Reference;	Remuneration Committee Annual Report (confirming compliance with CUC Remuneration Code)	Reports/Advice from Remuneration Committee as appropriate	
Approval of outside work/consultancy for senior postholders	Remuneration Code	Remuneration Committee	Chair of Remuneration Committee	Remuneration Committee	Framework for Staff Remuneration and Conditions of Service	N/A	Remuneration Committee: Annual Report; Policy on Activity Undertaken for External Bodies by Senior Post Holders of Edge Hill University	
Compliance with EDI legislation	Equality Act 2010; CUC 4; CUC 4.3	N/A	Vice-Chancellor (or their nominee)	Management: EDI Group	EDI Strategy	EDI Annual Report; HR Annual Report	Access & Participation Plan	An investigation of an EDI legislation breach may constitute an OFS reportable event
Designation, T&Cs & salary of management postholders (other than Designated Senior Postholders)	AoG	Vice-Chancellor	Vice-Chancellor (or their nominee)	Vice-Chancellor - advised by Executive team as appropriate	Framework for Staff Remuneration and Conditions of Service	Remuneration Committee Annual Report	Remuneration Committee considers: overall financial envelope for management postholders (annual) for Board approval alongside performance review analysis from the Vice-Chancellor	
Dismissal of Staff	AoG	Vice-Chancellor/COO	Director of HR	Management: University Executive (Panel Recommendation)	N/A	N/A	Vice-Chancellor to report on staff dismissals which may incur reputational damage	A redundancy programme may constitute an OFS reportable event
Elimination of unlawful discrimination, harassment and victimisation	CUC 4.2	N/A	Vice-Chancellor (or their nominee)	Board of Governors reserves strategic responsibility. Management: EDI Group	EDI Strategy; Bullying, Harassment & Hate Crime Policy; Ethical Policy Framework;	Employment Issues Update; Protecting the Interests of All Students Report; Staff Survey Report; Student Wellbeing report	Staff consultative committee minutes	
Ensuring the institution's values are practised throughout the organisation	CUC 2.6	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: University Executive	Bullying, Harassment and Hate Crime Policy (3 years); EDI Strategy (5 years); Framework for Staff Pay and Conditions	Staff Survey Results; NSS Results; Student Governor Reports; Vice-Chancellor's Reports	TSCNC/SSCNC Minutes; Staff Partnership Group Minutes. Audit & Risk Committee approves: Ethical Policy Framework	
Establishment of Designated Senior Postholders	AoG	N/A	Chair of the Board	Governance & Nominations Committee	Material changes subject to Board approval	Remuneration Committee reports	Remuneration Committee considers performance review for Executive team	*note this relates to the establishment of which roles should constitute DSPs - it does not concern the individual people appointed to the posts
Framework for staff pay and conditions of service except VC & designated postholders	AoG	N/A	Director of HR	Remuneration Committee	Framework for Staff Remuneration and Conditions of Service	Employment Issues Update; Staff Survey Report	Staff consultative committee minutes	
