University of Roehampton London

University of Roehampton Council: Scheme of Delegation Approved on 1 July 2024

Introduction

The Council is the governing body of the University of Roehampton ("the University") and carries collective responsibility for overseeing the University's activities and determining its mission and strategy. The Council ensures compliance with the University's Articles of Association, Regulations and Procedures.

This Scheme of Delegation ("the Scheme") sets out the authority held by Council and that which has been delegated by Council to its Committees or to individual Officers of the University to exercise on the Council's behalf. It aims to provide a single point of reference for the locus of authority within the University for particular types and levels of decision made in the name of, or on behalf of, the University.

The Scheme seeks only to identify responsibility for the final stage of decision-making or formal approval, but not, for example, responsibility for formulating strategic, policy and business proposals, which typically lies with individual officers and committees of the University. The Scheme does however set out the reporting obligations to the relevant accountable body in respect of any decisions made under delegated authority.

In the event of any inconsistency between this Scheme and the University's Articles of Association, Regulations, Committee Terms of Reference and other regulations, the latter all take precedence over the Scheme.

The Scheme is not intended to be comprehensive, but rather to capture those decisions for which a query is most likely to be raised. If anything is not covered in this Scheme, or if you are not sure where the relevant authority sits for the decision that you are considering, please contact the University Secretary for advice.

Framework and principles of delegation

1. As the governing body of the University, the Council is responsible for:

    - Determining the University's educational character and objectives;
    - Approving its annual estimates of income and expenditure and ensuring its solvency and the safeguarding of its assets;
    - Recommending to the University, in a General Meeting, the approval, revocation, amendment or variation of its Articles of Association;
    - Appointing or terminating the membership of a Council Member;
    - Appointing the Vice-Chancellor, the University Secretary and other Senior Officers;
    - Any act or thing which under the Companies Act 2006 or the Office for Students' (OfS) regulatory framework is required to be done by the Council.

    As stated in Articles 9 and 10, these responsibilities are 'reserved' to the Council and, as a general rule, cannot be delegated.

2. For financial decisions, delegated authorisation limits for different types of transaction are set out in a Schedule of Delegated Authority, which forms part of the University's Financial Regulations, and is periodically reviewed by the Finance and Resources Committee.

3. Except as otherwise provided, individuals and committees in whom authority is vested (as set out in this Scheme of Delegation) may delegate to others provided that such delegation is consistent with the Articles of Association, University Regulations, financial and other regulations, policies and procedures. Individuals and bodies who delegate authority should note that it is the responsibility that is being delegated, not the accountability.

4. In exercising delegated authorities, decision-makers should:

    - Consider that the University is a charitable organisation and decisions should always be consistent with the University's charitable objects and seek to ensure good stewardship of the University's assets;
    - Never exceed the level of authority granted to them and must be within the allocated and approved budget (as appropriate);
    - Relate only to their area of operation i.e. not require the commitment of other areas of the University without their prior consent and following consultation as appropriate with relevant parties at a scale proportionate to the impact of the decision.

University of Roehampton London

Strategy

Activity	Accountable body or individual	Delegated authority	Reporting obligation[1]	Governing document reference/comment
Approval of University Strategy	Council	No	N/A	Article 10.1.1 and Regulation 9.2.1
Approval of the Estates Master Plan and Strategy	Council on recommendation of Finance and Resources Committee	No	N/A	Regulation 9.17.2

Accountability to the Office for Students (OfS) and UKRI

Activity	Accountable body or Individual	Delegated authority	Reporting obligation	Governing document reference/comment
Approval of financial returns to the OfS	Council on recommendation of Finance and Resources Committee	No	N/A	Article 10.1.7
Designation of the accountable officer to the OfS and Research England	Council	No	N/A	Article 15
Designation of an interim accountable officer to the OfS and Research England in cases where the accountable officer is incapacitated or unable to be contacted, for periods not exceeding a month	Council	Chair or Vice-Chair of Council	Council	

[1] N/A is used where authority has not been delegated and no further reporting is required.

