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Scheme of Delegation

1. INTRODUCTION AND SCOPE

- 1.1 This Scheme of Delegation (referred to as *the Scheme*) seeks to outline where decision-making authority in the name of or on behalf of Bournemouth University (BU) resides and where this authority can and has been delegated.
- 1.2 No such scheme can be fully comprehensive, however, by identifying where authority lies or has been delegated the Scheme sets a framework through which other matters may be resolved. The Clerk to the University Board and the Chief Operating Officer will advise on matters which are not explicitly addressed in the Scheme.
- 1.3 The Scheme has been drawn up under the Instrument and Articles of Government for Bournemouth University. In the event of any inconsistency between the Scheme and the Instrument and Articles of Government, the Instrument and Articles take precedence. The Scheme is closely related to the University's Financial Regulations which are also approved by the University Board and this Scheme is not intended to address matters set out in detail in those Regulations. **The Financial Regulations contain delegations and authorities, including the Financial Authority Limits.** The Financial Regulations also set out responsibilities and delegations in relation to financial transactions, budgets, capital projects and property and must be consulted alongside this Scheme.
- 1.4 The University Board and those to whom powers are delegated shall at all times act within the requirements of the Office for Students (OfS) Regulatory Framework for Higher Education in England, the OfS Terms and Conditions of Funding for the relevant year and the Terms and Conditions of Research England Grant. The Board and all those to whom powers are delegated shall also comply with the CUC Higher Education Code of Governance to the full extent that it has been applied at BU as determined by the Board.
- 1.5 The OfS Regulatory Framework contains guidance on compliance with the conditions of registration and examples of provider behaviours that the OfS considers may evidence compliance with its requirements and examples of behaviours that it considers may evidence non-compliance. In all decision-making at BU compliance with OfS regulatory requirements (including all conditions of registration and the public interest governance principles) and BU's obligations as an exempt charity must be duly considered and evidenced.
- 1.6 The Scheme identifies responsibility for the final approval stage of decision-making and the individual or body that this has been delegated to where appropriate. The Scheme does not identify the stages leading up to the decision-making stage, for example, responsibility for formulating strategic, policy and business proposals.
- 1.7 It is the responsibility of all those with delegated powers under this Scheme to have informed themselves and read the OfS Regulatory Framework published here: <https://www.officeforstudents.org.uk/advice-and-guidance/regulation/the-regulatory-framework-for-higher-education-in-england/>
- 1.8 In the event of a major incident or crisis decisions may need to be made by exception outside normal practices. Specific authorities and responsibilities in such circumstances are set out in the University's Major Incident Plan.

2. DEFINITIONS AND TERMINOLOGY

- 2.1 The names of committees and the titles of posts may change from time to time. This shall not invalidate the powers of the equivalent successor committees or post holders.
- 2.2 *The "holders of senior posts" means the Vice-Chancellor, the Clerk and the holders of such other senior posts as the [University Board] may determine and "holder of a senior post" shall*

be construed accordingly (Article 1.1 of the Articles of Government). This is applied within BU to the University Executive Team members and the Clerk to the University Board.

- 2.3 The University Executive Team (UET) is the Vice-Chancellor, the Pro Vice-Chancellor for Research and Knowledge Exchange, the Pro Vice-Chancellor for Education and Quality and the Pro Vice-Chancellor for Student Experience, the Finance Director, the Chief Operating Officer and the postholder responsible for HR, currently the Director of HR.
- 2.4 It is custom and practice within the University to use the term “*Board Members*” and this phrase is used throughout this document. For these purposes it has the same meaning as “*Members of the Board of Governors*”, “*Governors*” and/or “*Trustees*” which are found in the University’s constitutional documents and elsewhere. “*The University Board*” means “*the Board of Governors*”.
- 2.5 “*The Corporation*” means the Bournemouth University higher education corporation.

3. CONDITIONS

- 3.1 Under exceptional circumstances, the University Board, Senate and the Vice-Chancellor reserve the right to approve any matter which would normally be delegated by them to others within the Scheme. Any such occurrences shall be recorded through the appropriate minutes.
- 3.2 Should a matter or decision arise which is within the delegated authority of an individual or body but to which a sensitive, political, reputational, regulatory or other similar issue is attached, the decision should be referred to the appropriate (normally higher) level. If there is doubt as to the appropriate decision-making level, advice should be sought from the Clerk to the University Board in the first instance.
- 3.3 Actual or delegated powers shall only be granted provided financial provision has been made in the budget approved by the University Board.
- 3.4 Failure to adhere to the Scheme may lead to removal or restriction of authority and/or may result in disciplinary action.

