

APPENDIX D: SCHEME OF DELEGATION

Introduction

The University of Chichester is a private company limited by guarantee and is governed by a Board of Governors, acting as the Board of Directors. The Board is responsible for the strategic direction of the University, the approval of the Corporate Plan, the approval of the overall budget, financial forecasts and financial statements, the appointment of auditors, the appointment of the Vice-Chancellor and designated senior staff and the approval of all formal Policies, Regulations and Procedures, as agreed by the Board from time to time. The Vice-Chancellor is the Chief Accounting Officer for the University of Chichester, accountable to the Higher Education Funding Council for England (HEFCE) under the terms of the Financial Memorandum issued annually.

Within the terms of the University's Articles of Association, responsibility is delegated to certain post holders for operational reasons relating to:

- Memoranda of Agreement, Co-operation or Understanding relating to Academic issues
- Memoranda of Agreement, Co-operation or Understanding relating to service and contractual arrangements
- The employment of staff
- Budgeting, ordering and expenditure approval limits
- Contracts arising from Other Income Generation Activities (OIGA)
- Contracts relating to Campus and off campus accommodation
- Conference activities
- Criminal Records Bureau (CRB) authorisation

1. **Memoranda of Agreement, Co-operation or Understanding relating to Academic issues**

The Vice-Chancellor and the Executive Dean are authorised to sign Memoranda relating to academic issues, including collaborative arrangements and those which are a matter of principle. Any such Memoranda should not commit the University to a transfer of financial consideration either immediately or in the future. Each Memorandum will be presented to the next meeting of the Academic Board after signature and will be recorded on the Register held by the Clerk to the Academic Board.

2. **Memoranda of Agreement, Co-operation or Understanding relating to service and contractual issues**

For those issues which have a financial element, or are likely to in the future, the Vice-Chancellor and the Chief Operating Officer are authorised to sign following review by Finance. In addition, any member of the Chief Executive's Team shall be authorised to sign the document, provided that it has first been discussed and agreed. The Chief Executive's Team comprises the Vice-Chancellor, the Pro Vice-Chancellor, the Chief Operating Officer, and the Executive Dean. Each Memorandum will be presented to the next meeting of the Academic Board or a Governors' Committee (where relevant) after signature and will be recorded on the Register held by the Clerk to the Academic Board.

3. **The employment of staff**

- 3.1 All new and replacement posts must be approved by the Staffing Appointments Group (SAG), or by Officers within any delegated authority limits approved by this Group. Line managers should liaise with their designated HR officer to facilitate this.
- 3.2 **Offer Letters**
The Vice-Chancellor will sign all offer letters to staff who are on the Chief Executive's Team. The Director of Human Resources is authorised to sign all other offer letters.
- 3.3. **Resignations**
Letters to acknowledge a staff resignation will be signed by the Vice-Chancellor for posts on the Chief Executive's Team. The Director of Human Resources is authorised to sign all such letters to other staff. The Human Resource Officers are authorised to sign all such letters to staff not on the Senior Managers' Team.
- 3.4 **Dismissal**
Letters of dismissal will be signed by the Vice-Chancellor for posts on the Senior Managers' Team. The Director of Human Resources is authorised to sign all such letters to staff not on the Senior Managers' Team.
- 3.5 **Probationary Periods**
The Director of Human Resources is authorised to sign letters relating to the implementation of the Probationary Scheme for all staff. The Chair of Governors will sign all letters relating to the Vice-Chancellor's probationary period and appointment. The Human Resource Officers are authorised to sign all such letters for staff not on the Senior Managers' Team.
- 3.6 **Changes in Line Management**
The Director of Human Resources is authorised to sign letters relating to changes in the line management for all staff up to the Chief Executive's Team. The Vice-Chancellor will sign letters relating to changes in line management for posts on the Chief Executive's Team. The Human Resource Officers are authorised to sign all such letters for staff not on the Senior Managers' Team.

4. **Income, Budgeting, Ordering and Expenditure Approval Levels**

4.1 **Contracts – Purchasing**

The following authorisation limits have been agreed:

£0 to £999	Deputy Deans, Faculty Managers, Heads of Department or, in each case, nominated signatories.
£1,000 to £9,999	Deputy Deans, Faculty Managers, Heads of Department or a nominated budget holder
£10,000 to £49,999	Senior management team member and Finance Officer (Management Accountant, Head of Management Accounts, Head of Financial Services, Head of Finance, or Chief Operating Officer)
£50,000 to £249,000	Chief Operating Officer (or Head of Finance) and member of Chief Executive's Team
£250,000 to £999,999	Vice Chancellor and Chief Operating Officer
£1,000,000 and above	Board of Governors, via Strategy & Resources Committee To be signed by any two of the following: Chair of the Board of Governors Deputy Chair of the Board of Governors Finance Link Governor Vice Chancellor

4.2 Income: Research, Consultancy and OIGA Contracts

The Pro Vice-Chancellor and the Head of the Research and Employer Engagement Office will take the lead in supporting academic faculties and research staff to develop research and consultancy work, Other Income Generating Activities (OIGA) and working relationships to mutual benefit. The following authorisation limits for signing contracts have been agreed:

£0 to £49,999	Any one of Pro Vice Chancellor, Executive Dean, Head of REEO, Clerk to the Governors, Head of Financial Services, or Head of Management Accounts
£50,000 to £99,999	Vice Chancellor, Chief Operating Officer or Head of Finance
£100,000 to £999,999	Vice Chancellor or Chief Operating Officer
£1,000,000 and above	Board of Governors via Strategy & Resources Committee, to be signed by any two of the following: Chair of the Board of Governors Deputy Chair of the Board of Governors Finance Link Governor Vice Chancellor

Where the authorised signatory is other than a member of the Finance Department, it is expected that Finance will have confirmed the price and costs prior to signature.

