

Canterbury Christ Church University Schedule of Delegation

		Final Authority	Delegated Authority (if any)	Recommendation	Delegation Limits, Context and Process	Source
1.	Governance, management and control					
	Amendments to I&A	Privy Council		Governing Body	Amending the Articles Amendments to specific Articles related to the University's Church of England Foundation require the approval of the Archbishops' Council	Articles 9 Article 127
	Execution of responsibilities of the Vice-Chancellor	Vice-Chancellor	Pro Vice-Chancellors and SMT nominees		Responsibilities set out in Article 80 Responsibilities for Christian distinctiveness cannot be delegated	Article 80 Article 80.10
	Execution of responsibilities of the Academic Board	Academic Board	Chair of Academic Board		Responsibilities set out in Articles 81-83 The Chair of the Academic Board may, where necessary for	Articles 81-83

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			Academic Board committees		<p>the good of the University, take decisions on the Academic Board's behalf between meetings. Such decisions should be reported to the next meeting of the Academic Board.</p> <p>The Academic Board may establish such committees as it considers necessary for purposes enabling it to carry out its responsibilities provided that each establishment is first approved by the Vice Chancellor and Principal and the Governing Body. The number of members of any such committees and the terms on which they are to hold and vacate office shall be determined by the Academic Board.</p>	Article 83
	Execution of	Governing Body			Responsibilities set out in	Article 79

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	responsibilities of the Governing Body		<p>Pro-Chancellor/ Vice-Chancellor</p> <p>Chair of Governing Body</p> <p>Governing Body committees</p>		<p>Article 79</p> <p>Delegated authority</p> <p>Chair of the Governing Body may, where necessary for the good of the University, take decisions on the Governing Body's behalf between meetings. Such decisions should be reported to the next Full Governing Body Meeting.</p> <p>In addition to the above, the Governing Body has elected to delegate certain responsibilities to its committees, as specified below.</p> <p>The Governing Body shall not delegate the following: the determination of the educational character and</p>	<p>Article 51</p> <p>CUC Guide 2009/14 Part II 2.38 – 2.40</p> <p>Article 52</p> <p>Article 53</p>

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					mission of the University; the approval of the annual estimates of income and expenditure; ensuring the solvency of the Company and of any trust of which it is trustee and the safeguarding of their assets; the appointment or dismissal of the Vice Chancellor and Principal, Clerk and such other senior posts designated by the Governing Body other than to the Special Committee or Special Appeal Committee in accordance with Articles; or the varying or revoking of anything contained in these Articles of Association	
	Standing Orders and Terms of Reference for University Committees; reviews of committee effectiveness.	Governing Body	Governing Body Committees	Chairs Committee	In the case of membership of the Governing Body and its committees the Chairs Committee will make recommendations to the Governing Body through its nominations function.	Chairs Committee terms of reference

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	Register of Interests	Clerk to the Governing Body	Deputy Clerk		<p>Each year all Governors will be asked to complete/update a Register of Interests form (a summary for publication on www.canterbury.ac.uk)</p> <p>In addition all members of the University's Management Group are asked to complete/update a Register of Interests form</p>	Article 68
2.	Strategy and Policy Development					
	Approval of the University's Strategic Plan and associated strategies (including Research, Education, IT, HR, Estates and Finance)	Governing Body		Governing Body Committees	Research and Knowledge Exchange and Education strategies recommended by Academic Board; HR strategy by HR Committee; IT, Estates and Finance by Finance and General	<p>Governing Body terms of reference</p> <p>Academic Board and Committee terms of reference</p>

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					Purposes Committee	
	Approval of the Annual Assurance Return and Financial Forecasts to HEFCE	Governing Body		Finance & general Purposes Committee	Financial Forecasts recommended via Finance & General Purposes Committee. Governing Body approval is stipulated by HEFCE in the Memorandum of Assurance and Accountability	Article 79
	Setting of KPIs and monitoring the performance of the University against them and other planned strategies and operational targets	Governing Body		Vice-Chancellor/ SMT	The Audit Committee has a monitoring role in relation to the KPIs	Governing Body terms of reference Audit Committee terms of reference
	Approval of Risk Management (including Risk Register, Risk Management Policy and risk processes)	Governing Body	Audit Committee		Annual Risk Register is considered by Audit Committee. Risk Appetite Statement is approved by Governing Body in the context of the Strategic Plan	Audit Committee terms of reference
	Approval of SMT Business Plans	Vice-Chancellor/ SMT		Individual SMT members	Business Plans including resources budgets and targets produced by all Schools and	

