

DE MONTFORT UNIVERSITY SCHEME OF DELEGATION

Introduction

This document seeks to record where delegation rests within the university for particular types of decision made in the name of, or on behalf of, the university. This document is owned by the Board of Governors. A Table of Delegations is attached at Schedule 1. No such schedule can be absolutely comprehensive but, in addition to explicitly locating the locus of authority for specific categories of decision, the schedule also forms a frame of reference through which questions about other types of decision may be resolved.

Note that the schedule below purports only to identify responsibility for the final (“ratification”) stage of decision-making, and not, for example, responsibility for formulating strategic, policy and business proposals (which typically lies with the University Leadership Board).

Framework and principles of delegation

1. As the governing body of the university the Board of Governors is responsible for:
 - the oversight of the conduct of the affairs of the university;
 - the oversight of the management and administration of the revenue and property of the university;
 - establishing a framework for the pay and conditions of staff; ensuring that there are in place policies and procedures for dealing with staff performance, discipline, dismissal and grievance, as well as ensuring adherence to the Dignity at Work policy;
 - ensuring that there are in place terms and conditions for students and policies and procedures for dealing with student discipline, complaints and academic appeals;
 - ensuring that the students’ union operates in a fair and democratic manner and is accountable for its finances;
 - ensuring freedom of speech within the law is guaranteed on university premises for staff and students of the university and for visitors;
 - ensuring academic freedom within the law;
 - the health safety and wellbeing of employees, students and others while on the university’s premises;
 - for monitoring its own effectiveness;
 - the appointment, assignment, grading, appraisal, suspension, dismissal and determination of the pay and conditions of service of members of the University Leadership Board, including the Registrar (Academic) and Secretary to the Board to the Board of Governors;

- creating a governance structure for the university, subject to the [Instrument and Articles of Government](#); and
 - the custody and use of the seal of the university.
2. The Board of Governors may establish committees for any purpose or function and may delegate its powers to those committees or to the Chair of the Board of Governors or to the Vice-Chancellor. However, it cannot delegate decisions on the following matters, and these will be reserved for decision by the full Board of Governors:
- the determination of the educational character or mission of the university;
 - the responsibility for ensuring the solvency of the university and for safeguarding its assets, including but not limited to the approval of the annual budget and accounts of the university; and
 - the making of, alteration, amendment or addition to the [Instrument and Articles of Government](#).
3. In accordance with clause 2 above, the Board of Governors has established the following committees whose terms of reference are set out in the relevant [Standing Orders](#):
- Finance and Performance Committee
 - People and Culture Committee
 - Audit and Risk Committee
 - Nominations Committee
 - Remuneration Committee
4. As the academic authority of the university, the Academic Board shall oversee the scholarly activities of the university. The Academic Board will have such functions, categories of membership and terms of office as are approved by the Board of Governors and shall normally be chaired by the Vice-Chancellor. An independent member of the Board of Governors shall be an attendee of the Academic Board, to act primarily as an observer to build a strong link between the two bodies.
5. As the chief executive and senior academic officer of the university, the Vice-Chancellor is responsible to the Board of Governors within the framework laid down by the [Instrument and Articles of Government](#), the requirements of the Office for Students (OfS) Terms and Conditions of Funding for Higher Education Institutions, the Committee of University Chairs (CUC) Higher Education Code of Governance, the university's [Financial Regulations](#), and this Scheme of Delegation, for the operational management of all aspects of the university's work. The Vice-Chancellor may delegate, and in practice has delegated, responsibility for specific aspects of the university's management to members of the University Leadership Board (or to other members of management as appropriate), but retains ultimate responsibility for their work.
6. The Vice-Chancellor is designated by the Board of Governors to be the Accountable Officer for the university and reports to the OfS on behalf of the university. As such, the Vice-Chancellor is personally responsible to the Board of Governors for ensuring compliance with the terms of the OfS Terms and Conditions of Funding for Higher Education Institutions and providing the OfS with assurances to that effect.
7. The members of the University Leadership Board are responsible to the Board of Governors (through the Vice-Chancellor) for the leadership and overall management of their respective faculties and directorates in accordance with their job descriptions

and the policies and [Financial Regulations](#) of the university. They may delegate responsibility for specific aspects of faculty or directorate management to the heads of school and/or other members of the relevant faculty executive or directorate management team but retain ultimate responsibility for the management of their faculty or directorate.

8. Should any matter or decision arise that is within the delegated authority of an individual or body but to which a sensitive, political, reputational or other similar issue is attached or suspected, the decision should be referred to the appropriate (normally higher) level and, ultimately, to the Board of Governors as per entry 1.15 in the Table of Delegations. If there is any doubt as to the appropriate decision-making level, advice should be sought from the Registrar (Academic) and Secretary to the Board.

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#	ACTION	FINAL AUTHORITY	DELEGATION	NATURE OF DELEGATION AND PROCESS <i>It should be stated here whether any other senior bodies/individuals other than those set out in the 'Delegation' column are involved in the governance process.</i>
1	GOVERNANCE, MANAGEMENT AND CONTROL			
1.1	Amendments to the Instrument and Articles of Government	Board of Governors	Audit and Risk Committee	
1.2	Amendments to the Scheme of Delegation	Board of Governors	Audit and Risk Committee, where the amendments have a material effect on the substance of the item.	Significant amendments are reviewed by the Audit and Risk Committee for recommendation for approval by the Board of Governors.
			Registrar (Academic) and Secretary to the Board, where amendments are minor and have no material effect on the substance of the item.	Minor amendments are made by the Registrar (Academic) and Secretary to the Board and noted by the Audit and Risk Committee and the Board of Governors. <i>Minor amendments may include, but are not limited to, changes to job titles, committee/group names, updates to reflect revised processes/policies etc.</i>
1.3	Amendments to the Standing Orders	Board of Governors	Audit and Risk Committee, where the amendments have a material effect on the substance of the Standing Order.	Significant amendments are reviewed by the Audit and Risk Committee for recommendation for approval by the Board of Governors.
			Registrar (Academic) and Secretary to the Board, where amendments are minor and have no material effect on the substance of the Standing Order.	Minor amendments are made by the Registrar (Academic) and Secretary to the Board and noted by the Audit and Risk Committee and the Board of Governors. <i>Minor amendments may include, but are not limited to, changes to job titles, committee/group names, updates to reflect revised processes/policies etc.</i>
1.4	Execution of responsibilities of the Chancellor	Chancellor	Pro-Chancellors	Ceremonial responsibilities of the Chancellor can be delegated to Pro-Chancellors or other individuals so nominated by the Vice-Chancellor, if the Chancellor is unavailable.
1.5	Execution of responsibilities of the Vice-Chancellor subject to university policies and procedures.	Vice-Chancellor	Deputy Vice-Chancellors (Education, Equalities and Student Experience; Planning, Research and Innovation)	Depending always on the issue in question, the Deputy Vice-Chancellors (Education, Equalities and Student Experience; Planning, Research and Innovation) may exercise such functions of the Vice-Chancellor as may be appropriate, either at their request, in their absence, or during a vacancy in the post of the Vice-Chancellor.
1.6	Execution of Responsibilities of the Pro Vice-Chancellors including Pro Vice-Chancellor/Deans	Pro Vice-Chancellors	Associate Pro Vice-Chancellors, Deputy Deans or relevant Chief Professional Services Officers or Directors	If the relevant faculty/department has an Associate Pro Vice-Chancellor, Deputy Dean, or Director, they may exercise any of the functions of the Pro Vice-Chancellor/Dean either at their request, in their absence, or during a vacancy in the post of the Pro Vice-Chancellor/Dean.

