3. General principles

- 3.1 The purpose of this document is to provide clarification of key decision-making authorities together with a framework to inform decision-making in other areas, and cannot be exhaustive. This being the case, the expectation is that the final and delegated authorities specified in this document must exercise common sense and judgement in implementing the details of the decision-making process for example, in deciding the precise consultation and approval route for a particular strategy or policy.
- 3.2 Unless the Charter, Statutes or Regulations require Council to work with the Chancellor, Vice-Chancellor, Senate or other parties with regard to key decisions or processes, it should be assumed that Council reserves the right of authorisation in areas where it has ultimate authority.
- 3.3 A Committee Chair shall have the power, following consultation with the University's Secretary or his/her nominee as secretary to that Committee, to deal with any matter of urgency that may arise between normally scheduled meetings, where it is deemed that delay would seriously impede the business of the University. This may include consulting with members by correspondence, or calling a special meeting of the committee, or by taking Chair's action. Any such actions shall be reported to the next meeting of the Committee in question.
- 3.4 Although this document has been prepared with careful reference to the University's Charter, Statutes and Regulations, it should be noted that the latter constitute the overriding authority, should there be any contradiction.
- 3.5 Where Council or any other primary authority has chosen to delegate the approval and execution of a decision or process, they must retain the ultimate accountability and corporate responsibility for that decision or process. They may choose to define financial or other limits for a particular delegated authority. They may also choose to review and rescind such delegated authority at any time, unless it is specifically stipulated in statute or regulations.
- 3.6 This scheme seeks to outline the current scope of delegated responsibilities, until determined otherwise, and will be subject to regular review by Council on at least an annual basis.

| Scheme of delegat | ion | | | | | | | | | | | | Boar | d/Co | mmi | ttees | /Pers | onne | I | | | | | | | | |
|---------------------------|--|--|-------------|----------|-----------------------------------|----------------|-------------|--------|---|----------|-----------------------|--|--------------------|-----------------------------------|-----------------|----------------------------|---------------------|----------------|----------------------------------|-------------------------------------|--------------------------------|------------------------|-------------------------------------|--|-------------------------|--------------------------------------|------------------|
| • | eserved/cannot be delegated further) responsible person or committee | | | | С | ouncil | l Com | nmitte | es | | Sei | nate Co | mmitt | ees | | Univer | sity Exc | ecutive | | | UEG nmitte | es | | O | Other | | |
| Themes | Ref Key areas of activity | Source | See Note | Council | Strategic Performance & Resources | Audit and Risk | Nominations | | Brighton and Sussex Medical School Joint Board | Senate | Teaching and Learning | Research and Knowledge Exchange Honorary Degrees | Student Discipline | Committee on Criminal Convictions | Vice Chancellor | Registrar and Secretary ** | Director of Finance | Director of HR | University Executive Group (UEG) | People and Organisation Development | Health, Safety and Environment | Equality and Diversity | Director of Research and Enterprise | Director of Estates and Facilities Management | Director of IT Services | Information Services Committee (ISC) | Members of staff |
| 1. Constitutional matters | 1.1 Amending or revoking the Charter and making, amending or revoking Statutes (subject to Privy Council approval). | Reg 10. Annex 1 (1(a)) | | D* | | | | | | | | | | | | | | | | | | | | | | | |
| | 1.2 Making and amendment of Regulations in line with the schedule set out in Regulation 8 | Reg 10. Annex 1 (1(b)) | | D* | | | | | | | | | | | | | | | | | | | | | | | |
| | 1.3 Making and amendment of academic Regulations (See Note 5 for details about the Regulationsfor the BSMS). | University Charter (Article 13) | 5 | | | | | | | D | | | | | | | | | | | | | | | | | |
| | 1.4 Establishing and abolishing school of studies or other main academic units. | Reg 10. Annex 1 (1(c)) / Reg 5.24 (c) | | D* | | | | | | П | | | | | | | | | | | | | | | | | |
| | 1.5 Establishment, abolition, reporting, composition and changes to Council's committee structure. | Reg 10. Annex 1 (1(d)) | | D* | | | | | | | | | | | | | | | | | | | | | | | |
| | 1.6 Approval and amendment of the Constitution of the Students' Union. | Reg 10. Annex 1 (1(e)) | | D* | | | | | | | | | | | | | | | | | | | | | | | |
