



UNIVERSITY OF
LEICESTER

SCHEDULE OF DELEGATION AND DECISION-MAKING POWERS

Structure of this Schedule

This Schedule of Delegation is in three parts:

Part 1: Outlines the basic institutional governance framework and principles for the delegation of decision-making powers at the University of Leicester.

Part 2: Outlines the protocol for the use of delegated decision-making powers.

Part 3: Detailed listing of specific delegated decision-making powers as agreed by the University, as at the date given below. These powers are reviewed and updated on a regular basis and may be subject to change, for example, in the light of ongoing adjustments to the committee structure and job titles and roles.

Annex A: Standard Operating Procedure Legal Proceedings

Annex B: Contracts Matrix

Governance Office

August 2025

SCHEDULE OF DELEGATION AND DECISION-MAKING POWERS

PART 1: FRAMEWORK AND PRINCIPLES

Duration of validity

1. With effect from 1 August 2015 and until such date as it may subsequently decide, the Council of the University of Leicester, as the institution's governing body, has reserved specific decision-making powers to itself and delegated others to its committees, or to individuals, as set out in this Schedule.

Purpose

2. This Schedule confirms the location of specific powers for certain key decisions to be made in the name of the University of Leicester. **It is not intended to be a full and complete description of the roles, remits, responsibilities and powers of all University bodies and individuals.** Typically, such authority will be set out within the Charter, Statutes and Ordinances; a specific Committee's terms of reference; or rest with individual senior officers.
3. This Schedule is concerned only with the location of power for the final approval stage of the decision-making process. It is not concerned with the location of responsibility for the original formulation of whatever proposal or recommendation requires a final decision to be made. Throughout this Schedule the term *RESERVED* is used to denote those powers that are confined to, and will not be delegated from, the body or individual in question.
4. Any questions regarding this Schedule, including queries concerning the location of powers to take decisions on matters not listed in the Schedule, should be directed to the Governance Office in the first instance (governance@le.ac.uk).

Distinction between governance and management

5. This Schedule observes a clear distinction between the governance and management of the University. For this purpose, 'governance' is defined as the systems, structures, procedures and rules by which the University takes decisions on its affairs and is held accountable for them, and for its use of public funds. This includes setting the University's strategic aims and objectives, monitoring and measuring performance against these, ensuring accountability and effective scrutiny, and appointing and ensuring the effectiveness of the head of the institution and other senior officers.
6. Governance is distinct from the day-to-day 'management' of the University, which is concerned with the pursuit of the agreed strategic aims and objectives, the implementation of agreed policies, the preparation of new policy proposals, and the efficient and effective deployment of resources. At its simplest, therefore, governance is about the University ensuring that it is doing the right thing, and management is about the University ensuring that it is doing things right.
7. In confirming this distinction, the Schedule of Delegation recognises that there is a critical interface between good governance and effective management, upon which the academic, research and commercial success of the University is very much dependent.

Underlying framework of the Schedule of Delegated Powers

8. **Council** is the supreme governing body of the University and carries unambiguous, collective responsibility for overseeing the institution's activities, and for determining its academic mission and strategic direction. Council has a majority of independent lay members who are appointed on the recommendations of the Nominations Committee and are subject to a selection process.
9. Council ensures compliance with the charter, statutes, ordinances and other provisions regulating the University and its framework of governance. Subject to these, Council takes all final decisions on matters of fundamental concern to the institution. The necessary powers to take such decisions are reserved to Council and consequently they will not be delegated to any other committee or individual. Certain legislative, regulatory or statutory requirements have to be approved/overseen by the Governing Body (Council), this includes but is not limited to requirements set out by Office for Students, Charity Commission, Companies House and Committee of University Chairs (CUC) Higher Education Code of Governance. This is an underlying principle for the Schedule of Delegation to ensure compliance of university operations. However, having delegated authority to other bodies or individuals to act on its behalf Council, as the University's governing body, nevertheless remains ultimately accountable and has to accept corporate responsibility for the actions taken.
10. **Senate** is the supreme academic body of the University and is responsible to the Council for all matters of academic governance. Subject to the provisions of the Statutes and Ordinances, and any powers reserved to Council, Senate has the powers to take such measures or actions as best promote the interests of the University as a place of teaching, learning and research. In general, such powers may be delegated to other committees or individuals as the Senate deems appropriate.
11. **Committees** are a key part of the University's decision-making structure and democratic process. Their general purpose in each case is to enable an appropriate group of informed individuals – the membership - to meet to discuss issues; share, monitor and review information; provide assurance; achieve consensus; make collective decisions under delegated powers; or refer recommendations to a superior body.
12. Committee constitutions and terms of reference set out in detail the membership and role of each committee, its powers and responsibilities, and which higher body it reports to (normally the Senate or the Council). Minutes form the official University record of committees' key decisions.
13. In fulfilling its remit a committee may request information on topics that are relevant to its business, engage with other committees, and hold to account those individuals to whom it has delegated authority. However, it is not the business of a committee to assume or seek to exert direct managerial control over departments, offices or individuals in the University. Committees do not have the power to amend their own terms of reference or constitution without the approval of the higher body to which they are accountable.
14. 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. Comprehensive guidance aimed at committee chairs and secretaries has been issued on the standard University format for the presentation of committee reports, agendas and minutes. This guidance is updated regularly as required and must be followed at all times. Committee servicing training sessions are available on request for groups or individuals, and meetings may be held with committee secretaries as required to discuss committee servicing issues.

15. It must be acknowledged that all committees have an associated time and cost. Committees will only be established and retained by the University if it can be demonstrated that they actively consider items of substantive business, add value to the decision-making process, and use any delegated powers to make informed decisions in a timely manner.
16. To comply with Office for Students/CUC requirements, the University has an Audit and Assurance Committee, a Finance and Infrastructure Committee (to oversee institutional liquidity) a Remunerations Committee (to determine the pay and conditions of certain specified staff) and a Nominations Committee (to oversee the appointment of lay/independent members of Council).
17. The Charter, Statutes and Ordinances make specific reference to the **President and Vice-Chancellor** and the **Registrar and Secretary** as senior individuals with executive authority over the business of the University.
18. The **President and Vice-Chancellor** is the chief executive and senior academic officer of the University and is also the University's accountable officer in respect of the use of public funds received from the Office for Students. They are responsible to Council for the organisation, direction and leadership of the University and its staff, and generally for maintaining the institution's good order and efficiency.
19. The **Registrar and Secretary** is both an executive member of the University's senior management team and, officially, the Secretary to Council. The Registrar and Secretary has delegated the secretariat role for Council and certain committees to other officers of the University.

Governance Office

August 2025

Institutional Governance Structure

Council

Senior Governing Body. Council has overarching responsibility for all University activity and its conduct. Council delegates its powers and responsibilities to individuals and bodies within the institution to ensure the effective operation of the University and delivery of its charitable objectives.