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				Alternatively, in the absence of a Deputy Dean/Director or during a vacancy in the office, another senior member of staff chosen by the Vice-Chancellor may exercise the functions of the Pro Vice-Chancellor/Dean.
1.7	Execution of responsibilities of the Academic Board	Academic Board	Vice-Chancellor	Academic Board members will seek advice from other colleagues across the university as required to inform their decisions - but their responsibilities as members of the Academic Board are not delegated.
			Deputy Vice-Chancellors (Education, Equalities and Student Experience; Planning, Research and Innovation)	An independent member of the Board of Governors shall be an attendee and observer of the Academic Board, with the specific remit of ensuring a strong link between the Academic Board and the Board of Governors.
			Designated Academic Board sub-committees, in accordance with the terms of reference of the Academic Board.	
1.8	Execution of responsibilities of the University Leadership Board	University Leadership Board	Members of the University Leadership Board, in accordance with the terms of reference of the University Leadership Board	University Leadership Board members will seek advice from other colleagues across the university, as required, to inform their decisions - but their responsibilities as members of the University Leadership Board are not delegated.
1.9	Execution of responsibilities of the Board of Governors	Board of Governors	Chair of the Board	The Chair may act on behalf of the Board of Governors in matters that would not normally merit discussion at a Board of Governors' meeting or in cases where there is justifiable urgency, as specified within the Chair's Action entry in the Standing Orders . Such decisions are reported to the board at its next ordinary meeting.
			Board of Governors committees, as specified	The Board of Governors delegates certain responsibilities to its committees, as defined within their respective terms of reference and as set out in this document.
1.10	Execution of responsibilities of the Secretary to the Board of Governors	Registrar (Academic) and Secretary to the Board	Deputy Secretary	The Registrar (Academic) and Secretary to the Board may nominate the Deputy Secretary and/or Governance Team to exercise the administrative and ancillary functions of the Secretary on their behalf.
			Governance Team	
1.11	Use of the University Seal	Board of Governors	Registrar (Academic) and Secretary to the Board	The Registrar (Academic) and Secretary to the Board will report to the Board of Governors at each of its ordinary meetings on the use of the University Seal. The application of seal of the university is referenced in the Instrument and Articles of Government . The process for executing a Deed is set out in the Standing Orders .
1.12	Constitution and terms of reference	Parent committee/board	Sub-committees/groups of the parent committee/board	All committees approve their constitutions and terms of reference on an annual basis. Amendments may also be made in-year, as required. These are then submitted to the parent committee/board for endorsement.
1.13	Effectiveness reviews of the Board of Governors and its committees	Board of Governors		The Board of Governors will work with the Registrar (Academic) and Secretary to the Board of Governors to plan and conduct Governance Effectiveness Reviews at least every three years, in accordance with

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				<p>the Committee of University Chairs' Higher Education Code of Governance.</p> <p>Effectiveness reviews of academic governance should be reported to the Board of Governors by the Academic Board but the responsibility for the arrangements for such reviews lies with the Academic Board.</p>
1.14	Register of Interests and Related Party Transactions	Board of Governors	Registrar (Academic) and Secretary to the Board	<p>The Governance Team will conduct an annual update of the registers of interests, which are published on the university website. This annual checkpoint will also include completion of the Related Party Transaction declarations and, once every three years, the Fit and Proper Person declarations, as appropriate.</p> <p>Members of the Board of Governors, University Leadership Board and Academic Board are responsible for the accuracy of their declarations and for providing details of any changes in their circumstances in a timely fashion, both at the annual checkpoint and throughout the year as necessary to the Governance Team.</p>
		University Leadership Board		
		Academic Board		
1.15	Identification of matters of ethical concern or activity that may lead to material adverse reputational risk to the university.	Board of Governors	University Leadership Board and committees of the Board of Governors, as appropriate	<p>The committees or University Leadership Board will usually be responsible for the identification of risk.</p> <p>Where, in the view of the University Leadership Board there are issues of ethical concern or the potential for material adverse reputational risk, matters will be escalated to the Board of Governors or one of its committees, as appropriate, to enable more detailed consideration of the matter. This may include:</p> <ul style="list-style-type: none"> • Corporate policies • Novel or contentious matters • Matters involving a high risk of legal challenge • Matters of a financial nature that fall outside of the delegations to the Finance and Performance Committee as set out in this scheme • Any formal association/affiliation/partnership <p>Committees of the Board of Governors maintain the authority to refer matters falling within this category to the full Board of Governors. This action should be dealt with in a spirit of openness and transparency.</p>