| | 1.7 Recognition of organisations representing former students of the University. 1.8 To withdraw or vary the recognition of organisations representing former | Reg 10. Annex 1 (1(f)) | | D* | | | | | | | | | | | | | | | | | | | | | | | |
| | students of the University. 2.1 Approval of the University's Mission Statement. | Reg 5.24 (p) | | D | | | | | | | | | | | | | | | | | | | | | \perp | | |
| 2. Strategy | 2.2 Approval of the University's strategy. | Reg 10. Annex 1 2(a) | | D* | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.1 | Reg 10. Annex 1 2(b) | | D* | | | | | | \vdash | | - | | | | | | | | | | | | | + | \dashv | |
| 3. Financial matters | Approval of the University's Financial Statements and annual audited accounts. 3.2 | Reg 10, Annex 1 (3(a)) Reg 10, Annex 1 (3(b)) | | D* D* | | | | | | H | | - | | | | | | | | | | + | | | + | \dashv | |
| | The appointment of the internal and external auditors of the University. 3.3 Approval of the University's Financial Regulations (reviewed at least every five | | | | | | | | | | | | | | | | | | | | | | | \rightarrow | + | \dashv | |
| | years) . 3.4 Approval of Alternative Financial Regulations | Reg 10, Annex 1 (3(c)) | | D* | | | | | | | | _ | | | | | | | | | | | | | 4 | | |
| | 3.5 To review, prior to approval by Council, significant projects including the recommendation to Nominations Committee regarding the appointment of an independent member of Council to have oversight of any significant project over its lifecycle. | Financial Regs 1.2 Organisation of the University | | D | D | | | | | | | | | | | | | | | | | | | | | | |
| | 3.6 Approval of projects with cash outflow over £10m, or >£5m where criteria set out in 9.1 of the Financial Regulations is met. | Reg 10, Annex 1 (3(d)) Financial Regs 9.1 | | D* | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.7 Arrangements for the approval of projects and expenditure outside of the relevant Council approval criteria | Financial Regs 9.1 | | | | | | | | | | | | | D | | | | | | | | | | | | |
| | 3.8 Discretionary works not included in the annual plan above, but which arise on an 'emergency' basis due to unforeseen circumstances, | Financial Regs 9.3 | | | | | | | | | | | | | D | | | | | | | | | | | | |
| | 3.9 Approve expenditure on the refurbishment, maintenance and repurposing of the estate, within the Council approved annual budget and following consultation at the annual meeting of the Annual Plan Programme Board. | Financial Regs 9.2 | | | | | | | | | | | | | | D | | | | | | | | | | | |
| | 3.10 Approve HEFEC financial returns | Financial Regs 3.11 | | D | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.11 Investigate non-compliance with Financial Regulations and decide course of action. Report to VC and ARC as appropriate | Financial Regs 1.5 | | | | | | | | | | | | | | | D | | | | | | | | | | |
| | 3.12 Publishing Regulations, issuing related policies and procedures and resolving queries. Updating the Regulations every 5 years. | Financial Regs 1.6 | | | | | | | | Ш | | | | | | | D | | | | | | | | | | |
| | 3.13 Supervising and approving the use of the University's financial systems | Financial Regs 3.10 | | | | | | | | | | | | | | | D | | | | | | | | | | |
| | 3.14 Approval of tuition fee framework after consultation with Senate. | Financial Regs 4.1 | | D | | | | | | | | | | | | | | | | | | | | | | | |

| Scheme of dele | gation | | | | | | | | | | | | | Boar | d/Co | mmi | ttees | Pers/ | onne | l | | | | | | | |
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| | • | d/cannot be delegated further) sible person or committee | | | | C | ouncil | Com | mittees | | | Sen | ate Co | mmitt | ees | | Univers | sity Exe | ecutive | ! | | UEG ımitte | es | | | Other | |
| Themes | | Key areas of activity | Source | See Note | Council | Strategic Performance & Resources | Audit and Risk | Nominations | Remuneration Brighton and Sussex Medical School | Joint Board | Senate | and Learning | Research and Knowledge Exchange Honorary Degrees | Student Discipline | Committee on Criminal Convictions | Vice Chancellor | Registrar and Secretary ** | Director of Finance | Director of HR | University Executive Group (UEG) | People and Organisation Development | Health, Safety and Environment | Equality and Diversity | Director of Research and Enterprise | Director of Estates and Facilities Management | Director of IT Services | Information Services Committee (ISC) Members of staff |
| | 3.15 | Approve individual fees, within framework agreed by Council, and the application of fee waivers and discounts, following consultation with Director of Student Recruitment and Head of School. | Financial Regs 4.1 | | | | | | | | | | | | | | | D | | | | | | | | | |
| | 3.16 | Approves procedures for the application of fee waivers and discounts, | Financial Regs 4.1.1 | | | | | | | | | \top | | | | | | D | | | | | | | | | |
