



BATH SPA  
UNIVERSITY

**BOARD OF GOVERNORS**

**SCHEME OF DELEGATION**

This Scheme of Delegation is structured as follows:

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*Came into effect from 28 September 2022, updated 13 March 2024; 11 March 2025*

## 1. INTRODUCTION

- 1.1 The purpose of this document is to set out a clear and transparent approach to key areas of decision-making to ensure that the responsibilities as prescribed in the University's Instrument and Articles of Government are effectively discharged. The development of this Scheme of Delegation is informed by the Higher Education Code of Governance (2020), published by the Committee of University Chairs (CUC).
- 1.2 This Scheme of Delegation confirms the placement of specific powers and responsibilities for certain key decisions. It is not intended to be a full and complete description of the roles and remits of all University bodies and officers. It should be read in conjunction with other documents which make up the University's constitutional framework. For the avoidance of doubt, the order of precedence, in the event of any conflict between the University's governing documents, is as follows:
  - i. Instrument and Articles of Government;
  - ii. Ordinances;
  - iii. Scheme of Delegation;
  - iv. University Regulations;
  - v. University Policies.
- 1.3 The powers and responsibilities of the Board of Governors, the Academic Board, and the Vice-Chancellor are as set out in the above referenced documents and, except for certain prescribed matters, the University's constitution permits the delegation of powers and responsibilities to other bodies or individuals. While authority and responsibility can be delegated where appropriate, accountability remains with the body or individual making the delegation.
- 1.4 Delegations in respect of financial authority are set out within the Financial Regulations.
- 1.5 This Scheme of Delegation only covers responsibilities flowing directly from the Instrument and Articles of Government, and the Ordinances. Other responsibilities will be set out in committee terms of reference, the Financial Regulations and in individual job descriptions. The Scheme will normally be reviewed every five years, or at such other frequency as may be required. However, it is intended to act as a "live" document and any proposed changes should be reported to the University Secretary. Nothing in this document prevents the Board of Governors from adjusting its delegation arrangements, in particular instances or generally, where it considers it appropriate to do so, subject to the requirements of the Instrument and Articles of Government.
- 1.6 For the purposes of this Scheme of Delegation:
  - i. Board means the Board of Governors, unless otherwise stated;
  - ii. Executive means the senior management of the University, including the Vice-Chancellor;
  - iii. References to specific bodies and individual posts include successor titles to those bodies and posts, as amended from time-to-time.
- 1.7 The following abbreviations are used in this Scheme of Delegation:

- Academic Board (AB)
- Audit and Risk Assurance Committee (ARAC)
- Board of Governors (BoG)
- Chair of the Board of Governors (C)
- Chief Financial Officer (CFO)
- Curriculum Approval Panel (CAP)
- Progression and Award Board (PAB)
- Deputy Chair of the Board of Governors (DC)
- Senior Independent Governor (SIG)
- Director of Human Resources (DHR)
- Director of Estates & Services (DES)
- Executive (EX)
- Education Committee (EC)
- Finance and Infrastructure Committee (FIC)
- Heads of School (HoS)
- Honorary Degrees and Titles Committee (HD)
- Nominations and Governance Committee (NGC)
- Pro Vice-Chancellor Student Experience (PVC SE)
- Pro Vice-Chancellor Academic Planning (PVC AP)
- Pro Vice-Chancellor Research and Enterprise (PVC RE)
- Pro Vice-Chancellor External (PVC E)
- Provost (PROV)
- Remuneration Committee (RC)
- Research and Ethics Committee (REC)
- University Secretary (US)
- Vice-Chancellor (VC)

**2. NON-DELEGABLE RESPONSIBILITIES OF THE BOARD OF GOVERNORS (see Clause 4 of Instrument and Articles of Government)**

- 2.1 The determination of the character and mission of the University
- 2.2 The responsibility for ensuring the solvency of the University and for safeguarding its assets, including but not limited to the approval of the financial plan, annual budget and accounts of the University (clause
- 2.3 The making of, alteration, amendment or addition to this Instrument and Articles, subject to the prior approval of the Privy Council Office if such approval is required by law
- 2.4 The approval of procedures for the suspension and dismissal of staff and the suspension and expulsion of students