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2	STRATEGY AND POLICY DEVELOPMENT			
	All substantive policies as identified within the policy framework – Academic Board (academic policies) and University Leadership Board (all other policies)			
2.1	Approval of university mission and vision statements, strategic plans and associated strategies	Board of Governors		<p>The approval process will be led by the University Leadership Board.</p> <p>The documents to be approved will be routed via staff consultation (where relevant), engagement with other relevant university committees and by discussion and approval at University Leadership Board.</p> <p>Strategies relating to People Services, Estates, and Finance are routed via the People and Culture and Finance and Performance Committees, respectively.</p>
2.2	Approval of university Information Technology strategies, priorities, and investment decisions	University Leadership Board	Strategic Portfolio and Investment Committee (for investment decisions in line with approval limits set out in this scheme)	University technology strategies and priorities are set at University Leadership Board. Strategic Portfolio and Investment Committee agrees investments up to the limits of its financial decision making.
2.3	Approval of university Information Technology Policies	University Leadership Board (for approval)	Information Governance and Cyber Security Committee	The Information Governance and Cyber Security Committee implements the review, creation and deletion of IT security, data and data protection related policies, and recommends these policies for final approval by the University Leadership Board.
2.4	Approval of Accounting Policies	Board of Governors	Finance and Performance Committee	Annual review of accounting policies related to the Annual Accounts.
2.5	Approval of Financial Regulations and key financial policies	Board of Governors	Finance and Performance Committee	The process will be led by the Executive Director of Finance and Procurement.
2.6	Approval of the Annual Financial Statements and Accountability Return to the Office for Students	Board of Governors	Audit and Risk Committee (for the Annual Financial Statements)	<p>The approval process for the Annual Financial Statements will be led by the Executive Director of Finance and Procurement.</p> <p>The Audit and Risk Committee will consider the financial statements in the presence of the external auditor and recommend the statements to the Board of Governors for approval. All other items within the returns are reviewed and approved by the Board of Governors only.</p> <p>The Finance and Performance Committee receives the Annual Financial Statements for noting.</p>
2.7	Approval of Risk and Enterprise Resilience Policy	Board of Governors	Audit and Risk Committee	Routed via the University Leadership Board.

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2.8	Approval of contractual policies that impact on the key terms and conditions for staff (e.g. policies relating to staff disciplinary)	University Leadership Board	New People Committee (name tbc)	<p>The University Leadership Board will be advised by Chief Professional Services Officers, other directors and lead authors of corporate policies as may be required.</p> <p>The new People Committee (name tbc) implements the review, creation and deletion of contractual policies that impact on the key terms and conditions for staff and recommends these policies for final approval by the University Leadership Board.</p> <p>The University Leadership Board considers for approval significant amendments, which are submitted to the People and Culture Committee for noting to provide assurance of the appropriate management of policies.</p>
2.9	Approval of contractual policies that impact on the key terms and conditions for students	University Leadership Board		The University Leadership Board will be advised by the Chief Professional Services Officers, or other directors and lead authors of corporate policies, as may be required.
2.10	Approval of key policies that impact the environment for students	<p>Academic Board for academic matters</p> <p>University Leadership Board for other matters</p>		Academic Board will be advised by the Chief Professional Services Officers, other directors and lead authors of corporate policies, as may be required.
2.11	Compliance with relevant frameworks of operation, and legislation, and regulatory requirements	Board of Governors (monitoring for assurance purposes)	Committees of the Board of Governors, in accordance with their respective constitutions (monitoring for assurance purposes)	The Board of Governors and its committees have ultimate responsibility for ensuring that the university is fully compliant with relevant frameworks of operation, legislation and regulatory requirements.
		University Leadership Board (approval of relevant operational matters and policies)		<p>Assurance on these matters is provided via reporting to the Board of Governors and/or its committees as appropriate.</p> <p>Approval of operational matters and policies relating to compliance with such frameworks of operation, legislation and regulatory requirements will normally be the responsibility of the University Leadership Board unless otherwise stated.</p> <p>Examples include, but are not limited to, relevant health and safety, and equality, diversity and inclusion legislation.</p>

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3	STAFFING MATTERS			
3.1	APPOINTMENTS			
3.1.1	Appointment of Chancellor	Board of Governors		A New Chancellor Search Committee will usually make a recommendation for appointment to the Board of Governors.
3.1.2	Appointment of Vice-Chancellor	Board of Governors		Supported by relevant senior staff and external advisors, as appropriate. The Board of Governors can appoint a 'search committee' comprising independent, student, and staff governors to conduct the search process, interview candidates and make a recommendation as to the appointment to the full Board of Governors.
3.1.3	Appointment, suspension and removal of members of the Board of Governors	Board of Governors	Nominations Committee	As stipulated in the relevant Standing Orders , with a final decision to be taken by the Board of Governors.
3.1.4	Appointment of heads of schools and academic departments	Vice-Chancellor	Deputy Vice-Chancellors (Education, Equalities and Student Experience; Planning, Research and Innovation) (or appropriate Pro Vice-Chancellor or Dean)	Supported by a representative from the People Services directorate. Those with delegated authority may exercise this function either at the request of, in the absence of, or during a vacancy in the post of, the Vice-Chancellor.
3.1.5	Appointment of the University Leadership Board members	Vice-Chancellor	Deputy Vice-Chancellors (Education, Equalities and Student Experience; Planning, Research and Innovation); Chief Professional Services Officers	Supported by a representative from the People Services directorate. Those with delegated authority may exercise this function either at the request of, in the absence of, or during a vacancy in the post of, the Vice-Chancellor.
3.1.6	Appointment of Registrar (Academic) and Secretary to the Board to the Board of Governors	Board of Governors		Supported by the Vice-Chancellor and the Executive Director of People Services.
3.1.7	Conferment and revocation of titles of Professors	Board of Governors	Vice-Chancellor	The appointment of a professor is made formally by the Vice-Chancellor, acting on the advice of the Academic Promotions Board
3.1.8	Appeals against rejection of application for titles of Professor	Board of Governors	Vice-Chancellor or Designated member of the Board of Governors, if initial decision included the Vice-Chancellor	In accordance with the guidance on Professorial Appointments at De Montfort University.
3.1.9	Appointment of members of the Board of Governors' committees	Board of Governors	Nominations Committee	In accordance with its constitution, recommendations for appointment are made by the Nominations Committee to the Board of Governors.

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3.1.10	Appointment of internal auditors	Board of Governors	Audit and Risk Committee	The appointment and terms of engagement are agreed by the Audit and Risk Committee.
3.1.11	Appointment of external auditors	Board of Governors	Audit and Risk Committee	The appointment and terms of engagement are agreed by the Audit and Risk Committee.
3.1.12	Approval of the Annual External Audit Plan and determination of the fee	Board of Governors	Audit and Risk Committee	Routed to the Audit and Risk Committee via the University Leadership Board. Audit and Risk Committee advises the Board of Governors on the approval.
3.1.13	Approval of the annual internal audit plan	Board of Governors	Audit and Risk Committee	Routed to the Audit and Risk Committee via the University Leadership Board. The Board of Governors notes the annual internal audit plan.
3.1.14	Approval of permissible non-audit services completed by the university appointed external auditors	Audit and Risk Committee	Chair of the Audit and Risk Committee, where necessary	In situations where such approval is time-critical for the university, decisions can be taken via Chair's action (SO 32). In such cases, any approvals will be reported by the Chair to the next meeting of the Audit and Risk Committee.
3.2	SUSPENSION, DISMISSAL AND APPEALS FOR SUBSTANTIVE¹ STAFF			
3.2.1	Suspension of the Vice-Chancellor	The Chair or Deputy Chair of the Board of Governors in accordance with the university's relevant Disciplinary Procedure.		All such action taken by must be reported to the Board of Governors within two working days. In accordance with the Disciplinary Procedure appropriate for Senior Staff.
3.2.2	Suspension of University Leadership Board members	Vice-Chancellor If the Vice-Chancellor is not appropriate, the Chair or Deputy Chair of the Board of Governors in accordance with the university's relevant Disciplinary Procedure		All such action taken must be reported to the Board of Governors within two working days or as soon thereafter as practicable. In accordance with the Disciplinary Procedure appropriate for Senior Staff.
3.2.3	Suspension of Registrar (Academic) and Secretary to the Board of Governors	Chair or Deputy Chair of the Board of Governors in accordance with the university's relevant Disciplinary Procedure		In accordance with the Disciplinary Procedure appropriate for Senior Staff.

