

Finance Regulations Nov 2025

1. Status of Financial Regulations

1.1. This document sets out the University's Financial Regulations, which are approved by Council on the recommendation of Finance and Resources Committee (FRC) under its powers of delegated authority. It translates into practical guidance the University's broad policies relating to financial governance and control.

1.2. It applies to the University and all its subsidiary undertakings. Where applicable, certain procedures and detailed guidance are documented separately from the main policy sections and linked accordingly.

1.3. These Financial Regulations are subordinate to the University's Charter and Statutes and to any restrictions contained within the University's financial memoranda with the Charity Commission and the Office for Students (OfS) Financial directions. They should also be referred to in conjunction with the detailed finance related policies & procedures on the Staff Gateway, such as Anti-bribery, Anti-Money Laundering, Expenses, Student Fees, Procurement etc.

1.4. The purpose of these Financial Regulations is to provide governance and control over the totality of the University's financial, physical and people resources and to provide Council and the Vice-Chancellor with assurances that the resources are being applied properly for the achievement of the University's strategy and purpose.

1.5. Compliance with the Financial Regulations is mandatory for all University employees and contract staff engaged by the University. A member of staff who fails to comply with these Financial Regulations may be subject to disciplinary action under the University's Disciplinary Policy. Any significant breach (such as, but not limited to, a breach which would be subject to action under the Anti-Bribery and Fraud Policy or Disciplinary Policy) will be notified to the Council through the Audit and Risk Committee (ARC).

1.6. It is the responsibility of budget holders to ensure that their staff are made aware of the existence and content of these Financial Regulations and all associated and related individual policies and procedures (which are available on the Staff Gateway).

1.7. FRC is responsible for maintaining a continuous review of the Financial Regulations at least annually and advising the Council of any necessary additions or changes.

1.8. These Regulations should be read in conjunction with the University's Charter and Statutes, Ordinances and Scheme of Delegation. In the event of any inconsistency, the Charter and Statutes shall prevail.

2. Corporate Governance

The structure and Committees of the University are set out on the following link [Governance Structure and Committees | University of Buckingham](#)

2. The Council

2.1. The Council is responsible for the management and administration of the University. Its financial responsibilities include but are not limited to:

- ensure the long-term solvency of the University.
- safeguard the assets of the University.
- ensure the proper, effective and efficient use of resources.
- ensure that any public funds are used in accordance with the terms and conditions specified in the financial agreements between the University and the relevant funding body.
- ensure that any donated funds or other grants are used in accordance with any terms and conditions specified in the respective gift or grant agreements.
- ensure that financial control systems are in place and are working effectively.
- ensure that the University complies with the Charity Commission regulations and the OfS financial directions.
- approve the University's strategic direction and significant policies.
- approve the estimates of income and expenditure (annual budget and financial forecasts).
- approve the annual financial statements (as per proposals from ARC approval).
- appoint the University's internal and external auditors.

3. The Accountable Officer

3.1. The Vice-Chancellor is the University's designated Accountable Officer and is responsible for the financial administration of the University's affairs. As the designated officer the Vice-Chancellor may be required to justify the University's current and future financial position and performance to the University's regulators, the Charity Commission and OfS.

4. Committee Structure

4.1. The Council has ultimate responsibility for the University's finances, but delegates some of its responsibilities to its committees, including the Audit and Risk Committee

(ARC), the FRC, and the Remuneration Committee regarding decisions relating to senior staff pay and severance.

4.2. In addition, authority is delegated to the Vice-Chancellor (as the Accountable Officer) as per the Scheme of Delegation.

4.3. Under the Articles of Association, the Council may not delegate the following: -

- Approval of the annual budgets.
- Ensuring the solvency of the University and safeguarding the University's assets.

5. University Management

5.1. The Vice-Chancellor is responsible for determining the structure and remit of the University Management structure to whom they may delegate certain financial and other managerial responsibilities. This includes the Executive Group.