Approval of the Access & Participation Plan	Council	University Executive Board	Council	

Institutional governance and organisation

Activity	Accountable body or individual	Delegated authority	Reporting obligation	Governing document reference/comment
Monitoring the University's performance	Council	No	N/A	
Monitoring the effectiveness of Council	Council	No	N/A	
Amendments to the University Articles of Association	Council (as members for the purposes of Company Law)	No	N/A	Article 26
Making and amending the University Regulations	Council	No	N/A	Article 6.2
Establishment, abolition, reporting arrangements for, and composition of Council's committee structure	Council	No	N/A	Article 10.1 and Regulation 9.1
Biennial review and approval of terms of reference of Committees	Council on recommendation of Nominations and Governance Committee	No	N/A	Regulation 9.18.2(k)
Responsibility for risk management and corporate risk register	Council	Audit Committee[2]	Council	Regulation 9.16

[2] Subject to submission of high-level risk register to Council at each meeting for approval.

Establishment, disestablishment or renaming of academic units	Council (where such changes are not anticipated in the University's Student Protection Plan and therefore an OfS reporting requirement is engaged) Otherwise, University Executive Board	No No	N/A Council	Article 10.1.7 Article 15.3.2
Management of academic schools and faculties, professional services directorates and colleges	Vice-Chancellor	Deans of School & Faculty, Professional Services Directors, Heads of College	Via line management arrangements as appropriate	
Approval of the Constitution of the Students Union (at least every five years)	Council	Finance & Resources Committee	Council	Section 22(2)(b) Education Act 1994
Amendments to the Code of Practice between the University and the Students' Union	Council	Finance & Resources Committee	Council	Section 22(3) Education Act 1994
Approval of Student Protection Plan	Council	Oversight and assurance provided to Council by Audit Committee	N/A	Regulation 9.16.2
Recognition of alumni organisations	Council	University Executive Board	Council	
Establishment of subsidiary, joint venture or consortium arrangements and the setting of procedures in respect of the	Council	University Executive Board[3]	Council	Article 5.1.4

[3] Including in relation to the setting of procedures and terms and conditions for subsidiary employees.

same, including terms and conditions for subsidiary employees				
Use of the University's Seal	Council	University Secretary	Council	Regulation 14

Academic governance, management and control

Activity	Accountable body or individual	Delegated authority	Reporting obligation	Governing document reference/comment
Establishment of new University awards	Senate	No	N/A	Regulation 10.6.14
Changes to taught degree regulations	Senate (subject to Council consideration – Article 20.2)	Senate Sub-Group[4]	Senate	Article 20 and Regulation 10.6
Changes to research degree regulations	Senate (subject to Council consideration – Article 20.2)	Senate Sub-Group	Senate	Article 20 and Regulation 10.6
Opening, suspension and closure of academic programmes	Senate (subject to Council consideration – Article 20.2)	Curriculum Strategy Committee	Senate	Article 20 and Regulation 10.6.15
Validation and revalidation of programmes	Senate (subject to Council consideration – Article 20.2)	Learning, Teaching & Quality Committee (LTQC) and Validation panels	Senate	Article 20 and Regulation 10.6.15
Recommending the award of Degrees of the University • Award of degrees (taught programmes)	Senate	Awards and Progression Boards	No	Regulation 10.6.21

[4] From time-to-time as agreed by Senate.

• Award of degrees (research programmes)				
Withhold or withdraw any awards or distinctions of the University made to an individual	Senate	No (awards), unless specified in a policy document (i.e. withholding for student debtors) Honorary Awards Sub-Committee (Distinctions)	N/A Senate	Regulation 10.6.21
Approval of collaborative provision with UK and international partners:	Senate	Business Case: Curriculum Steering Committee[5] Academic Case: Senate Formal Contract: See Schedule of Delegated Authority in Financial Regulations	Senate Senate As per regulations	Regulation 10.6.14
Making, amending and approval of other academic regulations, policies and procedures	Senate	Senate Sub-Group, Senate sub-committees as per relevant Terms of Reference	Senate	Regulation 10.6

[5] Partnerships with a projected revenue of over £500k per annum, where capital expenditure is required by the University or where the students will form part of the University's OfS or UKVI data should also be approved by the University Executive Board.