¹ Staff who have completed their probation.

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3.2.4	Suspension of senior staff/professional services/non-academic staff	The relevant role holder in accordance with the university's relevant Disciplinary Procedure.		
3.2.5	Suspension of academic staff	The relevant role holder in accordance with the university's Disciplinary Procedure for academic staff on the single pay spine.		
3.2.6	Dismissal of the Vice-Chancellor	Panel of at least two independent governors supported by a senior HR adviser		In accordance with the Disciplinary Procedure appropriate for Senior Staff.
3.2.7	Dismissal of a University Leadership Board member	Disciplinary hearing chaired by the Vice-Chancellor		In accordance with the Disciplinary Procedure appropriate for Senior Staff.
		If the Vice-Chancellor is not appropriate (e.g. because the Vice-Chancellor made the decision to suspend) a panel of at least two independent governors supported by a senior HR adviser		
3.2.8	Dismissal of Registrar (Academic) and Secretary to the Board of Governors	Disciplinary hearing chaired by the Chair or Deputy Chair of the Board of Governors		In accordance with the Disciplinary Procedure appropriate for Senior Staff
3.2.9	Dismissal of senior staff/professional services/non-academic staff	The relevant role holder in accordance with the university's relevant Disciplinary Procedure.		
3.2.10	Dismissal of academic staff	The relevant role holder in accordance with the university's Disciplinary Procedure for academic staff on the single pay spine.		
3.2.11	Appeal by the Vice-Chancellor	Panel comprising at least two independent governors who have not previously been involved in considering the case supported by a senior HR adviser		In accordance with the relevant Disciplinary Procedure and the university's Instrument and Articles of Government .
3.2.12	Appeal by a University Leadership Board member	If the Vice-Chancellor was the Chair/Deciding Officer, then a panel of at least two independent governors		In accordance with the Disciplinary Procedure appropriate for Senior Staff.
		Where a panel of independent governors made the decision, a differently constituted panel comprising at least two independent governors, supported by a different senior HR adviser.		

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3.2.13	Appeal by Registrar (Academic) and Secretary to the Board of Governors	A panel comprising at least two independent governors supported by a senior HR adviser.		In accordance with the Disciplinary Procedure appropriate for Senior Staff.
3.2.14	Appeals by senior staff/professional services/non-academic staff	The relevant role holder in accordance with the university's relevant Disciplinary Procedure.		
3.2.15	Appeals by academic staff	The relevant role holder in accordance with the university's Disciplinary Procedure for academic staff on the single pay spine.		
3.3	DISMISSAL AND APPEALS FOR PROBATIONARY STAFF			
3.3.1	Dismissal of senior staff/professional services/non-academic and academic staff	Employee's line manager or relevant role holder in accordance with the university's Disciplinary Procedure for staff on the single pay spine if the dismissal is in relation to misconduct		In accordance with the university's Support, Review and Guidance Procedure for Employees Serving a Probationary Period Policy . Under this policy, this responsibility is delegated by the Vice-Chancellor to the employee's line manager.
3.3.2	Dismissal of academic staff	Employee's line manager or relevant role holder in accordance with the university's Disciplinary Procedure for staff on the single pay spine if the dismissal is in relation to misconduct.		
3.3.3	Appeals by senior staff/professional services/non-academic and academic staff	An appeals panel consisting of a Pro Vice-Chancellor and another member of the university's senior executive.		In accordance with the university's Support, Review and Guidance Procedure for Employees Serving a Probationary Period Policy .
3.3.4	Appeals by academic staff	An appeals panel consisting of a Pro Vice-Chancellor and another member of the university's senior executive or the relevant role holder in accordance with the university's Disciplinary Procedure for staff on the single pay spine if the dismissal is in relation to misconduct.		
3.4	SEVERANCE PAYMENTS			
3.4.1	Severance payments (namely any payment that an employee is not contractually entitled to) for the Vice-Chancellor.	Board of Governors	Remuneration Committee	The Remuneration Committee may propose severance payments for approval by the Board of Governors.
3.4.2	Severance Payments (namely any payment that an employee is not contractually entitled to) for members of the University Leadership Board.	Board of Governors	Remuneration Committee	The Remuneration Committee will determine such payments, and report to the Board of Governors for noting.

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3.4.3	Severance payments (namely any payment that an employee is not contractually entitled to) where the employee earns a basic FTE salary of more than £100,000 per annum or where the payment to the individual is more than £100,000.	Board of Governors	Remuneration Committee	The Remuneration Committee will determine such payments, and report to the Board of Governors for noting.
3.4.4	Severance payments (namely any payment that an employee is not contractually entitled to) for staff where the payment to the individual is less than £100,000, regardless of earnings.	Vice-Chancellor: £50k-£100k	Executive Director of People Services: up to £50k	<p>The Executive Director of People Services may propose severance payments of more than £50,000 for the approval of the Vice-Chancellor. The Deputy Director of People Services may deputise for the Executive Director of People Services as required.</p> <p>All such payments shall be in line with the university's applicable policies such as the Redundancy Payments Policy, as amended from time to time, and where applicable.</p>
4	OTHER STAFFING MATTERS			
4.1	Determination of the pay, bonuses and conditions of staff excluding University Leadership Board members	University Leadership Board		<p>The Executive Director of People Services shall make a recommendation to University Leadership Board.</p> <p>Remuneration Committee notes the salaries for those senior staff earning more than £100,000 per annum.</p>
4.2	Remuneration of members of the University Leadership Board	Board of Governors	Remuneration Committee	<p>The Remuneration Committee will approve remuneration for University Leadership Board members, and report to the Board of Governors for noting.</p> <p>The Vice-Chancellor will make recommendations to the Remuneration Committee, save for their own position</p>
4.3	Award of honorary fellowships and companionships	Board of Governors	Conferments Committee	The Conferments Committee will make a recommendation to the Board of Governors.
4.4	Award of honorary academic awards	Board of Governors	Academic Board	<p>The Conferments Committee will make a recommendation to the Academic Board.</p> <p>Awards made are noted by the Board of Governors.</p>