Specific authority delegated to Council sub-committees for governance decision-making, advice and assurance to Council.

Audit and Assurance Committee

Health and Safety Committee

Alumni Association Committee

Finance and Infrastructure Committee

Investments Committee

Nominations Committee

People, EDI and Wellbeing Committee

Remuneration Committee

Specific authority delegated to Senate for regulation of academic work, governance decision-making, advice and assurance to Council.

Senate

Education Committee

Research and Enterprise Committee

Honorary Degrees Committee

Senate Student Discipline Committee

The Vice-Chancellor has a general responsibility to the Council and the Senate for maintaining and promoting the effective working and good order of the University.

Vice-Chancellor

Executive Board is the senior executive management body of the University, chaired by the President and Vice-Chancellor. The Board advises the President and Vice-Chancellor on the day-to-day management of the University including delivery of the University Strategy, management of institutional risks and approval of operational matters. The President and Vice-Chancellor delegates responsibilities, operational planning and decision-making to a number of sub-boards and bodies and through the thematic or specific portfolio responsibilities of individual Executive Board members. The President and Vice-Chancellor remains accountable to Council for the management of the University.

	Code
	Supreme Governing Body
	Direct delegation from Council
	Delegation from a body on behalf of Council

SCHEDULE OF DELEGATION AND DECISION-MAKING POWERS

PART 2: PROTOCOL FOR THE EXERCISE OF DECISION-MAKING POWERS

Basic principles

20. This Schedule is focused on decision-making processes for key operational and technical matters. It is not concerned with routine decisions taken by local managers as a basic part of their day-to-day duties.
21. The Schedule has the overarching objective of allowing the University to take decisions on certain operational and technical matters without wasting scarce and expensive time, or causing unnecessary delays, in a complex committee system. Whilst some decisions can only be approved at committee level, this Schedule aims to:
 - a. release the time of the standing committees to concentrate on matters of fundamental principle and strategy
 - b. allow specific matters to be examined, and responses prepared and implemented, by designated decision-makers with the relevant professional knowledge and expertise
 - c. allow the University to respond swiftly to changing circumstances, so that its well-being and sustainability is not impaired by unnecessary use of protracted decision-making processes
 - d. ensure that accountability and transparency is not compromised in decision-making, and to promote efficiency and quality in the decision-making process.
22. Whilst this Schedule identifies that certain powers have been delegated by Council, either to Senate or to specific committees or individuals, any such body or individual with delegated powers may still decide that a particular decision requires to be ratified by a higher authority.
23. Where an unreserved power has been delegated to a designated post holder, it should be assumed that, unless specified to the contrary in this Schedule, a nominated deputy or alternate may exercise the same power, either in the absence or non-availability of the designated post-holder or when the designated post holder expressly authorises a nominated deputy or alternate to exercise the power. For the avoidance of doubt, the Provost and Deputy Vice-Chancellor, and Deputy Vice-Chancellor (Professional Services) are authorised to exercise all of the unreserved powers listed under the President and Vice-Chancellor.

Exercising delegated powers

24. In exercising their delegated powers under this Schedule decision-makers (a decision-maker may either be an individual or a committee) MUST:
 - a. act in the best interests of the University, its staff and students, and not under the direction of a third party
 - b. act in accordance with the University's strategic objectives; its rules, regulations and procedures; and within any budgetary or legal constraints
 - c. act within the scope of their powers – no decision-maker holds unfettered authority to make decisions on matters outside the scope of this Schedule
 - d. act within the Nolan Seven Principles of Public Life when reaching a decision
 - e. decline to handle matters in which they have an actual or perceived (whether fairly or not) conflict of interest

- f. exercise procedural fairness by consulting appropriately with other officers, individuals or groups who have a legitimate interest in the matter at hand, and keeping them informed of developments
- g. make their final decision having given fair weight to all available evidence, feedback and advice
- h. inform all parties of the outcome, and be prepared to give reasons
- i. report to Council, Senate or the relevant Committee, as appropriate, on all significant decisions taken.

Consultation requirements

25. The use of delegated powers involves the exercise of discretion on the part of the decision-maker, who can choose to do or not do something, to approve or not approve something, or to approve something with conditions attached. The essential obligation placed on the decision-maker is that they must come to their final decision having properly considered all relevant information and evidence. To this end they are expected to actively consult and seek the suggestions and opinions of all the interested parties and to take these into account when making their decisions.
26. In all cases the scale and type of the consultation process must be in proportion to the scale and impact of the proposal or decision being taken. It must also take account of any external deadlines or other compliance requirements, and the level of resources available to support the consultation.
27. At its lowest level, for example, where the University is subject to changes in external legislative or statutory regulatory requirements, there may be little scope for deciding how to implement the requirements and the priority will be informing the interested parties of the required changes to University policies.
28. In the case of the development of internal policies and procedures, or in cases where the University can exercise more discretion and control over the implementation of national legislative changes, the scope for consultation is likely to be much broader. In line with section 25 above, decision-makers are expected to actively seek the suggestions and opinions of all the interested parties and to take these into account when making their decisions. Depending on the circumstances of each case there may be consultation, for example, with:
 - College Deans of Education
 - College Deans of Research
 - Admissions Tutors
 - Other academic staff with specified departmental or College-wide responsibilities
 - Heads of School/Department
 - Heads of College
 - Thematic Pro-Vice-Chancellors
 - College Leadership Teams
 - Trades Unions
 - Professional Services Leadership Team
 - Senate
 - Executive Board
 - Senior Leadership Team
 - The Students' Union

29. Information provided to the interested parties as part of the consultation must be presented in an easily understandable format, use plain language and clarify all the key issues. Where appropriate and feasible, various means of consultation should be considered – e-mail or web-based forums, open meetings, focus groups and surveys – rather than always reverting to a written consultation.
30. The consultation might be conducted through dedicated Task and Finish Groups, drawing together disciplinary and professional expertise in order to synthesize and integrate competing opinions, and to assess the risks and costs of particular courses of action before consulting further with, for example, College Leadership Teams.
31. The purpose of the consultation process must be clearly stated, as should the stage of the development that the policy has reached. To avoid creating unrealistic expectations, it should be apparent what aspects of the policy being consulted on are open to change and what decisions have already been taken, and why. Sufficient information should be made available to stakeholders to enable them to make informed comments. Being clear about the areas of policy in which views are being sought will help to increase the usefulness of responses.
32. Decision-makers must make it clear when consulting that although they do welcome and encourage the input of the interested parties, they still retain responsibility for taking the final decision and in some cases this may not reflect the suggestions or advice received. The reasons for taking all decisions (and for not acting on suggestions or advice received) must be properly communicated and explained to the interested parties.

