

## **FINANCIAL REGULATIONS**

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## **A GENERAL PROVISIONS**

### **1. Background**

- 1.1 Bath Spa University is a Higher Education Corporation created under the provisions of the Education Reform Act 1988, as amended by the Further and Higher Education Act 1992. Its structure of governance is laid down by the instrument and articles of government. The University is accountable to its Board of Governors, which has ultimate responsibility for the effectiveness of its management and administration.
- 1.2 The University is an exempt charity by virtue of the Charities Act 2011.
- 1.3 The University will be regulated by the Office for Students (OfS), which has superseded the Higher Education Funding Council for England (HEFCE) as the sector regulator. During the transition period until the 31 July 2019, the University will adhere to the Office for Students' "Terms and conditions of funding". The Office for Students' (OfS) regulatory framework published in February 2018 will not come fully into force until 1 August 2019.
- 1.4 The Board of Governors is responsible for ensuring that the conditions of funding grants are met.

### **2. Status of Financial Regulations**

- 2.1 This document sets out the University's Financial Regulations. These Financial Regulations are subordinate to the University's Articles of Government, and to any restrictions or obligations within the Office for Students' "Terms and conditions of funding". These regulations take primacy over all other University financial policies and procedures.
- 2.2 The purpose of these Financial Regulations is to provide a framework of control over the University's resources and provide assurance that its resources are being properly applied. These Financial Regulations should be read in conjunction with the Financial Procedures Handbook.
- 2.3 Compliance with the Financial Regulations is compulsory for all staff connected with the University. All staff are responsible for ensuring their own compliance with the delegated authorities set out in these Financial Regulations. A member of staff who fails to comply with the Financial Regulations may be subject to disciplinary action under the University's disciplinary policy. Any such breach will be notified to the Chief Operating Officer. It is the responsibility of heads of department to ensure that their staff are aware of the existence and content of the University's Financial Regulations.
- 2.4 The Chief Operating Officer is responsible for maintaining a continuous review of the Financial Regulations as part of the control regime, and advising the Board of Governors of any additions or changes necessary.
- 2.5 In exceptional circumstances, the Chief Operating Officer may authorise a departure from the detailed provisions herein, such departure to be reported to the Vice-Chancellor, and the Board of Governors at the earliest opportunity.
- 2.6 The Chief Operating Officer may make minor amendments to these regulations, subject to agreement by the Vice-Chancellor.

## **B CORPORATE GOVERNANCE**

### **3. The Board of Governors**

3.1 The Board of Governors is responsible for oversight and regularity of the management and administration of the University. Its financial responsibilities are to:

- ensure the solvency of the University
- act as charity trustees
- safeguard the University's assets
- ensure the effective and efficient use of resources
- ensure that the funds provided by the Office for Students (OfS) are used in accordance with the terms and conditions specified
- ensure that the University complies with the Office for Students' "Terms and conditions of funding"
- ensure that financial control systems are in place and are working effectively
- approve the University's strategic plan
- approve annual estimates of income and expenditure and the annual financial statements
- approve tuition fees and related charges
- appoint the University's internal and external auditors
- appoint, assign, appraise, grade, suspend, dismiss and determine pay and conditions of services of the Vice-Chancellor, the Clerk to the Board of Governors and the holders of such other senior posts as the Board of Governors may determine in accordance with the Higher Education Remuneration Code, issued by the Committee of the University Chairs (CUC)
- set the framework for pay and conditions of service of all other staff

3.2 The Board of Governors may establish such committees as it sees fit and has ultimate responsibility for the University's finances. They may establish and delegate specific powers to committees or individuals who are accountable to the Board of Governors.

3.3 The Board of Governors shall not, however, delegate the following:

- The determination of the educational character and mission of the University
- The approval of the annual estimates of income and expenditure
- Ensuring the solvency of the institution and the safeguarding of its assets
- The appointment or dismissal of the Vice-Chancellor
- The varying or revoking of the Articles of Government

## **4. University Officers with Financial Responsibility**

### **4.1 Vice-Chancellor**

The Vice-Chancellor is the Accountable Officer of the University and is answerable to the Board of Governors for the financial administration of the University's affairs. The Vice-Chancellor is also accountable, as the Accountable Officer, under the Office for Students' "Terms and conditions of funding" for the use of public funds received by the University.

As the Accountable Officer, the Vice-Chancellor must advise the Board of Governors if, at any time, any action or policy under consideration by them appears to the Vice-Chancellor to be incompatible with the University's Articles of Government. If the Board of Governors decides nevertheless to proceed, the Vice-Chancellor must immediately inform the Office for Students (OfS) in writing. The Vice-Chancellor must ensure that annual estimates of income and expenditure are prepared for consideration by the Board of Governors and for the management of budgets and resources within the estimates approved by the Board of Governors. As the designated officer, the Vice-Chancellor may be required to justify any of the University's financial matters to the Public Accounts Committee at the House of Commons.

### **4.2 Chief Operating Officer**

The Chief Operating Officer has responsibility for the University's financial strategy, financial and investment strategies and financial and business planning.

### **4.3 Head of Finance**

Day to day financial matters are the responsibility of the Head of Finance, who supports the Chief Operating Officer in the development of financial strategy and planning, and is responsible for:

- preparing annual revenue and capital budgets, and financial plans
- preparing accounts, management information, monitoring and control of expenditure against budgets and all financial operations
- preparing the University's annual accounts and other financial statements and accounts which the University is required to submit to other authorities
- ensuring that the University maintains satisfactory financial systems
- providing professional advice on all matters relating to financial policies and procedures
- day to day liaison with internal and external auditors

#### 4.4 Budget Holders

Executive Deans of School, Heads/Directors of Professional Services and other Budget Holders are responsible to the Vice-Chancellor for financial management in their areas of responsibility. They are advised by the Head of Finance in executing their financial duties, and must ensure proper use of funds in accordance with these Financial Regulations and any procedural guidelines issued to Budget Holders; this includes delegated powers of authority for managing directly controlled staffing and non-staffing budgets.

Executive Deans of School, or Heads/Directors of Professional Services are responsible for establishing and maintaining clear lines of responsibility for all financial matters within their School or Service. Where resources are devolved to Budget Holders, they are accountable to their Head of School or Service for their own budget.