5.2. The role of the Executive and other Senior Management is to assist in the academic, administrative and financial management of the University and, in particular, to:

- contribute to the formulation of a corporate plan for the University.
- ensure a positive student experience.
- take a lead in the identification and management and mitigation of risks.
- lead on the annual planning and allocation of resources.
- identify priorities for investment.
- recommend draft annual revenue and capital budgets for submission to the FRC and onward recommendation to Council.
- recommend a multi-year financial plan.
- Manage the performance of the University and deliver agreed plans.

5.3. In undertaking the above tasks, the Vice-Chancellor will take note of (but not be bound by) recommendations on resource allocation made by Senate.

6. The Chief Financial Officer (CFO)

6.1. Day to day financial administration is led by the CFO or equivalent (hereafter the 'or equivalent' is assumed) who is responsible to the Vice-Chancellor for:

- preparing annual capital and revenue budgets and multi-year financial plans.
- preparing periodic accounts and other management information monitoring.

- control of expenditure against budgets and all financial operations.
- preparing the University's annual accounts and other financial statements and accounts which the University is required to submit to other authorities.
- developing and maintaining appropriate models to inform University resource planning.
- ensuring that the University maintains adequate financial systems and processes.
- providing professional advice on all matters relating to financial strategy, policies and procedures.
- ensuring that the University has adequate systems of financial governance to ensure that these financial regulations are effectual internally.
- ensuring that procedures are in place to ensure that relevant management and staff are suitably competent and trained to fulfil their financial responsibilities.
- ensuring the University remains fully compliant with external requirements, notably regulators, fiscal authorities, banks and funding agencies.

7. Budget Holders

7.1. Budget holders are responsible, through their line manager, to the Vice-Chancellor for financial management in their own areas. They are advised by the CFO and Finance in the execution of their financial responsibilities. The CFO will also review and approve the financial systems operating within Faculties and departments including the form in which accounts and financial records are kept.

7.2. Budget holders are responsible for:

- establishing and maintaining clear lines of responsibility within their Faculties and department for all financial matters.
- being aware and ensuring their staff are aware of the University's financial delegation of authority, authority limits, these financial regulations and all associated financial policies and procedures.
- being aware of and ensuring their staff are aware of the policies and procedures in place for procuring goods and services including the financial thresholds applicable for procurement and obtaining appropriate authorisation ahead of financially committing the University.
- monitoring resources within their area in line with the agreed annual budgets.
- taking appropriate and prompt corrective action to control budget variances.

- notifying the CFO whenever any matter arises that involves, or is thought to involve, irregularities concerning assets or liabilities of the University.

8. Litigation

8.1. The University may not engage in any litigation and may not make any out-of-court settlement offers without the prior consent of the Vice-Chancellor and CFO and having obtained legal advice through the University's Legal representation. Should there be disagreement between the Vice-Chancellor and CFO, the Chair of FRC shall make the decision.

9. Contracts must be managed as set out in the Procurement Policy and Contracts Policy once in place.

10. Risk Management

10.1. The Registrar & Chief Administrative Officer whose duties include Risk Management is responsible for developing a risk management strategy and risk register to identify the strategic and operational risks facing the University and the types of controls and assurance required to mitigate these risks. Guidance is contained in the University's Risk Management Policy.

11. Insurance

11.1. An element of the risk management strategy will be the provision of appropriate insurance. The CFO is responsible for ensuring that the University has appropriate insurance cover for significant potential liabilities and that the cover, subject to an assessment of excess levels, is sufficient to meet any significant potential risk to assets of the University.

11.2. The CFO is accountable to inform the University's insurers of the acquisition of any property or equipment requiring insurance of any kind and of any deletions, alterations or additions that may require notice to the insurers. The CFO must also advise of any other insurable risks arising from the University's position as an employer or from contractors carrying out work that might affect third parties.

