

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 Scheme was approved in July 2022.

Key for users

Acronyms

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); Academic Board report and minutes; Graduate Outcomes Annual OfS Assurance report (annual)	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 and PVC (Student Experience and University Secretary)	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	International Engagement and 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 Degrees Sub-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 Teaching & Learning 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: Directorate	N/A	Protecting the Interests of Students (annual report)	N/A	Investigation by the CMA 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: Directorate	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); University Secretary; DVC; 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 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; PVC (Student Experience and University Secretary)	Management: Directorate	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: Directorate	Equality, Diversity and Inclusion Strategy	Equality, 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: Directorate	Annual OfS Assurance Report (new addendum includes a general compliance framework)	N/A	Audit 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	DVC / Clerk	Audit Committee	Financial Statements (annual)	N/A	Audit 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 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 Committee; Management: Directorate	Annual OfS Assurance Report	Audit Committee Annual Report (opinion expressed on Data Quality)	Annual Accountability Return; Audit Committee meeting reports; Audit Committee considers: Internal Audit Plan (Data Quality); TRAC Return	

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 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
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 DVC	Management: Institutional Health, Safety and Environment Committee	H&S Annual Report (includes annual strategy)	N/A	IHSEC Minutes (every meeting)	Any issues deemed 'significant' by the DVC 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 Committee: Report taken at each meeting - to include any items that were formally assessed for reportability; Audit 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	Audit 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 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)	Directorate members and the 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 Committee	Vice-Chancellor [designated Accountable Officer]	Audit 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 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 Committee	On recommendation from Audit 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	

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
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/ Deputy Vice-Chancellor	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 Regulation & Compliance

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	Audit Committee approves: Financial Regulations	
Appointment of Bankers and designation of account signatories	Financial Regulations	N/A	Vice-Chancellor; DVC; Director of Finance	N/A	Appointment of Bankers (as required)	N/A	Audit Committee approves: Financial Regulations	
Appointment of Insurers and insurance arrangements	Financial Regulations	Director of Finance; DVC	Director of Finance	N/A	Appointment of Insurers (as required)	N/A	N/A	
Approval for student payments to be deferred / paid in instalments	Governing Body	Directorate	DVC	Management: Student Fees Group	N/A	N/A	N/A	
Approval of accommodation rates	Governing Body	Directorate	DVC	Management: Directorate	N/A	N/A	N/A	
Approval of administration charges associated to late payment of residential charges or academic fees	Governing Body	Directorate	Director of Finance	Management: Student Fees Group	N/A	N/A	N/A	
Approval of Annual Accounts	AoG; Accounts Direction; Financial Regulations	N/A	DVC; External Auditors	Audit Committee	Financial Statements	N/A	Audit Committee considers: External Audit Strategy (Annual).	
Approval of annual external audit of Accounts	Accounts Direction; Financial Regulations	Audit Committee	DVC	Audit 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: Directorate	N/A	N/A	N/A	

