

Financial Regulations

*APPROVED BY UNIVERSITY COURT
23 NOVEMBER 2021*

FOREWORD

This document sets out the University's Financial Regulations. It translates into practice the University's broad policies relating to the financial control.

To conduct its business effectively, the University needs to ensure that it has sound financial management systems in place that are strictly adhered to. This document replaces the previous Financial Regulations (Published November 2020) and sets out the financial policies of the University.

Financial Regulations are an essential part of the University's framework of systems and controls and key to the professionalism of its operation. The funding bodies require universities to have sound systems of internal financial management and control, and may withhold funding if these are not in place. The University's Court places reliance on the Financial Regulations in providing assurances to funding and other bodies that it follows fully documented financial procedures.

As the University's Accountable Officer, it is my responsibility to ensure a robust system of financial control within the institution. These Regulations are a key control in meeting this responsibility. The Regulations have been subject to the consideration of Audit and Risk Committee and approved by Court on 23 November 2021.



Professor Craig Mahoney
Principal & Vice-Chancellor

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1 PURPOSE AND SCOPE

- 1.1 The University of the West of Scotland was established under the Further and Higher Education (Scotland) Act 1992. The functions and powers of the University Court are set out in the University of the West of Scotland Order of Council 2019. The University is a registered charity and is recorded on the index of charities maintained by the Office of the Scottish Charity Regulator (Charity Number SC002520) under the provisions of the Charities and Trustee Investment (Scotland) Act 2005.
- 1.2 The Financial Memorandum between the Scottish Funding Council (SFC) and the University, dated 1 December 2014, sets out the terms and conditions on which funds are made available by the Scottish Government.
- 1.3 The purpose of the Financial Regulations is to:
 - provide sound arrangements for internal financial management, accounting and control;
 - promote best value for money; and
 - fulfil the University's legal and financial obligations including the requirements of its Financial Memorandum with the Scottish Funding Council.
- 1.4 These regulations are subordinate to the University's legislative framework as set out in the University's Constitution and supplemented by the Standing Orders of Court.
- 1.5 These Regulations refer to Policy Statements and other documents which will be updated regularly. Such instructions supplement these Regulations, and in the event of a conflict, these Regulations will prevail.
- 1.6 The Director of Finance maintains a continuous review of these Regulations and they will be updated annually. Major changes will be through Court approval on the advice of the Audit and Risk Committee (ARC). These Regulations and any changes will be communicated to Heads of Schools/Departments and will be published on the University's website.

2 PRINCIPLES AND BUSINESS CONDUCT

2.1 General Principles

- 2.1.1 No University activity must be undertaken that is in known breach of the laws and regulations of any country. Staff knowingly or recklessly disregarding this prohibition may be subject to disciplinary action, up to and including dismissal.
- 2.1.2 In cases of doubt, all staff must seek advice from the University Secretary before any financial commitment is made or where there is suspicion of money laundering or other criminal activity.
- 2.1.3 The University is committed to the highest standards of openness, integrity and accountability. All staff must ensure they commit University resources in a transparent and ethical way and must always seek to uphold and enhance the standing of the University.
- 2.1.4 The University is fully committed to ensuring that its corporate governance arrangements:
- are efficient and effective;
 - are open, inclusive and transparent;
 - meet all relevant legal requirements and obligations;
 - provide for proper accountability; and
 - promote integrity and impartiality in the conduct of University business.
- 2.1.5 The University conducts its business in accordance with the following:
- the nine principles identified by Commissioner for Ethical Standards in Public Life in Scotland (selflessness, integrity, objectivity, accountability, openness, honesty, leadership, duty (public service) and accountability); (www.ethicalstandards.org.uk/sites/default/files/publications/f636b70de39e5eae3e918c616fef8ef.pdf)
 - the Scottish Code of Good HE Governance (2017); ([Scottish Code for Good Higher Education Governance | Website detailing the process to create a Scottish Code for Good Higher Education Governance \(scottishuniversitygovernance.ac.uk\)](http://scottishuniversitygovernance.ac.uk))
 - Social Responsibilities/Global Impact. (<https://www.uws.ac.uk/about-uws/uws-commitments/social-responsibility/>)
- 2.1.6 Staff are expected to conduct themselves in accordance with these principles when performing their duties on behalf of UWS.

2.2 Governance Structure

Court and Committees

- 2.2.1 Court is responsible for the supervision and management of University resources and finances and is responsible for reviewing the effectiveness of the University's system of internal control and risk management. Audit and Risk Committee (ARC) advises on all financial matters including financial control.
- 2.2.2 Further information on the remit of the various committees of Court are outlined on the University website. ([Court | UWS | University of the West of Scotland](#))

Executive Management

- 2.2.3 The Principal and Vice-Chancellor is the designated "Accountable Officer" as defined by the Financial Memorandum with the Scottish Funding Council. As Accountable Officer, the Principal and Vice-Chancellor is responsible to the Funding Council for propriety and regularity in the use of public funding and for the economic, efficient and effective use of all available resources.

- 2.2.4 The Vice-Chancellor’s Executive Group (VCEG) provides leadership and takes executive level decisions on academic, strategic, developmental and budgetary aspects of the University’s operations. It also ensures that there is accountability and clear action points for those decisions.
- 2.2.5 The Vice-Chancellor’s Executive Group is supported in the scrutiny of financial matters by the Financial Scrutiny Group (FSG), a sub group of Extended VCEG.
- 2.2.6 The key financial roles and responsibilities of senior officers are listed in **Appendix 1**.

Designated Budget-holders

- 2.2.7 Authority to commit University resources may be delegated to individuals within Schools and Departments. The Scheme of Delegated Financial Authority outlines the financial limits of this authority and the range of actions which a budget holder may undertake in this role. The Scheme of Delegated Financial Authority is summarised in **Appendix 2**.

Employees

- 2.2.8 All employees are expected to:
- comply with these Regulations and other related University Policy Statements and related documents;
 - take all necessary advice on matters with a financial consideration;
 - assess and manage risks entailed in University business they transact;
 - safeguard University property and income for which they are responsible;
 - use University resources economically, efficiently, effectively and secure value for money;
 - comply with University’s legal, administrative and other obligations (including those to Scottish Funding Council, HMRC and other Government authorities).

2.3 Codes of Conduct

Conflict of Interest

- 2.3.1 All staff must formally declare any potential conflicts of interest to their line manager when undertaking University business. All declarations must:
- a. be in writing;
 - b. comply with the requirements stipulated in the University policy on conflicts of interest;
 - c. record and handle any identified potential conflicts of interest (during procurement stages) in accordance with sector guidance.
- 2.3.2 “Interest” includes financial involvement of spouses, partners, children, parents or other immediate family. Purchasers and other University staff must declare and record any personal interest that might influence, or be seen by others to influence, their impartiality in arriving at a decisions relating to all University business activities and relationships. [Conflict of Interest Procedure \(uws.ac.uk\)](https://www.uws.ac.uk/conflict-of-interest-procedure) is published on the University website.
- 2.3.3 All members of Court and members of VCEG are required to disclose any interests which may potentially cause a conflict of interest in the University’s Register of Interests. Any interest, financial or otherwise which is likely (or would, if publicly known, be perceived as being likely) to interfere with the exercise of independent judgement should be disclosed to the University. This register is retained and managed by the University Secretary and is published on the University website. ([UWS Court Register of Interests - 1st July 2021](#))

Gifts and Hospitality

- 2.3.4 The Bribery Act 2010 came into force on 1 July 2011. [Bribery Act 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2010/23) The Act introduced new offences for acts of bribery by individuals, or persons associated with relevant organisations.
- 2.3.5 Gifts other than token value gifts should normally be refused. Colleagues should be aware that gifts, including hospitality, offered by contractors, agents, service providers, students or other associated persons may place them in a vulnerable position. Even when offered and accepted in innocence, such gifts may be misconstrued by others.

