

# Schedule of Delegation

## Introduction

The following document had been prepared to map out the responsibilities and delegations agreed in the University's governing and associated documents, thereby creating a single reference point.

This Schedule of Delegation draws on the information set out in the documents listed below. However, it should be stressed that further delegation may have been agreed internally and which is not reflected in this document. Nevertheless, the general principle remains that those bodies and / or individuals listed in this document retain overall responsibility and accountability for actions which are undertaken on their behalf as part of any secondary delegation agreed.

Where revisions are required to the delegations set out, these should be proposed in relation to the source document in question, taking into account any consequential amendments which are required to related documents as set out in this Schedule. This Schedule of Delegation will be updated as and when source documents are revised.

Where source documents contain contradictory information, the information in the higher-level document (as set out below) shall take precedence.

Geraint Pugh  
University Secretary

## Key

The following sets out the colour coding and abbreviations used in this document:

### Source Documents (by precedence)

- Charter
- Statutes
- Ordinance
- Financial Regulations
- Standing Orders / Committee Terms of Reference
- Financial Procedures
- Fixed Assets Disposal Policy

### Meaning of Characters used in relation to 'Responsible Body' and 'Recommending Body' columns

- ( ) Matters are referred to the body or individual within parentheses where it is within its purview
- / Matters are considered by either one or more bodies or individuals
- > Denotes route a recommendation travels between bodies or individuals
- & Matters are considered equally by one or more bodies or individuals

### Abbreviations

- ARC Audit and Risk Committee
- CHA Charter Committee
- FSC Finance and Strategy Committee
- GC Governance Committees
- HON Committee on Honorary Awards
- HSE Health, Safety and Environment Committee
- INV Investments Committee
- NOM Nominations Committee
- PDSEC Professional Development, Staffing and Equality Committee
- REM Senior Remuneration Committee
- SO Standing Orders
- UREC University Research Ethics Committee
- WLS Welsh Language Strategy Committee

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# General Provisions

## Primary Responsibilities

The primary responsibilities of Council are set out in ● 6 and ● 7, and those relating to Senate in ● 17. Where appropriate, the specific responsibilities of these bodies have been referenced in this document. However, in general terms:

The Council is “the supreme governing body of the University and shall be responsible for determining the University’s strategic direction and for the conduct of the University’s financial, administrative and other affairs, in accordance with its objects” (● XII).

The Senate is “the academic authority of the University and shall be responsible to the Council for the academic functions of the University in teaching and research and the regulation of the academic interests of the students” (● XIII).

## Delegation

In accordance with ● 12 (4), both the Council and Senate (defined as ‘Statutory Bodies’ in) “may agree to delegate, for such time and on such conditions as it may determine, any of its powers and functions:

- to one of its committees; or
- to the other Statutory Body by agreement; or
- to any Officer of the University”.

In this context, ● 2.1.1 advises that “where no delegated authority already exists within [the Financial Regulations], Council may remit delegated authority to a group of members to conclude a matter on its behalf. Where this is done, the delegated members or one of their number so specified by Council, will report to each Council until the matter has been concluded. This will be recorded in the minutes of meetings. The appointed members should include, if available, the Chair of the Council, at least one Pro Chancellor, and the Treasurer”.

**In all instances, while an action, task or duty may be delegated, the ultimate responsibility for all actions remains with the original body or individual.**

## Delegation to the Vice-Chancellor

● 7 sets out Council’s delegation of “authority to the Vice-Chancellor, as chief executive, for the academic, corporate, financial, estate and human resources management of the Institution”, and the requirements that Council members “hold the Vice-Chancellor accountable for such delegation” and “establish and keep under regular review the policies, procedures and limits within such management functions as shall be undertaken by and under the authority of the head of the Institution”.

## Delegation in relation to academic matters

Senate can delegate its own powers and duties to any of the academic units, with the exception of matters relating to Regulations (● 7 (4)).

## Dealing with matters of urgency

The Chairs of Council, Senate, Audit and Risk Committee, Finance and Strategy Committee, Health, Safety and Environment Committee, Senior Remuneration Committee, and University Research Ethics Committee, are empowered by their respective ● to deal with “matters of urgency which cannot be reasonably considered by members in a timely manner”.

# 1. Governance

## 1. Governing Documents (Charter, Statutes, Ordinances, Regulations and Standing Orders)

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Vary the Charter	Privy Council	Charter Committee > Senate > Council	<p>The Charter Committee to undertake a detailed review of the University's Charter at intervals not exceeding five years (● CHA).</p> <p>Any proposal to amend the Charter must be made six weeks before the date of a Council meeting in line with ● 5(6).</p> <p>A Special Resolution of the Council is required: approval by not less than two-thirds of the members of the Council eligible to vote (● XXIII (1); ● XXIV).</p>	<p>● XXIII (1)</p> <p>● CHA</p> <p>● SO: Council 6.4.5</p>
2.	Make, Vary and Repeal the Statutes	Privy Council	Charter Committee > (Senate) > Council	<p>The Charter Committee to undertake a detailed review of the University's Statutes at intervals not exceeding five years (● CHA).</p> <p>Any proposal to amend the Statutes must be made six weeks before the date of a Council meeting in line with ● 5(6).</p>	<p>● XVII (3)</p> <p>● CHA</p>
3.	Make, Vary and Repeal the Ordinances	Council	Charter Committee > (Senate)	<p>The Charter Committee to review the University's Ordinances annually (● CHA).</p> <p>Vice-Chancellor determines whether or not a matter relating to Ordinances is within the responsibilities of the Senate.</p>	<p>● XVIII (2)</p> <p>● CHA</p>
4.	Make, Vary and Repeal Regulations	Council	Charter Committee	Referred to as 'Administrative Regulations'.	<p>● XIX (2)</p> <p>● CHA</p>
5.	Make, Vary and Repeal Academic Regulations	Senate [Council]		Vice-Chancellor determines whether or not a matter relating to Regulations is within the responsibilities of the Senate.	<p>● XIX (3)</p>

				In line with ● 7 (4), Senate cannot delegate power to make Regulations to any of the Academic Units.	
6.	Make, Vary and Repeal Standing Orders	Council	Charter Committee > (Senate)	Applicable to Standing Orders relating to the governance of Council and Senate.  Consequential amendments may be introduced to Standing Orders following revisions to the Charter, Statutes or Ordinances without the need for further approval.  The Charter Committee shall review the Standing Orders at intervals not exceeding five years.	● XX ● 12 (3) (d) ● SO: Council 8 ● SO: Senate 8 ● SO: GC 8 ● CHA
7.	Interpretation of Standing Orders relating to Council	Chair of Council	Clerk to the Council		● SO: Council 1.1
8.	Interpretation of Standing Orders relating to Senate	Vice-Chancellor	Clerk to the Senate		● SO: Senate 1.1
9.	Interpretation of Standing Orders relating to the Governance Committees	Committee Chair	Committee Clerk / Clerk to the Council		● SO: GC 1.1

