Scheme of delegation	1									Во	ard/	Comi	mitte	es/F	ersor	nnel				
D* = Makes decision	Nakes decision (reserved/cannot be delegated further) D = Makes decision / responsible person or committee								es		Ser	nate an	d Sub-	comm	ittees			Univer	isty Officers	
Themes	Ref	Key areas of activity	Source	Council	Finance & Resources Committee	Audit and Risk Committee	Chairs Committee (fulfilling a Nominations Committee)	Remuneration Committee	Strategy and Performance Committee	Brighton and Sussex Medical School Joint Board	Senate	University Eduation Committee	Research and Knowledge Exchange Committee	Honorary Degrees	Special Cases Panel (Student Discipline, Criminal Convictions and Fitness to Practice)	Vice Chancellor	Chief Operating Officer and University Secretary	Chief Financial Officer	Pro-Vice-Chancellor Research and Innovation	Pro-Vice-Chancellor Education and Students
1. Constitutional matters		Council approval).	Reg 10. Annex 1 (1(a))	D*					Ü,						0, 0					
		Making, amending and appealing academic Regulations (See Note 5 for details about the	Reg 10. Annex 1 (1(b)) University Charter (Article 13)	D*	•						D									
	1.4	Regulations for the BSMS). Establishing and abolishing Faculties, School of Studies or other main academic units.	and Reg. 8 Reg 10. Annex 1 (1(c)) / Reg 5.24 (c)	D*							E									
	1.	Establishment, abolition, reporting, composition and changes to Council's committee structure.	Reg 10. Annex 1 (1(d))	D*																
		Approval and amendment of the Constitution of the Students' Union (Articles of Association)	Reg 10. Annex 1 (1(e))	D*																
	1.	Recognition of organisations representing former students of the University.	Reg 10. Annex 1 (1(f)) and Reg 5.24 (p)	D*																
		To withdraw or vary the recognition of organisations representing former students of the University.	Reg 5.24 (p)	D																
2. Strategy		L Approval of the University's Mission Statement.	Reg 10. Annex 1 (2(a))	D*																
	2.	2 Approval of the University's strategy.	Reg 10. Annex 1 (2(b))	D*																

3. Financial matters	3.1	Approval of the University's Financial Statements and annual audited accounts.	Reg 10, Annex 1 (3(a))	D*										
	3.2	The appointment of the internal and external auditors of the University.	Reg 10, Annex 1 (3(b))	D*										
		Approval of the University's Financial Regulations (reviewed at least every five years) .	Reg 10, Annex 1 (3(c))	D*										
	3.4	Approval of Alternative Financial Regulations	Financial Regs 1.2	D										
	3.5	Approval of projects with cash outflow over £10m, or >£5m where criteria set out in 9.1 of the Financial Regulations is met.	Reg 10, Annex 1 (3(d)) Financial Regs 9.1	D*										
	3.6	Arrangements for the approval of projects and expenditure outside of the relevant Council approval criteria	Financial Regs 9.1								D			
	3.7	Discretionary works not included in the annual Capital plan, but which arise on an 'emergency' basis due to unforeseen circumstances,	Financial Regs 9.3								D			
	3.8	Approve expenditure on the refurbishment, maintenance and repurposing of the estate, within the Council approved annual budget and following consultation with the Vice-Chancellor.	Financial Regs 9.2									D		
	3.9	Approve Office for Students Financial Returns	Financial Regs 3.11	D										
	3.10	Approve Office for Students Transparent Approach to Costing Return (TRAC)	Office for Students guidance		D									
	3.11	Investigate non-compliance with Financial Regulations and decide course of action. Report to VC and ARC as appropriate	Financial Regs 1.5										D	
	3.12	Publishing Financial Regulations, issuing related policies and procedures and resolving queries.	Financial Regs 1.6										D	
	3.13	Supervising and approving the use of the University's financial systems	Financial Regs 3.10										D	
	3.14	Approval of tuition fee framework after consultation with Senate.	Financial Regs 4.1 & 4.2	D				E						

