

LOUGHBOROUGH UNIVERSITY

SCHEDULE OF DELEGATION version 2



Outline of Content

- The first three slides set out the 17 Primary Responsibilities of Council mapped onto Statute XIII
- The next slide sets out seven categories of delegated power
- The next 15 slides set out key delegated powers by category, identifying the executive lead, oversight arrangements and further information
- The final four slides set out Statute XIII powers mapped back onto the 17 Primary Responsibilities

Navigation

- Hyperlinks have been used throughout the Schedule to aid navigation
- Hyperlinks are indicated by underlined text
- To jump within the Schedule or to sources on the University website (internet connection required):
 - Right click on the underlined text
 - Select “open hyperlink”

SCHEDULE OF DELEGATION – PRIMARY RESPONSIBILITIES OF COUNCIL 1 - 7

1	General control over the University and all its affairs, purposes and functions.	Governance, Management & Control	Statute XIII.6.xxix (and xv, xvi)
2	The management and administration of the revenue and property of the University	Budgetary & Financial Matters	Statute XIII.6.xviii , xix , xx
3	The custody and use of the Common Seal of the University.	Governance, Management & Control	Statute XIII.6.xxvii
4	To approve the mission and strategic vision of the University, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders.	Strategy & Policy Development	Statute XIII.6.vi , vii , x , xi , xiii
5	To approve the annual budget and financial statements, to ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest.	Governance, Management & Control	Statute XIII.6. xviii , xxvi
6	To ensure processes are in place to monitor and evaluate the performance and effectiveness of the University against the plans and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable institutions.	Governance, Management & Control	Statute XIII.6.xviii
7	To appoint the Vice-Chancellor as chief executive and principal Academic and Administrative Officer of the University, in accordance with paragraph 7. of the Charter, and to put in place suitable arrangements for monitoring his/her performance.	Governance, Management & Control	Statute XIII.6.iv

SCHEDULE OF DELEGATION – PRIMARY RESPONSIBILITIES OF COUNCIL 8 - 15

8	To delegate authority to the Vice-Chancellor for the appointment of University nominees to the boards of public bodies, limited companies and other institutions.	Governance, Management & Control	Statute XIII.6.xii
9	To establish processes to monitor and evaluate the performance and effectiveness of Council itself.	Governance, Management & Control	Statute XIII.6.xxix
10	To conduct its business in accordance with best practice in higher education, corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life.	Governance, Management & Control	Statute XIII.6.ii, iii
11	To safeguard the good name and values of the University.	Governance, Management & Control	Statute XIII.6.xxix
12	To appoint the Secretary to Council, and to ensure that, if he/she has managerial responsibilities in the University, there is an appropriate separation in the lines of accountability.	Governance, Management & Control	Statute XIII.6.i
13	To be the employing authority for all staff in the University and to be responsible for establishing a human resources strategy.	Governance, Management & Control	Statute XIII.6.viii, ix, xviii, xxv
14	To be the principal financial and business authority of the University, to ensure that proper books of account are kept, and to have overall responsibility for the University's assets, property and estate.	Budgetary & Financial Matters	Statute XIII.6.xiv, xviii, xix, xx, xxi, xxii, xxiii, xxv, xviii
15	To be the institution's legal authority and, as such, to ensure that systems are in place for meeting all the institution's legal obligations, including those arising from contracts and other legal commitments made in the institution's name.	Governance, Management & Control	Statute XIII.6.v, xxiv, xxvii, xxviii, xxix

SCHEDULE OF DELEGATION – PRIMARY RESPONSIBILITIES OF COUNCIL 16 - 17

16

To make such provision as it thinks fit for the general welfare of students, in consultation with Senate.

[Academic & Student](#)

Statute
[XIII.6.xii, xvii](#)

17

To ensure that the University's Charter, Statutes and Ordinances are followed at all times and that appropriate advice is available to enable this to happen.

