

Bishop Grosseteste University

Schedule of Delegation

1. Duration

- 1.1 With effect from 1 August 2019, Bishop Grosseteste University Council has established the Schedule of Delegation as set out below. This Schedule will be reviewed by Council on a biennial basis.

2. Purpose

- 2.1 This Schedule confirms the location of specific powers for certain key decisions. It is not intended to be a full and complete description of the roles, remits, responsibilities and powers of all University bodies and individuals. It should be read in conjunction with the University's Articles of Association, incorporating the Instruments and Articles of Government and the terms of reference of relevant committees.
- 2.2 The Schedule is only concerned with the location of authority for the final decision making process. It does not identify how recommendations will be formulated. It identifies where authority is RESERVED and cannot be delegated to another body or individual. Unless stated as reserved, authority can be delegated to other committees/ senior post-holders as outlined in the notes section of the schedule.
- 2.3 Queries in relation to this Schedule should be addressed to the University's governance team in the first instance: governance@bishopg.ac.uk.

3. Key Principles

- 3.1 This Schedule is aligned to the CUC's Higher Education Code of Governance, 2020.
- 3.2 It 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. Responsibility for the governance of the University rests with the University Council.
- 3.3 The Vice-Chancellor has delegated responsibility for the academic, corporate, financial, estate and human resource management of the institution. The Vice-Chancellor is Chair of Senate.
- 3.4 Whilst University Council has oversight of the academic governance of the University, Senate is the supreme academic body of the University and is responsible to the Council for matters of academic governance. Subject to the provisions of the Instruments and Articles of Governance, 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, research and knowledge exchange. In general, such powers may be delegated to other committees or individuals as the Senate deems appropriate.

- 3.5 Decisions are reserved or delegated to the most appropriate level. Whilst delegated decisions may be reported to the delegating authority, these decisions will not be subject to further debate except in exceptional circumstances.
- 3.6 Any changes to the core substance of policies (e.g. amendments to principles, roles or responsibilities), and all new policies and procedures will be authorised as noted below.
- 3.7 Minor amendments to policies and procedures (i.e. changes to titles such as job titles in use at BGU, typographical amendments or changes to legislation) which do not affect the substance of the policy or procedure in question are delegated for sign off to the Academic Enhancement Committee (in respect of academic matters), overseen by Senate, or to the VCEG in respect of operational matters. Updates of approved minor policy changes will be noted to the relevant University Committee/ Senate.
- 3.7 Core policies are the provision of University Council, or its sub-committees/ Senate, as outlined below. Procedures outlining how these policies are implemented are management responsibility, unless stated otherwise below.
- 3.8 In a situation where natural and unavoidable catastrophes occur, which interrupt the expected course of events, operational matters needing to be addressed in an expedited fashion (where there is a material impact on matters pertaining to for example, finances, estate and HR) are delegated to the Vice Chancellor or the appointed Deputy Vice Chancellor in the absence of the Vice Chancellor, in so far as they do not impinge on the reserved powers of Council. Matters pertaining to the reserved powers of Council shall be addressed through a meeting of Council or written decisions as appropriate.

The Vice-Chancellor shall ensure that regular communication on the situation (and any associated decisions) is sent to Council. Decisions judged to have a material impact on the business of the University will be noted at the next Council meeting.

4. Other Relevant Documents [ADD LINKS]

[BGU Financial Regulations](#)

[ARTICLES OF ASSOCIATION OF THE COMPANY incorporating INSTRUMENT AND ARTICLES OF GOVERNMENT OF THE UNIVERSITY](#)

[Terms of Reference of University Council and its sub-committee](#)

[The CUC Higher Education Code of Governance September 2020](#)

[HE Audit Committees Code of Practice](#)

Schedule of Delegation

Index

| Section | Topic | Page Reference |
|----------------|---|-----------------------|
| | Glossary | pp. 4-5 |
| 1. | Governance | pp. 6-10 |
| 2. | Academic Affairs/ Student Matters | pp. 11-14 |
| 3. | Finance | pp. 15-17 |
| 4. | Physical Resources (Property, estate and systems) | p. 18 |
| 5. | Staffing | pp.19-21 |