4. COMMITTEES

- 4.1 The Scheme relates to the formal, deliberative, decision-making committees (including Executive Committees) of BU, which operate under the authority of the University Board, Senate, and/or the University Executive Team.
- 4.2 BU’s committees, their relationships and reporting lines are set out in the committee structure document available on the Committees page of the [Staff Intranet](#)
- 4.3 The processes for establishing and administering University Committees are set out in the *University Board, Senate and Committees Policy and Procedures*.
- 4.4 The terms of reference of the committee should be consulted regularly to ensure that the committee is operating within its defined delegated authority. Committee terms of reference are approved by the relevant parent committee. The University Board approves all terms of reference for its committees and Senate.
- 4.5 Individual committee terms of reference are reviewed annually and should be consulted for full current details of the committees’ responsibilities.
- 4.6 The Articles of Government for Bournemouth University note the following regarding committees:

Subject to the following provisions of this Article, the [University Board] may establish committees for any purpose or function, other than those assigned elsewhere in these Articles to the Vice-Chancellor or to Senate and may delegate powers to such committees or to the [Chair] of the [University Board] or to the Vice Chancellor (Article 5.1).

5. RESPONSIBILITIES OF THE UNIVERSITY BOARD

- 5.1 Under Article 4.1 of the Articles of Government for Bournemouth University, the University Board (referred to within the Articles as the Board of Governors) shall be responsible for:

The determination of the educational character and mission of the University and for oversight of its activities	University Board
The effective and efficient use of resources, the solvency of the University and the Corporation and for safeguarding their assets	University Board following consideration by the Audit, Risk and Governance Committee and/or the Finance & Resources Committee.
Approving annual estimates of income and expenditure	The annual budgets require approval of the University Board following consideration by the Finance and Resources Committee. The Annual Financial Statements require approval of the University Board following consideration by the Finance and Resources Committee and the Audit, Risk and Governance Committee. The OfS Financial Forecasts and the University Financial Plan require approval of the University Board following consideration by the Finance and Resources Committee.
The appointment or dismissal of the Vice-Chancellor and of the Clerk to the Board	University Board.
Approving policies and procedures relating to the appointment, grading, assignment of duties to, appraisal of, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts	University Board following consideration by the Nominations Committee and Remuneration Committee for matters within their respective terms of reference. The Board may also decide to delegate approval to those Committees in their respective terms of reference approved by the Board. Note that UET members are holders of senior posts and therefore oversight of appointment processes and succession for UET is within the remit of Nominations Committee as set out in its terms of reference approved by the Board.
Approving the framework for employing all other staff	University Board Delegated to: Finance and Resources Committee

Ensuring that there are in place policies and procedures for the government and conduct of the institution, including, for all other staff, staff performance, staff capability, discipline, dismissal and grievance, and for dealing with student discipline, complaints and academic appeals.	Delegated to: Finance and Resources Committee (for staff related policies) Senate (for student and academic matters). Audit Risk and Governance Committee (for policies and procedures relating to corporate governance and other areas within its Terms of Reference) The approval of the Anti-Bribery Policy & Procedures rests with the University Board and cannot be delegated.
Approval of the Board, Senate and Committees Policy & Procedures	The Board following consideration by Audit, Risk and Governance Committee.

5.2 The University Board may not delegate the following (Article 5.4):

- (a) the determination of the educational character and mission of the University;
- (b) the approval of the annual estimates of income and expenditure;
- (c) ensuring the solvency of the University and the Corporation and the safeguarding of their assets;
- (d) the appointment or dismissal of the Vice-Chancellor and of the Clerk to the Board;
- (e) the varying or revoking of these Articles;
- (f) the appointment of members of the University Board;
- (g) the approval of the Scheme of Delegation setting out the delegations made by the University Board.