[Governance, Management & Control](#)

Statute
[XIII.6.xxix](#)

SCHEDULE OF DELEGATION – CATEGORIES

[Governance, management and control](#) 1, [2](#)
and [3](#)

[Strategy and policy development](#)

[Appointments and staffing matters](#) 1 and [2](#)

[Academic and student matters](#) 1 and [2](#)

[Research and knowledge transfer](#)

[Enterprise](#)

[Capital programme and estates](#)

[Budgetary and financial matters](#) 1, [2](#) and [3](#)

[Media and information matters](#)

GOVERNANCE, MANAGEMENT & CONTROL:

Where Council is not the final authority

Amendments to Act

Final authority:
Parliament

No delegation

[Recommendations
by Council/Senate](#)

[Amendments to Charter](#)

Final authority:
Privy Council

No delegation

[Recommendations
by Council/Senate](#)

[Approval of new and amended statutes](#)

Final authority:
Privy Council

No delegation

[Recommendations
by Council/Senate](#)

GOVERNANCE, MANAGEMENT & CONTROL:

Where Council is the final authority 1

Responsibility

University leadership

University management

Resource allocation

Health and safety

Estates Contracts

Staffing Contracts

Financial Contracts

International agreements

Executive Lead

[Vice-Chancellor](#)

[Vice-Chancellor](#)

[Deputy Vice-Chancellor](#)

[Vice-Chancellor; Chief Operating Officer](#)

[Deputy Chief Operating Officer](#)

[Director of Human Resources](#)

[Director of Finance](#)

[Chief Operating Officer](#)

Oversight

Reports to [Senate](#) & [Council](#)

Reports to [Senate](#) & [Council](#)

Reports through [Operations Co](#)

Reports through [HSE Committee](#)

Reports through [EMC](#)

Reports through [HRC](#)

Reports through [Finance Comm.](#)

Reports to [Senate](#) & [Council](#)

Further information

See [VCO](#); [extended VCO](#)

See [ALT](#); [Mgt Chart](#)

See [Ops Co. Terms of Reference](#)

See [HSEC Terms of Reference](#)

See [EMC Terms of Reference](#)

See [Recruitment Guide](#)

See [Financial Regulations](#)

See [Financial Regulations](#)

GOVERNANCE, MANAGEMENT & CONTROL:

Where Council is the final authority 2

Responsibility

Custody and use of the Common Seal

Approval of new and amended ordinances and regulations

Internal control arrangements (including risk management)

Institutional strategic risk register

Disaster and business continuity planning

Appointment of external and internal auditors

Charities Commission requirements

Executive Lead

[Chief Operating Officer](#)

[Chief Operating Officer](#)
; [Head of Governance](#)

[Director of Finance](#) and
[Chief Operating Officer](#)

[Director of Finance](#)

[Chief Operating Officer](#)

No delegation

[Director of Finance](#) and
[Chief Operating Officer](#)

Oversight

Reports to [Senate](#) & [Council](#)

Reports to [Senate](#) & [Council](#)

[Reports to Audit Committee](#)

[Reports to Audit Committee](#)

[Reports to Audit Committee](#)

[Audit Committee](#)

Reports to [Senate](#) & [Council](#)

Further information

[See Committee Handbook, 9.2](#)

[See Audit Committee ToR](#)

[See Audit Committee ToR](#)

[See Audit Committee ToR](#)

External approved by Council, internal approved by Audit Committee

STRATEGY & POLICY DEVELOPMENT:

Council is the final authority

Responsibility

Development of the [institutional strategic plan](#)

Development of [institutional action plans and KPIs](#), including student intake targets

Development of learning & teaching strategy and associated action plans

Development of research strategy and associated action plans

Development of enterprise strategy and associated action plans

Sport advancement and development

Executive Lead

[Deputy Vice-Chancellor](#)

[Deputy Vice-Chancellor](#)

[PVC\(T\)](#)

[PVC\(R\)](#)

[PVC\(E\)](#)

[Executive Director of Sport](#)

Oversight

Reports through [Operations Comm](#)

Reports through [Operations Comm](#)