- 2.3.6 Any offer or receipt of such gifts, hospitality or benefits should immediately be reported to the Court office. See Gifts and Hospitality Protocol. [Gifts and Hospitality protocol 2019 \(uws.ac.uk\)](#)
- 2.3.7 If refusal is deemed likely to cause offence, the gift may be accepted as a gift to the University and should be passed on receipt to the University Secretary for University use.
- 2.3.8 Members of Court must not receive gifts, hospitality or benefit of any kind from a third party which might be seen to compromise their personal judgement or integrity.

Fraud, corruption and financial misconduct

- 2.3.9 All staff, students or members of Court who suspect fraud or irregularity in the University must report their concerns to the University Secretary, the University Solicitor or the Head of Internal Audit Service, directly or through the general e-mail address at speak.up@uws.ac.uk. As specified in the University's Accountability Code of Practice. ([uws-accountability-code-of-practice.pdf](#))
- 2.3.10 All fraud investigations must be authorised and conducted in accordance with the University's Response Plan under the Accountability Code of Practice. ([uws-response-plan-under-the-accountability-code-of-practice.pdf](#)) The University's disciplinary procedure ([Disciplinary Procedure \(uws.ac.uk\)](#)) must be adhered to. No member of staff is permitted to undertake a fraud investigation without authorisation.
- 2.3.11 The University Secretary will advise the SFC where frauds exceed the threshold advised in their Financial Memorandum or frauds could damage the relationship between SFC and the University if the SFC is not alerted.
- 2.3.12 Reports relating to all fraud investigations undertaken must be presented to ARC. Updates on any ongoing investigations must also be given, subject to any legal restrictions. These reports will be given by the University Secretary or the Director of Finance.
- 2.3.13 Any firms convicted of irregularities must be excluded from future procurement in accordance with the legal obligations stated in the Procurement Regulations. It is the duty and responsibility of each employee to act with integrity and honesty in all aspects of University activity.

Value for Money (VfM)

- 2.3.14 Under the Financial Memorandum, the University must systematically review arrangements for securing value for money from public funds. It will keep under review its arrangements for managing the resources under its control, taking into account guidance on good practice issued by relevant government and sector oversight bodies.
- 2.3.15 The University promotes an embedded approach to value for money. This may involve any of the following activities used separately or in combination:
- benchmark activities against other similar organisations as appropriate;
 - respond to opportunities to develop the economy, efficiency and effectiveness of activities;
 - include consideration of value for money in all decision making and review processes as appropriate;
 - have due regard to the efficiency and effectiveness in the allocation and use of resources;
 - promote a culture of continuous improvement so that all staff recognise their ongoing obligation to seek value for money for the institution as part of their routine activities;
 - demonstrate actively to both internal and external observers that the achievement of value for money is sought in all activities undertaken.
 - include value for money within the scope of Internal Audit work and report accordingly to ARC.

Risk Management

2.3.16 Risk Management is a key part of the overall management of the University and is linked with Strategic Planning. The University approach to Risk Management includes a framework, a system for documenting relevant information and a review/escalation mechanism, with support available from an in house risk team. Risk is managed at School/Department/Project level where Deans and Directors have responsibility for ensuring significant risks in their area are appropriately managed and relevant information documented. As well as informing local decision making, this provides assurance that risks are being appropriately managed and informs the overall institutional risk profile. Risk is also managed at a corporate level, where responsibility sits with members of VCEG.

2.4 Staff Responsibilities

- 2.4.1 The authority for the Financial Regulations will be Court. Court is responsible for approving and periodically re-approving the issue of the Financial Regulations. The Financial Regulations will apply to the University, any subsidiary undertakings and to all funds (public or otherwise) under the control of the University.
- 2.4.2 Compliance is mandatory for all employees of the University who are expected to comply with these Regulations and other University policies. Deliberate, negligent or repeated disregard of these Regulations may result in disciplinary action being taken against the person concerned, as set out within the University's Disciplinary Procedure.
- 2.4.3 It is the responsibility of Deans of Schools and Directors / Heads of Departments to ensure that their staff are made aware of the existence and content of the University's Financial Regulations and to ensure that there are effective controls in place to enable compliance to be monitored.

2.5 Audit

- 2.5.1 External and internal auditors have authority to:
- access University premises at reasonable times;
 - access all assets, records, documents and correspondence relating to any financial or other transaction of the University, regardless of source funding;
 - require and receive such explanations as are necessary concerning any matter under examination;
 - require any employee of the University to account for cash, stores or any other University property under their control;
 - access records belonging to third parties in certain circumstances.

External Audit

- 2.5.2 The University Court will appoint an independent external auditor on the recommendation of ARC.
- 2.5.3 ARC is responsible for the selection of a suitably qualified auditor. The appointment for an external auditor must be formally market tested at least every 5 years.
- 2.5.4 ARC must conduct an annual review of the effectiveness of the external audit arrangements and may make a recommendation to Court to remove the external auditor if it is felt necessary.
- 2.5.5 The primary function of the external auditor will be to report on the annual financial statements of the University based on the examination of the statements and underlying records and control systems as is necessary to reach their opinion on the statements. Their duties will be in accordance with advice set out in the Financial Reporting Council's (UK audit regulator) standards and guidance for auditors. The external auditor's report will be presented to ARC.
- 2.5.6 In addition, external auditors from other organisations (e.g. Research Councils, Government departments, the EU etc.) have the right of access to the University to examine specific areas of activity.

Internal Audit

- 2.5.7 The Head of Internal Audit Service is responsible for providing an objective and independent appraisal of the University's operations.
- 2.5.8 The Head of Internal Audit Service will prepare an Annual Audit Programme as requested by ARC for their approval. This programme should reflect the Head of Internal Audit Service's approach to providing assurance to Members on areas of risk identified from an assessment of the University's internal and external operating environment including Corporate Strategy; Governance framework including Risk Registers; System of Internal Control and Performance Monitoring arrangements. The Programme should include details of the available Internal Audit resources and the level of resources required to deliver the key elements within the Annual Plan.
- 2.5.9 An annual report must be produced by the Head of Internal Audit Service and submitted to Court and the Accountable Officer. The report must cover the financial year and include any significant issues up to the date of signing the report. The report must include the opinion on the adequacy and effectiveness of the University's arrangements for risk management and governance, the system of internal control and value for money.
- 2.5.10 The Internal Audit Service remains independent in its planning and operations and has direct access to Court, the Principal and Vice-Chancellor and the Chair of ARC.

3 FINANCIAL CONTROL

3.1 Accounting Records

- 3.1.1 The Director of Finance is responsible for maintaining accurate and complete records of financial transactions undertaken by the University and for the design of associated procedures for the processing of transactions.
- 3.1.2 All financial transactions must be properly recorded within the University's finance systems either through direct input or through an appropriate interface from another University approved system platform
- 3.1.3 Separate records are required for each separate entity administered by the University.

3.2 Accounting Systems

- 3.2.1 The Director of Finance must authorise any financial system used in the University.
- 3.2.2 The Director of IT signs off on security and assesses the potential to integrate with the University's network.
- 3.2.3 In order to access the University's finance systems, staff members are required to attend an appropriate training course and must follow the policies and procedures for related systems. Training can be arranged by contacting the Finance Department. Failure to attend an appropriate training course may result in access to financial systems being denied/removed.

3.3 Retention of financial documents

- 3.1 All documents and electronic records relating to financial transactions must be retained for the legally prescribed period. Reference should be made to the relevant Retention of Documents Schedule.

