

UNIVERSITY OF THE WEST OF SCOTLAND

SCHEME OF DELEGATION

1. GOVERNANCE

DECISION OR ACTIVITY	AUTHORISING BODY	ADMINISTRATIVE RESPONSIBILITY	NOTES
MATTERS RESERVED FOR COURT WHICH CANNOT BE DELEGATED			
Acts of Governance	Scottish Government	Secretary to Court	The University Constitution is set out in an Order of Council of the Scottish legislative
Amendments to Order of Council	Scottish Government and Privy Council following approval by special resolution of the Court	Secretary to Court	Responsibility for management of process delegated to Governance & Nominations Committee which makes recommendations to Court
Composition of the Court	Court	Secretary to Court	Stipulated in HE Governance Act and confirmed in the UWS Order of Council
Appointment of University Chancellor	Court	Secretary to Court	Responsibility for management of process delegated to Governance & Nominations Committee which makes recommendations to Court
Appointment of Chair of Court	Court	Secretary to Court	Stipulated in HE Governance Act. Process specified in Election Scheme approved by Court Responsibility for management of process delegated to Governance & Nominations Committee Level of remuneration on recommendation of Remuneration Committee
Removal of Chair of Court	Court	Secretary to Court	Process stipulated in Standing Orders of Court

Appointment of Vice Chair of Court	Court	Secretary to Court	On recommendation of Governance & Nominations Committee
Appointment of Lay Governors	Court	Secretary to Court	On recommendation of Governance & Nominations Committee
Appointment of Intermediary Member of Court	Court	Secretary to Court	On recommendation of Governance & Nominations Committee
Appointment of Chair of Sub Committees of Court	Court	Secretary to Court	On recommendation of Governance & Nominations Committee
Removal of Member of Court	Court	Secretary to Court	Stipulated in Standing Orders of Court. Resolution supported by two thirds of membership of Court is required.
Approval of Standing Orders of Court	Court	Secretary to Court	On recommendation of Governance & Nominations Committee
Approval of Statement of Primary Responsibilities of Court	Court	Secretary to Court	On recommendation of Governance & Nominations Committee
Approval of Scheme of Delegation	Court	Secretary to Court	On recommendation of Governance & Nominations Committee
Approval of Annual Audit & Risk Committee Report	Court	Chair of Audit & Risk Committee	Requirement of Scottish Code of Good HE Governance. On recommendation of Audit & Risk Committee.
Approval of Court Committee Structure and Terms of Reference	Court	Secretary to Court	On recommendation of Governance & Nominations Committee
Annual Appraisal of Chair of Court	Court	Intermediary Member of Court	Stipulated in Scottish Code of Good HE Governance
Mode of Operation of Internal Auditors (and appointment if service outsourced)	Court	Secretary to Court	On recommendation of Audit & Risk Committee
Memorandum and Articles of Association of Students' Union (Constitution)	Court	Secretary to Court	On recommendation of Students' Union Board of Trustees and subject to review at 5 yearly intervals.

Code of Practice relating to the operation of the Students' Union	Court	Secretary to Court	On recommendation of Governance & Nominations Committee Stipulated in 1994 Education Act Subject to 5 yearly review
MATTERS DELEGATED BY COURT			
Processing of routine business between meetings of Court	Chair of Court	Secretary to Court	Subject to reporting to Court at its next meeting
Election of Staff Members to Court	N/A	Secretary to Court	Process specified in Election Scheme approved by Court.
Appointment of Senate Member to Court	Senate	Secretary to Senate	Process specified in Senate Standing Orders approved by Court
Election of Senate Members	Senate	Secretary to Senate	Election Process approved by the Senate
Composition of the Senate	Senate	Secretary to Senate	Stipulated in HE Governance Act and confirmed in the UWS Order of Council and Senate Standing Orders
Approval of Senate Committee Structure and terms of reference	Senate	Secretary to Senate	Set out in Senate Standing Orders and Senate Committee Handbook
Management of Institution and for providing Court with advice on its strategic direction	Principal	Vice Chancellor's Executive	
Approval of Internal Audit Service Annual Report	Audit & Risk Committee	Vice Principal (Finance & Infrastructure)	Subject to reporting to Court and in line with requirements of the Scottish Funding Council
Signing of Contracts	Vice Chancellor's Executive	Vice Chancellor's Executive	In line with authorised signatory schedule approved annually by the Vice Chancellor's Executive

