



SCHEME OF DELEGATION

1. PREAMBLE

- 1.1 This Scheme of Delegation takes effect from 9 August 2024. A light touch review of the Scheme will be undertaken on an annual basis, with an in-depth review undertaken at least every three years.
- 1.2 The purpose of the Scheme of Delegation is to identify the responsibilities and delegated authority for making key decisions in the name of, or on behalf of, the University of Buckingham.
- 1.3 No schedule such as this can be absolutely exhaustive. Particular emphasis is placed on the powers reserved to and delegated from the Council, the ultimate decision-making body of the University and the Senate, the governing academic authority. Reference is also made to responsibilities for key decisions stipulated in the University's Ordinances. Other key decision-making authorities and advisory bodies, which are not formally recorded in the Governing Instruments, are outlined in this Scheme.
- 1.4 It should be assumed that all significant matters are reported to the Council, unless otherwise explicitly stated. Whilst this Scheme identifies that certain powers can be delegated to specific committees or office-holders, any such committee or office-holder may decide that a particular issue needs to be ratified by a higher level of authority. In the event of uncertainty as to whom a decision or process should be delegated, the guiding principle is to 'delegate upwards'. Equally, it remains within the purview of the Final Accountable Authority to determine from time-to-time whether powers that can be delegated will in fact be so.
- 1.5 Where powers are reserved to individuals, it should be assumed that a nominated deputy or alternate may exercise the same power in the absence of the post-holder. Where individual members of the Executive are named as either delegated authorities or advisors, it is expected that they will execute such functions in consultation with the Executive.
- 1.6 Decision-making powers that have been delegated with higher financial limits are included within the Scheme of Delegation. Those at lower thresholds are set out in the Delegation of Authority.
- 1.7 This Scheme of Delegation is presented in tabular form (organised by power).

2. DEFINITIONS

- 2.1 *Final Accountable Authority*: the bodies or individuals ultimately responsible for decisions taken in accordance with the relevant power.
- 2.2 *Delegated To*: the bodies or individuals to whom the Final Accountable Authority may delegate responsibility for decisions taken in accordance with each power.
- 2.3 *Advisor(s)*: the bodies or individuals with whom either of the above authorities will usually consult in the course of business (to note: this does not preclude consultation with other unnamed bodies or individuals either solely or in combination with those listed. In a

number of cases advisor(s) have responsibility for taking action and proposing matters to the Final Accountable Authority for a decision).

3. POWERS OF THE UNIVERSITY

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
1.0	Powers of the Convocation - Appointment and Employment					
1.1	Appoint the Chancellor	No	Convocation		Council; Senate; Nominations and Governance Committee	Statute 3 Ordinances 3.3-3.6 and 5.2
2.0	Powers of the Convocation - Conferment of Awards					
2.1	Summon the Convocation for the presentation of graduands, both in person and in absentia for the conferment of degrees, and all other matters relating to the Convocation	Yes	Vice-Chancellor	Registrar and Chief Administrative Officer	Senate	Statute 14 Ordinance 5
3.0	Powers of the Council – Appointment, Removal and Employment					
3.1	Appointment and removal of independent members of Council and put in place suitable arrangements for monitoring their performance	Yes (<i>performance monitoring only</i>)	Council (<i>appointment and removal on recommendation of the Nominations and Governance Committee</i>)	Chair of Council	Nominations and Governance Committee; Secretary to Council (<i>the performance of Council members is monitored via an annual appraisal process conducted by the Chair</i>)	Statutes 15 and 16.7(b) Ordinances 8.28-8.29 and 8.36-8.42
3.2	Run process for elected members of Council and put in place suitable arrangements for monitoring their performance	Yes (<i>Election process</i>)	Council	Secretary to Council	Nominations and Governance Committee	Statute 15 Ordinances 10.5 – 10.13
		Yes (<i>performance monitoring</i>)	Council	Chair	Nominations and Governance Committee; Secretary to Council (<i>the performance of Council members is monitored via an annual appraisal process conducted by the Chair</i>)	
3.3	Nominate the Chancellor for appointment to the Convocation	No	Council		Nominations and Governance Committee	Statutes 3 and 16.1(a) Ordinance 3.5

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
3.4	Removal of the Chancellor	No	Council		Nominations and Governance Committee	Statute 3 and 16.9 Ordinances 3.42 - 3.48
3.5	Appointment and removal of the Chair of Council, Vice-Chair of Council and Treasurer and put in place of suitable arrangements for monitoring their performance	No	Council (<i>appointment and removal on recommendation of the Nominations and Governance Committee</i>)		Nominations and Governance Committee (<i>the performance of the Chair is monitored via an annual appraisal process; the performance of the Vice-Chair is monitored via the Chair of Council</i>)	Statutes 4, 5 and 6, 16.1(b), 16.1(c) and 16.7(b) Ordinances 3.43, 8.24-8.26 and 8.36-8.42
3.6	Appointment and removal of the Vice-Chancellor and put in place suitable arrangements for monitoring their performance	Yes (<i>performance monitoring only</i>)	Council (<i>appointment and removal on recommendation of the Nominations and Governance Committee</i>)	Chair of Council	Nominations and Governance Committee; Director of Human Resources; Chair of Council	Statutes 7 and 16.1(e) Ordinances 3.12-3.14 and 3.42-3.52
3.7	Appointment and removal of the Deputy/Pro Vice-Chancellor(s) and put in place suitable arrangements for monitoring their performance	Yes (<i>performance monitoring only</i>)	Council (<i>appointment and removal on recommendation of the Nominations and Governance Committee</i>)	Vice-Chancellor	Nominations and Governance Committee; Director of Human Resources; Vice-Chancellor	Statutes 8 and 16.1(f) Ordinances 3.20-3.23 and 3.42-3.52
3.8	Appoint the Chief Financial Officer and put in place suitable arrangements for their performance	Yes (<i>performance monitoring only</i>)	Council (<i>appointment and removal on recommendation of the Nominations and Governance Committee</i>)	Vice-Chancellor	Nominations and Governance Committee; Director of Human Resources; Vice-Chancellor	Statutes 10 and 16.1(h) Ordinances 3.28-3.29 and 3.42-3.52
3.9	Appointment and removal of the Secretary to Council and put in place suitable arrangements for monitoring their performance	Yes (<i>performance monitoring only</i>)	Council (<i>appointment and removal on recommendation of the Nominations and Governance Committee</i>)	Chair of Council	Nominations and Governance Committee; Director of Human Resources; Chair of Council	Statutes 9 and 16.1(g) Ordinances 3.34-3.35 and 3.42-3.52