## 2. Appointment of Non-Executive University Officers

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Appointing / Re-appointing the Chancellor	Council	Selection Committee	Vacancies shall be advertised externally.  In accordance with ● 12 (2) (c), individuals appointed to casual vacancies shall “shall hold office only for the unexpired part of the term of office of the member in whose place he or she is nominated, appointed or elected”.	● 6 (2) ● 2 ● 7
2.	Removing the Chancellor from office	Council	Majority from among the Pro-Chancellors, the Treasurer, the Chair of Council and the Vice-Chancellor.	A resolution must be passed by a majority of all Council members.	● 2

3.	Appointing / Re-appointing the Pro-Chancellors	Council	Selection Committee	<p>Vacancies shall be advertised externally.</p> <p>Appointments may be considered by the Nominations Committee in lieu of a Selection Committee (● NOM).</p> <p>In accordance with ● 12 (2) (c), individuals appointed to casual vacancies shall “shall hold office only for the unexpired part of the term of office of the member in whose place he or she is nominated, appointed or elected”.</p>	<p>● 6 (2)</p> <p>● 3</p> <p>● 7</p> <p>● NOM</p>
4.	Removing the Pro-Chancellors	Council	Majority from among the Chancellor, the other Pro-Chancellors, the Treasurer, the Chair of Council and the Vice-Chancellor.	A resolution must be passed by a majority of all Council members.	● 3
5.	Appointing / Re-appointing the Treasurer	Council	Selection Committee	<p>Vacancies shall be advertised externally.</p> <p>Appointments may be considered by the Nominations Committee in lieu of a Selection Committee (● NOM).</p> <p>In accordance with ● 12 (2) (c), individuals appointed to casual vacancies shall “shall hold office only for the unexpired part of the term of office of the member in whose place he or she is nominated, appointed or elected”.</p>	<p>● 6 (2)</p> <p>● 4</p> <p>● 7</p> <p>● NOM</p>
6.	Removing the Treasurer from office	Council	Auditors / Majority from among the Chancellor, the Pro-Chancellors, the Chair of Council and the Vice-Chancellor.	A resolution must be passed by a majority of all Council members.	● 4

### 3. Appointments to Council

	<b>ACTION</b>	<b>DECIDING BODY [DELEGATED BY]</b>	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Appointment of Independent Members to Council	Council	Nominations Committee	<p>All vacancies to serve as an Independent Member on Council shall be advertised externally.</p> <p>Including agreeing any term of office which is shorter than three years.</p> <p>In accordance with ● 12 (2) (c), individuals appointed to casual vacancies shall “shall hold office only for the unexpired part of the term of office of the member in whose place he or she is nominated, appointed or elected”.</p>	<p>● 6 (2)</p> <p>● 7</p> <p>● 11</p> <p>● NOM</p>
2.	Co-option of Members to Council	Council	Nominations Committee	<p>Including agreeing any term of office which is shorter than three years.</p> <p>In accordance with ● 12 (2) (c), individuals appointed to casual vacancies shall “shall hold office only for the unexpired part of the term of office of the member in whose place he or she is nominated, appointed or elected”.</p>	<p>● 6 (2)</p> <p>● 7</p> <p>● 12</p>
3.	Election of a Chair of Council	Council	(Nominations Committee) / (Selection Committee)	Election by a majority of all Council members, within which there shall be a majority of independent members.	<p>● 5(4)(a)</p> <p>● 7</p> <p>● 8</p>
4.	Removal of a Chair of Council from office	Council	Majority from among the Chancellor, the Pro-Chancellors, the Treasurer, and the Vice-Chancellor.	A resolution must be passed by a majority of all Council members.	● 8
5.	Election of a Deputy Chair of Council	Council		Election by a majority of all Council members, within which there shall be a majority of independent members.	● 40
6.	Removal of a Deputy Chair of Council from office	Council	Majority from among the Chancellor, the Pro-Chancellors,	A resolution must be passed by a majority of all Council members.	● 40



			the Treasurer, the Chair of Council and the Vice-Chancellor.		
7.	Election of Senate representatives to Council	Senate		<p>A ballot shall be run centrally using the Single Transferrable Vote method.</p> <p>In accordance with ● 12 (2) (c), individuals appointed to casual vacancies shall “shall hold office only for the unexpired part of the term of office of the member in whose place he or she is nominated, appointed or elected”.</p>	<p>● 5</p> <p>● 13</p>
8.	Election of a Non-Academic Staff member to Council	Non-academic staff		<p>A ballot shall be run centrally using the Alternative Transferable Vote method.</p> <p>In accordance with ● 12 (2) (c), individuals appointed to casual vacancies shall “shall hold office only for the unexpired part of the term of office of the member in whose place he or she is nominated, appointed or elected”.</p>	<p>● 5</p> <p>● 14</p>
9.	Appointment of Student Members to Council	Aberystwyth University Students’ Union		<p>In accordance with ● 12 (2) (c), individuals appointed to casual vacancies shall “shall hold office only for the unexpired part of the term of office of the member in whose place he or she is nominated, appointed or elected”.</p>	<p>● 5</p> <p>● 29</p>

#### 4. Appointments to Senate

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Election of departmental representatives to Senate	Academic staff of each department		<p>Ballots shall be run centrally using the Alternative Transferable Vote method for the academic department, and the Single Transferable Vote method in the case of IBERS (which shall have two representatives for the Institute).</p> <p>In accordance with ● 12 (2) (c), individuals appointed to casual vacancies shall “shall hold</p>	<p>● 19</p>

				office only for the unexpired part of the term of office of the member in whose place he or she is nominated, appointed or elected”.	
2.	Election of Heads of Support departments to Senate	Heads of Support departments		A ballot shall be run centrally using the Single Transferable Vote method.  In accordance with ● 12 (2) (c), individuals appointed to casual vacancies shall “shall hold office only for the unexpired part of the term of office of the member in whose place he or she is nominated, appointed or elected”.	● 20
3.	Appointment of Student Members to Senate	Aberystwyth University Students’ Union		In accordance with ● 12 (2) (c), individuals appointed to casual vacancies shall “shall hold office only for the unexpired part of the term of office of the member in whose place he or she is nominated, appointed or elected”.	● 29

