

## EXECUTIVE DELEGATION FRAMEWORK

	<b>DECISIONS DELEGATED BY THE VICE-CHANCELLOR</b>		<b>DECISIONS MADE BY</b>		
			<b>COMMITTEES</b>	<b>ACADEMIC</b>	<b>PROFESSIONAL SERVICES</b>
	<i>Note: Where a Finance Committee approval limit is noted, the Vice-Chancellor has delegated power below that limit.</i>		The officers & committees nominated below are empowered to delegate further but retain overall responsibility		
<b>Regulations Policies Procedures &amp; Good Practice</b>	Approve Regulations within the Committee's remit		People Estates Mgt Information Mgt HSSW		
	Approve Policies within the Committee's remit		People Estates Mgt Information Mgt HSSW		
	Approve Procedures within the Committee's remit		All Committees except VCE, PVCG, PSG, SPB & EDI <sup>1</sup>		
	Approve Good Practice within the Committee's remit		All Committees except VCE, PVCG, PSG & SPB		
	Approve local H&S codes, induction and training		Faculty & Directorate H&S		

<sup>1</sup> VCE = Vice-Chancellor's Executive, PVCG = Pro Vice-Chancellor's Group, PSG = Professional Service Group, EDI = Equality, Diversity & Inclusion Board  
SPB = Strategy Programme Board. Note: VCE is advisory to the Vice-Chancellor and decisions are made by the Vice-Chancellor. PVCG and PSG are  
similarly advisory to the DVC and COO respectively.

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			<b>COMMITTEES</b>	<b>ACADEMIC</b>	<b>PROFESSIONAL SERVICES</b>
<b>Committees</b>	Approve the terms of reference and membership of any of its working groups		Capital Progs		
	Approve the terms of reference and membership of the Enabling strategy Steering Group		People		
<b>Strategic Direction &amp; Plans</b>	Approve Plans & Projects relating to enabling strategies including action plans to address risks and issues on enabling strategy projects		People Cap Progs HSSW		
	Approve reports on the Strategy Programme to go to Governing Body and action plans to address risks and issues on sub and enabling strategy projects		Strategy Programme (SPB)		
	Approve Action Plans around risks and opportunities within the Committee's remit		All Committees except VCE, PVCG, PSG & EDI		
	Approve Plans to improve performance of areas or implement strategies and policies within the Committee's remit		All Committees Except VCE, PVCG, PSG, EDI, Fees & UKVI <sup>2</sup>		
	Approve Tier 4 operational decisions if no implications for University Strategy (otherwise refer to VCE)		UK Visa & Immigration		

<sup>2</sup> Fees = Fess & Financial Support Board. UKVI = UK Visa & Immigration Assurance Board

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<b>Academic</b>	Approve individual responses to external examiner reports			Faculty PVC	
	Approve programme information in publications – hardcopy and digital			Faculty PVC	
	Approve institutional academic information in publications – hardcopy and digital			Director of Marketing & External Relations	
<b>Finance</b>	Make operational management decisions in respect of the Finance Directorate, its organisation and processes in line with any decisions by the Vice-Chancellor or the Finance Committee				CFO
	Appoint professional consultants related to the postholder’s job specification provided the GB or Finance Committee have not delegated this responsibility				CFO
	Approve the Financial Regulations, Procurement policies & procedures and any other Financial Policies following consultation with VCE				CFO
	Approve procedures for the signing of contracts and agreements on the advice of the General Counsel				CFO

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Approve in year budget increases or virements for Faculties & Professional Services Directorates where the negative impact on the University annual budgeted or out-turn forecast (if later) surplus or deficit is less than £250,000 in total <i>(Finance Committee must approve where the negative impact on the University annual budget or out-turn forecast (if later) is more than £1M in total. The VC can approve below £1M in total )</i>	Up to £250,000 - total negative impact				CFO
Give approval for any redundancy payments and employment settlements <i>(Severance payments to the Vice-Chancellor and Senior Staff must be approved by the Remuneration Committee)</i>	Up to £50k				CFO and HR Director
Approve the University's tax policies, arrangements and procedures. Take decisions in respect of the University's tax position					CFO
Approve the agreements and mandates of the University bankers and any credit card companies having consulted the Vice-Chancellor					CFO
Approve the mandates, investment objectives, agreements and management of the University investment managers including the sale and purchase of investments provided they are in accord with the Treasury Management Policy & Long Term Investment Policy approved by Finance Committee and the banking mandates					CFO

