

## **SCHEDULE OF DELEGATION**

The Articles of Association incorporating the Instrument and Articles of Government ('the Articles'), which were approved by the Governing Body on 23 September 2021, contain the rules for the administration of the University. The Schedule of Delegation sets out the functions that the Governing Body has delegated to the Governing Body Chair, the Vice-Chancellor and Principal or Governing Body committees.

Table A contains the responsibilities of the Governing Body, the Pro-Chancellor / Chair of the Governing Body and Deputy Pro-Chancellor / Deputy Chair of the Governing Body, the Vice-Chancellor and Principal, the Academic Board and the Clerk as prescribed in the Articles.

Table B contains the functions that have been delegated to the Chair and Deputy Chair of the Governing Body, the Vice-Chancellor and Principal, the Academic Board, the Clerk, the Chairs Committee, the Audit Committee, the Finance and Resources Committee, the Remuneration Committee and the Governor Appointment Committee.

The Articles mandate any committee or person acting under delegated authority to inform the Governing Body fully and promptly of any action taken under such authority (article 51).

The Governing Body is not able to delegate the following: the determination of the educational character and mission of the University (article 53.1); the approval of the annual estimates of income and expenditure (article 53.2); ensuring the solvency of the University and of any trust of which it is a trustee and the safeguarding of assets (article 53.3); the appointment or dismissal of the Vice-Chancellor and Principal, Clerk and such other senior posts designated by the Governing Body other than to the Special Committee or Special Appeal Committee in accordance with Articles 99-102 (article 53.4); and varying or revoking of anything in the Articles (article 53.5).

The schedule empowers and enables timely and effective decision making for the benefit of the University. It also ensures that Governing Body can fulfil its legal and constitutional responsibilities. It is intended that the Schedule of Delegation should be updated annually under the oversight of the Chairs Committee. Within the next academic year, consideration will be given to how the document might be enhanced to include more references to the Financial Regulations in order to make it even more user friendly to internal stakeholders.

**Table A - The Articles: Responsibilities of the Governing Body, Governing Body Chair/Deputy Chair, Vice-Chancellor, Academic Board and Clerk**

<b>Authority</b>	<b>Article</b>	<b>Category</b>	<b>Responsibility</b>
<b>Governing Body</b>	38.3/ 38.5	Governor Appointment	Approval of arrangements and policy of appointment in respect of staff and co-opted governors
	47	Senior Independent Governor Appointment	Appointment of one of an Independent Governor to be a Senior Independent Governor
	51	Committees and Delegation	Establish committees consisting of two or more of their number for any purpose or function and determine membership and terms of reference other than those assigned in the Articles to the Vice-Chancellor and Principal or to the Academic Board and may delegate powers to the committee or to the Pro-Chancellor or to the Vice-Chancellor and Principal
	52	Committees and Delegation	Establish committees to determine or advise on such matters as the Governing Body shall remit to them relating to employment policy, finance, audit or remuneration and nomination and co-opt members from outside the University and delegate to the committees such powers and functions as the Governing Body considers fit
	68	Register of Interests	Maintain a register of interests for governors, and staff in senior posts
	79.1	Educational Character and Mission	Exercise all powers and perform all acts that may be exercised or performed by the University and shall be responsible for the determination of the educational character and mission of the University
	79.2	Finance	The government, management and regulation of the finances, accounts, investments, property and business of the University
	79.3	Finance	Approving annual estimates of income and expenditure
	79.4	Resources	The effective and efficient use of resources, the solvency of the University and safeguarding its assets
	79.5	Appointment of Vice-Chancellor, Clerk and senior posts	The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the Vice-Chancellor and Principal, the Clerk and the holders of senior posts as the Governing Body may determine and the setting of a framework for the appointment, assignment, grading, appraisal, suspension, dismissal and determination of the pay and conditions of other staff
79.6	Assignment of Duties and Appraisal of Vice-Chancellor	Through the Pro-Chancellor for the assignment of duties and appraisal of the Vice-Chancellor and Principal	