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
3.10	Appointment and removal of other Officers of the University and put in place suitable arrangements for monitoring their performance	Yes (<i>performance monitoring only</i>)	Council (<i>appointment and removal on recommendation of the Nominations and Governance Committee</i>)	Vice-Chancellor	Nominations and Governance Committee; Director of Human Resources	Statutes 11 and 16.1(i) Ordinance 3.41
3.11	Appoint and/or remove external auditors and internal audit capability (<i>including outsourced internal audit provision</i>)	Yes	Council	Audit and Risk Committee (<i>Decisions to be noted at the next ordinary Council meeting</i>)	Chief Financial Officer	Statutes 12 and 16.1(j)
3.12	Commissioning of outside legal or other independent professional advice for the Audit and Risk Committee	Yes	Council	Audit and Risk Committee (<i>ongoing reporting to Council (issue and value) and CFO (value)</i>)		
3.13	Be the employing authority for all staff in the University and arrange for the establishment of the terms and conditions of employment	Yes	Council	Vice-Chancellor	Remuneration Committee; Director of Human Resources	Statutes 7(b), 16.1(k) and 16.2(d)
3.14	Make provisions for the schemes of insurance, superannuation, pensions and retirement benefits for employees of the University	Yes	Council	Finance and Resources Committee	Chief Financial Officer	Statute 16.1(l)
3.15	Delegate the responsibilities of the Chancellor in the absence of the Chancellor, or during a vacancy in the office of Chancellor	No	Council		Registrar and Chief Administrative Officer	Article 8 of the Charter Statutes 7(b), and 16.2(d)

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
3.16	Delegate the responsibilities of the Vice-Chancellor in the absence of the Vice-Chancellor; or during a vacancy in the office of Vice-Chancellor	No	Council		Registrar and Chief Administrative Officer	Article 9 of the Charter
3.17	Co-opt external expertise, as may be required, to Council sub-committees	Yes	Council	Council sub-committees	Nominations and Governance Committee; Chair of Council; Secretary to Council	
3.18	Establish academic posts	Yes	Council	Vice-Chancellor	Pro Vice-Chancellor (Academic); Deans; Director of Human Resources	Article 4 of the Charter Statute 7(b), 16.2(d)
3.19	Approve all matters affecting the appointment, dismissal duties and conditions of service of staff (other than those appointed by Council)	Yes	Council	Vice-Chancellor	Members of the Executive; Director of Human Resources	Statute 7(b) 16.2(d)
3.20	Approve a framework for senior staff remuneration and determine the remuneration for the Vice-Chancellor and other senior staff	Yes	Council	Remuneration Committee (<i>in accordance with the CUC's Senior Staff Remuneration Code</i>)	Director of Human Resources; Chair of Council	Statute 16.1€ and (k)
3.21	Approve a Human Resources Strategy and associated policies (including promotion, progression, rewards and recognition)	Yes	Council	Finance and Resources Committee (<i>Human Resources strategy and associated policies</i>)	Director of Human Resources	Statutes 16.1, 16.6(b), 16.6(c) and 16.7(a)
				Remuneration Committee (<i>promotion, progression, rewards and recognition for staff within, or may as a result, become within its remit</i>)		

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
				Vice-Chancellor (<i>promotion, progression, rewards and recognition for remaining staff</i>)		
3.22	Determine severance pay (<i>i.e. a form of optional, non-contractual compensation payment paid to employees on early exit from employment</i>)	Yes	Council	Remuneration Committee (<i>Severance payments to the Vice-Chancellor and payments proposed to any other member of staff over a value of £100,000 staff in accordance with the Guidance issued by the CUC</i>)	Chief Financial Officer; Director of Human Resources	Statute 16.1
				Vice-Chancellor (<i>severance payments of up to £100,000</i>)		
3.23	Oversee legal cases related to employment matters or the good name of the University	Yes	Council	Vice-Chancellor	Members of the Executive; General Counsel Legal Services; Director of Human Resources	Statute 7(b), 16.2(d) and 16.3 (c)
4.0	Powers of the Council – I - Governance and Audit					
4.1	Establish, on the recommendation of the Senate, the structures of the academic administration, to prescribe, and to modify or revise their constitution and functions	Yes	Council	Vice-Chancellor	Senate (<i>academic units responsible for university awards</i>); Members of the Executive	Statute 7(b) Statutes 16.2 (d), 16.5(c) Statute 18
4.2	Establish sub-committees of the Council, with such membership and delegated powers as are deemed necessary by the Council, to facilitate the discharge of their responsibilities	No	Council		Nominations and Governance Committee; Secretary to Council; Council sub-committees	Statute 16.2(b) Ordinance 8.45-8.48