Referral back to a higher authority

33. A decision-maker is not *required* to exercise a delegated power in any particular case, and must not do so if the matter appears to involve matters of public controversy, major questions of policy not yet determined by the University or its committees, or any significant change from previous practice. In such cases any Officer or Committee to whom power to act has been delegated should refer the decision back to Council or Senate, or the relevant Committee, for the final decision to be made.

Governance Office

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SCHEDULE OF DELEGATION AND DECISION-MAKING POWERS

PART 3: DETAILED LISTING OF DELEGATED POWERS

Important Note

With the exception of any specific powers included on the list below, this Schedule is generally not concerned with the location of authority for the approval of financial decisions such as the authorisation of purchase orders, invoices and expenses claims; or for decisions regarding the deployment of resources available within approved area plans. Authorisation levels for such transactions are set out in the University's Financial and Procurement regulations.

POWERS OF COUNCIL

34. The Council governs all affairs of the University and to this end shall exercise all the powers and authorities of the University, save as otherwise provided by the Charter and Statutes, including the powers to:
 - a. approve changes to the Charter or Statutes, subject to ratification by the Privy Council *RESERVED (Charter point 19, Statute 5.2.c-d, Ordinance 9.7)*
 - b. approve changes to the Ordinances, subject to Senate consideration and comment *RESERVED (Charter point 15, Statute 2.e, Ordinance 9.9)*
 - c. nominate to the Court persons for election or appointment as Chancellor *RESERVED (Ordinance 2.1)*
 - d. elect the Pro-Chancellor(s) *RESERVED (Ordinance 3.1)*
 - e. appoint or remove the President and Vice-Chancellor and the Registrar and Secretary *RESERVED (Statute 2.a)*
 - f. appoint or remove lay members of Council, including the Chair (Ordinance 9.1) and Treasurer (Ordinance 5.1) *RESERVED*
 - g. designate one of the pro-vice-chancellor posts as that of the Provost and Deputy Vice-Chancellor (Ordinance 6.4) *RESERVED*
 - h. approve the constitution of the Students' Union *RESERVED (Education Act 1994, Part 2, 22, 2a)*
 - i. approve the University's corporate strategy and relevant supporting strategies *RESERVED (Statute 5.2.g CUC Code 2.1)*
 - j. approve the University's financial forecasts, financial statements and annual budget *RESERVED (Statute 2.f and g)*
 - k. approve variations of more than £5 million in aggregate against the annual budget (including the capital programme ¹) *RESERVED (Finance and Infrastructure Committee Terms of Reference point 2)*
 - l. approve the purchase, sale, exchange, lease or accept leases of real and personal property on behalf of the University ² *DELEGATE to Director of Estates and Campus Services (Statute 5.1, Ordinance 9.14)*
 - m. approve an annual grant to the Students' Union after receipt from the Students' Union of their provisional budget for the forthcoming financial year *DELEGATE to Finance and Infrastructure Committee (Education Act 1994, Part 2, 2g)*
 - n. approve the establishment or disestablishment at any time of Colleges, Schools, Departments, or other equivalent bodies as may be required, on the recommendation of the Senate. *RESERVED (Ordinance 10.10)*
 - o. approve the terms and conditions of employment of University staff as prescribed by Ordinances *RESERVED (Statute 5.1.e, Ordinance 25-26)*
 - p. approve proposals regarding the desirability of a reduction in the staff of the University by way of redundancy *RESERVED (Statute 5.2.h, Ordinance 26)*

- q. appoint bankers and other professional advisers (Ordinance 9, point 11) *DELEGATE to Finance and Infrastructure Committee for bankers and financial advisors and for other professional advisers to other University bodies as required*
- r. approve investments, and the detail of their terms (Statute 5.1.a) *DELEGATE to Investments Committee*
- s. approve borrowing and related external funding arrangements, and the details of their terms (Statute 5.1.b) *DELEGATE under £5million to Finance and Infrastructure Committee*
- t. take decisions to accept or refuse offers of gifts or donations to the University, at values exceeding £1 million *RESERVED (Statute 5.1.a, Gift Acceptance Policy, additional delegation clarified in May 2024)*
- u. appoint or remove the external and internal auditors *RESERVED (Statute 5.2.b)*
- v. consider, adjudicate upon and if thought fit redress any grievance of any member of the University save where the Council has approved, through Ordinances or Regulations, alternative arrangements for such matters (Statutes Section 8, point 1.e, Ordinance 9, point 22 and Ordinance 26) *DELEGATE as required to appropriate body*
- w. take such steps as it thinks proper for the purpose of ensuring the efficiency and effectiveness of the University in the provision of teaching, the pursuit of learning and the prosecution of research (Ordinance 9, point 19) *RESERVED*
- x. join or collaborate with any other body in furtherance of any activity consistent with the Charter and the Statutes and delegate University functions with a view to furthering that collaborative purpose/s (Ordinance 9, point 13) *DELEGATE as required to appropriate body*
- y. amend, refer back, control or disallow any act of the Senate that is required to be reported to the Council, and to give directions thereon to the Senate (*Charter point 17, Ordinance 9, point 20*) *RESERVED*
- z. approve the names of recipients of honorary degrees (in conjunction with Senate on the recommendation of the Honorary Degrees Board) (Ordinance 9, point 21) *RESERVED*
- aa. deprive, with good cause, any recipient of an honorary degree (Ordinance 10, point 21) *RESERVED*
- bb. have sole custody and use of the University's Seal *DELEGATE as Financial Regulation 3.18.1 (Charter point 9)*
- cc. delegate specified powers to individuals or committees accountable to the Council, such delegations to be set out in an approved Schedule of Delegation *RESERVED. (Statutes 9.1)*

¹ Including new capital spend approval for approved and new projects and/or additional capital spend in any one year as a result of the acceleration of project spend within total project budget. Delays in capital project spend are noted in financial performance monitoring reports presented to Finance and Infrastructure Committee and do not require approval.

² In accordance with the financial forecasts and budget approval process and the financial regulations procurement contract approval limits.

Powers to take urgent decisions on behalf of Council between meetings of Council

Council has delegated authority to an Urgency Committee comprised of the Chair of Council, the President and Vice-Chancellor, the Treasurer, the Deputy Vice-Chancellors, or their designated deputies, and one other lay member of Council to act on its behalf between meetings of the Council. The Registrar and Secretary and appropriate members of the Executive Board shall be in attendance. Any such action must be reported to the next Ordinary Meeting of the Council, and may be taken only where it would be inappropriate to wait for the matter requiring consideration to be brought to a scheduled meeting of the Council. Before reaching a decision on any such matter the Urgency Committee shall normally meet to consider written details of the matter requiring a decision, and must first determine whether it is of such significance that a special meeting of Council should be called.