Freedom of Speech	PIGP XII; CUC 2.8	N/A	Vice-Chancellor (or their nominee)	N/A	Freedom of Speech Policy and Code of Practice (3 years); OFS Compliance Report	Prevent update	Vice-Chancellor to report any significant matters	Vice-Chancellor is responsible for the materiality test in assessing whether to update the Board (in line with the checklist for Board agendas)
Human Resources Policies	AoG; Employment Law	Various (see notes)	Director of HR	see notes	Framework for Staff Pay and Conditions; Policy Management Framework; People Strategy; Staff Collective Dispute Negotiation and Consultative Procedures	Our People - Annual Report; EDI Annual Report	SSCNC/TSCNC Minutes (each meeting)	See Policy Management Framework for full details
Instigation of staff recruitment process	N/A	Vice-Chancellor	Director of HR	N/A	N/A	N/A	N/A	
Legal cases involving employment matters	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: University Executive	N/A	N/A	Vice-Chancellor to report on staff cases which may incur reputational damage	Legal matters may constitute a reportable event
Management freedom and institutional autonomy (within regulatory constraints)	CUC 2.6	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: University Executive	Scheme of Delegation	Staff Survey Results	N/A	
Mission, character and reputation (inc values)	CUC 2.1; CUC 2.6; Articles of Government	N/A (cannot be delegated)	Vice-Chancellor	N/A	Strategic Plan; Ethical Policy Framework; relevant governing documents	Academic Board minutes; Vice-Chancellor's Report (each meeting)	N/A	
Operating in a way that supports a sustainable environment, the widening of access and participation and civic engagement	CUC 2.6	N/A	Vice-Chancellor (or their nominee)	N/A	Environmental Sustainability Annual Report; Environmental Sustainability Strategy; Health, Safety and Environment report	N/A	Access and Participation Plan; Audit & Risk Committee approves: Ethical Policy Framework. Board receives minutes from the Health, Safety and Environment Committee	
Pension provision	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: University Executive	N/A	N/A	N/A	
Prevent and address all forms of harassment and sexual misconduct	CoR: E6	N/A	Vice-Chancellor (or their nominee)	N/A	Bullying, Harassment and Hate Crime Policy	Annual report of relevant incidents and action	N/A	Where the Vice-Chancellor determines an individual issue is significant - a report should be swiftly made to the Board; any issues involving governors or the Executive may constitute a reportable event
Remuneration of external examiners	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: University Executive	N/A	N/A	N/A	
Sabbatical leave	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: University Executive	N/A	N/A	N/A	
Special leave	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: University Executive	N/A	N/A	N/A	
Staff disciplinarys	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: University Executive	N/A	N/A	Vice-Chancellor to report on staff disciplinarys which may incur reputational damage	Disciplinary action for very senior staff may constitute a reportable event