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
4.3	Add to, amend or revoke the Statutes of the University, recognising the powers of Senate, and subject to approval by the Privy Council	No	Council		Senate	Article 19 of the Charter Statute 16.2(c)
4.4	Delegate authority to the Vice-Chancellor, as Chief Executive, for the academic, corporate, financial, estate and human-resource management of the University	No	Council		Senate (<i>academic only</i>); Members of the Executive	Statutes 7(b) and 16.2(d)
4.5	Establish, and keep under regular review, the policies, procedures, and limits within such management functions as shall be undertaken by, and under the authority of, the Vice-Chancellor	No	Council		Secretary to Council	Statute 16.2(e)
4.6	Review the work of the University through reports to the Council and, recognising the powers of the Senate, take such steps as it thinks necessary for the purpose of advancing the interests of the University, maintaining its efficiency, encouraging excellence in teaching, research and scholarship, and providing for the recreation and well-being of students	No	Council		Senate; Vice-Chancellor, Chief Financial Officer; Registrar and Chief Administrative Officer; Pro Vice-Chancellor (Academic); Director and Academic and Student Support Services	Statute 16.2(e) and (f)

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
4.7	Make Ordinances and Regulations, in consultation with the Senate, for matters relating to academic governance	No	Council		Senate	Statutes 16.2 (g) and 22 Ordinance a9.21
4.8	Act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the University	No	Council		Finance and Resources Committee; Chief Financial Officer	Article 4(s) Statute 16.2 (h)
4.9	Determine the privileges of a Court of Patrons	Yes	Council	Vice-Chancellor	Senate	Statutes 7(b), 13 and 16.2(d) Ordinance 4.1
4.10	Approve amendments to the Charter and Statutes	No	Council (<i>usually on recommendation of the Nominations and Governance Committee – Council can resolve to amend immediately per Ordinances</i>)		Nominations and Governance Committee; Members of the Executive; Senate; Secretary to Council	Articles 19-21 of the Charter
4.11	Exercise use of the University Seal	Yes	Council (<i>Use of the Seal is reported regularly to Council (for deeds) and Senate (for awards)</i>)	Secretary to Council (<i>deeds</i>)	Council (<i>deeds</i>)	Article 12 of the Charter Ordinance 7
				Registrar and Chief Administrative Officer (<i>awards</i>)	Senate (<i>awards</i>)	
4.12	Exercise control of the University and maintain accountability to regulators	Yes	Council	Vice-Chancellor	Registrar and Chief Administrative Officer; Pro Vice-Chancellor (Academic); Chief Financial Officer	Statutes 7(b) and 16.2(d)
4.13	Ensure the provision of a system for risk management, control and	Yes	Council	Audit and Risk Committee (<i>risk management, control and financial reporting – external</i>)	Vice-Chancellor, Pro Vice-Chancellor; Registrar and Chief Administrative Officer; Chief Financial Officer	Article 5 of the Charter

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
	governance, and financial reporting			Nominations and Governance Committee (<i>governance</i>) Finance and Resources Committee (<i>financial reporting – internal</i>)		
4.14	Set and review transformational key performance indicators	Yes	Council	Vice-Chancellor	Members of the Executive	Statutes 7(b) and 16.2(d)
4.15	Approve audit fees	Yes	Council	Audit and Risk Committee	Chief Financial Officer	
4.16	Approve the engagement of auditors for non-audit services	Yes	Council	Audit and Risk Committee	Chief Financial Officer; Registrar and Chief Administrative Officer; Secretary to Council	
4.17	Ensure that both governance and management share a mutual aim to continue to create and maintain an institution that is committed and conducive to providing a teaching, learning and research environment that allows for both academic freedom and freedom of speech within the law	No	Council		Senate; Members of the Executive	Ordinance 11.2
4.18	Conduct of an independent review of governance effectiveness at least every three years and ensure that the accepted findings of the review are acted upon appropriately and good time	No	Council (<i>Council will usually form a smaller steering group of members to work with the Secretary and external partner in facilitating the review</i>)			Ordinance 11.4

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
4.19	Identification of issues of ethical concern and activity that may lead to material adverse reputational risk for the university (<i>issues can be escalated to Council and/or relevant Council sub-committees for a view</i>)	Yes	Council	Vice-Chancellor; Council sub-committees; Senate	Secretary to Council; Head of Legal; Registrar and Chief Administrative Officer; Director of Human Resources	Statutes 7(b), 16.2(d) and 16.3(g)
5.0	Powers of the Council – Strategic					
5.1	Contribute to and approve the vision, mission and strategic planning of the University	No	Council		Vice-Chancellor; Senate; Members of the Executive; Council sub-committees	Statute 16.3 (a)
5.2	Report to Council on the approval of strategies and progress towards achieving them	No	Vice-Chancellor		Senate; Pro Vice-Chancellor (Academic); Chief Financial Officer; Registrar and Chief Administrative Officer; Dean of Faculty	Statute 16.3(a) and 16.5(a)
6.0	Powers of the Council – Financial					
6.1	To be the principal financial and business authority of the University, to ensure that proper books of accounts are kept, to approve the annual budget and financial statements, and to have overall responsibility for the University's assets, property and estate	No	Council		Audit and Risk Committee (<i>proposes financial statements to Council</i>); Finance and Resources Committee (<i>proposes annual budget to Council and responsibility for assets, property and estate</i>); <i>Vice-Chancellor and Chief Financial Officer</i>	Statute 16.3(b)
6.2	Give guarantees to banks, building societies and other institutions whether in pursuance of continuing arrangements or not	No	Council		Finance and Resources Committee	Statute 16.3(e)