POWERS OF SENATE

35. Powers to:

- a. award degrees (other than honorary degrees), diplomas, certificates and other Distinctions, including degrees, diplomas, certificates and other Distinctions offered and awarded by the University in conjunction with another institution *RESERVED (Charter 13a)*
- b. approve the names of recipients of honorary degrees (in conjunction with Council on the recommendation of the Honorary Degrees Board) (Ordinance 10, point 16) *RESERVED*
- c. to approve the structure of the academic year, including examination periods (Ordinance 10, point 8, Senate Regulation 5 and Senate Regulation 6) *RESERVED*
- d. elect or appoint the members of the Senate (Statutes, Section 6, Clause 1 (f), Ordinance 10, point 4) *RESERVED*
- e. elect or appoint four members of the Senate to be Members of the Council (Statutes, Section 4, Clause 1, Class 4) *RESERVED*
- f. recommend for approval by Council the University's academic strategies for teaching and research (Ordinance 10, point 1 and point 2) *RESERVED*
- g. approve *Senate Regulations* for teaching and learning (Ordinance 10, point 6 and point 12) *RESERVED*
- h. approve the organisation of the Colleges, Schools, Departments or equivalent bodies of the University and to assign to them their respective subjects (Ordinance 10, point 10) *RESERVED*
- i. suspend or remove examiners for negligence, misconduct or any other good cause (Ordinance 10, point 9)
- j. approve policy for the admission of students to the University *RESERVED (Ordinance 10, point 7)*
- k. amend, refer back, control or disallow any act of any College, School or Department, and to give directions to any such body *RESERVED (Ordinance 10, point 11)*
- l. deny admission to any applicant, exclude or expel any current student, and deprive of any award any current or former student, in accordance with the University Student Disciplinary Regulations as approved by Senate *May be delegated to the President and Vice-Chancellor and/or the Senate Student Discipline Committee (Charter 13a, Ordinance 10 point 17)*
- m. regulate the use of academic dress in the University *RESERVED (Ordinance 10, point 22)*
- n. approve the Student Protection Plan annually for recommendation to Council *RESERVED (Ordinance 10, point 14)*

- o. approve the Access and Participation Plan and associated monitoring reports before submission to Office for Students for recommendation to Council *RESERVED* (Ordinance 10, point 14)

POWERS OF COURT

- 36. Powers to:
 - a. appoint the Chancellor *RESERVED* (Ordinance 13, point 1)
 - b. appoint four members of the Court to be members of the Council *RESERVED* (Ordinance 13, point 4)

POWERS OF COMMITTEES AND PANELS OF COUNCIL

In line with Ordinance 9, point 26, “The Council may delegate specified powers to individuals or committees accountable to the Council. Such delegations shall be set out in an approved scheme of delegation”

Audit and Assurance Committee

- 37. Powers to:
 - a. approve internal audit strategy and annual plan *RESERVED*
 - b. approve external audit strategy and annual plan *RESERVED*
 - c. approve the University’s policies in respect of public interest disclosure (‘whistleblowing’) for recommendation to Council and the registration/declaration of interests *RESERVED*
 - d. approve the Committee’s own annual report for submission to Council *RESERVED* (Terms of Reference point 16)
 - e. recommend internal and external auditor appointments to Council for approval *RESERVED* (Statutes section 12, Ordinance 9 point 5)
 - f. approve health and safety strategy *RESERVED* (Terms of Reference point 7)

People, EDI and Wellbeing Committee

- 38. Powers to:
 - a. Provide assurance to Council through monitoring the University’s implementation of the People Strategy and Our Citizens theme, and associated Guiding Principles, specifically: Equity, Diversity and Inclusion and Health and Wellbeing. (Terms of Reference point 1)
 - b. Provide assurance to Council regarding the University’s performance against key performance indicators regarding the workforce, EDI and the Access & Participation Plan. (Terms of Reference point 3 and 5)
 - c. Monitor and review equality, diversity and inclusion performance data and report to Council on the University’s compliance with statutory equality requirements. (Terms of Reference point 3)
 - d. Monitor the University’s People Strategy as an Enabling Plan within the University Strategy and the associated key performance indicators. (Terms of Reference point 2)
 - e. Consider the EDI aspects of the University’s Access and Participation Plan, receive assurance on the implementation and impact of strategies, and make recommendations to Council as required.

Finance and Infrastructure Committee

- 39. Powers to:
 - a. recommend the financial content of the financial statements and annual budget to Council for

- approval *RESERVED* (Terms of Reference point 1)
- b. approve variations of between £1 million and £5 million in aggregate against the annual budget (including the capital programme) *RESERVED and DELEGATE under £1 million to Chief Financial Officer and President and Vice-Chancellor* (Terms of Reference point 2)
- c. approve treasury management strategy and policy and ensure implementation, monitoring and review of that policy *RESERVED*. (Financial Regulations 2.10.1)
- d. determine the individual or banking groups to which amounts may be lent *DELEGATE to Investments Committee for endowment investments and Chief Financial Officer for other investments* (Financial Regulations 4.6)
- e. determine the stockbrokers and fund managers that cash balances and temporary investments on deposits can be held with *DELEGATE as (40.d.)* (Financial Regulations 4.11)
- f. approve significant changes to Financial Regulations and Procurement Regulations. Vary the financial limits and thresholds, authorise a departure from the detailed provisions and report any departure to Council *RESERVED* (Terms of Reference point 6)
- g. approve accounting policies *RESERVED*
- h. approve such changes to pensions arrangements which do not impact on the overall terms of conditions of employment of staff *RESERVED* (Terms of Reference point 5)
- i. approve authorised signatories for the University's bank mandates *RESERVED* (Terms of Reference point 8)
- j. approve the formation of University spin-out and subsidiary companies *RESERVED (Spin-out company formation, Financial Regulations 3.14)*
- k. Approve the disposal of shares for values between £1m and £5m (Terms of Reference)
- l. Approve the loans to companies e.g. spin outs for values between £1m and £5m (Terms of Reference)
- m. Approve the investments in companies for values between £1m and £5m (Terms of Reference)
- n. Approve the assignment/licencing of intellectual policy for values between £1m and £5m (Terms of Reference)
- o. recommend for approval by Council proposals for long-term borrowing, any subsequent refinancing of a borrowing arrangement, capital financing structures and related external funding arrangements, and the details of their terms *RESERVED* (Terms of Reference, Investment and borrowing, point 2)
- p. approve any borrowings of the Students' Union *RESERVED* (Education Act 1994, part 2)
- q. approve an annual grant to the Students' Union after receipt from the Students' Union of their provisional budget for the forthcoming financial year *RESERVED* (Terms of Reference, point 7, and Education Act 1994, part 2)
- r. determine the conditions upon which the Annual Report and Financial Statements should be made available to all persons *RESERVED* (Terms of Reference, point 4)

Health and Safety Committee

- 40. Powers to:
 - a. approve health and safety policy for recommendation to Council (Health and Safety at Work etc Act 1974) *RESERVED*
 - b. approve reports of health and safety audits and reviews *RESERVED* (Terms of Reference)