Executive Deans of School or Heads/Directors of Professional Services shall provide the Head of Finance with such information as may be required to enable:

- compilation of the University's financial statements
- implementation of financial planning
- implementation of audit and financial reviews, projects and value for money exercises

The Director of Estates and Services is responsible for the buildings and estates functions within the University, which include accountability and control of staff, the security, custody and control of all University buildings and other resources, such as materials, cash and stocks held, relating to this function. The Director of Estates and Services has the right of access to any part of the University.

A list of budget holders can be found on the University's Finance web pages.

#### 4.5 Members of Staff

All members of staff should be aware of their responsibility for the security of the University's property, for avoiding loss and for due economy in the use of resources.

They should ensure that they are aware of the University's Expenditure Approval Thresholds (see Appendix C) and the values of purchases for which quotations and tenders are required (see section 15.3, together with Appendix A).

They shall make available any relevant records or information to the Head of Finance in connection with the implementation of the University's financial policies, these Financial Regulations and the system of financial control.

They shall provide the Head of Finance with such financial and other information as deemed necessary, to carry out the requirements of the Board of Governors.

## **5. Risk Management**

- 5.1 The University acknowledges the risks inherent in its business, and is committed to managing these effectively, including those which pose a significant threat to the achievement of its business objectives and financial health.
- 5.2 The Board of Governors has overall responsibility for ensuring there is a risk management strategy and a common approach to the management of risk throughout the University through the development, implementation and embedding within the organisation of a formal, structured risk management policy and procedures. The Audit Committee examines and provides assurance on risk processes.
- 5.3 In line with the risk management policy, the Board of Governors also requires that the risk management strategy and supporting procedures include:
- the adoption of a common approach to risk management
  - detailed regular review at department or support function level to identify, assess and monitor significant risks
  - development of risk management and contingency plans for all significant risks
  - regular reporting to the Board of Governors of all risks above established tolerance levels
  - an annual review of the implementation of risk management arrangements
  - the capability for independent verification

## **6. Financial Code of Conduct**

- 6.1 The University is committed to the highest standards of openness, integrity and accountability. It seeks to conduct its affairs in a responsible manner, having regard to the principles established by the Committee on Standards in Public Life, which Governors and members of staff at all levels are expected to observe. These principles cover:
- integrity and accountability
  - selflessness, objectivity and honesty
  - openness and leadership

### **6.2 Whistleblowing**

Whistleblowing in the context of the Public Interest Disclosure Act is the disclosure by an employee, or other party, about malpractice in the workplace. A whistle blower can blow the whistle about a crime, civil offences (including negligence, breach of contract, etc.), miscarriage of justice, danger to health and safety or the environment, or breach of the Financial Regulations, and the cover-up of any of these.

The full procedure for whistleblowing is set out in the University's Whistleblowing Policy. Further details can be found in the Public Interest Disclosure Act 2013.

### 6.3 Disclosure of interests

All Governors, Budget Holders and officers who regularly attend meetings of the Board of Governors, or its committees, are required to disclose interests in the University's register of interests, by completion of an annual declaration. The interests of relatives are considered relevant, and must also be included.

Any member of the Board or any Committee having a personal interest in any matters (whether or not recorded in the Register of Interests) shall declare that interest, and such declaration shall be recorded. The member shall withdraw from the meeting in question unless this requirement is waived by the Chair of the Board or Committee.

### 6.4 Fraud and corruption

Any members of the University staff or students should report any instances of financial irregularity, or any circumstance suggesting the possibility of irregularity, affecting the financial procedures, cash, stock held or other property of the University, in accordance with the Anti-Bribery and Corruption Policy. Due respect will be given for the confidentiality of those raising such concerns.

It is a disciplinary matter if anyone knowingly makes a false or malicious allegation against another member of the University.

All members of the University staff approving expenditure must be vigilant to any payment that might raise a concern over a breach of either the Anti-Bribery and Corruption Policy or the Gifts and Hospitality Policy.

### 6.5 Receiving gifts or hospitality

The Bribery Act 2010 came into force on 1 July 2011. The Act introduced new offences for acts of bribery by individuals, or persons associated with relevant organisations. These can be found in the University's Anti-Bribery and Corruption Policy.

Guidance on acceptable hospitality is contained in the University's Gifts and Hospitality Policy. The Head of Finance maintains a register of gifts and hospitality where the value is in excess of £50. Members of staff offered or in receipt of such gifts or hospitality are obliged to notify the Head of Finance promptly.

## **C FINANCIAL MANAGEMENT AND CONTROL**

### **7. Financial Planning and Budgetary Control**

7.1 The Head of Finance is responsible for:

- Preparing annually a five year financial plan for approval by the Board of Governors, and for preparing financial forecasts for submission to the Office for Students (OfS)
- Preparing each year an annual budget for consideration and approval by the Board of Governors. The Head of Finance must ensure that detailed budgets are prepared in order to support the budget delegation process, and these are communicated to Heads of Schools and Professional Services following approval by the Board of Governors
- Submitting updated forecasts to the Board of Governors for consideration
- Ensuring proper procedures exist for the control of income and expenditure against approved budgets

7.2 The control of income and expenditure within an agreed budget is the responsibility of the Budget Holder, who must ensure that monitoring is undertaken effectively. Budget Holders are responsible to the Head of Finance for the income and expenditure budgets allocated to them. Budget Holders are assisted in their duties by management information provided by the Finance Department.

7.3 Revenue and Capital Budgets

The Vice-Chancellor may authorise carry forward for one financial year of any unspent capital and revenue budgets up to an aggregate total balance of £500k provided there are acceptable reasons why the supplies or services were not obtained within the financial year, and/or to enable completion of capital projects, including new buildings etc.

Where carry forward amounts exceed £500k in aggregate, the Vice-Chancellor shall seek approval of the Board of Governors.

7.4 Project Reserves

Some University Budget Holders generate surpluses from commercial activity including consultancy and research that are credited to a specific project reserves account at the end of the financial year. A Budget Holder may wish to utilise project funds in subsequent years, for which the following delegation thresholds apply: The Head of Finance may approve expenditure funded by specific project reserves of up to £10k; The Chief Operating Officer may approve expenditure funded by specific project reserves of up to £100k; For all other expenditure proposed a business case must be submitted to the Vice-Chancellor for consideration.

7.5 Virements between budgets are permitted with the prior approval of the Head of Finance or Chief Operating Officer.

## **8. Accounting Arrangements**

### **8.1 Financial Year**

The University's financial year runs from 1 August until 31 July the following year.

### **8.2 Basis of accounting**

The consolidated accounts are prepared on the historical cost basis of accounting and in accordance with applicable accounting standards.