Reports to [Senate](#) through [LTC](#)

Reports to [Senate](#) through [Res Comm](#)

Reports through [Enterprise Committee](#)

Reports to [Senate](#) through [Sport Co](#)

Further information

[See Planning Team web pages](#)

[See Planning Team web pages](#)

APPOINTMENTS & STAFFING MATTERS 1

Council is the final authority

Responsibility

Appointment of the Vice-Chancellor

Appointment of the DVC and PVCs

Appointment of Dean of School

Appointments of Professorial and Equivalent Staff
(Grade 9)

Appointment of staff on Grade 8

Appointment of staff on Grades 6 and 7

Appointment of staff on Grades 1 to 5 inclusive

Executive Lead

No delegation

[Vice-Chancellor](#)

[Vice-Chancellor](#)

[Vice-Chancellor](#)

[PVCs, COO;](#)
[Finance Director](#)

[Dean of School,](#)
Head of Service

[Dean of School,](#)
Head of Service

Oversight

No delegation

Reports to [Senate](#)
& [Council](#)

Reports to [Senate](#)
& [Council](#)

Reports to [Senate](#)
& [Council](#)

Reports through
[HRC](#)

Reports through
[HRC](#)

Reports through
[HRC](#)

Further information

Joint Committee
recommendation

[See Annex 2 of
Comm. Handbook](#)

[See Annex 10 of
Comm. Handbook](#)

[See Appointment
code of practice](#)

[See Appointment
code of practice](#)

[See Appointment
code of practice](#)

See [Recruitment
Guide](#)

APPOINTMENTS & STAFFING MATTERS 2

Council is the final authority

Responsibility

Major changes to terms and conditions of employment

Minor changes to terms and conditions of employment

Remuneration of the Vice-Chancellor and team

Senior Staff Remuneration

Staff promotion and progression

Staff severance

Redundancy

Staff discipline and grievances

Executive Lead

No delegation

[Director of
Human Resources](#)

[Remuneration
Committee](#)

[Senior Salaries
Review Group](#)

[Director of
Human Resources](#)

[Director of
Human Resources](#)

[Operations
Committee](#)

[Director of
Human Resources](#)

Oversight

No delegation

Reports through
[HRC](#)

Reports to Council

Reports to
[Remuneration Cm](#)

Reports through
[HRC](#)

Reports through
[HRC](#)

Reports to [Senate](#)
& [Council](#)

Reports through
[HRC](#)

Further information

HRC
recommendation

[See JNCC, ARSNC,
TSNC, CMSC](#)

[See Remuneration
Committee ToR](#)

[See Remuneration
Committee ToR](#)

See [Promotion A &
B](#); Reward [A,B & C](#)

Subject to HEFCE
guidance

[See Ordinance XL](#)

See Ordinances
[XXXV, XXXVI, XXXVII](#)

ACADEMIC & STUDENT MATTERS 1

Council is the final authority

Responsibility

Management of Student Intake Targets

Assurance that academic governance is effective

Library and information services

Teaching partnerships

Oversight of Students' Union governance

Executive Lead

[Chief Operating Officer](#)

[PVC\(T\)](#) and [PVC\(R\)](#)

[Chief Operating Officer](#)

[PVC\(T\)](#)

Not delegated

Oversight

[Reports through Operations Comm](#)

Report to [Senate](#) through LTC and Research Committee

Reports through [Senate](#) and [ITGC](#)

Reports through [Senate](#) via [LTC](#) and [TPSC](#)

Via reports from [Senate](#)

Further information

See [Library](#) and [IT Services](#)

See [Ordinance XVI](#)

ACADEMIC & STUDENT MATTERS 2

Council is the final authority

Responsibility

Student experience and welfare

Sports participation

Student discipline including appeals

Student complaints

Prizes

Honorary degrees

Executive Lead

Director of Student
Services

[Executive Director of
Sport](#)

[Chief Operating
Officer](#)

[Academic
Registrar](#)

