Regulation III:
Scheme of Council Delegation

Introduction

The purpose of the Scheme of Delegation is to provide a summary of the powers of the University Council as set out in the Statutes and in Regulation II and then to identify in relation to those powers the responsibilities and delegated authorities for making key decisions in the name of, or on behalf of, the University. This information is contained in the table below.

The intention of the Scheme of Delegation is to provide clarity on the decision-making process and final authorities in relation to key strategic and policy matters for which the Council has the ultimate responsibility in order that the University's decision-making process is transparent and demonstrates effective accountability and good governance. The Scheme seeks to identify only responsibility for the final stage of decision-making, and not, for example, responsibility for formulating strategic, policy and business proposals (which typically lies with individual executive officers and/or bodies such as the University Executive Board (UEB) and its sub-groups).

How to apply the Scheme of Delegation, Limitations and Accountability

The Statutes and Regulation II detail the powers of the Council that can only be exercised by the Council and cannot be delegated. Regulations IX and X detail the powers of Senate and the Faculties respectively. The Scheme of Delegation does not provide an exhaustive list of regulation, policy and procedures and approval routes for these, as this would be cumbersome. However, the Scheme of Delegation should be read in conjunction with the series of institutional Definitions [PDF] that were adopted in 2024 and give an indication of the appropriate level of approval.

The University will maintain an approved Scheme of Delegation that will set out the details of the powers of the Council, the Senate, the Faculties and professional services departments, as well as any committees and University Officers. The Scheme provides transparency regarding delegations as well as ultimate accountability for the actions taken. It is based on the principle that decision-making is devolved except where there is a valid reason for reserving decisions to a higher level of authority. Committees must operate in a way which ensures that the University's business is dealt with efficiently, effectively and appropriately, without compromising the quality of the decisions that emerge. The delegation of decision-making must always comply with internal and external legal or regulatory requirements. Escalation for a decision can be considered if significant material issues have been identified, e.g. having assessed the risks and impacts.

The Scheme of Delegation is an intentionally high-level, formal document. It is not intended to give the reader the legal, regulatory or policy context or a route map to achieve the approvals. It should be used as a first point of reference for understanding where the responsibility lies for key decision-

making. The Scheme of Delegation does not prevent the Council or the Senate from making decisions to delegate its powers at any time as required in order to maintain effective governance of the University. The Council or the Senate may also revoke a delegation at any time.

It may the case that a particular project does not fall within a specified delegation in the table below; where this is the case, a common-sense approach should be taken in applying the Scheme of Delegation in order to determine the most appropriate body, committee or person to which a decision should be referred, with guidance from the University Secretary. If there is doubt as to whether there is delegated authority to make a decision, it should be assumed that no such authority is given and that the decision is reserved to Council. The University Secretary will be able to provide clarification on the application of the Scheme of Delegation. The authoritative or single reference point for all detailed financial regulations, authorities and procedures is the Financial Regulations (staff login required) and associated policies and regulations.

Accountability for decisions should sit at the right level of authority, avoiding default or unnecessary escalation to senior bodies or individuals.

The most significant decisions are taken by the senior committees/bodies of the University, to ensure collective ownership and accountability; empower and receive assurance from individuals or groups responsible for proposing and implementing a decision; provide clear and timely feedback to those recommending a decision on the outcome; advocate for and support decisions following approval. Council will seek such advice as it considers appropriate from the Senate, the President & Vice-Chancellor and/or the University Executive Board.

Decision-making should be streamlined where possible, and appropriate sub-committees, sub-groups or individuals empowered to take decisions, subject to the need to escalate decisions on complex or high-risk matters on a case-by-case basis and the importance of maintaining clear records of how, when and by whom decisions are made. Committees should retrospectively report significant decisions taken in line with their delegated authority to their parent body, as part of the University's standard reporting processes.

Except as otherwise provided, individuals and bodies in whom authority is vested by this Scheme of Delegation may sub-delegate to others provided that such sub-delegation is consistent with the financial and other regulations and recorded and reported to the appropriate body and/or individual. Delegations are made to positions (whether held permanently or on an acting or interim basis), not to particular individuals.

In line with Regulation II (7.3) which applies to the Chair of Council, the Chair of any committee or body may take decisions on behalf of that committee or body by way of Chair's action. Any such decision should be reported to the next meeting of the committee or body.

Repeat discussions of the same matter should be avoided. Once an item has been discussed and decisions taken, individuals or groups below the decision-makers should be trusted to move forward with implementation and provide assurance as needed ('Discuss once, decide once, then delegate').

Transparency of decision-making to relevant stakeholders is important but must be at the appropriate time to avoid prejudicing the decision and its implementation or those groups and individuals involved in or impacted by it.

The Scheme of Delegation is reviewed and updated on an annual basis by the Council. In the periods between reviews, the University Secretary is authorised to update the Scheme in order to (i) correct any typographical errors (ii) make administrative or non-substantive changes (e.g. updates to job titles where the change does not affect a delegation) (iii) ensure any links to policies within the Scheme are maintained and kept up-to-date. Any such changes must be reported to the next meeting of Council.

