

Scheme of Delegation

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Document type	Information
Activity/Task	Delegated authority
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A Authority reserved to Court

- A1 Appoint the Principal & Vice-Chancellor
- A2 Appoint the Vice-Principal(s)
- A3 Appoint a person to hold the office of Secretary
- A4 Appoint a Chancellor to be the titular head of the University
- A5 Appoint lay members of Court
- A6 Appoint a Chair and Vice-Chair of Court
- A7 Approve changes to the governing Order (subject to Privy Council ratification)
- A8 Approve the Statement of Primary Responsibilities of Court
- A9 Approve the Standing Orders of Court
- A10 Approve Key Performance Indicators for the University
- A11 Approve mission and vision statements for the University
- A12 Approve the Strategic Plan for the University and operating plan
- A13 Approve key University-wide strategies including those relating to:
 - Estate strategy
 - Financial strategy
 - Human resources strategy
 - Information strategy
 - Research strategy (Court will be invited to endorse on recommendation of Senate)
 - Teaching and learning strategy (Court will be invited to endorse on recommendation of Senate)
- A14 Approve the annual report and financial statements for the University
- A15 Approve annual budget and financial forecasts
- A16 Approve the Outcome Agreement with the Scottish Funding Council

A17 Approve the establishment of new companies or joint ventures

B Authority to approve delegated to Court committees

When a committee has acted under delegated authority it should submit a written report to the Court on the decision that it has taken on Court's behalf.

B1 Audit & Risk Committee

B1.1 Approve the appointment of external auditors

B1.2 Approve the appointment of internal auditors

B1.3 Approve the annual audit plan

B1.4 Approve the annual audit committee report

B2 Chair's Committee (and Chair of Court)

B2.1 Approve the agenda for Court

B2.2 Appraisal and review of the Principal and the Secretary

B2.3 *Act in the name of Court between meetings. Action taken under delegated authority will normally consist of business that would not merit discussion at a Court meeting (such as signing of routine documents, and detailed implementation of matters already agreed by Court). Occasionally, matters may arise that are judged to be too urgent and important to await the next meeting. The Chair and/or Chair's Committee should then consider either calling a special meeting, consulting members of Court via correspondence or dealing with the matter via Chair's action – only when delaying a decision would disadvantage the University. Where such action is taken, a written report should be made at the next meeting of Court.*

B3 Finance & Corporate Performance Committee

B3.1 Approve the appointment of insurance brokers.

B3.2 Approve debt write-off over £5,000.

B4 Governance & Nominations Committee

B4.1 Advertise for new members of Court.

B5 People, Health & Equality Committee

None

B6 Remuneration Committee

B6.1 Approve the salary and conditions of service of the Principal, Vice-Principals and University Secretary

C Authority to approve delegated to the Principal

C1 Lead and manage the University

C2 Authorise capital and revenue expenditure within the limits approved by the University Court when setting the University's annual budget.

C3 Authorise the virement of budgets within the financial framework approved by Court.

C4 Authorise the engagement of staff, determine their number and their terms and conditions of employment and vary any individual contract of employment.

C5 Authorise the University's engagement with legal and other agreements and affiliations with academic and other partners.

C6 Oversee the processes associated with the maintenance of good order in the University, including those associated with staff and student discipline.

Important decisions - involving, for example, major staffing changes or the commitment of significant funds such as large capital projects – that are border-line in terms of the delegated authority of Court should nonetheless be discussed with Court to ensure transparency. This may mean that the items are novel, potentially contentious or repercussive but may be just within delegated limits or involve contractual commitments to significant spending in future years for which plans have not been set or which could be seen as setting a potentially expensive precedent.

D Authority to approve delegated to Senate and its committees

D1 Senate

- D1.1 Approve new programmes of study and academic qualifications.
- D1.2 Approve academic regulations¹ and policies of the University.
- D1.3 Approve the academic calendar.
- D1.4 Approve the ongoing delivery of subjects.
- D1.5 Approve the nomination of a Senate representative to Court.
- D1.6 Establish *ad hoc* working groups.

D2 Research & Knowledge Exchange Committee

- D2.1 Approve the Code of Practice on Research.
- D2.2 Establish *ad hoc* working groups.

D3 Teaching & Learning Committee

- D3.1 Establish *ad hoc* working groups.
- D3.2 Appoint external examiners and approve changes to external examiner appointments.
- D3.3 Approve the ongoing delivery of programmes.

D4 Academic Appeals panel

- D4.1 Authority to defer, uphold or not uphold academic appeals.

D5 Academic Regulations Editorial Board

- D5.1 Publish approved Academic Regulations and associated Procedures.

D6 Honorary Awards Board

- D6.1 Approve honorary degree nominations.

¹ Senate has delegated authority to the Vice-Principal (Academic) regarding waiving Academic Regulation 3 (Senate, 17 December 2017 refers)

D6.2 Approve honorary fellow nominations.

D7 Student Disciplinary Panel

D7.1 Authority to deal with academic and other misconduct by students.

D7.2 Authority to impose sanctions on students found guilty of misconduct.

E Delegated authority with regard to financial transactions

Area of Decision	Transaction Value	Delegated to	Current Financial Regulation reference
Management of budget and resources within approved Budget	As determined by approved Budget	Principal	
Establishment of a new company or joint venture	Any value	Court, on recommendation of Finance & Corporate Performance Committee	Change to current reg 11
Land and property purchase/lease/disposal (outwith approved Budget including associated capital expenditure programme)	Up to £200,000 Up to 10-year lease	Principal with agreement of Director of Estates and Director of Finance & Research Funding	
	Over £200,000 Over 10-year lease	Court, on the recommendation of the Finance & Corporate Performance Committee	
Other estates and infrastructure capital projects (outwith approved University Budget including associated capital expenditure programme)	Up to £200,000	Principal with agreement of Director of Estates and Director of Finance & Research Funding	
	Over £200,000	Court, on the recommendation of the Finance & Corporate Performance Committee	
Placing funds for investment	Any value	Head of Finance in accordance with Court-approved investment policies.	Fin Regs 15.3
Borrowing (this does not include rental/hire arrangements)	Any value	Any University financial borrowing requires the approval of Court on the recommendation of the Finance & Corporate Performance Committee	
Raising of donations	Any value	Principal authorised to accept donations advised by Head of Alumni & Development and Director of Finance & Research Funding. For the use of donations (or the income from an endowment), regulations for general expenditure will apply.	
Debt write-off	Up to £5,000	Director of Finance & Research Funding	Fin Regs 16.3
	Over £5,000	Finance & Corporate Performance Committee	

Goods and services	Single orders up to £15,000 with approved supplier	Approved budget holder	Fin Regs 19.1
	Single orders over £15,000 with approved supplier	Prior approval of Director of Finance & Research Funding required	
	All manual orders	Director of Finance & Research Funding	