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
6.3	Authorise the setting up and running of a limited company or to subscribe for or purchase shares in such a company (<i>including spin-outs</i>)	Yes	Council	Finance and Resources Committee	Vice-Chancellor; Chief Financial Officer	Statute 16.3(f)
6.4	Approve sale of equity or transfer of business in University companies	Yes	Council	Finance and Resources Committee	Vice-Chancellor; Chief Financial Officer	
6.5	Allocate monies from studentships and bursaries restricted funds in furtherance of the restricted funds' purpose	Yes	Council	Scholarships and Bursaries Committee	Members of the Executive	
6.6	Invest any moneys belonging to the University, including any unapplied income in such stock, funds, shares or securities as it shall from time-to-time think fit, whether within or outside the United Kingdom, or in the purchase of real and personal property within or outside the United Kingdom. The powers conferred by this paragraph shall be exercised subject to the provisions of the law relating to investments by trustees	Yes	Council	Finance and Resources Committee	Chief Financial Officer	Statute 16.3(g)
6.7	Appoint bankers, open bank accounts, designate bank account signatories	Yes	Council	Finance and Resources Committee	Chief Financial Officer	

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
6.8	Operate University bank accounts	Yes	Council	Chief Financial Officer	Members of the Executive	
6.9	Approve financial forecast submissions to the OfS	Yes	Council	Finance and Resources Committee	Chief Financial Officer	
6.10	Distribute and allocate resources for academic and non-academic purposes	Yes	Council	Vice-Chancellor	Members of the Executive	Statutes 7(b) and 16.2(d)
6.11	Approve additional financial resources not included in the annual budget	Yes	Council (<i>per the threshold set out in the Delegation of Authority</i>)	Finance and Resources Committee (<i>per the threshold set out in the Delegation of Authority</i>)	Members of the Executive	Delegation of Authority Statutes 7(b) and 16.2(d)
				Vice-Chancellor (<i>per the threshold set out in the Delegation of Authority</i>)		
				Chief Financial Officer (<i>per the thresholds set out in the Delegation of Authority</i>)		
6.12	Approve the University's Financial Regulations and accounting policies	Yes	Council	Finance and Resources Committee (<i>makes recommendation to Council in the case of the Financial Regulations</i>)	Vice-Chancellor; Chief Financial Officer	Statutes 16.2(g) and 16.3(d)
6.13	Approve tuition and other academic fees as part of a fee setting policy framework	Yes	Council	Finance and Resources Committee <i>(Decisions regarding fees for courses introduced mid-cycle and/or amendments to existing fees may be taken by the Chief Financial Officer, ensuring they conform to the approved fee setting policy framework. Any decisions taken will be submitted to the next available meeting of the Finance and Resources Committee).</i>	Members of the Executive	

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
6.14	Write-off of bad debts	Yes	Council	Finance and Resources Committee <i>(above £50,000)</i> Chief Financial Officer <i>(up to £50,000)</i> <i>(All bad debt write-offs will be reported on a cyclical basis to the Finance and Resources Committee).</i>	Members of the Executive	
6.15	Approve administration charges for late payment of residential charges or academic fees	Yes	Council	Vice-Chancellor	Chief Financial Officer	Statutes 7(b) and 16.2(d)
6.16	Approve income generating non-research contracts	Yes	Council	Authorised Signatories <i>(per the thresholds set out in the Delegation of Authority)</i>	Chief Financial Officer	Delegation of Authority
6.17	Procure goods and services	Yes	Council	Authorised Signatories <i>(per the thresholds set out in the Delegation of Authority)</i>	Chief Financial Officer	Delegation of Authority
6.18	Approve and monitor the effectiveness of the Whistleblowing, Conflict of Interest and Anti-Bribery Policies	Yes	Council	Audit and Risk Committee	Registrar and Chief Administrative Officer; Secretary to Council; General Counsel ; Director of Human Resources (Whistleblowing and Conflict of Interest); Chief Financial Officer (Anti-Bribery)	Article 5 of the Charter Statutes 16.3(d) and 16.6(c)
6.19	Approval of projects and expenditure <i>(capital or revenue)</i>	Yes	Council <i>(per the threshold set out in the Delegation of Authority)</i>	Finance and Resources Committee <i>(per the threshold set out in the Delegation of Authority)</i>	Members of the Executive	Delegation of Authority Statutes 7(b) and 16.2(d)

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
				Vice-Chancellor (<i>per the threshold set out in the Delegation of Authority</i>)		
				Authorised signatories (<i>per the thresholds set out in the Delegation of Authority</i>)		
6.20	Sale, purchase, exchange, lease of real and personal property on behalf of the University	Yes	Council (<i>per the threshold set out in the Delegation of Authority</i>)	Finance and Resources Committee (<i>per the threshold set out in the Delegation of Authority</i>)	Members of the Executive; Chief Financial Officer; Head of Estates	Statutes 7(b), 16.2(d) and 16.4(c)
				Vice-Chancellor (<i>per the threshold set out in the Delegation of Authority</i>)	Chief Financial Officer; Head of Estates	
				Chief Finance Officer (<i>per the thresholds set out in the Delegation of Authority</i>)		
6.21	Approve the Delegation of Authority	Yes	Council (<i>those delegations to Finance and Resources Committee and Council only</i>)	Finance and Resources Committee (<i>delegations to Vice-Chancellor and below</i>)	Vice-Chancellor; Chief Financial Officer	
6.22	Oversee the management of the University's pension schemes	Yes	Council	Chief Financial Officer (<i>with oversight by the Finance and Resources Committee</i>)	Members of the Executive	Statute 16.1(l)
7.0	Powers of the Council - Legal and Regulatory					
7.1	Be the University's legal authority and, as such, to ensure that the University upholds its legal rights and fulfils its legal responsibilities, liabilities and obligations, including those arising from contracts	No	Council		Secretary to Council; General Counsel; Registrar and Chief Administrative Officer	Statute 16.3(c)