### **8.3 Format of the Financial Statements**

The financial statements are prepared in accordance United Kingdom Generally Accepted Accounting Practice and the Statement of Recommended Practice: Accounting for Further and Higher Education 2015.

### **8.4 Accounting records**

The Head of Finance is responsible for the retention of financial and related documents. These should be kept in a form that is acceptable to the relevant authorities. The University is required by law to retain prime documents for six years. These include:

- purchase orders
- purchase invoices
- sales invoices
- bank statements
- receipts
- expenses claims
- payroll records, including part time lecturers' contracts

### **8.5 Public access**

The Board of Governors is required to make available on the University's website the full audited consolidated financial statements. The University will make a copy of the financial statements available to the public on the University's website once they have been approved by the Board of Governors.

The Freedom of Information Act requires any request to be dealt with within 20 working days. The Act enables the Board of Governors to levy a reasonable fee and this will be charged at the discretion of the Head of Finance.

### **8.6 Taxation**

The Head of Finance is responsible for providing advice, in the light of guidance issued by the appropriate bodies and relevant legislation as it applies, on all taxation issues, to the University and its subsidiary companies. The Head of Finance will issue instructions and guidance on compliance with statutory requirements regarding VAT, corporation tax and payroll taxes.

## 9. Audit Requirements

### 9.1 General

Internal and external auditors shall have authority to:

- access University premises at reasonable times
- access all assets, records, documents and correspondence relating to any financial and other transactions of the University
- require and receive such explanations as are necessary concerning any matter under examination
- require any employee of the University to account for cash, stocks held or any other University property under their control
- access records belonging to third parties, such as contractors, when required

### 9.2 External audit

The external auditors will be reappointed annually by the Board of Governors on the recommendation of the audit committee.

The primary role of external audit is to report on the University's financial statements and to carry out such examination of the statements and underlying records and control systems as are necessary to reach their opinion on the statements and to report on the appropriate use of funds. Their duties will be in accordance with the Office for Students' "Terms and conditions of funding" and the Auditing Practices Board's statements of auditing standards.

### 9.3 Internal audit

The internal auditor is appointed by the Board of Governors on the recommendation of the audit committee.

The Office for Students' "Terms and conditions of funding" requires that the University has an effective internal audit function. The main responsibility of internal audit is to provide the Board of Governors, the Vice-Chancellor and senior management with assurances on the adequacy of the internal control system, related to relevant risks.

The internal audit service remains independent in its planning and operation but has direct access to the Board of Governors, the Vice-Chancellor and the Chair of the Audit Committee.

### 9.4 Value for money

It is a requirement of the Office for Students' "Terms and conditions of funding" that the University's Board of Governors is responsible for delivering value for money from public funds. It should keep under review its arrangements for managing all the resources under its control, taking into account guidance on good practice issued from time to time by the Office for Students (OfS), the National Audit Office, the Public Accounts Committee or other relevant bodies.

The University is required by the Office for Students (OfS) to produce and submit an annual accountability return to provide data on efficiencies realised in each academic year.

## 9.5 Other auditors

The University may, from time to time, be subject to audit or investigation by external bodies such as the Office for Students (OfS), the National Audit Office, the European Court of Auditors, and HM Revenue and Customs. They have the same rights of access as internal and external auditors.

## 10. Treasury Management

### 10.1 Treasury management policy

The Board of Governors, or one of its delegated committees, is responsible for approving a treasury management policy statement setting out a strategy and policies for cash management, long-term investment and borrowings. This will require compliance with any rules regarding approval for any secured or unsecured loans that go beyond the general consent levels agreed by the Office for Students (OfS). The Board of Governors has a responsibility to ensure implementation, monitoring and review of such policies.

All executive decisions concerning borrowing, investment or financing (within policy parameters) shall be delegated to the Chief Operating Officer and an appropriate reporting system set up. All borrowing shall be undertaken in the name of the University and shall conform to any requirements of the Office for Students (OfS).

The Head of Finance will report to the Board of Governors or one of its committees at least twice in each financial year on the activities of the treasury management operations and on the exercise of treasury management powers delegated to them.

### 10.2 Banking arrangements

All arrangements with the University's bankers concerning the University's bank accounts, and those of its subsidiaries shall be made by the Chief Operating Officer and Head of Finance.

The Chief Operating Officer and Head of Finance are empowered to open and close bank accounts in the name of the University or its subsidiaries. No other part of the University shall be empowered to operate a bank account in the name of the University or its subsidiaries, and all cheques or financial instruments made payable to the University shall be credited to the University's account.

Arrangements for the signature and countersignature on University cheques, the authorisation of electronic banking transactions and the arrangements for bank account reconciliation are set out in the University's Financial Procedures Handbook.

## **11. Income**

### **11.1 General**

The Head of Finance is responsible for ensuring that appropriate procedures are in operation to enable the University to receive all income to which it is entitled. All receipt forms, invoices, tickets or other official documents in use and electronic collection systems must have the prior approval of the Head of Finance.

Levels of charges for tuition fees and residential rents will be considered by the Vice-Chancellor's Advisory Group (VCAG) and approved by the Board of Governors.

The Head of Finance is responsible for the prompt collection, security and banking of all income received.

The Head of Finance is responsible for ensuring that all grants notified by the funding body and other bodies are received and appropriately recorded in the University's accounts.

The Head of Finance is responsible for ensuring that all claims for funds, including research grants and contracts, are made by the due date.

### **11.2. Receipt of cash, cheques and other negotiable instruments**

All monies received within Schools/ Colleges/Services must be recorded on a daily basis together with the form in which they were received, for example cash, cheques and other negotiable instruments.

All monies received must be paid to the cashier promptly, and in accordance with a timetable prescribed by the Head of Finance and set out in the Financial Procedures Handbook. The custody and transit of all monies received must comply with the requirements of the University's insurers.

All sums received must be paid in and accounted for in full, and must not be used to meet miscellaneous departmental expenses or be paid into the departmental petty cash float. Personal or other cheques must not be cashed out of money received on behalf of the University.

The University may only receive payments by debit or credit card using procedures approved by the Head of Finance. All procedures must be compliant with PCI DSS regulations and the Consumer Rights Act.

