



UNIVERSITY<sub>OF</sub>  
WINCHESTER

## **Schedule of Delegation 2025-26**

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<b>Indicate whether the document is for public access or internal access only</b> <b>Indicate whether the document applies to collaborative provision?</b> <i>(Strikethrough text, as appropriate)</i>	<del><b>Public Access</b></del> <b>Internal Access Only</b>  <del><b>Applies to Collaborative Provision</b></del>
<b>Summary:</b> The Schedule of Delegation is a summary of the responsibilities of role holders and Committees within the University. The Schedule of Delegation follows best practice guidelines (provided by the Committee of University Chairs (CUC)), and with reference to the University's Memorandum and Articles of Association. Should there be any conflict, the Articles constitute overriding authority.	

## **SCHEDULE OF DELEGATION 2025-26**

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## Notes

The following acronyms have been used in the table (in order of appearance):

ULT	University Leadership Team (comprises Executive Leadership Team, Deans and Directors of Professional Services)
VC	Vice-Chancellor
ELT	Executive Leadership Team (comprises the Vice-Chancellor, the Chief Operating Officer and the Pro Vice Chancellors, plus the Director of Estates, the Director of People and Culture, and the Director of Finance and Planning)
APPC	Academic Planning and Portfolio Committee
UCEA	Universities and Colleges Employers' Association

Note: The following powers of the Board of Governors cannot be delegated under the conditions set out in the University's Memorandum and Articles of Association:

- i. the determination of the educational character and objectives of the University and for the oversight of its activities; or
- ii. the solvency of the University and for safeguarding its assets; or
- iii. approving annual estimates of income and expenditure; or
- iv. the determination of membership of the Designated Staff; or
- v. the appointment and dismissal of the Designated Staff; or
- vi. the appointment of Auditors; or
- vii. the recommendation to the University in General Meeting for the approval, revoking, amendment or variation of these Articles or any of them; or
- viii. the termination of the membership of any Governor

The Board also shall not delegate to any person who is not a Governor, or to any committee or other body which does not consist of a majority of Governors, the authorization of expenditure of any moneys or the disposal of any assets of the University, except when the Board deems it reasonably necessary for the proper performance by such person or body of the functions assigned to that person or body and notified to them accordingly. (Articles of Association, article 16.7.)

Should there be any conflict, the Articles constitute overriding authority.

Number	Function	Vice-Chancellor/Senior Leadership	Committees at which the function may be considered/discussed	Board of Governors – Approval/Assurance
<b>STRATEGIC DIRECTION</b>				
1.1.	Educational Character and Direction	Proposes, with advice from ULT	ULT, Senate	Approves
1.2.	Mission	Proposes, with advice from ULT	ULT, Senate	Approves
1.3.	Vision	Proposes, with advice from ULT	ULT, Senate	Approves
1.4.	Strategic Plan	Proposes, with advice from ELT	ELT, ULT, Senate	Advises and approves
1.5.	Key Performance Indicators	Proposes, with advice from ELT, ULT	Finance and Resources Committee, People & Culture Committee, ELT, ULT, Senate as appropriate	Approves
1.6.	Values	Proposes, with advice from ULT	ULT, Senate	Approves
1.7.	Oversight of management activities	Responsible, with advice from ELT, ULT	All Board Committees consider relevant aspects	Holds the VC and senior staff accountable
1.8.	Public Profile and Promotion	Responsible, with advice from ULT	All Board Committees consider relevant aspects when necessary	Assurance that the good name and values of the institution are safeguarded as per the statement of primary responsibilities (para. 11)
1.9.	Charitable Status	Responsible	Finance and Resources Committee, as appropriate	Assures itself that resources are applied only for purposes charitable in law
1.10.	Establishment of companies, joint venture, significant third-party collaborations	Responsible	Relevant Board Committees consider relevant aspects	Assures itself that actions are in accordance with agreed strategy and that resources are used appropriately

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<b>ACADEMIC AFFAIRS</b>				
2.1	Appointment and removal of external examiners for taught provision		Senate approves policy and procedures.	
2.2	Approval of new programmes	ELT approves resourcing budget for new programmes	APPC	
2.3	Conferment of Academic Awards	Responsible, with Senate	Senate approves academic related regulations	Assures itself that appropriate quality assurance policies and procedures are in place. Approves Annual Degree Outcomes Statement for publication
2.4	Conferment of Honorary Awards	Responsible for recommending to Honorary Awards Committee	Honorary Awards Committee makes recommendations to Board.	Approves
2.5	Research, learning & teaching	Responsible, with Senate	Senate	Assures itself that strategies are in place.
2.6	Quality assurance of academic programmes	Responsible, with advice from Senate	Senate, Risk and Audit Committee	Assures itself that appropriate quality assurance procedures and policies are in place.  AQR annually approved by Board.
2.7	Portfolio of academic courses	Responsible ELT approves the suspension and withdrawal/closure of academic courses	APPC	
2.7	Student Assessment and Examination	Responsible, with Senate	Senate approves academic related regulations	
2.9	Establishment of overseas partnerships and collaborations	Responsible, with ELT	ELT, APPC	Assures itself that appropriate due diligence and quality assurance procedures have been followed