#### 5. Appointments to the Governance Committees

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Appointment of Independent Members to the Governance Committees	Council	Nominations Committee	Individuals need not necessarily be members of Council.	● NOM
2.	Election of Senate representatives to the Governance Committees	Senate		A ballot shall be run centrally using the Alternative Transferrable Vote method.	● SO: GC 6.3
3.	Appointment of Student Members to the Governance Committees	Aberystwyth University Students’ Union			● SO: GC 6.4
4.	Appointment of Non-Academic Staff members to the Governance Committees	Pool of elected non-academic staff			● SO: GC 6.5
5.	Appointment of the Independent Member nominated by the Students’ Organisation to serve on the Senior Remuneration Committee	Council	Aberystwyth University Students’ Union > Nominations Committee		● NOM

## 6. Other appointments

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Appointment of the Clerk to the Council	Council		Including any person as an acting holder of the office	● 7 ● 9
2.	Appointment of the Visitor	Privy Council	Nominations Committee > Senate > Council		● XI ● 32 ● NOM
3.	Appointments to the Court	Council			● 21

## 7. Common Seal

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Have the custody and use of the common seal	Clerk to the Council [Council]		Use of the common seal is reported to the Finance and Strategy Committee (● FSC)	● XII ● 7 ● 16 ● FSC

## 2. Strategic Development

### 1. Institutional Strategic Plan

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Approve the University's Strategic Plan	Council	Finance and Strategy Committee > Senate		<ul style="list-style-type: none"> <li>● XII</li> <li>● 6 (2)</li> <li>● 7</li> <li>● 2.1.1</li> <li>● FSC</li> </ul>
2.	Adoption of Key Performance Indicators (KPIs) in relation to the University's Strategic Plan	Council	Finance and Strategy Committee > (Senate)	<p>Finance and Strategy Committee monitors the University's performance against the agreed KPIs (● FSC).</p> <p>Academic-related KPIs are reported to Senate.</p>	<ul style="list-style-type: none"> <li>● 7</li> <li>● 17</li> <li>● FSC</li> </ul>
3.	Approval of an annual implementation plan for the University's Strategic Plan	Council	Finance and Strategy Committee		<ul style="list-style-type: none"> <li>● FSC</li> </ul>

### 2. Sub-strategies

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
2.	Approval of the University's sub-strategies	Council	Finance and Strategy Committee > (Senate)	Unless otherwise provided for, sub-strategies shall be considered by the Finance and Strategy Committee.	<ul style="list-style-type: none"> <li>● FSC</li> </ul>

### 3. Annual Plans

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Approval of annual academic and service unit plans	University Executive [Finance and Strategy Committee]		Finance and Strategy Committee receives progress reports on delivery of annual academic and service unit plans (● FSC).	<ul style="list-style-type: none"> <li>● FSC</li> </ul>

### 3. Structures

#### 1. Internal Structure

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Establish new Institutes / Departments / Schools, change their names, restructure, reconfigure or abolish them	Council	Finance and Strategy Committee > Senate	"Institutes shall include such members of the Academic Staff and such other staff members as shall from time to time be assigned to them by the Council on the advice of the Senate".	<ul style="list-style-type: none"> <li>● 6 (2)</li> <li>● 17</li> <li>● 23</li> <li>● FSC</li> </ul>
2.	Establish interdisciplinary centres by Academic Institutes	Council	Senate		<ul style="list-style-type: none"> <li>● 6 (2)</li> <li>● 23</li> </ul>
3.	Establish new Professional Service Departments/ Units, change their names, restructure, reconfigure or abolish them	Council	Finance and Strategy Committee		<ul style="list-style-type: none"> <li>● 6 (2)</li> <li>● FSC</li> </ul>

#### 2. Committee Structures

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Establish committees consisting either wholly or partly of Council members, to carry out Council's powers and functions	Council		<p>A committee must be established to cover audit and risk related matters (● 4).</p> <p>Can only delegate the appointment of external auditors, or receipt and consideration of the annual audited financial statements, to a committee with a majority of Council members.</p> <p>Cannot delegate amendments or repeal of Charter, Statutes or Ordinances; nor the appointment of the Vice-Chancellor.</p>	<ul style="list-style-type: none"> <li>● 4</li> <li>● 12 (4)</li> </ul>
2.	Establish committees consisting either wholly or partly of Senate members, to carry out Senate's powers and functions	Senate			<ul style="list-style-type: none"> <li>● 12 (4)</li> </ul>

### 3. Institutional Merger / Dissolution

	<b>ACTION</b>	<b>DECIDING BODY [DELEGATED BY]</b>	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Ensure that the necessary actions are completed in the event of the merger or dissolution of the University	Audit and Risk Committee		Including arranging for a final set of financial statements to be completed and signed.	● ARC

### 4. Subsidiary Companies and Associated Bodies

	<b>ACTION</b>	<b>DECIDING BODY [DELEGATED BY]</b>	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Establishing a University company / trusts	Council	Vice-Chancellor / University Executive > Finance and Strategy Committee		● 14.1 ● B.1 ● FSC
2.	Approval of Shareholder Agreements for University companies	Council	Finance and Strategy Committee		● 14.8
3.	Acquisition of a subsidiary, joint venture or associate company	Council			● 14.1 ● B.1
4.	Appointment of individuals to sit on subsidiary boards as Directors where they are not University employees	Council		For renewable terms of office not exceeding three years.	● B.1 ● FSC
5.	Appointment of University employees to sit on subsidiary boards as Directors	Finance and Strategy Committee [Council]	Vice-Chancellor / University Executive	For renewable terms of office not exceeding three years.	● 14.6 ● B.1 ● FSC