Scheme of delegation										Во	ard/	Comr	nitte	es/F	erson	nel				
Key D* = Makes decision (reserv Engagement required	red/car	not be delegated further) D = Makes decision / responsible person or co	mmittee E=			Coun	cil Com	mittee	es		Ser	nate an	d Sub-c	comm	ittees			Univeris	sty Officers	
Themes	Ref	Key areas of activity	Source	Council	Finance & Resources Committee	Audit and Risk Committee	Chairs Committee (fulfilling a Nominations Committee)	Remuneration Committee	Strategy and Performance Committee	Brighton and Sussex Medical School Joint Board	Senate	University Eduation Committee	Research and Knowledge Exchange Committee	Honorary Degrees	Special Cases Panel (Student Discipline, Criminal Convictions and Fitness to Practice)	Vice Chancellor	Chief Operating Officer and University Secretary	Chief Financial Officer	Pro-Vice-Chancellor Research and Innovation	Pro-Vice-Chancellor Education and Students
	3.1	Approve individual fees, within framework agreed by Council	Financial Regs 4.1															D		
	3.1	Approve procedures for the application of fee waivers and discounts,	Financial Regs 4.1.1															D		
	3.1	Approval of the University's budget.	Reg 10, Annex 1 (3(e)) Financial Regs 3.2	D*	E															
	3.1	Appointment of the Accountable Officer	Reg 10, Annex 1 (3(f))	D*																
	3.1	To govern, manage and regulate the finances, accounts, investments, property, business and all affairs whatsoever of the University.	Reg 5.24 (i)	D																
	3.2	Approving the University's Treasury and Investment Management Policy	Financial Regs 4.13	D	E															
		Approve the principles under which investment managers will operate and review their performance at least annually.	Finance and Resources Committee Terms of		D															
	3.2	Approve the appointment of bankers and of provision of the bank mandate; to approve a strategy for borrowing, investing and raising funds.	Finance and Resources Committee Terms of Reference		D															
		Approval of counterparty list	Treasury Management Policy		D															
		Approval of annual treasury management strategy	Treasury Management Policy		D															
	3.2	Application of approved annual treasury management strategy	Treasury Management Policy															D		

3.26	Approval of treasury systems document	Treasury Management Policy								D		
3.27	Redemption of funds to a University Account	Treasury Management Policy								D		
	Ensuring that all grants notified by the funding body and other bodies are received and appropriately recorded in the University's accounts. With the exception of project funding for research, knowledge exchange and consultancy.	Financial Regs 4.3								D		
	Ensuring that project funding for research, knowledge exchange and consultancy are received and appropriately recorded in the University's accounts	Financial Regs 4.3									D	
3.30	Approval of leases and licenses to occupy propoerty.	Financial Regs 4.5							D	D		
	Approval of electronic collection systems, receipt forms, invoices, tickets or other official documents in use.	Financial Regs 4.5								D		
3.32	Set billing arrangements for invoicng of University income.	Financial Regs 4.7								D		
	Approve all debit and credit card transaction processing (which must be compliant with the PCI Security Standards Council's data security standards).	Financial Regs 4.8								D		
	Oversight of outstanding debt and collection of overdue debts (third-party,tuition fee and other student debt)	Financial Regs 4.9 and 4.10								D		

Scheme of delegation										Во	ard/	Comn	nitte	es/P	erson	nel				
Key D* = Makes decision (reserve Engagement required	ed/can	not be delegated further) D = Makes decision / responsible person or cor	mmittee E=			Coun	cil Com	nmittee	es		Sen	ate and	d Sub-c	omm	ittees			Univeri	sty Officers	
Themes							Chairs Committee (fulfilling a Nominations Committee)	Remuneration Committee	Strategy and Performance Committee	Brighton and Sussex Medical School Joint Board	Senate	University Eduation Committee	Research and Knowledge Exchange Committee	Honorary Degrees	Special Cases Panel (Student Discipline, Criminal Convictions and Fitness to Practice)	Vice Chancellor	Chief Operating Officer and University Secretary	Chief Financial Officer	Pro-Vice-Chancellor Research and Innovation	Pro-Vice-Chancellor Education and Students
	3.36	Approve income recognition policies	Reg 10. Annex 1(4(a) Financial Regs 4.12	D																
	3.37	Approve Borrowing Policy	Financial Regs 4.15	D											•					
	3.38	Approve long term borrowing	Financial Regs 4.15	D																
	3.39	Approve the appointment of bankers and of provision of the bank mandate; to approve a strategy for borrowing, investing and raising funds.	Finance and Resources Committee Terms of Reference		D															