5.3 The University Board is also responsible for the following:

A Students' Union shall conduct and manage its own affairs and funds in accordance with a constitution approved by the [University Board] and shall present audited accounts annually to the [University Board]. No amendment to or rescission of that constitution, in part or in whole, shall be valid unless and until approved by the [University Board] (Article 9.1)	University Board (approval of Students' Union Constitution and Bye Laws) Approval of budgets is delegated to: Finance and Resources Committee. Review of the audited financial reports is delegated to: Audit, Risk and Governance Committee. The Student's Union Code of Practice is approved by the University Board and sets out further details of responsibilities and principles.
The [University Board], after consultation with Senate and representatives of the students, shall ensure that there are procedures allowing students to raise matters of proper concern to them at all the appropriate levels in the University, (Article 9.2)	Procedures relevant to SUBU are set out in the Students' Union Code of Practice, approved by the University Board following consideration by the Audit, Risk and Governance Committee. The Student Experience, Quality and Standards Committee of the Board is responsible for maintaining oversight of student experience and the quality of that experience.

	The provision of strategic leadership for student engagement and student voice across BU is delegated to the Executive through its Student Voice and Engagement Committee. Other specific mechanisms for students to raise matters are set out elsewhere in this Scheme, including appeals and complaints and public interest disclosure policies.
The [University Board] shall determine the tuition and other fees payable to the Corporation (subject to any terms and conditions attached to grants, loans or other payments paid or made by any appropriate funding authority). The [University Board] may delegate the determination of some or all of these tuition and other fees provided that the delegation is recorded and approved by the [University Board]. (Article 10.1)	The University Board retains responsibility for the solvency of the Corporation and University Board approval will be required for major changes to the fees proposed. Where delegations are made to UET such delegations will be recorded and agreed annually by the University Board.
The [University Board] shall keep accounts and records and appoint auditors. (Article 10.2)	The day to day responsibility for the keeping of accounts and records is delegated to: the Finance Director. The appointment of internal and external auditors is made by the University Board following consideration by the Audit, Risk and Governance Committee

6. OVERVIEW OF UNIVERSITY BOARD COMMITTEES

6.1 The University Board has the following Committees and their responsibilities are as set out in their terms of reference as approved by the University Board from time to time. The Terms of Reference are published on the Committee pages of the website so all staff have access to them:

- Audit, Risk and Governance Committee
- Finance and Resources Committee
- Student Experience, Quality and Standards Committee
- Nominations Committee
- Remuneration Committee
- Honorary Awards Committee (Joint with Senate)

7. APPRENTICESHIPS GOVERNANCE

7.1 The Education Inspection Framework and the Further Education and Skills Inspection Handbook set out expectations regarding governance of degree apprenticeship provision which are addressed through a comprehensive governance framework and reporting. Executive oversight is supported through a dedicated Director of Apprenticeships and Skills role reporting to the Pro Vice-Chancellor Education and Quality, with regular reporting to the University Executive Team. University Board oversight is primarily through the Student Experience Quality and Standards Committee which receives regular reporting on all Quality and Standards matters (including Apprenticeships) and also prepares an annual report for submission to the Audit, Risk and Governance committee and the University Board. Apprenticeships updates are also provided directly to the University Board as required.

Senate oversight is through the Apprenticeship Board which reports to the Education Committee. Faculty Apprenticeship Oversight Groups have responsibility at Faculty level and report to the Apprenticeship Board.

8. RESPONSIBILITIES OF THE VICE-CHANCELLOR

- 8.1 Under Article 4.2 of the Articles of Government for Bournemouth University, the Vice-Chancellor shall be responsible to the University Board for the conduct of the University, including responsibility for:

Making proposals to the [University Board] about the educational character and mission of the University and for implementing the decisions of the [University Board]	Vice-Chancellor
The organisation, direction and management of the University and leadership of the staff	Vice-Chancellor
The appointment, assignment of duties, grading, appraisal, suspension, dismissal, and determination – within the framework set by the [University Board] – of the pay and conditions of service of staff other than the holders of senior posts	Vice-Chancellor Delegated to: As set out in section 11.3.
The determination, after consultation with Senate, of the University's academic activities, and for the determination of its other activities	Vice-Chancellor delegated to: the University Executive Team
Preparing annual estimates of income and expenditure, for consideration by the [University Board], and for the management of budget and resources, within the estimates approved by the [University Board]	Vice-Chancellor Delegated as follows: UET shall manage the financial performance of the University, including to ensure its ongoing resilience and financial sustainability, to prepare and recommend estimates of income and expenditure for consideration by the Board and to determine resource allocations within the parameters set by the Board
The maintenance of student discipline and, within the policies and procedures provided for within these Articles, for the suspension or expulsion of students on disciplinary grounds and for implementing decisions to expel students for academic reasons	Vice-Chancellor Delegated as set out in the policies approved by Senate or Education Committee