Investments Committee

41. Powers to:
- a. approve investment policies consistent with the strategic and financial objectives *RESERVED* (Finance and Infrastructure Committee Terms of Reference Investment and borrowing point 1)
 - b. determine the individual or banking groups to which amounts may be lent *RESERVED* (Financial Regulations 4.6 to Finance and Infrastructure Committee and then delegated to Committee via FIC Terms of Reference Investment and borrowing point 2)
 - c. determine the stockbrokers and fund managers that cash balances and temporary investments on deposits can be held with *RESERVED* (Financial Regulations 4.11 to Finance and Infrastructure Committee)
 - d. appoint and monitor the performance of investment advisor and managers and vehicles to implement the agreed asset allocation strategy *RESERVED* (Financial Regulations 7.1 and Terms of reference point 6 and 8)
 - e. determine the strategy for divestment in relation to expenditure from endowments *RESERVED* (Terms of reference point 5)

Nominations Committee

42. Powers to:
- a. approve the appointment of lay members to serve on University committees *RESERVED* (Terms of Reference point 3)
 - b. approve appointments to external bodies upon which the University has a right of nomination *RESERVED* (Terms of Reference point 5)
 - c. approve the acceptance of donations at the level specified in the Gift Acceptance Policy *RESERVED* (Terms of Reference point 7)

Remuneration Committee

43. Powers to:
- a. determine the remuneration, benefits and conditions of employment of members of the Executive Board *RESERVED* (Terms of Reference point 2)
 - b. approve any severance or other payments made to members of the Executive Board and staff where salaries are in excess of £150k *RESERVED* (Terms of reference point b)

APPOINTMENT AND STAFFING MATTERS

Senior Staff Pay Committee

44. Powers to:
- a. approve the remuneration of Grade 10 Professional Services Staff, Professorial Staff and Heads of School *RESERVED*

University Appointment Panels

45. Powers to:

- a. approve the appointment of all staff in the University (Chair has casting vote in split decisions), except for those posts reserved for approval by Council *RESERVED*

University Academic Promotion Ratification Committee for Promotion to Professor/Associate Professor/Lecturer (teaching focussed)

- 46. Powers to:
 - a. receive and ratify the recommendations for the promotion of academic staff to the post of Professor and Associate Professor and Lecturer (teaching focussed), in accordance with the Leicester Academic Career Maps, Academic Promotions Policy and Procedure, and criteria from the Chairs of the respective College Promotions Committees. *RESERVED*

Academic Promotions Committee to Lecturer (teaching focussed) [University Level Committee]

- 47. Powers to:
 - a. Recommend applications from Teaching Fellows (grade 7) for promotion to Lecturer (teaching focussed) across the three Colleges, in accordance with the Leicester Academic Career Maps, Academic Promotions Policy and Procedure, and criteria from the Chairs of the respective College Promotions Committees. *RESERVED*

College Academic Promotions Committees for Promotion to Professor and Associate Professor

- 48. Power to:
 - a. recommend cases for promotion of academic staff in the College to Professor and Associate Professor for ratification by the University Academic Promotion Ratifications Committee (see above)

POWERS OF THE EXECUTIVE BOARD

Executive Board is advisory to Vice-Chancellor

- 49. Powers to:
 - a. approve processes by which strategic and operational planning is undertaken across the University.
 - b. approve the University's overall academic, operational and financial targets, ensuring their alignment with the agreed strategic plan and financial forecasts.
 - c. approve and take action in respect of significant variances between the University's academic, operational and financial performance and agreed objectives, targets and budgets.
 - d. approve the action to be taken in response to external opportunities, initiatives and challenges.
 - e. approve policies and practices covering staff leave, appraisal, development and training, and welfare; and industrial relations
 - f. approve the University's overall framework and rules for the award of student fee discounts, scholarships and bursaries
 - g. approve offers of gifts or donations to the University, with a value between £100k and £999k, in

line with the Gift Acceptance – Due Diligence Policy

- h. approve naming opportunities associated with philanthropic gifts, with a value between £100k and £999k, in line with the Naming Policy

POWERS OF INDIVIDUALS

President and Vice-Chancellor

- 50. Exercises powers on behalf of Council in all matters affecting the good name and well-being of the institution, including powers to:
 - a. determine the allocation of duties between the pro-vice-chancellors *RESERVED*
 - b. act as Chair of the Senate
 - c. act as the University's most senior representative on all occasions and in all matters, except where powers are reserved to Council
 - d. approve variations of up to £1 million in aggregate against the Annual Budget, including the capital programme, in conjunction with the Chief Financial Officer
 - e. approve any contract, purchase order or invoice, with no limit on value
 - f. exclude temporarily a student from the University
 - g. authorise the closure of the University campus in the event of extreme weather or other emergency situations
 - h. approve returns to the Office for Students and HESA (for those returns requiring approval by the accountable officer) *RESERVED*

Provost and Deputy Vice-Chancellor

- 51. Power to:
 - a. exercise all of the unreserved powers of the President and Vice-Chancellor, in the event of their absence or non-availability. They should act as first deputy in the order of precedence.

Deputy Vice-Chancellor (Professional Services)

- 52. Power to:
 - a. exercise all of the unreserved powers of the President and Vice-Chancellor, in the event of their absence or non-availability. They should not be eligible to Chair Senate in the absence of the President and Vice-Chancellor and Provost and Deputy Vice-Chancellor.
 - b. determine the allocation of budgets to the Divisions of Corporate Services, within the total allocated by Council for this purpose *RESERVED*
 - c. approve any contract, purchase order or invoice with no limit on value

Registrar and Secretary

- 53. Power to:
 - a. take or instruct to be taken any emergency action needed to safeguard the safety or welfare of staff or students
 - b. approve creation of new posts, filling of vacant posts and extension of existing posts within the agreed budget for the Corporate Services (all grades of posts)

- c. vary the arrangements for delegation of functions to members of staff within the procurement regulations;
- d. delegate the approval of contracts to senior post holders who have expertise in particular areas, of the University's operations. Subject to the Registrar's express approval, delegation is subject to the following:
 - the Consultation Requirements must be complied with;
 - the contract must be based on a UOL template with minimal amendment;
 - the value and benefit of the contract must be notified to the Registrar and Secretary;
 - the Registrar and Secretary may determine that Legal Services must review the contract prior to it being approved;
 - a copy of the signed contract must be lodged with Legal Services.
- e. The senior post holders to whom the approval of contracts may be delegated include those in the (non-exhaustive), list below:
 - Chief Financial Officer
 - Director of Human Resources
 - University Librarian
 - Academic Registrar
 - College Directors of Operations
 - Director of Centre for International Training and Education;
 - Head of Study Abroad
 - Chief Marketing and Engagement Officer