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		Approve the issuance of guarantees, letters of comfort, lease and hire purchase contracts for equipment or other equivalent assets valued in excess of delegated authority.	Financial Regs 4.15									D	
	3.41	To sell, buy, exchange, lease, and accept leases of real and personal property on behalf of the University.	Reg 5.24 (k)	D									
	3.42	Implementing the University's banking arrangements	Financial Regs 4.14									D	
		Ensure all bank accounts are subject to regular reconciliation and the appropriate investigation and follow up of large or unusual items	Financial Regs 4.14									D	
		To borrow money from time to time on behalf of the University and for that or any other purpose, if Council think fit, to mortgage or charge all or part of the property of the University, whether real or personal, and to give such other security as Council shall think fit.	Reg 5.24(m)	D									
	3.45	Approve all write-offs over £10k	Financial Regs 4.9 Appendix 1							D			
	3.46	Approve all write-offs up to £10k	Financial Regs 4.9 Appendix 1								D	D	
	3.47	Approval of all donations >£1m	Donations Policy Appendix 1							D			
		Approval of all donations between £100k & £1m, together with Director of Development and Alumn Relations	Donations Policy S7.1							D		D	
	3.49	Maintaining arrangements for the prevention of money laundering.	Financial Regs 4.16									D	
	3.50	Approval of terms in a contract that bind the University to apply sanctions imposed by any other authority than the United Nations, European Union or the United Kingdom Government	Financial Regs 4.17									D	
	3.51	Ensuring University endowment funds are operated subject to Charity Law and Charity Commission	Financial Regs 5.3									D	
4. Legal and Regulatory matters	4.1	Approval of freehold & long leaseshold land and building acquisition or disposal >£10m	Financial Regs 9.5	D*									
	4.2	Approval of acquisitions or disposals of freehold & long leaseshold land and buildings with a cash impact of >E5m	Financial Regs 9.5	D*									
		Granting leases or licences for the use of University space for any purpose, or authorise the appropriate Head of School or Director of Professional Services to give such written approval.	Financial Regs 9.6.1								D		
	4.4	Approval of Office for Students' financial return	Regulatory Framework	D									
	4.5	Approval of Access and Participation plan	Regulatory Framework	D									
	4.6	Approval of Prevent Return	Regulatory Framework	D									
	4.7	To enter into, vary, carry out or cancel contracts on behalf of the University.	Reg 5.24(n)	D									
	4.8	Establishing University subsidiary undertakings and joint ventures	Financial Regs 6.1	D									
		Establishing shareholding arrangements and appointing directors of companies wholly or partly owned by the University	Financial Regs 6.1	D									