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<b>AUDIT</b>				
3.1	Economic, effective and efficient use of resources	Responsible, with ELT	ELT Risk and Audit Committee	Holds the VC and senior staff accountable
3.2	Auditors		Risk and Audit Committee	Approves appointment of auditors
3.3	Data returns	Responsible, with ELT		Assures itself that appropriate processes are in place

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<b>ESTATES</b>				
4.1	Estates Strategy	Responsible, with ELT	Finance and Resources Committee.	Assures itself that an estates strategy is in place
4.2	Maintenance and Refurbishment	Responsible, with ELT		
4.3	Purchase and disposal of land and buildings	Proposes, with ELT	Finance and Resources recommends approval to the Board. Risk and Audit Committee advises the Board on any audit related issues	Approves according to 6.1,6.2,6.3 of this Schedule
4.4	New builds	Proposes, with ELT	Finance and Resources Committee	Approves
4.5	Running costs	Responsible, with ELT		
4.6	Agreement of leases	Relevant ELT member responsible	Finance and Resources Committee	



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<b>FINANCE</b>				
5.1	Financial Strategy	Proposes, with ELT	Finance and Resources Committee recommends to Board	Approves
5.2	Financial Regulations	Proposes, with ELT	Finance and Resources Committee recommends to Board	Approves
5.3	Accounts	Proposes, with ELT	Finance and Resources Committee recommends to Board. Risk and Audit Committee advises Board on any audit related issues.	Approves
5.4	Borrowing	Proposes, with ELT	Finance and Resources Committee	Approves
5.5	Budget	Proposes, with ELT	Finance and Resources Committee recommends to Board.	Approves
5.6	Banking arrangements	Responsible, with ELT	Finance and Resources Committee	Approves the appointments of bankers
5.7	Tuition Fees	Proposes, with ELT	University Fees Group Finance and Resources Committee recommends to Board	Approves
5.8	Fee discounts (including scholarships, bursaries, and fee waivers)	Responsible, with ELT	University Fees Group recommends to ELT	
5.9	Access and Participation investment targets	Proposes, with ELT	Finance and Resources Committee Student Experience Committee	Approves

Number	Function	Vice-Chancellor/Senior Leadership	Committees at which the function may be considered/discussed	Board of Governors – Approval/Assurance
<b>EXPENDITURE</b>				
6.1	Capital expenditure included in annual budget approved by the Board	Proposes items >£1m. Approves items up to £1m	Finance and Resources Committee recommends to Board items >£1m	Approves items >£1m
6.2	Capital expenditure not included in annual budget approved by the Board	Proposes items >£250k. Approves items up to £250k (annual limit £500k)	Finance and Resources Committee recommends to Board	Approves items >£250k
6.3	Revenue expenditure >£250k not in the annual budget approved by the Board	Proposes items > £250k. Approves items up to £250k	Finance and Resources Committee recommends to Board	Approves items >£250k

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<b>FINANCIAL COMPLIANCE AND MANAGEMENT</b>				
7.1	Office for Students obligations	Responsible, with ELT	Finance and Resources Committee	Assures itself that the University is complying and meeting its OfS obligations.
7.2	Safeguarding of public funds	Advises Board, with ELT	Finance and Resources Committee Risk and Audit Committee	Responsible for ensuring the safeguarding of public funds
7.3	Value for Money	Responsible, with ELT	Risk and Audit Committee considers VFM as part of its annual report to Board	Assures itself of value for money and approves the RAC annual report.
7.4	Solvency	Responsible, with ELT	Finance and Resources Committee	Assures itself that appropriate procedures are in place.
7.5	Treasury management/investment	Proposes, with advice from ELT	Finance and Resources Committee recommends to Board	Approves relevant policies.
7.6	Sound system of financial management	Responsible with ELT	Finance and Resources Committee Risk and Audit Committee	Responsible for ensuring effective systems are in place.
7.7	Probity	Responsible, with ELT and ULT	Risk and Audit Committee	Assures itself that appropriate safeguards are in place.
7.8	Acceptance of donations and endowments >£500k	Proposes to Board	Finance and Resources Committee approves on behalf of Board	Approves Ethical Fundraising Policy and receives an annual report on donations.