4 BUDGETS & FORECASTING

4.1 Budgetary Control Structure

- 4.1.1 The Director of Finance is responsible for preparing budget guidelines and an annual budget. The production of the annual budget is a key output of the annual planning and budgeting process. The annual budget will provide sufficient funding and investment to enable agreed corporate aims to be achieved. The detailed budgets are a vital aspect of financial management and will be communicated to Budget-holders as soon as possible before the commencement of the new financial year, following approval by Court.
- 4.1.2 The Director of Finance is responsible for reporting actual financial performance against the financial plan to Court; relevant Sub Committees of Court; Members of VCEG and designated budget holders within the University.
- 4.1.3 All Budget-holders are responsible to the members of VCEG for the economic, efficient and effective use of funds available to them, and are accountable for the use of allocated funds.
- 4.1.4 The control of income and expenditure within an agreed budget is the responsibility of designated budget holder who must ensure that appropriate procedures are in place within their School or Department for the effective monitoring of income and expenditure.
- 4.1.5 Key Performance indicators may be set for the management of budgets. The Director of Finance is responsible for determining the measurement criteria for monitoring budget performance.
- 4.1.6 No commitment or contract should be entered into without appropriate budget provision being available and the authorisation of the responsible Budget-holder.
- 4.1.7 Commitments extending over more than one financial period should be recognised and treated in accordance with relevant Accounting Standards.
- 4.1.8 Budget holders must only approve expenditure that is aligned to the purpose and objectives of the University, relevant protocols and procedures and where relevant meet any specific conditions associated to the source of funding.
- 4.1.8 Budget-holders will be supported in their financial management by senior members of staff from the Finance Department, through an agreed Business Partnership approach which will include regular discussion on all finance related matters.

4.2 Budget Monitoring

- 4.2.1 The Director of Finance will arrange for the production of monthly management accounts in an appropriate format to report the actual financial performance of the individual Schools and Services in achieving the agreed financial targets set out in the annual financial plan.
- 4.2.2 Budget monitoring reports will be distributed to all Budget-holders. These reports will form the basis of discussions between the designated budget holder and their assigned Finance Business Partner.
- 4.2.3 It is the budget holder's responsibility to the appropriate explanation for significant variances to budget.
- 4.2.4 VCEG will receive a monthly report in an appropriate format.
- 4.2.5 Regular updates and reports will be presented to each meeting of ARC.
- 4.2.6 Periodic updates will be provided to Court meetings.

4.3 Forecasting

- 4.3.1 In addition to budget control, the University regularly forecasts its expected results. This aids identifying financial challenges, which may arise in future periods. It will establish how such issues can impact on the University and identify corrective measures can be put in place at an early stage to mitigate their impact.
- 4.3.2 During the year, the Director of Finance is responsible for submitting revised forecasts to ARC for consideration before submission to Court for approval. The University Corporate Strategy informs the financial forecast. The Court approved financial forecast is submitted to Scottish Funding Council.
- 4.3.3 The Director of Finance is responsible for maintaining an up-to-date, rolling five year financial forecast, which will be approved by Court.

5 FINANCIAL STATEMENTS

- 5.1.1 The Director of Finance is responsible for the preparation of the University's Financial Statements and for ensuring that audited Financial Statements are presented to Court. The Financial Statements will initially be presented to ARC prior to submission to the Court.
- 5.1.2 The Financial Statements are prepared on the historical cost basis of accounting and in accordance with applicable accounting standards. The University's financial year runs from 1 August until 31 July. Details of the University's accounting policies are included in the Financial Statements.
- 5.1.3 Financial Statements are prepared annually, in accordance with applicable law and UK Accounting Standards, including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The format of the Financial Statements must also meet the reporting requirements of the Charities Accounts (Scotland) Regulations 2006 (as amended) as outlined in The Charities Statement of Recommended Practice (SORP). ([The Charities Statement of Recommended Practice \(SORP\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)). The financial statements must also comply with the HE/FE Statement of Recommended Practice (SORP) [Statement of recommended practice: accounting for further and higher education 2019 edition \(universitiesuk.ac.uk\)](http://universitiesuk.ac.uk). Further guidance is provided in the Scottish Funding Council Accounts direction for Scotland's universities (updated annually)
- 5.1.4 Consolidated Financial Statements should be prepared when required by Accounting Standards and encompass the Financial Statements of the University and its subsidiary undertakings for the financial year.
- 5.1.5 ARC will consider the institution's annual financial statements in conjunction with the external auditors' report.
- 5.1.6 ARC will review the integrity of the annual financial statements and consistency with their knowledge and understanding of the wider financial performance of the University.
- 5.1.7 Court will receive and consider a report from ARC prior to approving the Annual Financial Statements. No changes may be made to the approved version of the Annual Financial Statements without the subsequent approval of Court.
- 5.1.8 The Chair of Court and the Principal and Vice Chancellor shall sign the Annual Financial Statements on behalf of Court.
- 5.1.9 The Director of Finance is responsible for preparing and despatching financial returns and other periodic financial reports to Scottish Funding Council, the University's bankers and other agencies as required.

6 INCOME

6.1 Tuition Fees and Charges

Tuition Fees

- 6.1.1 Tuition Fees and Scholarships Group is a strategic advisory group that reports to VCEG, this group recommends fee proposals to VCEG for final approval. These fees are then presented to Resources and People Committee (RPC) for final approval prior to implementation in future academic years.

Collaborative Provisions

- 6.1.2 Collaborative provisions include any contracts under which the University provides education to students away from University premises and in conjunction with a partner, or with the assistance of persons other than the University's own staff, including independent contractors.
- 6.1.3 Proposals for new or continuing collaborative arrangements, including proposed fees and charges, must comply with the process detailed in the UWS Quality Handbook . [Chapter 9 - Collaborative Provision \(uws.ac.uk\)](#)
- 6.1.4 New or continuing collaborative arrangements require to be approved by Senate as part the approval process for each collaborative partnership agreement. Senate may delegate final approval of all Collaborative Agreements to an appropriate Sub Committee of Senate. Fees and charges for such arrangements will be approved by VCEG.

Accommodation

- 6.1.5 RPC is responsible for the monitoring of overall performance, the review of occupancy rates and approval of rent charges and other major developments in the accommodation portfolio. The University's accommodation portfolio will also be reviewed by the Vice Chancellor's Executive Group. Fees for accommodation are approved annually by ARC.

Other Goods and Services

- 6.1.6 Continuing Professional Development, short courses, consultancy, catering services and other services offered by the University to external clients should be priced to recover at least full economic cost for the University.

6.2 Other Income

Donations

- 6.2.1 The University welcomes philanthropic donations from individuals, charitable trustees and other corporate bodies in support of its agreed Corporate Strategy and in line with the University's Code of Ethics. The Fundraising and Alumni Office is responsible for active fundraising for the University.
- 6.2.2 The University Donations Procedure describes the procedure to be followed prior to accepting any offer from a benefactor. Appropriate Due Diligence as described in the University Donations Procedure should be performed when required.
- 6.2.3 All gift donations, cash gifts and benefactions will be administered in accordance with the conditions of acceptance of the benefactor.
- 6.2.4 The recording of financial transactions relating to donations will be in accordance with the nature of the transaction and applicable Accounting Standards.