Section 1A: Powers of Council that cannot be delegated (Statute 4(4))					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
St 4(4)(a) Reg II (4.3) and (6.6)	Appointment of the Chancellor	Council			Regulation VI (The University Officers)
St 4(4)(b) Reg II (4.5) and (6.6)	Appointment of the Vice-Chancellor	Council			Regulation VI (The University Officers)
St 4(4)(c) Reg II (4.1) and (6.2.1)	Variation, amendment or revocation of the Charter or Statutes	Council			Subject to the approval of the Privy Council
St 4(4)(d) Reg II (6.3.1) and (6.3.2)	Approval of the University's strategic plan	Council		The President & Vice-Chancellor and their Executive Board will lead the development of the University Strategy and propose the same to Council	The President & Vice-Chancellor and their Executive Board are responsible for developing and agreeing operational and delivery plans and reporting to Council on those plans and performance against the same

Section 1A: Powers of Council that cannot be delegated (Statute 4(4))					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
St 4(4)(e) Reg II (6.4.1)	Approval of the University's financial forecasts and annual budget	Council		Council Finance Committee Council Audit and Risk Assurance Committee	
St 4(4)(f) Reg II (6.4.2)	Approval of the University's annual audited accounts	Council		Council Audit and Risk Assurance Committee Council Finance Committee	
St 4(4)(g) Reg II (6.4.3)	Appointing the University's external and internal auditors	Council		Council Audit and Risk Assurance Committee	Regulation IV (The Auditor)

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.2)	Making Regulations other than those within the control of the Senate	Council	Council Finance Committee (Financial Regulations only)	University Executive Board	Regulation I (Responsibility for Creation and Amendment of Regulations)
Reg II (4.3) and (6.6)	Removal of the Chancellor	Council			Regulation VI (The University Officers)

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.5) and (6.6)	Removal of the President & Vice-Chancellor	Council			Regulation VI (The University Officers) and Regulation VII (The Dismissal and Removal from Office of the President & Vice-Chancellor)
Reg II (4.3) and (6.6)	Appointment/removal of the Pro-Chancellors	Council		Council Nominations Committee	Regulation VI (The University Officers)
Reg II (4.4) and (6.6)	Appointment/removal of the Chair of Council and Treasurer	Council		Council Nominations Committee	Regulation VI (The University Officers)
Reg II (4.5) and (6.6)	Appointment/removal of the University Secretary	Council			Regulation VI (The University Officers)
Reg II (4.5) and (6.6)	Appointment/removal of the Provost & Deputy Vice-Chancellor and the Vice-Presidents	Council	President & Vice-Chancellor		Regulation VI (The University Officers)
St 3(1) Reg II (1), (4.4) and (6.6)	Appointment of members of Council	Council		Council Nominations Committee President & Vice-Chancellor to recommend the appointment of members in Class (2)	
Reg II (2.2)	Removal of a member of Council	Council		Council Nominations Committee	

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (7.1)	Appointments to Council Committees, working groups and Joint Committees of Council and Senate	Council		Council Nominations Committee	
St 4(3) Reg II (7)	Approval of terms of reference of Council Committees	Council		The relevant Council Committee	
Reg II (4.16)	Making Standing Orders for the operation of Council	Council			
Reg II (6.3.2)	Creation and amendment of key strategies related to the University's strategic plan (a) Financial strategy (b) Environmental Sustainability Strategy	Council		Council Finance Committee University Executive Board	The President & Vice-Chancellor and their Executive Board are responsible for developing and agreeing operational and delivery plans and reporting to Council on those plans and performance against the same
Reg II (4.10)	Appointment of Bankers	Council		Council Finance Committee	
Reg II (4.10.2)	Purchase, refurbishment, development of land, property and equipment with a value greater than £10m	Council		Council Finance Committee	

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.10.4)	Amendments to the internal borrowing limit	Council			
Reg II (4.12) and (6.8.2)	Approval of mergers and acquisitions	Council		Senate President & Vice-Chancellor University Executive Board Council Committees	
Reg II (4.13)	Entering into major strategic alliances at institutional level	Council		University Executive Board	
Reg II (4.14)	Selection of Seal, Arms and Mace	Council			
Reg II (4.15)	Dissolution of the University and application to surrender the Royal Charter	Council		University Executive Board	
Reg II (6.2.4)	Establishment or abolition of Faculties and Departments/Schools, and approval of their titles	Council		Senate President & Vice-Chancellor University Executive Board	Council will seek such advice as it considers appropriate from the Senate, the President & Vice-Chancellor and/or the University Executive Board