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<b>PEOPLE</b>				
8.1	People Strategy	Responsible, with ELT	People & Culture Committee endorses	Assures itself that a strategy is in place
8.2	Appointment of staff	Responsible, with ELT, ULT		Responsible for the appointment of designated staff.
8.3	Conduct including Grievance and Discipline	Responsible, with ELT, ULT ULT approves policies and procedures		Assures itself that appropriate policies and procedures are in place.
8.4	Industrial relations	Responsible, with ELT, ULT	People & Culture Committee	
8.5	Management and leadership	Responsible, with ELT, ULT	People & Culture Committee	
8.6	Managing costs	Responsible, with ELT, ULT	Finance and Resources Committee	
8.7	Equality, Diversity and Inclusion	Responsible, with ELT, ULT	Equality, Diversity & Inclusion Committee People & Culture Committee	

Number	Function	Vice-Chancellor/Senior Leadership	Committees at which the function may be considered/discussed	Board of Governors – Approval/Assurance
<b>RECOGNITION AND REWARD</b>				
9.1	Appraisal of staff	Responsible, with ELT, ULT	People & Culture Committee	Chair of the Board responsible for appraising the Vice-Chancellor.
9.2	Grading and Promotions	Responsible, with ELT, ULT	People & Culture Committee	Remuneration Committee responsible for grading and promotion of the relevant designated staff.
9.3	Pay and Terms and Conditions	Responsible, with ELT, ULT	People & Culture Committee Pensions Sub-Committee	Assures itself that People and Culture Committee has set the framework.
9.4	Designated staff remuneration		Remuneration Committee	Responsible for setting the remuneration of the Vice-Chancellor and any other relevant designated staff

Number	Function	Vice-Chancellor/Senior Leadership	Committees at which the function may be considered/discussed	Board of Governors – Approval/Assurance
<b>RISK MANAGEMENT</b>				
10.1	Risk Management Policy	Proposes, with ELT	Risk and Audit Committee approves on behalf of the Board	Assurance
10.2	Determines the University's risk appetite (Risk Register)	Proposes, with ELT ULT receives and considers ELT approves Risk Register	ULT Risk Management Working Group Risk and Audit Committee approves the Risk Register on behalf of Board	Assurance
10.3	Major decisions affecting the University's risk exposure	Proposes, with ELT	Risk and Audit Committee Finance and Resources Committee	Approves any proposed changes
10.4	Risk management	Proposes, with ELT	Risk Management Working Group Risk and Audit Committee	Assures itself that oversight has been delegated and undertaken
10.5	Annual report on effectiveness of system of internal control.	Proposes, with ELT	Risk and Audit Committee	Approves

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<b>STUDENTS</b>				
11.1	Admissions	Responsible, with ELT, ULT Senate approves Admissions policies		
11.2	Assessment and progression	Responsible, with Senate	Senate approves academic related regulations	
11.3	Student Discipline	Proposes policy and procedures and implements. ULT approves policy and procedures VC can delegate to ELT authority to agree suspensions and expulsions of students.		
11.4	Student Welfare	Responsible, with ELT, ULT	Senate Student Experience Committee	
11.5	Safeguarding	ELT with Designated Safeguarding Lead (DSL), Responsible for institutional compliance with statutory safeguarding duties and sector guidance (e.g. OfS, CUC) ULT with DSL, responsible for ensuring serious safeguarding incidents are reported to the Board and external regulators as required		Receive reports on serious incidents and ensure appropriate governance response

Number	Function	Vice-Chancellor/Senior Leadership	Committees at which the function may be considered/discussed	Board of Governors – Approval/Assurance
<b>STUDENTS' UNION</b>				
12.1.	Changes to Constitution/Articles of Association	Advises Board, with ELT		Approves
12.2.	Legal governance requirements in relation to the Students' Union <sup>1</sup>	Advises Board, with ELT		Responsible for taking steps as reasonably practicable to ensure that the Students' Union operates in a fair and democratic manner.
12.3.	Students' Union Budget and Accounts	Advises Board, with ELT		Responsible for taking steps as reasonably practicable that the SU is accountable for its finances.

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<sup>1</sup> Government requirements as set out in [part 2](#) of the Education Act 1994.



Number	Function	Vice-Chancellor /Senior Leadership	Committees at which the function may be considered/discussed	Board of Governors – Approval/Assurance
<b>FREEDOM OF SPEECH</b>				
13.1.	Freedom of Speech Policy and Procedures	Proposes, with ELT	Senate ULT People and Culture Committee	Approve policy and procedures
13.2.	Freedom of Speech Code of Practice	Proposes, with ELT	ULT	Approve Code of Practice
13.3.	Ensure that all relevant policies include reference to University's legal responsibilities in relation to freedom of speech duties	ULT policy owners	Student Experience Committee Senate ULT	Approves standard phrase relating to freedom of speech to be included in all relevant policies
13.4.	Ensure that all relevant committees' terms of reference include express reference to the University's legal obligations in relation to freedom of speech	ULT Committee Chairs	Student Experience Committee Senate ULT	Approves standard phrase relating to freedom of speech to be included in all committee terms of reference
13.5.	Ensure that records are kept of all substantial decisions relating to freedom of speech	ELT with Freedom of Speech Champion	ULT receives annual report of all substantial decisions relating to freedom of speech.	Assures itself that appropriate decisions are made in relation to substantial matters relating to freedom of speech  Receives annual report of all substantial decisions relating to freedom of speech, with outcomes.