All staff involved with the handling of cash (cash, cheques, bank drafts/card payments/bank transfers) should adhere to the Cash Handling Policy (including Payment Card Industry Data Security Standard (PCI DSS) and Anti Money Laundering Policies)

### 11.3. Sales invoicing, collection of debts and write-offs

The Head of Finance shall ensure that:

- Sales invoices are raised promptly on official invoices, in respect of all income due to the University
- Invoices are prepared with care, recorded in the finance system, show the correct amount due and are credited to the appropriate income account
- Any credits granted are valid, properly authorised and completely recorded;
- VAT is correctly charged where appropriate, and accounted for
- Monies received are posted to the correct debtors account
- Swift and effective action is taken in collecting overdue debts, in accordance with appropriate procedures
- Outstanding debts are monitored and reports prepared for management

Only the Head of Finance can implement credit arrangements and indicate the periods in which different types of invoice must be paid.

The authority to write off any debt incurred in the ordinary course of business, except for those having a material impact on the University's financial position, is detailed below:

<b>Role</b>	<b>Individual Debt Write-off Approval Limits</b>	<b>Annual Debt Write-off Approval Limits</b>
Board of Governors	Above £50,000	Above £120,000
Vice-Chancellor	Up to £50,000	Up to £120,000
Chief Operating Officer	Up to £25,000	Up to £60,000
Head of Finance	Up to £10,000	Up to £30,000
Deputy Head of Finance/Financial Operations Manager	Up to £5,000	Up to £15,000

In addition a termly report will be prepared by the Financial Operations Manager for the Chief Operating Officer assessing the level of outstanding debt and debts written off. An annual report will also be submitted to the Audit Committee.

### 11.4 Student fees

The procedures for collecting tuition and residence fees must be approved by the Head of Finance who is responsible for ensuring that all student fees due to the University are received.

Any student who has not paid an account for fees relating to academic debt owing to the University shall not receive the certificate for any degree, diploma or other qualification awarded by the University until all outstanding debts have been cleared. Such students shall be prevented from re-enrolling at the University and from using any of the University's facilities unless appropriate payment arrangements have been made.

Any student who has not paid an account for any other item will be dealt with in accordance with procedures set by the Head of Finance.

## **12. Research Grants and Contracts**

### **12.1 Acceptance of research grants and contracts**

Research grants and contracts shall be accepted on behalf of the University by the Vice-Provost (Research and Enterprise) or other duly authorised officers. Under no circumstances should applications be submitted without prior approval of the Vice-Provost (Research and Enterprise).

The Head of Finance is responsible for examining all formal grant applications and shall ensure that there is adequate provision of resources to meet all commitments. The Head of Finance shall ensure that the full cost of research contracts is established. The research agreement must be in line with the University's policy with regard to full economic costing taking account of different procedures for the pricing of research projects depending on the nature of the funding body. The Head of Finance shall maintain all financial records relating to research grants and contracts and shall initiate all claims for reimbursement from sponsoring bodies by the due date. These claims may be in the form of cost statements and may not necessarily be recorded as a debtors invoice.

### **12.2 Grant and contract conditions**

Many grant-awarding bodies and contracting organisations stipulate conditions under which their funding is given. In addition, there are often procedures to be followed regarding the submission of interim or final reports or the provision of other relevant information. Failure to respond to these conditions often means that the University will suffer a financial penalty. It is the responsibility of the named supervisor or grant holder to ensure that conditions of funding are met. Any loss to the University resulting from a failure to meet conditions of funding is the responsibility of the budget holder, and will be charged against School funds.

## **13. Other Income-generating Activity**

### **13.1 Short Courses and other services rendered**

In this context a short course is any course which does not form part of the award-bearing teaching load of the School. The term 'services rendered' includes any University consultancy work performed for external customers. All short courses and other services (including consultancies) rendered must be costed in accordance with the University's costing and pricing policy and be approved by the Head of Finance before any commitments are made.

Before any University consultancy is undertaken, written permission must be sought from the Executive Deans of School. Guidelines are given in the University's Consultancy Policy.

### 13.2 Private consultancies and other private work

The regulations governing private work undertaken by University staff are set out, where necessary, in the appropriate conditions of service and within the University's Consultancy Policy. The main provision in the regulations is that staff undertaking private work must ensure that it does not impair the performance of their University duties. Staff must not hold themselves out as acting on behalf of the University, or use University headed stationery. The permission of the Executive Deans of School, or Heads/Directors of Professional Services, is required for any private work whether or not it involves the use of University resources. If it does involve the use of University resources an economic charge will be made for these. The University accepts no responsibility for any work done, advice given or activity undertaken by staff in their private capacity.

## 14. Intellectual Property Rights and Patents

### 14.1 General

Certain activities undertaken within the University including research and consultancy may give rise to ideas, designs and inventions which may be patentable. These are collectively known as intellectual property.

### 14.2 Patents

The Research Support Office is responsible for establishing procedures to deal with any patents accruing to the University from inventions and discoveries made by staff in the course of their research.

### 14.3 Intellectual property rights

In the event of the University deciding to become involved in the commercial exploitation of inventions and research, the matter should then proceed in accordance with the intellectual property procedures contained within the University's Code of Practice on Intellectual Property.

### 14.4 Commercial exploitation of Intellectual property

The Research Support Office shall draft procedures, for approval by the Research Knowledge Exchange and Consultancy Committee and the Academic Board, to encourage and assist staff to maximise the commercial exploitation of inventions and procedures resulting from research within the University.

### 14.5 Disposals of Intellectual Property

All disposals of intangible assets will require the prior approval of the Academic Board, on the advice of the Research Knowledge Exchange and Consultancy Committee.

## **15. Expenditure and Procurement**

### **15.1 General**

The Head of Finance is responsible for ensuring the University has appropriate payment processes for suppliers.

### **15.2 Financial Authorities**

The Executive Deans of School, or Heads/Directors of Professional Services are responsible for purchases within their area of responsibility. In exercising this delegated authority, Budget Holders are required to observe the University's Financial Procedures Handbook.

The Board of Governors shall approve arrangements for the delegation to senior officers of the University to sign official documents on its behalf, in accordance with the Delegated Signature Authorities in Appendix A.

The Head of Finance shall maintain a register of all staff authorised to approve purchase orders, receipt goods and services, and certify invoices for payment.

Staff shall not combine their delegated financial limits with others, nor split transactions to circumvent the delegated authority outlined in these Financial Regulations.

Staff are not permitted to authorise any payment to themselves, their spouses, partners or relatives, or any organisation with which they, their family or relatives have a connection or permit any member of their staff to do so.

### **15.3 Procurement**

Executive Deans of School or Heads/Directors of Professional Services shall ensure that Budget Holders are aware of the University's Financial Procedures Handbook.