11.3. Budget holders must ensure that any agreements negotiated within their Faculties or departments with external bodies cover any legal or other liabilities to which the University may be exposed. Advice should be sought from the CFO to ensure that this is the case.

11.4. Budget holders must promptly notify the CFO of any potential new risks and additional property and equipment which may require insurance and any alterations affecting existing risks.

11.5. Budget holders must advise the CFO, of any event which may give rise to an insurance claim. The CFO will notify the University's insurers and, if appropriate, prepare a claim in conjunction with the budget holder for transmission to the insurers.

11.6. The CFO will keep a register of all insurances put into place by the University and the property and risks covered.

11.7. The Director of Estates and IT Manager are responsible for keeping suitable records of buildings and equipment that is subject to inspection by an insurance company and for ensuring that inspection is carried out as required.

11.8. All staff using their own vehicles on behalf of the University shall maintain appropriate insurance cover for business use of their own vehicles. Staff must check that they are covered either by their own insurance at their own expense. The Mileage reimbursement rates cover the full cost of running a vehicle, including insurance, and are set as recommended by HMRC and detailed in the University's Expenses policy.

11.9. The CFO will report annually to the Audit and Risk Committee on insurance matters, including current policies, material outstanding claims and scope of cover.

12. Code of Conduct

12.1. The University is committed to the highest standards of openness, integrity and accountability. It seeks to conduct its affairs in a responsible manner, having regard to the principles established by the Committee on Standards in Public Life (formerly known as the Nolan Committee), which members of staff at all levels are expected to observe. In addition, the University expects that staff at all levels will observe the three fundamental principles of openness, integrity and accountability.

12.2. Additionally, members of the Council and members of the University senior management are required to disclose interests to the Secretary to Council and Director of HR respectively, who are responsible for maintaining a register of such interests and to the CFO, for inclusion in the University's financial statements, concerning related parties.

13. Establishment and Management of Other Corporate Bodies

13.1. Council is responsible for approving the establishment of subsidiary, joint venture or associated companies and bodies controlled or influenced by the University and for establishing the procedures to be followed to do so and have delegated that power to FRC.

13.2. Council is responsible for approving any investment by the University in such entities and any proposals for investment are subject to review and approval of a suitable business case.

13.3. The CFO is responsible for establishing suitable accounting arrangements for each subsidiary, associated company, Trust and other bodies controlled or influenced by the University. This will include student spin-offs from BIEU and the Students' Union.

13.4. Any financial support provided from the University must be approved by FRC. Funds from public sources should not be used to subsidise the operations of subsidiary or associated companies, unless specifically permitted by the funding source.

13.5. The CFO is authorised to agree any loans on behalf of the University along with the Directors of the relevant subsidiary or associated company subject to approval by the Chair of Council. All such transactions must be reported to the next available FRC meeting.

13.6. Loans between the University and its subsidiaries do not affect the University's group balance sheet as intercompany transactions are eliminated on consolidation.

14. Security – General

14.1. Deans of Faculties / Directors of Service are responsible for always maintaining proper security for all buildings, stock, stores, furniture, cash etc. under their control. They shall consult the Director of Estates in any case where security is thought to be inadequate or where it is considered that special security arrangements may be needed.

14.2. Keys to safes or other similar containers are to be always carried with the person responsible but may be deposited with Security when leaving the campus. The loss of such keys must be reported to the Director of Estates immediately.

14.3. The IT Manager shall be responsible for maintaining proper security and privacy of information held on computers and all similar devices used by the University. Information relating to individuals held on computer will be subject to the provision of the Data Protection Act and by reference to the University's Data Protection Policy. The data protection officer for the University is the Solicitor and Data Protection Officer.

15. Security – Documents

15.1. The Registrar & Chief Administrative Officer, and the CFO, as appropriate, are responsible for the safekeeping of official and legal documents relating to the University. Signed copies of deeds, leases, agreements and contracts must, therefore, be forwarded accordingly.