| | 3.17 | Approval of the University's budget. Strategic Performance & Resources Committee will review in year financial monitoring reports | Reg 10, Annex 1 (3(e)) Financial Regs 3.2 | | D* | | | | | | | | | | | | | | | | | | | | | | |
| | 3.18 | 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 | Reg 10, Annex 1 (3(f)) | | D* | | | | | | | | | | | | | | | | | | | | | | |
| | 3.19 | To govern, manage and regulate the finances, accounts, investments, property, business and all affairs whatsoever of the University. | Reg 5.24 (i) | | D | | | | | | | | | | | | | | | | | | | | | | |
| | 3.20 | Approving the University's Treasury and Investment Management Policy To approve policies on investment in respect of general and specific funds, and other funds of which the University acts as Trustee. | Financial Regs 4.12 Organisation of the University | | D | D | | | | | | | | | | | | | | | | | | | | | |
| | 3.22 | To approve the principles under which investment managers will operate and | Organisation of the | | | D | | | | | | | | | | | | | | | | | | | | | |
| | 3.23 | review their performance at least annually. To invest any moneys belonging to the University, including any unapplied income, in such stock, funds, shares or securities as it shall from time to time think fit. In addition the Deputy Finance Director, Resource Accountant and Head of AccountingServices have authorisation of investment instructions. | University Reg 5.24 (j) s5.3 Tresury & Investment Management Policy | | | | | | | | | | | | | | | D | | | | | | | | | |
| | 3.24 | Ensuring that all grants notified by the funding body and other bodies are received and appropriately recorded in the University's accounts. With the exception of project funding for research, knowledge, exchange and consultancy. | Financial Regs 4.3 | | | | | | | | | | | | | | | D | | | | | | | | | |
| | 3.24 | Ensuring that project funding for research, knowledge exchange and consultancy are received and appropriately recorded in the University's accounts | Financial Regs 4.3 | | | | | | | | | | | | | | | | | | | | | D | | | |
| | | Approval of electronic collection systems, receipt forms, invoices, tickets or other official documents in use. | Financial Regs 4.5 | | | | | | | | | | | | | | | D | | | | | | | | | |
| | 3.26 | Forward any income to the Director of Finance and follow the Income Policy. | Financial Regs 4.6 | | | | | | | | | | | | | | | | | | | | | | | | D |
| | | Ensure prompt and secure banking of any monies received. | Financial Regs 4.6 | | | | | | | | | | | | | | | D | | | | | | | | | |
| | | Set billing arrangements for invoicng of University income. | Financial Regs 4.7 | | | | | | | | | | | П | | | | D | | | | | | | | | |
| | | Facilitate the collection of receipts other than tuition and student residences fees via the University website. | Financial Regs 4.8 | | | | | | | | | | | | | | | D | | | | | | | | | |
| | 3.30 | Approve all debit and credit card transaction processing.(which must be compliant with the PCI Security Standards Council's data security standards). | Financial Regs 4.8 | | | | | | | | | | | | | | | D | | | | | | | | | |
| | | Ensure that all sales transactions are billed through the Finance System at the point of sale or when an appropriate milestone is reached | Financial Regs 4.9 | | | | | | | | | | | | | | | | | | | | | | | | D |
| | 3.32 | Ensuring that outstanding debts are monitored and that there is swift and effective action to collect overdue debts | Financial Regs 4.9 | | | | | | | | | | | | | | | D | | | | | | | | | |

| Scheme of dele | gation | | | | | | | | | | | | Во | ard/ | 'Com | mitt | tees/ | Pers | onne | I | | | | | | | | |
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| | n (reserved/cannot be delegated further) n / responsible person or committee | | | | c | Counci | l Con | nmitte | ees | | Se | nate (| Comm | ittees | 5 | U | niversi | ty Exe | ecutive | | | UEG nmitte | es | | | Other | | |
| Themes | Ref Key areas of activity | Source | See Note | Council | Strategic Performance & Resources | Audit and Risk | Nominations | Remuneration | Brighton and Sussex Medical School Joint Board | Senate | Teaching and Learning | Research and Knowledge Exchange | Honorary Degrees | Student Discipline | Committee on Criminal Convictions | Vice Chancellor | Registrar and Secretary ** | Director of Finance | Director of HR | University Executive Group (UEG) | People and Organisation Development | Health, Safety and Environment | Equality and Diversity | Director of Research and Enterprise | Director of Estates and Facilities Management | Director of IT Services | Information Services Committee (ISC) | Members of staff |
| | Nominating the Head of School/Director of Professional Services who will be responsible for ensuring that awards and grants are spent and terms and conditions are met. Any loss to the University resulting from a failure to meet conditions of fundir is the responsibility of the Head of School or Director of Professional Service, and charged against the funds of the School or Division. 3.34 Approves income recognition policies | Financial Regs 4.10 | | | | | | | | | | | | | | | | D | | | | | | | | | | |