Authority	Article	Category	Responsibility
	81	Academic Board Composition and Constitution	The composition of the Academic Board, the period of appointment of members, the selection or election arrangements and the procedures of the Academic Board shall be for the Governing Body, provided that a majority of members shall be drawn from senior post holders, deans of faculty and heads of academic departments
	84	Appointment of Vice-Chancellor	Appointment of a suitable and duly qualified Vice-Chancellor and Principal, who shall be a Practising Christian
	85	Appointment of Acting Vice-Chancellor	The appointment of an Acting Vice-Chancellor and Principal
	86	Appointment Procedures for Clerk and Senior Posts	Lay down procedure and regulations for appointments to the post of Clerk and such other senior posts as may be designated by the Governing Body
	87	Appointment of Chaplain	Appoint a University chaplain
	91	Staff Conduct Rules	After staff consultation to make rules relating to staff conduct
	92	Freedom Of Expression	Ensure that academic staff have freedom within the law to question and test received wisdom and to put forward new ideas and controversial or unpopular opinions without placing themselves in jeopardy or losing their jobs or any privileges
	96	Staff Suspension Rules	After staff consultation to make rules for the suspension of staff
	102	Senior Staff/Chaplain Dismissal, Special Committees	Make and specify procedures for the conduct of Special Committees regarding the dismissal of holders of senior posts and the chaplain
	106	Other Staff Dismissal, Dismissal Rules and Appeals	Lay down rules for staff dismissals and the consideration of dismissal appeals after staff consultation
	107	Staff Grievance Rules and Procedures	Make rules specifying procedures according to which staff may seek redress of any grievances relating to their employment with the University
	109	Student Disciplinary Committee	Appoint a disciplinary committee for student discipline to provide advice to the Vice-Chancellor and Principal
	111	Students' Union	Approve the constitution (and its amendment or rescission) for an association to represent students

<b>Authority</b>	<b>Article</b>	<b>Category</b>	<b>Responsibility</b>
	113	Finance	Determine tuition and other attendance fees
	114	Finance	Receive all fees payable in respect of students, and all other moneys and donations accruing to the University
	115	Finance	Cause proper books of accounts to be kept with respect to all sums of money received and expended by the University and the matters in respect of which such receipts and expenditure take place, all sales and purchases of goods by the University and the assets and liabilities of the University whether pertaining to the University or any trust of which the University is trustee
	116	Finance	Keep true records of the University's income and expenditure and provide the OfS (or successor body) with true accounts and other such required information
	117	Finance	At any AGM to lay before the University proper income and expenditure account for the period since the last preceding account made up to a date not more than four months before such meeting together with balance sheets, accompanied by proper reports of the Governing Body and Auditors and copies of such accounts, balance sheets and reports and any other documents required by law and not less than fourteen clear days before the date of the meeting send to the Auditors and to all other persons entitled to receive notices of general meetings
	120	Governance	Make rules and bye-laws concerning such matters regarding the government and conduct of the University as it shall think fit
<b>Governing Body Chair/Deputy Chair</b>	93	Senior Staff Misconduct Suspension	The Pro-Chancellor, or in their absence, a Deputy Pro-Chancellor may suspend from duty with pay the holders of senior posts and the University chaplain for misconduct or other good and urgent cause
	121.1	Seal	Authenticate the University's seal
<b>Vice-Chancellor</b>	80.1	Educational Character and Mission	Making proposals to the Governing Body about the educational character and mission of the University, and for implementing decisions of the Governing Body
	80.2	University Management	The organisation, direction and management of the University and staff leadership

<b>Authority</b>	<b>Article</b>	<b>Category</b>	<b>Responsibility</b>
	80.3	Staff Pay and Conditions	Making recommendations for the appointment, assignment, grading, appraisal, suspension, dismissal, and determination (within the framework set by the Governing Body) of the pay and conditions of service of staff other than holders of senior posts
	80.4	Senior Staff Appraisal	Assignment and appraisal of holders of senior posts
	80.5	University's Activities	Determination, after consultation with the Academic Board, of the University's academic activities, and for the determination of its other activities
	80.6	Finance	Preparing annual estimates of income and expenditure, for consideration by the Governing Body, and for the management of the budget, within the estimates approved by the Governing Body
	80.7	Student Discipline	Maintenance of student discipline and, within the rules and procedures provided by the Articles, for the suspension or expulsion of students on disciplinary grounds
	80.8	Student Discipline	Implementing decisions to expel students for academic or disciplinary reasons
	80.9	Admissions	Regulating the admission of students in consultation with a committee of the Academic Board
	80.10	Christian Distinctiveness	Maintaining the Christian distinctiveness of the University and the close relationship with Church partners (a responsibility which cannot be delegated to another staff member)
	88	Appointment of Academic Staff	Appoint academic staff on behalf of the Governing Body in accordance with a scheme of delegation approved by the Governing
	89	Appointment of Other Staff	Appoint other staff in accordance with a scheme of delegation approved by the Governing Body
	90	Promotion of Staff	Promote academic staff and other staff in accordance with a scheme of delegation approved by the Governing Body
	94	Staff Suspension	Suspend from duty with pay any staff member other than a senior staff member or the university chaplain for misconduct or other good or urgent cause
	103	Staff Dismissal	Dismiss any member of staff other than senior staff and the chaplain
	104	Delegation of Staff Suspension/Dismissal Powers	Delegate powers of suspension or dismissal in respect of staff other than senior staff and the chaplain to another member of staff
	105	Staff Dismissal Appeals	Receive appeals against dismissals of staff other than senior staff and the chaplain