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Approve the University acting as trustee or manager for and in relation to endowments, legacies and gifts <i>(Finance Committee approves above £1M. The VC can approve below £1M)</i>	Up to £300,000			CFO
Make decisions for the management of University endowments, legacies and gifts including the sale and purchase of investments				CFO
Approve the sale/purchase of shareholding in or a loan to or guarantee or grant in respect of a University subsidiary company or spin out company <i>(Finance Committee approves above £1M. The VC can approve below £1M)</i>	Up to £100,000			CFO
Approve gifts from one source whether financial or in kind <i>(Finance Committee approves above £1M. The VC can approve below £1M)</i>	Up to £300,000			DVCs COO CFO
Approve annual insurance renewal (coverage and premiums) having consulted the CFO and VC				University Secretary
Approve the writing off of debt. This total limit to apply to individual invoices or the total written off for an individual or organization. <i>(Finance Committee approves above £50,000. The VC can approve below £50,000)</i>	Up to £50,000			CFO
(a) Disposal of assets other than land and buildings. (b) Procurement of goods or services including leasing arrangements, where the funding is within their	Up to £1000			Budget Holders

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			COMMITTEES	ACADEMIC	PROFESSIONAL SERVICES
<p>budgets. These limits refer to the contracted sums for the period of the contract</p> <p><i>(Finance Committee approves above £3M. The VC can approve below £3M)</i></p>	Up to £100,000			Heads of School & Institutes	Faculty Operating Officers Senior Managers (SG10 or above)
	Up to £300,000			PVCs	Prof Serv Directors University Secretary
	Up to £500,000			DVCs	COO CFO
Pay legally required payments to HMRC and Approved Pension Bodies	No limit				CFO
<p>Approve individual research and knowledge exchange grants &amp; contracts at bid/application stage.</p> <p><i>(The VC can approve bids/applications without any financial limit)</i></p> <p><i>(Note the financial limits for bids/applications and grants/contracts refer to limit of the contracted liability to the University)</i></p>	Up to £1M			Associate Deans (R&KE) NRI – Ass. Dir Research/Ass.Dir Business	
	Up to £3M			Director of NRI <sup>3</sup>	Director of GRI <sup>4</sup>
	No Limit			DVC (R&KE)	

<sup>3</sup> NRI = Natural Resources Institute

<sup>4</sup> GRI = Greenwich Research & Innovation

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	Approve individual research and knowledge exchange grants & contracts at signing stage <i>(Finance Committee approves above £3M. The VC can approve below £3M)</i>	Up to £500,000		Director of NRI	Director of GRI
		Up to £1M		DVC (R&KE)	
	Determine how conflicts of involving University staff should be managed <i>(Chair of the Governing Body determines for the Vice-Chancellor; Vice-Chancellor determines for staff reporting to them)</i>	Conflicts of interest involving academic staff relating to R&KE		DVC (R&KE)	
		All other conflicts of interest involving academic staff		DVC & Provost	
		Conflicts of interest relating to procurement		CFO	CFO
		All other conflicts of interest involving professional services staff			COO
<b>Estates</b>	Make operational management decisions in respect of Estates & Facilities. Also decisions as to its organisation and processes, provided all decisions accord with any decisions by the Vice-Chancellor			Director E&F	
	Appointing professional consultants on approved capital programmes			Director E&F	

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	<i>Note: Where a Finance Committee approval limit is noted, the Vice-Chancellor has delegated power below that limit.</i>				
	Appoint professional consultants on projects not within the Capital Programmes remit			Director E&F	
	Approve capital and maintenance projects provided financial approval has been given by the CFO <i>(Finance Committee approves above £3M. The VC can approve below £3M)</i>	Up to £300,000		Director E&F	
	Oversee the prioritisation and delivery of Estates capital projects following approval	Over £3m	Capital Programmes		
		Under £3m	Estates Management		
	Approve purchase of all motor vehicles			Director E&F	
<b>IT</b>	Make operational management decisions in respect of Information & Library Services. Also decisions as to its organisation and its processes, provided all decisions accord with any decisions by the Vice-Chancellor			Director of Information & Library Services (ILS)	
	Define University policies for compliance with the Web Content Accessibility Guidelines (WCAG), give exemptions, procedures for removal of non-compliant web content		Digital Content Accessibility		
	Appointing professional consultants on approved capital programmes			Director ILS	



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	Appoint professional consultants on projects not within the Capital Programmes remit			Director ILS	
	Oversee the prioritisation and delivery of IT capital projects following approval	Over £1m	Capital Programmes		
		Under £1m	IT Management		
<b>Other Directorates &amp; Faculties</b>	Make operational management decisions in respect of their Directorate or Faculty. Also decisions as to its organisation and its processes, provided all decisions accord with any decisions by the Vice-Chancellor			PVCs	COO University Secretary Director of HR Other Directors
	Appoint professional consultants on projects not within the Capital Programmes remit			PVCs	COO University Secretary Director of HR Other Directors
<b>Other</b>	Approve H&S proposals for new or changes to academic work involving biological and genetic modification		Biological & Genetically Modified Materials Safety		

Approved by the Vice-Chancellor's Group: 31 October 2022

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