| | | Reg 10. Annex 1(4(a) Financial Regs 4.11 | | D | | | | | | | | | | | | | | | | | | | | | | | | |
| | Approves long term borrowing, Approves Borrowing Policy 3.36 To approve the appointment of bankers and of provision of the bank mandate. | Financial Regs4.14 ; Organisation of the | | D | | | | | | | | | | - | | + | | | | | | | | | | | | |
| | to approve a strategy for borrowing, investing and raising funds. 3.37 Approves the issuance of guarantees, letters of comfort, lease and hire purchase contracts for equipment or other equivalent assets valued in excess of delegated to the contracts for equipment or other equivalent assets and the contracts for equipment or other equivalent assets. | | | | D | | | | | | | | | | | | + | D | | | | | | | | | | |
| | authority. 3.38 To sell, buy, exchange, lease, and accept leases of real and personal property of the first of the second property of th | on Reg 5.24 (k) | | D | | | | | | | | | | + | | + | | | | | | | | | | | | |
| | behalf of the University. 3.39 Implementing the University's banking arrangements | Financial Regs 4.13 | | | | | | | | | H | | | + | | | | D | | | | | | | | | | |
| | 3.40 Ensure all bank accounts are subject to regular reconciliation and the appropriate investigation and follow up of large or unusual items | Financial Regs 4.13 | | | | | | | | | | | | | | | | D | | | | | | | | | | |
| | 3.41 To borrow money from time to time on behalf of the University and for that of any other purpose, if Council think fit, to mortgage or charge all or part of the property of the University, whether real or personal, and to give such other security as Council shall think fit. | 1 | | D | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.42 Approves all write-offs over £10k | Financial Regs APP1 Tbl2 | 2 | | | | | | | | | | | | | D | | | | | | | | | | | | |
| | 3.43 Approves all write-offs up to £10k 3.44 Approval of all donations >£1m | Financial Regs APP1 Tbl2 Donations Policy S7.1 | 2 | | | | | | | | | | | | | | D | D | | | | | | | | | | |
| | 3.44 Approval of all donations >£1m 3.45 Approval of all donations between £100k & £1m, together with Director of | Donations Policy 37.1 | | | | | | | | | $ \cdot $ | | | \perp | | | | | | D | | | | | | | | |
| | Development and Alumni Relations and Director of Finance | Donations Policy S7.1 | | | | | | | | | | | | | | D | | | | | | | | | | | | |
| | 3.46 Maintaining arrangements for the prevention of money laundering. | Financial Regs 4.15 | | | | | | | | | | | | | | | | D | | | | | | | | | | |
| 4. Legal matters | 4.1 Approval of freehold & long leaseshold land and building acquisition or disposed in the second s | Financial Regs 9.5 | | D* | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4.2 Approval of acquisition or disposal of freehold and long leasehold land and buildings wi a cash impact of >5m where one of the following is met: acquisition or disposal is not with the University's Strategy; first time use of an implementation route not used by th University before; it is the formal assessment of UEG that the risk profile exceeds the normal University risk appetite. | | | D* | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4.3 Granting leases or licences for the use of University space for any purpose, or authorise the appropriate Head of School or Director of Professional Services give such written approval. | o Financial Regs 9.6.1 | | | | | | | | | | | | | | | D | | | | | | | | | | | |
| | 4.4 To enter into, vary, carry out or cancel contracts on behalf of the University. | Reg 5.24(n) | | D | | | | | | | | \perp | | | | | | | | | | | | | | | | |
| 5. Audit and Risk | 5.1 Approve the University's risk register. | Financial Regs 10.1 | | D | | | | | | | | | | | | | | | | | | | | | | | | |

| Scheme of delega | tion | | | | | | | | | | | | Boa | rd/C | omm | ittee | s/Pers | sonne | el | | | | | | | | |
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| | reserved/cannot be delegated further) responsible person or committee | | | | С | ouncil | l Com | nmitte | ees | | Sei | nate C | ommit | ttees | | Unive | rsity Ex | cecutiv | e | Cor | UEG mmitte | ees | | (| Other | | |
| Themes | Ref Key areas of activity | Source Organization of the | See Note | Council | Strategic Performance & Resources | Audit and Risk | Nominations | Remuneration | Brighton and Sussex Medical School Joint Board | Senate | Teaching and Learning | Research and Knowledge Exchange | Honorary Degrees Student Discipline | 1 2 | Vice Chancellor | Registrar and Secretary ** | Director of Finance | Director of HR | University Executive Group (UEG) | People and Organisation Development | Health, Safety and Environment | Equality and Diversity | Director of Research and Enterprise | Director of Estates and Facilities Management | Director of IT Services | Information Services Committee (ISC) | Members of staff |