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
	and other legal commitments made in the University's name					
7.2	Protect the institutional reputation of the University by being assured that clear regulations, policies and procedures that adhere to legislative and regulatory requirements are in place, are ethical in nature and are followed	No	Council		Members of the Executive; General Counsel, Secretary to Council; Council sub-committees	Statute 16.3(d)
7.3	Ensure contracts are entered into, varied, carried out, or cancelled on behalf of the University, in line with a Scheme of Delegation approved by Council	Yes	Council	Executive member (<i>subject to legal clearance</i>)	Secretary to Council; Members of the Executive; General Counsel	Statute 16.3(c) and 16.3(h)
7.4	Amendments to the Scheme of Delegation	Yes (<i>editorial amendments only</i>)	Council	Secretary to Council	Nominations and Governance Committee (<i>in-depth review at least every three years – proposed to Council for final approval</i>); Secretary to Council; Members of the Executive; Senate; Operations Group	Ordinance 14
7.5	Amendments to the Ordinances	Yes (<i>editorial amendments only</i>)	Council	Secretary to Council and Registrar and Chief Administrative Officer	Nominations and Governance Committee (<i>in-depth review at least every three years – proposed to Council for final approval</i>); Secretary to Council; Members of the Executive; Senate; Operations Group	Ordinance 22

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
7.6	Approve donations or other gifts received by the University <i>(Consideration of all donations are dealt with in accordance with the University's Donations Policy. Financial thresholds relate to single donations and series of intended donations by a single donor)</i>	Yes	Council <i>(per the threshold set out in the Donations Policy)</i>	Donations Panel <i>(per the threshold set out in the Donations Policy)</i> Vice-Chancellor <i>(per the threshold set out in the Donations Policy)</i>	Members of the Executive	Article 4(s) of the Charter Statutes 7(b), 16.2(d) and 16.2 (h)
7.7	Maintain a Register of Interest and Related Party Transactions	Yes	Council	Secretary to Council <i>(Council members)</i> Director of Human Resources <i>(Executive member and others with 'senior management responsibilities and those exercising control or significant influence over the provider')</i>	General Counsel <i>(Register of Interest)</i> ; Nominations and Governance Committee <i>(Register of Interest)</i> ; Chief Finance Officer <i>(Related Party Transactions)</i>	
7.8	Oversee compliance with the Equality Act	Yes	Council	Finance and Resources Committee	Inclusion Committee	Statute 16.7(a)
7.9	Oversee compliance with the Prevent Duty	Yes	Council	Audit and Risk Committee	Registrar and Chief Administrative Officer	Statutes 16.3(d) and 16.6(a)
7.10	Oversee compliance with staff-related policies	Yes	Council	Finance and Resources Committee	Members of the Executive; Director of Human Resources	Statutes 16.6(a)-(d) and 16.7(a)
7.11	Oversee compliance with student-related policies	Yes	Senate	University Assessment, Learning and Teaching Committee <i>(programme-level taught provision only)</i>	Pro Vice-Chancellor (Academic); Faculty Boards of Study	Statutes 16.6(a)-(d) and 16.7(a)

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
				University Research Committee <i>(programme-level research provision only)</i>		
7.12	Oversee compliance with appropriate policies and procedures for the ethical approval of research projects	Yes	Senate	University Research Committee	Pro Vice-Chancellor (Academic); Faculty Research Committees	Statute 18.4(e)
8.0	Powers of the Council - Estate and Property Management					
8.1	Approve and monitor the estates strategy that shall be required to fulfil the objectives of the University	Yes	Council	Finance and Resources Committee	Members of the Executive	Statute 16.4(a)
8.2	Monitor the <i>(operational)</i> effectiveness of the management of the University's land, buildings and facilities	Yes	Council	Vice-Chancellor	Members of the Executive	Statutes 7(b), and 16.2(d) and 16.4(b)
8.3	Provide the buildings, premises, furniture and apparatus, and other means needed for carrying on the work of the University	Yes	Council	Vice-Chancellor	Members of the Executive	Statutes 7(b), and 16.2(d) and 16.4(d)
8.4	Borrow money on behalf of the University and, if the Council thinks fit, for that purpose mortgage or charge all or any part of the property of the University, whether real or personal, and to give such other security as the Council may determine	No	Council <i>(with reporting via Finance and Resources Committee)</i>		Members of the Executive; Finance and Resources Committee	Statute 16.4(e)

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
8.5	Approve all policies, regulations and contractual arrangements relating to student accommodation	Yes	Council	Finance and Resources Committee	Members of the Executive; General Counsel	Statute 16.4(f)
9.0	Powers of the Council - Academic and Administrative					
9.1	Consider and approve reports and recommendations from the Senate on any matter of academic strategy and policy	No	Council		Senate	Statute 16.5(a)
9.2	Receive reports from the Senate on academic matters such that the Council can confirm that the academic governance of the University is working effectively	No	Council		Senate	Statute 16.5(b)
9.3	Approve, on the recommendation of the Senate, the establishment and removal of Faculties, Schools, Departments and other academic and administrative structures	Yes	Council	Vice-Chancellor	Senate (<i>academic units responsible for university awards</i>); Members of the Executive	Statute 7(b), 16.2(d), 16.5(c), Statute 18
9.4	Institute, on the recommendation of the Senate, and subject to any conditions made by the founders, Fellowships, Scholarships, Bursaries, Studentships, Prizes and other awards for study and research	Yes	Council	Senate	Scholarships and Bursaries Committee	Statute 16.5(d)
10.0	Honorary Degrees					