Glossary of Committees/ relevant acronyms


| Committee Name | Acronym |
|---|---------|
| Academic Advisory Group | AAG |
| Academic Enhancement Committee | AEC |
| Academic Forum | |
| Accommodation Working Group | |
| Accreditation of Prior Learning Panel | APL |
| Audit Committee | |
| BG (Lincoln) Ltd | |
| Committee of University Chairs | CUC |
| Data Capability Programme Board | |
| Disbursement Committee | |
| Doctoral Programmes Group | |
| Employability Oversight Group | |
| External Examining Oversight Group | EEOG |
| Finance, Employment and General Purpose Committee | FE & GP |
| Governance and Nominations Committee | G&N |
| Health and Safety Committee | H&S |
| Honorary Award Committee | |
| Internationalisation Committee | |
| Joint Board of Studies | JBOS |
| Learning and Teaching Committee | LTC |
| Learning and Teaching Spaces Group | |
| Ltd Company JCC | |
| Partnership Steering Group | |
| People and Inclusion Committee | P&I |
| Portfolio Management Group | PMG |
| Primary ITE Committee | |
| Quality Assurance Committee | QAC |
| Remuneration Committee | RemCom |
| Research Committee | |
| Research Students Committee | |
| School Board Humanities | |
| School Board Social Sciences | |
| School Board Teacher Development | |
| Secondary FE and PDE Committee | |
| Selection Committee | |
| Senate | |
| Senior Executive Group | SEG |
| Senior Management Group | SMG |
| Stakeholder Engagement Committee | SEC |
| Student Engagement Group | |
| Students' Union | SU |



| | |
|---|----------------|
| Task and Finish Groups (under Senate) | |
| Teacher Development Management Team | TDMT |
| TESOF Steering Group | |
| University Council | |
| University Joint Consultative Committee | University JCC |
| Vice-Chancellor's Executive Group | VCEG |
| Widening Participation Group | WPG |

**BISHOP GROSSETESTE UNIVERSITY (BGU):
SCHEDULE OF DELEGATION: September 2019**

1. Governance

| Ref | Responsibility | Final Authority | Reserved | Authority Delegated to | Notes (i.e. Delegation Limits, Context and Process) |
|-----|---|---|----------|------------------------|---|
| 1.1 | Amendments to/ replacement of the Articles of Association. | Privy Council (or another body approved by Act of Parliament) | N/A | N/A | BGU proposals to be passed by a special resolution of the Company Directors and are subject to the approval of the Privy Council (or another body approved by Act of Parliament). |
| 1.2 | The pursuit of the charitable object and the determination of the educational character and mission of the University. | University Council | Yes | N/A | See BGU Articles of Governance. |
| 1.3 | The execution of any document to which the Directors of the Company from time to time are a party with the intention that any document executed under this authority will have the same effect as if executed by all of the Directors of the Company. | University Council | No | N/A | Delegated to two Directors (i.e. University Council Members) or one Director (University Council Member) and the Company Secretary. See the document attached in respect of the advice received from Shakespeare Martineau.  s 44 Execution of documents.pdf |
| 1.4 | The preservation and development of the character of the institution as a Church of England University. | University Council/ Vice-Chancellor | No | N/A | Advised by the Vice-Chancellor. |

| Ref | Responsibility | Final Authority | Reserved | Authority Delegated to | Notes (i.e. Delegation Limits, Context and Process) |
|------|---|--------------------|----------|------------------------|---|
| 1.5 | The recommendation to the University in general meeting for the varying or revoking of the Articles of Governance. | University Council | Yes | N/A | See BGU Articles of Governance. |
| 1.6 | To monitor the University's corporate and data processes, and policies and procedures, using external benchmarks as necessary. | University Council | No | Audit Committee | |
| 1.7 | To monitor the University's academic governance, partnerships, quality, academic standards and policies and procedures, using external benchmarks as necessary. | University Council | No | Senate | The University Council retains oversight and core-responsibility; however; operational monitoring is delegated to Senate. |
| 1.8 | To monitor any subsidiary company of the University. | University Council | No | | Advised by FE&GP. |
| 1.9 | To regularly review the continuing appropriateness, complementarity and development of the Members' skill sets and the skills matrix of the University Council. | University Council | No | G&N Committee | |
| 1.10 | Membership of Committees (which may include persons who are not Members) and their terms of reference. | University Council | No | G&N Committee | Reported to University Council. |