| | 5.2 To agree, with the auditors, the nature and scope of the external audit and all relevant reports from the external auditors and others authorised to audit the University's accounts | Organisation of the University | | | | D | | | | | | | | | | | | | | | | | | | | | |
| | 5.3 Approve non-audit work undertaken by the Auditors | Organisation of the University | | | | D | | | | | | | | | | | | | | | | | | | | | |
| 6. Strategy/Policies | 6.1 Approval of strategic statements, or statements complying with statutory requirements. | Reg 10. Annex 1 (4(a)) | | D* | | | | | | | | | | | | | | | | | | | | | | | |
| 7. Teaching, Learning & | To approve or recommend to Council as appropriate policies and procedures in relation to key regulatory / legislative responsibilities such as data protection, anti-bribery, whistleblowing, fraud, information security, Competition and Markets Authority "CMA" and United Kingdom Visas and Immigration "UKVI". 7.1 To direct and regulate the instruction and teaching within the University and the | Organisation of the University | | | | D | | | | | | | | | | | | | | | | | | | | | |
| Research matters | examinations held by the University, subject to the Statutes and Regulations and to the authority of Council. | | | | | | | | | D | | | | | | | | | | | | | | | | | |
| | 7.2 To authorise the award of Degrees, including Honorary Degrees, Diplomas, Certificates and other distinctions to persons who have satisfied the conditions for the award thereof as prescribed in the Regulations. (For BSMS awards see Note 1) | Reg 4.3(b) | 1 | | | | | | | D | | | | | | | | | | | | | | | | | |
| | 7.3 To prescribe the circumstances in which a student may be required or permitted to withdraw temporarily or permanently and either conditionally or unconditionally from all or any part of his or her course on grounds other than disciplinary grounds. | Reg 4.3(c) | | | | | | | | D | | | | | | | | | | | | | | | | | |
| | 7.4 on what it shall deem to be good cause and after a report to Council, to deprive persons of any Degrees or other distinctions conferred on them and to revoke any Diplomas or Certificates granted to them by the University provided that no person shall be deprived of any Honorary Degree except with the approval of Council. | | | | | | | | | D | | | | | | | | | | | | | | | | | |
| | 7.5 On what it shall deem to be good cause and after a report to Council and with Council's approval deprive a person of any Honorary Degree. | Reg 4.3(d) | | D | | | | | | D | | | | | | | | | | | | | | | | | |
| | 7.6 To promote research within the University and to require reports from time to time on such research. | Reg 4.3(e) | | | | | | | | D | | | | | | | | | | | | | | | | | |
| | 7.7 To be responsible with Council and through the Librarian for the administration of the University Library. | Reg 4.3(f) | | | | | | | | D | | | | | | | | | | | | | | | | | |
| | 7.8 To appoint, remove or suspend examiners (see exceptions in Note 2). | Reg 4.3(g) | 2 | | | | | | | D | | | | | | | | | | | | | | | | | |
| | 7.9 To regulate subject to the general approval and control of Council the discipline of the students of the University. | Reg 4.3(m) | | | | | | | | D | | | \dagger | | | | | | | | | | | | | | |
| | 7.10 To regulate the admission of persons to the University, and to courses of study in the University. | Reg 4.3(n) | | | | | | | | D | | | | | | | | | | | | | | | | | |
| | 7.11 to prescribe the academic dress to be worn by the various officers and members of the University, and the occasions on which it shall be worn. | Reg 4.3(o) | | | | | | | | D | | | | | | | | | | | | | | | | | |
| | 7.12 Determine the title of awards, the minimum credits to be achieved in order to obtain an award, and the maximum time allowed, from date of first registration for a student to be eligible for an award. (For exceptions see Note 3) | Reg 16.76 - 78 Reg 17.21 - 22 Reg 21.45 - 48 | 3 | | | | | | | | D | | | | | | | | | | | | | | | | |
| | 7.13 Confer Honorary Degrees and other distinctions (for exception see Note 4) | Reg 26.11 | 4 | | | | | | | D | | | | | | | | | | | | | | | | | |
| | 7.14 To award fellowships, the Gold Medals for Philanthropy or global impact in academic or social life. | Reg 26.7(b) and 26.7(c) | | | | | | | | | | ı | D | | | | | | | | | | | | | | |

| Scheme of delegation | on | | | | | | | | | | | | В | oard | l/Cor | nmit | tees | /Pers | onne | e l | | | | | | | | |
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| - | served/cannot be delegated further) esponsible person or committee | | | | Co | ouncil | Com | mitte | es | | S | enate | Comr | mitte | es | 1 | Univers | sity Exc | ecutive | | | UEG nmitte | es | | (| Other | | |