The University requires all Budget Holders, irrespective of the source of funds, to obtain goods and services in accordance with the University's Financial Procedures Handbook.

Budget Holders shall consider the use of approved purchasing consortia or frameworks when obtaining goods and services, and shall ensure compliance with Procurement Thresholds, as shown in Appendix B.

Any deviation from the Procurement Thresholds must be approved by the Head of Finance, or delegated officer, in writing using the University's waiver process and prior to an order being placed with a supplier.

### **15.4 Purchase Orders**

The Head of Finance is responsible for arrangements and procedures for all purchase orders issued for supplies of goods and services required by the University. Purchase orders shall be raised for all goods and services unless exemption has been granted (refer to the Financial Procedures Handbook). All purchase orders placed shall comply with the requirements of the Financial Procedures Handbook. No purchase order shall be authorised by the originator.

## 15.5 Purchasing cards

The operation and control of the University's purchasing cards is the responsibility of the Head of Finance.

Holders of purchasing cards must use them only for the purposes for which they have been issued and within the authorised purchase limits. Cards must not be loaned to another person, nor shall they be used for personal or private purchases. Misuse of purchasing cards may result in their removal from cardholders.

Cardholders shall obtain approval to purchase from the relevant budget holder and shall ensure that there is sufficient budget available to meet the costs.

The Head of Finance shall determine what information is required from purchases made with purchasing cards from cardholders and deadlines for receipt in Finance to enable financial control to be maintained and cardholders must provide that information.

Holders of purchasing cards are required to observe the University's Financial Procedures Handbook.

## 15.6 Payment of invoices

The procedures for making all payments shall be in a form specified by the Head of Finance and contained in the University's Financial Procedures Handbook.

Executive Deans of School, or Heads/Directors of Professional Services are responsible for ensuring that expenditure within their Schools and Professional Service does not exceed agreed budgets without prior approval from the Head of Finance.

Payments will only be made for purchases that have been approved for payment by those with the appropriate delegated authority.

All invoices should quote a valid purchase order number and have been duly receipted in the purchase to pay system.

## 15.7 Reimbursement of expenses

The University's financial procedures enable the majority of non-pay supplies to be purchased through the Finance system without anyone having to incur any personal expense. However on occasion, staff, students or visitors may incur expenses, which are entitled to reimbursement.

Such expenditure must be claimed using the University's expense claim system, and the claim must be in accordance with the University's Financial Procedures Handbook and associated policies.

Anyone using their own vehicles on behalf of the University shall maintain appropriate insurance cover for business use and hold a full valid driving licence.

## 15.8 Advances

Advances may be given to staff and students for trips/projects carried out away from the University. Other forms of payment will be expected to be used wherever possible, such as an official purchase order and subsequent payment, or purchasing card.

The amount advanced to one individual should not normally exceed £1,000. Advances must always be approved in advance by the Head of School or Professional Service. Any advances in excess of £1,000 must also be approved in advance by the Head of Finance.

Receipts or paid invoices must be retained for all amounts spent. Within 2 weeks of completion of the trip/project to which the advance relates, an expense claim form giving a final account must be prepared to demonstrate how the advance was disbursed and any unspent balance repaid. Under no circumstances will a second advance be approved when the final accounting for an earlier advance is outstanding.

## 15.9 Capital expenditure

All capital expenditure on land, buildings, furniture, equipment and associated costs must only be incurred if it is part of an approved budget, and agreed financial procedures for such financial transactions shall be followed.

## 15.10 Leasing

No hire purchase, contract hire or leasing agreement shall be entered into without the prior approval of the Head of Finance. Any such agreement shall be subject to the Procurement Thresholds set out in section 15.3. For the purposes of procurement, the value of the transaction will be the total amount payable over the life of the agreement.

## 16. Pay Expenditure

All University staff will be appointed to the salary scales approved by the Board of Governors and in accordance with appropriate conditions of service. All contracts of service shall be concluded in accordance with the University's approved practices and procedures and staff may only be appointed in accordance with letters of appointment approved by Human Resources.

Each employee shall be issued with a contract or letter of appointment, which shall comply with current employment legislation.

The Director of Human Resources will determine what other benefits are to be available, the basis of their provision and the staff to whom they are to be available. Salaries and other benefits for senior management will be determined by the Board of Governors.

Budget holders shall ensure that the Director of Human Resources is provided promptly with all information required in connection with the appointment, resignation or dismissal of employees.

The Head of Finance is responsible for all payments of salaries and all other payments arising from employment, including individuals engaged under a claims basis. All such payments must be paid through the University payrolls.

All timesheets and other pay documents, including those relating to fees payable to external examiners, occasional lecturers or researchers, will be in a form prescribed or approved by the Budget Holder.

The Director of Human Resources will be responsible for ensuring that the following activities are undertaken effectively, efficiently and in accordance with statutory requirements:

- Appointments, resignations, dismissals, suspensions, secondment and transfers
- Recording absences from duty for sickness or other reason, apart from approved leave
- Changes in remuneration including re-grading other than normal increments and pay awards and agreements of general application

The Head of Finance will be responsible for ensuring that the necessary records are maintained for pensions, income tax, national insurance and other pay-related statutory reasons, and shall make available all of this, and other relevant information, to the appropriate government agency in a format prescribed by that body.

Engagement and payment of individuals on a self-employed/consultancy (contract for services) basis should be made in accordance with guidance issued by the Director of Human Resources.

All payments must be made in accordance with procedures issued by Human Resources, Finance and comply with HM Revenue and Customs regulations.

All employees shall be paid by bank credit transfer, unless otherwise agreed by the Head of Finance.

## **17. Assets**

### **17.1 Land and buildings**

The purchase, lease, rental or disposal of land or buildings must only be undertaken with authority from the Board of Governors and with the support of the Vice-Chancellor. All such decisions will be recorded in full in the minutes of the Board or relevant Committee.

### **17.2 Fixed asset register**

The Head of Finance is responsible for maintaining the University's register of land, buildings, fixed plant and machinery and other assets. Executive Deans of Schools and

Directors and Heads of Professional Services will provide the Head of Finance with any information required to maintain the register.

### 17.3 Inventories

The Information Technology Services Department will maintain an inventory of personal electronic devices, particularly mobile phones and related items, purchased for the use of staff.

### 17.4 Stock of Goods and Consumables

Executive Deans of School, or Heads/Directors of Professional Services are responsible for establishing adequate arrangements for the custody and control of stock held within their Schools and Service. The systems used for stock accounting must have the approval of the Head of Finance.