Area of Activity	Source of Requirements	Authority Delegated to	Officer(s) Responsible	Committee Responsible	Board Oversight: Approval	Board Oversight: Discussion	Board Oversight: Awareness (Section C or Board committee)	Notes
Staff performance review scheme	AoG	Line Managers	Vice-Chancellor (or their nominee)	Management: University Executive	N/A	Our People - Annual Report	N/A	
Suspension of Staff	AoG	Members of University Executive	Director of HR	Management: University Executive	N/A	N/A	Vice-Chancellor to report on staff cases which may incur reputational damage	Any issues involving the Executive may constitute a reportable event
TU Agreements, Collective Dispute and Negotiation and Consultative procedures	Governing Body	N/A	Vice-Chancellor (or their nominee)	N/A	CNC Arrangements (As required); TU Agreements	N/A	TSCNC/SSCNC minutes	
Whistleblowing	Employment Rights Act 1996	Audit & Risk Committee	COO	Audit & Risk Committee	N/A	N/A	Audit & Risk Committee considers: Whistleblowing Policy; Annual Whistleblowing and Serious Incidents report	

Note: Lead Governors for People and ESG

Risk Management

Area of Activity	Source of Requirements	Authority Delegated to	Officer(s) Responsible	Committee Responsible	Board Oversight: Approval	Board Oversight: Discussion	Board Oversight: Awareness (Section C or Board committee)	Notes
Appointment and dismissal of internal and external auditors	CUC 2.11; AoG	On recommendation from Audit & Risk Committee	Vice-Chancellor (Accountable Officer); COO	Audit & Risk Committee	Final decision requires Board approval; Auditor's Letter of Representation	N/A	N/A	
Risk Management / Appetite	CUC 2.4	N/A (advised by Audit & Risk Committee)	Vice-Chancellor (or their nominee)	Management: University Executive; Risk Management Group	Risk Management Strategy	Board Assurance Framework reporting; Audit & Risk Committee Annual Report; Vice-Chancellor's Report (each meeting)	Audit & Risk Committee considers: full corporate risk register (Annual) - and Board Assurance Framework at each meeting	
Approval of the Annual Internal Audit Plan	CUC Audit Code of Practice	Audit & Risk Committee	Vice-Chancellor (or their nominee)	Audit & Risk Committee	N/A	N/A	Audit & Risk Committee considers: Internal Audit Plan (Annual - requires Audit approval); Internal Audit Progress Report (each meeting); Audit Update reports to BoG	
Audit & Risk Committee Annual Report	CUC 2.12	N/A	Chair of Audit & Risk Committee	Audit & Risk Committee	Financial Statements	Audit & Risk Committee Annual Report	N/A	
Contract signatories	Governing Body; Financial Regulations	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: University Executive	N/A	N/A	N/A	
Corporate risk management and control arrangements (including fraud risk register)	PIGP V; CUC 2.6	N/A	Vice-Chancellor (or their nominee)	Management: Risk Management Group	Risk Management Strategy	Board Assurance Framework reporting	Audit & Risk Committee considers: full corporate risk register (Annual) - and Board Assurance Framework at each meeting	
Disaster Recovery Planning	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: Risk Management Group	Risk Management Strategy	Board Assurance Framework reporting	Audit & Risk Committee considers: full corporate risk register (Annual) - and Board Assurance Framework at each meeting	
Management and quality assurance of data	CUC 2.6	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: University Executive	N/A	Audit & Risk Committee Annual Report	Audit & Risk Committee considers: TRAC Return (Annual) and Data Quality as a strand of ongoing internal audit	Inaccurate data may constitute an OfS reportable event
Management of academic risks (such as those involving partnerships and collaboration, recruitment and retention, data provision, quality assurance and research integrity)	CUC 2.5	Academic Board	Vice-Chancellor (or their nominee)	Management: Academic Board and executive committees	N/A	Academic Partnerships Annual report; Board Assurance Framework	N/A	Dissolution of partnerships may constitute an OfS reportable event
Management of events which would not constitute a reportable incident but which have the potential to affect the University's reputation. Including, but not limited to, reports of harassment and sexual misconduct, employment issues, press reports - justified or not - on social or traditional media	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: University Executive	N/A	N/A	Vice-Chancellor to report any significant matters	Vice-Chancellor is responsible for the materiality test in assessing whether to update the Board (in line with the checklist for Board agendas)
Reporting serious incidents or material adverse events	OfS CoR: F3	N/A	Vice-Chancellor (or their nominee)	Audit & Risk Committee	N/A	Chair of Audit & Risk would refer any major incidents to the Board as appropriate	Audit & Risk Committee considers: Serious Incident Reporting Policy (3 years); Whistleblowing Policy (3 years); Annual Whistleblowing/Serious Incidents Report; Whistleblowing and Serious Incidents report taken at each meeting (summary reports provided to BoG)	Any report under the Whistleblowing Policy may constitute an OfS reportable event

