

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 been delegated the Scheme sets a framework through which other matters may be resolved. The University Secretary will advise on matters which are not explicitly addressed in the Scheme.
- 1.2 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.
- 1.3 Queries in relation to this Schedule should be addressed to the University Secretary at unisec@worc.ac.uk

2. Framework and principles of delegation

2.1 Board of Governors

The University's Board of Governors is itself responsible for

- The determination of the educational character, mission, strategy and reputation of the University and for oversight of its activities
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- And, for promoting and monitoring the effectiveness of research and knowledge exchange.

Operational responsibility for these matters may be delegated as illustrated in the Schedule below

2.3 Vice Chancellor and Chief Executive

The Vice Chancellor and Chief Executive is responsible to the Board of Governors, within the framework laid down by the [Instrument and Articles of Government](#), the University's [Financial Regulations](#) and this Schedule of Delegation on the operational management of all aspects of the University's work. The Vice Chancellor may delegate responsibility for specific aspects of the

Advice on the which body is the most appropriate is set out within this Schedule Delegation or available from the University Secretary.

2.8 Major Incidents and Business Continuity

In the event of a major incident of crisis decisions may 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.

		Responsibility rests with
		Delegated to PVC Communications & External Affairs

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 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 On recommendation of UEB
4	Approval of OfS Annual Accountability Return	Board of Governors

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 of writing policies and procedures is available on the policy register page

		Responsibility rests with
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Responsibility rests with

		Responsibility rests with
		On recommendation of Finance & Developments Committee
7	Establishment of borrowing limits	Board of Governors 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 Delegated to Audit Committee
10	Approval Financial accounting policies	Board of Governors On recommendation of Audit Committee
11	Approval and review of policies, acceptance of donations and investment of endowments	Board of Governors On recommendation of the Investment Committee, via

Responsibility rests with

8. Staffing Matters

		Responsibility rests with
27	Appointment or dismissal of External Examiners	See Section 9

9. Academic and Student Matters

		Responsibility rests with
1	Academic quality and standards, the student experience and research	Board of Governors Delegated to Academic Board
2	Award of University Awards as identified in the Taught Courses and Research Degree Regulatory Frameworks	Academic Board

12	Management of student admissions	Responsibility rests with
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		Responsibility rests with
		On the recommendation of the Deputy Pro Vice Chancellor Research
4	Approval to submit applications for research or knowledge exchange funding, where the University is committing cash of up to £10,000	Deputy Pro Vice Chancellor Research or in their absence VC Academic for the School submitting the application On recommendation of the Research Office
5	Approval to submit applications for research or knowledge exchange funding, where the University is not committing cash, where the Full Economic Cost of the proposed project is more than £50,000	Deputy PVC Research or in their absence PVC Academic for the School submitting the application On recommendation of the Research Office
6	Approval to submit applications for research or knowledge exchange funding, where the University is not committing cash, where the Full Economic Cost of the proposed project is up to £50,000	Research Office
7	Approval of agreements for research funding	Deputy PVC research or in their absence PVC Academic for the School submitting the application On recommendation of the Research Office
8	Approval of agreements governing research and knowledge exchange activities to include Memorandum of Understanding, NDAs, collaboration agreements, confidentiality agreements	Deputy PVC Research On recommendation of the Research Office

		Responsibility rests with
	Multiple contracts with the same provider should be referred to the Deputy Pro Vice Chancellor Research who will brief the Vice Chancellor as appropriate	On recommendation of the Research Office
12	Approval of appointments to research posts where there is a named person on the bid	Deputy Pro/Vice Chancellor Research On recommendation of Research Project Lead
13	Management of Intellectual Property (IP) matters	Deputy PVC Research
14	Approval of IP sale or licencing greater than £500k	Finance & Development Committee On recommendation of Vice Chancellor
15	Approval of IP sale or licencing less than £500k	UEB On recommendation of Deputy PVC Research

11. Estates and Capital Development (incl ICT)

		Responsibility rests with
1	Decision making concerning the acquisition and disposal of property (including land, leases and licences)	Board of Governors On recommendation of VC and UEB
2	Leading negotiations concerning the acquisition and disposal of property (including land, leases and licences)	Vice Chancellor Nominee appointed by VC on a case by case basis
3	Signing of contracts relating to property acquisitions, land or asset sales These documents are to be executed as Deeds (see Guidance on use of SeaAppendix 1)	Board of Governors On recommendation of the Vice Chancellor

		Responsibility rests with
6	Approval of capital development or estate projects with a total value below £1m (incl VAT)	UEB On recommendation of Campus Experience and Development Group OR Chief Information Officer and PMO
7	Development of Residential and Research Specific Accommodation	UW Developments Ltd (see section 12)
8	Issuing of contracts in relation to University owned residences	PVC Finance & Resources
9	Approval of external use of computing and software facilities	Chief Information Officer

12. Subsidiary Companies

		Responsibility rests with
1	Approval of establishment of, or investment in, oversight of and exit from subsidiary companies	Board of Governors
2	Appointment of Directors of University subsidiary companies	Board of Governors On recommendation of the Vice Chancellor
3	Appointment of the Company Secretary of University subsidiary companies	Board of Governors On recommendation of the Vice Chancellor
4	Approval of Company Articles of Association	Board of Governors On recommendation of the Company Board
5	Approval of Company Accounts	Board of Governors

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		On recommendation of the Directors and Team Coaches
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GUIDANCE NOTE ON THE USE OF THE UNIVERSITY SEAL

1. Introduction

1.1 This guidance has been produced to provide clarity on the use of the Corporation's Seal and the procedures that should be followed when it is used. The Corporation seal is a device for embossing the University's name in paper, it is referred to as the 'Common Seal of the University' in legal documentation.

1.2 The University's Instrument and Article 11 of the Memorandum and Articles of Association apply to the use of the seal.

accordance with the procedure described below.

3.2 In general, the circumstances that the University may come across where a deed is required include:

- Conveyance of land, or any interest in land and certain mortgages;
- Lease of land for terms over 3 years;
- Assents/legal charges of land and transferring title to property; and
- The grant of powers of attorney.

3.3 A deed may also be preferred where:

- There is doubt about whether there is adequate consideration (i.e. the price paid by one party in exchange for the benefit from the other, for example where a guarantee is given by a third party);
- b e

- (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 of the Seal

- 5.1 The Clerk to the Board of Governors shall maintain a record of instances where the Corporation Seal has been used. The Clerk shall also provide a regular report to the Board of Governors on the use of the Seal.

Owner	University Secretary
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