## 4. Finance Management

### 1. Financial Strategy, Regulations, Policies and Procedures

	<b>ACTION</b>	<b>DECIDING BODY [DELEGATED BY]</b>	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Approve revisions the Financial Regulations	Council	Finance and Strategy Committee & Audit and Risk Committee	Director of Finance to review in conjunction with the Treasurer and propose changes annually.  Amendments may also be proposed by the Finance and Strategy Committee.	<ul style="list-style-type: none"> <li>● 1.2.2</li> <li>● 1.2.4</li> <li>● 3.1.2</li> <li>● FSC</li> </ul>
2.	Reviewing the schedule of secondary delegations (in the Financial Regulations)	Vice-Chancellor	Director of Finance	Reported on an annual basis to Council.	<ul style="list-style-type: none"> <li>● B.1.1</li> </ul>
3.	Approve revisions to the Financial Procedures	University Executive Group	Director of Finance	To be reviewed annually by the Director of Finance.  Reported to the Finance and Strategy Committee (● FSC).	<ul style="list-style-type: none"> <li>● 1.2.5</li> <li>● 3.1.2</li> <li>● FSC</li> <li>● 1</li> </ul>
4.	Approval of Financial Strategy	Council	Vice-Chancellor / University Executive > Finance and Strategy Committee		<ul style="list-style-type: none"> <li>● B.1</li> </ul>
5.	Development and maintenance of the Treasury Policy and Procedures	Director of Finance		In consultation with the Treasurer.  Reported to the Finance and Strategy Committee.  The University has adopted the key recommendations of the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice (● 5.3.1).	<ul style="list-style-type: none"> <li>● 5.2.2</li> </ul>

## 2. Annual budgets and financial statements

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Approve the annual financial statements	Council	Audit and Risk Committee & Finance and Strategy Committee	Audit and Risk Committee reviews audit aspects (● ARC).	● 7 ● 2.1.1 ● ARC ● FSC
2.	Approve rolling five-year financial forecasts	Council	Finance and Strategy Committee	Must be consistent with the University's Strategic Plans and the Financial Strategy.  Vice-Chancellor has responsibility to provide the rolling five-year financial forecasts to HEFCW.	● 7 ● 3.2.1
3.	Approve the Resource Allocation Model	Finance and Strategy Committee		University Executive agrees the variables within the Resource Allocation Model on an annual basis (● FSC).	● 3.3.2 ● FSC
4.	Approve the annual budget incorporating financial allocations to departments and sections	Council	Vice-Chancellor / University Executive Group > Finance and Strategy Committee	University Executive to take decisions regarding resource requests in support of annual academic and service unit plans (● FSC).	● 7 ● 2.1.1 ● B.1 ● FSC
5.	Amendments to revenue budget – involving changes from the original net budget surplus / deficit under £250k	Vice-Chancellor / University Executive			● B.1
6.	Amendments to revenue budget – involving changes from the original net budget surplus / deficit over £250k	Council	Vice-Chancellor / University Executive > Finance and Strategy Committee		● B.1 ● FSC
7.	Virements between budget headings within an Academic Institute or Department	Senior Budget Manager for that Institute or Department		Excluding virements between non-pay to pay budget headings in excess of £50k.	● 3.7.2
8.	Budget virements affecting multiple academic departments or professional service departments	Senior Budget Managers for affected centres / University Executive		Excluding virements between non-pay to pay budget headings in excess of £50k.	● 3.7.3



9.	Virements between non-pay to pay budget headings in excess of £50k	Director of Finance		Excluding virements between non-pay to pay budget headings in excess of £50k.	● 3.7.4
10.	Spending by Institutes of their reserves	Council	University Executive Group > Finance and Strategy Committee	As part of the annual budget.	● 3.8.1
11.	Agreeing that Professional Service departments can retain any budget not spent by the end of the financial year.	Director of Finance			● 3.9

### 3. Financial Management

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Receive monthly estimates of income and expenditure, cash flow statements, and estimated balance sheets	Finance and Strategy Committee [Council]			● 7 ● FSC

### 4. Banking and Borrowing

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Opening or closing a bank account for dealing with the University's Funds (Appointment of the University's bankers)	Director of Finance [Council]		All such accounts must be reported to the Finance and Strategy Committee.	● 2.1.1 ● 5.2.1
2.	Approve any borrowings made by the University	Council	Director of Finance > Finance and Strategy Committee	See ● 5.3.12 for details of the information which must be presented as part of the proposal to raise capital finance.	● 2.1.1 ● 5.3.12
3.	Changes to borrowing arrangements	Council	Vice-Chancellor / University Executive > Finance and Strategy Committee		● B.1 ● FSC
4.	Approaching any bank or financial institution to raise capital	Treasurer & Finance and Strategy Committee		In line with the University's procurement policies.	● 5.3.13

5.	Approval of hedging facilities to mitigate foreign currency risk	Treasurer & Finance and Strategy Committee		For instances where the University comes into large funds of foreign currencies which cannot be converted into sterling.	● 5.3.8
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#### 5. Credit, Debt and Losses

	<b>ACTION</b>	<b>DECIDING BODY [DELEGATED BY]</b>	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Implementation of credit agreements and the periods over which different types of invoices must be paid	Director of Finance			● 5.4.4 ● 5.5.5
2.	Implementation of debt recovery processes	Director of Finance			● 5.5.2
3.	Bad debt write off – up to £5k	Director of Finance			● B.2
4.	Bad debt write off – up to £100k	Vice-Chancellor			● B.2
5.	Bad debt write off – over £100k	Finance and Strategy Committee			● B.2
6.	Ensure that significant losses are properly investigated	Audit and Risk Committee		Including ensuring that both Internal and External Auditors have been informed, and where appropriate HEFCW.	● ARC

## 5. Income

### 1. Fees

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Determine all fees of the University	Council			● 2.1.1
2.	Tuition Fees policy	Council	Finance and Strategy Committee		● B.1
3.	Major changes to Tuition Fees arising from revised national policy	Council	Finance and Strategy Committee		● FSC
4.	Non-major changes to Tuition Fees	Finance and Strategy Committee [Council]			● FSC
5.	Approval of Fferm Pengalis annual rent increases – Changes to Net Present Value of the Project over £2.5m	Council	Finance and Strategy Committee		● 12.1.3
6.	Approval of Fferm Pengalis annual rent increases – Changes to Net Present Value of the Project between £1m and £2.5m	Finance and Strategy Committee			● 12.1.3
7.	Approval of Fferm Pengalis annual rent increases – Changes to Net Present Value of the Project under £1m	Vice Chancellor / University Executive	Finance and Strategy Committee		● 12.1.3

### 2. Income Generation

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Agreeing any activity to be launched as a 'loss leader' (including academic collaborations and franchise agreements)	Director of Finance			● 6.3.1
2.	Determining whether an invention is to be patented, registered or otherwise exploited	Director of Research, Business and Innovation		In accordance with separate policy guidelines.	● 6.4.3