[Academic
Registrar](#)

[Vice-Chancellor](#)

Oversight

Reports through [Senate](#)
via [LTC](#) and [Student
Experience Team](#)

Reports to [Senate](#)
through [Sport Co](#)

Reports through [Student
Discipline Committee](#)

Reports to [Senate](#)
& [Council](#)

Reports to [Senate](#)
via [Prizes Comm](#)

Reports to [Senate](#)
& [Council](#)

Further information

See [Student
Services](#)

See [Loughborough
Sport](#)

See [Ordinance XVII](#)

See [Ordinance
XXXVIII](#)

See [Honorary
Degrees etc Comm](#)

RESEARCH AND KNOWLEDGE TRANSFER

Council is the final authority

Responsibility

Review of research performance

Research impact development

Research quality development

Executive Lead

[PVC\(R\)](#)

[PVC\(E\) and
PVC\(R\)](#)

[PVC\(R\)](#)

Oversight

Reports through
[Research Comm](#)

Reports through [Ent
Comm](#) via [RIDSC](#)

Reports through
[Res Com](#) via [RQESC](#)

Further information

ENTERPRISE

Council is the final authority

Responsibility

Promotion of enterprise activity

Embedding enterprise activity in Schools

Monitor the formation of spin-out companies

Approve funding for enterprise projects

Exploitation of intellectual property

Executive Lead

[PVC\(E\)](#)

Deans

[PVC\(E\)](#)

[PVC\(E\)](#)

[PVC\(E\)](#)

Oversight

Reports through
[Enterprise Comm](#)

Reports through
[Enterprise Comm](#)

Reports through
[Enterprise Comm](#)

Reports through
[Enterprise Comm](#)

Reports through
[Enterprise Comm](#)

Further information

Via [Enterprise
Projects Group](#)

See [Ordinance
XXXIX](#)

CAPITAL PROGRAMME & ESTATES

Council is the final authority

Responsibility

Acquisition of property

Disposal of property

Development of the capital programme

Oversight of the implementation of the capital programme

Development and oversight of maintenance programme

Responsibility for the stewardship of the campus, including its landscaping, buildings and traffic control

Responsibility for effective use of space

Executive Lead

Not delegated

[Director of Finance](#)

[Deputy COO; Finance Director](#)

[Deputy COO; Finance Director](#)

[Deputy COO; Finance Director](#)

[Deputy Vice-Chancellor](#)

[Deputy Vice-Chancellor](#)

Oversight

[EMC](#) advises Council

Reports through [EMC](#)

Reports through [OPC](#)

Reports through [EMC](#)

Reports through [EMC](#)

Reports through [EMC](#)

Reports through [EMC](#) via [SACS](#)

Further information

See [Project Approval Process](#)

See [Project Approval Process](#)

[EMC](#) advises [OPC](#)

See [Financial Regulations](#)

See [Financial Regulations](#)

See [Facilities Mgmt](#)

See [Space Mgmt](#)

BUDGETARY AND FINANCIAL MATTERS 1

Council is the final authority

Responsibility

Acquisition & disposal of non-property assets

Appointment of bankers, opening bank accounts, signatories to accounts

Bad debt write-off

Compliance with financial regulations

Internal financial regulation and control

HEFCE Accountable Officer

Insurance

Executive Lead

[Director of Finance](#)

[Director of Finance](#)

[Director of Finance](#)

[Director of Finance](#)

[Director of Finance](#)

[Vice-Chancellor](#)

[Director of Finance](#)

Oversight

Reports through [Finance Committee](#)

Reports through [Finance Committee](#)

Reports through [Finance Committee](#)

Reports through [Fin Com, Audit Comm](#)

Reports through [Fin Com, Audit Comm](#)

Reports through [Fin Com, Audit Comm](#)

Reports through [Finance Committee](#)

Further information

[See Financial Regulations](#)

[See Financial Regulations](#)

[See Financial Regulations](#)

[See Financial Regulations](#)

[See Financial Regulations](#)