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
Approval of the University's annual budget	AoG	N/A	Vice-Chancellor	N/A	Operating Budget (Annual)	N/A	N/A	
Approval to engage external auditors for non-audit services	CUC Audit Code of Practice	Audit Committee	DVC	Audit Committee	N/A	Audit Committee Annual Report	Audit Committee: proposals to engage external auditors; <i>Policy on the provision of non-audit services is in development</i>	
Approval to open/accept tenders	Financial Regulations	< £100k: HoD; < £250k: HoD /FD; > £250k: DVC (report to VC)	Director of Finance	N/A	N/A	N/A	Audit Committee approves: Financial Regulations	
Asset Register	FR 12.8	Deputy-Vice Chancellor	Director of Finance (local asset registers for items >£10K)	N/A	N/A	N/A	Audit Committee approves: Financial Regulations	
Banking Arrangements	Financial Regulations	Vice-Chancellor	DVC; Director of Finance	N/A	N/A	N/A	Audit Committee approves: Financial Regulations	
Cash Security Controls	Financial Regulations	Director of Finance	Director of Finance	N/A	N/A	N/A	Audit Committee approves: Financial Regulations	
Compliance with terms and conditions attached to financial support	CoR: G2	Vice-Chancellor	DVC	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: DVC	Director of Finance	N/A	N/A	N/A	Audit Committee approves: Financial Regulations	
Debt Write Off	Governing Body	Vice-Chancellor	DVC (>£5k); Director of Finance (<£5k)	Audit Committee	Financial Statements	N/A	Audit 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 Committee Annual Report (includes opinion on VFM)	Audit Committee considers: Annual Value for Money report	
Disposal of Assets	Financial Regulations	FD £10k - 25k; DVC <£250k; VC <£500k	Director of Finance	N/A	Financial Statements; disposal of assets over £500k	N/A	Audit Committee approves: Financial Regulations	Sale of assets may constitute an OfS reportable event
Donations/Bequests	CUC 6.1	N/A	Vice-Chancellor and DVC	N/A	Donations over £50k (as required)	N/A	Audit Committee approves: Counter Fraud and Corruption Policy and Response Plan (every 3 years)	

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 adequate financial resources	CoR: D3, D4	N/A	Vice-Chancellor and DVC	N/A	N/A	Treasury Management Update (regular); Management Information (each meeting)	N/A	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 DVC Cap/Rev: <£500k VC	Director of Finance	N/A	Financial Statements	N/A	Audit Committee approves: Financial Regulations	
Expenditure approval (Capital & Revenue) > £500k	Financial Regulations	N/A (VC may approve variation in expenditure < £500,000)	Vice-Chancellor and DVC	N/A	Board approval required	N/A	Audit 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 Committee)	
External research grant/contract applications	AoG	Research Office and Research Committee	Head of Department/Principal Investigator	Management: Research Committee	N/A	N/A	N/A	
Financial sustainability	CoR: D2	N/A	Vice-Chancellor and DVC	N/A	5-year Financial and Student Number Forecasts (Annual)	Management Information; Treasury Management Update; Performance reports	N/A	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 DVC	N/A	Financial Statements (Annual); Operating Budget (Annual); Going Concern Statement (Annual) Student Protection Plan (as required); Annual Accountability Return (when required)	Management Information; Treasury Management Update	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

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
Implementation of agreed fee limits	CoR: G1	Directorate	DVC/PVC (Student Experience & University Secretary)	Management: Student Fees Meeting; Access and Participation Plan Steering Group	Access & Participation Plan (5 years)	N/A	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	DVC/Director of Finance/Director of FM	Board of Governors reserves strategic responsibility; Management: Institutional Health, Safety and Environment Committee	Ethical Policy Framework; Strategic Plan; Access and Participation Plan; Sustainable Procurement Strategy; Environmental Sustainability Strategy	Environmental Sustainability Report (Annual)	N/A	
Insurance claims for non trivial losses	Governing Body	Vice-Chancellor	DVC/Director of Finance	N/A	N/A	N/A	Reported to the Board	
Investment and Trading Activities	AoG	Vice-Chancellor	DVC	N/A	Investment/Trading proposals (as required)	N/A	N/A	
Loan/overdraft application	Financial Regulations	N/A	Director of Finance	N/A	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	DVC/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	Audit Committee approves: Financial Regulations	
Payment of regulatory fees	CoR: G3.2	Vice-Chancellor	DVC	Management: OfS Oversight Group	Annual OfS Assurance Report	N/A	N/A	
Procurement of Goods and Services	Governing Body	Directorate	DVC	Management: Value for Money and Procurement Strategy Group	N/A	N/A	Audit Committee approves: VFM Report	
Purchasing	Financial Regulations	Vice-Chancellor	DVC/Head of Cost Centre/Budget Holders	N/A	N/A	N/A	Audit Committee considers: Financial Regulations (> £2k subject to written quotes >£75k sealed bid)	
Robust systems of financial control and governance	CUC 2.6	Audit Committee	DVC/Director of Finance	Audit Committee	N/A	N/A	Audit 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