- 8.2 The Vice-Chancellor is designated by the University Board to be the **Accountable Officer** for the University and reports to OfS and Research England on behalf of the University. As such, he or she is personally responsible to the University Board for ensuring compliance with the OfS Regulatory Framework, the OfS Terms and Conditions of Funding for Higher Education Institutions and the Terms and Conditions of Research England Grant and for providing OfS and Research England with assurances to that effect.

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- 8.3 The Vice-Chancellor chairs the University Executive Team (UET) whose main purpose is to be the executive body with ultimate decision-making authority for the University in the areas of responsibility assigned to the Vice-Chancellor under articles 4.2 (a-f) in the Articles of Government for Bournemouth University, including as set out in 7.1 above and:
- To set the boundaries for strategic development and the framework for operational delivery of the strategy including organisational structure, policies, procedures and processes.
 - To set the agenda for the University including the determination, after consultation with Senate, of the University's academic activities and to determine priorities including business and portfolio innovation and development.
 - To lead and manage the University to ensure the delivery and implementation of the strategic plan.
 - To determine and lead the cultural tone including by exemplifying the BU values, communication and sharing information and leading change.
 - To monitor progress and manage performance.
 - To manage risk, oversee and ensure compliance with regulatory requirements and undertake horizon-scanning, considering the wider context for the University's strategy.
 - To be fully informed about the external environment and to take steps to anticipate and respond to its impact on the University, and to represent the University externally, taking the lead on external engagement across BU to support the delivery of the strategic plan.
- 8.4 The UET together with Executive Deans, Directors/Heads of Professional Services and other key members of staff comprise the University Leadership Team (ULT). The purpose of the ULT is to provide a forum for senior leaders to work together and contribute to the delivery of each member of their roles and responsibilities, to contribute to and inform strategic development, planning and priorities, to support engagement, communication and information sharing and to support leadership and a positive and collaborative working culture.
- 9. OTHER KEY EXECUTIVE COMMITTEES**
- 9.1 The Equality, Diversity and Inclusion Committee's role is to promote, develop and embed, throughout all its activities in partnership with staff, students and the wider community, BU's strategic commitment to Equality, Diversity and Inclusion.
- 9.2 The Sustainability Committee is responsible on behalf of ULT for providing strategic leadership and oversight for embedding sustainability at Bournemouth University.
- 9.3 The Health and Safety Committee's role is to:
- Ensure an overview of Health, Safety and Well-being matters for all stakeholders, including staff and students, in line with legislation and best practice.
 - Promote co-operation between the University and its employees by initiating, developing and implementing measures to ensure health and safety and wellbeing at work.
 - Review the current health and safety performance within the University and monitor the development of health and safety plans and procedures for controlling risk across the University, at a strategic level.
 - Perform an advisory role within the University and make recommendations to UET.
 - Promote the regular review of the University's Policies and Procedures and communicate best practice wherever this has been identified.
- 9.4 The Major Incident Group has responsibility on behalf of UET to manage major emergencies involving physical damage to University assets, incidents that threaten the health and safety of personnel, the operational structure and/or reputation of the University and incidents which require special measures to restore operations to normal.
- 9.5 The Student Voice and Engagement Committee provides strategic leadership on behalf of UET for student engagement and student voice across the University, ensuring a consistent and coordinated approach and appropriate prioritisation of matters raised through a range of

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routes, overseeing the effectiveness of feedback mechanisms and providing assurance about the timeliness and form of actions and responses.

9.6 The Compliance and Licensed Activity Committee (CLAC) is responsible for providing executive assurance and oversight on specific Compliance and Licensed Activity on behalf of UET.