| Ref | Responsibility | Final Authority | Reserved | Authority Delegated to | Notes (i.e. Delegation Limits, Context and Process) |
|------|--|--------------------|----------|------------------------|---|
| 1.11 | To regularly review the effectiveness of Committees and the University Council as a whole, also paying attention to succession planning. | University Council | No | N/A | Advised by G&N Committee. |
| 1.12 | The promotion of equality and diversity amongst the membership of the University Council and across the whole University. | University Council | No | N/A | Advised by the G&N & FE&GP Committees & Senate. |
| 1.13 | The determination and monitoring of key performance indicators of institution and benchmarking. | University Council | No | Audit Committee | Audit Committee is advised by the senior Executive Group. KPIs are monitored by University Council. |
| 1.14 | The approval of the University Strategic Plan. | University Council | No | FE&GP Committee | Overall approval is for the remit of the University Council though scrutiny of the strategy will take place within the FE&GP Committee. |
| 1.15 | The appointment of an Audit Committee; considering and, where necessary, acting on the annual report from the Audit Committee; appointing the external auditors; considering the annual report of the internal audit service; and receiving and approving the audited annual financial statements. | University Council | Yes | N/A | See the CUC Code of Governance and CUC HE Audit Committees Code of Practice (2020). |

| Ref | Responsibility | Final Authority | Reserved | Authority Delegated to | Notes (i.e. Delegation Limits, Context and Process) |
|------|---|-----------------|----------|------------------------|--|
| 1.16 | To advise University Council in respect of reports from internal and external auditors, risk management, external activities with significant institutional-level financial or reputational risk and related matters. | Audit Committee | No | N/A | |
| 1.17 | To provide assurance to the University Council in respect of data quality. | Audit Committee | No | N/A | See the CUC Code of Governance and CUC HE Audit Committees Code of Practice (2020). |
| 1.18 | To make proposals to the University Council about the educational character and mission of the University, and for implementing the decisions of the University Council. | Vice-Chancellor | No | N/A | May be delegated to senior post-holders in accordance with their roles and responsibilities. |
| 1.19 | The organisation, direction and management of the University and leadership of the staff | Vice-Chancellor | No | N/A | May be delegated to senior post-holders in accordance with their roles and responsibilities. |
| 1.20 | The establishment of sub-committees reporting to Senate, membership and terms of reference. | Senate | No | N/A | |

| Ref | Responsibility | Final Authority | Reserved | Authority Delegated to | Notes (i.e. Delegation Limits, Context and Process) |
|------|---|---------------------------------|----------|------------------------|--|
| 1.21 | The execution of responsibilities of the Chancellor. | Chancellor | No | N/A | The Chancellor position at Bishop Grosseteste University is an honorary, ambassadorial, ceremonial figurehead at public events, promoting and encouraging all aspects of the University's mission. The Chancellor's duties notably include the conferment of degrees of the University, which is also normally a non-delegable duty. In an emergency case of vacancy of position of the Chancellor, the Chair of the University Council shall act as Pro Chancellor. |
| 1.22 | To act and take decisions on behalf of the University Council in respect of routine and/or urgent business. | Chair of the University Council | No | N/A | In the case of more significant routine business, the Chair/Vice Chair may involve the whole council e.g. electronically/by email. The process can be assisted by Registrar or Secretary. |
| 1.23 | To call a special meeting of the University Council. | Chair of the University Council | No | N/A | In the case of indisposition/unavailability of Chair, the Acting Chair (normally, Vice Chair) may call a special meeting. |

| Ref | Responsibility | Final Authority | Reserved | Authority Delegated to | Notes (i.e. Delegation Limits, Context and Process) |
|------|----------------------|-------------------------|----------|------------------------|--|
| 1.24 | Secretary to Council | Registrar and Secretary | No | N/A | As Company Secretary, the Registrar and Secretary will attend meetings of Council and its Committees in an advisory capacity. Due to potential conflicts of interest, the Governance Manager (or nominee) will attend the Remuneration Committee in place of the Secretary |