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (6.2.3)	Other major changes in the University's organisational and committee structure	Council		Senate President & Vice-Chancellor University Executive Board	Council will seek such advice as it considers appropriate from the Senate, the President & Vice-Chancellor and/or the University Executive Board Examples not otherwise covered by specific provisions may include the establishment of a new campus or major changes to the organisation and/or remit of the Council or Senate committees
Reg II (6.2.4) and (6.4.4)	Establishment of and amendments to the Scheme of Council Delegation	Council		Council Audit and Risk Assurance Committee and Council Finance Committee advise in relation to financial matters in the Scheme of Delegation	Regulation III
Reg II (6.3.1)	Approval of a new or amended mission, vision and identity	Council		University Executive Board	

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (6.5.1)	Approval of statements and policies complying with statutory requirements	Council		For example: Council Equality, Diversity and Inclusion Committee (Equality Duty) UEB Health and Safety Sub-Group (Health & Safety Policy)	Policies relating to these matters without a statutory compliance function may be approved by a member of the Executive or their delegate, or an appropriate Council Committee
Reg II (6.7.1)	Monitoring and evaluating the performance of the University against approved plans and KPIs	Council		Council Audit and Risk Assurance Committee Council Finance Committee	Council Finance Committee is primarily responsible for monitoring financial performance. Council Audit & Risk Assurance Committee evaluates the adequacy and effectiveness of risk management.
Reg II (6.7.2)	To receive the annual report from the Council Audit and Risk Assurance Committee	Council		Council Audit and Risk Assurance Committee	
Reg II (4.5)	To receive the annual report from the Council Senior Remuneration Committee	Council		Council Senior Remuneration Committee	

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (6.7.3)	Approval of the Corporate Risk Register and receipt of accompanying reports from the UEB Risk Review Sub-Group and the Council Audit and Risk Assurance Committee	Council		Council Audit and Risk Assurance Committee UEB Risk Review Sub-Group	
Reg II (6.7.4)	Approval of the reports and agreement of recommendations from any Council Effectiveness Reviews and agreement of any actions in response	Council			
Reg II (6.8.1)	Approval of any arrangements for another institution to offer programmes or degrees under the University's name	Council		Senate President & Vice-Chancellor University Executive Board	

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.10.4)	Ability to borrow money and give security: (a) amendments to the internal borrowing limit (b) authority to borrow up to the internal borrowing limit	Council		Council Finance Committee	
Reg II (4.10.5)	Refinancing or reorganising any capital, finance or credit previously raised or obtained by the University	Council		Council Finance Committee	
Reg II (4.10.6)	Providing guarantees, support or security for the payment, repayment or discharge of any monies, debts or liabilities, or the performance or observance of any obligations, by any person or undertaking	Council	£10m and over: no delegation Up to £10m: Council Finance Committee		The giving of guarantees by charities can raise difficult issues under charity law and therefore this power is confined to Council/Council Finance Committee.

Section 1B: Powers of Council that are reserved to Council					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.10.7)	Creating or granting a mortgage, charge, pledge, lien or encumbrance of any kind over any of the University's undertaking, property or assets	Council		Council Finance Committee	No further delegation
Reg II (4.10.10)	Entering into a contract to protect the University and its assets against any fluctuation in rates of exchange, interest, stocks, bonds or commodity prices, or in order to secure a profit or avoid a loss in respect of the value of property	Council		Council Finance Committee	Further delegation detailed within the Financial Regulations and supporting Financial Policies

Section 2: Powers delegated by Council					
Human Resources					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.5) and	Determination of remuneration of President & Vice-Chancellor	Council	Council Senior Remuneration Committee		Council Senior Remuneration Committee sets objectives and determines the overall remuneration package including the operation of any bonus scheme which may be in place See CUC Higher Education Senior Staff Remuneration Code
Reg II (4.5)	Determination of remuneration of members of UEB and the University Secretary	Council	Council Senior Remuneration Committee	President & Vice-Chancellor	Council Senior Remuneration Committee sets objectives and determines overall remuneration packages including the operation of any bonus schemes which may be in place See CUC Higher Education Senior Staff Remuneration Code
Reg II (4.5)	Authorisation of any severance payments for the President & Vice-Chancellor, members of UEB and the University Secretary	Council	Council Senior Remuneration Committee	President & Vice-Chancellor Director of HR	See CUC Higher Education Senior Staff Remuneration Code

Section 2: Powers delegated by Council					
Human Resources					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.5)	Appointment of Heads of Academic Departments/Schools	Council	President & Vice-Chancellor	Director of HR Relevant Vice-President & Head of Faculty	
Reg II (4.5)	Appointment of Professors and equivalent level staff	Council	President & Vice-Chancellor Relevant Vice-President & Head of Faculty	Director of HR	
Reg II (4.5)	Appointment of all other employees of the University and issue of contracts of employment	Council	Director of HR	Relevant Head of School Relevant Professional Service Director	
Reg II (4.5)	Promotions to Personal Chair	Council	University Reward and Recognition Panel	Director of HR	