Research Grants and Contracts

- 6.2.5 All income arising from research grants and contracts awarded to staff of the University will form part of the income of the University. Staff are encouraged to seek and obtain grants and other awards from the various research granting bodies.
- 6.2.6 The term research grant is used to refer to research funding from the UK research councils, charities, EU or other funding bodies where terms are non-negotiable. Other externally financed research projects are classified as research contracts.
- 6.2.7 Where approaches are to be made to outside bodies for support for research projects or where contracts are to be undertaken with outside bodies, for support for research projects or where contracts are to be undertaken with outside bodies, it is the responsibility of the Dean of School and Director/Head of Department through the University's Research office to ensure that the financial implications have been appraised by the Director of Finance. This will include checking the credit-worthiness of the funder and obtaining a set of grant terms and conditions from each organisation providing funding to enable appropriate monitoring of compliance.
- 6.2.8 The Dean of School is responsible for reviewing all applications for grants and will ensure that there is adequate provision of resources to meet all commitments. The Director of Finance will ensure that the full economic cost of research contracts is established which will help inform the decision making process.
- 6.2.9 Research grants and contracts will be signed on behalf of the University by an approved signatory once the requirements have been satisfied.
- 6.2.10 Research Services are responsible for all administration regarding research grants and contracts up to and including the point of acceptance by the University. It is crucial that all proposals for work for third parties is notified to Research Services to ensure that the correct procedures are followed.
- 6.2.11 Research Services and principal researcher are responsible for identifying any regulated procurement required to complete the research grant or contract, and ensuring that the University Procurement Protocol is applied, and Senior Procurement Business Partner is notified in order to provide appropriate advice/guidance.
- 6.2.12 It is University policy that all externally funded research projects will be costed on a fEC basis as calculated in the University's annual Transparent Approach to Costing (TRAC) return.
- 6.2.13 The Finance Department is responsible for the financial administration of research grant awards. The Director of Finance will ensure the maintenance of all financial records relating to research grants and contracts and the finance team will initiate all claims for reimbursement from sponsoring bodies.
- 6.2.14 The Director of Finance will ensure that all projects are closed off in a timely manner once projects end. Any loss to the University resulting from a failure to meet conditions of funding will be charged to the relevant School.

European Union and other matched funding

- 6.2.15 Any such project requires the approval of Director of Finance prior to any commitment being entered into. Final approval will be dependent upon the relevant School or Department being able to demonstrate that eligible matching funds are available and that the project is financially viable.

Consultancy

- 6.2.16 The University recognises the benefits that consultancy can bring to both the institution and the individual member of staff through links with industry, commerce, Government bodies and areas of professional service. These benefits lie in the opportunities for knowledge transfer, practical application of academic expertise and experience.
- 6.2.17 All Staff engaging in consultancy should comply with the UWS Consultancy Procedure.
- 6.2.18 Approval must be obtained in advance from the member of staff's Dean of School, Head of Business Innovation or the Vice-Principal, Research, Innovation & Engagement as appropriate, or the person formally delegated by them to deal with such matters.
- 6.2.19 All Consultancy and Service contracts governed by these procedures must be signed by a signatory on the Authorised Signatories Schedule maintained by Legal Services.

Companies, Joint Ventures and Consortium Arrangements

- 6.2.20 In certain circumstances it may be advantageous to the University to establish a company, joint venture or consortium to undertake services on its behalf. Court is ultimately responsible for approving the establishment of all companies, joint ventures and consortium arrangements. No investment may be made without the approval of Court in accordance the Scheme of Delegated Financial Authority.
- 6.2.21 Approval for the establishment of Spin Out companies may be granted by the Head of Business Innovation or the Vice-Principal, Research, Innovation & Engagement.
- 6.2.22 The University Secretary shall maintain a register of all investments in companies, joint ventures, consortium arrangements and spin out companies established by the University.

Intellectual Property

- 6.2.23 Certain activities undertaken within the University including research and consultancy may give rise to ideas, designs and innovations, which may be patentable, capable of protection by design registration or otherwise benefiting from protection under the law of intellectual property.
- 6.2.24 The intellectual property rights for any idea, design or invention that arises from work undertaken by a member of staff whilst employed by the University, shall as provided by his or her contract of employment, normally belong to the University.
- 6.2.25 The University Secretary will be responsible for maintaining a record of all IP licences or similar contractual arrangements agreed by the University.

Sponsorship

- 6.2.26 Appropriate Sponsorship opportunities may create mutual benefits arising from an association between the sponsor and the University.
- 6.2.27 The overarching principle to be applied in assessing potential Sponsorship opportunities is that any agreement should support the University's values, ethical position and reputation and be aligned to UWS corporate objectives and policy protocols. In approving sponsorship, staff should consider conducting appropriate due diligence and risk assessment and seek assistance and advice from staff within relevant the finance department, where necessary.
- 6.2.28 Approval of sponsorship opportunities involving the inward and outward transfer of financial funds should be made in line with the Scheme of Delegated Financial Authority.

6.3 Sales Invoicing

- 6.3.1 The Director of Finance is responsible for the University's sales' invoicing, debt management and credit arrangements. In exercising these responsibilities the Director of Finance will ensure that:
 - a. sales invoices are accurate, raised promptly on official invoices and are recorded in the financial system;
 - b. any credits granted are valid, properly authorised and accurately recorded;
 - c. VAT is correctly charged and accounted for;
 - d. monies received are posted to the correct debtor account;
 - e. swift and effective action is taken in collecting overdue debts;
 - f. outstanding debts are monitored and pursued, and reports are prepared for management.

6.4 Receipt of Income

- 6.4.1 Income can be received in various ways such as cheque, credit/debit card or online payment. The University no longer accepts cash payments. All income received must be accounted for in the appropriate budgetary cost centre in order to facilitate accurate budgetary control and reporting.
- 6.4.2 All electronic payments must comply with Payment Card Industry Data Security Standards (PCI DSS). Compliance is mandatory for any business that processes, stores or transmits cardholder data i.e. process card payments.
- 6.4.3 The Director of Finance is responsible for compliance with PCI DSS regulation. Guidance and training are provided to help all departments and staff who deal with card transactions.

6.5 Collection of Debts

- 6.5.1 The Director of Finance is responsible for the collection of debts owed to the University. This includes
- Setting credit terms and ensuring appropriate levels of due diligence checks on new customers;
 - Maintaining an accurate and complete record of credit transactions and balances due;
 - Ensure that debtor invoices are accurately prepared, with appropriate VAT charge;
 - Invoices are issued in a timely manner and correctly categorised in the financial records;
 - Monies received are posted to the correct debtor account in a timely manner;
 - Provision of appropriate mechanisms to facilitate the collection of amounts due for services rendered by the University including on-line store;
 - Operating effective systems for monitoring and reporting levels of outstanding debt and taking appropriate action to recover amount due;
 - Ensure that procedures comply with Anti-Money Laundering Legislation obligations.
- 6.5.2 The Director of Finance may approve the write off of irrecoverable debt within the limits set out in the Scheme of Delegated Financial Authority (see Appendix 2).
- 6.5.3 Deans of Schools and Directors/Heads of Departments must assist the Director of Finance in minimising the risk to the University of the non-collection of debts and must help with the collection process where appropriate.

7 NON-PAY EXPENDITURE

7.1 General

- 7.1.1 No expenditure may be incurred by a member of staff unless provision for such expenditure is included in the Annual Budget or has been additionally approved by ARC or VCEG or in line with the Scheme of Delegated Financial Authority (Appendix 2) unless it is covered by a specific provision, from an external source, accepted formally on behalf of the University by an officer authorised on behalf by the University.
- 7.1.2 A budget holder may incur revenue expenditure within the approved budget providing that the expenditure is made in accordance with the Financial Regulations, the University Procurement Protocol and relevant policies and procedures. All financial commitments must be in line with the University's Scheme of Delegated Financial Authority and follow the appropriate approved Procurement Journey. Funds from grants or donations must only be used within the terms of the grant or the specifications of the donations. The accounting treatment should be agreed through liaison with the Finance Department.
- 7.1.3 All goods shall be received at designated receipt and distribution points. They shall be checked for quantity and/or weight and inspected for quality and specification. A delivery note must be obtained from the supplier at the time of delivery and signed by the person receiving the goods.
- 7.1.4 All persons receiving goods on behalf of the University should, if possible, be independent of those who negotiated prices and terms, and authorised the official order. The University has payment obligations under the agreed terms with its suppliers and goods receipting must not be delayed as it may delay payment.
- 7.1.5 If the goods are deemed to be unsatisfactory, the record shall be marked accordingly and the supplier immediately notified so that they can be collected for return as soon as possible. Where goods are short on delivery, the record should be marked accordingly and the supplier immediately notified.
- 7.1.6 All invoices will be paid in line with the appropriate Finance Department Procedures.
- 7.1.7 The Director of Finance is responsible for deciding the most appropriate method for payment of invoices. Invoices will only be paid for amounts authorised by an appropriate authoriser with a sufficient delegated limit as published in the Scheme of Delegated Financial Authority Schedule.
- 7.1.8 Payments shall only be made on invoices where the goods or services have been satisfactorily received. However, in circumstances where advance payment (partial or full) is required as a condition of contract, and the University can be satisfied that it will ultimately receive the goods and services, such payments may be made.
- 7.1.9 When engaging a supplier it is essential that staff determine if a person is an employee under IR35 [Understanding off-payroll working \(IR35\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/understanding-off-payroll-working-ir35). As part of the supplier on boarding process the Finance Department will complete a status determination assessment to confirm whether or not the supplier falls within the scope of IR35. If they are deemed to be within scope, tax and national insurance can be deducted before payment of any invoices.
- 7.1.10 The Late Payment of Debts (Interest) Act 1998, as amended by the Late Payment of Commercial Debts Regulations 2013, gives small, medium and large businesses and public sector organisations the right to charge interest on late payments from large organisations and public authorities. In view of the penalties in this Act, Schools and departments should ensure that invoices are authorised without undue delay. The University does not apply this charge to other organisations.
- 7.1.11 The Director of Finance is responsible for making all payments to suppliers of goods, services and works on behalf of the University.