Approve the University's submissions to the Teaching Excellence Framework and Research Excellent Framework and review and report to Council on the outcomes	Senate	No	N/A	Regulation 10.6.19
Approve student disciplinary procedures in all areas (including teaching and research) and the expulsion of students from the University	Senate	No	N/A	Regulation 10.6.17

Audit and Financial matters

Activity	Accountable body or individual	Delegated authority	Reporting obligation	Governing document reference
Approval of the University's financial statements and annual audited accounts	Council	No	N/A	
To approve the level of student fees and policies relating to the payment and refund of student fees	Council	University Executive Board	Finance & Resources Committee	Regulation 9.17.2
Appointment of External Auditors	Council, on the recommendation of the AuditCommittee	No	N/A	Regulation 9.16.1
Appointment of Internal Auditors	Council, on the recommendation of the AuditCommittee	No	N/A	Regulation 9.16.2(e)
To approve audit fees and receive advice on the provision of any non-audit services by the internal or external auditors	Audit Committee	No	N/A	Regulation 9.16

Monitoring the performance and effectiveness of External Auditors and Internal Auditors	Audit Committee	No	Council	Regulation 9.16.2
To approve the University Budget	Council on the recommendation of the Finance and Resources Committee	No	N/A	Article 10.1.2 and Regulation 9.17.2(c)
Approving and Amending the University's Financial Regulations	Finance and Resources Committee	No	Council	Regulation 9.17.2(k)
To enter into, vary or cancel contracts on behalf of the University	Various, as set out in the Schedule of Delegated Authority University's Financial Regulations and Delegated Authorisation limits	N/A	N/A	
Acquisitions or disposal of land or buildings	Council	No	N/A	Financial Regulations Section 22.1
Granting leases or licences for use of University space	Council	Finance and Resources Committee[6]	Council	
Allocation of funds for capital projects	Various, as set out in the Schedule of Delegated Authority University's Financial Regulations and Delegated Authorisation limits	N/A	As per regulations	Regulation 9.17.2(n)
To approve the receipt of gifts, endowments and donations	Council	Delegated authority set out in the Gift Acceptance Policy	As per policy	Gift Acceptance Policy
Appointment of the University's Bankers and other professional financial advisers (such as	Council on the recommendation of Finance and Resources Committee	No	N/A	Financial Regulations Section 14.1

[6] Leases with an annual value of £50,000 can be approved by the University Executive Board.

investment managers)				
Management of the University's investments	Finance and Resources Committee	No	Policy decisions to Council	9.17.2 (l)
Approval of borrowing[7]	Council	No	N/A	Financial Regulations Section 15.1
Approval of portfolio of University insurance arrangements	Finance and Resources Committee	No	Council	Financial Regulations Section 24.1
Setting and maintenance of student hardship funds	University Executive Board	Director of Finance	University Executive Board	Financial Regulation Section 16.9
Commercial exploitation of intellectual property	University Executive Board	IP Assessment Panel as per IP Policy	University Executive Board	Intellectual Property Policy
Oversee policies on fraud and irregularity and action taken in that regard	Audit Committee	No	Council	Regulation 9.16.2

Staff

Activity	Accountable Body or Individual	Delegated authority	Reporting obligation	Governing document reference
Main features of terms and conditions of employment	Council	Finance and Resources Committee on recommendation from the Vice-Chancellor and University Executive Board	Council	Articles 9.1.8, 9.1.9 and 17.4 and Regulation 9.17.2(i)

[7] Other than finance lease arrangement with a value of less than £50,000 (see Financial Regulations, Section 16)