				The Director of Research, Business and Innovation will notify the Pro Vice-Chancellor (Research) of all inventions and patent applications, and this will be reported formally to the University Executive.	
3.	Designating categories of inventions for which the University would not wish to exercise its right as employer to receive a share in the benefits from their exploitation	Pro Vice-Chancellor (Research)			● 6.4.4
4.	Sale of Intellectual Property Rights	Council	Vice-Chancellor / University Executive > Finance and Strategy Committee		● B.1
5.	Individual Third Party contracts for goods and services – up to £250k	Accountable Budget Controllers		Including research contract provision or consultancy, CPD or similar activity.	● B.2
6.	Individual Third Party contracts for goods and services – £250k to £1m	Vice-Chancellor / University Executive		Including research contract provision or consultancy, CPD or similar activity; and new collaborative activity. For Research Projects, values of thresholds relate to projected loss compared to the Full Economic Cost of project.	● B.1 ● B.2 ● 13
7.	Individual Third Party contracts for goods and services – £1m to £2.5m	Finance and Strategy		Including research contract provision or consultancy, CPD or similar activity; and new collaborative activity. For Research Projects, values of thresholds relate to projected loss compared to the Full Economic Cost of project.	● B.1 ● 13
8.	Individual Third Party contracts for goods and services – over £2.5m	Council		Including research contract provision or consultancy, CPD or similar activity; and new collaborative activity. For Research Projects, values of thresholds relate to projected loss compared to the Full Economic Cost of project.	● 13

### 3. Gifts and Donations

	<b>ACTION</b>	<b>DECIDING BODY [DELEGATED BY]</b>	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Maintaining financial records in respect of endowments,	Director of Finance			● 10.1

	benefactions, donations and significant gifts made to the University, and initiating claims for recovery of tax where appropriate				
2.	Acceptability of donations over £10k (or £5k in cash)	Vice-Chancellor	Director of Development and Alumni Relations		● A

## 6. Assets

### 1. Acquisition and Disposal of Assets (including leasing and renting)

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Purchase, lease, rent of land and buildings (Acquisition of land and buildings)	Council	Vice-Chancellor / University Executive > Finance and Strategy Committee	With reference to HEFCW requirements where exchequer funded assets or exchequer funds are involved.	<ul style="list-style-type: none"> <li>● 9.1.1</li> <li>● 9.1.6</li> <li>● B.1</li> <li>● FSC</li> </ul>
2.	Disposal of land, buildings and endowment assets	Council	Vice-Chancellor / University Executive > Finance and Strategy Committee	<p>See Fixed Asset Disposal Policy.</p> <p>Disposal of endowment assets will require subsequent approval from the Charity Commission.</p> <p>With reference to HEFCW requirements where exchequer funded assets or exchequer funds are involved.</p> <p>Finance and Strategy Committee approves where the sale has already been approved by Council as part of the Estates Strategy (● FSC).</p>	<ul style="list-style-type: none"> <li>● 9.1.1</li> <li>● B.1</li> <li>● FSC</li> <li>●</li> </ul>
3.	Disposal of fixtures, fittings, plant, machinery and equipment – above £250k	Council	Vice-Chancellor / University Executive > Finance and Strategy Committee	See Fixed Asset Disposal Policy	●
4.	Disposal of fixtures, fittings, plant, machinery and equipment – between £50k and £249,999	Vice-Chancellor / University Executive			●
5.	Disposal of fixtures, fittings, plant, machinery and equipment – between £5k and £49,999	Accountable Budget Controller			●
6.	Disposal of fixtures, fittings, plant, machinery and equipment – under £4,999	Head of Department			●
7.	Maintaining the University's complete register of land and	Director of Estates Development			<ul style="list-style-type: none"> <li>● 7</li> <li>● 9.1.1</li> </ul>

	buildings, including leases and other documents of title	[Council]			
8.	Disposal or lease on a long-term basis of furniture and equipment	Senior Budget Manager			● 9.2
9.	Allowing other organisations or their staff to use any University buildings or facilities	Director of Finance / Pro Vice-Chancellor (Chief Operating Officer)			● 9.3.1

## 2. Investments and Endowments

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Maintaining, monitoring and keeping a record of the requirements for each endowment fund	Director of Finance [Council]			● 7 ● 10.3
2.	Ensuring that all the University's endowment funds are operated within any relevant legislation and the specific requirements of each trust.	Finance and Strategy Committee			● 10.3 ● FSC
3.	Invest University cash in line with the Treasury Management Policy	Director of Finance [Investments Committee]		In consultation with the Chair of the Investments Committee, or another independent member of that Committee (● INV).  Decisions taken by the Director of Finance are reported to the Investments Committee (● INV).	● 3.1.2 ● 5.3.3 ● INV
4.	Investment of endowment fund balances	Investments Committee	Director of Finance	In consultation with the Chair of the Investments Committee, or another independent member of that Committee, the Director of Finance may take day-to-day investment decisions (● INV).	● 10.3 ● FSC

				Decisions taken by the Director of Finance are reported to the Investments Committee (● INV).	
5.	Funding from endowment cash to the current account	Director of Finance & Treasurer		Only allowed in exceptional circumstances.	● 5.3.4
6.	Appointment of Investment Fund Managers	Finance and Strategy Committee	Investments Committee	<p>Including any fees payable and other terms on which the appointments are made.</p> <p>The Investment Committee shall periodically review the performance and competitiveness of the Investment Fund Managers and present a report to the Finance and Strategy Committee (● INV).</p>	<p>● 5.3.16</p> <p>● INV</p>



## 7. Procurement and Expenditure

### 1. Payments and Expenditure

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Changing the University's standard terms and conditions relating to payments in excess of £10,000 excluding VAT (either singularly or in aggregate)	Director or Finance		Standard payment terms are 30 days from invoice date.	● 7.1.1 ● 2.3.2
2.	Advance payments (pro-forma payments) for goods and services in excess of £10k excluding VAT	Director of Finance			● 7.6.1
3.	Approve expenditure from the revenue budget – up to £250k	Vice-Chancellor / University Executive			● 3.7.1 ● B.1
4.	Approve expenditure from the revenue budget – between £1m and £2.5m	Finance and Strategy Committee			● B.1
5.	Approve expenditure from the revenue budget – over £2.5m	Council			● B.1

### 2. Procurement

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Joining Procurement Framework Agreements (outside of the public sector schemes to which the University is a member) and Consortia Agreements	Finance and Strategy Committee		Must be subject to a value for money exercise, which should demonstrate the benefits, risk and financial implications of the Agreements.	● 7.1.3 ● 7.5.1 ● FSC ● 2.3.2
2.	Ensuring that the University complies with its legal obligations concerning European procurement legislation for the supply of goods, works and services	Procurement Manager			● 7.3.2
3.	Contract Variations – up to £50k	Accountable Budget Controllers			● B.2

