



# SCHEDULE OF DELEGATION

# Contents

1. Purpose	3
2.	

# 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  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  Assurance provided through Audit Committee Annual Report to Board
13	Oversight of Strategic Risk Register	Board of Governors, 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 On recommendation of Audit Committee
16	Appointment and dismissal of External Auditors	Board of Governors <b>Delegated to Audit Committee</b>
17	Appointment and dismissal of Internal Auditors	Board of Governors <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 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 Financial Return	Board of Governors  On recommendation of Finance & Development Committee and Audit Committee
5	Ensuring compliance with the Charities Act	Board of Governors <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  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) 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  <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](#)

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

18 Approval of all other institution wide a

		<b>Responsibility rests with</b>
		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 f JJET()Tj (o)-6. 161.52MCID 27 (rn)2.BT11.0597.12 Delegated to Audit Committee

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		Responsibility rests with
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## 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 informed by an appointment committee convened at the time  In accordance with Bye-law 10
2	Appointment of the Clerk to the Board and other Senior Post Holders	Board of Governors  In accordance with Bye-law 10
3	Suspension or Dismissal of the Vice Chancellor and Chief Executive	Board of Governors  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  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  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  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  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  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  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  <b>Delegated to Academic Board</b>
2	Award of University Awards as identified in the Taught Courses and Research Degree Regulatory Frameworks	Academic Board  <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 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  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 Co/TT1 1 Tf11.04 -0 0 11.04 4j0.0 11.04 4j0.0 306.88 reo48Tlrnrn	

# 12. Subsidiary Companies

The

		On recommendation of the Directors and Team Coaches
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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