15.2. GDPR rules are set out in a separate policy on the Staff Gateway [Data protection and UKGDPR.docx](#)

Financial Management & Control

16. Financial Planning

16.1. The CFO is responsible for preparing, annually, a rolling five-year financial plan including five-year forward forecasts for approval by the Council on the recommendation of FRC and for preparing financial forecasts for submission to the OfS. The financial plans should be consistent with the strategic plans and estates strategy approved by Council.

16.2. The Council may, from time to time, set budget objectives for the University. These will help the CFO in preparing their more detailed financial plans for the institution.

16.3. Council allocates resources annually on the recommendation of FRC and based on the above objectives.

16.4. Budget holders are responsible for the economic, effective and efficient use of resources allocated to them.

17. Budget Preparation and Approval

17.1. The CFO is responsible for preparing annually, a revenue budget and capital programme for review and approval by the Vice-Chancellor and University management for subsequent consideration by FRC before submission to and final approval of the Council.

17.2. The budget will include periodic cash flow forecasts and a projected year-end balance sheet and cash flow. The CFO shall prepare detailed budgets to support the resource allocation process, and these are to be communicated to budget holders as soon as possible following the approval of the Budget by the Council.

17.3. During the financial year, the CFO is responsible for submitting any revised forecasts to FRC for consideration before submission to the Council for approval.

18. Audit Requirements - General

18.1. External auditors and internal auditors shall have authority to:

- access University premises at all reasonable times.
- access all assets, records, documents and correspondence relating to any financial and other transactions of the University.
- request and receive such explanations as are necessary concerning any matter under examination.
- require any employee of the University to account for cash, stores or any other University property under their control.

- access records belonging to third parties, such as contractors when required.
- access minutes and records of council, committees and other relevant forums.

18.2. The CFO is responsible for aligning with external auditors on a timetable for completion and submission of the audited financial statements and will advise staff and committees accordingly.

18.3. In addition to consideration by ARC, the financial statements should be reviewed by FRC. On the recommendation of ARC, they will be submitted to Council for approval.

18.4. Whenever any matter arises which involves, or is thought to involve, irregularities or fraud concerning cash, equipment or other property of the University or any other suspected irregularity in the exercise of the activities of the University, the budget holder concerned shall notify the CFO who will take such steps as (s)he considers necessary by way of investigation and involvement of internal audit and ARC.

18.5. The University may, from time to time, be subject to audit or investigation by external bodies such as the Charity Commission, OfS and HMRC. They have the same rights of access as external and internal auditors.

19. External Audit

19.1. The appointment of external auditors is the responsibility of the Council, as recommended by ARC. ARC is also responsible for the annual review of the performance of external auditors.

19.2. The primary role of external audit is to report on the University's financial statements and to carry out such examination of the statements and underlying records and control systems as are necessary to reach their opinion on the statements and to report on the appropriate use of funds. Their duties will be in accordance with advice set out in OfS financial directions and the Auditing Practices Board's auditing standards.

19.3. These requirements also relate to the University's subsidiary companies and those entities under the influence or control of the University.

20. Internal Audit

20.1. Internal auditors are appointed by the Council on the recommendation of the Audit and Risk Committee. ARC is also responsible for the annual review of the performance of internal auditors.

20.2. The University's financial direction from OfS requires that it has an effective internal audit function. The main responsibility of internal audit is to provide the Council and the Vice Chancellor with assurances on the adequacy of the internal control systems and processes in place across the University.

20.3. The internal audit service remains independent in its planning and operation and has direct access to the Council, Vice-Chancellor and Chair of ARC.

21. Value for Money

21.1. The University is committed to the adoption of good practice and the incorporation of a value for money approach to all its teaching, research and operating activities. All providers of higher education registered with the OfS are required to deliver value for money (VfM) as a requirement of registration.