Pro-Vice-Chancellors and Heads of College

54. Power to:
- a. approve the overall strategy and supporting strategies for the College, ensuring alignment with the University's corporate objectives *RESERVED*
 - b. approve the deployment of the College's allocated pay and non-pay budgets, in line with the delegated budgetary authority scheme and the strategic objectives of the College plan as agreed with the University *RESERVED*
 - c. approve the transfer of resources from pay to non-pay (but not in the reverse direction) in the year, provided that total costs remain within those in the agreed College plan *RESERVED*
 - d. confirm probationary appointments for academic staff in their College
 - e. approve flexible working, study leave and leave of absence for academic staff in their College
 - f. approve award of honorary titles
 - g. approve the award of fee discounts, scholarships and bursaries to students in their College, in line with the University's agreed framework and rules for such awards

Chief Financial Officer

55. Power to:
- a. approve variations of up to £1 million in aggregate against the Annual Budget, including the capital programme, in conjunction with the President and Vice-Chancellor
 - b. approve and implement treasury risk management arrangements in line with agreed Treasury Management Policy
 - c. approve the changing of authorised signatories for University bank accounts, within the schedule prepared by the Finance and Infrastructure Committee
 - d. sign audit engagement letters on behalf of the University, and representation letters in respect of grants claimed on behalf of the University
 - e. settle tax matters with the tax authorities
 - f. open or close University bank accounts
 - g. approve administrative arrangements and security arrangements relating to University investments and bank accounts
 - h. approve basic changes to *Financial Regulations* and *Procurement Regulations*
 - i. act on behalf of the University (as employer) at meetings of the Pension and Assurance Scheme Trustees.
 - j. The senior post holders to whom the approval of contracts may be delegated include those in the (non-exhaustive), list below:
 - Director of Human Resources
 - University Librarian
 - Academic Registrar
 - College Directors of Operations
 - Director of Centre for International Training and Education;
 - Head of Study Abroad
 - Chief Marketing and Engagement Officer

University Legal	
Standing Operating Procedure	
Author: Director of Legal, Governance and Information Assurance	Approver: Council

1. Purpose

The University's Legal Proceedings Standing Operating Procedure is an articulation of Council's delegations of day-to-day responsibilities for and delivery of legal matters and proceedings. It aims to ensure that all legal matters are handled consistently, lawfully, and transparently.

2. Delegation principles and approach

Council, as established by Royal Charter, is the University's governing body and responsible for all institutional activities. Council delegates its powers to enable to day to day running of the University but it remains accountable for the activities.

As set out in the Statement of Primary Responsibilities, Council is the University's legal authority and, as such, to ensure that systems are in place for meeting all the institution's legal obligations, including those arising from contracts and other legal commitments made in the institution's name. Council may delegate authority to the President and Vice-Chancellor, as Head of Institution and Chief Executive, for the academic, corporate, financial, estate and human resource management of the University.

The Registrar and Secretary advises Council on relevant issues arising in respect of the use of public funds, accountability, legal matters, as well as the application of the University's Charter, Statutes, Ordinances and Regulations to matters at hand. This also includes responsibility for advising Council if any proposed action would exceed Council's powers, or be contrary to law or to the terms of its registration with the Office for Students.

Whilst the Statement of Operating Procedure identifies certain powers have been delegated by Council, either to Senate or to specific committees or individuals, any such body or individual with delegated powers may still decide that a particular decision requires to be ratified by a higher authority (line manager, member of the Executive Board or Council). The Statement of Operating Procedures sits alongside the University's Schedule of Delegation.

On behalf of Council, Audit and Assurance Committee seeks assurance from the Executive on institutional compliance including, but not limited to, legal compliance. Reports on legal matters are escalated to the Committee via the Strategic Risk Register.

The implementation of the Standing Operating Procedure will be in accordance with the expectations of the Solicitors Regulation Authority and the Office for Students Regulatory Guidance and Charity Law.

3. Delegations

The University may seek legal advice and representation on any matter that it considers necessary to enhance or protect the interests of the University, this could include but is not limited to the matters set out in the table below.

Delegations	Who	Notes
Identification of matters of ethical concern or activity that may lead to material adverse reputational risk to the university.	Council	For example, through consideration of the Strategic Risk Register, Vice-Chancellor reports or financial updates.

Deciding on, and engaging legal advice, support and representation as required for University operational matters, court, tribunal, alternative dispute resolution proceedings.	Deputy Secretary and General Counsel	Matters involving a high risk of legal challenge will be escalated in line with the Legal Services Approach to Risk Management document. Cases may include but are not limited to: <ul style="list-style-type: none"> • Operational matters where legal advice is required by Divisions/Departments • Judicial review (of a decision, policy or action made by the University); • Complaints made by students e.g. in relation to the services that they have received under their contract with the University. • Contractual matters relating to the university • Taking action to preserve the University's estate and buildings.
Deciding on and engaging legal support and/or representation outside of England	Low risk- Deputy Secretary and General Counsel High Risk- Registrar and Secretary	Matters involving a high risk of legal challenge will be escalated in line with the Legal Services Approach to Risk Management document.
Signing of statements or documents confirming compliance with domestic statutory obligations	Deputy Secretary and General Counsel	
Authority to sign documents, such as witness statements, statements of truth or documents required as part of proceedings where specialist operational knowledge of the matter is required. For example, ECS statements on evictions or coroners court statements	Directors/Heads of Divisions/ Heads of College/ Heads of School	Advice should be sought from the Legal Services Team on all such matters.
Authority to sign any document required for legal proceedings.	Deputy Secretary and General Counsel	
Deciding on and engaging with legal support and/or representation within the UK	Director of Research and Enterprise	

on research and enterprise matters		
Deciding on and engaging with legal support and/or representation within the UK on people matters	Director of Human Resources	
Defending, conducting, participating in, withdraw or settle any potential or actual legal proceedings.	Deputy Secretary and General Counsel, in consultation with Registrar and Secretary	
To make any necessary applications and take steps to enhance or protect the University's legal position or interest.	Deputy Secretary and General Counsel	
Negotiate and settle claims or alleged or actual disputes without recourse to court proceedings including the use of alternative dispute resolution (ADR).	Under £1m- Registrar and Secretary and Chief Financial Officer	Deputy Secretary and General Counsel will facilitate these matters but details of settlements should be approved by the relevant individual/body and/or the Registrar and Secretary as appropriate.
	Over £1m- Vice-Chancellor	
	Over £5m- Finance and Infrastructure Committee	
Prepare, issue and serve any documents required in legal proceedings.	Deputy Secretary and General Counsel	

4. Updating the Standard Operating Procedure

Council is responsible for maintaining a continuous review of the Schedule of Delegation and its corresponding documents, through the Registrar and Secretary, and for advising Council of any additions or changes necessary. Minor changes including but not limited to job titles and sub-committee title changes will be approved by the Registrar and Secretary and reported to Council at the next meeting.