2. STRATEGY AND POLICY

DECISION OR ACTIVITY	AUTHORISING BODY	ADMINISTRATIVE RESPONSIBILITY	NOTES
MATTERS RESERVED FOR COURT WHICH CANNOT DELEGATED			
SFC Outcome Agreement	Court	Vice Principal (Planning & Recruitment)	Requirement of Scottish Funding Council
SFC Strategic Plan Forecast Return	Court	Vice Principal (Finance & Infrastructure)	Requirement of Scottish Funding Council
UWS Strategy	Court	Vice Chancellor's Executive	
Performance Framework	Court	Vice Principal (Planning & Recruitment)	
Risk Management	Court	Vice Principal (Governance) & University Secretary	Responsibility for monitoring policy and approach delegated to the Audit & Risk Committee
Health and Safety	Court	Vice Principal (Finance & Infrastructure)	Responsibility for monitoring policy and approach delegated to the Health & Safety Committee which reports to the Resources & People Committee.
Equality & Diversity	Court	Deputy Vice-Chancellor	Responsibility for monitoring policy and approach delegated to the Equality, Diversity & Inclusion Committee (reports to Senate) and reported to Resources & People Committee.

MATTERS DELEGATED BY COURT			
University Policy Statements	Senate (Learning, Teaching and Student Success Policy) Resources & People Committee (all other policies)	VCE	Policy Owners identified for each UWS policy who will monitor implementation and provide annual certificate of assurance to Resources & People Committee

3. FINANCIAL MANAGEMENT

DECISION OR ACTIVITY	AUTHORISING BODY	ADMINISTRATIVE RESPONSIBILITY	NOTES
MATTERS RESERVED FOR COURT WHICH CANNOT BE DELEGATED			
Approval of Annual Budget and Financial Forecast	Court	Vice Principal (Finance & Infrastructure)	On recommendation of Audit & Risk Committee
Approval of Financial Statements (Annual Report)	Court	Vice Principal (Finance & Infrastructure)	On recommendation of Audit & Risk Committee
Appointment and re-appointment of External Auditors	Court	Vice Principal (Finance & Infrastructure)	On recommendation of Audit & Risk Committee
Approval of UWS Financial Regulations	Court	Vice Principal (Finance & Infrastructure)	On recommendation of Audit & Risk Committee
Students' Union Overarching Budget	Court	Deputy Vice-Chancellor/ Vice Principal (Finance & Infrastructure)	Developed by Students' Union in conjunction with Finance
Establishment of University Companies (with the exception of spin-out companies)	Court	Vice Principal (Finance & Infrastructure)	
MATTERS DELEGATED BY COURT			
Approval of borrowing (new or early repayment of existing) / Treasury Management	Audit & Risk Committee	Vice Principal (Finance & Infrastructure)	Subject to reporting to Court and in line with the requirements of the SFC Financial Memorandum and UWS Financial Regulations.
SFC Transparent Approach to Costing Returns (TRAC and TRAC(T))	Audit & Risk Committee	Vice Principal (Finance & Infrastructure)	SFC Requirement