21.2. The University should keep under review its arrangements for managing all the resources under its control, with consideration of guidance on good practice issued from time to time by the OfS and other relevant bodies.

21.3. To fulfil this the CFO will maintain procurement policies and procedures and appropriate resource at the University and develop a plan for value for money work that will provide evidence of compliance with OfS requirements. It will be used to enable ARC to report on value for money arrangements in their annual report to Council.

TREASURY MANAGEMENT AND BANKING ARRANGEMENTS

22. Treasury Management (Investments and Borrowing)

22.1. FRC is responsible for approving the Treasury Management Policy statement setting out a strategy and policies for cash management, long term investments and borrowings. This will require compliance with regulatory body's rules for approval for any secured or unsecured loans that go beyond the consent levels set out in regulations. FRC has a responsibility to ensure implementation, monitoring and review of such policies.

22.2. The CFO is responsible for the management of treasury operations, as prescribed in the Treasury Management Policy.

22.3. All arrangements for exercising the borrowing powers of the Council, as defined in the Charter and Statutes, shall be made by FRC.

22.4. FRC is responsible for the investment of the University's long-term endowment funds, as advised by the CFO. It may seek external advice as it considers necessary and may employ managers for the University investment funds.

22.5. No investments may be made without the approval of FRC in securities, limited or public companies, or other investments (including land and buildings).

23. Appointment of Bankers and Banking Arrangements

23.1. The Council is responsible for the appointment of the University's bankers and those of its subsidiary companies and related entities on the recommendation of FRC.

23.2. The CFO is responsible, on behalf of FRC, for liaising with the University's bankers in relation to the University's bank accounts.

23.3. Only the CFO, following approval by FRC, has the authority to open or close a bank account for dealing with the University's funds. All bank accounts shall be in the name of the University or one of its subsidiaries or agreed related entity.

23.4. Details of authorised persons and signing limits are recorded in the University's applicable bank mandates.

23.5. Changes to such authorised persons will be made by the CFO as required and notified in a timely manner to the relevant bank. FRC shall be notified from time to time and at least annually of signatories on all documents.

23.6. All automated transfers such as BACS or CHAPS, must be signed or authorised in accordance with the applicable banking mandate.

23.7. The CFO is responsible for ensuring that all bank accounts are subject to regular reconciliation and that large or unusual items are investigated as appropriate.

23.8. Cash will only be dealt with at the University's bars.

24. Debit and Credit Cards

24.1. All staff taking payments from students and customers using credit or debit cards are under a duty of care to ensure that card details are retained only where future payments are to be taken and agreed by the customer in accordance with requirements of the Data Protection Act 2018.

25. Borrowing

25.1. New borrowing arrangements or renewal of existing arrangements require approval of the Council, including approval of the final terms of loan agreements.

25.2. The CFO will maintain a record of borrowings undertaken by the University and of any fixed or floating charges or other security held against University assets resulting from borrowings.

25.3. The CFO will regularly monitor the University's compliance with financial and non-financial covenants and will report to FRC at least annually on such compliance, historically and in relation to quarterly and annual financial forecasts.

INCOME

26. General

26.1. The CFO is responsible for ensuring that appropriate procedures are in operation to enable the University to receive all income to which it is entitled. All receipt forms, invoices, or other official documents in use must be approved by the CFO.

26.2. Levels of charges for contract research, services rendered, goods supplied, and rents and lettings shall be reviewed annually by the budget holder in consultation with the CFO.

26.3. Budget holders shall provide details of charges for work done, goods supplied, or services rendered on behalf of the University and all amounts due, to ensure that there is prompt recording of all values receivable by the University.

26.4. The CFO is responsible for the prompt collection, security and banking of all income received and for ensuring that all grants notified by the funding council and other bodies are received and appropriately recorded in the University's accounts.

26.5. The Deans of Faculty and Directors of services together with the CFO are responsible for ensuring that all claims for funds, including research grants and contracts, are made by the due date.