9.7 The Information Governance Committee is responsible for providing appropriate oversight over the management of information and data assets (including personal data). It enables effective Information Governance (IG) and risk management, making recommendations to UET on key decisions and risks to ensure compliance with relevant legislation and good practice.

10. RESPONSIBILITIES OF SENATE

10.1 Senate is the academic governing body of the University, and is responsible to the Vice-Chancellor and the University Board for monitoring and advising on the academic work of the University. Under Article 4.3 of the Articles of Government for Bournemouth University, Senate shall be responsible for:

General issues relating to research, education and professional practice at the University, including criteria for the admission of students	Research Senate following consideration by the Research and Knowledge Exchange Committee or the University Research Ethics Committee. Education and Professional Practice Senate following consideration by the Education Committee Criteria for admission of students Senate following consideration by the Education Committee (as set out in the Standard Admissions Regulations and Admissions Policies and Procedures)
The appointment and removal of internal and external examiners	Senate Delegated to: Education Committee
Policies and procedures for assessment and examination of the academic performance of students	Senate following consideration by the Education Committee (as set out in the Standard Assessment Regulations and Assessment Policies and Procedures).
The content of the curriculum	Senate delegated to Education Committee and within the framework set by the University Board.
Academic standards and the validation and review of courses	Senate Delegated to: Education Committee
The procedures for the award of qualifications	Senate following consideration by the Education Committee Decisions to make awards are delegated as set out in the Academic Regulations, Policies and Procedures.*

Jointly with the [University Board], the procedures for the award of honorary academic titles	The procedures are approved by the University Board on the recommendation of the Honorary Awards Committee. The Honorary Awards Committee is a joint Senate and University Board Committee. The Committee shall make recommendations annually to the Senate and University Board on nominees to be invited to receive an Honorary Award of the University. The decision to confer an award, and the precise title of the degree, rests with the University Board.
The procedures for the expulsion of students for academic reasons	Senate <i>following consideration by the Education Committee</i> (as set out in the Academic Regulations, Policies and Procedures)*.
Considering both the development of the academic activities of the University and the resources needed to support them and for advising the Vice-Chancellor and the [University Board] on those matters; and	Senate
Advising on such matters as the [University Board] or the Vice-Chancellor may refer to Senate	Senate
Approval of proposals for new academic collaborative partnerships	Senate delegated to: Education Committee. (See also Financial Regulations regarding University Board approval for financial commitments and land transactions.)
Approval of research ethics policies and procedures.	Senate, delegated to: University Research Ethics Committee.
Review and approval of research ethics applications	Senate, delegated to: the University Research Ethics Committee and Research Ethics Panels.
To monitor and audit compliance with research ethics policies and procedures	Senate, delegated to: the University Research Ethics Committee.

* Note that as set out in the Academic Regulations, Policies and Procedures minor changes for example, clarification of existing information, name changes and correction of typographical errors may be approved by relevant document owners outside of Senate or its Committees but will be recorded and reported by Academic Quality. The overall owner of the Academic Regulations, Policies and Procedures shall be the Academic Registrar, as Secretary to Senate, who will liaise with other document owners.

11. OVERVIEW OF KEY SENATE COMMITTEES AND SUB-COMMITTEES

- 11.1 The Education Committee is responsible on behalf of Senate, for monitoring and enhancing the overall student experience, and for maintaining sector-recognised standards of awards. Faculty Education Committees have responsibility at Faculty level.

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- 11.2 Partnership Boards have oversight of collaborative academic partnerships, where this is a requirement due to the delivery model. Partnership Boards report to the Education Committee.
- 11.3 Assessment Boards are responsible on behalf of Senate and the Education Committee for considering student progression and attainment in accordance with the University's assessment regulations and the conferment of awards.
- 11.4 The University Research Ethics Committee is responsible on behalf of Senate for promoting best ethical practice in relation to research and research related activities. Beneath it sit Research Ethics Panels who review and approve research ethics applications on its behalf.
- 11.5 The Research and Knowledge Exchange Committee is responsible on behalf of Senate for monitoring and enhancing the institutional environment for research, knowledge exchange and professional practice in line with the University Strategy. Faculty Research and Knowledge Exchange Committees have responsibility at Faculty level.
- 11.6 The Research Degrees Committee is responsible for the quality, development and enhancement of the University's research degree provision. Faculty Research Degrees Committees have responsibility at Faculty level.