7.2 Capital Expenditure

- 7.2.1 Capital expenditure is expenditure on land, buildings, equipment, vehicles, furniture and associated costs which can be classified as an asset in accordance with the University's Accounting Policies.
- 7.2.2 The annual capital expenditure programme will be approved by Court, as part of the annual budget process. Progress against the agreed programme will be reported in the monthly management accounts.
- 7.2.3 Approval of individual capital transactions, for example the acquisition of an asset, commitment to spend on a capital item or dispose of an asset, should be authorised in line with the Scheme of Delegated Financial Authority. Appendix 2
- 7.2.4 Budget-holders will engage with Procurement at the earliest possible stage, ideally pre-business case, regarding specification, make/buy decisions, sustainability considerations, process etc.
- 7.2.5 For major capital schemes not covered under the normal annual capital allocation, e.g. a campus re-build or other similar major project, separate project management and reporting arrangements will be put in place. Regular project reports, including an analysis of actual expenditure against budget and funding arrangements will be provided to Vice Chancellor's Executive Group.

7.3 Procurement

- 7.3.1 The University requires all staff, irrespective of the source of funds, to obtain value for money when purchasing goods, services and works. The Senior Procurement Business Partner is responsible for:
- Ensuring that procurement procedures are known and observed by all staff involved when purchasing for the University.
 - Advising and assisting Schools and departments, where required on specific purchases
 - Developing appropriate pre-negotiated contracts on behalf of the University to assist Budget-holders in meeting their value for money obligations.
 - Arranging all large-scale purchase contracts (generally in excess of £25,000 and in the case of works in excess of £100,000) undertaken by the University, in collaboration with the relevant School or Service department.
 - Ensuring that the University complies with all applicable procurement legislation and best practice.
 - Monitoring/maintaining the pre-negotiated contracts and all expenditure.
 - Discovering whole life costs incorporating acquiring, owning, maintaining, operating and disposal.
- 7.3.2 All UWS procurement related contracts must be in writing.
- 7.3.3 UWS standard terms of payment are 30 days (14 days for works) from receipt of invoice. Staff should not agree any other terms unless prior approval is obtained from the Senior Procurement Business Partner or Director of Finance.
- 7.3.4 Senior Procurement Business Partner will be consulted in decisions regarding insourcing, outsourcing and shared services.
- 7.3.5 The ordering of all goods, services and works should follow the UWS Procurement Protocol and the detailed Procurement procedures manual, which align with UK and Scottish procurement law.
- 7.3.6 UWS will comply with the Scottish Government Public Procurement guidance as summarised in the Scottish Government's "[Procurement Journey](#)".
- 7.3.7 Prior to placing an order for goods or services or entering into a commitment on behalf of the University, budget-holders are responsible for ensuring that the estimated expenditure does not exceed the total value of remaining available funds in their budget.
- 7.3.8 The University will comply with all relevant legislation, rules and regulation in procuring goods and services of a significant value.

- 7.3.9 Subject to specific rules and regulations imposed by external authorities and funding bodies, UWS will follow the tendering procedures outlined in the University's Procurement Protocol and related guidance for all significant purchases.
- 7.3.10 The University's Procurement Section must be involved in all tendering arrangements above £25k.
- 7.3.11 Procurement for certain goods and services will be managed centrally by a single Department. Schools and Departments wishing to purchase the following categories of goods or service should refer all requisition requests to the following Departments:
- Procurement relating to the University estate, (buildings and grounds) will be managed centrally by Estates Department.
 - Purchases of IT equipment including computers, software, and hardware will be managed centrally by the Information Technology Department.
 - Schools and Department requiring printing services should initially direct their request to UWS Printing Services.

7.4 Procure to Pay Process

- 7.4.1 Purchase Orders should be placed for all goods, works and services, in accordance with University's Procurement Protocol. Purchase orders are necessary to ensure that suppliers can be paid efficiently and help to ensure that expenditure is managed within allocated budgets. Purchase orders will reflect the aggregate value of the goods or services being purchased (including VAT and delivery charges where applicable). Supplier invoices must quote the purchase order number.
- 7.4.2 Staff must not make commitments with suppliers without prior approval of an official purchase order.
- 7.4.3 All goods and services should be verified against the official purchase order in terms of quantity and price. The receipt of goods should be updated on the Financial System in a timely manner to allow payment to be made to the supplier.
- 7.4.4 Delivery notes should be retained locally within the School or Department in line with the document retention schedule.
- 7.4.5 All purchase orders should instruct suppliers to submit invoices for goods or services to the Finance Department. Official purchase order numbers must be quoted on the supplier's invoice.
- 7.4.6 Care must be taken by the Budget-holder to ensure that all discounts receivable are obtained.
- 7.4.7 Payments will only be made by the Finance Department against invoices that can be matched to a receipted purchase order or have been full approved for payment in the Finance System.
- 7.4.8 In certifying an invoice for payment, where a purchase order does not exist, the authoriser is confirming that:
- The invoices is genuine and is payable by the University;
 - The quality and quantity of goods or services have been received;
 - Invoice items are correct in terms of prices and eligible discount;
 - The invoice is arithmetically correct;
 - The invoice has not previously been passed for payment;

7.5 Procurement Cards

- 7.5.1 Procurement cards are a quick, efficient buying and payment tool which can be used for low value, high volume, and low risk transactions.
- 7.5.2 The operation and control of the University's procurement card scheme is the responsibility of the Director of Finance. This includes managing and monitoring cardholder use. Where there is evidence of misuse or abuse of the use of a card, the card will be withdrawn or suspended without notice.
- 7.5.3 Procurement cards may be used for the purchase of goods and services within the financial thresholds stated in Appendix 3.
- 7.5.4 Cardholders are required to agree to the written terms of use of the procurement card prior to a card being issued and must use them only for the purposes for which they have been issued.
- 7.5.5 Card details must not be shared, nor should they be used for personal or private purchases.
- 7.5.6 Receipts for all goods and services should be scanned into the card system and retained for audit purposes.
- 7.5.7 Budget-holders must ensure that appropriate procedures are established within their School or department to verify that the goods or services shown on the statement relate to appropriate University business activities and are within the remaining budget.

7.6 University Credit Cards

- 7.6.1 The Director of Finance may approve the issue of University credit cards to staff to be used for meeting the cost of valid business expenses.
- 7.6.2 The Director of Finance is responsible for establishing appropriate monitoring arrangements for the use of University credit cards. Where there is evidence of misuse or abuse, cards will be withdrawn from cardholders and disciplinary action may be taken.
- 7.6.3 Staff who have been provided with a credit card should submit a monthly record of expenditure together with available receipts to Finance Department.