26.6. All invoicing for income generating activities and recharges will be generated through the Finance department and included in the University's financial system. Invoices must not be issued by faculties or departments.

26.7. It is the responsibility of all staff to ensure that income to the University is maximised by the efficient application of agreed procedures for the identification, collection and banking of income. This requires the prompt notification to Finance of sums due so that collections can be initiated.

27. Student Tuition and Accommodation Fees

27.1. The CFO is responsible for ensuring that all student fees due to the University are received.

27.2. Responsibility for setting and approving student fees is the responsibility of FRC who shall be advised by the Vice-Chancellor, the Registrar and Chief Administrative Officer and the CFO.

27.3. Any student who has not paid an account for fees or any other item owing to the University shall be prevented from re-enrolling and limitations placed on their use of University facilities until appropriate arrangements have been made.

27.4. Where refunds are required, in line with the Money Laundering Regulations 2019, they will be made to the original payer and follow the method by which the money was received. See the University's Anti Bribery and Fraud Policy.

28. Research Grants and Contracts

28.1. The term 'research grant' is restricted to research projects funded by UK research councils and charities and foundations (UK and overseas). All other externally financed research projects are classified as 'Research Contracts'.

28.2. Where approaches are to be made to outside bodies for support for research projects or where contracts are to be undertaken on behalf of such bodies, it is the responsibility of the budget holder to inform the Vice-Chancellor, Pro Vice Chancellor (Academic) and the Deans of Faculty.

28.3. Deans of Faculty are responsible for examining every formal application for a grant and shall ensure that there is adequate provision of resources to meet all commitments and that the full cost of research contracts is established. The research agreement must be in line with the University's policy regarding indirect costs and other expenses and take account of different procedures for the pricing of research projects depending on the nature of the funding body.

28.5. Research grants and contracts shall be approved and signed on behalf of the University by the Dean of the relevant Faculty in association with the Faculty Finance Business Partner.

28.6. No financial commitments are to be made for Research Grants and contracts without agreement from the CFO. The CFO shall not withhold such agreement without good reason. In case of disagreement between the Dean and the CFO, the matter should be referred to the Vice-Chancellor, who will make the final approval.

28.7. The CFO shall maintain financial records relating to research grants and contracts.

28.8. Each grant or contract will have a named supervisor or grant holder and will be assigned to a specific budget centre.

28.9. Control of pay and non-pay expenditure will be contained within the budget cost centre. The cost centre manager may delegate day to day control of the account to a supervisor or grant holder, but any overspend or under recovery of overheads is to be the clear responsibility of the cost centre manager.

28.10. Overheads will be charged to all research activity based on the relevant funding mechanism if applicable.

28.11. Many grant-awarding bodies and contracting organisations stipulate conditions under which their funding is given. In addition, there are often procedures to be followed regarding the submission of interim or final reports or the provision of other relevant information. Failure to respond to these conditions often means that the University may suffer a significant financial or reputational penalty. It is the responsibility of the named supervisor or grant holder to ensure that such conditions are met.

28.12. Any loss to the University resulting from a failure to meet conditions of funding is the responsibility of the budget holder and will be charged against their School or department.

29. Other Income Generating Activity, including commercial business

29.1. Other income generating activity includes short courses, collaborative arrangements, validation and other services rendered by the University falling outside of tuition fees, research grants and research contracts.

29.2. Services rendered includes consultancy work performed for external customers, use of existing facilities and laboratory services.

29.3. Before any University consultancy is undertaken written permission must be sought from the Dean of Faculty.

29.4. Where approaches are to be made to outside bodies for support for new provision (rather than new delivery of activity) or where contracts are to be undertaken on behalf of such bodies, it is the responsibility of the budget holder to consult the Dean of Faculty before any commitments are made.

29.5. The costing and pricing of such activity must be agreed with the Finance Business Partner and CFO before any commitments are made.

