



# SCHEDULE OF DELEGATION

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# 1. Purpose

- 1.1 The Schedule of Delegation sets out where responsibility rests within the University for particular types of decisions made in the name of or on behalf of the University of Worcester. No such schedule can be absolutely comprehensive, however, by identifying where authority lies or has



## 2.8 Major Incidents and Business Continuity

In the event of a major incident or crisis decisions may need to be made by exception outside of normal practices. Specific authorities and responsibilities in such circumstance are set out in the University's [Business Continuity Policy](#).

### 3. Governance

This section covers the University's primary governance documents and arrangements, matters relating to the Board of Governors,

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Responsibility rests with

|    |   | Responsibility rests with   |
|----|---|---|
| 11 | Authorisation to use the University Seal<br><br>In accordance with the Sealing Document Guidance Notes (Appendix 1) | Clerk to the Board  |
| 12 | Oversight of internal systems, controls and accountability, including risk management and value for money           | Board of Governors<br><br>Assurance provided through Audit Committee Annual Report to Board |
| 13 | Oversight of Strategic Risk Register  | Board of Governors,<br>On recommendation of the Audit Committee                             |
| 14 | Providing assurance of due diligence on significant risk  | Vice Chancellor and Chief Executive   |
| 15 | Setting the University's Risk Appetite  | Board of Governors<br>On recommendation of Audit Committee                                  |
| 16 | Appointment and dismissal of External Auditors  | Board of Governors<br><b>Delegated to Audit Committee</b>                                   |
| 17 | Appointment and dismissal of Internal Auditors  | Board of Governors<br><b>Delegated to Audit Committee</b>                                   |

## 4. Legal and Regulatory Matters

This section sets out responsibilities for compliance with a range of legislation and external regulation. See also section 5: Contracts and Agreement

|    |   | Responsibility rests with/for role undertaken by   |
|----|---|--|
| 1  | Oversight of the University's compliance with the Office for Students conditions of registration        | Board of Governors<br>Assurance provided through annual assurance report                           |
| 2  | Role of OfS Accountable Officer   | Vice Chancellor and Chief Executive  |
| 3  | Submission of Reportable Events to the OfS  | University Secretary<br>On recommendation of UEB   |
| 4  | Approval of OfS Annual Financial Return   | Board of Governors<br><br>On recommendation of Finance & Development Committee and Audit Committee |
| 5  | Ensuring compliance with the Charities Act  | Board of Governors<br><b>Delegated to the Vice Chancellor</b>                                      |
| 6  | Role of Health & Safety Accountable Officer   | Vice Chancellor  |
| 7  | Undertaking fit and proper person and related party checks  | University Secretary   |
| 8  | Role of Data Protection Officer (in accordance with Data Protection legislation)                        | University Secretary   |
| 9  | Ensuring compliance with the Copyright Licensing Authority  | University Librarian   |
| 10 | Ensuring compliance with Freedom of Information Act   | University Secretary   |
| 11 | Ensuring compliance with UKVI Licence   | Academic Registrar   |
| 12 | Submission of Reportable Events to the OfS  | University Secretary<br><br>On recommendation of UEB, reported to the Board of Governors           |
| 13 | Compliance with other Licenses e.g relating to Home Office (non-UKVI), Human Tissue Act, IT related etc | University Secretary   |
| 14 | Liaison with UKRI and Research England, including return of monitoring documentation                    | PVC Research   |
| 15 | Liaison with OIA  | Academic Registrar   |
| 16 | Designated Safeguarding Lead  | Head of Institute of Education (Students)<br>Director of HR (Staff)                                |
| 17 | Role of Prevent Co-ordinator  | University Secretary jointly with PVC Students   |
| 18 | Obtaining external legal or other independent advice  | Vice Chancellor<br><br><b>Delegated to the University Secretary</b>                                |





## 6. Strategy, Policy, Procedures and Frameworks

Most policies and procedures are published on the [University's central register of policies and procedures](#). The policy holder is asked to liaise with the Assistant Clerk to the Board to ensure the entry is up to date.

[Guidance on developing policies and procedures](#) is available on the [Policy Register](#) page

|   |  | Responsibility rests with |
|---|--|---------------------------|
| 1 | Approval of the University Strategic Plan and underpinning strategies  | Board of Governors        |
| 2 | Identification and approval of success measures to monitor the implementation of the University Strategic Plan | Board of Governors        |

|    |   | Responsibility rests with   |
|----|---|---|
|    |   | On recommendation of the relevant sub-committee of Academic Board               |
| 15 | Approval of Safeguarding Policy             | UEB<br>On recommendation of Safeguarding Committee                              |
| 16 | Approval of IT related policies             | UEB<br>On recommendation of IT Governance Group                                 |
| 17 | Approval of Sustainability Policy Statement | UEB<br>On recommendation of &4 Qpp616.21.m4 (o48 e.65- Sustainability Committee |

18 Approval of all other institution wide a

|    |   | Responsibility rests with  |
|----|---|--|
|    |   | On recommendation of Finance & Development Committee   |
| 8  | Appointment of bankers, opening of bank accounts, designation of bank signatories     | Board of Governors   |
| 9  | Approval of financial regulations   | Board of Governors<br><b>Delegated to Audit Committee</b>  |
| 10 | Approval Financial accounting policies  | Board of Governors<br>On recommendation of Audit Committee   |
| 11 | Approval and review of policies, acceptance of donations and investment of endowments | Board of Governors<br>On recommendation of the Investment Committee, via Finance & Development Committee |