5. Audit and Risk	5.1	Approve the University's risk register.	Financial Regs 10.1	D																
Appendix 1																				
Scheme of delegation										Во	ard/0	Comm	ittee	s/P	erson	nel				
<u>Key</u>						Counc	il Com	mittee	s		Sen	ate and	Sub-co	ommi	ttees			Univeris	ty Officers	
	d/can	not be delegated further) D = Makes decision / responsible person or com	mittee E=																	
Engagement required																				
				ndi	inance & Resources Committee	udit and Risk Committee	hairs Committee (fulfilling a Nominations committee)	emuneration Committee	trategy and Performance Committee	righton and Sussex Medical School Joint Board	ite	niversity Eduation Committee	esearch and Knowledge Exchange Committee	Ionorary Degrees	pecial Cases Panel (Student Discipline, Criminal convictions and Fitness to Practice)	ice Chancellor	hief Operating Officer and University Secretary:	hief Financial Officer	ro-Vice-Chancellor Research and Innovation	ro-Vice-Chancellor Education and Students
Themes	Ref	Key areas of activity	Source	Cou	Fina	Audi	Chai	Rem	Stral	Brig	Senate	Univ	Rese	Hon	Spec	Vice	Chie	Chie	Pro-	Pro-
	5.2	To agree, with the auditors, the nature and scope of the external audit and all relevant reports from the external auditors and others authorised to audit the University's accounts	Audit and Risk Committee Terms of Reference			D														
	5.3	Approve non-audit work undertaken by the Auditors	Audit and Risk Committee Terms of Reference			D														
6. Strategy/Policies	6.1	Approval of strategic statements, or statements complying with statutory requirements.	Reg 10. Annex 1 (4(a))	D*																
	6.2	To approve or recommend to Council as appropriate policies and procedures in relation to key regulatory / legislative responsibilities such as data protection, anti-bribery, whistleblowing, fraud, information security, Competition and Markets Authority "CMA" and United Kingdom Visas and Immigration "UKVI".	Terms of reference			D														
7. Teaching, Learning & Research matters	7.1	To direct and regulate the instruction and teaching within the University and the examinations held by the University, subject to the Statutes and Regulations and to the authority of Council.	Reg 4.3(a)								D									
	7.2	To authorise the award of Degrees, including Honorary Degrees, Diplomas, Certificates and other distinctions to persons who have satisfied the conditions for the award thereof as prescribed in the Regulations. (For BSMS awards see Note 1)	Reg 4.3(b)								D									
		To prescribe the circumstances in which a student may be required or permitted to withdraw temporarily or permanently and either conditionally or unconditionally from all or any part of his or her course on grounds other than disciplinary grounds.	Reg 4.3(c)								D									
		with the approval of Council.	Reg 4.3(d)								D									
	7.5	On what it shall deem to be good cause and after a report to Council and with Council's approval deprive a person of any Honorary Degree.	Reg 4.3(d)	D							D									

7.6	To promote research within the University and to require reports from time to time on such research.	Reg 4.3(e)				D					
7.7	To be responsible with Council and through the Librarian for the administration of the University Library.	Reg 4.3(f)				D					
7.8	To appoint, remove or suspend examiners (see exceptions in Note 2).	Reg 4.3(g)				D					
	To regulate subject to the general approval and control of Council the discipline of the students of the University.	Reg 4.3(m)				D					
7.10	To regulate the admission of persons to the University, and to courses of study in the University.	Reg 4.3(n)				D					
7.11	to prescribe the academic dress to be worn by the various officers and members of the University, and the occasions on which it shall be worn.	Reg 4.3(o)				D					
	Determine the title of awards, the minimum credits to be achieved in order to obtain an award, and the maximum time allowed, from date of first registration, for a student to be eligible for an award.	Reg 16.74-76 Reg 17.21 - 22 Reg 21.45 - 48					D				
7.13	Confer Honorary Degrees and other distinctions.	Reg 26.11				D					
7.14	To award fellowships, the Gold Medals for Philanthropy or global impact in academic or social life.	Reg 26.7(b) and 26.7(c)						D			

Appendix 1

Scheme of delegation										Во	ard/	Comr	nitte	es/F	ersor	nnel				
Key D* = Makes decision (reserv Engagement required	red/cai	not be delegated further) D = Makes decision / responsible person or co	mmittee E=			Coun	cil Com	nmittee	es		Sei	nate an	d Sub-	comm	ittees			Univer	isty Officers	
Themes	Ref	Key areas of activity	Source	Council	Finance & Resources Committee	Audit and Risk Committee	Chairs Committee (fulfilling a Nominations Committee)	Remuneration Committee	Strategy and Performance Committee	Brighton and Sussex Medical School Joint Board	Senate	University Eduation Committee	Research and Knowledge Exchange Committee	Нопогагу Degrees	Special Cases Panel (Student Discipline, Criminal Convictions and Fitness to Practice)	Vice Chancellor	Chief Operating Officer and University Secretary	Chief Financial Officer	Pro-Vice-Chancellor Research and Innovation	Pro-Vice-Chancellor Education and Students
	7.1	To institute, after report from the Senate, Professorships, Readerships, Lectureships and other academic offices and to appoint persons to fill the same.	Reg 5.24(a)	D							E									
	7.1	To make provision for research within the University.	Reg 5.24(b)	D							E									
	7.1	To approve Faculty research strategies, to receive regular reports from Faculty Research Committee about progress against th strategy and to discuss progress with Executive Deans; to refer matters of research governance to Research Governance Committee for consideration.									Е		D							