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5	STUDENT AND ACADEMIC MATTERS			
5.1	Student complaints procedure	Board of Governors	Academic Board	<p>In accordance with its constitution, the Academic Board is responsible for creating and publicising regulations of the university for dealing with student complaints and academic appeals.</p> <p>The application of the Student Complaints Procedure itself is delegated principally to the Registrar (Academic) and Secretary to the Board of Governors.</p> <p>The Audit and Risk Committee will note significant changes to the procedure.</p>
5.2	Student disciplinary procedure	Board of Governors	Academic Board or the Registrar (Academic) and Secretary to the Board of Governors	<p>In accordance with its constitution, the Academic Board is responsible for creating and publicising regulations of the university relating to the discipline, expulsion, suspension and exclusion of students.</p> <p>The Registrar (Academic) and Secretary to the Board of Governors is responsible for the maintenance of student discipline and the exclusion, suspension and/or expulsion of students on disciplinary grounds, including on grounds of academic misconduct, and for implementing decisions to expel students for academic reasons.</p> <p>In the absence of the Registrar (Academic) and Secretary to the Board of Governors any member of the University Leadership Board and the Director of Registry Services have delegated authority to suspend students.</p>
5.3	STUDENT FINANCIALS			
5.3.1	Approval of home student tuition fee rates, scholarships, bursaries and discounts.	Board of Governors	University Leadership Board	<p>Recruitment, Admissions, Fees and Scholarships Committee will make recommendations to the University Leadership Board.</p> <p>The overall fee income levels are also presented to the Board of Governors within the annual financial plan.</p>
5.3.2	Approval of international student tuition fee rates, scholarships and discounts	Board of Governors	University Leadership Board via Recruitment, Admissions, Fees and Scholarships Committee	<p>The Director of International makes an annual recommendation to the Recruitment, Admissions, Fees and Scholarships Committee for approval.</p> <p>Recruitment, Admissions, Fees and Scholarships Committee will make recommendations to the University Leadership Board.</p> <p>Overall fee income levels are presented to the Board of Governors within the annual financial plan.</p>
5.3.3	International recruitment performance monitoring	Board of Governors	University Leadership Board via Recruitment, Admissions, Fees and Scholarships Committee	<p>The Recruitment, Admissions, Fees and Scholarships Committee is responsible for monitoring international recruitment and reviewing performance, and reporting to the University Leadership Board, as appropriate.</p>

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				The Finance and Performance Committee and the Board of Governors also receive reports on recruitment matters, as appropriate.
5.3.4	Approval of new nomination agreements with private student accommodation providers	Board of Governors	University Leadership Board	<p>The process will be led by the Director of Estates supported by Procurement Services and Legal Services. Nomination contracts will be tendered every three to five years. The last contract awarded covers mechanisms for annual increases in student residential fees.</p> <p>Where additional demand requires, negotiations for annual agreements will be led and finalised by the Director of Estates in consultation with the Vice-Chancellor and the Executive Director of Marketing and Communications.</p> <p>The University Leadership Board will be asked to endorse proposals for onward approval by the Finance and Performance Committee.</p> <p>Market and recruitment monitoring is overseen by the Recruitment, Admissions, Fees and Scholarships Committee, with responsibility for approving any changes either in terms of increase or decrease in accommodation nominations.</p>
5.3.5	Approval of student residential fees in DMU accommodation	University Leadership Board	Vice-Chancellor	Process led by Director of Estates and any proposal to change fees to be presented to the University Leadership Board for approval.
5.3.6	Approval of changes to Leisure Centre membership fees	University Leadership Board	Vice-Chancellor	Process led by Director of Estates and any proposal to change fees to be presented to the University Leadership Board for approval.
5.3.7	Approval of changes to Car Parking fees	University Leadership Board	Vice-Chancellor	Process led by Director of Estates and any proposal to change fees to be presented to the University Leadership Board for approval.
5.4	ACADEMIC MATTERS			
5.4.1	Approval of the Self-Assessment Report and Quality Improvement Plan for submission to Ofsted	Board of Governors	Academic Board	<p>Process is led by the Registrar (Academic) and Secretary to the Board as the University Leadership Board's Ofsted Lead.</p> <p>The Board of Governors has delegated the detailed oversight of the development and monitoring of the Self-Assessment Report and Quality Improvement Plan to two named independent governors who report to the full Board of Governors.</p>
5.4.2	Oversight of research ethics	Academic Board	University Research and Business Innovation Ethics Committee	Oversight and approval of research is routed through the appropriate Faculty Research Ethics Committee, which reports to the University Research and Enterprise Ethics Committee. Responsibility includes oversight of research involving human participants or impacting on human society and monitoring of the policies and principles of good ethical practice.

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				<p>Should the issue potentially hold reputational risks, the item may be considered by the Board of Governors as per 1.15.</p> <p><i>See 8.3. for research matters associated with contracts and grants</i></p>
5.4.3	Responsibility for policies and processes regarding the quality and standards of academic provision	Academic Board	Academic Quality Committee	The Academic Quality Committee is a sub-committee of the Academic Board. The committee monitors the processes and outcomes of various elements of academic provision and ensures the university meets the required standards.
5.4.4	Responsibility for the development and application of policies and strategies relating to research and enterprise activities.	Academic Board	University Research and Business Innovation Committee	The University Research and Enterprise Committee will advise the Academic Board and University Leadership Board on policy relating to research and enterprise activities, and to oversee preparation for Research Quality Exercises.
		University Leadership Board		
6	BUDGETARY AND FINANCIAL MATTERS			
6.1	Approval of the financial plan (revenue and capital)	Board of Governors	Finance and Performance Committee	<p>Routed via the University Leadership Board and the Finance and Performance Committee on an annual basis. The Finance and Performance Committee will make a recommendation to the Board of Governors.</p> <p>The process will be led by the Executive Director of Finance and Procurement in accordance with Treasury Policy and/or the Financial Regulations within the university where relevant.</p>
6.2	Ensuring the University maintains robust systems of internal financial control and accountability, including risk management and value for money	Board of Governors	Audit and Risk Committee	<p>The process will be led by the Executive Director of Finance and Procurement.</p> <p>The Audit and Risk Committee may seek assurance from other committees in fulfilling its responsibilities.</p>
6.3	Ensuring compliance with the OfS Transparent Approach to Costing (TRAC) return	Board of Governors	Audit and Risk Committee	<p>The Audit and Risk Committee is responsible for ensuring that the TRAC process used by the university to produce the TRAC return complies with the TRAC requirements.</p> <p>The TRAC return is subsequently signed off by the University Leadership Board.</p>
6.4	Appointment of the University's bankers	Board of Governors	Finance and Performance Committee	<p>The process will be led by the Executive Director of Finance and Procurement in accordance with Treasury Policy and/or the Financial Regulations within the university where relevant.</p> <p>The Finance and Performance Committee will make recommendations to the Board of Governors.</p>