12 Approval of Bad debt write off greater than £500

Vice Chancellor & Chief Executive

On recommendation of PVC  
Finance & Resources

Reported to Finance & 1.04 0 0 18 0.48 .T9 ( &)-6.8 ( Development Committee

|  |  |                           |
|--|--|---------------------------|
|  |  | Responsibility rests with |
|--|--|---------------------------|

## 8. Staffing Matters

\*Senior Post Holders are the Clerk and any other role, aside from the Vice Chancellor, directly appointed by the Board of Governors

|   |   | Responsibility rests with  |
|---|---|--|
| 1 | Appointment of the Vice Chancellor & Chief Executive                | Board of Governors<br>informed by an appointment committee convened at the time<br><br>In accordance with Bye-law 10 |
| 2 | Appointment of the Clerk to the Board and other Senior Post Holders | Board of Governors<br><br>In accordance with Bye-law 10  |
| 3 | Suspension or Dismissal of the Vice Chancellor and Chief Executive  | Board of Governors<br><br>In accordance with Bye-law 11  |
| 4 | Suspension or Dismissal of the Clerk                                |  |

|    |   | Responsibility rests with   |
|----|---|---|
|    |   | On recommendation of People & Culture Committee and/or Vice Chancellor & UEB  |
| 16 | Oversight of HR policies and procedures   | See section 6   |
| 17 | Approval of staff recognition and reward mechanisms, promotion and progression procedures   | UEB<br><br>Reward/recognition and promotion panels to be chaired by a member of UEB, with recommendations to the Vice Chancellor              |
| 18 | Appointment or dismissal of senior University Managers (including Heads of Academic School and Professional Services)   | Vice Chancellor<br><br>On recommendation of Panel convened by Vice Chancellor   |
| 19 | Appointment to Academic posts (Lecturer, Senior Lecturer, Principal Lecturer) and Research posts (Research Fellow, Senior Research Fellow, Principal Research Fellow) | Vice Chancellor or in their absence the Provost<br><br>On recommendation of the appointment panel   |
| 20 | Appointments to research posts where there is a named person on the bid   | See Section 10  |
| 21 | Appointment to professional services posts Band 7 and above   | Vice Chancellor or in their absence the University Secretary<br><br>On recommendation of the appointment panel                                |
| 22 | Appointment to research (Research Associate, Research Assistant) and professional services posts up to and including Band 6   | Head of School or Professional Department<br><br>On recommendation of appointment panel   |
| 23 | Suspension or dismissal of staff other than the holders of Senior Posts   | Director of HR in consultation with the Vice Chancellor or their nominee in their absence<br><br>In accordance with Staff Disciplinary Policy |
| 24 | Other HR contracts including Settlement Agreements  | Vice Chancellor and/or Director of HR   |
| 25 | Approval of Staff Placement Agreements  | Director of HR  |
| 27 | Appointment or dismissal of External Examiners  | See Section 9   |

## 9. Academic and Student Matters

|   |   | <b>Responsibility rests with</b>   |
|---|---|--|
| 1 | Academic quality and standards, the student experience and research   | Board of Governors<br><br><b>Delegated to Academic Board</b>             |
| 2 | Award of University Awards as identified in the Taught Courses and Research Degree Regulatory Frameworks              | Academic Board<br><br><b>Delegated to Boards of Examiners</b>            |
| 3 | Approval of academic and student focussed strategy, policies, procedures, frameworks including assessment of students | See Section 6  |
| 4 | Approval of, deviation from, or modifications to course regulations   | Academic Board<br>On recommendation of Academic Regulations & Procedures |



|    |  |  |
|----|--|--|
|    |  | <b>Responsibility rests with</b>   |
|    |  | Operational responsibility for implementing agreed protocols is delegated to senior staff in Admissions and the Research Office                |
| 13 | Administration of Student Academic Misconduct            | In accordance with Procedures for Alleged Academic Misconduct  |
| 14 | Administration of Student Discipline Cases               | In accordance with Student Discipline Procedures   |
| 15 | Decisions in relation to Student Suspension or Exclusion | PVC Students in consultation with the Vice Chancellor or their nominee in their absence<br><br>Informed by the Student disciplinary Procedures |
| 16 | Administration of Student Academic Appeals               | In accordance with Student Academic Appeals Procedures   |



|  |  |                                   |
|--|--|-----------------------------------|
|  |  | Responsibility rests with         |
|  |  | On recommendation of PVC Research |

## 11. Estates and Capital Development (incl ICT)

|   |  |                           |
|---|--|---------------------------|
|   |  | Responsibility rests with |
| 1 | Decision-making concerning the acquisition and disposal of<br>Co/TT1 1 Tf11.04 -0 0 11.04 4j0.0 11.04 4j0.0 306.88 reo48Tlrnrn |                           |

# 12. Subsidiary Companies

The

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|--|--|--|
|  |  | On recommendation of the<br>Directors and Team Coaches |
|--|--|--|

Appendix 1

3.2 In

- (ii) Any other member of the Board of Governors (in accordance with the Schedule of Delegation this would normally be a Vice Chair of the Board)

3.6 Deeds should include the following attestation clause, as well as the Corporation Seal:

*Executed as a deed by affixing  
the Common Seal of the  
University of Worcester in the  
presence of:*

*Signature of*

*Signature of*

5. Recording use o SignatTt9.3 (g)]TJ 0 Tc 0 Tw ( )TTc 0 Tw 2.95 0 Td .8 /t