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	7.18	To disburse funds for research and knowledge exchange as may be allocated by Council;	Research and Knowledge											
	1		Exchange Committee terms of					E	D					
			reference											
	7.19	To approve, on behalf of Senate, the establishment, amendment or closure of university research	Research and Knowledge										,	,
		centres;	Exchange Committee terms of					E	D					
			reference											
	7.20	To appoint a Librarian who shall be responsible to the Vice-Chancellor for the	Reg 5.24(d)	D										
		administration of the Library.												
	7.21	To fix all University fees but in the case of academic fees charged to students	Reg 5.24(e)	D				_						
		only after consultation with Senate.						E						
	7.22	To prescribe, subject to any conditions made by the Founders and to any directions of Council, the	İ											
		terms and conditions of competition for Fellowships, Scholarships, Studentships, Exhibitions and	Reg4.3((I)					D						
		Prizes and to provide for the examination and award of the same.	-0 -117											
8. Health and safety matters	8.1	Ensuring adequate arrangements for the implementation of the Health and	Reg 10. Annex 1 (6(a))	D*										
	1	Safety Policy.	1 (0(0))											
	8.2	Approve the policies and procedures to ensure the health and safety of all members of staff, students									D			
	"-	and of visitors whilst they are in the University park, buildings or University managed premises;												
		and of visitors willist they are in the oniversity park, ballanings of oniversity managed premises,												
9. Monitoring	9.1	Monitoring the University's performance.	Reg 10. Annex 1 (7(a))	D*			E							
	9.2	Monitoring the effectiveness of Council.	Reg 10. Annex 1 (7(b))	D*										
	9.3	Review and recommend changes to the Council Code of Conduct	Chairs Committee Terms of			D								
			Reference											
	9.4	To approve an Annual Report to Council recording the Committee's work over the preceding	Audit and Risk Committee											
		financial year and setting out its assurance opinions on the adequacy and effectiveness of the	Terms of Reference											
		University's arrangements for: risk management; internal controls; governance; economy, efficiency			D									
		and effectiveness; and the management and quality assurance of data submitted to the Higher												
		Education Statistics Agency "HESA", OfSand other funding bodies.												
10. Council appointments	10.1	Appointment of the Chair of Council.	Reg 10. Annex 1 (8(a))	D*										
	10.2	Appointment of the Vice Chair of Council.	Reg 10. Annex 1 (8(b))	D*										
			"											
	10.3	Appointment of Council members.	Reg 10. Annex 1 (8(c))											
			1 (0(0))	D*										

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Appendix 1 Scheme of delegation										B.o.	ard/	Comr	nitto	oc/D	erson	nol				
Scheme of delegation										ь	aiu	COIIII	mille	E3/ F	E1301	illei				
Key						Coun	cil Com	mittee	es .		Ser	nate an	d Sub-	comm	ittees			Univeri	sty Officers	
D* = Makes decision (reserv	ed/can	not be delegated further) D = Makes decision / responsible person or	committee E=																	
Engagement required																				
Themes	Ref	Key areas of activity	Source	Council	Finance & Resources Committee	Audit and Risk Committee	Chairs Committee (fulfilling a Nominations Committee)	Remuneration Committee	Strategy and Performance Committee	Brighton and Sussex Medical School Joint Board	Senate	University Eduation Committee	Research and Knowledge Exchange Committee	Honorary Degrees	Special Cases Panel (Student Discipline, Criminal Convictions and Fitness to Practice)	Vice Chancellor	Chief Operating Officer and University Secretary	Chief Financial Officer	Pro-Vice-Chancellor Research and Innovation	Pro-Vice-Chancellor Education and Students
	10.4	Appointment of the Chancellor.	Reg 10. Annex 1 (8(d))	D,	*															
	10.5	Removal of the Chancellor.	Reg 7.7	D*								İ								
11. University site and building and ICT matters	11.1	To provide the buildings, premises, furniture and apparatus, and other means needed for carrying on the work of the University.	Reg 5.24 (I)	D																
	11.2	Approve student residence fees	Financial Regs 4.2	D	Е															