Executive Deans of School, or Heads/Directors of Professional Services are responsible for ensuring that regular inspections and stock checks are carried out. Stock of a hazardous nature should be subject to appropriate security checks.

Those Executive Deans of School, or Heads/Directors of Professional Services whose stock requires valuation in the University's balance sheet at the financial year end must ensure that the stock-taking procedures in place have the approval of the Head of Finance and that instructions to appropriate staff within their Schools or Service are issued in accordance with advice contained in the University's Financial Procedures Handbook.

### 17.5 Safeguarding assets

Executive Deans of School, or Heads/Directors of Professional Services are responsible for the care, custody and security of the buildings, stock, stores, furniture, cash, etc. under their control. They will consult the Director of Estates and Services in any case where security is thought to be defective or where it is considered that special security arrangements may be needed.

No property shall be removed from University premises without prior permission of the Head of School or Professional Service, or someone delegated by them.

### 17.6 Personal use

Assets owned or leased by the University shall not be subject to personal use, except where expressly authorised by line managers.

University owned vehicles may only be used by authorised personnel on University business. They should not normally be used for travel to and from work and they shall be left on University premises overnight.

## 17.7 Asset disposal

Disposal of assets or inventory items must be in accordance with the University's Financial Procedures Handbook.

Disposal of fixed assets and their removal from the fixed asset register must be in accordance with the University's fixed asset accounting policy.

All disposals of land and buildings must only take place with the authorisation of the Board of Governors, and with the support of the Vice-Chancellor. Confirmation from the Office for Students (OfS) that any Exchequer interest has been protected must also be obtained.

## 17.8 All other assets

Executive Deans of School, or Heads/Directors of Professional Services are responsible for establishing adequate arrangements for the custody and control of all other assets owned by the University, whether tangible (such as stocks or inventoried items) or intangible (such as intellectual property), including electronic data.

## 17.9 Loss of assets or damage to property

Executive Deans of School or Heads/Directors of Professional Services must advise the Head of Finance or delegated officers immediately of any event that may give rise to an insurance claim. The claimant will notify the University's insurers and, if appropriate, prepare a claim in conjunction with the University's insurance team for transmission to the insurers.

## 17.10 Leasing property

All lease agreements or licenses for third parties to occupy University property shall be signed in accordance with the University's Delegated Signature Authorities which can be found at Appendix A.

## **18. Funds Held on Trust**

### 18.1 Gifts, benefactions and donations

The Head of Finance is responsible for maintaining financial records in respect of gifts, benefactions and donations made to the University and initiating claims for recovery of tax where appropriate.

### 18.2 Grant and contract and voluntary funds

The Head of Finance shall be informed of any fund, not being an official fund of the University, which is controlled wholly or in part by a member of staff in relation to the function in the University.

Where funding is conditional it is the responsibility of the Head of Finance to obtain a full set of the terms and conditions and to ensure that proper stewardship is exercised over each individual fund, thereby enabling appropriate monitoring and compliance. Failure to respond to these conditions could mean that the University will suffer a financial penalty or loss.

### 18.3 Student Loans

Appropriate records will be maintained to support transactions involving student loans.

### 18.4 Emergency/hardship loans

The University scheme for emergency/hardship loans must be approved by Board of Governors. This will include the maximum assistance that can be given in an individual case.

The Finance department is responsible for ensuring the adequacy of the systems in place for:

- Approving loans in accordance with the scheme
- Paying loans that have been approved
- Recovering loans that have been paid

### 18.5 Student Welfare and Access Funds

The Head of Finance will prescribe the format for recording the use of student welfare funds. Records of welfare funds will be maintained according to the funding body requirements.

## 19. Other

### 19.1 Insurance

The Head of Finance is responsible for the University's insurance arrangements, including the provision of advice on the types of cover available. As part of the overall risk management strategy all risks will have been considered and those most effectively dealt with by insurance cover will have been identified. This is likely to include important potential liabilities and provide sufficient cover to meet any potential risk to all assets.

The Head of Finance is responsible for obtaining quotes, negotiating claims and maintaining the necessary records. A register of all insurances effected by the University and the property and risks covered shall be maintained. The Head of Finance also is responsible for dealing with the University's insurers and advisers about specific insurance problems.

The Director of Estates and Services is responsible for keeping suitable records of plant which is subject to an inspection by an insurance company and for ensuring that inspection is carried out in the periods prescribed.

Executive Deans of School, or Heads/Directors of Professional Services must ensure that any agreements with external bodies include cover for any legal liabilities to which the University would be exposed. The Head of Finance and University Secretary should be consulted to ensure that this is the case.

Executive Deans of School, or Heads/Directors of Professional Services are responsible for ensuring that the Head of Finance is immediately notified of any potential new risks and additional property and equipment that may require insurance and of any alterations affecting existing risks.

## 19.2 Travel Insurance

Staff and students travelling on University business are covered under the University's travel insurance policy, and will not normally be reimbursed for any expenditure covered by a personal travel insurance policy. Travelers should however check the policy details to ensure the University's policy offers an appropriate level of cover for any personal possessions taken on each trip.

## 19.3 Companies, joint ventures and consortium arrangements

No University company, associate or branch shall be formed for any purpose without the specific approval of the Vice-Chancellor.

Where a University subsidiary company is established or the University takes a shareholding in a third party company, the appointment of University representative directors to these companies is a matter for the Vice-Chancellor.

University subsidiary companies shall enter into and keep under review a memorandum of understanding with the University. Each company shall operate in accordance with such memorandum and within the framework provided by these Financial Regulations, and any additional procedural requirement imposed by their Boards of Directors.

Any permitted departures from these Financial Regulations will be encompassed in the memorandum of understanding.

The directors of companies where the University is the majority shareholder must submit an annual report to the Board of Governors. They will also submit business plans or budgets as requested to enable the Board to assess the risk to the University. The University's internal and external auditors shall also be appointed to such companies.

## 19.4 Security over Data and Information

The Information Governance Policy establishes security over data and information through an Information Governance Programme Board and Information Governance Programme intended to ensure compliance with the General Data Protection Regulations (GDPR).

The Information Governance Programme Board is accountable to the Vice-Chancellor's Advisory Group for the maintenance of the Information Governance Programme.

The Data Protection Officer and Information Security Manager are responsible and accountable for the appropriateness of the protocols, the practices and procedures intended to support the Information Governance Programme.