Approval of pensions arrangements for staff	Council	Finance and Resources Committee	Council	Regulation 9.17.2(i)
Approval of non-contractual HR policies and procedures	Council	University Executive Board on delegated authority from the Finance and Resources Committee	Finance and Resources Committee	
To determine the remuneration of the Vice-Chancellor and Senior Officers of the University as determined from time to time	Council	Remuneration Committee	Process assurance report only, not details of individual decisions.	Article 9.1 and Regulation 9.19.2
To consider and advise the Council upon the conditions and tenure of appointment of staff	Vice-Chancellor	UEB members, Directors, Deans as set out in the relevant HR policies and procedures	Via line management arrangements as appropriate	
Approve procedures relating to staff conduct and performance (including disciplinary and grievance procedures)	Council	Finance and Resources Committee on recommendation from the Vice-Chancellor and University Executive Board	Council	Article 17.5 and Regulation 9.17.2(i)

Approve policies and procedures relating to the payment of severance and other non-recurring payments to staff	Council	University Executive Board for staff other than Senior Officers Remuneration Committee for Senior Officers	Council	Article 9.1.8, Regulation 9.17.2(i) Article 9.1.7, Regulation 9.19.2(a)
Approval and publication of the University's gender pay gap report	Remuneration Committee	No	Council	Regulation 9.19.3(e)

Appointments

Activity	Accountable Body or Individual	Delegated authority	Reporting obligation	Governing document reference
Appointment of the University Chancellor	Council	No	N/A	Regulation 6
Appointment of members of Council and Chairs and Vice-Chairs of Committees of Council (other than Nominations and Governance Committee)	Council, on the recommendation of the Nominations and Governance Committee	No	N/A	Article 7 and Regulations 9.3 and 9.18
Appointment of Council Committee members	Council	Nominations and Governance Committee in accordance with the membership requirements in the terms of reference for each Committee	N/A	Regulation 9.4

Appointment, suspension and dismissal of the Vice-Chancellor, including material terms and conditions of employment	Council	No (appointment and suspension) Remuneration Committee (material terms and conditions of employment)	N/A Process assurance report only, not details of individual decisions.	Articles 10.1.6 and 17.3 and Regulation 9.19
Appointment, suspension and dismissal of Senior Officers including material terms and conditions of employment	Council	Remuneration Committee or relevant appointment committee	Council	Articles 10.1.6 and 17.3 and Regulation 9.19
Heads of College	Appointment Committee	No	University Executive Board	
Appointment and dismissal of Deans and Pro Vice-Chancellors	Vice-Chancellor	Deputy Vice-Chancellor & Provost	Council	
Appointment and dismissal of Directors of Professional Services	Vice-Chancellor	Chief Operating Officer, Director of Finance, Director of Strategy and External Engagement, PVC Research and External Engagement	Council	
Appointment and dismissal of staff	Vice-Chancellor	Line manager in accordance with the relevant HR policies and procedures	Via line management arrangements as appropriate	Regulation 6A.1

Appointment and dismissal of temporary staff	Vice-Chancellor	Line manager in accordance with the relevant HR policies and procedures	Via line management arrangements as appropriate	Regulation 6A.1
Promotion of staff	Vice-Chancellor	Chief Operating Officer, Director of Finance, Director of Strategy and External Engagement, PVC Research and External Engagement	Via line management arrangements as appropriate	

Other matters

Activity	Accountable body or individual	Delegated authority	Reporting obligation	Governing document reference
Consider nominations for and conferment of Honorary Degrees	Council	Joint Honorary Awards Committee	Council	Regulation 9.20.1(a)
Consider nominations for and conferment of all other honorary fellowships	Senate	Joint Honorary Awards Committee	Senate	Regulations 9.20.1(b) and 10.6.22
Withdraw an honorary degree or other award from an individual	Council on recommendation of Joint Honorary Awards Committee	Joint Honorary Awards Committee	Council	
Health, Safety and Welfare matters	Council	Health, Safety and Welfare Committee as per terms of reference	Finance and Resources Committee	Regulation 9.21

Responsibility for maintenance of and monitoring of compliance with UKVI Sponsor License	Chief Operating Officer	In the absence of the Chief Operating Officer, authorised by the Vice-Chancellor	Audit Committee	