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					Professional Services Departments	
3.	Appointments and staffing matters					
	Appointment of Chancellor	Church of England			Archbishop of Canterbury	Article 130
	Appointment of Vice Chancellor	Governing Body		Governor Appointment Panel	Genuine Occupational Requirement that the Vice-Chancellor shall be a Practising Christian In the event of a vacancy or in the absence of the VC the Governing Body may appoint an Acting Vice-Chancellor	Article 85 Article 86
	Appointment of external auditors	Governing Body		Audit Committee	Recommended via Audit Committee	Financial Memorandum 2014 Annex A 32 Governing Body terms of reference
	Appointment of	Governing Body		Audit Committee		

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	internal auditors					
	Appointment of Deans	Vice-Chancellor	Appointment committee under authority of the Vice-Chancellor		In accordance with a scheme of delegation approved by the Governing Body. Appointment committee includes one Governor	Article 89
	Appointment of Academic Heads of Schools	Vice-Chancellor	Appointment committee under authority of the Vice-Chancellor		In accordance with a scheme of delegation approved by the Governing Body	Article 89
	Appointment of Pro Vice-Chancellors	Vice-Chancellor	Appointment committee under the authority of the Vice-Chancellor		In accordance with a scheme of delegation approved by the Governing Body. Appointment committee includes one Governor	Article 90
	Appointment of Clerk and Deputy Clerk to the Governing Body	Governing Body		Governor Appointment Panel normally including Pro-Chancellor and Vice-Chancellor	Subject to such procedure or to such regulations as shall from time to time be laid down by the Governing Body and in accordance with any legislation or statutory regulations applicable thereto	Article 87
	Appointment of	Governing Body		Vice-Chancellor	Chairs Committee acting as	Chairs

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	Honorary Doctors/Fellows				Nominations Committee	Committee terms of reference
	Appointment of members of Academic Board Committees	Academic Board				Article 83
	Determination of the pay and conditions of staff (within the framework set by the Governing Body) other than holders of senior posts	Vice-Chancellor		Director of HR&OD		Article 80.3
	Salaries and pay scales for senior post holders	Governing Body	Remuneration Committee	Vice-Chancellor save for his own position		Article 79.5 Remco Committee terms of reference
	Redundancy procedures	Governing Body	HR Committee	HR&OD		Organisational Change Policy and Procedure
	Staff dismissal,	Vice-Chancellor	To another		Procedures for the dismissal of	Articles 104 –

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	disciplinary and grievance procedures.		appropriate member of staff		Staff and for the consideration of appeals against dismissal shall be laid down in rules made by the Governing Body after consultation with the Staff. These rules shall include rights of representation.	107 University Disciplinary and Grievance procedures
	Staff dismissal, disciplinary and grievance procedures for senior post holders	Governing Body	Special Committee	Pro-Chancellor/ Deputy Pro-Chancellor	The Special Committee shall consist of three members of the Governing Body other than the Pro-Chancellor, Deputy Pro-Chancellor, Vice-Chancellor and staff and student Governors	Articles 98 - 103
	Application for retirement	Vice-Chancellor/ SMT	Through appropriate line management procedures		Decision by Manager with advice from HR&OD	Retirement Policy
	University promotion and progression procedures	Governing Body	Academic Board	SMT		
	Approval of national pay award or local settlement	Vice-Chancellor/ SMT		UCEA and national trade unions	Consultation with HR Committee	

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				HR&OD		
	Approval to begin the process of recruitment to a vacant or new post	Vice-Chancellor	Through appropriate line management procedures		Staff appointments to the University shall be made on behalf of the Governing Body by the Vice-Chancellor and Principal in accordance with a scheme of delegation approved by the Governing Body.	Articles 89 - 90
	Applications for Professorship including visiting and Emeritus professors	Academic Board	Professorship Committee		Application to the Vice-Chancellor	Article 91
4.	Student Matters					
	Students complaints procedure	Governing Body	Clerk to the Governing Body		There are two routes for student complaints: through the Examination Regulations, where relating to examination appeals, and through the Student Complaints Procedure for all other matters. The University Secretary shall delegate this responsibility to	Student Complaints Procedure

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					the Assistant University Secretary for annual report to the Governing Body. The Governing Body is the final authority for both routes unless the Appeal Review Panel (in the case of examination appeals) or the Complaint Review Panel (in the case of student complaints), convened by the University Secretary, dismisses the case. Earlier stages are undertaken in accordance with the [Complaints Procedure].	
	Student disciplinary procedure	Governing Body	Vice-Chancellor		The Student Disciplinary Regulations are approved by the Governing Body who will delegate the responsibility to the relevant Pro Vice-Chancellor in the first stages and at later stages may be referred to specially appointed Disciplinary Committees. Application of the regulations relating to	Student Disciplinary Procedure