2. Academic Affairs/ Student Matters

| Ref | Responsibility | Final Authority | Reserved | Authority Delegated to | Delegation Limits, Context and Process |
|-----|---|--------------------|----------|------------------------|--|
| 2.1 | To ensure academic freedom. | University Council | No | Senate | |
| 2.2 | Approval of the Student Union's (SU) constitution. | University Council | No | N/A | The SU is a separate registered charity, however, University Council may give advice to the SU Board of Trustees. |
| 2.3 | Receipt of annual audited SU accounts. | University Council | No | FE&GP Committee | The SU is a separate registered charity, however, University Council may give advice to the SU Board of Trustees. |
| 2.4 | To establish rules in respect of students, including procedures for suspension and expulsion. | University Council | No | | <p>Advised by Senate and representatives of the students.</p> <p>In a case of emergency, Chair of Council may act on behalf of the whole Council but the policy or equivalent would need to be approved by the whole Council either in a meeting or, by a simple majority of members, electronically (e.g. email).</p> |

| Ref | Responsibility | Final Authority | Reserved | Authority Delegated to | Delegation Limits, Context and Process |
|-----|--|-----------------|----------|------------------------|--|
| 2.5 | The determination, of the University's activities. | Vice-Chancellor | No | N/A | In accordance with the policies of the University Council and in consultation with Senate on academic matters. May be delegated to senior post-holders in accordance with their roles and responsibilities/ terms of reference of Senate. |
| 2.6 | The maintenance of student discipline. | Vice-Chancellor | No | Senior Executive Group | The Senior Executive Group may engage members of the Senior Management Group/ Vice-Chancellor's Executive Group to undertake this responsibility as per the relevant policy and procedures. |
| 2.7 | To establish procedures for the expulsion of a Student for an unsatisfactory standard of work or other academic reasons. | Senate | No | | Following consultation with the University Council and representatives of the Students. |
| 2.8 | General issues relating to the research, scholarship, teaching and courses at the University. | Senate | No | | Advised by its sub-committees. |
| 2.9 | To establish the criteria for the admission of Students. | Senate | No | | Policies to be scrutinised at QAC, noted at AEC and recommended for approval by Senate. |

| Ref | Responsibility | Final Authority | Reserved | Authority Delegated to | Delegation Limits, Context and Process |
|------|---|-----------------|----------|------------------------|---|
| 2.10 | The appointment and removal of internal and external examiners. | Senate | No | AEC | To be scrutinised at the External Examiner Oversight Group and agreed at QAC. Contentious issues to be raised at AEC and discussed at Senate if required. |
| 2.11 | To authorise policies and procedures for assessment and examination of the academic performance of Students. | Senate | No | AEC | Policies to be scrutinised at QAC, noted at AEC and recommended for approval by Senate. See also the University's Policy schedule for further details of relevant authorisation routes. |
| 2.12 | To agree the content of the curriculum. | Senate | No | AEC | Advised by reports from PMG. |
| 2.13 | To maintain academic standards and the validation and review of courses. | Senate | No | | Records of decision to be scrutinised at QAC, noted at AEC and recommended for approval by Senate. Overall academic standards to be reviewed annually at Senate, advised by AEC. |
| 2.14 | The maintenance of the quality of and procedures for the award of qualifications and the conferment of academic titles. | Senate | No | | Overall academic standards to be reviewed annually at Senate, advised by AEC. |
| 2.15 | To establish procedures for the expulsion of students for academic reasons. | Senate | No | QAC | Procedures to be agreed at QAC. |