12. OTHER AREAS OF AUTHORITY

12.1 Governance

Amendments to the Instrument of Government and/or Articles of Government for Bournemouth University (Article 11)	The University Board in consultation with the OfS as Principal Regulator as appropriate. Any proposed amendments to be presented to the Board after consideration by the Audit, Risk and Governance Committee and in consultation with others as appropriate (such as Senate and staff representatives). The process is overseen by the Clerk to the Board. Proposed changes must be approved by at least three quarters of the University Board members present.
Oversight of the University's compliance with the Office for Students' ongoing conditions of registration (see 7.2 above).	University Board, <i>following consideration by the Student Experience, Quality and Standards Committee (as to conditions relating to student experience, quality and standards and access and participation) and the Audit, Risk and Governance Committee (as to conditions relating to other matters).</i> Approval of the Student Protection Plan is delegated to Audit, Risk and Governance Committee following consideration by the Student Experience, Quality and Standards Committee.
Providing assurance of due diligence on significant risks.	University Board, delegated to UET
Setting the University's Risk Appetite	University Board, <i>following consideration by the Audit, Risk and Governance Committee.</i>
Oversight of high risk partnerships.	University Board.

The appointment, terms of office and duties of the Chancellor and Pro-Chancellor(s)	University Board <i>following consideration by the Nominations Committee.</i>
The appointment of members of the University Board	University Board <i>following consideration by the Nominations Committee.</i>
The appointment of the Clerk to the University Board	University Board <i>following consideration by the Nominations Committee.</i>
Authentication by signature of the application of the Seal.(10.1 of the Instrument of Government)	Two people being members of the University Board or employees of the Corporation who are authorised generally or specially by written resolution of the University Board to act for that purpose. The Clerk holds written resolutions made under this section of the Instrument and should be consulted to ensure the proposed signatories are authorised.
Approval of the systems of internal financial management, control and accountability (including risk management and Financial Regulations and procedures)	University Board <i>following consideration by the Audit, Risk and Governance Committee</i> Approval of the Risk Management Policy and the Financial Sanctions Policy are delegated to: Audit, Risk and Governance Committee.
Institutional management structure	Vice-Chancellor
Execution of contracts on behalf of the University	Delegated authorities are set out in the Financial Regulations and Financial Authority Limits, as approved by the University Board. See also the Contract Signing Procedures and use of the Seal where contracts are under seal.
Approval of policies concerning the management of conflicts of interests or potential conflicts of interests (perceived or actual)	University Board, delegated to the Audit, Risk and Governance Committee.
Approval of the policy and procedures in relation to the offering and acceptance of gifts and hospitality.	University Board, <i>following consideration by the Audit, Risk and Governance Committee.</i>
Approval of an annual report on senior remuneration (for subsequent publication) and all related disclosures as required by the appropriate regulatory bodies.	University Board <i>following consideration by Remuneration Committee</i>
Approval of the University's Anti-Slavery and Human Trafficking Policy and Procedures. Approval of annual Modern Slavery Statement for publication.	University Board, delegated to the Audit, Risk and Governance Committee. University Board
Approval of the University's PREVENT policy.	University Board, delegated to the Audit, Risk and Governance Committee.

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Approval of policies governing Information Security and Data Protection.	University Board delegated to the Audit, Risk and Governance Committee.
Approval of policies governing accuracy of published information.	University Board delegated to the Audit, Risk and Governance Committee.
Approval of the University's Safeguarding Policy	University Board delegated to the Audit, Risk and Governance Committee.
Approval of Policy and Procedures relating to public interest disclosures	University Board delegated to the Audit, Risk and Governance Committee.
Approval of the University's Anti-Fraud Policy and Procedures	University Board delegated to the Audit, Risk and Governance Committee.
Approval of the University's Intellectual Property Policy	University Board delegated to the Finance and Resources Committee.
Approval of the Code of Practice on Freedom of Speech and Academic Freedom	University Board <i>following consideration by the Audit, Risk and Governance Committee</i>
Approval of the University's Business Continuity Policy	University Board delegated to Audit, Risk and Governance Committee
Approval of establishment of, or investment in, oversight of and exit from related companies	University Board, following consideration by the Audit, Risk and Governance Committee and the Finance and Resources Committee in accordance with the requirements of the University's <i>Related Companies Policy and Procedures</i> approved by the University Board.
Approval of the Climate and Ecological Crisis Action Plan	University Board, <i>following consideration by the Finance and Resources Committee.</i>
Ensuring that there are effective arrangements in place for the management and quality assurance of data.	University Board, delegated to the Audit, Risk and Governance Committee.
Interpretation of this Scheme of Delegation	University Board, with advice from the Clerk to the Board.