12. Staffing matters	12.:	Decisions on participation in national negotiations on salaries and other staffing matters.	Reg 10. Annex 1(5(a))	D*								
	12.2	Approval of University pension schemes.	Reg 10. Annex 1(5(b))	D*								
	12.3	Appointment of the Vice-Chancellor.	Reg 10. Annex 1(5(c))	D*								
	12.4	Dismissal of the Vice-Chancellor.	Reg 37	D*								
	12.5	Appointment of the Pro-Vice-Chancellors.	Reg 10. Annex 1(5(d))	D*								
	12.6	Appointment of the Chief Operating Officer and University Secretary	Reg 10. Annex 1(5(e))	D*								
	12.	Appointment of the Deputy Vice Chancellor and Provost	Reg 10. Annex 1(5(f))	D*								
	12.8	To determine the remuneration of all Officers of the University (Vice-Chancellor, Deputy Vice-Chancellor, Pro Vice-Chancellors, Chief Operating Officer and Secretary) either on appointment or in post.	Remuneration Committee Terms of Reference			D						
	12.9	To determine the framework for the remuneration (including PRP) of all Heads of School, Professional Services Directors at grade 10, the Librarian, and the Professoriate, either on appointment or in post; and to receive reports on the application of this.	Remuneration Committee Terms of Reference			D						

Appendix 1

Scheme of delegation					Board/Committees/Personnel																
<u>Key</u> D* = Makes decision (reserved/cannot be delegated further) D = Makes decision / responsible person or committee E= Engagement required						Council Committees						Senate and Sub-committees					Univeristy Officers				
Themes	Ref 12.10	Key areas of activity To determine individually negotiated termination packages for staff in the University Executive	Source Remuneration Committee	Council	Finance & Resources Committee	Audit and Risk Committee	Chairs Committee (fulfilling a Nominations	Remuneration Committee	Strategy and Performance Committee	Brighton and Sussex Medical School Joint Board	Senate	University Eduation Committee	Research and Knowledge Exchange Committee	Honorary Degrees	Special Cases Panel (Student Discipline, Criminal Convictions and Fitness to Practice)	Vice Chancellor	Chief Operating Officer and University Secretary	Chief Financial Officer	Pro-Vice-Chancellor Research and Innovation	Pro-Vice-Chancelor Education and Students	
		Group and any staff whose salary is in excess of the level specified by CUC in its Guidance on Severance Payments to Senior Staff in Higher Education Institutions.	Remuneration Committee Terms of Reference					D													
	12.11	To determine the complement of the Professional Services staff, to prescribe their conditions of employment and to appoint persons to, and to remove persons from, employment as members of the Professional Services staff.	Reg 5.24(h)	D																	
13. Other appointments		To appoint members of the University to serve on relevant bodies outside the University. To appoint members to Court (Sussex Annual Forum) in accordance with the	Chairs Committee terms of reference Chairs Committee terms of				D D														
	13.3	Regulations for Court as required. Appoint the Grievance Appeal Panel (grievance procedure)	reference Reg 30. C 3.3								\vdash	-				D					
	13.4	Appoint the Disciplinary Panel	Reg 31.18.2 (b)													D					
	13.5	Appoint the Disciplinary Appeal Panel	Reg 31.26.1													D					