| Ref | Responsibility | Final Authority | Reserved | Authority Delegated to | Delegation Limits, Context and Process |
|------------|--|------------------------|-----------------|-------------------------------|---|
| 2.16 | To consider the development of the academic activities of the University and the resources needed to support them and for advising the Vice-Chancellor and the University Council. | Senate | No | | Advised by AEC. |
| 2.17 | To advise on such other matters as the University Council or the Vice-Chancellor may refer to the Senate. | Senate | No | | In consultation with its sub-committees. |
| 2.18 | To report annually on academic governance and Senate matters to Council. | Senate | No | | Report to be prepared by the Senior Executive Team and AEC, based on Senate activities during the year and monitoring/ development of academic matters. |
| 2.19 | Oversight of academic partnerships. | Senate | No | AEC | |

3. Finance

| Ref | Responsibility | Final Authority | Reserved | Authority Delegated to | Discretionary Delegation, Delegation Limits, Context and Process |
|-----|--|--------------------|----------|------------------------|--|
| 3.1 | Development of an appropriate financial strategy aligned to the University's strategic plan. | University Council | No | N/A | Advised by FE&GP and the Senior executive Group. See the CUC Code of Governance. |
| 3.2 | The approval of the annual budget and estimates of income and expenditure. | University Council | Yes | | See the BGU Articles of Governance and the CUC Code of Governance. |
| 3.3 | To ensure the solvency of the University and the safeguarding of its assets. | University Council | Yes | | See BGU Articles of Governance. |
| 3.4 | Setting the policy framework for appropriate resource allocations | University Council | No | FE&GP Committee | See also the University's Policy schedule for further details of relevant authorisation routes. |
| 3.5 | To ensure the effective and efficient use of resources. | University Council | No | Senior Executive Group | The Senior Executive Group is assisted in fulfilling this responsibility by VCEG. SEG/ members of VCEG report to FE&GP Committee, who will advise University Council accordingly. University Council will also be advised by the Audit Committee, who will work with external and internal auditors on the Council's behalf. FE&GP Committee and Audit Committee will advise University Council and are not authorised to deal with any matters which are specified in the Articles of Government as being the prerogative of the whole University Council or other committees or authorities. |

| Ref | Responsibility | Final Authority | Reserved | Authority Delegated to | Discretionary Delegation, Delegation Limits, Context and Process |
|------------|---|------------------------|-----------------|-------------------------------|--|
| 3.6 | The determination of the tuition and other fees payable to the University (subject to any terms and conditions attached to grants, loans or other payments paid or made by the relevant higher education funding bodies). | University Council | No | FE&GP Committee | |
| 3.7 | The appointment of auditors. | University Council | No | Audit Committee | |
| 3.8 | To account for the University's budget and resources. | Vice-Chancellor | Yes | | See the BGU Articles of Governance |
| 3.9 | To prepare annual estimates of income and expenditure, for consideration by the University Council, and for the management of budget and resources, within the estimates approved by the University Council. | Vice-Chancellor | No | Chief Operating Officer | |
| 3.10 | Day-to-day responsibility for financial management and advising on financial matters. | Vice -Chancellor | No | Chief Operating Officer | The Vice-Chancellor as the University's accountable officer may be called to account for these in front of a relevant regulatory, Government or Parliamentary authority. |

| Ref | Responsibility | Final Authority | Reserved | Authority Delegated to | Discretionary Delegation, Delegation Limits, Context and Process |
|------------|---|------------------------|-----------------|-------------------------------|--|
| 3.11 | To keep true accounts and to submit returns, reports and statements of account to the Registrar of Companies and to the Charity Commission. | University Council | No | Chief Operating Officer | The Vice-Chancellor as the University's accountable officer may be called to account for these in front of a relevant regulatory, Government or Parliamentary authority. |
| 3.12 | To keep proper records of meetings of the Company Directors, the University Council and committees of the University Council. | University Council | No | Registrar and Secretary | |