| Themes | | Source | See Note | Council | Strategic Performance & Resources | Audit and Risk | Nominations | | Brighton and Sussex Medical School Joint Board | Senate | Teaching and Learning | Research and Knowledge Exchange | Honorary Degrees | Student Discipline | Committee on Criminal Convictions | Vice Chancellor | Registrar and Secretary ** | Director of Finance | Director of HR | University Executive Group (UEG) | People and Organisation Development | Health, Safety and Environment | Equality and Diversity | Director of Research and Enterprise | Director of Estates and Facilities Management | Director of IT Services | Information Services Committee (ISC) | Members of staff |
| | 7.15 To institute, after report from the Senate, Professorships, Readerships, Lectureships and other academic offices and to appoint persons to fill the same. | Reg 5.24(a) | | D | | | | | | | | | | | | | | | | | | | | | | | | |
| | 7.46 To under any district for account within the University | Reg 5.24(b) | | D | | | | | | | | | | | | | | | | | | | | | | | | |
| | progress with the Heads of Schools; to refer matters of research governance to Research Governance Committee for consideration. | Organisation of the University | | | | | | | | | | D | | | | | | | | | | | | | | | | |
| | 7.18 To disburse funds for research and knowledge exchange as may be allocated by Council; | Organisation of the University | | | | | | | | | | D | | | | | | | | | | | | | | | | |
| | | Organisation of the University | | | | | | | | | | D | | | | | | | | | | | | | | | | |
| | 7.20 To appoint a Librarian who shall be responsible to the Vice-Chancellor for the | Reg 5.24(d) | | D | | | | | | | | | | | | | | | | | | | | | | | | |
| | 7.21 To fix all University fees but in the case of academic fees charged to students | Reg 5.24(e) | | D | | | | | | | | | | | | | | | | | | | | | | | | |
| | 7.22 To prescribe, subject to any conditions made by the Founders and to any diretcions of Council, the terms and conditions of competition for Fellowships, | Reg4.3((I) | | | | | | | | D | | | | | | | | | | | | | | | | | | |
| 8. Health and safety matters | 8.1 Ensuring adequate arrangements for the implementation of the Health and Safety Policy. | Reg 10. Annex 1 (6(a)) | | D* | | | | | | | | | | | | | | | | | | | | | | | | |
| o. Health and surety matters | 8.2 Recommend the University's Health and Safety Policy | Organisation of the University | | | | | | | | | | | | | | | | | | | | D | | | | | | |
| | 8.3 Approve the policies and procedures to ensure the health and safety of all members of staff, students and of visitors whilst they are in the University park, | Organisation of the University | | | | | | | | | | | | | | | | | | | | D | | | | | | |
| | I from sub-committees, Schools and the Professional Services, and (ii) audit | Organisation of the University | | | | | | | | | | | | | | | | | | | | D | | | | | | |
| | and safety matters detailed in its terms of reference | Organisation of the University | | | | | | | | | | | | | | | | | | | | D | | | | | | |
| 9. Monitoring | | Reg 10. Annex 1 (7(a)) | | D* | | | | | | | | | | | | | | | | | | | | | | | | |
| | 9.2 Monitoring the effectiveness of Council. | Reg 10. Annex 1 (7(b)) | | D* | | | | | | | | | | | | | | | | | | | | | | | | |
| | 9.3 Review and recommend changes to the Council Code of Conduct | Organisation of the University | | | | | D | | | | | | | | | | | | | | | | | | | | | |
| | 1 1 '' | Organisation of the University | | | | D | | | | | | | | | | | | | | | | | | | | | | |
| 10. Council appointments | 10.1 Appointment of the Chair of Council. | Reg 10. Annex 1 (8(a)) | | D* | | | | | | | | П | | | | | | | | | | | | | | | | |
| | 10.2 Appointment of the Vice Chair of Council. | Reg 10. Annex 1 (8(b)) | | D* | | | | | | | | | | | | | | | | | | | | | | | | |
| | 10.3 Appointment of Council members. | Reg 10. Annex 1 (8(c)) | | D* | | | | | | | | | | | | | | | | | | | | | | | | |

| Scheme of delegation | on | | | | | | | | | | | | Boa | rd/Co | ommi | ttees | /Pers | onne | ı | | | | | | | |
|--|---|--|-------------|---------|-----------------------------------|----------------|-----|--------|---|--------|-----------------------|---------------------------------|--|-----------------------------------|-------|----------------------------|---------------------|----------------|----------------------------------|-------------------------------------|--------------------------------|------------------------|-------------------------------------|---|-------------------------|---|
| • | served/cannot be delegated further) esponsible person or committee | | | | c | ouncil | Com | nmitte | es | | Sei | nate C | ommit | tees | | Unive | sity Ex | ecutive | ! | | UEG nmitte | es | | Oth | her | |
| | | | | | | | | | | | | T | | | | | | | | ıt | | | | | | |
| Themes | Ref Key areas of activity 10.4 To appoint independent members of Council on to Committees or Task Groups. | Source Organisation of the | See Note | Council | Strategic Performance & Resources | Audit and Risk | | | Brighton and Sussex Medical School Joint Board | Senate | Teaching and Learning | Research and Knowledge Exchange | Honorary Degrees Student Discipline | Committee on Criminal Convictions | ellor | Registrar and Secretary ** | Director of Finance | Director of HR | University Executive Group (UEG) | People and Organisation Development | Health, Safety and Environment | Equality and Diversity | Director of Research and Enterprise | Director of Estates and Facilities Management | Director of IT Services | Information Services Committee (ISC) Members of staff |