Section 2: Powers delegated by Council					
Human Resources					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.5)	Approval of recommendations for the regrading/promotion of all other employees	Council	Director of HR Further delegation to the UEB Member responsible for each area of the University	Relevant Head of School Relevant Professional Service Director	
Reg II (4.5)	Termination of employment contracts and dismissal of employees	Council	Director of HR		
Reg II (4.5)	Authorisation of any payments associated with ill-health and early retirement for staff (other than those within the remit of the Council Senior Remuneration Committee)	Council	Director of HR		

Section 2: Powers delegated by Council					
Human Resources					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.5)	Reaching settlements with staff, including statutory, contractual and non-contractual payments, in line with employment legislation and approved internal procedures	Council	Council Senior Remuneration Committee Director of HR	President & Vice-Chancellor Director of HR	
Reg II (4.5)	Issuing of agreements for services with contractors/workers	Council	Director of HR		
Reg II (4.5)	Requesting criminal activity reports from the Disclosure and Barring Service, and BPSS, SC and DV security clearances for relevant post holders in line with approved procedures	Council	Director of HR in the case of DBS reports Chief Operating Officer, Vice-President for Research & Innovation, AMRC Chief Executive in the case of security clearances		

Section 2: Powers delegated by Council					
Human Resources					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.5)	Negotiation and agreement of collective terms and conditions of employment	Council	Director of HR		
Reg II (4.5)	Negotiation and agreement of individual contracts of employment	Council	Director of HR		
Reg II (4.5)	Conferment of appointments for staff following successful probationary period	Council	Director of HR	Another member of UEB University Secretary Relevant Head of School Relevant Professional Service Director	
Reg II (4.5)	Conferment of visiting, honorary, emeritus and other academic titles on non-employees	Council	Director of HR	Vice-President & Head of Faculty Vice-President for Research & Innovation	In line with agreed procedures as determined from time to time by the University Executive Board

Section 2: Powers delegated by Council					
Human Resources					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.6)	Hearing of concerns raised by aggrieved staff	Council	Director of HR		Neither Council nor Senate make decisions on individual cases. Further delegations and authority are set out in the relevant Regulations, Policies and Procedures. Grievance Policy and Procedure
Reg II (4.6)	Consideration of matters of research misconduct: investigation and determination	Council	Director of HR		Policy and Procedures for Investigating and Responding to Allegations of Research Misconduct

Section 2: Powers delegated by Council					
Students					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.6)	Complaints submitted by students or graduates: (a) decision as to whether a substantive case exists (b) review of complaint, if held to be substantive	Council	(a) Vice-President other than that of the student's or graduate's Faculty (b) Case Review Panel	Senate Student and Academic Experience Sub-Committee	Neither Council nor Senate make decisions on individual cases. Further delegations and authority are set out in the relevant Regulations, Policies and Procedures. Student Complaints Procedure
Reg II (4.9)	Provision of services to support the welfare of students	Council	President & Vice-Chancellor Further delegation to Chief Operating Officer	Senate Student and Academic Experience Sub-Committee	
Reg II (5.17)	Students' Union (a) Approval of constitution (b) Code of Practice (c) Funding	Council		University Executive Board University Secretary Finance Committee (funding)	

Section 2: Powers delegated by Council					
Teaching, learning and research					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.7)	Overall responsibility for learning, teaching and academic standards	Council	Senate Further delegation to Senate Education Committee and its sub-committees		
Reg II (4.8)	Overall responsibility for research	Council	Senate Further delegation to Senate Research and Innovation Committee and its sub-committees and to Senate University Research Ethics Committee		
Reg II (4.7)	Receipt of Senate Annual Academic Assurance Report	Council		Senate	

Section 2: Powers delegated by Council					
Financial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.10)	Banking activities such as bank signatories	Council	Council Finance Committee		Further delegation detailed within the Financial Regulations and supporting Financial Policies
Reg II (4.10)	Creation and amendment of Financial Regulations	Council	Council Finance Committee		No further delegation
Reg II (4.10)	Creation and amendment of Financial Policies under the Financial Regulations	Council	Council Finance Committee Chief Financial Officer or Director of Finance (for minor or consequential amendments)	Chief Financial Officer	
Reg II (4.10)	Commercialisation of Intellectual Property	Council	Council Finance Committee		Further delegation detailed within the Financial Regulations and supporting Financial Policies

Section 2: Powers delegated by Council					
Financial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.10)	Intellectual Property	Council	Senate	Vice-President for Research & Innovation Chief Operating Officer Director of Research Partnerships & Innovation	Intellectual Property Policy
Reg II (4.10)	Determining tuition fees	Council	President & Vice-Chancellor University Executive Board UEB Student Recruitment and Population Sub-Group	UEB	Includes discounts to sponsors and the write off of tuition fees Further delegation detailed within the UEB Student Recruitment and Population Sub-Group Scheme of Delegated Authority Further delegation detailed within the Financial Regulations and supporting Financial Policies Fees and Charges to Students Policy
Reg II (4.10)	Determining student accommodation fees	Council	President & Vice-Chancellor	UEB	Further delegation detailed within the Financial Regulations and supporting Financial Policies
Reg II (5.18)	Receipt of gifts	Council		University Secretary	Donations Acceptance Policy