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					misconduct in student residences and in the community is delegated to other named staff, as set out in the Disciplinary Regulations. Approval of appeal decisions and the procedures themselves remains with the Governing Body.	
	Approval of tuition fee rates for full-time undergraduate home students	Governing Body		F&GP	University recommends to SMT via Pricing and Fees Group	Article 79 Memorandum of Assurance and Accountability Paras 24-30
	Approval of student residential fees	Vice Chancellor/ SMT		Pro-Vice Chancellor (Resources)		
	Admission of students	SMT	Student Recruitment			Article 82
	Approval of new programmes of study	Academic Board		Academic Planning Committee		Article 82

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5.	Budgetary and financial matters					
	Systems of internal financial management control and accountability, including risk management, value for money procedures, financial regulations and procedures	Governing Body	Audit Committee		The Governing Body has overall responsibility for the management and the financial affairs of the University. The Governing Body sets the financial principles in accordance with which the University should conduct its financial business. Audit Committee with reports from both external and the internal auditors, reviews the effectiveness of internal controls, policies and procedures and reports to the Governing Body annually. As part of its remit Finance & General Purposes Committee also reviews the Treasury Management Policy, Investment Management Policy and Financial Regulations.	Article 79

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	Approval of the Financial Statements	Governing Body		Audit Committee	Draft Financial Statements together with the associated management accounts are first presented to the F&GP Committee for review and acceptance. The Chair of the F&GP Committee will confirm to the Chair of the Audit Committee in writing whether there are any items in the draft financial statements or the reconciliation to management accounts which the F&GP Committee considers Audit Committee should be aware of in their review. Audit Committee will then consider the draft financial statements in the presence of the external auditor and recommend them to the Governing Body for approval.	Article 79
	Approval of annual and three year budgets	Governing Body		Finance & General Purposes		Article 79

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	(including capital programme)			Committee		
	Determination of detailed budgets within overall budget framework	Vice-Chancellor		PVC Resources and Director of Finance		Financial Regulations Article 80.6
	Approval of overall treasury strategy	Governing Body	Finance & General Purposes Committee	PVC Resources	PVC Resources has delegated authority as authorised by the Finance & General Purposes Committee to deposit or borrow funds	Financial Regulations Annex B
	Appointment of bankers, opening of bank accounts, designation of bank account signatories	Governing Body	PVC Resources	Finance & General Purposes Committee		Financial Regulations Annex A
	Treasury management within overall treasury strategy including investments	Governing Body	Director of Finance	Finance and General Purposes Committee		Article 79 Financial Regulations Annex A and B
	Establishment of borrowing limits	Governing Body	Finance & General Purposes			Article 79

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			Committee			Financial Regulations Annex A and B
	Establishment of borrowing facilities	Governing Body	Finance & General Purposes Committee			Article 79 Financial Regulations Annex A and B
	Policies on investment of endowments	Governing Body		Finance & General Purposes Committee	Management of endowments is also governed by the Charities Act 2011 and Charity Commission.	Article 79 Financial Procedure F700
	Establishment of University companies	Governing Body		Finance & General Purposes Committee and Audit Committee	F&GP Committee recommendation to Full Governing Body on advice from the Director of Finance in accordance with Financial Regulations. Audit Committee to oversee regulatory requirements.	Article 79
	Approval of sale of equity or transfer of business in University companies	Vice-Chancellor/ SMT	PVC Resources			Article 79

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	Acceptance of donations and endowments	Governing Body	Vice-Chancellor		Fellowships, scholarships and prizes predicated on donated or endowed funds are awarded by the Vice-Chancellor subject to conditions made by the founders and accepted by the Governing Body. Members of the SMT may elect to delegate acceptance of smaller levels of donations further, provided clear local frameworks and procedures are in place.	Article 79
	Allocations from non-restrictive endowment funds (studentships, bursaries, exceptional items)	Officer named in the Endowment deed or by default the Director of Finance			Director of Finance and members of the SMT	Article 79 Financial Procedure F700
	Commitment and purchases of goods and services	Director of Finance	Assistant Directors of Finance, appropriate staff with budget responsibility and other authorised		Delegated authority levels are maintained by the Accounts Payable team.	Financial Regulation 9 Purchasing Procedures

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			staff			
	Actuarial valuation	Governing Body	Audit Committee	F & GP review the report with support from the External Auditors and recommend acceptance of the valuation to the Audit Committee	Director of Finance will obtain the annual report from the Actuaries on behalf of the University and will brief the F&GP and Audit Committee on developments and the values to be included in the financial statements.	HE SORP – Accounting for Defined Benefit Pension Schemes
	Defined contribution pension scheme management	Governing Body	F&GP	Director of Finance and Director of HR	Recommendations will be made to the F & GP for approval of any new schemes to be established.	
6.	Capital programme and estates matters					
	Approval of capital projects (including construction, refurbishment and leasing of properties relating to those projects)	Governing Body	F&GP	PVC Resources via SMT	All major capital expenditure on land and buildings may only be incurred if it is part of the approved capital programme. New commitments shall be submitted for supplementary approval to F&GP.	Article 79 Financial Regulation 6
	Acquisition of property	Governing Body	Vice-Chancellor		Reports to SMT and F&GP from	Article 79