| | 10.5 To appoint independent members of Council to oversee significant projects. | University Organisation of the | | | | | D | | | | + | + | + | | | | | | | | | | | | | + |
| | 10.6 Appointment of the Chancellor. | University Reg 10. Annex 1 (8(d)) | | D* | | | D | | | H | | + | + | | | | | | | | | - | | | | |
| | 10.7 Removal of the Chancellor. | | | | | | | | | | | | - | | | | | | | | | | | | | |
| 11. University site and building and ICT matters | 11.1 To provide the buildings, premises, furniture and apparatus, and other means needed for carrying on the work of the University. | Reg 7.7 Reg 5.24 (I) | | D D | | | | | | + | | + | | | | | | | | | | | | | | |
| and ici matters | 11.2 Permit exemption(s)to the Regulations in respect of the open areas of the University Park. | Reg 29.2 | | | | | | | | | | | + | | | | | | | | | | | D | | |
| | 11.3 Permit large motor vehicles, exceeding one parking space, access the University Park | Reg 29.3(s) | | | | | | | | | | | | | | | | | | | | | | D | | |
| | 11.4 Withdrawal of rights to park in the University Park. | Reg 29.3(v) | | | | | | | | | | | | | | | | | | | | | | D | | |
| | 11.5 Authorise and renew the Information Security Policy | Reg 29.6.1e | | | | | | | | | | | | | | | | | | | | | | | D | |
| | 11.6 Authorise access to private information for operational reasons (and report to ISC annually) | Reg 29.6.1g | | | | | | | | | | | | | | | | | | | | | | D | , | |
| | Authorise legal access to users' private information to investigate suspected breaches of University Regulations or the law (and report to ISC annually) | Reg 29.6.1g | | | | | | | | | | | | | | D | | | | | | | | | | |
| | 11.8 Approve student residence fees | Financial Regs 4.2 | | D | | | | | | | | | _ | | | | | | | | | | | | 4 | |
| | 11.9 Approval to let property (NB - two approvals required) 12.1 Decisions on participation in national negotiations on salaries and other staffing | Financial Regs 4.5 | | | | | | | | | | | | | | D | D | | | | | | | | | |
| 12. Staffing matters | matters. 12.2 Approval of University pension schemes. | Reg 10. Annex 1(5(a)) | | D* | | | | | | | | + | | | | | | | | | | | | + | + | 4 |
| | 12.3 Appointment of the Vice-Chancellor. | Reg 10. Annex 1(5(b)) | | D* | | | | | | | | | | | | | | | | | | | | 4 | | |
| | 12.4 Dismissal of the Vice-Chancellor. | Reg 10. Annex 1(5(c)) | | D* | | | | | | | | | + | | | | | | | | | | | _ | + | |
| | 12.5 Appointment of the Pro-Vice-Chancellors. | Reg 37 Reg 10. Annex 1(5(d)) | | D D* | | | | | | | | - | + | | | | | | | | | | | | | |
| | 12.6 Appointment of the Deputy Vice Chancellor. | see note 6 | 6 | D* | | | | | | | | - | + | | | | | | | | | | | | + | + |
| | 12.7 Appointment of the Registrar and Secretary. | Reg 10. Annex 1(5(e)) | 0 | D* | | | | | | | | | + | | | | | | | | | | | | | |
| | 12.8 to agree items for escalation to University Executive Group and to approve an annual report for the Vice Chancellor to provide assurance to Council. | Organisation of the University | | | | | | | | | | | | | | | | | | | | D | | | | |
| | 12.9 To determine the principles and strategy for the reward of all staff. | Organisation of the University | | | | | | D | | | | | | | | | | | | | | | | | | |
| | to recommend to the University Executive Group the University's Equality and Diversity Strategy for Students and Staff; 12.11 To recommend to the University Executive Group and monitor the | Organisation of the University Organisation of the | | | | | | | | | | | | | | | | | | | | D | | | | |
| | implementation of the University's People Strategy 12.12 To recommend matters of policy with respect to employment and related | University Organisation of the | | | | | | | | | | + | | | | | | | | D D | | | | | + | + |
| | matters 12.13 To determine the remuneration of all Officers of the University (Vice-Chancellor, Deputy Vice-Chancellor, Pro Vice-Chancellors, Chief Operating Officer and Secretary) either on appointment or in post. | University Organisation of the University | | | | | | D | | | | | | | | | | | | | | | | | | |
| | To determine the framework for the remuneration (including PRP) of all Heads of School, Professional Services Directors at grade 10, the Librarian, and the Professoriate, either on appointment or in post; and to receive reports on the application of this. | Organisation of the University | | | | | | D | | | | | | | | | | | | | | | | | | |