7.7 Payments to students

- 7.7.1 Payments to students on behalf of sponsoring organisations will be made on the authority of the Director of Finance on the basis of detailed supporting documentation supplied by the relevant School or department.

7.8 Payments to members of Court

- 7.8.1 The University Secretary will arrange for the authorisation of claims for reimbursement by members of Court.

Staff Expenses

- 7.8.2 The University's procurement procedures are in place to enable the majority of goods and services to be procured without staff having to incur any personal expense. However on occasion it may be necessary for staff and students to incur personal expenses in the first instance which are subsequently entitled to a reimbursement.
- 7.8.3 The nature and value of expenses which may be claimed and the procedure to be followed is outlined in the University's Expenses Procedure Staff Expenses Policy & Procedure (uws.ac.uk).
- 7.8.4 All claims for payment must be submitted in a timely manner (within 2 months of incurring the expense).

7.9 Petty Cash

- 7.9.1 The Director of Finance may approve the establishment of a Petty Cash Fund for the purposes of handling low value cash purchases.
- 7.9.2 Petty cash funds must be held securely and maintained in accordance with prescribe procedures issued by the Director of Finance.
- 7.9.3 Petty cash must not be used for personal purposes, for the cashing of personal cheques or for payment of salaries.

7.10 Authorised Signatories

- 7.10.1 The University Secretary maintains a register of authorised signatories for signing contracts and other legal documents, which is reviewed annually.
- 7.10.2 Authorised signatories must ensure that they have the evidence of the appropriate delegated authority in place before signing any document that will make a financial commitment on behalf of UWS as defined in Scheme of Delegated Financial Authority (see Appendix 2). This may be achieved using the Agreement Signing Coversheet Template (see Appendix 4).
- 7.10.3 Designated authorised signatories may be asked to provide a specimen signature which will form part of the Register of Authorised Signatories for the period that the person holds the designated post.

8 SALARY EXPENDITURE AND PENSIONS

8.1 Appointment of Staff

- 8.1.1 Staff are appointed in accordance with the terms and conditions described in their employment contract.
- 8.1.2 The People and Organisational Development Policy Statement and Related Guidelines, Procedures and Protocols describes the related procedure to be followed for the appointment of staff.

8.2 Salaries and Wages

- 8.2.1 The Vice Principal Resources is responsible for the payment of salaries and wages to all employees including payments for overtime or services rendered. All payments must be made in accordance with the University's payroll procedures and comply with HM Revenue & Customs regulations.
- 8.2.2 The Vice Principal Resources is responsible for payments to non-employees and for informing the appropriate authorities of such payments. All casual and part-time employees will be included on the payroll.
- 8.2.3 The Vice Principal Resources is responsible for keeping all records relating to payroll including those of a statutory nature.
- 8.2.4 The University is permitted by HM Revenue & Customs to make payments to employees for certain specified items without deduction of income tax. Reimbursement for items outwith the scope of these specific items is subject to deduction of income tax before payment.

8.3 Severance payments

- 8.3.1 Severance payments will be made in accordance with the University's internal policy which follows the principles and requirements outlined in the Scottish Funding Council Financial Memorandum with Higher Education Institutes and has been approved by the University's Remuneration Committee.
- 8.3.2 Payments may be authorised by the Vice Principal Resources. Severance payments to a member of the Senior Management Team (including the Vice Chancellor's Executive Group) or any severance payments in excess of £100,000 require the approval of the Remuneration Committee. All severance payments will comply with the conditions set out in the Financial Memorandum with the Scottish Funding Council.

9 ASSETS

9.1 General principles

- 9.1.1 All staff have a responsibility for the safe custody, use and stewardship of assets owned, leased by, donated or loaned to the University.
- 9.1.2 The Director of Finance is responsible for accounting for all assets within the financial records of the University. Details of all capitalised assets will be included in a Fixed Asset Register.

9.2 Acquisition of Assets

- 9.2.1 Approval for the purchase or lease of a capital assets should be authorised in line with the limits given in the Scheme of Delegated Financial Authority (see Appendix 2).

9.3 Disposal of Assets

- 9.3.1 Approval must be obtained from the Director of Finance prior to the disposal of any assets recorded on the Fixed Asset Register. Such approval is granted, subject to compliance with the terms of the Scheme of Delegated Financial Authority. (See Appendix 2)
- 9.3.2 The Dean of School or Director / Head of Department may approve the disposal of any assets with a cost value less than £5,000 subject to compliance with the terms of the Scheme of Delegated Financial Authority.
- 9.3.3 The method of disposal of assets should take account of the University's sustainability strategy, environmental obligations, relevant legislation and regulation. Appropriate advice should be sought from relevant staff within Professional Support Departments as required.
- 9.3.4 Proceeds from the sale of assets must be notified to the Director of Finance who will determine the appropriate accounting treatment for the transaction.

9.4 Asset record keeping

- 9.4.1 The Director of Finance is responsible for maintaining the University's Asset Register of all fixed asset with a value greater than £5,000. This may include: land, buildings, fixed plant, machinery and equipment.
- 9.4.2 The Dean of School and Director/Head of Department are responsible for maintaining inventories in a form prescribed by Director of Finance for all plant, equipment, furniture and storage in their Schools and Services with a value in excess of >£500 and <£5,000. This must include items donated or held in trust.
- 9.4.3 It is the responsibility of the Director of Finance to ensure that assets which are leased or are on loan from an external organisation should be identified as such within asset records.

9.5 Safe guarding Assets

- 9.5.1 In accordance with the principles contained in the Finance Policy Statement ([UWS Finance policy](#)) in respect of the safeguarding of assets, periodic checks (at least annually) on the existence, condition and availability for continued use by the University should be made on all assets held by the University.
- 9.5.2 Staff who have been allocated equipment for use in connection with their role within the University are required to present these items for inspection if so requested by their School or Department.
- 9.5.3 IT assets including computers, laptops, tablets, phones etc., allocated by staff must be made available at reasonable notice to allow encryption and other software updates to be completed.
- 9.5.4 All assets issued to a member of staff should be returned to the employing School or Department on termination of employment or when requested following a transfer to another role within the University.

9.6 Donated Assets

- 9.6.1 Where assets have been donated to the University, details of asset should be notified to the University Secretary, prior to accepting the donation in order to obtain confirmation that the transaction complies with the UWS Donations Procedure. ([Donations Procedure \(uws.ac.uk\)](https://www.uws.ac.uk))
- 9.6.2 The notional value and any restricted terms of use relating to the asset set by the benefactor should be notified to the Director of Finance to ensure that the proper accounting treatment is applied to the asset.

9.7 University Vehicles

- 9.7.1 All vehicles owned or operated by the University will be used in accordance with the issued procedures governing their use.

9.8 Personal Use of Assets

- 9.8.1 Any assets owned or leased by the University shall not be subject to personal use without the authorisation of the Head of Department or Dean of School.
- 9.8.2 Staff should be made aware of the potential taxable benefit which may arise through the personal use of University assets. All taxable benefits will be subject to income tax and national insurance contributions. Further advice should be sought from Payroll Section.

9.9 Stock

- 9.9.1 The Dean of School or Director/Head of Department will be responsible for establishing appropriate arrangements for the safe custody and control of stock items within their departments.
- 9.9.2 Stock records should be maintained on a continuous basis, reflecting the physical stock quantities held.
- 9.9.3 Periodic physical stock taking checks should be made to confirm the existence of stocks held by the University. The methodology used for valuing stock is detailed in the University's Accounting Policies.

10 TREASURY MANAGEMENT

10.1 General principles

10.1.1 The Director of Finance is responsible for enacting the University's Treasury Management Protocol. This Protocol details the roles and responsibilities for the effective management of cash funds.

