

REGULATION 10: DELEGATION

1. Council may, in accordance with Statute V.2, delegate its functions to:
 - (a) Senate;
 - (b) a committee consisting of two or more individuals appointed by them, at least one of whom shall be a member of Council;
 - (c) an appropriately qualified member or appropriately qualified members of Council;
 - (d) an appropriately qualified member or appropriately qualified members of the University's staff.
2. Any delegation of the functions will be either be clearly minuted, set out in written terms of reference, within Regulations or in a list of standing functions delegated to Senate, a committee, members of Council or members of the University Staff. These documents will specify the limits (including time or financial limits) or conditions on the exercise of such functions and the reporting arrangements.
3. Council may not delegate the functions listed in Statute V.3 nor the matters listed in Annex 1 to this Regulation.
4. Council delegates authority to Senate in relation to the matters prescribed in Regulation 8 and delegates authority to committees and members of the University staff in relation to the matters prescribed in the Schedule of Delegation.
5. With the exception of the Vice-Chancellor and Senate no committee or persons to which functions have been delegated are permitted to delegate further those functions without the prior agreement of Council.
6. Council may revoke any delegation at any time.
7. Members of the University's staff may be authorised by Council or Senate to give effect to any decision or policy established by either Council or Senate as appropriate or any of its committees and for that purpose may be authorised to exercise such power and do such proper act within the competence of Council or Senate as the relevant body shall think fit.
8. The Chair of Council, the Officers of the University and such independent members of Council as Council shall from time to time determine may be authorised by either Council or Senate or a committee established by either Council or Senate, individually, collectively, or in groups, to give effect to any decision or policy established by Council or Senate or a committee thereof and for that purpose to exercise the powers of Council or Senate or committee accordingly.
9. Senate, subject to any limits or conditions specified by Council, may further delegate functions given to it by Council to:
 - (a) a committee consisting of two or more individuals appointed by Senate, at least one of whom shall be a member of Senate;

- (b) an appropriately qualified member or appropriately qualified members of Senate; or
 - (c) an appropriately qualified member or appropriately qualified members of the University's staff.
10. Any delegation of the functions by Senate will be either clearly minuted, within Regulations or in a list of standing functions delegated to a committee, members of Senate or members of the University Staff. These documents will specify the terms of reference, limits (including time or financial limits) or conditions on the exercise of such functions and the reporting arrangements.
 11. In the absence of the Vice-Chancellor, any functions delegated to him/her may be exercised by the Deputy Vice-Chancellor or a Pro Vice-Chancellor. The Vice-Chancellor may delegate functions given to him/her subject to any limits or conditions specified by Council or Senate, but any such sub-delegation must be set out in writing and shall include any limits (including time or financial limits) or conditions on the exercise of such sub-delegation and the reporting arrangements required. Functions which have been sub-delegated by the Vice-Chancellor shall be reported to the Secretary of Council as soon as practicable. Standing delegated functions shall be reviewed by Council annually.
 12. In the exercise of all delegated functions, committees and individuals must comply with the Charter, Statutes, financial regulations and all other University policies and procedures.
 13. The *Terms of Reference* for any delegation by Council or Senate and the list of standing functions delegated to Members of Council, members of Senate, or members of the University's staff will be subject to annual review by the body which delegated the function.
 14. The *Terms of Reference* of committees and the list of standing functions delegated will be included within the *Organisation of the University* document. Such Terms of Reference will be amended in the manner set out in that document which is subject to the delegated functions set out in this Regulation and as otherwise set out in the University's Charter and Statutes.

Matters reserved to Council and which may not be delegated

The list of matters in this annex may only be amended at a meeting of Council with the agreement of three-fourths present and voting, and having taken into account the views of Senate.

1. Constitutional Matters
 - (a) The amendment or revocation of the Charter and making, amendment or revocation of Statutes (subject to Privy Council approval).
 - (b) Making and amendment of Regulations in line with the schedule set out in Regulation 8.
 - (c) Establishment and abolition of Schools of Studies or other main academic units.
 - (d) Establishment, abolition, reporting, composition and changes to Council's committee structure.
 - (e) Approval and amendment of the Constitution of the Students' Union.
 - (f) Recognition of organisations representing former students of the University.

2. Strategy
 - (a) Approval of the University's Mission Statement.
 - (b) Approval of the University's strategy.

3. Financial Matters
 - (a) Approval of the University's Financial Statements and annual audited accounts.
 - (b) The appointment of the internal and external auditors of the University.
 - (c) Approval of the University's *Financial Regulations*.
 - (d) Approval of projects with cash outflow over £10m, or £5m where criteria set out in the Financial Regulations is met.
 - (e) Approval of the University's budget.
 - (f) Designation of an Accountable Officer of the University responsible for satisfying Council that the University is complying fully with the terms of the HEFCE Financial Memorandum

4. Policy
 - (a) Approval of strategic statements, or statements complying with statutory requirements.

5. Staffing Matters
 - (a) Decisions on participation in national negotiations on salaries and other staffing matters.
 - (b) Approval of University pension schemes.
 - (c) Appointment of the Vice-Chancellor.
 - (d) Appointment of the Pro-Vice-Chancellors.
 - (e) Appointment of the Chief Operating Officer.
 - (f) Appointment of the Deputy Vice-Chancellor.

6. Health and Safety
 - (a) Ensuring adequate arrangements for the implementation of the Health and Safety Policy.
7. Monitoring
 - (a) Monitoring the University's performance.
 - (b) Monitoring the effectiveness of Council.
8. Council Appointments
 - (a) Appointment of the Chair of Council.
 - (b) Appointment of the Vice-Chair of Council.
 - (c) Appointment of Council members.
 - (d) Appointment of the Chancellor.