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
Tender Waiver – Derogation from Financial Regulations	Governing Body	FD < £20k DVC; < £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	DVC/PVC (External Relations)	Management: Value for Money and Procurement Strategy Group	N/A	Audit Committee Annual Report (includes opinion on VFM and details transparency arrangements)	Audit Committee considers: Annual Value for Money report	

Note: Lead Governors for Capital Projects & Infrastructure, 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 Deputy 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 Deputy 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 4 years (timeframes under review in line with updated CUC Code)
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	Directorate	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: OIS Oversight Group	Senior institutional policies/strategies; Committee effectiveness self-evaluations; Scheme of Delegation; OIS Annual Assurance Report	N/A	N/A	

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
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: O/S Oversight Group	Policy Management Framework; Annual O/S Assurance Report	Committee effectiveness self-evaluations	N/A	Amendments to governing documents may constitute an O/S 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; Governors' Code of Conduct [in development]; Governor Complaints Policy; Annual self evaluation;	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	
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	Governors' Code of Conduct (<i>in development</i>)	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 O/S 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 O/S reportable event
Financial systems and controls	AoG	DVC	Director of Finance	Management: Directorate	Financial Statements	External Auditors' Management Report	Audit 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 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 Directorate and Academic Board
Instrument and Articles of Government	Privy Council; Instrument of Government	N/A	Advised by the Clerk	Management: Directorate	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: Directorate	BoG resolution would be required	N/A	N/A	O/S 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 N/A)	Vice-Chancellor or their designated nominee and the Clerk	Management: O/S Oversight Group	Annual self evaluation; Senior institutional policies/strategies; Annual O/S Assurance Report; Any changes to Board committee structures (as required); Policy Corporate Governance statement (in Financial Statements); Strategic Plan; Enterprise Strategy	N/A	Governance & Nominations Committee considers: Board governing documents (as required); GNC summary reports provided to BoG	Amendments to governing documents may constitute an O/S 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		WLBC/EHU Forum Minutes	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	Policy Management Framework (every 5 years)	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	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 O/S 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 considers 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)	

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	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	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	On recommendation from Management: Directorate	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	Management: Directorate	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 (within Academic Board Annual Report); Board Assurance Framework	Audit Committee receives regular update on risk management	Dissolution of partnerships may constitute an OfS reportable event

Note: Lead Governor for External Partnerships and International 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/DVC or nominee not involved in original decision	Director of HR	Management: Directorate	N/A	N/A	N/A	
Appointment of staff	Articles of Government	Vice-Chancellor	Director of HR	Management: Directorate	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 Deputy 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 from Remuneration Committee as appropriate	
Approval of outside work/consultancy for senior postholders	Remuneration Code	Remuneration Committee	Chair of Remuneration Committee	Remuneration Committee	Remuneration Policy approved by BoG	N/A	Remuneration Committee: Annual Report	
Compliance with EDI legislation	Equality Act 2010; CUC 4; CUC 4.3	N/A	Vice-Chancellor (or their nominee)	Management: EDI Group	EDI Strategy; Access & Participation Plan	EDI Annual Report; HR Annual Report	N/A	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 Directorate 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/DVC	Director of HR	Management: Directorate (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; Staff Partnership Group minutes	
Ensuring the institution's values are practised throughout the organisation	CUC 2.6	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: Directorate	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 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	Remuneration Policy Framework	Employment Issues Update; Staff Survey Report	Staff consultative committee minutes; Staff Partnership Group 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); Staff Partnership Group minutes	See Strategies and Policy management for full details
Instigation of staff recruitment process	N/A	Vice-Chancellor	Director of HR	N/A	N/A	N/A	N/A	