| Appendix 1 | L! | | | | 1 | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------|-------|--|---------------------------------------|-------------|---------|-----------------------------------|----------------|-------------|---------|---|--------|-----------------------|---------------------------------|--------------------|-----------------------------------|-----------------|----------------------------|---------------------|----------------|----------------------------------|-------------------------------------|--------------------------------|------------------------|-------------------------------------|----------------------------|-------------------------|--------------------------------------|------------------|
| Scheme of delega | tion | | | | | | | | | | | | | Boa | rd/Co | mmi | ttees | /Pers | onne | el | | | | | | | | |
| - | | d/cannot be delegated further) sible person or committee | | | | (| Counci | l Con | mmittee | es | | Sei | nate Co | ommit | tees | | Univer | sity Ex | ecutive | | l | UEG nmittee | es | | | Other | | |
| Themes | | Key areas of activity To determine individually negotiated termination packages for staff in the University Executive Group and any staff whose salary is in excess of the level specified by HEFCE in its Guidance on Severance Payments to Senior Staff in Higher Education Institutions. | Source Organisation of the University | See Note | Council | Strategic Performance & Resources | Audit and Risk | Nominations | 1 01 | Brighton and Sussex Medical School Joint Board | Senate | Teaching and Learning | Research and Knowledge Exchange | Student Discipline | Committee on Criminal Convictions | Vice Chancellor | Registrar and Secretary ** | Director of Finance | Director of HR | University Executive Group (UEG) | People and Organisation Development | Health, Safety and Environment | Equality and Diversity | Director of Research and Enterprise | f Estates and Facil ent | Director of IT Services | Information Services Committee (ISC) | Members of staff |
| | 12.16 | To determine the complement of the Professional Services staff, to prescribe their conditions of employment and to appoint persons to, and to remove persons from, employment as members of the Professional Services staff. | Reg 5.24(h) | | D | | | | | | | | | | | | | | | | | | | | | | | |
| 13. Other appointments | 13.1 | To appoint members of the University to serve on relevant bodies outside the University. | Organisation of the University | | | | | D | | | | | | | | | | | | | | | 7 | | | | | |
| | 13.2 | To appoint members to Court (Sussex Annual Forum) in accordance with the Regulations for Court as required. | Organisation of the University | | | | | D | | | | | | | | | | | | | | | | | | | | |
| | 13.3 | Appoint the Grievance Appeal Panel (grievance procedure) | Reg 30.C.3.3 | | | | | | | | | | | | | D | | | | | | | 7 | | | | | |
| | 13.4 | Appoint the Disciplinary Panel | Reg 31.18.2 | | | | | | | | | | | | | D | | | | | | | \exists | | | | | |
| | 13.5 | Appoint the Disciplinary Appeal Panel | Reg 31.26.1 | | | | | | | | | | | | | D | | | | | | | | | | | | |

Notes

- 1 (a) The conferment of the research degree of the Brighton Sussex Medical School (BSMS) is set out in Regulation 19.16
- (b) Regulation 4 to be amended giving Senate sole authority to approve Honorary Degrees
- 2 (a) External examiners for the Common Professional Examination in Law are approved by the Joint Academic Stage Board (per Reg 20.15)
- (b) External examiners for the degree of Master of Philosophy and or Doctor of Philosophy are appointed by the Chair or Vice-Chair of the Research Degree Examination Board (23.57)
- (c) External examiners for the Doctor of Education and the Doctor of Social Work are to be appointed by the Chair or Vice-Chair of a Professional Doctorate Examination Board (Reg 24.55)
- (d) The Joint Approval Review Board (JARB) approves external examiners for the Brighton and Sussex Medical School, on behalf of Senate (University of Sussex) and the the Academic Board (University of Brighton)
- 3 (a) The title of awards and courses for Degrees of Master of Philosophy and Doctor of Philosophy shall be determined by the Doctoral Studies Committee (Reg 23.59)
- (b) The title of awards and courses for Professional Doctorates and Exit Awards shall be determined by the Doctoral School Board (Reg 24.57)
- (c) The title of courses for Awards taught at affliated instittuions and validated by the University shall be determined by the Collaborative provisions committee (Reg 17.20)
- (d) See Reg 18 and Reg 19 for BSMS.
- 4 In extraordinary cases where there are reasons which make it necessary to act quickly in offering an honorary degree to a distinguished person and there is insufficient time for Senate to meet, the Chair should have power to approve the recommendation on behalf of Senate (Reg 26.12)
- 5 Except the BSMS Programme Examination and Assessment Regulations and the Postgraduate Taught Examination and Assessment Regulations which is updated by the Joint Approval and Review Board on behalf of the Senate of the University of Sussex and the Academic Board of the University of Brighton.
- 6 This will be added to Regulation 10, which is currently being updated.