### 3. DELEGATIONS

Roles and Responsibilities		Can be delegated?	Approving Committee / Officer	Recommending Committee	Advising Officer
<b>3.1 Governance</b>					
3.1.1	Appointment and termination of membership of the Board of Governors	NO	BoG	NGC	US
3.1.2	Approval of policies in respect of Board of Governors membership, terms of office, attendance and performance	NO	BoG	NGC	US
3.1.3	Appointment of co-opted members of Board committees	YES	NGC, or the individual committee where such power is delegated within the terms of reference for the committee in question.		US
3.1.4	Appointment of the Vice-Chancellor	NO	BoG	Vice-Chancellor Search Committee	US, DHR
3.1.5	Appointment of the Chancellor	NO	BoG	Chancellor Search Committee	VC, US
3.1.6	Appointment of the Secretary to the Board of Governors	NO	BoG	NGC	C
3.1.7	Appointment of Board Officers [Chair, Deputy Chair, Senior Independent Governor]	NO	BoG	NGC	US
3.1.8	Approval of the establishment or disestablishment and terms of reference for committees of the Academic Board	YES	AB		US
3.1.9	Monitoring and evaluation of the effectiveness of the Board of Governors	NO	BoG	NGC, C, DC	US
3.1.10	Monitoring the University's Register of Interests	NO	BoG		US
3.1.11	Awarding of Honorary Degrees and Titles	YES	AB	HD	VC
3.1.12	Approval of changes to this Scheme of Delegation	NO	BoG	NGC	US

Roles and Responsibilities		Can be delegated?	Approving Committee / Officer	Recommending Committee	Advising Officer
<b>3.2 Strategic Planning</b>					
3.2.1	Approval of the overall University strategy and strategic plan	NO	BoG		VC, PROV, CFO
3.2.2	Ensuring processes are in place to monitor and evaluate performance and effectiveness of the University against the strategic plan	NO	BoG	FIC, ARAC	VC, PROV, CFO
3.2.3	Monitoring performance against the financial plan and the annual budget	NO	BoG	FIC	CFO
3.2.4	Ensuring that the University seeks to achieve value for money in its activities	NO	BoG	ARAC, FIC	EX
<b>3.3 Financial Stewardship</b>					
3.3.1	Ensuring the solvency of the University, including safeguarding of assets (and those represented by subsidiary companies and joint ventures)	NO	BoG	FIC	CFO
3.3.2	Approval of the University's annual budget and financial strategy, including key financial objectives, targets and associated KPIs	NO	BoG	FIC	CFO
3.3.3	Appointment of bankers	NO	BoG	FIC	CFO
3.3.4	Opening of bank accounts, designation of bank account signatories	YES	VC		CFO
3.3.5	Approval of the annual report and financial statements	NO	BoG	FIC, ARAC	EX
3.3.6	Approval of the submission of the Annual Financial Return to OfS	NO	BoG	FIC	VC, CFO
3.3.7	Exercising overall responsibility for the University's assets, property and estate	NO	BoG	FIC	VC, CFO, PVC SE
3.3.8	Ensuring that funds provided by the Office for Students (OfS) are used in accordance with OfS terms and conditions of funding	NO	BoG	FIC, ARAC	VC, CFO
3.3.9	Approval of the University's Financial Regulations	NO	BoG	FIC	CFO, US
3.3.10	Approval of the University's financial portfolio of investments of funds on a medium and long-term basis	NO	BoG	FIC	CFO
3.3.11	Approval of the University's capital expenditure plan, and investment appraisals and review the progress and effectiveness of such projects	NO (except for expenditures less than £1m, which are delegated to the VC)	BoG	FIC	CFO
3.3.12	Approval of the University's Responsible Investment Policy	NO	BoG	FIC	CFO, US
<b>3.4 Audit and Risk Management</b>					