10.2 Banking and Cash Management

10.2.1 All University banking will be conducted using approved bank accounts in the name of the University.

10.2.2 The Director of Finance acting on the authority of Court is responsible for the operation of bank accounts used for holding cash funds of the University or cash funds held on behalf of a third party. This includes the opening of new accounts, transfers between accounts and closure of accounts.

10.2.3 All cheques and other payments drawn on behalf of the University must be signed in accordance with the approved Bank mandate.

10.3 Borrowings

10.3.1 Approval to borrow funds from an external source or to commit to similar financial instruments will be approved in advance by ARC.

10.3.2 In granting approval, ARC will comply with the conditions set out in the Financial Memorandum with Scottish Funding Council.

10.3.3 The Director of Finance is responsible for ensuring that the University monitors compliance with and reports to FSG on the financial covenants of the debt facility agreement with the provider of funds.

10.3.4 Approval to repay borrowing from an external source or similar financial instruments will be approved in advance by the ARC.

10.4 Investments

10.4.1 The Director of Finance will be responsible for placing funds for investment in accordance with the Treasury Management Protocol as approved by RPC. The University also has an Ethical Investment statement ([UWS Ethical Investment Statement](#)) in which it recognises its responsibility to operate in an ethical manner and to take account of social, environmental and ethical considerations in its investment activities. Advice on the placement of investment funds should be sought where necessary from appropriate investment advisors.

10.4.2 The Director of Finance will report periodically on the performance of investments as requested by Court or its Sub Committees.

10.5 Receipt of cash and cheques

10.5.1 The Director of Finance is responsible for the prompt collection, security and banking of all income received and will ensure that accurate chronological records of such deposits are kept.

10.5.2 All income from customers will be recorded gross. Any associated expenditure should be shown separately and not be netted off the gross value of the income recorded.

10.5.3 The University does not accept cash income for any goods or services provided.

10.6 Third party funds

10.6.1 Finance Department will be responsible for the separately identifiable administration of third party funds. This may include any funds held on an agency basis e.g. Discretionary & Hardship funds.

11 OTHER ITEMS

11.1 Taxation

11.1.1 The Director of Finance is responsible for ensuring all direct and indirect taxes due, including payroll taxes and value added tax, are paid to the relevant Authorities by the due date.

11.2 General Data Protection Regulations (GDPR)

11.2.1 The University will comply with the requirements of the General Data Protection Regulation and Data Protection Act 2018 for the collection, processing and storage of personal data.

11.2.3 The Head of Legal Services will be the nominated Data Protection Officer for the University as defined under the GDPR legislation.

11.3 Cyber Security

11.3.1 The Director of Information Services (IS) is responsible for establishing and maintaining appropriate security arrangements for the protection of data held on University computer systems. Staff and Students have a responsibility to abide by all approved Policy Statements and other instructions which may be issued from time to time by the Director of IS.

11.4 Freedom of Information

11.4.1 The Freedom of Information (Scotland) Act 2002 places duties on the University to make certain information publicly available on request. All such Freedom of Information (FOI) requests will be responded to in accordance with the University's responsibilities under the Act.

11.4.2 In particular, and in accordance with the Act, the Director of Finance will ensure the appropriate financial information will be freely available to the public on the University's website. This will include the University's annual statutory financial statements.

11.5 General Security and Custody Arrangements

11.5.1 Keys to safes and similar containers will be kept secure by those responsible at all times. The loss of such keys must be reported to the Director of Finance immediately.

11.5.2 The University Secretary is responsible for oversight of safe custody arrangements of official and legal documents pertaining to the University held by Legal Services.

11.6 Insurance

11.6.1 The University Secretary is responsible for the University's insurance arrangements, including the provision of advice on the types of cover available. Insurance is a key risk mitigation used by the University to manage aspects of a range of risks. The Risk and Resilience Team arrange insurance to be placed on behalf of the university, liaising with the University insurance broker as appropriate and ensuring value for money. The Executive receive regular risk management reports which incorporate any relevant issues relating to the University's insurance arrangements.

11.6.2 Deans and Directors have responsibility for giving prompt notice of additional or changing insurance requirements. These may arise as a result of new activities, property, equipment or risks; or changes to existing activities or risks. The Head of Resilience and Safety must be immediately informed of any event which may give rise to an insurance claim.

11.6.3 Any member of staff using their own vehicle for university business is responsible for ensuring they have appropriate insurance cover in place for that business use.

11.7 Students' Association

- 11.7.1 The University Court is required by Section 22 of the Education Act 1994 to take such steps as are reasonably practicable to ensure that the Students' Association of the University of the West of Scotland (SAUWS) operates in a fair and democratic manner and is accountable for its finances. The mechanism for this is set out in the SAUWS Code of Practice.
- 11.7.2 The Code of Practice requires the annual budget to be approved by the University Court. The University's Director of Finance in conjunction with the Student's Association, will compile and submit an annual budget in advance of the financial year to which the budget applies, to Court for approval.
- 11.7.3 The budget of the Student's Association will be monitored on a quarterly basis and the Director of Finance will inform VCEG of any concerns. Such concerns will also be reported to Court.
- 11.7.4 The Students' Association is a separate legal entity and is responsible for maintaining its own bank account and financial records and preparing its own financial statements. These will be audited by an appropriate independent qualified auditor.

Appendix 1 – Key Financial Roles & Responsibilities

Key Governance Structure:

The role and remit of the principle governance bodies are described in the current Court Handbook. The key governance bodies include:

- University Court
- Resources & People Committee
- Audit & Risk Committee
- Governance & Nominations Committee
- Health & Safety Committee
- Remuneration Committee

Individuals and Groups with Financial Responsibility:

Principal and Vice-Chancellor is Chief Executive Officer of the institution and the designated “**Accountable Officer**”. The Principal and Vice-Chancellor is also responsible to the Funding Council for propriety and regularity in the use of public funding and for the economic, efficient and effective use of all available resources. The Principal & Vice-Chancellor leads the development and implementation of University’s strategies and chairs the Senate and the Vice-Chancellor’s Executive Group. The Principal & Vice-Chancellor is responsible for the executive management of the institution and its day to day direction.

The Vice-Chancellor’s Executive Group (VCEG) provides leadership and takes executive level decisions on academic, strategic, developmental and budgetary aspects of the University’s operations. It also ensures that there is accountability and clear action points for those decisions.

The Financial Scrutiny Group (FSG) is a sub-committee reporting into the Vice Chancellor’s Executive Group (VCEG). The purpose of FSG is to inform the University’s financial strategy and commission, receive and develop proposals involving major finance decisions that are discussed and scrutinised before being forwarded with clear recommendations to VCEG. All items discussed at FSG, must be included in a timely manner, ensuring adequate opportunity is provided for full consideration by VCEG

Director of Finance, under the direction of the Vice Principal Resources, has strategic responsibility for the administration of the financial affairs of the University.

Dean - The Dean of a University School

Director - The Director of a University Professional Support Department

Head of Department - The Head of a University Professional Support Department

Schools – refers to the Academic Schools of the University.

Services – refers to the University’s Professional Support Departments.

Designated Budget-holders - Senior members of University staff who have been allocated budgetary responsibility for the use of University funds. Authority to incur expenditure is detailed in the Scheme of Delegated Financial Authority.

All staff members are expected to exercise the highest standards of corporate and personal conduct having due regard to the expectations set out in the nine principles of Public Life in Scotland. Staff are expected to comply with the policies and procedures of the University in taking financial decisions regarding the use of funds, managing and safeguarding assets and ensuring value for money.

External bodies with responsibility:

Scottish Funding Council (SFC) is responsible for the external financial supervision of the University, as the principal statutory funder. The key requirements outlining the financial relationship between the University and the SFC is the Financial Memorandum. Internal financial management and governance responsibilities are vested in Court and the Principal and Vice-Chancellor.