Senior managers and line managers are responsible for ensuring all employees' conduct is consistent with the protocols and subsequent practices and procedures, published by the Information Governance Programme Board or the departmental exemptions recorded by senior managers on the departmental risk registers.

#### 19.5 Safeguarding funds against misuse

Executive Deans of School or Heads/Directors of Professional Services are responsible for the proper application of funds at the disposal of their School or Service. In exercising their responsibility Executive Deans of School, or Heads/Directors of Professional Services must have regard to security measures to safeguard University funds and assets against misuse or misappropriation. They must consult with the Head of Finance to see that appropriate insurance is arranged.

#### 19.6 Safeguarding of legal documents

The University Secretary has responsibility for the safekeeping of legal documents relating to the University including the University's property ownership.

#### 19.7 Students' Union

The financial responsibilities of the Students' Union are set out in the Students' Union Code of Practice.

The Students' Union is a separate legal entity from the University. It shall maintain its own bank account and financial records and prepare its own annual accounts.

Subject to any constraints imposed by the funding body, the Board of Governors shall determine the level of grant to be paid annually to the Students' Union. The Board requires the Union to provide for information details of its proposed budget to assist in determining the appropriate level of grant.

The Head of Finance and the Head of Internal Audit Services have the right of access to the financial records of the Students' Union in so far as they relate to the payment by the University of the annual Block Grant.

#### 19.8 Use of the University Seal

All Deeds and documents requiring to be sealed by the University shall be sealed in the presence of two persons, one of whom shall be the University Secretary, on behalf of the Board of Governors.

A report shall be submitted to each meeting of the Board of Governors recording the Deeds and documents to which the University Seal has been affixed since the last meeting of the Board.

The University Secretary shall be responsible for the security and use of the University Seal, and shall keep records of the Seal's use.

#### 19.9 Provision of Indemnities and Guarantees

Any member of staff asked to give an indemnity or guarantee, for whatever purpose, shall consult the Chief Operating Officer before any such indemnity is given. Any document or contract committing the University to any indemnities or guarantees must be signed in accordance with the University's Delegated Signature Authorities (see Appendix A).

## APPENDICES

### Appendix A – Scheme of delegation for contract negotiation and decision-making

All contracts require review and approval by the University Secretary's Office prior to signature, unless agreed otherwise with the University Secretary. Without exception, if for any reason (particularly in relation to Employment contracts), a signatory is unable to act, because of a conflict of interest, the signatory at the next level above should sign.

Type of document	Value	Signatory
<b>Deeds</b>		
Deeds of any nature	Any	Vice-Chancellor and any one member of the Board of Governors, or Any two members of the Board of Governors.
Affixing of the University Seal	n/a	University Secretary
Updating Register of Seals	n/a	University Secretary
<b>Contracts (not otherwise specified)</b>		
Any contracts (except Deeds) including the purchase or leasing of property, construction of property, purchase, hire or leasing of goods and/or services, tenders for any of the above and UK or international Academic Collaboration Agreements.	Over £1,000,000	Chair of the Board of Governors or any one Governor specifically authorised by the Chair
	Up to £1,000,000	Vice-Chancellor
	Up to £600,000	Deputy Vice-Chancellor Chief Operating Officer
	Up to £250,000	Executive Deans Vice-Provosts Directors of Professional Services Head of Finance
	Up to £100,000	Assistant Deans Heads of Professional Services, excl. Finance
	Up to £50,000	As listed in Appendix B above
<b>Employment</b>		
Contracts of employment compromise agreements or monetary awards made as a result of an Employment Tribunal ruling	Over £150,000 or any related to a senior post-holder	Chair of the Board of Governors
	Up to £150,000	Vice-Chancellor
	Up to £120,000	Chief Operating Officer
	Up to £95,000	HR Director
	Up to £25,000	Deputy HR Director
<b>Research Office</b>		
Research or consultancy agreements	Over £600,000	Vice-Chancellor
	Up to £600,000	Deputy Vice-Chancellor (thereafter as for general contracts)
	Up to £250,000	Vice-Provosts
<b>Data protection/FOIA</b>		
Subject Access Request responses	n/a	Data Protection Officer
FOIA responses	n/a	Freedom of Information Officer

## Appendix B – Procurement Thresholds

Threshold	All contracts (except building)	Building contracts (see note at foot of table)
<p>Under £10,000 inclusive of VAT</p>	<p>The Budget Holder shall consult with Procurement to ensure that the University does not already have an approved supplier or other contractual arrangement for that type of purchase.</p> <p>The Budget Holder shall have the discretion to decide whether or not to obtain quotations, but value for money must always be obtained through a competitive process.</p> <p>All purchases should be in line with existing policies and procedures.</p>	<p>The Budget Holder shall consult with Procurement to ensure that the University does not already have an approved supplier or other contractual arrangement for that type of purchase.</p> <p>The Budget Holder shall have the discretion to decide whether or not to obtain quotations, but value for money must always be obtained through a competitive process.</p> <p>All purchases should be in line with existing policies and procedures.</p>
<p>From £10,000 to £29,999 inclusive of VAT</p> <p>Procurement guidance must be sought from the University's Procurement Officer.</p>	<p>The Budget Holder shall consult with Procurement to ensure that the University does not already have an approved supplier or other contractual arrangement for that type of purchase.</p> <p>Recommended use of a Purchasing Consortium framework agreement, or obtain three written quotes which must be submitted through the eTendering portal including consideration for due diligence and sustainability.</p> <p>Tender evaluation should be carried out by the Budget Holder, and where the lowest priced, or highest scored, bid is not selected, a waiver shall be completed prior to awarding the contract.</p> <p>Use of the University's Terms and Conditions where possible with all signed contracts to be registered with the University Secretary.</p> <p>All purchases should be in line with existing policies and procedures.</p>	<p>The Budget Holder shall consult with Procurement to ensure that the University does not already have an approved supplier or other contractual arrangement for that type of purchase.</p> <p>Recommended use of a Purchasing Consortium framework agreement, or obtain two written quotes which must be submitted through the eTendering portal including consideration for due diligence and sustainability.</p> <p>Tender evaluation should be carried out by the Budget Holder, and where the lowest priced, or highest scored, bid is not selected, a waiver shall be completed prior to awarding the contract.</p> <p>Use of the University's Terms and Conditions where possible with all signed contracts to be registered with the University Secretary.</p> <p>All purchases should be in line with existing policies and procedures.</p>