Roles and Responsibilities		Can be delegated?	Approving Committee / Officer	Recommending Committee	Advising Officer
3.4.1	Establishing and monitoring systems of control and accountability, including financial and operational controls, risk management policies and strategies	NO	BoG	ARAC	VC, CFO, US,
3.4.2	Safeguarding the good name and values of the University	NO	BoG		EX
3.4.3	Approval of the annual report of the Audit and Risk Assurance Committee and the annual report of the internal audit service	NO	BoG	ARAC	US
3.4.4	Appointment and removal of the internal auditors	YES	ARAC		US
3.4.5	Appointment and approval of the remuneration of the external auditors	NO	BoG	ARAC	CFO
3.4.6	Ensuring effective arrangements for the management of statutory and regulatory data returns	YES	ARAC		EX
<b>3.5 Health and Safety and the environment</b>					
3.5.1	Ensuring the fulfilment of legal requirements regarding the health and safety of staff, students and third parties on University owned or operated premises	NO	BoG		VC, DES
3.5.2	Approval of policies pertaining to health and safety, and monitoring their implementation	NO	BoG		DES
3.5.3	Approval of the Sustainability Strategy and oversight of associated action plans	NO	BoG	EX	PVC E
<b>3.6 Academic</b>					
3.6.1	Monitoring the delivery of academic quality through reports from the Academic Board on the activities of the Academic Board	NO	BoG	AB	VC, PROV, US
3.6.2	Reviewing at least annually a monitoring report on Academic Quality and Standards	NO	BoG	AB, ARAC	VC, PROV, US
3.6.3	Ensuring that the methodologies used as the basis for improving the student academic experience and student outcomes are robust and appropriate	NO	BoG	AB	PVC SE
3.6.4	Ensuring on the basis of reports from the Academic Board that the standards of awards for which the University is responsible have been appropriately set and maintained	NO	BoG	AB	VC, PVC SE

Roles and Responsibilities		Can be delegated?	Approving Committee / Officer	Recommending Committee	Advising Officer
3.6.5	Designing, approving, monitoring and reviewing academic and research regulations, policies and frameworks, including student general regulations	n/a	AB	EC, CAP	PVC SE, PVC AP, PVC RE, PROV, US
3.6.6	Approval of the naming or renaming of Academic Schools	n/a	VC	AB consulted	PROV
3.6.7	Approve, monitor and review academic regulations and policies, including those relating to the assessment of students	n/a	AB	EC	PVC SE, PVC AP, PROV, US
3.6.8	Approve, monitor and review policies for the admission of students	n/a	AB	EC	PROV
3.6.9	Approval of processes for the conferment and rescinding of awards	n/a	AB	PAB	PVC AP
3.6.10	Approval of the Teaching Excellence Framework (TEF) submission	n/a	VC	AB, EC	PVC SE, PVC AP
3.6.11	Approval of the Research Excellence Framework (REF) submission	n/a	VC	AB, REC	PVC RE
3.6.12	Approve the establishment of new or renewed educational partnerships deemed 'high risk' as defined by the partnerships risk assessment matrix	NO	BoG	EX; (AB consulted as appropriate)	VC, EX
3.6.13	Approve the early termination of educational partnerships deemed 'high risk' as defined by the partnerships risk assessment matrix	YES	VC in consultation with Chair of BoG (reported to BoG thereafter)	EX (AB consulted as appropriate)	EX
3.6.14	Approval of the Education Strategy	NO	AB		PVC SE, PROV