4.	Contract Variations – £50k to £250k	Director of Finance			● B.2
5.	Contract Variations – £250k to £1m	Vice-Chancellor			● B.1 ● B.2
6.	Contact Variations – over £1m	Council	Finance and Strategy Committee		● B.1 ● FSC
7.	Non-competitive contracts / single source procurements – up to £5k	Senior Budget Managers		Including capital goods and services.	● B.2
8.	Non-competitive contracts / single source procurements – £5k to £50k	Director of Finance		Including capital goods and services.	● B.2 ● 2.4.2
9.	Non-competitive contracts / single source procurements – £50k to £1m	Vice-Chancellor / University Executive	Procurement Manager	Including capital goods and services.	● B.1 ● B.2 ● 2.4.2
10.	Non-competitive contracts / single source procurements – over £1m	Council	Procurement Manager > University Executive > Finance and Strategy Committee	Including capital goods and services.	● B.1 ● B.2 ● FSC ● 2.4.2
11.	Single Tender Actions in budget specifically related to Estate Development activities – up to £50k	Director of Estate Development			● B.2
12.	Single Tender Actions in budget specifically related to Estate Development activities – £50k to £1m	Vice-Chancellor / University Executive			● B.1 ● B.2
13.	Single Tender Actions in budget specifically related to Estate Development activities – over £1m	Council			● B.1
14.	Purchase Orders / Contracts for purchase of goods and services awarded competitively – over £250k	Vice-Chancellor / University Executive		Except consultancy services.	● B.1
15.	Consultancy Services – up to £5k excl. VAT	Accountable Budget Controllers		Excluding those specifically related to Estate Development activities.	● B.2
16.	Consultancy Services – £5k to £50k excl. VAT	Director of Finance		Excluding those specifically related to Estate Development activities.	● B.2

17.	Consultancy Services – up to £50k excl. VAT specifically related to Estate Development activities	Director of Estates Development			● B.2
18.	Consultancy Services – over £50k excl. VAT	Vice-Chancellor / University Executive			● B.1 ● B.2
19.	Issuing Welsh Procurement Cards	Director of Finance	Accountable Budget Manager	The Director of Finance reserves the right to refuse to issue a Welsh Procurement card.	● 3.4.1

### 3. Capital Developments

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Individual Capital Proposals – up to £250k in budget; and approving a cumulative increase in expenditure on any Capital Programme already agreed by the body of more than 5% of the budget originally approved	Accountable Budget Controllers		Excluding those specifically related to Estate Development activities	● B.1.3 ● B.2
2.	Individual Capital Proposals – up to £250k in budget specifically related to Estate Development activities; and approving a cumulative increase in expenditure on any Capital Programme already agreed by the body of more than 5% of the budget originally approved	Director of Estates Development			● B.1.3 ● B.2
3.	Individual Capital Proposals – £250k to £1m in budget; and approving a cumulative increase in expenditure on any Capital Programme already agreed by the body of more than 5% of the budget originally approved	Vice-Chancellor / University Executive		Building / Construction related procurements require prior authorisation by the Director of Estates Development.	● B.1 ● B.1.3 ● B.2 ● FSC
4.	Individual Capital Proposals – £1m to £2.5m in budget; and approving a cumulative increase in	Finance and Strategy Committee		Building / Construction related procurements require prior authorisation by the Director of Estates Development.	● B.1 ● B.1.3

	expenditure on any Capital Programme already agreed by the body of more than 5% of the budget originally approved				● FSC
5.	Individual Capital Proposals – over £2.5m in budget; and approving a cumulative increase in expenditure on any Capital Programme already agreed by the body of more than 5% of the budget originally approved	Council	Finance and Strategy Committee	Building / Construction related procurements require prior authorisation by the Director of Estates Development.	● B.1 ● B.1.3 ● FSC
6.	Individual Capital Proposals –up to £250k out of budget; and approving a cumulative increase in expenditure on any Capital Programme already agreed by the body of more than 5% of the budget originally approved	Vice-Chancellor / University Executive		Building / Construction related procurements require prior authorisation by the Director of Estates Development.	● B.1 ● B.1.3 ● B.2
7.	Individual Capital Proposals –over £250k out of budget; and approving a cumulative increase in expenditure on any Capital Programme already agreed by the body of more than 5% of the budget originally approved	Council	Finance and Strategy Committee	Building / Construction related procurements require prior authorisation by the Director of Estates Development.	● B.1 ● B.1.3 ● FSC
8.	New capital projects of over £1m added to the capital programme	Finance and Strategy Committee			● FSC

## 8. Audit and Risk

### 1. Audit

	<b>ACTION</b>	<b>DECIDING BODY [DELEGATED BY]</b>	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Appointing the External Auditors	Council	Audit and Risk Committee	To include the procedure for appointing or reappointing the external auditors; and their terms of office, functions, remuneration, resignation or dismissal.  External Auditors to hold office on at least an annual basis.	<ul style="list-style-type: none"> <li>● 4</li> <li>● 6 (2)</li> <li>● 2.1.1</li> <li>● A.1 (a)</li> <li>● B.1</li> <li>● ARC</li> </ul>
2.	Agree the annual representation letter to the External Auditors	Council	Finance and Strategy Committee		<ul style="list-style-type: none"> <li>● FSC</li> </ul>
3.	Appointing the Internal Auditors	Council	Audit and Risk Committee	To include the procedure for appointing or reappointing the Internal Auditors; and their terms of office, functions, remuneration, resignation or dismissal.  Requirement to appoint professional Internal Auditors.	<ul style="list-style-type: none"> <li>● 2.1.1</li> <li>● A.2</li> <li>● B.1</li> <li>● ARC</li> </ul>
4.	Agreeing and varying the Internal Audit programme	Audit and Risk Committee			<ul style="list-style-type: none"> <li>● A.2 (e)</li> </ul>
5.	Ensuring that sufficient resources are made available for Internal Audit to meet the University's needs.	Council	Audit and Risk Committee		<ul style="list-style-type: none"> <li>● ARC</li> </ul>

### 2. Risk and Insurance

	<b>ACTION</b>	<b>DECIDING BODY [DELEGATED BY]</b>	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Ensuring that the University has appropriate levels of insurance cover	Director of Finance		Director of Finance to present an annual report to the Audit and Risk Committee and Finance and Strategy Committee on insurance matters.	<ul style="list-style-type: none"> <li>● 13.1</li> </ul>
2.	Recommend the type of insurance protection required to Council	Audit and Risk Committee			<ul style="list-style-type: none"> <li>● 13.1</li> </ul>