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6.5	Approval for the opening and closing of bank accounts	University Leadership Board	Executive Director of Finance and Procurement	The process will be led by the Executive Director of Finance and Procurement in accordance with the University's Treasury Management Policy.
6.6	Approval of bank signatories	University Leadership Board	Executive Director of Finance and Procurement.	The process will be led by the Executive Director of Finance and Procurement in accordance with the University's Treasury Management Policy.
6.7	Determination of detailed budgets within overall approved framework of the plan	University Leadership Board		The process will be led by the Executive Director of Finance and Procurement in accordance with the Financial Regulations within the university where relevant.
6.8	Approval of the Treasury Management Policy, including the establishment of borrowing limits and facilities	Board of Governors	Finance and Performance Committee	The process will be led by the Executive Director of Finance and Procurement.
6.9	Management of endowments and other investments	Board of Governors	Finance and Performance Committee	The process will be led by the Executive Director of Finance and Procurement in accordance with Treasury Policy and/or the Financial Regulations within the university where relevant.
6.10	Policies on investment of endowments and other assets	Board of Governors	Finance and Performance Committee	The process will be led by the Executive Director of Finance and Procurement in accordance with Treasury Policy and/or the Financial Regulations within the university where relevant.
6.11	Responsibility for the development and application of policies and strategies relating to enterprise activities.	University Leadership Board	University Research and Business Innovation Committee	The University Research and Business Innovation Committee will advise the University Leadership Board on enterprise activities.
6.12	The establishment, monitoring and closure of university subsidiary or spin out companies, and oversight of their financial results and the impact on the university	Board of Governors	Finance and Performance Committee	<p>The process is led by the by the University Research and Enterprise Committee in accordance with the university's Spin Out Policy.</p> <p>An in-principle recommendation for approving the establishment of a Spin Out will be considered by University Leadership Board. Successful proposals will then be considered for final approval by the Finance and Performance Committee. Proposals to exit a spin out company will follow the same process.</p> <p>Where a subsidiary or spin out company is required for a Transnational Education purpose, the University Leadership Board member responsible will lead the process.</p>
6.13	Write-off of bad debt	Board of Governors: over £100k	Finance and Performance Committee: £25k-£100k	Further details set out in the Debt Collection Policy, including any further delegation that the Executive Director of Finance and Procurement may make.
			Executive Director of Finance and Procurement: up to £25k	

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6.14	Acceptance of financial donations and endowments and tangible assets	Board of Governors	University Leadership Board	The University Leadership Board may utilise delegation 1.15 in cases where there is deemed to be the potential for reputational risk to the University.
6.15	Approval or orders for works, goods and services, other than as specified elsewhere in the scheme.	Executive Director of Finance and Procurement	As delegated by the Executive Director of Finance and Procurement	Further details set out in the Procurement Policy which is part of the university's Financial Regulations . The delegation to the Executive Director of Finance and Procurement is subject to the necessary approvals being in place as per Section 7.
6.16	Approval of non-purchase order payments by exception	Executive Director of Finance and Procurement	As delegated by the Executive Director of Finance and Procurement	
6.17	Management of the University's responsibilities and obligations in respect of pension schemes	Board of Governors	Finance and Performance Committee	Process led by the Executive Director of People Services and the Executive Director of Finance and Procurement for their respective areas of responsibility.
6.18	Strategic monitoring of the University's overall financial position within the parameters of the Financial Strategy and Plan	Board of Governors	Finance and Performance Committee	The Finance and Performance Committee may make recommendations to the Board of Governors, as required.
6.19	Appointment of the University's Insurers	Board of Governors	Finance and Performance Committee	The process will be led by the Executive Director of Finance and Procurement in accordance with the Financial Regulations . The Finance and Performance Committee may make a recommendation to the Board of Governors.
6.20	Appointment of Investment Advisers	Board of Governors	Finance and Performance Committee	The process will be led by the Executive Director of Finance and Procurement in accordance with the Financial Regulations and Treasury Management Policy where relevant. The Finance and Performance Committee may make a recommendation to the Board of Governors.

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7	CAPITAL PROJECTS, ESTATES AND IT MATTERS*			
	* All financial thresholds refer to DMU expenditure only within projects.			
7.1	Approval of Projects (Capital and Revenue)	Board of Governors: over £3m (routed via Strategic Portfolio and Investment Committee and Finance and Performance Committee).	Finance and Performance Committee: £1m-£3m (routed via Strategic Portfolio and Investment Committee)	<p>The thresholds relate to expenditure over a five-year period.</p> <p>At all stages of the delegation thresholds, advice will be sought from the respective Chief Professional Services Officers and Directors concerned with the Capital Project and in particular the Director of Estates and the Executive Director of Finance and Procurement.</p> <p>Acquisitions and disposals will also be discussed at University Leadership Board in accordance with its terms of reference and independently of this Scheme of Delegation.</p>
			Strategic Portfolio and Investment Committee: £100k up to £1m.	
			Commitments between £500k up to £1m are subject to ratification by University Leadership Board.	
			Strategic Portfolio and Investment Committee: up to £100k where funding is being requested	
			Deputy Vice-Chancellor/Chief Professional Services Officers/ Director: up to £100k and within existing budget <i>(Strategic Portfolio and Investment Committee to note)</i>	
7.2	Acquisition and Disposal of property and land (including Leasehold)	Board of Governors: over £3m	Finance and Performance Committee: £1m-£3m	<p>In accordance with the Financial Regulations, any disposal of land and property at a loss is to be submitted to Strategic Portfolio and Investment Committee and Finance and Performance Committee, followed by a full Board of Governors decision.</p> <p>Any disposal of IT equipment must be in accordance with the relevant ITMS policy.</p> <p>At all stages of the delegation thresholds advice will be sought from the respective Chief Professional Services Officers, Executive Director of Finance and Procurement and Directors concerned with the acquisition and/or disposal, and particularly the Director of Estates, Executive Director of Finance and Procurement, and Legal Services.</p> <p>Such acquisitions and disposals will be discussed by University Leadership Board in accordance with its terms of reference and independently of this Scheme of Delegation.</p>
			Strategic Portfolio and Investment Committee: up to £1m. Commitments between £500k up to £1m are subject to ratification by University Leadership Board	
7.3	Leases, agreements for leases, easements, transfers, statutory agreements and nomination agreements	Board of Governors: over £1m	Finance and Performance Committee: £500k-£1m	The Director of Estates and Legal Services should be consulted on the terms of such agreements.
			Strategic Portfolio and Investment Committee: up to £500k	Such agreements will be discussed at University Leadership Board in accordance with its terms of reference and independently of this Scheme of Delegation.