Roles and Responsibilities		Can be delegated?	Approving Committee / Officer	Recommending Committee	Advising Officer
<b>3.7 Students</b>					
3.7.1	To ensure adequate provision for the general welfare of students	NO	BoG	AB	PVC SE
3.7.2	Approve procedures relating to the suspension/expulsion of students	NO	BoG	AB	PVC SE
3.7.3	Approve, monitor and review, and receive reports on the operation of the University's policies and procedures for Appeals, Complaints, Mitigating Circumstances, Academic Misconduct, Student Transfers	YES	AB		PVC AP, PVC SE, PVC RE
3.7.4	Approval of changes to published tuition fees	NO	BoG	FIC	CFO, PVC AP
3.7.5	Approve the Students' Union's constitutional documents	NO	BoG		US
3.7.6	Receive the annual accounts of the Students' Union and monitor the financial and other affairs of the Students' Union, ensuring that the Students' Union operates in a fair and democratic manner and is accountable for its finances	NO	BoG	FIC	US, CFO
3.7.7	Approval of the relationship agreement between the University and the Students' Union	NO	BoG		PVC SE
3.7.8	Approval, monitoring and reviewing a Student Protection Plan to protect the interests of students in the event that the University has to change or close a course, withdraw from an area of activity, or exit the higher education market	NO	BoG	AB	PVC AP
<b>3.8 Employment and staffing</b>					
3.8.1	Approval of the designation of any post as a Senior Post	NO	BoG	VC	DHR, US
3.8.2	Suspending/disciplining the holder of a Senior Post	NO	C / DC		DHR, [US]

Roles and Responsibilities		Can be delegated?	Approving Committee / Officer	Recommending Committee	Advising Officer
3.8.3	Dismissal of the holder of a Senior Post	NO	C, DC or a special committee of the BoG		DHR, [US]
3.8.4	Determining the grading, pay, and terms and conditions of service for Senior Post holders, including, if necessary, severance arrangements	YES	RC		DHR, [VC]
3.8.5	Approval of staff disciplinary, grievance and appeal procedures	NO	BoG	RC	VC, DHR
3.8.6	Approval of the University's framework for the pay and conditions of service for all staff	NO	BoG	RC	VC, DHR
3.8.7	Appointment and withdrawal of the title of Emeritus Professor	n/a	AB	Power falls within the remit of AB	VC, PROV
3.8.8	Monitor the Gender Pay Gap and Equality and Diversity (including review of an annual report on equality and diversity)	NO	BoG	RC	DHR
3.9.9	Significant University restructuring	NO	BoG		VC, DHR
<b>3.10 Legal Matters</b>					
3.10.1	Ensuring that systems are in place for meeting all the University's legal obligations, including those arising from contracts and other legal commitments made in the institution's name	YES	ARAC		US
3.10.2	Acting as trustee for any property, legacy, endowment, bequest or gift in support of the work of the University	NO	BoG	FIC	CFO, US
3.10.3	Ensuring that the University's Instrument and Articles of Government are followed at all times and that appropriate advice is taken to enable this to happen	NO	BoG	NGC	US
3.10.4	Approval of the creation and winding-up of any University subsidiary company	NO	BoG	FIC	CFO
3.10.5	Approval of the appointment or removal of directors to any University subsidiary company.	YES	VC		CFO, US

Roles and Responsibilities		Can be delegated?	Approving Committee / Officer	Recommending Committee	Advising Officer
3.10.6	Making new, amending or repealing the Instrument and Articles of Government	NO	BoG	NGC	US
3.10.7	Making new, amending, or repealing the Ordinances	NO	BoG	NGC	US
3.10.8	Custody, affixing and use of the Seal of Corporation	YES	Authentication requires the signature of any two Governors		US
3.10.9	Signing of contracts and deeds of any nature	YES – as per delegations set out in the Financial Regulations			US
3.10.10	Agreeing University insurance levels and scope, including assurance of the effectiveness of those arrangements	YES	ARAC		CFO
3.10.11	Ensuring that systems are in place for meeting all the University's regulatory obligations	NO	BoG	ARAC	VC, US
3.10.12	Approval of lease agreements, up to a total rental value of £500,000 for the duration of the agreement. Referral to the Board of Governors for approval of leases which exceed this value threshold.	YES	VC		DES, US

### RECORD OF AMENDMENTS

Version	Date	Author	Changes
1	28 September 2022	Lucy Barling, Governance Manager; David Newman, University Secretary	First version approved by Board of Governors
2	13 March 2024	Katherine Lee, Governance Manager; David Newman, University Secretary	Second version approved by Board of Governors
3	11 March 2025	Katherine Lee, Governance Manager; David Newman, University Secretary	Third version approved by Board of Governors