Authority to enter into a contract committing the University to a financial obligation.	Audit & Risk Committee / Resources & People Committee	Vice Principal (Finance & Infrastructure)	Further delegation is permitted in line with Financial Regulations
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Approval of Tuition Fees	Resources & People Committee	Vice Principal (Finance & Infrastructure) / Vice Principal (Planning & Recruitment)	
Approval of Student Residence Rents	Resources & People Committee	Vice Principal (Finance & Infrastructure)	
Acceptance of Donations/Legacies	Donations Group	Vice Principal (Governance) & University Secretary	Subject to reporting to Court – in line with Donations Procedure
Appointment of Bankers	Vice Chancellor's Executive	Vice Principal (Finance & Infrastructure)	
Establishment or closure of spin-out companies	Vice Chancellor's Executive	Pro Vice-Chancellor (Research and Innovation)	
Sale of shares in spin-out companies	Vice Chancellor's Executive	Pro Vice-Chancellor (Research & Innovation)	
Financial Monitoring & Control	Audit & Risk Committee	Vice Principal (Finance & Infrastructure)	Subject to monitoring by Vice Chancellor's Executive

4. PEOPLE

DECISION OR ACTIVITY	AUTHORISING BODY	ADMINISTRATIVE RESPONSIBILITY	NOTES
MATTERS RESERVED FOR COURT WHICH CANNOT BE DELEGATED			
Appointment and Removal of Principal & Vice-Chancellor	Court	Secretary to Court	Appointment process managed by Court appointed Selection Committee who make recommendations to Court
Appointment and Removal of Secretary to Court	Court	Chair of Court	
Approval of Remuneration Framework	Court	Secretary to Court	Reviewed by Remuneration Committee
MATTERS DELEGATED BY COURT			
Terms of appointment, including remuneration, annual pay and performance pay for Principal	Remuneration Committee	Secretary to Court	In line with the requirements of the Scottish Code of Good HE Governance
Remuneration, annual pay and performance pay for members of the Vice- Chancellor's Executive	Remuneration Committee	Secretary to Court	
Severance Payments to any members of the Vice-Chancellor's Executive or any payments in excess of £100,000	Remuneration Committee	Secretary to Court/ Vice Principal (People & Student Wellbeing) / Vice Principal (Finance & Infrastructure)	Payments in excess of £100,000 are subject to consultation with SFC
Remuneration, annual pay and performance pay and severance payments of Professorial Staff and staff graded SS1 and above with exception of members of the Vice Chancellor's Executive.	Salaries Committee	Vice Principal, (People & Student Wellbeing) / Vice Principal (Finance & Infrastructure)	Subject to reporting to Remuneration Committee
Appointment of Emeritus Professors	Senate	Secretary to Senate	

5. ACADEMIC

DECISION OR ACTIVITY	AUTHORISING BODY	ADMINISTRATIVE RESPONSIBILITY	NOTES
MATTERS RESERVED FOR COURT WHICH CANNOT BE DELEGATED			
MATTERS DELEGATED BY COURT			
Conferment of Academic Awards	Chancellor/ Vice-Chancellor/ or person appointed by Vice-Chancellor	Registry	Stipulated in UWS Order of Council Section 14 and 15
Granting of Degrees and other Academic Awards	School Board of Examiners Degree Assessment Boards (for validated provision)	Deans of School	Regulation 1.6 Delegated to Senate by the UWS Order of Council with further delegation approved at Senate 4 th June 2019
Granting of Research Degree Awards	Doctoral College Review Board	Chair of Doctoral College Board	Authorised by Doctoral College Board Regulation 1.7 Delegated to Senate by the UWS Order of Council with further delegation approved at Senate 4 th June 2019
Granting of Higher Doctorates	Research & Innovation Committee (RIC)	Pro-Vice-Chancellor (Research & Innovation)	Authorised by RIC Regulation 1.8

			Delegated to Senate by the UWS Order of Council with further delegation approved at Senate 4 th June 2019
Granting of Honorary Awards	Honorary Awards Committee	Secretary to Court	Subject to reporting to Senate
Approval of and Amendments to Regulatory Framework	Senate	Secretary to Senate	On recommendation of Regulations Committee
Decisions on Student Progression	School Board of Examiners Degree Assessment Boards Doctoral College Review Board	Deans of School	Delegated authority from Senate Regulations 3.37 and 3.41 Regulations 4.4.45, 4.51, 4.53 Approved at Senate 4 th June 2019

Approved by Court
24th June 2025