[See Financial Regulations](#)

[See Financial Regulations](#)

BUDGETARY AND FINANCIAL MATTERS 2

Council is the final authority

Responsibility

Investment portfolio

Non-payroll expenditure

External legal, financial or other professional advice

Projects (non-research)

Research funding

Institutional grant applications

Revenue budget

Sales and IP licencing

Executive Lead

[Director of Finance](#)

[Director of Finance](#)

[Chief Operating Officer;
Director of Finance](#)

[Deputy Vice-Chancellor](#)

[PVC\(R\)](#)

[Deputy Vice-Chancellor](#)

[Director of Finance](#)

[Director of Finance](#)

Oversight

Reports through
[Finance Committee](#)

Reports through
[Finance Committee](#)

Reports through
[Finance Committee](#)

[Reports through
Operations Co](#)

Reports through
[Research Comm](#)

[Reports through
Operations Co](#)

Reports through
[Finance Committee](#)

Reports through
[Finance Committee](#)

Further information

[See Financial Regulations](#)

[See Financial Regulations](#)

[See Financial Regulations](#)

See [Project Approval Process](#)

See [Research Office website](#)

See [Project Approval Process](#)

[See Financial Regulations](#)

[See Financial Regulations](#)

BUDGETARY AND FINANCIAL MATTERS 3

Council is the final authority

Responsibility

Subsidiary companies

Student tuition fees

Student residential fees

Tax and VAT

Setting University budget parameters

Executive Lead

[Director of Finance](#)

[PVC\(T\)](#)

[Chief Operating Officer;
Finance Director](#)

[Director of Finance](#)

[Director of Finance;
Deputy Vice-Chancellor](#)

Oversight

Reports through
[Finance Committee](#)

Reports through [OPS](#)
via [Tuition Fee SC](#)

Reports through
[Finance Committee](#)

Reports through
[Finance Committee](#)

Reports through
[Finance Committee](#)

Further information

See [Subsidiary Companies](#)

See [Financial Regulations](#)

See [Financial Planning/Analysis](#)

MEDIA & INFORMATION MATTERS

Council is the final authority

Responsibility

Approval of University visual identity

Authorisation of media releases

Copyright

Data Protection Act

Freedom of Information Act

Charities Act requirements

Executive Lead

[Vice-Chancellor](#)

Director of Marketing
& Advancement

[Chief Operating
Officer](#)

[Head of
Governance](#)

[Head of
Governance](#)

[Chief Operating
Officer](#)

Oversight

Reports through
[Advancement Cmte](#)

Reports through
[Advancement Cmte](#)

Reports to [Senate
& Council](#)

Reports through
[ITGC](#)

Reports through
[ITGC](#)

Reports to [Senate
& Council](#)

Further information

See [Visual Identity](#)

See [Corporate
Communications](#)

See [Data
Protection](#)

See [Freedom of
Information](#)

SCHEDULE OF DELEGATION – STATUTE XIII.6.i – XIII.6.x

i. To appoint a Chair, Vice-Chair and Secretary.

[Responsibility 12](#)

ii. To co-opt members of the Council as provided for under this Statute.

[Responsibility 10](#)

iii. To appoint the Chancellor, Pro-Chancellors (including the Senior Pro-Chancellor) and Honorary Treasurer.

[Responsibility 10](#)

iv. To appoint the Vice-Chancellor, Pro-Vice-Chancellors and Registrar.

[Responsibility 7](#)

v. To make Statutes and Ordinances.

[Responsibility 10
and 15](#)

vi. To authorise, on the recommendation of the Senate, the establishment of academic posts in the University.

[Responsibility 4](#)

vii. To suspend or abolish, on the recommendation of the Senate, any post except any post created by these Statutes; provided that no academic post shall be suspended or abolished except on the recommendation of the Senate.

[Responsibility 4](#)

viii. To appoint all members of the Academic Staff, and to determine, after consultation with the Senate, the terms and conditions of such appointments.

