



# Delegation of Powers and Responsibilities

Section	Item	Sub-item	Process notes	Committee	Officer	Staff		
Staff	Authorisation of posts	Senior Manager	Post, Job Description and pay	Board	President			
		Permanent	Normally in Dept plan/budget. JD, Pay etc.	Executive	Responsible Exec Member	UD/DepUD/Dir Com		
		Student Staff	Broadly in Dept. plan. Budget driven	FMSC	Responsible Exec Member	Department Manager		
	Recruitment & Selection	Appointment of selection panel	Subject to policy	Executive	Responsible Exec Member	Department Manager		
		Permanent staff appointments	Subject to policy	Executive	Responsible Exec Member	Department Manager		
		Student Staff appointments	Subject to policy			Department Manager, Unit or Duty Managers		
	HR Policies	Drafting		Executive	President	Union Director / Head of HR		
		Approval		Board	President	Union Director / Head of HR		
		Monitoring, review & reporting		PMSC	President	Union Director / Head of HR		
	Discipline	Student staff discipline	Subject to policy	Executive	Finance EO	Department Manager		
		Student staff Appeals		Executive	Finance EO	Union Director / Head of HR		
		Permanent staff discipline	Subject to policy	PMSC	President	Union Director / Deputy UD/Dir Com/Head of HR		
		Permanent staff Appeals		PMSC	President	Union Director / Deputy UD/Dir Com/Head of HR		
		Union Director discipline		Board	President	Board Chair		
		Executive discipline	Subject to policy	PMSC	President	UD/DepUD		
	Staff KPIs	Investors In People	IIP Gold standards	Executive	President	Union Director		
		Staff Survey		PMSC	President	Union Director, HR		
		Turnover		PMSC	President	Union Director, HR		
		Absence		PMSC	President	Head of Finance, HR		
	Planning and Performance Management	Strategic Planning	Process Approval		Board	President	Union Director	
			Managing the Process		Project Board	President	Union Director	
			Initial open consultation	Students		Executive	President and other officers	Union Director
				University and College		Executive	President	
				Staff		Managers		Union Director
			Consultative draft	Volunteers		Executive	Responsible Exec Members	Deputy UD
Development					Board	Responsible Exec Members	Union Director	
1st draft					Executive	Responsible Exec Members	Union Director	
Consultation on Draft					Executive	Responsible Exec Members	Union Director	
Implementation			Approval		Board	President	Union Director	
		Incorporation into Department plans		Managers	President	Union Director / Deputy UD/Dir Com		
Department Planning		Incorporation into Executive plans		Executive	President	Union Director / Deputy UD		
		Consultation with staff and clients	Dependant on Dept. responsibility	Managers	Responsible Exec Members	Union Director / Deputy UD/Dir Com		
		Drafting	Dependant on Dept. responsibility	Managers	Responsible Exec Members	Union Director / Deputy UD/Dir Com		
		Review	Dependant on Dept. responsibility	Executive	Responsible Exec Members	Union Director / Deputy UD/Dir Com		
		Approval	Plan headlines; details approved in Senior management meetings with dept. managers	Board	President	Union Director		
Exec Planning		Consultation with stakeholders		Executive	Responsible Exec Members	Union Director / Deputy UD		
		Drafting		Executive	Responsible Exec Members	Union Director / Deputy UD		
		Peer reviews		Executive	Responsible Exec Members	Union Director / Deputy UD		
Performance Management in relation to plan								

		Executive		Executive / PMSC	Responsible Exec Members	Union Director / Deputy UD
		Union Director		PMSC	President	Board Chair
		Deputy UD/Dir Com		PMSC	President	Board Chair
		Managers		Executive	President	Union Director / Deputy UD/Dir Com
		Staff		Managers	President	Union Director / Deputy UD/Dir Com
	Board Performance			PMSC	President	Board Chair

Safety, Risk and Legal Compliance	Item	Sub-item	Process notes	Committee	Officer	Staff
	Risk Register	Drafting & Maintaining		Managers	President	Union Director / Deputy UD/Dir Com
		Approving		Board	President	Union Director / Deputy UD/Dir Com
		Review	Any reports on significant changes	Board	President	Union Director / Deputy UD/Dir Com
	Health & Safety Policy	Compliance and risk minimisation		Managers	Responsible Exec Members	Union Director / Deputy UD/Dir Com
		Auditing practice and compliance		Managers	Responsible Exec Members	Health & Safety Officer
		Drafting & Maintaining		Managers	Responsible Exec Members	Health & Safety Officer
		Monitoring		Managers	Responsible Exec Members	Health & Safety Officer
		Approval	Reports from H&S Committee	Board	President	Union Director
	Licensing			Personal License Holders	Finance & Commercial Services EO	Dir Com
	Nursery	OFSTED	Regular OFSTED inspections take place	Nursery	Responsible Exec Members	Union Director / Deputy UD
	Safeguarding	Local Authorities			President	Deputy UD