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
10.1	Without examination, confer an Honorary Degree of Doctor or Master in any subject on any person whom it may deem worthy of such a distinction in accordance with procedures set out in the Ordinances	Yes	Council and Senate	Honorary Awards and Appointments Committee	Vice-Chancellor; Pro Vice-Chancellor (Academic)	Statute 19 Ordinance 6.1
11.0	Powers of the Council - Student and Staff Welfare					
11.1	Ensure appropriate provision for the welfare and well-being of students and staff is made by the University	No	Council and Senate		Members of the Executive Group	Statutes 16.6(a) and 18.5(d)
11.2	Approve and monitor the effectiveness of the University's Health and Safety Policy	Yes	Council	Finance and Resources Committee	Members of the Executive Group; Health and Safety Committee	Statute 16.6(b)
11.3	Approve and monitor the effectiveness of the University's policies relating to human resources	Yes	Council	Finance and Resources Committee	Members of the Executive; Director of Human Resources	Statute 16.6(c)
11.4	Approve and ensure appropriate oversight of the University's Grievance and Complaints procedures	Yes	Council	Finance and Resources Committee <i>(Staff grievances and complaints)</i>	Director of Human Resources; General Counsel	Statute 16.6(d), 18.5(b)
				Registrar and Chief Administrative Officer <i>(Student grievances and complaints)</i>	General Counsel	
11.5	Expel or suspend students	Yes <i>(suspension only)</i>	Vice-Chancellor	Registrar and Chief Administrative Officer	Registrar and Chief Administrative Officer <i>(expulsions)</i>	

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
11.6	Determine an appeal by any student who has been excluded or expelled by the Vice-Chancellor; and establish a procedure for hearing such appeals	No	Council		Registrar and Chief Administrative Officer	Statute 16.6(e)
12.0	Powers of the Council - Equality and Diversity					
12.1	Approve and monitor the effectiveness of the University's policies on equality and diversity	Yes	Council	Finance and Resources Committee	Inclusion Committee	Statute 16.7(a)
12.2	Promote equality of opportunity throughout the University, including in relation to its own membership and operation	Yes	Council	Finance and Resources Committee	Inclusion Committee; Director of Human Resources	Statute 16.7 (b)
				Nominations and Governance Committee (<i>Council membership</i>);		
				Vice-Chancellor; Members of the Executive and Senate (<i>University operations</i>)	Inclusion Committee	
13.0	Powers of the Council - The Students' Union					
13.1	Ensure the Students' Union operates in a fair and democratic manner and is accountable for its finances	Yes	Council	Vice-Chancellor	Pro Vice-Chancellor; Chief Financial Officer; Registrar and Chief Administrative Officer	Statute 16.8 (a)
13.2	Approve the Constitution of the Students' Union (<i>at intervals of not more than five years – Education Act 1994</i>)	No	Council		Senate; Members of the Executive; Students' Union	Statute 16.8 (b)
14.0	Powers of the Council - Removal of Officers of the University					

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
14.1	Remove the Chancellor from office for good cause in accordance with procedures as prescribed by the Ordinances, but shall not unless the Chancellor has been given a reasonable opportunity to be heard by the Council	No	Council		Nominations and Governance Committee	Statute 16.9 Ordinances 3.7, 3.42–3.51
14.2	Remove other Officers of the University for what the Council after due consideration shall deem to be good cause, as defined by statute 16.9, in accordance with the procedures prescribed by the Ordinances and, where applicable, in accordance with the relevant employment provisions	No	Council		Nominations and Governance Committee	Statute 16.9 Ordinances 3.42-3.51
15.0	Powers of the Senate - Academic Policy and Strategy					
15.1	Maintain oversight of the quality and standards of education, research and scholarship, and the arrangements for their enhancement	Yes	Senate	University Assessment, Learning and Teaching Committee (<i>taught provision</i>)	Pro Vice-Chancellor (Academic)	Statute 18.1(a)
				University Research Committee (<i>research provision</i>)		
15.2	Make recommendations to the Council on any academic matter	Yes	Vice-Chancellor	Senate	Pro Vice-Chancellor (Academic); University Assessment, Learning and Teaching Committee (<i>taught provision</i>); University Research Committee (<i>research provision</i>)	Statutes 16.2(d) and 18.1(b)

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
15.3	Approve any matter of academic policy	Yes	Vice-Chancellor	Senate	University Assessment, Learning and Teaching Committee (<i>taught provision</i>); University Research Committee (<i>research provision</i>)	Statutes 16.2(d) and 18.1(c)
15.4	Approve the University's policy on the admission of students	Yes (<i>entry requirements only</i>)	Senate	Deans	Registrar and Chief Administrative Officer	Statutes 16.2(d) and 18.1(d)
15.5	Review, amend, refer or disallow any act of any Senate sub-committee, working group or other body reporting to the Senate	No	Senate		Senate sub-committees	Statutes 16.2(d) and 18.1(e)
15.6	Advise the Council on the allocation of resources for teaching, learning, research and scholarship	No	Senate		Senate; Members of the Executive	Statutes 16.2(d) and 18.1(f)
15.7	Approve collaborative provision with UK and/or international partners including through exchange schemes	Yes	Senate	Vice-Chancellor	Head of Collaborations and Business Development	Statutes 7(b) and 16.2(d)
16.0	Powers of the Senate – Appointments					
16.1	Approve and report to the Council on the appointment and functions of Deans	Yes	Vice-Chancellor	Senate	Director of Human Resources	Statutes 16.2(d) and 18.2(a)
16.2	Establish the rules, procedures and criteria for	Yes	Vice-Chancellor	Senate	Director of Human Resources	Statutes 16.2(d) and 18.2(c)