<p>Over £30,000 but less than £75,000</p>	<p>N/A</p>	<p>The Budget Holder shall consult with Procurement to ensure that the University does not already have an approved supplier or other contractual arrangement for that type of purchase.</p> <p>Three written quotes must be submitted through the eTendering portal including consideration for due diligence and sustainability.</p> <p>Use of the University's Terms and Conditions where possible with all signed contracts to be registered with the University Secretary.</p> <p>Use of a Purchasing Consortium framework agreement where possible.</p> <p>The contract opportunity must be registered on Contract Finder if it has been advertised through a different media.</p> <p>Evaluation should be carried out by the Budget Holder ensuring that a waiver is completed prior to awarding the contract if the lowest priced or highest scored bid is not successful.</p> <p>Compulsory use of Contract Finder for award notices.</p> <p>All purchases should be in line with existing policies and procedures.</p>
<p>Over £30,000 to EU Procurement Thresholds* inclusive of VAT</p> <p>Procurement guidance must be sought from the University's Procurement Officer.</p>	<p>The Budget Holder shall consult with Procurement to ensure that the University does not already have an approved supplier or other contractual arrangement for that type of purchase.</p> <p>Recommended use of a Purchasing Consortium framework agreement, or obtain three written quotes which must be submitted through the eTendering portal including consideration for due diligence and sustainability.</p>	<p>N/A</p>

	<p>The contract opportunity must be registered on Contract Finder if it has been advertised through a different media.</p> <p>Tender evaluation should be carried out by the Budget Holder, and where the lowest priced, or highest scored, bid is not selected, a waiver shall be completed prior to awarding the contract.</p> <p>Use of the University's Terms and Conditions where possible with all signed contracts to be registered with the University Secretary.</p> <p>Award notices must be published on Contract Finder when a framework agreement is not used.</p>	
<p>Over £75,000 to EU Procurement Thresholds* inclusive of VAT</p>	<p>N/A</p>	<p>The Budget Holder shall consult with Procurement to ensure that the University does not already have an approved supplier or other contractual arrangement for that type of purchase.</p> <p>Recommended use of a Purchasing Consortium framework agreement, or obtain three written quotes which must be submitted through the eTendering portal including consideration for due diligence and sustainability.</p> <p>The contract opportunity must be registered on Contract Finder if it has been advertised through a different media.</p> <p>Tender evaluation should be carried out by the Budget Holder, and where the lowest priced, or highest scored, bid is not selected, a waiver shall be completed prior to awarding the contract.</p> <p>Use of the University's Terms and Conditions where possible with all signed contracts to be registered with the</p>

		<p>University Secretary.</p> <p>Award notices must be published on Contract Finder when a framework agreement is not used.</p>
<p>EU Procurement Thresholds* and above.</p> <p>Procurement guidance must be sought from the University's Procurement Officer.</p>	<p>The Budget Holder shall consult with Procurement to ensure that the University does not already have an approved supplier or other contractual arrangement for that type of purchase.</p> <p>Compulsory use of a Purchasing Consortium's framework agreement or EU Tender process involving a minimum of 5 suppliers where a restricted process is used.</p> <p>The contract opportunity must be advertised on Contract Finder and in the EU Journal (all EU tenders only).</p> <p>Tender evaluation should be carried out by the Budget Holder, and where the lowest priced, or highest scored, bid is not selected, a waiver shall be completed prior to awarding the contract.</p> <p>Compulsory use of the eTendering portal to include consideration for due diligence and sustainability.</p> <p>Use of the University's Terms and Conditions where possible with all signed contracts to be registered with the University Secretary.</p> <p>Award notices must be published on Contract Finder when a framework agreement is not used.</p> <p>Compulsory completion of a Regulation 84 Notice.</p>	<p>The Budget Holder shall consult with Procurement to ensure that the University does not already have an approved supplier or other contractual arrangement for that type of purchase.</p> <p>Compulsory use of a Purchasing Consortium's framework agreement or EU Tender process involving a minimum of 5 suppliers where a restricted process is used.</p> <p>The contract opportunity must be advertised on Contract Finder and in the EU Journal (all EU tenders only).</p> <p>Tender evaluation should be carried out by the Budget Holder, and where the lowest priced, or highest scored, bid is not selected, a waiver shall be completed prior to awarding the contract.</p> <p>Compulsory use of the eTendering portal to include consideration for due diligence and sustainability.</p> <p>Use of the University's Terms and Conditions where possible with all signed contracts to be registered with the University Secretary.</p> <p>Award notices must be published on Contract Finder when a framework agreement is not used.</p> <p>Compulsory completion of a Regulation 84 Notice.</p>

\*subject to change biannually in January

**Note: Building contracts are in the area of responsibility of the Director of Estates and Services (Estates Department) and are assumed to relate to expenditure on jobbing contracts, maintenance work, renewals, alterations, professional services and major capital works.**

## Appendix C – Expenditure Approval Thresholds for Budget Holders

Thresholds	Details
<b>&gt; £1,000,000</b>	
Board of Governors	
<b>£1,000,000</b>	
Vice-Chancellor	
<b>£600,000</b>	
Deputy Vice-Chancellor	
Chief Operating Officer	
<b>£250,000</b>	
Executive Deans	BSAD, CoLA, IfE
Vice-Provosts	Research and Enterprise, Learning and Teaching Quality
Directors of Professional Services	Estates and Services, HR, Marketing and International, External Relations and Development, Student Services and Registrar, IT Services, Library and Learning Services
Head of Finance	
<b>£100,000</b>	
Assistant Deans	BSAD, CoLA, IfE
Heads of Professional Services	All except Finance
<b>£50,000</b>	
Heads of Field	BSAD, CoLA, IfE
Deputy Vice-Provosts	
Deputy Directors of Professional Services	
Deputy Heads of Professional Services	
Head of Quality	
Head of Chancelry Administration	
Head of International Compliance	
WP and Access Manager	

Thereafter, approval thresholds are at the discretion of top-level budget holders up to a maximum of £10,000.

For details of Senior Management post holders please refer to <https://www.bathspa.ac.uk/about-us/governance/>

## Appendix D – Links to Other Useful Documents

- The Office for Students - [Terms and conditions of funding](#)
- [Whistleblowing Policy](#)
- [Public Interest Disclosure Act 2013](#)
- [Anti-Bribery and Corruption Policy](#)
- [Gifts and Hospitality Policy](#)
- [Financial Procedures Handbook](#)
- Cash Handling Policy
- Consultancy Policy
- The Information Governance Policy