## 9. Human Resources and Equality

### 1. Strategies, Plans and Reports

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Approval of strategies relating to Human Resources and Staff Development functions	Council	Professional Development, Staffing and Equality Committee		● PDSEC
2.	Approval of operational plans relating to Human Resources and Staff Development functions	Professional Development, Staffing and Equality Committee			● PDSEC
3.	Approval of strategies and action plans relating to Equal Opportunities	Council	Professional Development, Staffing and Equality Committee		● PDSEC
4.	Approval of the Annual Equalities Report	Council	Professional Development, Staffing and Equality Committee		● PDSEC
5.	Approval of applications for equality accreditation schemes	Council	Professional Development, Staffing and Equality Committee		● PDSEC

### 2. Appointment and Remuneration of staff

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Issue letters of appointment and contracts	Director of Human Resources			● 8.1.2
2.	Appoint the Vice-Chancellor	Council	Selection Committee	<p>Including any person as an acting holder of the office.</p> <p>Appointment on such terms and conditions as Council considers appropriate.</p> <p>Disciplinary and grievance procedures are set out at ● 38.</p>	<p>● IX(1)</p> <p>● 6 (2)</p> <p>● 5</p> <p>● 7</p>
3.	Determining the number of Deputy Vice-Chancellors and the Pro Vice-Chancellors	Council	Vice-Chancellor		● 6

4.	Appoint the Deputy Vice-Chancellors and the Pro Vice-Chancellors	Council	(Selection Committee)	<p>Including any person as an acting holder of the offices.</p> <p>Normally on the recommendation of a Selection Committee.</p> <p>Disciplinary and grievance procedures are set out at ● 38.</p>	<p>● IX(2)</p> <p>● IX(3)</p> <p>● 6 (2)</p> <p>● 6</p> <p>● 7</p>
5.	Appointment Institute Directors	Council	Selection Committee	<p>Including any person as an acting holder of the office (for periods over 3 months – the Vice-Chancellor may appoint Acting Institute Directors for shorter periods).</p> <p>An external recruitment process can only be undertaken with the agreement of the Vice-Chancellor.</p> <p>The Vice-Chancellor may at any time institute a review of an Institute Director, with such a review to be conducted by a Selection Committee.</p>	<p>● 6 (2)</p> <p>● 7 (5)</p> <p>● 7</p> <p>● 24</p>
6.	Promotion of current staff members to Chairs, Readerships and Senior Lectureships	Promotions Panel		<p>In accordance with criteria and processes determined by the University Executive Group on an annual basis.</p> <p>Reported to the Professional Development, Staffing and Equality Committee.</p>	<p>● 25</p> <p>● PDSEC</p>
7.	Appointments to Chairs, Readership and Senior Lectureships	Appointment Panels		<p>Reported to the Professional Development, Staffing and Equality Committee.</p>	<p>● 25</p> <p>● PDSEC</p>
8.	Remuneration of the Vice-Chancellor, Deputy Vice-Chancellors, Pro Vice-Chancellors, and other members of the University Executive	Senior Remuneration Committee [Council]		<p>The Senior Remuneration Committee shall present an annual report to Council.</p>	<p>● REM</p>

### 3. Employment Terms and Conditions

	<b>ACTION</b>	<b>DECIDING BODY [DELEGATED BY]</b>	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Determine the policies and procedures which apply to the main terms and conditions of University staff (Human Resources and Staff Development policies and procedures which are incorporated as Ordinances)	Council	Professional Development, Staffing and Equality Committee	Including any new policies and procedures which should be incorporated as Ordinances.  Before acting, the Council shall ensure that the relevant trades unions are consulted and their views taken into account.	● 9 ● 7 ● PDSEC
2.	Determine supplementary policies and procedures which apply to the terms and conditions of University staff (Human Resources and Staff Development policies and procedures which are not incorporated as Ordinances)	Professional Development, Staffing and Equality Committee [Council]		Including those relating to staff development and performance review, and staff promotions.  Before acting, the relevant trades unions must be consulted and their views taken into account.	● 9 ● 7 ● PDSEC
3.	Determine which members of staff shall have academic status	Senate			● 17
4.	Trade Union recognition and consultation engagement	Professional Development, Staffing and Equality Committee			● PDSEC
5.	Outstanding actions relating to the implementation of the Framework Agreement and the Higher Education Role Analysis	Professional Development, Staffing and Equality Committee			● PDSEC

### 4. Payroll, Pensions and Payments

	<b>ACTION</b>	<b>DECIDING BODY [DELEGATED BY]</b>	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Provision of a University pension scheme and the institution's contribution as employer to that scheme	Council	Professional Development, Staffing and Equality Committee > Finance and Strategy Committee		● 7 ● FSC ● PDSEC
2.	Payroll Schedules	Director of Human Resources		Responsibility can be delegated to a deputy.	● B.2.2



3.	Payroll Payments	Director of Finance		Responsibility can be delegated to an Assistant Director of Finance or another level 'A' bank signatory.	● B.2.2
4.	Approval of a framework for any severance payments to the Vice-Chancellor, Deputy Vice-Chancellors, Pro Vice-Chancellors, and other members of the University Executive	Council	Senior Remuneration Committee		● REM
5.	Travel and subsistence expenses claims over limit	Vice-Chancellor / University Executive / Director of Finance			● B.2

## 10. Health and Safety

### 1. Strategies, Policies and Plans

	<b>ACTION</b>	<b>DECIDING BODY [DELEGATED BY]</b>	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Approval of institutional strategies relating to Health, Safety and Environmental matters	Council	Health, Safety and Environment Committee		● 7 ● HSE
2.	Policy statements and associated documents relating to Health, Safety and Environmental matters	Health, Safety and Environment Committee			● HSE

### 2. Compliance

	<b>ACTION</b>	<b>DECIDING BODY [DELEGATED BY]</b>	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Approval of an annual report on Health and Safety activities at the University	Health, Safety and Environment Committee		Subsequently presented to Council for information.	● HSE
2.	Receipt of audit reports on Health, Safety and Environmental matters at the University	Health, Safety and Environment Committee			● HSE
3.	Receipt of the biennial Insurance Surveyors' Report	Health, Safety and Environment Committee			● HSE

## 11. Academic (including University Awards)

### 1. Admissions

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Determine the conditions under which persons shall be admitted to the University and to any particular scheme of study or research	Senate			● 17
2.	Major changes to the admission targets for student entry to the University	Council	Finance and Strategy Committee		● FSC
3.	Minor changes to the admission targets for student entry to the University	Finance and Strategy Committee			● FSC