<b>Authority</b>	<b>Article</b>	<b>Category</b>	<b>Responsibility</b>
	108	Student Misconduct Suspension/Expulsion	On misconduct grounds suspend or expel students or exclude them for a limited period of time
	111	Students' Union	With the approval of the Governing Body make arrangements for an association to represent students to conduct and manage its own affairs and funds
	112	Student Register	Cause to be kept a register of all students attending the University
	81	Academic Board	The Vice-Chancellor shall chair the Academic Board
<b>Academic Board</b>			
	82.1	Academic Board Remit	General issues relating to research, scholarship, teaching and courses at the University, including criteria for student admissions, the appointment and removal of internal and external examiners, policies and procedures for assessment and examination, content curriculum, academic standards and course review, procedures for qualification awards, honorary academic titles and the procedure for student suspension and expulsion for academic reasons
	82.2	Academic Board Remit	Considering the development of the academic activities of the University and the resources needed to support them and advising the Vice-Chancellor and Principal and the Governing Body thereon
	82.3	Academic Board Remit	Advising on such other matters as the Governing Body or the Vice-Chancellor and Principal may refer to the Academic Board
	110	Student Discipline	After consultation with the Governing Body and student representatives determine procedures for student expulsion for unsatisfactory work standards or other academic reasons
<b>Clerk</b>			
	121.2	Seal	The University's seal shall be held under secure arrangements by the Clerk, who shall maintain a register of its use

**Table B - Delegations by the Governing Body to the Governing Body Chair, Chairs Committee, Remuneration Committee, Audit Committee, Finance and Resources Committee, Vice-Chancellor, Academic Board and Governor Appointment Panel**

<b>Delegated Authority</b>	<b>Category</b>	<b>Delegated Power</b>	<b>Final authority</b>
<b>Governing Body Chair</b>	Chair's Actions	Take decisions on the Governing Body's behalf between meetings if an urgent decision needs to be made and it is not reasonably practicable to call a Governing Body meeting	Governing Body
<b>Chairs Committee (Nomination Committee)</b>	Governance	Advise the Governing Body on Governance policy and practice in line with regulatory and best practice requirements	Governing Body
	Register of Interests	Monitor and consider annual Register of Interests and meeting declarations	Governing Body
	Nomination of Governors	Recommendations for appointment to the Governing Body	Governing Body
	Nominations for Honorary Degrees	Approval of nominations of Honorary Fellowships and Doctorates	
	Nominations for Buildings	Approval of nominations for naming University buildings and rooms	
	Governance	Monitor compliance with the CUC HE Code of Governance	
	Governance	Lead upon the Scheme of Delegation, constitutions of Governing Body committees and co-ordinate through committee chairs	Governing Body
	Governance	Lead Annual Governor Informal Discussions and triennial Governance reviews	Governing Body
	Master Plan	Lead Master Plan strategy	Governing Body
	Governance	Review own effectiveness and performance on a light touch basis annually and formally on a triennial basis	
	Governance	Annual review of terms of reference and work plan	
<b>Remuneration Committee</b>	Senior Staff Pay	Recommendations regarding senior staff pay and conditions on the recommendation of the Vice-Chancellor	Subject to recommendation/s of Vice-Chancellor (except the Vice-Chancellor's own pay and conditions)