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				<p>Contracts should not be signed without prior authority from the Executive Director of Finance and Procurement.</p> <p>The thresholds relate to the value of the expenditure over the term of the lease.</p>
7.4	Issuing of contracts in relation to university owned residential accommodation	University Leadership Board	Director of Estates	The Director of Estates will seek advice from Legal Services on the terms of such agreements for University Leadership Board approval.
7.5	Notices to Quit university owned residential accommodation	University Leadership Board	Director of Estates	Notices to be signed by the Director of Estates following consultation with relevant colleagues and the Legal Services team for University Leadership Board approval.
8	CONTRACTS, AGREEMENTS, LICENCES AND PARTNERSHIPS* <p>* All financial thresholds refer to DMU expenditure only within projects.</p>			
8.1	COLLABORATIVE PROVISION²			
8.1.1	Approval of academic partnerships in the UK and international	Academic Board – academic case University Leadership Board – business case	Collaborative Partnerships Sub-Committee	<p>Academic partnerships refer to activities which involve partner institutions delivering or supporting an element of, or an entire DMU programme. This may include:</p> <ul style="list-style-type: none"> • Faculty based Collaborative Provision • Joint Award • Dual Award • Validation Service • Modules delivered in collaboration • Supported Distance Learning • Accreditation and Joint Institutes <p>The Collaborative Partnerships Sub-Committee recommends the partnership for approval by the Academic Board and University Leadership Board.</p>
8.1.2	Approval of international recruiting partnerships	University Leadership Board	Collaborative Partnerships Sub-Committee	<p>Recruitment Partnerships refer to relationships which are ostensibly established to recruit students to follow DMU programmes at the university, whether through standard or advanced entry. These include:</p> <ul style="list-style-type: none"> • Progression Agreements • Articulation Agreement • Memorandum of Understanding (MOU) • Letter of Recognition (LOR) • Enhanced Progression Agreement (EPAs) <p>Proposals for the development, renewal or termination of partnerships are initially considered by the Partnerships Advisory Group, including a completed risk assessment. In planning and undertaking overseas activity, the Institution must have due regard to the relevant guidelines</p>

² Collaborative Provision leads to an award, or to a specific credit towards an award, of DMU delivered and/or supported and/or assessed through an arrangement with a partner organisation.

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				issued by the Office for Students and any appropriate overseas taxation legislation.
8.1.3	Approval of student exchange partnerships	Academic Board	Director of Library and Student Services	<p>Proposal for the development or renewal of exchange partnerships are sent to the Head of Global Mobility to make a recommendation to approve before final sign off by the Principal Partnerships Officer.</p> <p>Academic Board receives details of the establishment of student exchange partnerships for noting.</p>
8.2	CONTRACTS, AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING			
8.2.1	Approval and signing of contracts for purchases of services or otherwise which are to be executed as a Deed (where not otherwise specified in this Scheme)	Board of Governors	As articulated in the Standing Orders	<p>All contracts must, in addition to any other required approvals, be reviewed and approved by Legal Services or the Procurement Services team.</p> <p>In general terms, advice on financial, estates and legal aspects should be sought respectively from the Executive Director of Finance and Procurement, Director of Estates or the Associate Director of Legal Services and University General Counsel.</p> <p>Those persons authorised by the Board of Governors to sign deeds are articulated in the Standing Orders. The Board of Governors notes a record of the signed deeds as its subsequent meeting.</p>
8.2.2	Execution of contracts and agreements which are not purchases and which are not to be executed as a Deed (where not otherwise provided within the Financial Regulations)	University Leadership Board members for their respective areas.		<p>The Vice Chancellor, Deputy Vice Chancellors and Registrar (Academic) and Secretary to the Board of Governors can sign all contracts and agreements on behalf of the university.</p> <p>Other University Leadership Board members can sign contracts for their respective areas. The Registrar (Academic) and Secretary to the Board of Governors maintains a register of University Leadership Board signatories for contract types according to their respective areas which is reviewed annually by University Leadership Board.</p> <p>Each member of the University Leadership Board can sign contracts and agreements on behalf of the university.</p>
8.2.3	Execution of contracts and agreements for the purchase of goods, services or works	Executive Director of Finance and Procurement	<p>University Leadership Board members</p> <p>Associate Director of Procurement</p>	<p>As contained within the Procurement Policy which is part of the university's Financial Regulations.</p> <p>Such agreements may also be discussed at University Leadership Board in accordance with its terms of reference and independently of this Scheme of Delegation.</p> <p>The Executive Director of Finance and Procurement and the Associate Director of Legal Services and University General Counsel have agreed a local policy on ensuring that legal advice is obtained as appropriate before contracts are signed on behalf of the university.</p>

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				The Associate Director of Procurement has delegated authority for approvals as permitted by the Executive Director of Finance and Procurement.
8.2.4	Approval of partnerships in the UK and international (not related to Collaborative Provision [see 8.1] or sponsorships/partnerships under the portfolio of the Principal Partnerships Officer [see 8.2.6])	Board of Governors: over £3m	Finance and Performance Committee: £1m-£3m	<p>The thresholds relate to expenditure over a five-year period.</p> <p>Expenditure exceeding £1m within a five-year period requires a business case approved by the Strategic Portfolio and Investment Committee, University Leadership Board and the Finance and Performance Committee, followed by the Board of Governors if expenditure also exceeds £3m.</p> <p>Details of partnerships approved by a Pro Vice-Chancellor are submitted to the Strategic Portfolio and Investment Committee for noting.</p>
			University Leadership Board: £100k up to £1m following recommendation by Strategic Portfolio and Investment Committee	
			Strategic Portfolio and Investment Committee: less than £100k where funding is being requested	
			Deputy Vice-Chancellor/Chief Professional Services Officer/ Director: less than £100k and within existing budget	
8.2.5	Approval of decisions related to sponsorships (not related to sponsorships/partnerships under the portfolio of the Principal Partnerships Officer [see 8.2.6])	Board of Governors: over £3m	Finance and Performance Committee: £1m-£3m (Routed via Strategic Portfolio and Investment Committee)	<p>The thresholds relate to expenditure over a five-year period.</p> <p>At all stages of the delegation thresholds, advice will be sought from the respective Directors concerned with the Capital, and particularly the Director of Estates, the Executive Director of Finance and Procurement and Legal Services.</p>
			University Leadership Board: £100k up to £1m, following recommendation by Strategic Portfolio and Investment Committee ³	
			Strategic Portfolio and Investment Committee: up to £100k where funding is being requested	
			Deputy Vice-Chancellor/Chief Professional Services Officer/Director: up to £100k and within existing budget (Strategic Portfolio and Investment Committee to note)	
8.2.6	Approval of sponsorships and partnerships under the portfolio of the Principal Partnerships Officer	Board of Governors: over £3m	Finance and Performance Committee: £1m-£3m	The Engagement and Partnerships directorate maintains a partnerships register for existing the university's strategic partnerships/sponsorships.
			Engagement Committee: £100k up to £1m, subject to ratification from University Leadership Board	