4. Resources (Property, estate and systems)

| Ref | Responsibility | Final Authority | Reserved | Authority Delegated to | Delegation Limits, Context and Process |
|-----|---|--------------------|----------|------------------------|---|
| 4.1 | To deal with and advise the University Council on matters relating to the strategic development of the Estate or any matters of operational significance, including matters of Health and Safety. | University Council | Part | FE&GP Committee | Day to day matters are dealt by the Senior Executive Group and their reports; the monitoring responsibility is for FE&GP Committee and the overall responsibility rests with the University Council. <i>It is to be specifically noted that the ultimate responsibility for Health and Safety matters always rests with the University Council.</i> |
| 4.2 | To deal with and advise the University Council on matters relating to the strategic development and operational implementation of the University's information systems. | University Council | No | FE&GP Committee | The Vice-Chancellor's Executive Group will lead on this area, bringing reports to FE&GP Committee / University Council as required. |

5. Staffing

| Ref | Responsibility | Final Authority | Reserved | Authority Delegated to | Delegation Limits, Context and Process |
|-----|---|--------------------|----------|------------------------|---|
| 5.1 | The process of appointment, suspension or dismissal of the Vice-Chancellor. | University Council | Reserved | | Advised by the Selection Committee. |
| 5.2 | The grading and determination of the pay and conditions of service of the Vice-Chancellor. | University Council | No | | Advised by the Remuneration Committee. |
| 5.3 | The appointment, suspension or dismissal of the holders of senior posts. | University Council | No | Selection Committee | |
| 5.4 | The, grading and, setting of a framework for the pay and conditions of service of the holders of senior posts (excluding the VC). | University Council | No | Remuneration Committee | Senior Executive posts. Following consultation with the Vice-Chancellor. |
| 5.5 | Setting a framework for and approving the form of the contract of employment of all other Staff/ rules relating to the conduct, suspension, discipline and dismissal of staff/ rules & procedures relating to staff grievances. | University Council | No | FE&GP Committee | See also the University's Policy schedule for further details of relevant authorisation routes. |

| Ref | Responsibility | Final Authority | Reserved | Authority Delegated to | Discretionary Delegation, Delegation Limits, Context and Process |
|------------|---|---------------------------------|-----------------|-------------------------------|--|
| 5.6 | The appointment, assignment, grading, appraisal, suspension, dismissal and determination (within the framework set by the University Council) of the pay and conditions of service of staff other than the holders of senior posts. | Vice-Chancellor | No | N/A | May be delegated to senior post-holders in accordance with their roles and responsibilities. |
| 5.7 | Preparing recommendations for the consideration by the University Council for the appointment, grading, suspension, dismissal and the determination of the pay and conditions of the holders of senior posts. | Vice-Chancellor | No | N/A | May be delegated to senior post-holders in accordance with their roles and responsibilities. |
| 5.8 | The assignment and appraisal of the holders of senior posts subject to the approval of the University Council or any Committee formed by the University Council for that purpose. | Vice-Chancellor | No | N/A | |
| 5.9 | To appoint, as and when required, a holder of a senior post to deputise in the absence of the Vice-Chancellor. | Chair of the University Council | No | N/A | In the case of indisposition/unavailability of Chair, the Vice Chair may take such an action. |
| 5.10 | To appraise the Vice-Chancellor. | Chair of the University Council | No | N/A | In the case of indisposition/unavailability of Chair, the Acting Chair (normally, the Vice Chair) may take such an action. |



| Ref | Responsibility | Final Authority | Reserved | Authority Delegated to | Discretionary Delegation, Delegation Limits, Context and Process |
|------|--|---------------------------------|----------|------------------------|--|
| 5.11 | To establish a special committee of the University Council and refer to that committee the issue of the possible dismissal of the Vice-Chancellor. | Chair of the University Council | No | N/A | The dismissal of the Vice-Chancellor must ultimately be dealt with and decided upon by the whole University Council. |