Delegated Authority	Category	Delegated Power	Final authority
<b>Audit Committee</b>	External Advice	Authorised to obtain external legal/other professional independent advice and secure attendance of non-Governors with relevant experience/expertise if considered necessary, normally in consultation with the Vice-Chancellor and/or Governing Body Chair	Governing Body's prior consent is required for expenditure in excess of £20,000
	External Audit	Appointment of the External Auditor and exercise appropriate oversight over the audit of subsidiaries, the audit fee, the provision of any non-audit services by the External Auditor, and any questions of resignation or dismissal of the External Auditor	
	External Audit	Discuss with the External Auditor, before the audit begins, the nature and scope of the audit	
	External Audit	Discuss with the External Auditor problems and reservations arising from the interim and final audits, including a review of the management letter; incorporating management responses, and any other matters the External Auditor may wish to discuss (in the absence of management where necessary)	
	Internal Audit	Advise the Governing Body on the appointment and terms of engagement of the internal audit service (and the Head of Internal Audit if applicable), the audit fee, the provision of any non-audit service by the Internal Auditor, and any questions of resignation or dismissal of the Internal Auditor	Governing Body
	Internal Audit	Review the Internal Auditor's audit risk assessment, strategy and programme; consider major findings of internal audit investigations and management's response; review the nature and scope of the internal audit process and discuss with the Internal Auditor any problems and reservations arising from their work, including their audit reports and any other matters the Internal Auditor may wish to discuss; promote co-ordination between the Internal and External Auditor; ensure that the resources made available for internal audit are sufficient to meet the University's needs (or make a recommendation to the Governing Body as appropriate);	Governing Body (in respect of sufficiency of resources made available for internal audit)



Delegated Authority	Category	Delegated Power	Final authority
	Risk Management	keep under review the effectiveness of the University's entire risk management, including academic risk management, control and governance arrangements, including compliance with the legal and regulatory framework that the University operates within, and consideration of the culture and behaviour that is prevalent within the University and arrangements that can affect reputation and review the External Auditor's management letter, the Internal Auditor's annual report and management responses	
	Audit Monitoring	Monitor implementation of agreed audit-based recommendations, from whatever source	
	Losses Investigation	Ensure that all significant losses have been properly investigated and that the Internal Auditor and External Auditor – and where appropriate the OfS – has been informed	
	Fraud, Irregularity and Whistleblowing	Oversee the University's policies on fraud and irregularity, including whistleblowing, material, adverse or reportable events, including being notified of any action taken in respect of those policies	
	VfM	Satisfy itself that suitable arrangements are in place to promote economy, efficiency and effectiveness. This may include consideration of arrangements that: a) support the culture and behaviour that is prevalent within the University; b) ensure the effective management of conflicts of interest; and c) enable the appointment of 'fit and proper persons' to the governing body and senior executive positions	
	Internal Audit	Recommendations regarding sufficiency of internal audit resources	Governing Body
	NAO Reports	Receive any relevant reports from the National Audit Office (NAO) and its equivalents in Scotland, Wales and Northern Ireland, and other organisations	
	External and Internal Audit	Monitor annually the performance and effectiveness of the External and Internal Auditors, including any matters affecting their objectivity, and make recommendations to the Governing Body concerning their reappointment, where appropriate and monitor other relevant sources of assurance	Governing Body

Delegated Authority	Category	Delegated Power	Final authority
	Financial Statements	Consider elements of the annual financial statements in the presence of the External Auditor, including the Auditor's formal opinion, the statement of members' responsibilities and the statement of internal control, in accordance with the accounts directions consider elements of the annual financial statements in the presence of the External Auditor, including the Auditor's formal opinion, the statement of members' responsibilities and the statement of internal control, in accordance with the funding council's accounts directions	
	Merger/Dissolution	In the event of the merger or dissolution of the University, ensure that the necessary actions are completed, including arranging for a final set of financial statements to be completed and signed	
	Data Assurance and Data Security	Monitor and review data assurance and data security arrangements	
	KPIs	Monitor the University's performance against KPIs set by the Governing Body	
	ARAC	Consider the Annual Report of the Audit Committee	
	Governance	Review its own effectiveness and performance on a 'light touch' basis and formally every four years (annually through Governor Informal Discussions)	
	Governance	Annual review terms of reference and work plans	
<b>Finance and Resources Committee</b>	Finance	Advise the Governing Body on the financial affairs of the University in accordance with all statutory requirements, the provisions of the Articles of Government, and the requirements of OfS	Governing Body
	Estate Master Plan	Advise the Governing Body on the strategic management of the University's land and buildings to include consideration, approval and review of the Estates and Accommodation Strategies which identify the property and space requirements needed to fulfil the objectives of the University's Strategic Plan	Governing Body
	Estate Master plan	Advise the Governing Body on any major building developments, acquisitions, and disposal of land and premises (both Academic and Residential)	Governing Body