Contract approval matrix			
<ul style="list-style-type: none"> • Ordinance 9: Powers of Council, point 18: “To enter into, vary, carry out and cancel contracts on behalf of the University.” • All contracts are required to be drafted in accordance with Ordinance 37: Contracts. • No person shall be a signatory to a University contract where they also have an interest in the activities of the other party. Financial Regulations 2.4.3. 			
Contract Category	Thresholds- financial and risk	Approval requirements	Signing Officers- Where more than one person is listed, any of the individuals can act as signing officer
Appointment of staff			
Staff contracts (permanent and fixed term)	In accordance with Financial Regulations 3.2.3 Non-funded research posts	Statutes Section 5 Powers of Council, 1e “to employ staff and determine their pay and conditions.” Delegated to: President and Vice-Chancellor	Director of HR HR Recruitment Team
Estates matters including acquisition, disposal, construction and maintenance agreements			
Capital proposals	Under £1m/ low risk	Chief Financial Officer	Director of Estates and Campus Services
	Under £1m/ high risk	President and Vice-Chancellor	Chief Financial Officer Director of Estates and Campus Services
	Between £1m-£5m / low risk	President and Vice-Chancellor	Chief Financial Officer Director of Estates and Campus Services
	Between £1m-£5m / low risk	Finance and Infrastructure Committee	Chief Financial Officer Director of Estates and Campus Services
	Between £5m-£10m	Finance and Infrastructure Committee	President and Vice-Chancellor Chief Financial Officer
	Over £10m	Council on the recommendation of Finance and Infrastructure Committee	President and Vice-Chancellor Chief Financial Officer
Appointment of contractors for building, maintenance works for contracts and facilities service contracts;	Under £2.5m within approved budget and in line with “minor works” contractor framework limit	Director of Estates and Campus Services	Director of Estates and Campus Services or as delegated

amendments of those contracts. Procurement Approval Requirements (below) also apply	Over £2.5m	President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer	Senior post holders to whom the approval of contracts may be delegated*
	Over £5m	Finance and Infrastructure	President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer
	Over £5m with high risk	Council on recommendation of Finance and Infrastructure	President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer
	Over £10m	Council on recommendation of Finance and Infrastructure	President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer
Property leases (including land) and variations to leases	Under £1m	Director of Estates and Campus Services	Director of Estates and Campus Services or as delegated
	Between £1m and £5m	President and Vice-Chancellor Chief Financial Officer	Director of Estates and Campus Services or as delegated
	Up to £5m high profile or high risk	Finance and Infrastructure Committee	President and Vice-Chancellor Chief Financial Officer
	Over £5m	Council on the recommendation of Finance and Investment Committee	President and Vice-Chancellor Chief Financial Officer
Property disposals	Up to £5m	President and Vice-Chancellor Chief Financial Officer	Director of Estates and Campus Services or as delegated
	Up to £5m high profile or high risk	Finance and Infrastructure Committee	President and Vice-Chancellor President and Vice-Chancellor Chief Financial Officer
	Over £5m	Council on the recommendation of Finance and Investment Committee	President and Vice-Chancellor Chief Financial Officer
Property acquisitions	Up to £5m	President and Vice-Chancellor Chief Financial Officer	Director of Estates and Campus Services or as delegated
	Up to £5m high profile or high risk	Finance and Infrastructure Committee	President and Vice-Chancellor Chief Financial Officer
	Over £5m	Council on the recommendation of Finance and Investment Committee	President and Vice-Chancellor Chief Financial Officer
Property Licencing	Up to £1m	Director of Estates and	Director of Estates and

		Campus Services	Campus Services or as delegated
	Over £1m	President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer	Director of Estates and Campus Services or as delegated
Spin out and subsidiary companies			
Formation of a spin out or subsidiary company		Finance and Infrastructure Committee	Director of Enterprise and Business Development
Disposal of shares in spin out or subsidiary companies	Below £1m	President and Vice-Chancellor	Deputy Vice-Chancellors Chief Financial Officer Registrar and Secretary
	Between £1m to £5m	Finance and Infrastructure Committee	President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer Registrar and Secretary
	Above £5m or high risk	Council	President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer Registrar and Secretary
Loans to spin out or subsidiary companies	Below £1m	President and Vice-Chancellor	Deputy Vice-Chancellors Chief Financial Officer Registrar and Secretary
	Between £1m to £5m	Finance and Infrastructure Committee	President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer Registrar and Secretary
	Above £5m or high risk	Council	President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer Registrar and Secretary
Investments in spin out or subsidiary companies	Below £1m	President and Vice-Chancellor	Deputy Vice-Chancellors Chief Financial Officer Registrar and Secretary
	Between £1m to £5m	Finance and Infrastructure Committee	President and Vice-Chancellor Deputy Vice-Chancellors

			Chief Financial Officer Registrar and Secretary
	Above £5m or high risk	Council	President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer Registrar and Secretary
Assignment/licencing of intellectual property for spin out or subsidiary companies	Below £1m	President and Vice-Chancellor	Deputy Vice-Chancellors Chief Financial Officer Registrar and Secretary
	Between £1m to £5m	Finance and Infrastructure Committee	President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer Registrar and Secretary
	Above £5m or high risk	Council	President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer Registrar and Secretary
Research related grants, contracts and agreements			
Fully funded staff contracts (research grants or contracts from external sources)	In accordance with Financial Regulations 3.2.3	Director of Research and Enterprise	Director of Research and Enterprise or as delegated
Research or Enterprise related contracts	Up to £1m	Director of Research and Enterprise	Director of Research and Enterprise or as delegated
	Over £1m funding to Leicester	Chief Financial Officer Registrar and Secretary	Director of Research and Enterprise
	High risk or high profile	Chief Financial Officer Registrar and Secretary	Director of Research and Enterprise
Research and enterprise international strategic memorandums of understanding	Up to £1m	Director of Research and Enterprise	Director of Research and Enterprise or as delegated
	Over £1m	Registrar and Secretary	Director of Research and Enterprise or as delegated
	High risk or high profile	Chief Financial Officer Registrar and Secretary	Director of Research and Enterprise