Section 2: Powers delegated by Council					
Financial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.10.1)	Investment of funds	Council	Council Finance Committee		Further delegation detailed within the Financial Regulations and supporting Financial Policies
Reg II (4.10.1)	Management of endowments, including Endowment Investment Policy and Treasury Management Policy	Council	Council Finance Committee		Further delegation detailed within the Financial Regulations and supporting Financial Policies
Reg II (4.10.8)	Providing an indemnity in respect of a claim, proceeding, tax, liability, loss, expense, failure, default or contingency, either with or without security	Council	Council Finance Committee Council approval required if indemnities are secured		No further delegation Council powers articulated to cover a wide range of potential situations Specific process and authority to be defined depending on the nature of the transaction
Reg II (4.10.9)	Entering into an agreement or arrangement relating to the priority of any debts or liabilities incurred either by, or in favour of, the University	Council	Council Finance Committee		No further delegation Council powers articulated to cover a wide range of potential situations Specific process and authority to be defined depending on the nature of the transaction

Section 2: Powers delegated by Council					
Financial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.13)	Insurance	Council		Chief Financial Officer	
Reg II (5.14)	Annual Performance and Value for Money Report	Council	Council Audit and Risk Committee		

Section 2: Powers delegated by Council					
Estate and assets					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.10.2)	Leases of land and property	Council	Total contract value: **£10m and over:** no delegation **£5m and over and up to £10m:** Council Finance Committee **£3m and over and up to £5m:** UEB **£500k and over and up to £3m:** UEB	UEB	See Capital Projects section below for further delegations
Reg II (4.10.2)	Leases of equipment	Council	Total contract value: **£10m and over:** no delegation **£5m and over and up to £10m:** Council Finance Committee **£3m and over and up to £5m:** UEB **£500k and over and up to £3m:** UEB	UEB	See Capital Projects section below for further delegations

Section 2: Powers delegated by Council					
Estate and assets					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.10.3)	Capital Projects Purchase, refurbishment, development of land, property, equipment and systems	Council	Total contract value:		NB. Delegated approval amounts refer to cumulative project costs
			£10m and over: no delegation	Council Finance Committee	No further delegation
			£5m and over and up to £10m: Council Finance Committee	UEB	
			£3m and over and up to £5m: UEB		Further delegation within these parameters to the President & Vice-Chancellor, advised by UEB and the UEB Estates and Capital Sub-Group, or the UEB Complex Projects Oversight Group in the case of complex projects as designated by UEB, or the UEB IT Sub-Group in the case of IT capital expenditure

Section 2: Powers delegated by Council					
Estate and assets					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
			£500k and over and up to £3m: UEB		Further delegation within these parameters to the UEB Estates and Capital Sub-Group, or the UEB Complex Projects Oversights Group in the case of complex projects as designated by UEB, or the UEB IT Sub-Group in the case of IT capital expenditure Estates Capital and Revenue Steering Group (ECRSG) only in respect to annual recurrent capital budgets (e.g. Capital Backlog Maintenance, Capital Health & Safety, Capital Teaching & Learning); and only when the following additional approvals are in place: • Where **any individual project is >£1m**, the Head of Financial Management or Chief Finance Officer must also approve; • Where **any individual project is >£3m**, UEB Estates Capital Sub-Group must also approve.

Section 2: Powers delegated by Council					
Estate and assets					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
			Up to £500k: UEB		Further delegation within these parameters to the Estates Development Group, a sub-group of the UEB Estates and Capital Sub-Group and the Estates Capital and Revenue Steering Group (ECRSG) only in respect to annual recurrent capital budgets (e.g. Capital Backlog Maintenance, Capital Health & Safety, Capital Teaching & Learning) Capital Expenditure Policy
Reg II (4.10.3)	Sale of land and property	Council	Total contract value: **£10m and over:** no delegation **£5m and over and up to £10m:** Council Finance Committee **£3m and over and up to £5m:** UEB **£500k and over and up to £3m:** UEB	UEB Estates and Capital Sub-Group	See Capital Projects section above for further delegations
Reg II (4.10.3)	Disposal of furniture and equipment (other than for recycling or scrap)	Council	Council Finance Committee	Chief Financial Officer	Further delegation detailed within the Financial Regulations and supporting Financial Policies

Section 2: Powers delegated by Council					
Commercial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.13)	Contracts for the purchase of goods and services	Council	Council Finance Committee	Chief Financial Officer	Further delegation detailed within the Financial Regulations and supporting Financial Policies Where a contract is material, a decision on whether Council Finance Committee and Council approval is required will be made by the Chief Financial Officer, according to the initial and ongoing risk and liability, with advice from the University Secretary and with reference to the financial thresholds for capital approvals Procurement Policy