<b>Delegated Authority</b>	<b>Category</b>	<b>Delegated Power</b>	<b>Final authority</b>
	Resources	Advise the Governing Body on the economic, efficient and effective use of all physical resources (e.g., energy management)	Governing Body
	Resources	Advise the Governing Body on the care and maintenance of land and buildings including oversight of a planned programme of work, scheme of long-term maintenance and conditions appraisals	Governing Body
	Resources	Recommendation of the information and communications technology (ICT) strategy	Governing Body
	Resources	Advise the Governing Body on monitoring, measuring and evaluating the outcomes of major ICT implementation	Governing Body
	Resources	Advise the Governing Body on the strategic oversight of the actions taken by the Vice-Chancellor relating to Human Resources within his delegated responsibility under the Articles of Government for managing the University	Governing Body
	Resources	Advise the Governing Body on the strategic oversight of the People Strategy and to receive assurance that the University is tracking and delivering the actions outlined therein	Governing Body
	Students' Union	Advise the Governing Body on the annual accounts of the student body (Students' Union), and financial procedures underpinning these	Governing Body
	Subsidiaries	Advise the Governing Body on the monitoring and oversight of the University's subsidiaries including reporting appropriate information to the Governing Body (when required)	Governing Body
	Financial Statements	Consideration of the University's consolidated Financial Statements	Governing Body
	Finance	The financial planning of the University, including the consideration of annual estimates of income and expenditure and, the periodic review of reports on performance against approved budgets and plans	Governing Body
	Financial Regulations	Approval of financial regulations, policies and procedures	
	Estate Master Plan	Monitoring delivery, considering detailed business cases and proposing funding options in relation to Master Planning	Governing Body
	Sustainability	Governance oversight of the environmental sustainability agenda	

<b>Delegated Authority</b>	<b>Category</b>	<b>Delegated Power</b>	<b>Final authority</b>
	Governance	Reviewing its own effectiveness and performance annually on a 'light touch' basis and formally every three years	
	Governance	Annual review of terms of reference and work plan	
<b>Vice-Chancellor</b>			
	Business Planning	Business Plan approval	
	Appointment of Deans	Appointment of Deans	Appointment Committee to include another Governor
	Appointment of Academic Heads	Appointment of Academic Heads of Schools	
	Student Residential Fees	Setting of student residential fees	
	Subsidiaries	Approval of sale of equity or transfer of business in subsidiaries on recommendation of the Chief Finance and Operating Officer	Subject to recommendations of Chief Finance and Operating Officer
	Donations and Endowments	Acceptance of donations and endowments	
	Estate Master Plan	Property acquisition and disposal (includes leasing and licensing) and other land dealings (includes charges, construction and residential contracts)	Governing Body
	Estate Master Plan	Approval of contracts, agreements and licenses	Subject to delegation levels in Financial Regulations
	Collaborations	Association and affiliation with other institutions and bodies for strategic purposes or involving significant resource or capital implications/reputational risk	

<b>Delegated Authority</b>	<b>Category</b>	<b>Delegated Power</b>	<b>Final authority</b>
	Collaborations	Education-related contracts and agreements (includes international agreements) for University awards	
	Intellectual Property Rights	Sale or licensing of intellectual property rights	
	Activities and Facilities	Suspension or closure of activities or facilities on health and safety grounds	
<b>Academic Board</b>			
	Research and Knowledge Exchange	Recommendations in respect of Research and Knowledge Exchange and Education strategies	Governing Body
	Appointment of Members of Academic Board Committees	Appointment of members of Academic Board committees	
	Appointment of Professors	Appointment of Professorships and Emeritus Professors	
	New Course Approval	Approval of new courses on Academic Strategy Committee recommendation	Subject to recommendation/s of Education and Student Experience Committee
<b>Governor Appointment Panel (normally to include Governing Body Chair and Vice-Chancellor)</b>			
	Appointment of Clerk and Deputy Clerk	Appointment of Clerk and Deputy Clerk	