Assigning of intellectual property rights		Chief Financial Officer Registrar and Secretary	Director of Research and Enterprise
Information Governance, Information Technology or Information Security Assurance research contract/agreement schedules, and standalone requirements and audits	Low risk or operational matters	Director of Research and Enterprise Deputy Secretary and General Counsel	Director of Research and Enterprise or as delegated Deputy Secretary and General Counsel or as delegated
	High risk or high profile	Chief Financial Officer Registrar and Secretary	Director of Research and Enterprise Deputy Secretary and General Counsel
Statements on behalf of the University			
Confirming factual qualified statements. <i>For example, confirming the University has controls, staffing or policies in place.</i>	Low risk or operational matters	Heads of College or Directors of Professional Services	Heads of College or as delegated Directors of Professional Services or as delegated
	High risk or high profile	Chief Financial Officer Pro-Vice-Chancellors Registrar and Secretary	Heads of College or Directors of Professional Services
Other agreements or documents required to facilitate operational matters or projects	Low risk	Heads of College or Directors of Professional Services	Heads of College or as delegated Directors of Professional Services or as delegated
	High risk or high profile	Chief Financial Officer Pro-Vice-Chancellors Registrar and Secretary	Heads of College or Directors of Professional Services
Use of university name and marks			
Use of Seal		Registrar and Secretary	Vice Chancellor Deputy Vice Chancellor Registrar and Secretary Chief Financial Officer Director with responsibility for Estates University Legal Adviser
Deeds without Seal		Registrar and Secretary	Registrar and Secretary or as delegated
Permission to use the University's brand, name or mark	All	Council	Director of External Relations
	>£60,000	Deputy Vice-Chancellor Professional Services	Director of External Relations
	<£59,999	Director of External Relations	Head of Marketing
	<£10k	Head of Marketing	Head of Marketing
Student matters- partnerships, articulation agreements, provision and placements			
	small/low risk	Global Partnerships Management Group	Director of Global Partnerships

Transnational Education Partnerships	large/complicated/ higher risk	Curriculum and Quality Sub-Committee	Provost and Deputy Vice-Chancellor Registrar and Secretary
Strategic Partnerships	small/low risk	Global Partnerships Management Group	Head of Academic Partnerships Deans/Directors of Major University Partnerships International Partnerships Manager
	large/complicated/ higher risk	Curriculum and Quality Sub-Committee	Provost and Deputy Vice-Chancellor Registrar and Secretary
Articulation Agreements	small/low risk	Registrar and Secretary Director of Global Partnerships Director of External Relations Director of Future Students Officer	Registrar and Secretary Director of Global Partnerships Director of External Relations Director of Future Students Officer
	large/complicated/ higher risk	Global Partnerships Management Group	Registrar and Secretary Director of Global Partnerships Director of External Relations Director of Future Students Officer
Doctoral Training Partnerships	small/low risk	Postgraduate Research Sub-Committee	Head of Doctoral College or as delegated
	large/complicated/ higher risk	Research and Enterprise Committee	Pro-Vice-Chancellor Research and Enterprise
Validated Provision	Low risk	Global Partnerships Management Group	Director of Global Partnerships
	High risk	Curriculum and Quality Sub-Committee	Pro-Vice-Chancellor Education Registrar and Secretary
Study Abroad/Student Exchange	Low risk	Pro-Vice-Chancellor Education	Director of Global Partnerships
	High risk	Global Partnerships Management Group	Pro-Vice-Chancellor Education Director of Global Partnerships
Placement provision	Low risk	Head of School	Director of Careers and Employability
	High risk	Head of College	Director of Careers and Employability
Internships	Low risk	Head of School Director of Careers and Employability	Director of Careers and Employability
	High risk	Head of College	Director of Careers and Employability
UK Student Recruitment Collaborations	Low risk	Head of School Director of Future Students Office	Head of School Director of Future Students Office
	High risk	Head of College Director of External Relations	Head of School Director of Future Students Office
Advertising, sponsorships and commercial activities			

International Student Recruitment Agents		Director of External Relations	Director of External Relations or as delegated
Marketing agents-outsourced		Director of External Relations	Director of External Relations or as delegated
Gifts and Donations			
Up to £25k		Member of staff who has received the gift	Member of staff who has received the gift
Between £25k and £100k		Director of Advancement	Director of Advancement or as delegated
£100k and less than £1m		Executive Board	Vice-Chair of Council President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer
Over £1m		Nominations Committee	Chair of Council Vice-Chair of Council President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer
Finance actions including borrowing and investment transactions			
Capital Borrowing		Council	Chair of Council Vice-Chair of Council President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer
Revolving Credit/overdrafts	Entering into arrangements	Council on the recommendation of Finance and Infrastructure Committee	President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer
	Use of approved	Chief Financial Officer	Chief Financial Officer or as delegated
Endowments and trusts		Investments Committee	President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer
General investment funds		Investments Committee	President and Vice-Chancellor Deputy Vice-Chancellors Chief Financial Officer
Short term investments	Up to one year	Chief Financial Officer	Chief Financial Officer or as delegated

Lending money to approved institutions: <ul style="list-style-type: none"> • Substantial UK clearing banks • Specified non-UK clearing banks • Major UK building societies • Specified foreign owned banks • Specified AAA Money Market Funds 		Chief Financial Officer	Chief Financial Officer or as delegated
Donations to other institutions		Chief Financial Officer	Chief Financial Officer
Any interest-bearing account facilities offered by the University's bankers	May be used as an alternative to temporary investment	Chief Financial Officer	Chief Financial Officer or as delegated
Cash balances and temporary investments on deposit with stockbrokers and fund managers		Finance and Infrastructure Committee	Chief Financial Officer
Opening and closing bank accounts using University funds		Chief Financial Officer	Chief Financial Officer
Services to businesses and the community	Arrangements Services Charges Timeframes	Chief Financial Officer	Head of Department/Division
Letters of reliance following delivery of services		Registrar and Secretary	Registrar and Secretary or as delegated
Debt write- off	Up to £5,000 student debt	Deputy Director of Finance	Deputy Director of Finance
	Up to £5,000 accommodation costs	Director of Estates and Campus Services	Director of Estates and Campus Services
	Over £5,000	Chief Financial Officer	Chief Financial Officer or as delegated

Pro Vice-Chancellors and Directors of Professional Services			
Contracts for goods and services	Up to £500,000, within approved College/Division budget	Pro Vice-Chancellors Directors of Professional Services	Pro Vice-Chancellors Directors of Professional Services
Procurement: Heads of Department/Division			
Contracts for goods, services, and works <i>Appointment of Contractors (etc.) Approval Requirements (above) also apply, and Signing Officers override</i>	Under £10,000 including VAT	Heads of Department/Division	Heads of Department/Division
	Between £10,000 and £59,999 (including VAT)	Appropriate Category	Heads of Department/Division
	£60,000 (including VAT) or over when in compliance with procurement process	Director of Procurement	Heads of Department/Division
	£60,000 (including VAT) or over when not in compliance with procurement process	Director of Procurement and Chief Financial Officer <i>As the CFO is also the Head of Division for Finance, his authority here, where relating to a Finance Division contract, must be assumed by another member of the Executive Board. Whilst the CFO is also ultimately responsible for Estates & Campus Services, as there is a Director of ECS as Head of the Division, the CFO may retain their authority here.</i>	Heads of Department/Division
Other ancillary agreements/documents necessary and complimentary to facilitate the abovementioned main contracts (e.g. non-disclosure agreements, material transfer agreements, data sharing agreements, licensing agreements*) <small>(*this is not an exhaustive list)</small>			
Ancillary contracts (examples given above)	See above matrix in relation to main contract	As above in relation to the relevant main contract	As above in relation to the relevant main contract