³ At its meeting on 25 May 2021, University Leadership Board requested to be notified of any sponsorships over £100k.

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			Principal Partnerships Officer: up to £100k (from Engagement budget)	
8.2.7	Signing of memoranda of understanding (MoU)	Deputy Vice-Chancellors (Education, Equalities and Student Experience; Planning, Research and Innovation) (academic matters, depending upon the agreement)	All contracts can be signed by the Vice-Chancellor or the Deputy Vice-Chancellors (Education, Equalities and Student Experience; Planning, Research and Innovation)	This includes legally and non-legally binding MoUs. Items are reported retrospectively to Collaborative Partnerships Group. All MoUs should be reviewed by Legal Services. 8.1.2 relates to MoUs associated with international recruitment.
		Registrar (Academic) and Secretary to the Board of Governors – non-academic matters	Members of University Leadership Board, as appropriate	
8.3	RESEARCH			
8.3.1	Signing of research projects that require university sponsorship and approval by an external body.	Academic Board	Deputy Vice-Chancellor Planning, Research and Innovation Associate Pro Vice-Chancellor Research and Head of Doctoral College	Decision to be informed by a recommendation from the Research and Enterprise Ethics Committee.
8.3.2	Signing of research and grant applications	University Leadership Board: over £3m	Deputy Vice-Chancellor Planning, Research and Innovation : £1m-£3m Associate Pro Vice-Chancellor Research and Head of Doctoral College; and Director of Research Enterprise and Business Innovation Services: up to £1m	This item refers to bid submission. The thresholds relate to bids over three years. If the bid is less than three years, the threshold level will be divided accordingly e.g. if the bid was for one year of funding, the thresholds would be divided by three. Advice should be sought from Research Services in the first instance. Any grants not on the Research Services approved list should be referred to Legal Services. If the bid submission requires additional financial resources from DMU, the Executive Director of Finance and Procurement (or delegated deputy) must be consulted and approval for additional resources sought in line with the appropriate section of the Scheme of Delegation.
8.3.3	Acceptance and signing of research grants award	University Leadership Board: over £3m	Deputy Vice-Chancellor Planning, Research and Innovation: £1m-£3m Associate Pro Vice-Chancellor Research and Head of Doctoral College; and Director of Research Enterprise and Business Innovation Services: up to £1m	This item refers to acceptance of the grant, if won. The thresholds relate to grants over three years. If the grant is less than three years, the threshold level will be divided accordingly e.g. if the grant was for one year of funding, the thresholds would be divided by three. Advice should be sought from Research Services in the first instance. Any grants not on the Research Services approved list should be referred to Legal Services.

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8.3.4	Acceptance and signing of knowledge exchange and innovation grants and commercial contracts	University Leadership Board: over £2m	Deputy Vice-Chancellor Planning, Research and Innovation : £1m-£2m	Advice in relation to new or amended contracts should be sought via Enterprise and Business Services in the first instance. University Research and Enterprise Committee will provide the recommendation to progress through the Scheme of Delegation.
			Associate Pro Vice-Chancellor Enterprise and Business Innovation; and Director of Research Enterprise and Business Innovation Services: up to £1m	If the bid submission requires additional financial resources from DMU, the Executive Director of Finance and Procurement (or delegated deputy) must be consulted and approval for additional resources sought in line with the appropriate section of the Scheme of Delegation.
9	MEDIA AND INFORMATION MATTERS			
9.1	Authorisation of media releases	Executive Director of Marketing and Communications		It may also be appropriate, depending on the context, to seek approval from the Vice-Chancellor and/or the Board of Governors or Chair of the Board.
9.2	Approval of the use of the University Crest/Logo	Executive Director of Marketing and Communications		It may also be appropriate, depending on the context, to seek approval from the Vice-Chancellor and the Registrar (Academic) and Secretary to the Board.
9.3	Classification of information under the Freedom of Information Act (University Publication Scheme)	Information Governance Manager	Information Governance Team	The Information Governance Manager will also consult with the Registrar (Academic) and Secretary to the Board, Deputy Secretary and the Legal Services team as required together with any other relevant colleagues. The Information Governance Manager may delegate, to a member of the Information Governance Team, authority in the absence of the Information Governance Manager.
9.4	Application of sanctions relating to individual access to university library services and facilities	Director of Library and Student Services		
9.5	Application of sanctions relating to individual access to university computing facilities and/or access to university systems and networks	Director of Technology Transformation	For Audio-Visual loans and other portable devices in accordance with agreed process, terms and conditions.	

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10	LEGAL MATTERS			
10.1	Deciding on, and engaging representation for, court, tribunal, alternative dispute resolution related proceedings or general legal support outside of Panel arrangements	Associate Director of Legal Services and University General Counsel		<p>Should the issue potentially hold reputational risks, the item may be considered by the Board of Governors as per delegation 1.15.</p> <p>In the absence of the Associate Director of Legal Services and University General Counsel, the Registrar Academic and Secretary to the Board of Governors may progress matters.</p>
10.2	Deciding on and engaging with legal support and/or representation outside of England	Associate Director of Legal Services and University General Counsel		In the absence of the Associate Director of Legal Services and University General Counsel, the Registrar Academic and Secretary to the Board of Governors may progress matters.
10.3	Signing of statements or documents confirming compliance with domestic statutory obligations	Registrar (Academic) and Secretary to the Board; Appropriate Chief Professional Services Officer/Dean/Director		This process should be guided by advice from Legal Services.