Communication, Marketing and Representation	Item	Sub-item	Process notes	Committee	Officer	Staff
	Reputation Management			Executive	President, Democracy EO	Union Director/HoM&C
	Press & PR			Executive	President	Union Director, HoM&C
	University main point of contact	ELT Pairings		Executive	Responsible Exec Members	Union Director
		Peer contacts		Managers	Responsible Exec Members	Union Director
	College main point of contact	Academic representation		Executive	Education EO	Deputy UD
			Partnership agreement TBA	Executive	College EO	Deputy UD

Finance & Contracts	Item	Sub-item	Process notes	Committee	Officer	Staff
	Financial regulation	Approval		Board	VP Finance	Union Director / Deputy UD/Dir Com
		Ensuring adherence to financial regulations		Board	VP Finance	Union Director / Deputy UD/Dir Com
		Report of Internal Auditor		Board	VP Finance	Union Director / Deputy UD/Dir Com
	Budgets	Submissions to University Regulatory Committee		FMSC	VP Finance	Union Director, Head of Finance
		Preparation of Initial budget/Fee bid		Executive	VP Finance	Union Director, Head of Finance/Deputy UD
		Preparation of Budget revision		FMSC	VP Finance	Union Director, Head of Finance
	Stock in Trade	Approval		Board	VP Finance	Union Director
		Purchasing Policy	According to department plan	FMSC	VP Finance	Budget controllers, Union Director / Deputy UD
		Approval of suppliers within policy		Managers	VP Finance	Department Manager
	Contracts lifetime value	Ordering		FMSC	VP Finance	Authorised staff
		Less than £1000		Managers	VP Finance	Budget controllers
		£1000-£10,000	Copy of contract to Head of Finance	Managers	VP Finance	Union Director, Head of Finance
		£10K-£50K	Copy of contract to Head of Finance	Executive	VP Finance	Union Director / Deputy UD/Dir Com
	Payments	£50K+		Board	VP Finance	Board Chair
		Authorisation within budget		Executive	VP Finance	Authorised staff
		Payments over £5K	To be individually signed off	Executive	VP Finance	Authorised staff
	Exceptional Payment	Payments over £5K not within Budget heading or where there is a conflict of interest	To be authorised in advance	Board /PMSC	President	Chair of Board
	Management Accounts	General payments		Executive	VP Finance	Authorised staff
		Prepared by 21st each month		Executive	VP Finance	Head of Finance
		Analysis and commentary for Executive		Executive	VP Finance	Union Director / Deputy UD/Dir Com

		Checking and corrective action	Executive areas	Executive	VP Finance	Budget controllers
			Staff areas	Executive	VP Finance	Union Director / Deputy UD/Dir Com
	Audited accounts	Sign off		Board	VP Finance	Union Director / Deputy UD/Dir Com
		Management Letter		Board	VP Finance	Union Director / Deputy UD/Dir Com
	Leases	Negotiation and ongoing relationship		Executive	VP Finance	Dir Comm
		Approval and sign off		Board	VP Finance	Union Director / Dir Com
	Loan Finance and Investment			Board	VP Finance	Union Director / Deputy UD/Dir Com
	Capital spend authorisation		Sign off by senior manager not directly resp.	Board	VP Finance	Union Director / Deputy UD/Dir Com

Induction and Development	Item	Sub-item	Process notes	Committee	Officer	Staff
	Board			Board	President, Democracy EO	Union Director / Deputy UD/Dir Com
	Executive Officers	Developing the programme		Executive	Executive	Union Director / Deputy UD/Dir Com
		In house programme		Executive	Executive	Union Director / Deputy UD/Dir Com
		Residential		Executive	President, Democracy EO	Union Director / Deputy UD/Dir Com
	Union Affairs Committee	Induction programme		Executive	Democracy EO	Union Director / Deputy UD/Dir Com
	Volunteers			Executive	Responsible Executive Officers	Head of Student Development
	Staff			PMSC	President	Union Director / Deputy UD/Dir Com
	Post UD departure responsibilities will be split along department responsibility lines between Dep UD and Dir Com Detailed department split TBC to next meeting Executive/Board President/Board Chair					Deputy UD/Dir Com