

Scheme of Delegation

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A Authority reserved to Court

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| 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: <ul style="list-style-type: none">• 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 The Chair may delegate duties to other members of Court, but must do so with the consent of Court and with due regard to the Chair's statutory responsibilities and the rules of Court. Any such delegation should be clearly recorded.

B2.4 *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 and interview candidates (with a view to making recommendations to Court on the appointment of new members)
- 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 Academic approval of 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 Academic approval of 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 | |

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| 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 | |