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
	decisions relating to academic staffing matters					
16.3	Approve and report to the Council on the appointment and promotion of Professors, Readers and the Librarian of the University	Yes	Senate	Vice-Chancellor (<i>Appointments</i>)	Pro Vice-Chancellor (Academic)	Statutes 16.2(d) and 18.2(e)
				Academic Promotions Committee (<i>Promotions</i>)	Vice-Chancellor; Pro Vice-Chancellor (Academic)	
16.4	Approve and report to the Council on the appointment and promotion of Senior Lecturers, Lecturers and other persons of the academic staff	Yes	Senate	Vice-Chancellor (<i>Appointments</i>)	Pro Vice-Chancellor (Academic)	Statutes 16.2(d) and 18.2(e)
				Academic Promotions Committee (<i>Promotions</i>)	Vice-Chancellor; Pro Vice-Chancellor (Academic)	
16.5	Confer the title of Emeritus Professor, Honorary Professor and Honorary Fellow	Yes	Senate	Honorary Awards and Appointments Committee	Vice-Chancellor	Statutes 16.2(d) and 18.2(f) Ordinance 6.1
16.6	Stipulate which honorary titles may be assigned to visitors to the University	Yes	Senate	Honorary Awards and Appointments Committee	Vice-Chancellor	Statutes 16.2(d) and 18.2(g) Ordinance 6.1
16.7	Elect members of the Senate to the Council as provided for in Statute 15(c)	No	Senate		Registrar and Chief Administrative Officer	Statutes 15 and 18.2(h) Ordinance 10.4
16.8	Approve and appoint internal and external examiners	No	Senate		Deans	Statutes 16.2(d) and 18.2(i)

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
16.9	Determine the conditions of appointment and length of service of external examiners	No	Senate		Deans	Statutes 16.2(d) and 18.2(j)
17.0	Powers of the Senate - Degree Regulation and Awarding Powers					
17.1	Be responsible for the maintenance of academic standards by ensuring that the University has an effective quality assurance framework in place through its governance structures	No	Senate		University Assessment, Learning and Teaching Committee (<i>taught provision</i>); University Research Committee (<i>research provision</i>)	Statute 18.3(a)
17.2	Grant degrees and other academic distinctions to persons who shall have pursued in the University a course of study approved by the Senate and shall have passed the examinations of the University under the conditions laid down in the Ordinances	No	Senate		Faculty Boards of Study (<i>taught awards</i>); University Research Committee (<i>research awards</i>)	Article 4(b) of the Charter Statute 18.3(b) Ordinance 5.1
17.3	Revoke any degree or other distinction conferred by the University, and all privileges connected therewith, if the holder has been convicted of a crime and the Senate considers that such crime is one which renders the person unfit to be a Member or Graduate of the University	No (<i>Non-Honorary awards</i>)	Senate		Council	Article 4(d) of the Charter Statute 18.3(c)
		Yes (<i>Honorary awards</i>)	Council and Senate	Honorary Awards and Appointments Committee	Vice-Chancellor; Deans of Faculties	

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
17.4	Without examination, confer an Honorary Degree of Doctor or Master in any subject on any person whom it may deem worthy of such a distinction in accordance with procedures set out in the Ordinances	Yes	Council and Senate	Honorary Awards and Appointments Committee	Vice-Chancellor; Deans of Faculty	Article 4(c) of the Charter Statute 19 Ordinance 6.1
17.5	Void any award that has been conferred where a candidate is found subsequently to be ineligible for that award	Yes	Senate	Vice-Chancellor	Registrar and Chief Administrative Officer	Statutes 7(b), 16.2(d) and 18.3(d)
17.6	Determine what formalities shall attach to the conferment of Degrees and other distinctions	Yes	Senate	Vice-Chancellor	Registrar and Chief Administrative Officer	Statutes 7(b), 16.2(d) and 18.3(e) Ordinance 5.1
17.7	Institute new awards of the University	Yes	Senate	University Assessment, Learning and Teaching Committee (<i>taught provision</i>) University Research Committee (<i>research provision</i>)	Pro Vice-Chancellor (Academic); Members of the Executive	Statutes 16.2(d) and 18.3(f)
17.8	Approve the regulations governing awards and progression	No	Senate		University Assessment, Learning and Teaching Committee (<i>taught provision</i>); University Research Committee (<i>research provision</i>); Members of the Executive	Statute 18.3(g)
17.9	Recommend to the Council the establishment and removal of Faculties, Schools, Departments and other academic and administrative structures	Yes	Senate (<i>academic units responsible for university awards</i>)	Vice-Chancellor (<i>all other structural units</i>)	Members of the Executive	Statutes 7(b), 16.2(d) and 18.3(h)

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
17.10	Review the teaching, research, scholarship, staffing and general work of any Faculty, School or academic department of the University, and, if the Senate so wishes, to report and make recommendations thereon to the Council	Yes	Senate	Vice-Chancellor	Faculty Boards of Study (<i>taught provision</i>); University Assessment, Learning and Teaching Committee (<i>taught provision</i>); University Research Committee (<i>research provision</i>); Members of the Executive	Statutes 7(b),16.2(d) and 18.3(i)
17.11	Institute a review of each Faculty and School of the University on a periodic basis	Yes	Senate	University Assessment, Learning and Teaching Committee (<i>taught provision</i>)	Pro Vice-Chancellor (Academic); Faculty Boards of Study; Members of the Executive	Statutes 16.2(d) and 18.3(j)
				University Research Committee (<i>research provision</i>)		
17.12	Be responsible for the approval, monitoring, review and discontinuation of all taught and research programmes	Yes	Vice-Chancellor (<i>commercial approval and discontinuation</i>)	Members of the Executive	Deans	Statute 18.3(k)
			Senate (<i>academic approval, monitoring and review and academic discontinuation</i>)	University Assessment, Learning and Teaching Committee; University Research Committee (<i>research provision</i>)	Pro Vice-Chancellor (Academic); Faculty Research Committees (<i>research provision</i>); Faculty and School Learning and Teaching Committees (<i>taught provision</i>)	
17.13	Regulate and control all teaching, courses of study and the conditions qualifying for admission to the various titles, degrees and other distinctions offered and/or validated by the University	Yes	Senate	University Assessment, Learning and Teaching Committee (<i>taught provision</i>)	Pro Vice-Chancellor (Academic); Faculty and School Learning and Teaching Committees (<i>taught provision</i>)	Statute 18.3(l)
				University Research Committee (<i>research provision</i>)	Pro Vice-Chancellor (Academic); Faculty Research Committees (<i>research provision</i>)	