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
Legal cases involving employment matters	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: Directorate	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: Directorate	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; Governors' Code of Conduct	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	Access and Participation Plan; Environmental Sustainability Annual Report; Environmental Sustainability Strategy; Health, Safety and Environment report	WLBC minutes	Audit 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: Directorate	N/A	N/A	N/A	
Prevent and address all forms of harassment and sexual misconduct	Office for Students statement of expectations for preventing and addressing harassment and sexual misconduct affecting students in higher education	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: Directorate	N/A	N/A	N/A	
Sabbatical leave	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: Directorate	N/A	N/A	N/A	
Special leave	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: Directorate	N/A	N/A	N/A	
Staff disciplinarys	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: Directorate	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
Staff performance review scheme	AoG	Line Managers	Vice-Chancellor (or their nominee)	Management: Directorate	N/A	Our People - Annual Report	N/A	
Suspension of Staff	AoG	DVC/Directorate PVCs	Director of HR	Management: Directorate	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 Committee	DVC	Audit Committee	N/A	N/A	Audit Committee considers: Whistleblowing Policy; Annual Whistleblowing and Serious Incidents report	

Note: Lead Governors for Equality, Diversity & Inclusion, People, and Sustainability

Risk Management Area of Activity	Risk Management 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 Committee	Vice-Chancellor (Accountable Officer); DVC	Audit 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 Committee)	Vice-Chancellor (or their nominee)	Management: Directorate; Risk Management Group	Risk Management Strategy	Board Assurance Framework reporting; Audit Committee Annual Report; Vice-Chancellor's Report (each meeting)	Audit 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 Committee	Vice-Chancellor (or their nominee)	Audit Committee	N/A	N/A	Audit Committee considers: Internal Audit Plan (Annual - requires Audit approval); Internal Audit Progress Report (each meeting); Audit Update reports to BoG	
Audit Committee Annual Report	CUC 2.12	N/A	Chair of Audit Committee	Audit Committee	Financial Statements	Audit Committee Annual Report	N/A	
Contract signatories	Governing Body; Financial Regulations	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: Directorate	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 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 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: Directorate	N/A	Audit Committee Annual Report	Audit 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: Directorate	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)

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
Reporting serious incidents or material adverse events	OfS CoR: F3	N/A	Vice-Chancellor (or their nominee)	Audit Committee	N/A	Chair of Audit would refer any major incidents to the Board as appropriate	Audit 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 SIRP or Whistleblowing policies may constitute OfS reportable events

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	Access & Participation Plan; Access and Participation annual strategy	Access & Participation Plan monitoring updates	N/A	
Admissions (offers/enrolment)	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: Directorate	N/A	Vice-Chancellor's Reports	N/A	
Appeals against suspension/expulsion (disciplinary)	Articles of Government	Appeals Panel/ Member of the Directorate Group (as outlined in the Disciplinary Procedures)	PVC (Student Experience & University Secretary)	Management: Academic Board	N/A	N/A	N/A	
Appeals against termination of studies (academic)	Articles of Government	Appeals Panel	PVC (Student Experience & University Secretary)	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: Directorate	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	N/A	EHSU Sabbatical Officers; EHSU Chief Executive	N/A	SU Constitution	SU Budget; SU election report; SU Code of Practice; SU Constitution; SU Audited Accounts (Annual)	N/A	
International student recruitment	Governing Body	Vice-Chancellor	Vice-Chancellor (or their nominee)	Management: Directorate	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: Directorate	Student Protection Plan; 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: Directorate	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

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
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; 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 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: Directorate	N/A	Vice-Chancellor's Reports	N/A	
Students' Union Block Grant	SU Code of Practice	N/A	Vice-Chancellor (or their nominee)	Management: Directorate	SU Block Grant	N/A	Board 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	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	Directorate	Vice-Chancellor	Directorate	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