Section 2: Powers delegated by Council					
Commercial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.13)	Bidding, negotiation and approval of contracts for the supply of goods and services to third parties	Council	Council Finance Committee (material contracts) Chief Operating Officer	Chief Financial Officer	Further delegation detailed within the Financial Regulations and supporting Finance Policies Where a contract is material, a decision on whether Council Finance Committee and Council approval is required will be made by the Chief Financial Officer, according to the initial and ongoing risk and liability, with advice from the University Secretary and with reference to the financial thresholds for capital approvals Authority to Sign Contracts Policy
Reg II (4.13)	Major funding applications and acceptances, including of research grants	Council	President & Vice-Chancellor	Vice-President for Research & Innovation Chief Financial Officer (in the case of commercial research)	Further delegation detailed within the Financial Regulations and supporting Financial Policies

Section 2: Powers delegated by Council					
Commercial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.13)	Decisions relating to non-financial commitments (e.g. confidentiality agreements, material transfer agreements, not-for-money research contracts)	Council	President & Vice-Chancellor Further delegation to the Vice-President for Research & Innovation and the Chief Financial Officer	Director of Research Partnerships & Innovation AMRC Chief Executive and Financial Controller	Further delegation and authority to sign contracts and agreements detailed within the Financial Regulations and supporting Financial Policies
Reg II (4.13)	Memoranda of Agreement	Council	President & Vice-Chancellor Further delegation to the Director, Global Engagement and (if financial implications) an Authorised Financial Officer	Chief Operating Officer Chief Financial Officer Vice President for Research & Innovation AMRC Chief Executive or Financial Controller	Further delegation and authority to sign contracts and agreements detailed within the Financial Regulations and supporting Financial Policies

Section 2: Powers delegated by Council					
Commercial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.13)	Memoranda of Understanding	Council	President & Vice-Chancellor Further delegation to the Director, Global Engagement and (if financial implications) an Authorised Financial Officer	Chief Operating Officer Chief Financial Officer Vice President for Research & Innovation AMRC Chief Executive or Financial Controller	Further delegation and authority to sign contracts and agreements detailed within the Financial Regulations and supporting Financial Policies
Reg II (4.11)	University companies: creation, investment, alteration, disposal of rights held by the University, and providing Letters of Support for subsidiary companies	Council	Council Finance Committee Council approval required for the creation/disposal of a major subsidiary (as decided by the Chief Financial Officer with advice from the University Secretary according to their risk and liability and with reference to the capital project approval thresholds)	Chief Financial Officer Council Finance Committee	Creation, Disposal & Governance of University Companies Policy

Section 2: Powers delegated by Council					
Commercial					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.11)	Appointment of University staff as directors of companies wholly or partly owned by the University, where required	Council	University Executive Board		
Reg II (4.16)	Appointment of members of University staff as directors of companies not wholly or partly owned by the University	Council	Council Nominations Committee		
Reg II (4.11)	Appointment of auditors for University's subsidiary companies	Council	Council Audit and Risk Assurance Committee		

Section 2: Powers delegated by Council					
Legal and regulatory					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (4.14)	Custody of the Seal	Council	Chief Financial Officer		No further delegation
Reg II (4.13) and Reg XII	Executing documents by deed	Council	Seal to be affixed in the presence of any member of Council and one of: • the President & Vice-Chancellor • the Provost & Deputy Vice-Chancellor • a Vice-President • an Authorised Financial Officer		No further delegation See Regulation XII for the procedure for executing deeds Policy on the Use of the University Seal
Reg II (4.16)	Management of major or material legal claims brought by or against the University	Council	President & Vice-Chancellor University Executive Board	University Secretary Chief Financial Officer (commercial claims)	
Reg II (4.6)	Approval of Public Interest Disclosure Policy	Council	Council Audit and Risk Assurance Committee	Director of HR	
Reg II (4.6)	Consideration of protected disclosures made in the public interest: investigation and hearing of related matters	Council	Director of HR University Secretary		No further delegation Public Interest Disclosure Policy

Section 2: Powers delegated by Council					
Legal and regulatory					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
St 4(4)(g) Reg II (6.4.3)	Agree internal audit plan	Council	Council Audit and Risk Assurance Committee	UEB Risk Review Group UEB University Secretary	
Reg II (5.7)	OfS Conditions Compliance Register	Council	[Council Audit and Risk Assurance Committee]	UEB Risk Review Group UEB University Secretary	
Reg II (5.7)	OfS financial returns (a) TRAC (b) OfS Financial Return Commentary and Workbook	Council	Council Finance Committee	Chief Financial Officer	
Reg II (5.7)	Submission of reportable events to the OfS	Council	President & Vice-Chancellor and their Executive Board University Secretary		
Reg II (5.7)	Responses to OfS consultations	Council	President & Vice-Chancellor and their Executive Board		