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
17.14	Approve policies and procedures relating to the admission of persons to courses of study in accordance with Statute 18.1	Yes	Senate	University Assessment, Learning and Teaching Committee (<i>taught provision</i>) University Research Committee (<i>research provision</i>)	Pro Vice-Chancellor (Academic)	Statute 18.3(m)
17.15	Recommend to the Council the institution of Scholarships, Studentships, Prizes and other aids to study, research and scholarship (including the eligibility criteria)	Yes	Senate	Scholarships and Bursaries Committee	Members of the Executive	Statute 18.3(n)
17.16	Accept such examinations and periods of study at such universities and other places of learning as the Senate may approve as equivalent to such examinations and periods of study in the University	Yes	Senate	Deans	Faculty Boards of Study; Registrar and Chief Administrative Officer	Statute 18.3(o)
17.17	Accept courses of study in any other institution as the Senate may approve as equivalent to such courses of study in the University	Yes	Senate	Deans	Faculty Boards of Study; Registrar and Chief Administrative Officer	Statute 18.3(p)
18.0	Powers of the Senate - Academic Regulation					
18.1	Approve all academic policies, regulations and procedures	Yes	Vice-Chancellor	Senate (<i>General regulations</i>) University Assessment, Learning and Teaching Committee (<i>Subject or course-level regulations</i>)	University Assessment, Learning and Teaching Committee (<i>taught provision</i>); University Research Committee (<i>research provision</i>)	Statutes 16.2(d) and 18.4(a)

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
				<i>taught provision)</i>		
				University Research Committee <i>(Subject or course-level regulations research provision)</i>		
18.2	Approve all policies and regulations relating to University examinations	Yes	Vice-Chancellor	Senate	University Assessment, Learning and Teaching Committee (<i>taught provision</i>); University Research Committee (<i>research provision</i>)	Statutes 16.2(d) and 18.4(b)
18.3	Approve all policies and regulations relating to the Library, IT and Student Welfare and to report to the Council thereon	Yes	Senate	Vice-Chancellor	Pro Vice-Chancellor; Chief Financial Officer; Registrar and Chief Administrative Officer; Students' Union	Statutes 7(b), 16.2(d) and 18.4(c)
18.4	Receive records and reports of the proceedings of the Senate sub-committees, and to give directions to and to consider recommendations from same	No	Senate		Senate sub-committees	Statute 18.4(d)
18.5	Ensure adequate arrangements are in place for assuring the ethical conduct of education, research and scholarship	Yes	Senate	University Research Committee	Pro Vice-Chancellor (Academic); Faculty Research Committees	Statutes 16.2(d) and 18.4(e)
18.6	Prescribe the requirements for Matriculation at the University	No	Senate		Vice-Chancellor; Registrar and Chief Administrative Officer	Statute 18.4(f)

No.	Power	Can be delegated?	Final Accountable Authority	Delegated To:	Advisor(s)	Source of Power
18.7	Regulate the use of academic dress in the University	No	Senate		Registrar and Chief Administrative Officer	Statute 18.4(g)
19.0	Powers of the Senate – Student Regulation and Welfare					
19.1	Regulate the discipline and superintendence of the students of the University and to determine in what manner disciplinary powers shall be exercised	Yes	Senate	Registrar and Chief Administrative Officer	Deans; General Counsel	Article 13 of the Charter. Statute 18.5(b)
19.2	Take such steps as it thinks proper for supervising student societies and organisations	Yes	Senate	Members of the Executive	Students' Union	Statute 18.5(c)
20.0	The Alumni Association					
20.1	The Alumni Association of the University shall be operated in ways as shall be determined by the alumni	Yes	Senate	Alumni Association		Statute 21(a) and 21(b)

DELEGATION OF AUTHORITY (published version)

Unless set out specifically elsewhere in this Scheme of Delegation, financial items should be dealt with according to the table below and always in accordance with the University's Financial Regulations:

Value of item	Authorisation by	Consultation required with
Up to £5,000	School/Department nominee	Budget holder
Up to £10,000	Deans, Faculty Registrars, Assistant Registrars and Heads of Department	Budget holder and Finance Business Partner
Up to £25,000	Faculty Deans, Director of Estates, Head of IT Support, Director of Academic and Student Services, Director of Digital Transformation	Finance Business Partner
Up to £100,000	Pro Vice-Chancellor (Academic) and Registrar and Chief Administrative Officer	Chief Finance Officer
Up to £150,000	Chief Financial Officer	Vice-Chancellor
Up to £250,000	Vice-Chancellor	Chief Financial Officer or equivalent (Director of Estates in the case of land/property matters)
£250,000-£5m	Finance and Resources Committee	Vice-Chancellor and Chief Financial Officer
Above £5m	Council (<i>all decisions of the Finance and Resources Committee will be reported to Council</i>)	Vice-Chancellor and Chief Financial Officer

NB:

The authorisation levels in the table above apply to both contract and non-contract value. For contracts, the total contract value over the whole contract term must be used to determine the required level of authority per the table.