Appendix 2 – Scheme of Delegated Financial Authority

This section lists the authority to enter into a contract committing the University to a financial obligation, subsequent to the due process of decision making as per the Financial Regulations. The authority levels listed represent the total commercial value of a transaction over its full-term, including VAT.

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	VCEG	ARC	RPC	RemCom	Court
Purchasing Commitments:													
Operational Expenditure	£0	£5,000	£5,000	£20,000	£20,000	£100,000	£500,000	£2,000,000	£2,000,000	N/A	>£2,000,000	N/A	N/A
Capital Investment - budgeted	£0	£5,000	£5,000	£20,000	£20,000	£100,000	£500,000	£500,000	>£500,000	N/A	N/A	N/A	N/A
Capital Investment - un-budgeted	£0	£0	£0	£0	£5,000	£20,000	£100,000	£200,000	£500,000	N/A	>£2,000,000	N/A	N/A
Income commitments:													
Service delivery contracts	£0	£0	£0	£50,000	£100,000	£500,000	£500,000	>£500,000	N/A	N/A	N/A	N/A	N/A
Credit notes	£0	£0	£0	£50,000	£100,000	£500,000	£500,000	>£500,000	N/A	N/A	N/A	N/A	N/A
Bad debt write offs	£0	£0	£5,000	£20,000	£20,000	£100,000	£500,000	£500,000	£2,000,000	£5,000,000	N/A	N/A	>£5,000,000
Tuition Fees/Accommodation Rents	N	N	N	N	N	N	N	N	N	N	Y	N/A	Y
Accepting donations	N/A	N/A	N/A	N/A	N/A	£10,000	N/A	N/A	£100,000	N/A	N/A	N/A	>£100,000
Assets:													
Fixed Asset Sales	£0	£5,000	£5,000	£20,000	£20,000	£100,000	£500,000	£500,000	£2,000,000	N/A	£5,000,000	N/A	>£5,000,000
Fixed Asset write offs/impairments	£0	£5,000	£5,000	£20,000	£20,000	£100,000	£500,000	£500,000	£2,000,000	N/A	£5,000,000	N/A	>£5,000,000
People:													
Staff Expenses	£0	£100	£200	£100	£500	£1,000	£2,000	>£2,000	N/A	N/A	N/A	N/A	N/A
New Credit Card Approval	N	N	N	N	N	Y	Y	Y	N/A	N/A	N/A	N/A	N/A
Recruitment	N	N	N	N	N	N	Y	Y	N/A	N/A	N/A	N/A	N/A
Severance payments	N/A	N/A	N/A	N/A	£100,000	N/A	N/A	N/A	N/A	N/A	N/A	>£100,000	N/A
Legal Commitments:													
Single Legal Engagements	£0	£0	£0	£0	£0	£50,000	£100,000	£200,000	£500,000	£2,000,000	N/A	N/A	>£2,000,000
Legal Settlements	£0	£0	£0	£0	£0	£50,000	£100,000	£200,000	£500,000	£2,000,000	N/A	N/A	>£2,000,000

Guidance on how to interpret the Scheme of Delegated Financial Authority

Level	Roles covered
Court	Approval minuted at Court meeting
RemCom	Approval minuted at Remunerations Committee meeting
ARC	Approval minuted at Audit & Risk Committee meeting
RPC	Approval minuted at Resources & People Committee meeting
VCEG	Approval minuted at Vice-Chancellor's Executive Group meeting
Level 7	Principal and Vice-Chancellor
Level 6	Provost & Deputy Principal /VP (Resources)
Level 5	VP (Planning & Recruitment)/VP (Research, Innovation & Engagement)/VP (Teaching & Students)/Director of Finance/University Secretary
Level 4	Deans of Schools and Directors of Departments
Level 3	Head of Finance
Level 2	Heads of Divisions/Heads of departments
Level 1	Designated Authoriser
Level 0	All other staff

DFA Category	Guidance Notes
Purchasing Commitments:	
Operational Expenditure	This is the authorisation of all forms of stand alone operational expenditure commitment undertaken with third party providers and UWS, including: contract authorisation (including lease agreement), purchase order, letters of engagement, purchase invoices.
Capital Investment	Covers all expenditure that will result in the creation of a fixed asset either tangible (e.g. property improvements) or intangible (e.g. computer software development).
Budgeted or Unbudgeted	Capital investment delegations are differentiated depending on whether the investment has been explicitly identified in the annual planning and budgeting process.
Revenue Commitments:	
Service delivery contracts	This covers the commitment to charge a third party for the provision of services under the normal course of business. This will include TNE partnerships, CPD courses and events.
Credit Notes	The value that requires authorisation is the value of the credit note issued less the value of any amounts re-invoiced to an external customer. So if a total invoiced amount is credited and then partially re-invoiced, it is only the net reduction that requires to be authorised.
Bad Debt Write Offs	This is the value of any outstanding sales invoice balance with an external customer that have been assessed as not collectable and require to be removed from the balance sheet. In addition to single items this DFA refers to cumulative values over a rolling 12 month period .
Tuition Fees/Accommodation Rents	All tuition fees for UK campuses and weekly rents for student accommodation need to be formally approved at RPC.
Accepting donations	The acceptance donations to UWS need to be approved in line with the University Donations Procedure
Fixed Assets	
Fixed Asset Sales/Write Downs	This is the total net book value on the balance sheet of the fixed assets or group of assets that are to be sold or have been assessed as being overstated. The amount requiring authorisation is the reduction in the net book value on the balance sheet, regardless of any sale proceeds.
Employee & Legal	
Staff Expenses	This is the authorisation required for the reimbursement of staff expenses in line with policy and includes corporate credit card expenditure. The limit refers to the amount being authorised for a single claim by an employee.
Recruitment	This is the authorisation to hire new employees both temporary (fixed term contract) and permanent. All new hires must be on-boarded in line with the Staffing Authorisation Request (SAR) process.
Severance payments	
Single Legal Engagements	The approval to engage any law firm to act on behalf of the University where the fees arising from the engagement are likely to exceed the amount specified in the DFA matrix.

Appendix 3 - Procurement Route

Where there is no suitable existing approved supplier or framework agreement.

• CONTRACT VALUE	• WORKS	• SUPPLIES & SERVICES	• RESPONSIBILITY*
• <£1k	• 1 Quote	• 1 Quote	• Purchaser
• £1k - £5k	• 2 Written Quotes	• 2 Written Quotes	• Purchaser
• £5k - £25k	• 3 Written Quotes	• 3 Written Quotes	• Purchaser/ Procurement
• £25k - £100k	• Quick Quote	• Tender	• Procurement
• £100k - £350k	• Tender	• Tender	• Procurement
• >£350k	• Tender	• Tender	• Procurement

*Responsibility for facilitating the procurement process

Appendix 4 – Template Agreement Signing Coversheet

This coversheet **must** be completed by the School/Department and signed in the following order by:-

1. the School/Department requesting the signing
2. the relevant Finance Business Partner
3. Head of Legal Services
4. Delegated Authority (can refer to minutes of Court/Committee)

Only once these steps have been completed will the agreement be sent to the Executive member for coversheet to be signed.

Other party/parties to the agreement	Country

Type of agreement	Term of agreement
	Start date: End date: Review date:

New agreement Agreement renewal Amendment to existing agreement

Summary of agreement

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School/Department	School/Department contact

Financial implications for the University	Risks to the University	Other significant provisions

Other current or previous agreements with this party

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This agreement has been approved for signature by

	Signature	Name	Date
1. Department/School			
2. Finance			
3. Head of Legal Services			
4. Delegated Authority*			

* Delegated Authority must be evidenced at the appropriate level for the financial commitment being made as defined in the University's Financial Regulations (Appendix 2)

Final approval

	Signature	Name	Date
Executive			

For completion by Legal Services

Date received	File category	Signed by other party
		Yes/No

Notes

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