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	(land and including leasing and licensing)				PVC Resources	
	Disposal of property (land and including leasing and licensing)	Governing Body	Vice-Chancellor		Reports to SMT and F&GP from PVC Resources	Article 79
	Other dealings with land (e.g. charges)	F&GP	PVC Resources	SMT	In consultation with the Clerk and Director of Finance as appropriate. Note – a key constraint is the University's obligations under its banking agreements.	
	Other estates related contracts (eg building contracts and agreements, utilities contracts)	Vice-Chancellor		PVC Resources	In accordance with the University procurement policy	Financial Regulations and Purchasing Procedures
	Issuing of contracts in relation to University owned residential accommodation	SMT	Facilities Directorate		Managed by University Accommodation Office	
7.	Contracts, Agreements & Licences					
	Approval of contracts	Governing Body	Vice-Chancellor		Delegated authority levels are	Financial

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	and agreements (where not otherwise specified in this Scheme)		Pro Vice-Chancellors University Solicitor Director of Finance		maintained by the Accounts Payable team.	Regulations and Purchasing Procedures
	Association and affiliation with other institutions A: Formal association, affiliation for strategic purposes and/or involving significant resource or capital implications and/or the potential for reputational risk B: Alliances involving no significant resource, capital or reputational implications	A: Governing Body B: Vice-Chancellor	A: Vice-Chancellor/Pro Vice-Chancellors B: Pro Vice-Chancellors			
	Research and research	Academic Board	PVC Research and		All research contracts and	Financial

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	related contracts and agreements		Knowledge Exchange/PVC Resources		agreements are also subject to approval of academic decision maker usually a Head of School.	Regulations
	Education related contracts and agreements (including international agreements for teaching overseas for an award of the University or activity with a foreign HEI)	Vice-Chancellor	PVC Research and Knowledge Exchange	SMT Member/Head of School	Academic Partnerships involving significant risk are reported to the Governing Body	CUC Code
	Employment related contracts	Governing Body	Director of HR		In consultation with the Dean/Head of School as appropriate (eg for agreements with visiting academics/secondments of University staff)	
	Agreements for provision of services by the University	Governing Body	Heads of budget centres		In conjunction with the Director of Finance and the University Solicitor. The provision of goods and services by the University can raise some	Financial Regulations and Purchasing Procedures

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					particular tax and legal issues and advice should be sought.	
	Approval of regulatory licences	Named licence holder			The University Solicitor's Office should be the first point of contact where the named licence holder is not clear. Specific categories of licence may be delegated to designated individuals in consultation with the University Solicitor.	
	Approval of requests from third parties to use University's copyright	University Solicitor	Assistant University Secretary		Such requests would normally be received initially by the University Solicitors Office who would consult with and/or seek approval from the applicable Head of School as necessary.	
	Sale of licensing or IPR	Vice-Chancellor	PVC Research and Knowledge Exchange		In consultation with Academic School and University Solicitor/Department of REDC	
8.	Media and information matters					
	Filming agreements	Director of Marketing &				

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		Communications				
	Authorisation of media releases	Director of Marketing & Communications				
	Classification of information under the FOI Publication Scheme	Clerk	Assistant University Secretary			Freedom of Information Act 2000
	Application of sanctions relating to individual access to University library services and facilities	PVC (Education and Student Experience)	Head of Library Services		Sanctions applied following agreed library policy and process.	
	Application of sanctions relating to Information Security Policy	PVC Resources	Director of IT		Depending on the nature of the breach, liaison will need to take place with relevant academic/ student/ staff functions including HR & OD.	
	Approval of external use of University computing and software facilities	PVC Resources	Director of IT		All requests for both hardware and software use by external agencies will be reviewed by the Director of IT and where there is impact in relation to licences and routine operational efficiency, these	

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					will be referred to the PVC Resources.	
9.	Other					
	Interpretation of this Scheme of Delegation	Clerk to the Governing Body				
	Executive authority – to suspend/close an activity/facility on health & safety grounds	Vice-Chancellor	On call SMT member			Emergency Planning Framework Procedures
	Use of the University Seal	Governing Body	University Secretary/Clerk to the Governing Body		The University's seal shall be authenticated by the signature of the Pro-Chancellor of the Governing Body (or in his absence a Deputy Pro-Chancellor) together with that of one other member of the Governing Body. The University's seal shall be held under secure arrangements by the Clerk, who shall maintain a register of its use.	Article 124