29.6. Provision must be made for charging both direct and indirect costs. Activity will normally be self-financing or surplus generating; where this is not the case, approval must be obtained from the CFO shall not withhold such approval without good reason. In case of disagreement between the Dean and the CFO, the matter should be referred to the Vice-Chancellor, who will make the final approval.

30. Collection of Debt / Write-Offs

30.1. Finance is responsible for the prompt processing and collection of monies due to the University. The procedure for collecting tuition and accommodation fees must be approved by the CFO. Any subsequent write offs are to adhere to the Delegation of Authority levels and where necessary go to FRC for approval.

EXPENDITURE – INTRODUCTION

31. General

31.1. The CFO has overall responsibility for ensuring payments are made to suppliers of goods and services to the University.

31.2. Individual budget holders are responsible for purchases within their department that must be made in compliance with the Purchasing and any other relevant policy. Purchasing authority may be delegated to named individuals within the department with the prior approval of the CFO.

31.3. The CFO shall maintain a register of authorised signatories who must be notified of any changes to the authorities to sign.

31.4. The University's Scheme of Delegation includes a delegation of authority in relation to nonpayroll expenditure and contract limits.

31.5. Budget holders may commit the University to expenditure only on the basis that they have an approved budget and authority level for such expenditure that is also in compliance with any relevant Purchasing or Expenses Policy.

31.6. Budget holders are required to comply with the University's policy and procedures, including the requirement to obtain the appropriate approval before committing the University to expenditure.

STAFF RELATED EXPENDITURE

32.1. The Head of Operational Finance is responsible for all payments of salaries and wages to all staff including payments for overtime or services rendered. All time sheets and other pay documents, including those relating to fees payable to external examiners, visiting lecturers, tutors or researchers, will be in a form prescribed or approved by the Human Resources department.

32.2. The Remuneration Committee has oversight of the University's remuneration as set out in its Terms of reference [2024-Remuneration-Committee-ToR.pdf](#)

32.4. In accordance with the University's Ordinances, the Vice-Chancellor, Deputy and Pro Vice Chancellors, CFO and Secretary to Council, shall be appointed by the Council with their salary being determined by the Remuneration Committee as set in the committees Terms of Reference.

32.4. All letters of appointment will be issued by the Director of Human Resources (or their nominee) on behalf of the University.

32.5. HR are responsible for maintaining the paperwork with regards to:

- appointments, resignations, dismissals, secondments and transfers.
- absences from duty for sickness or other reason, apart from approved leave.
- changes in remuneration other than normal increments and pay awards e.g. overtime payments, childcare vouchers etc.
- information necessary to maintain records of service for Pensions, income tax, national insurance etc.

32.6. The Head of Finance Operations is responsible for payments to non-employees subject to the application of policy and procedures issued by the CFO.

32.7. The Head of Finance Operations shall be responsible for keeping all records relating to payroll including those of a statutory nature and for informing the appropriate

authorities of such payments. All casual and part-time employees will be included on the payroll unless agreed by the Head of Human Resources and the CFO.

32.8. All payments must comply with HMRC regulations.

33. Temporary Staff Not Employed by the University

33.1. Any staffing resources secured through an agency must be approved by the relevant member of the University Executive Group and in compliance with the University's Employment and IR25 Policy and Procedures.

33.2. Contractual terms agreed with agencies must be compliant with the Procurement Policy before any commitment is made.

34. Pension Scheme – Payments

34.1. The Council is responsible for undertaking the role of employer in relation to appropriate pension arrangements for employees.

34.2. The CFO is responsible for day-to-day pension matters including:

- paying of contributions to various authorised pension schemes.
- preparing the annual return to various pension schemes.

35. Travel, Subsistence and Other Allowances

35.1. All claims for payment of subsistence allowances, travelling and incidental expenses shall be completed in the OneEducation application, and approved by the staff members Line Manager. All claims must comply with the Expenses Policy & Procedures.