12.2 Stewardship of Donated Funds (Fundraising) and oversight of Sponsorship

Approval of policies and procedures concerning the stewardship and management of donated funds, including a donors' charter and a code of ethics for fundraising and procedures and authority levels for the acceptance of donations and sponsorship.	University Board, delegated to Audit, Risk and Governance Committee.
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Oversight of accounting procedures for donations and endowments, including an approvals process. Periodic scrutiny of financial records in respect of donated funds in the light of the policies and procedures for management of donated funds.	University Board receives an annual report following scrutiny by the University Executive Team.
Approval of policies and procedures concerning the management of donated funds, including those for authorising expenditure of restricted and unrestricted funds.	University Board, delegated to the Audit, Risk and Governance Committee.

12.3 Staffing Matters

Minor adjustments to terms and conditions of employment	Vice-Chancellor Delegated to: UET Member responsible for HR'
Responsibility for staff establishment	Vice-Chancellor Delegated to: UET Member responsible for HR'
Approval of changes to staff establishment	Vice-Chancellor Delegated to: UET Member responsible for HR' and Finance Director (approval of both required)
The appointment of members of University Leadership Team	Vice-Chancellor Delegated to: Appointment Panel (which must include the Vice-Chancellor and may include an independent member of the University Board).
The appointment of Holders of Senior Posts	As set out in the Terms of Reference of Nominations Committee approved by the University Board. Remuneration Committee retains responsibility in accordance with its terms of reference and the Chair of Remuneration Committee shall also be a member of Nominations Committee to ensure effective co-ordination between the Committees, particularly in relation to appointments.
The appointment of all other staff members	Vice-Chancellor Delegated as set out in the Recruitment Policy and Procedures approved by the Vice-Chancellor

Approval of other staff policies and procedures	Vice-Chancellor Delegated to: UET, within the framework set by the Board, shall determine policies and processes for appointment, assignment of duties and grading of roles, appraisal, suspension, dismissal, and determination of the pay and conditions of service of staff other than the holders of senior posts
Recognition of Trade Unions	University Board Delegated to: Finance and Resources Committee
Suspension or dismissal of staff other than the Holders of Senior Posts	Vice-Chancellor Delegated to: Suspension or dismissal during probation period: a member of the University Leadership Team Dismissal by reason of ending of fixed term contract or redundancy: a member of the University Leadership Team Other suspension or dismissal: any member of the University Leadership Team outside of the employing Faculty or Service.
Suspension or dismissal of the Holders of Senior Posts	As set out in the policy approved by the University Board

13. RESPONSIBILITIES OF MEMBERS OF THE UNIVERSITY EXECUTIVE TEAM

- 13.1 Individual members of the University Executive Team (UET) are responsible to the University Board (through the Vice-Chancellor) for the leadership and overall management of the Faculties and Professional Services in accordance with their job descriptions and the policies and Financial Regulations of the University.
- 13.2 They may delegate responsibility for specific aspects of management to Executive Deans of Faculty or Directors/Heads of Professional Services, but retain ultimate responsibility for the management of their service groups.

14. RESPONSIBILITIES OF EXECUTIVE DEANS OF FACULTY AND DIRECTORS/HEADS OF PROFESSIONAL SERVICES

- 14.1 The Executive Deans of Faculty and Directors/Heads of Professional Services are responsible to the Vice-Chancellor (through the appropriate UET member) for the leadership and overall management of their respective Faculty or Professional Service in accordance with their job descriptions and the policies and Financial Regulations of the University.
- 14.2 They may delegate responsibility for specific aspects of management as appropriate to other individuals or bodies of the Faculty or Professional Service, but retain ultimate responsibility for the management of their Faculty or Professional Service.