Section 2: Powers delegated by Council					
Legal and regulatory					
Reference	**Description**	**Delegating authority**	**Delegate (if any)**	**Advised by**	**Further information and context**
Reg II (5.7)	Annual Prevent Accountability and Data Return	Council		University Executive Board	
Reg II (5.7)	Student Protection Plan and Access and Participation Plan	Council		University Executive Board Student and Academic Experience Sub-Committee	
Reg II (6.5)	Modern Slavery Statement	Council		University Executive Board Council Finance Committee	
Reg II (6.5) and (5.9)	Code of Practice on Freedom of Speech	Council		University Executive Board University Secretary	
Reg II (5.7)	Responses to sector consultations e.g. UUK, OIA, USS	Council	President & Vice-Chancellor and their Executive Board		
Reg II (5.15)	UKVI	Council	University Executive Board	Chief Operating Officer Director of HR	
Reg II (5.15)	Carbon Plan	Council		University Executive Board UEB Sustainability Sub-Group	
Reg II (5.10)	EDI Governance Framework	Council	Council Equality, Diversity and Inclusion Committee	UEB Equality, Diversity and Inclusion Sub-Group	

Section 3: Powers delegated from the Senate				
Reg no.	**Power delegated**	**Body whose power is delegated**	**Officer or committee to whom the power is delegated**	**Further information and context: How does this look in practice?**
IX 1.1.1	To act as an advisory body to Council on any issues related to the education and research, encompassing innovation, activities of the University, including changes to Regulations as set out in Regulation I and Regulation II (4.2). Council will use the Senate as a consultative body as set out in Regulation II (10).	Senate	Further delegation may be made to the Senate's Committees to inform Senate's advice to Council.	Any action taken on behalf of the Senate under delegated authority shall be reported to the Senate setting out the rationale for those decisions and including any supporting papers where appropriate.
IX 1.1.2	To receive assurance regarding the education or research-related work of Faculties and Schools, reviewing and noting compliance with the conditions of registration from the Office for Students.	Senate	Further delegation may be made to the Senate's Committees to inform Senate's advice to Council.	Senate receives assurance through its Committees and other formal items of business and is responsible for providing academic assurance on these matters to Council.
IX 1.1.3	To provide assurance to Council on education and research, the admission and regulation of students, and academic quality and standards.	Senate	Further delegation may be made to the Senate's Committees to inform Senate's advice to Council.	Senate actively considers quality and enhancement of education and research and receives assurance through its Committees and other formal items of business and is responsible for providing academic assurance on these matters to Council.

Section 3: Powers delegated from the Senate				
Reg no.	**Power delegated**	**Body whose power is delegated**	**Officer or committee to whom the power is delegated**	**Further information and context: How does this look in practice?**
IX 1.1.4	To provide assurance to the President & Vice-Chancellor as Accountable Officer regarding academic and student-related conditions of registration from the Office for Students and compliance with OFSTED requirements.	Senate	Further delegation may be made to the Senate's Committees to inform Senate's advice to Council.	Senate considers compliance with external regulatory requirements and receives assurance through its Committees and other formal items of business and reports on these matters to Council.

IX 1.1.5	To review and amend Regulations for which it has responsibility, as set out in Regulation I.	Senate	Further delegation as follows: 1. Major or substantive amendments to Regulations and new Regulations are approved by the Senate on the recommendation of the relevant Senate Committee(s). 2. Minor or consequential amendments required as a result of substantive changes or new or amended institutional policies approved by the Senate, or changes in organisational structure or named roles, can be approved by the relevant Senate Committee and may be taken by Chair's action in a manner consistent with the principles in Regulation II: 7.3-7.4, as follows: Senate Education Committee: • XIV: General Regulations for Apprenticeships; • XV: General Regulations for First Degrees; • XVIII: General Regulations relating to Examinations; • XIX: Regulations relating to the Progress of Students; • XX: General Regulations relating to Academic Appeals; • XXI: General Regulations relating to Student Fitness to Practise.	Senate receives advice and recommendations from the Senate committees and other individuals or groups as required. Senate approves the overarching Regulations and policies which provide the structure and principles under which other Regulations are nested. Senate Committees will report to Senate to explain the rationale for any recommendations or approvals.

Section 3: Powers delegated from the Senate				
Reg no.	**Power delegated**	**Body whose power is delegated**	**Officer or committee to whom the power is delegated**	**Further information and context: How does this look in practice?**
			Senate Research and Innovation Committee: • XVII Regulations for Higher Doctorates. Senate Education Committee and Senate Research and Innovation Committee: • XVI: General Regulations for Higher Degrees, Postgraduate Diplomas and Certificates; • XXII: Regulations relating to the Discipline of Students; • XXIII: Regulations relating to Student Intellectual Property.	
IX 1.1.6	To oversee and regulate the recruitment, selection, admission, teaching, supervision and assessment of the students of the University; to decide on the award of degrees or other academic awards or distinctions and to regulate the conduct, discipline and academic progress of the students.	Senate	Further delegation to the Senate Education Committee and Senate Research and Innovation Committee, the President & Vice-Chancellor or a Vice-President other than one responsible for a Faculty, [taken by Chair's action in a manner consistent with the principles in Regulation II: 7.3-7.4,] including but not limited to the approval of waivers for individual students.	Senate approves the Regulations and policies which provide the framework within which these activities take place.