Note: Lead Governor for Board Assurance Framework Reporting

Students

Area of Activity	Source of Requirements	Authority Delegated to	Officer(s) Responsible	Committee Responsible	Board Oversight: Approval	Board Oversight: Discussion	Board Oversight: Awareness (Section C or Board committee)	Notes
Access and Participation (including all reasonable steps to comply with the provisions of the Access and Participation Plan)	CoR: A1.2	N/A	Vice-Chancellor (or their nominee)	Management: APP Steering Group	N/A	Access & Participation Plan monitoring updates	Access & Participation Plan	
Admissions (offers/enrolment)	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: University Executive	N/A	Vice-Chancellor's Reports	N/A	
Appeals against suspension/expulsion (disciplinary)	Articles of Government	Appeals Panel/ Member of the University Executive (as outlined in the Disciplinary Procedures)	VC or nominee	Management: Academic Board	N/A	N/A	N/A	
Appeals against termination of studies (academic)	Articles of Government	Appeals Panel	VC or nominee	Management: Academic Board	Protecting the Interests of all Students report; Student Wellbeing annual report	N/A	N/A	
Arrangements for the general welfare of students	CUC 2.2	Vice-Chancellor	Vice-Chancellor (or their nominee)	N/A	Protecting the Interests of all Students report; Student Wellbeing annual report	N/A	N/A	Student complaints upheld (partially or in full) by EHU or the OIA may constitute a reportable event
Bursaries, prizes and scholarships	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: University Executive	N/A	N/A	N/A	
Ensuring the Students' Union operates in a fair and democratic manner and is accountable for its finances	Articles of Government; CUC 3.6	Finance Committee	EHSU Sabbatical Officers; EHSU Chief Executive	Finance Committee	SU Constitution	SU election report; SU Code of Practice; SU Constitution	Finance Committee considers: SU Budget; SU Audited Accounts (Annual)	
International student recruitment	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: University Executive	International Strategy (5 years)	International Engagement and Academic Partnerships (Annual)	N/A	
Mitigation of the impact of any risks to students' continuation of study e.g. the closure of a course, campus or location, the discontinuation of a discipline	CUC 2.6	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: University Executive	Student Protection Plan (material changes); Academic Assurance Report (annual)	Academic Board minutes	N/A	
Participation in OIA Student Complaints Scheme	CoR C2.2	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: Student Experience Sub-Committee	Protecting the Interests of All Students report (Annual)	N/A	N/A	Student complaints upheld (partially or in full) by EHU or the OIA may constitute a reportable event
Safeguarding	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: University Executive	Prevent annual report	Student report (each meeting); Student Wellbeing Report (Annual)	N/A	Safeguarding issues may constitute an OfS reportable event; Board receives direct training on the Prevent duties in line the Board's training schedule
Student Disciplinary procedures including Appeals and Complaints	Articles of Government	Academic Board	Vice-Chancellor (or their nominee)	Management: Academic Board	N/A	Complaints and Appeals data is incorporated in the Protecting the Interests of All Students annual report	N/A	Procedures (Complaints Policy and Disciplinary Policy) approved by Academic Board. Note: Academic Board must ensure these are drafted to align with the OIA Good Practice Framework
Student engagement within governance	PIGP III	N/A	Vice-Chancellor (or their nominee) and Clerk	N/A	Board approves the constitution for meetings of the Board and its Committees	Student report (each meeting); Academic Assurance Report (Annual)	N/A	
Student Protection Plan: development, management and (if required) implementation	CoR: C3.1; C3.2; C3.3	N/A	Vice-Chancellor (or their nominee)	Management: Risk Management Group	Student Protection Plan (material changes); Protecting the Interests of All Students report; OfS Annual Assurance Report	<i>The Vice-Chancellor must notify the Chair of Governors about any SPP report to the OfS which is not considered routine in nature. The Chair will refer items for consideration by the Board where appropriate</i>	Audit & Risk Committee considers: Serious Incident Report - incorporating Notifications to the OfS	Amendments to the SPP may constitute an OfS reportable event. Activation of SPP would constitute a reportable event.
Student recruitment activity	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: University Executive	N/A	Student Recruitment report (Standing Item)	N/A	
Students' Union Block Grant	SU Code of Practice	Finance Committee	Vice-Chancellor (or their nominee)	Management: University Executive	N/A	N/A	Finance Committee approves: SU Block Grant and considers SU Audited accounts	
Suspension/Exclusion (non-academic reason)	Articles of Government	Vice-Chancellor (or nominee)	Vice-Chancellor (or their nominee)	Designated roles/specialist panels as specified within the University's academic and student regulations	N/A	N/A	N/A	
Termination of Studies (academic reasons)	Articles of Government	Academic HoDs/Chairs of Assessment Boards	Vice-Chancellor (or their nominee)	Designated roles/specialist panels as specified within the University's academic and student regulations	N/A	Protecting the Interests of all Students report	N/A	
Tuition Fee Levels (including ensuring that fees do not exceed the relevant fee limit determined by the provider's quality rating and its Access and Participation Plan)	CoR G1	University Executive	Vice-Chancellor	Management: University Executive	Annual OfS Assurance Report	N/A	N/A	The Board agreed the University's approach to setting tuition fees when the tuition fee regime was reformed in 2012. Annual updates are delegated to the Directorate, with reports as appropriate via APP monitoring/ Vice-Chancellor's updates. Any material changes to the approach for core UG provision would require Board approval.

Note: Lead Governor for Student Experience