### 2. Academic Portfolio and Progression

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Responsible for portfolio management and to direct, regulate and control all the teaching, schemes of study and examinations of the University	Senate			● 17
2.	Determining the conditions relating to academic performance and the proper pursuit of studies under which students shall be permitted to continue their studies in the University, and the sanctions which are to be applied to any student who fails to satisfy the examiners at any examination of the University of their satisfactory progress.	Senate			● 17

### 3. Research

	<b>ACTION</b>	<b>DECIDING BODY [DELEGATED BY]</b>	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Develop, review and evaluate procedures, policies and guidelines to facilitate the progress of ethical review	University Research Ethics Committee		The University Research Ethics Committee shall present an annual report to Council.	● UREC

### 4. Degrees and other academic awards

	<b>ACTION</b>	<b>DECIDING BODY [DELEGATED BY]</b>	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Approve and recommend for awards, degrees and other academic distinctions upon and to those persons who have pursued and successfully completed a scheme of study or research approved by the Senate, and upon and to persons who hold academic distinctions of equal or similar rank conferred by any other college or institution of higher education	Senate		Undertaken on behalf of the University, or jointly with other institutions.	● V ● 17
2.	For good cause, to deprive persons of any academic distinctions or titles to be conferred upon them by the University	Senate			● V ● 17
3.	For good cause, to revoke any degree or other award granted to individuals, and to withdraw all privileges connected therewith	Senate			● V ● 17
4.	Present for awards, degrees and other academic distinctions of other bodies those persons who under the supervision of the University have pursued and successfully	Senate			● 17

	completed a scheme of study or research approved by those bodies				
5.	Award studentships, bursaries, prizes and other grants for the encouragement of study and research	Senate			● 17

#### 5. Academic Dress

	<b>ACTION</b>	<b>DECIDING BODY [DELEGATED BY]</b>	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Prescribe the academic dress to be worn by the Officers and members of the University and the occasions on which it shall be worn	Senate			● 17

## 12. Students

### 1. Students' Organisation

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Review and approve the Constitution of the Students' Organisation and any variations of it.	Council	Charter Committee > Senate	To ensure that the Students' Organisation operates in a manner which is fair and democratic.  Draws on. Part II, Education Act 1994.  The Charter Committee to instigate a review of the Constitution of the Students' Organisation where it has not been revised during the four preceding academic years.	● 8 ● CHA
2.	Receive the annual report and accounts of the Students' Organisation	Finance and Strategy Committee [Council]		To ensure that the Students' Organisation is accountable for its finances.  Draws on. Part II, Education Act 1994.	● 8 ● FSC
3.	Receive monthly estimates of income and expenditure of the Students' Organisation	Finance and Strategy Committee [Council]		To ensure that the Students' Organisation is accountable for its finances.  Draws on. Part II, Education Act 1994.	● FSC

### 2. Student Discipline

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Regulate the discipline of the students, and to suspend any student from any class or classes and / or to exclude any student from the whole or any part of the University or its precincts.	Senate			● 17
2.	Determine the procedure to be followed in student disciplinary cases	Senate		By Regulation.	● 33

## 13. Welsh Language

### 1. Strategies, Policies and Plans

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Approval of University's Welsh-medium Strategy	Council	Welsh Language Strategy Committee > (Senate)	Including the relationship with the Coleg Cymraeg Cenedlaethol	● 17 ● WLS
2.	Approval of the University's Welsh Language Scheme	Welsh Language Commissioner	Welsh Language Strategy Committee > Council		● WLS
3.	Approval of policies relating to the Welsh-language	Welsh Language Strategy Committee			● WLS

### 2. Compliance

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Approval of the Annual Monitoring Report on the implementation of the Welsh Language Scheme	Council	Welsh Language Strategy Committee	Subsequently presented to the Welsh Language Commissioner.	● WLS

## 14. Honorary Awards and Appointments

### 1. Honorary Awards

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Approving the conferral of Honorary Fellowships, and their revocation	Council	Committee on Honorary Awards > Senate		● 17 ● HON
2.	Approving the conferral of Honorary Doctorate degrees, and their revocation	Council	Committee on Honorary Awards > Senate		● 17 ● HON
3.	Approving the conferral of Honorary Bachelor degrees, and their revocation	Council	Committee on Honorary Awards > Senate		● 17 ● HON

### 2. Honorary Appointments

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Appointment of Honorary and Visiting staff	Vice-Chancellor	Relevant Academic Institute	Reported to the Professional Development, Staffing and Equality Committee.	● 26 ● PDSEC
2.	Conferment of the title of Research Professor	Vice-Chancellor	Relevant Academic Institute	Reported to the Professional Development, Staffing and Equality Committee.	● 27 ● PDSEC
3.	Conferment of the title of Emeritus Professor, Emeritus Reader, Emeritus Senior Lecturer, and Emeritus Lecturer	Professional Development, Staffing and Equality Committee	Vice-Chancellor	Including the retrospective conferment of such titles.	● 27 ● PDSEC

### 3. External Awards

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Nominations made by the University for external Honours	Committee on Honorary Awards	University Executive		● HON



## 15. External Relations

### 1. External Relationships

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Granting membership of the University	Council		Either for a defined period or indefinitely.	● 1
2.	Membership of a company limited by guarantee	Council			● 14.1
3.	Corporate Membership of external Organisations	Council			● B.1
4.	Appointment or nomination of representatives of the University to other bodies	Council / Senate	(Nominations Committee)	In accordance with the requirements and regulations of those other bodies. Those appointed or nominated by Senate must be current members of staff.	● 28 ● NOM

### 2. Higher Education policies

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Approve the University's response to the requirements and policies of the Welsh Government and HEFCW	Council	University Executive > Finance and Strategy Committee		● FSC
2.	Approval of the Fee and Access Plan for submission to HEFCW	Council	Finance and Strategy Committee		● FSC

### 3. Institutional Collaboration

	<b>ACTION</b>	<b>DECIDING BODY</b> [DELEGATED BY]	<b>RECOMMENDING BODY</b>	<b>COMMENTS</b>	<b>SOURCE</b>
1.	Collaboration with other institutions	Council	Finance and Strategy Committee	Except for collaboration with respect to academic matters.	● 7 ● FSC
2.	Academic collaboration with other institutions	Council	Finance and Strategy Committee > Senate		● 7 ● 17 ● FSC