Section 3: Powers delegated from the Senate				
Reg no.	**Power delegated**	**Body whose power is delegated**	**Officer or committee to whom the power is delegated**	**Further information and context: How does this look in practice?**
IX 1.1.7	To monitor and maintain academic standards, to monitor and enhance the quality of academic provision, to approve new programmes of study and closure of programmes, or major amendment to existing programmes.	Senate	Further delegation to the Senate's Committees, the President & Vice-Chancellor or a Vice-President other than one responsible for a Faculty, [taken by Chair's action in a manner consistent with the principles in Regulation II: 7.3-7.4.] Authority for the approval of new programmes of study, major amendments, and closed taught programmes of study and the associated programme regulations is delegated to the Senate Education Committee and may be taken by Chair's action in a manner consistent with the principles in Regulation II: 7.3-7.4.	Senate Committees will report to Senate, for example to explain the rationale for any recommendations or approvals and may choose to escalate a matter for decision despite holding delegated authority. A management decision to suspend recruitment to a taught programme or programmes sits outside the powers of Senate but such decisions are reported to the Senate Education Committee for report to Senate.

IX 1.1.8	To delegate decision-making responsibilities for education and research activities to Senate sub-committees, to Faculties, and to staff as appropriate, detailed in this Regulation III, and to receive assurance related to delegation.	Senate	Senate approves the terms of reference and memberships of the Senate Committees and any ad-hoc working, task and finish or other group acting on behalf of the Senate. Further delegations are set out in this Regulation III. The approval of internal institutional education policies and procedures is made on the recommendation of the Senate Education Committee. Approval of institutional research, innovation and knowledge exchange policies and procedures is made on the recommendation of the Senate Research and Innovation Committee. Senate approves significant amendments to the University's 'Ethics Policy Governing Research Involving Human Participants, Personal Data and Human Tissue' (including at the point of the 5 yearly review of the policy and potentially controversial changes). Approval of routine or minor amendments to the University's 'Ethics Policy Governing Research Involving Human Participants, Personal Data and Human Tissue' and associated documentation is delegated to the Senate University Research Ethics Committee.	Senate takes an overview of University policy framework governing education and research activities to provide assurance to Council that the necessary policies are in place to ensure that expectations are clear, decision making and actions are consistent and that the University is compliant with statutory and regulatory requirements. Senate recommends external governance documents for Council approval, e.g. Degree Outcomes Statement, Student Protection Plan. Senate's Committees develop and recommend and review policies and guidance on behalf of Senate, providing assurance on their implementation and effectiveness. Senate Committees will report to Senate to explain the rationale for any recommendations or approvals and may choose to escalate a matter for decision in spite of holding delegated authority.

Section 3: Powers delegated from the Senate				
Reg no.	**Power delegated**	**Body whose power is delegated**	**Officer or committee to whom the power is delegated**	**Further information and context: How does this look in practice?**
			Minor or consequential amendments required as a result of substantive changes to other policies or the impact of new policies or new or amended Regulations approved by the Senate, or changes in organisational structure or named roles, can be approved by the relevant Senate Committee and may be taken by Chair's action in a manner consistent with the principles in Regulation II: 7.3-7.4.	
IX 1.1.9	To report on any other matter referred to or delegated to it by the Council, in relation to education and research activities.	Senate	Further delegation may be made to the Committees of Senate to inform Senate's reports to Council.	Council's primary functions include to review, test, refer back, control, amend or disallow any act of the Senate and give directions to the Senate.
IX 1.1.10	To discuss and declare an opinion on any matter whatsoever relating to the University.	Senate	Further delegation may be made to the Senate's Committees to inform Senate's advice to Council.	Council's primary functions include to review, test, refer back, control, amend or disallow any act of the Senate and give directions to the Senate.

Section 3: Powers delegated from the Senate				
Reg no.	**Power delegated**	**Body whose power is delegated**	**Officer or committee to whom the power is delegated**	**Further information and context: How does this look in practice?**
XI 2.1	The power to withdraw any Degree (other than an Honorary Degree), Diploma, Certificate, Associateship, or Distinction which has been awarded to or conferred upon any person.	Senate	The President & Vice-Chancellor or the Provost & Deputy Vice-Chancellor or a Vice-President other than one responsible for a Faculty.	Withdrawal will be considered and approved in accordance with the Withdrawal of Degrees and Distinctions Procedure approved by Senate. Any decision to withdraw a degree or other aware under Regulation XI will be reported to the Senate as action taken.
XXV	The power to impose fines and other penalties as set out in the Regulations relating to the Library.	Council and Senate	The Director of Library Services & University Librarian	