4.3 Bids for Research, Consultancy and Other Income

All bids for research and consultancy contracts should be discussed with Finance in the first instance to comply with the Financial Regulations. If the bid is below full Economic Costing (FEC), then the approval of the Deputy Dean or Executive Dean will be required. Bids will be authorised in accordance with the following table:

Academic Work	
£0 to £1,499 (if FEC)	Subject leader, REEO and Finance Officer
£1500 to £49,999 (if FEC)	Subject leader , Head of REEO and Head of Finance or Head of Management Accounts
£0 to £49,999 (below FEC)	As above and Executive Dean or Deputy Dean
£50,000 to £99,999	Subject Leader , Head of REEO, Pro Vice Chancellor, and Chief Operating Officer or Head of Finance (and Executive Dean, if below FEC)
Over £100,000	Head of REEO, Pro Vice Chancellor, Chief Operating Officer and Vice Chancellor (and Executive Dean, if below FEC)
Services	
£0 to £24,999 (if FEC)	Head of Financial Services, Head of Management Accounts or Head of Finance
Over £25,000 £0 to £24,999 (if below FEC)	Chief Operating Officer or Vice Chancellor

Where the authorised signatory is other than a member of the Finance Department, it is expected that Finance will have reviewed the price and costs prior to signature and provided evidence of this to the signatory

4.4 Research Bursaries

The Pro Vice-Chancellor is authorised to sign offer letters to students in receipt of a research bursary.

5. **Student Accommodation**

Student accommodation can be segregated into three categories:

- Residential accommodation on Campus
- Accommodation off Campus
- Home-stay Accommodation for international students

5.1 Residential Accommodation on Campus

Students living on Campus are required to sign a Residential Licence when they arrive at the beginning of the academic year for formal registration. The Licence is a standard form which has to be completed by the student and checked by the authorising officer. Given the volume of Licences to be issued on that day on each Campus, all staff not on a casual contract in the Conference and Accommodation Office are authorised to sign the Licence Agreements.

5.2 Off Campus Accommodation

The University provides details of local properties which meet the criteria for inclusion within the Accreditation Scheme and thereby meet or exceed the relevant District Council's threshold for inclusion.

5.3 Home-stay Accommodation

The Student Accommodation Team is responsible for seeking out accommodation which meets the needs of international students attending short courses. The University prepares an agreement with Home-stay approved householders whereby they provide accommodation and food which takes account of religious and dietary needs in return for a payment per week. The member of staff who oversees international home-stay accommodation is authorised to sign Home-stay Agreements on behalf of the University.

6. **Conference Activities**

The University operates a trading company, Chichester Enterprises Limited (CEL), to oversee the promotion of the University's facilities out of semester time, to generate income which can be used for the benefit of the organisation. In the main, this falls into two categories:

Bed & Breakfast Accommodation
Conferences

The following contract levels have been agreed:

£0 - £999	Conference and Accommodation Office Staff not on casual contracts
£1,000 to £24,999	Conference and Business Development Manager
£25,000 to £49,999	Director of Business Services
£50,000 and above	Director of Business Services and the Chief Operating Officer

7. **Criminal Records Bureau**

The University is required to obtain Criminal Records Bureau (CRB) checks for all members of staff and for enhanced checks for those staff who are working with vulnerable adults. The University is

also required to obtain CRB checks before students can take up certain placements – for example social work and teaching.

The lead counter signatory for the University is the Chief Operating Officer.

The designated officer for CRB checks for students is the Head of Admissions with the Deputy Head of Admissions as authorised deputy. The designated officer for CRB checks for staff is the Director of Human Resources, with the Chief Operating Officer and the Head of Finance as authorised deputies.

8. **Cheque signatories**

[Not for public disclosure.]

9. **Debt Write-offs**

The Chief Operating Officer has the authority to write-off debts of up to £5,000, and the Vice-Chancellor has the authority to write off debts of up to £10,000. Any debt write-off exceeding £10,000, must be approved by Governors' Strategy and Resources Committee.

Bad debts are divided into two categories, 1 and 2.

Category 1

Category 1 debtors are the overwhelming majority of all debts, which have become irrecoverable. The normal University debt collection procedure will have been applied as detailed below.

- As the debt becomes old three standard University of Chichester headed reminder letters are sent in sequence.
- The debt is subsequently referred to our debt collection agency, which will endeavour to recover the outstanding balances. The agency will take any necessary legal action, including the issue of County Court summons.
- If the agency is unable to trace the debtor then they will close their file and take no further action.
- At this point it is necessary for the University to write-off the debt. After authorisation of the write-off the necessary accounting adjustment will be made.

The Governors' Strategy and Resources Committee, as part of a quarterly report to the Committee, should be informed of the name of the debtor and the amount to be written off.

Category 2

Category 2 irrecoverable debts are any unusual balances, which have not gone through the usual procedure for whatever reason.

In the event of a category 2 bad debt occurring, the Governors' Strategy and Resources Committee, as part of a quarterly report, will be informed of the name of the debtor as well as the amount to be written off. The Committee will also be supplied with a brief note detailing the circumstances and any action taken to recover the balance.

Once Governors have authorised the write off, the necessary accounting adjustments will be made.

10. **Licences, Data Returns and other documents**

The Vice-Chancellor will, from time to time, delegate authority to officers to complete, sign or authorise documents on behalf of the University which do not fall into the categories listed above. In the case of any issue which does not fall into one of the categories listed above, advice should be sought in the first instance from the Chief Operating Officer.