[Responsibility 13](#)

ix. To appoint all other members of the University staff, and to determine the terms and conditions of such appointments.

[Responsibility 13](#)

x. To review the work of the University and take such steps as it thinks proper for the purpose of advancing its interests.

[Responsibility 4](#)

SCHEDULE OF DELEGATION – STATUTE XIII.6.xi – XIII.6.xviii

xi.

To review the work of the University and take such steps as it thinks proper for the purpose of advancing its interests.

[Responsibility 4](#)

xii.

To foster close associations with industrial, commercial, research and public organisations.

[Responsibility 8,](#)
[16](#)

xiii.

To make provision for research within the University.

[Responsibility 4](#)

xiv.

To determine, after considering any recommendations of the Senate, all University fees.

[Responsibility 14](#)

xv.

To institute, on the recommendation of the Senate and subject to any conditions made by the founders, Fellowships, Scholarships, Studentships, Exhibitions, Bursaries and Prizes and other aids to study and research.

[Responsibility 1](#)

xvi.

To confer, on the recommendation of the Senate, the title of Emeritus Professor or Honorary Professor, Reader, Lecturer or Fellow.

[Responsibility 1](#)

xvii.

To provide for the personal development and well-being of the students and for the welfare of the employees of the University.

[Responsibility 16](#)

xviii.

To govern, manage and regulate the finances, accounts, investments, property, business and all affairs whatsoever of the University and for that purpose to appoint bankers and any other officers or agents whom it may deem expedient to appoint; provided that before determining any question of finance which directly affects the academic policy of the University the Council shall take into consideration any recommendation or report thereon by the Senate.

[Responsibility 2,](#)
[5, 6, 13, 14](#)

SCHEDULE OF DELEGATION – STATUTE XIII.6.xix – XIII.6.xxv

xix.

To invest any moneys belonging to or held by the University in such stock, funds, fully paid shares or securities as the Council shall from time to time think fit, whether within or outside the United Kingdom of Great Britain and Northern Ireland, or in the purchase of freehold or leasehold hereditaments, including rents; provided that in the case of moneys held by the University as trustees the powers conferred by this paragraph shall be exercised subject to the provisions of the law relating to investment by trustees.

[Responsibility 14](#)

xx.

To sell, buy, exchange, lease and accept leases of real and personal property on behalf of the University.

[Responsibility 14](#)

xxi.

To provide the buildings, premises, furniture and apparatus, and other means needed for carrying on the work of the University.

[Responsibility 14](#)

xxii.

To provide and license Halls of Residence, lodgings, apartments, and other places of residence, whether or not maintained by the University and upon and subject to such terms and conditions as the Council shall think fit.

[Responsibility 14](#)

xxiii.

To borrow money on behalf of the University and for that purpose, if the Council think fit, to mortgage or charge all or any part of the property of the University, whether real or personal, and to give such other security as the Council shall think fit.

[Responsibility 14](#)

xxiv.

To enter into, vary, carry out and cancel contracts on behalf of the University.

[Responsibility 15](#)

xxv.

To make provision for schemes of insurance, superannuation, pensions or retirement benefits for members of the Academic and other staff, and so far as the Council may think fit for other employees of the University or their dependents.

[Responsibility
13, 14](#)

SCHEDULE OF DELEGATION – STATUTE XIII.6.xxvi – XIII.6.xxix

xxvi.

To ensure that the University has appropriate procedures for the management of risk and to oversee the operation of these procedures.

[Responsibility 5](#)

xxvii.

To select a Seal, Arms and a Mace for the University and to have the sole custody and use of the Seal.

[Responsibility 3,
15](#)

xxviii

To give on behalf of the University guarantees to building societies, whether in pursuance of continuing arrangements or not.

[Responsibility
14, 15](#)

xxix.

Generally to exercise all such powers as are or may be conferred on the Council by the Charter and these Statutes, including the power to make Regulations in the exercise of all the powers expressly set out in this Statute and of all other the powers vested in the Council.

[Responsibility 1,
15, 17](#)