

SCHEME OF DELEGATION

November 2025

Document title	
Scheme of Delegation	
Document author and department	
Corporate Governance	
Approving body	
Board of Governors	
Date of approval	
26 November 2025	
Review date	
Annually	
Edition no.	
1	
ID Code	
N/A	
Date of effect	
27 November 2025	
For a) public access online internet or b) staff only intranet?	A
External queries relating to the document to be referred in the first instance to the Corporate Governance team: email corporate-governance@port.ac.uk	
If you need this document in an alternative format, please email corporate.communications@port.ac.uk	

Scheme of Delegation

1. Introduction

- 1.1 The purpose of this document is to set out a clear and transparent approach to key areas of decision-making. It ensures that the responsibilities prescribed in the University's Instrument and Articles of Government are effectively discharged, whilst supporting high-quality decision making through agility and appropriate flexibility. The development of this Scheme of Delegation is informed by the Higher Education Code of Governance (2020), published by the Committee of University Chairs (CUC). The document includes responsibilities and delegations as defined in the Statement of Primary Responsibilities, Standing Orders and the Financial Regulations.
- 1.2 The Scheme of Delegation forms part of the Governance Framework documents of the University and defines the actions that are to be approved by the Board of Governors as well as the actions where the Board of Governors has designated responsibility. The Scheme of Delegation is approved by the Board of Governors.
- 1.3 This Scheme of Delegation confirms the placement of specific powers and responsibilities for certain key decisions. It is not intended to be a full and complete description of the roles and remits of all University bodies and officers. It should be read in conjunction with other documents which make up the University's constitutional framework:
 - Instrument of Government
 - Articles of Government
 - Statement of Primary Responsibilities
 - Standing Orders
 - Financial Regulations
 - University Policies
- 1.4 The powers and responsibilities of the Board of Governors, the Academic Council, and the Vice-Chancellor are as set out in the above referenced documents and, except for certain prescribed matters, the University's constitution permits the delegation of powers and responsibilities to other bodies or individuals. While authority and responsibility can be delegated where appropriate, accountability remains with the body or individual making the delegation.
- 1.5 The Board of Governors shall not delegate responsibility for (Section 5.2, Articles of Government):
 - appointing the Vice-Chancellor;
 - the approval of the University's strategic plan;
 - the amending or revoking of these Articles or the Instrument of Government;
 - the approval of the University's financial forecasts, annual budget and the annual statement of income and expenditure; and
 - the solvency of the University and the safeguarding of its assets.

- 1.6 The Scheme will normally be reviewed annually, or at such other frequency as may be required. However, it is intended to act as a “live” document and any proposed changes should be reported to the Executive Director of Corporate Governance (Clerk to the Board of Governors). Nothing in this document prevents the Board of Governors from adjusting its delegation arrangements, in particular instances or generally, where it considers it appropriate to do so, subject to the requirements of the Instrument and Articles of Government.

SCHEME OF DELEGATION

ACTION	Vice-Chancellor (and UEB)	Academic Council (may delegate)	Audit, Risk & Committee	Finance & Infrastructure Committee	Nominations Committee	Remuneration Committees		Board of Governors*	Privy Council	NOTES
						Senior Postholders	Vice- Chancellor			
Governance Framework	Governing Instrument & Governing Articles	Consulted						Agree to rec	APPROVE	
	Regulations (including Standing Orders and statement of Primary Responsibilities)	Consulted						APPROVE		Includes (but not limited to) Terms of Office, Quoracy, Recruitment of Internal Governors
	Academic Regulations	Consulted	APPROVE					Reported		
	Finance Regulations	Agree to rec			Agree to Rec			APPROVE		
	Appointment of Chair, Deputy Chair, Chairs of Committees and Governors	Agree to rec				Panel rec		APPROVE		It is likely that the VC will be an integral member of many of these appointment panels
	*Annual Financial Statements (including Operating and Financial Review)	Agree to rec		Agree to Rec	Agree to Rec			APPROVE		
	ISA260 (External Auditors Management Letter)	Consulted		Consulted				Reported		
	External Audit Plan			APPROVE				Reported		
	Internal Audit Plan	Consulted		APPROVE				Reported		
	Annual Internal Audit Report			Reported				Reported		
	Annual Report of the Audit and Risk Committee			Approved				Reported		
	Board Committee establishment, terms of reference, composition and membership				Agree to rec			APPROVE		
	Academic Council Terms of Reference & Membership	Consulted	Agree for rec					APPROVE		
	Academic Council Sub-Committee establishment, terms of reference, composition and membership	Agree to rec	APPROVE							May consult Its' Committees as appropriate
	Appointment of the Vice-Chancellor							APPROVE		This cannot be delegated. A panel of the Board will be constituted to inform the Board on the appointment of the VC
	Appointment of the Chancellor	Agree to rec			Panel rec			APPROVE		
	Appointment and dismissal of the Senior Postholders	Agree to rec			Panel rec			APPROVE		Appointment of Senior Postholders can be delegated by the Board.
	Approval of the Scheme of Delegation	Agree to rec						APPROVE		
	Code of Practice required by the 1994 Education Act	#Agree to rec						APPROVE		#Delegated from UEB to UOP/UPSU Partnership Board
	Annual Assurance Statement on Quality (Academic)	Reported	APPROVE					Reported		
	Annual Prevent Return to OfS	Agree to rec		Agree to rec				APPROVE		
	TEF submission	APPROVE	Consulted					Reported		
	Subsidiaries, partly owned and other related companies and entities	Agree to rec			Agree to rec			APPROVE		
	Solvency of the University & the Safeguarding of its assets				Agree to rec			APPROVE		
	Appointment and terminations of the Internal and External Auditors	Informed		Agree to rec				APPROVE		

SCHEME OF DELEGATION

	ACTION	Vice-Chancellor (and UEB)	Academic Council (may delegate)	Audit, Risk & Committee	Finance & Infrastructure Committee	Nominations Committee	Remuneration Committees		Board of Governors*	Privy Council	NOTES
							Senior Postholders	Vice- Chancellor			
	Scheme of Delegations	Agree to rec							APPROVE		
	Appointment of the University's bankers	Agree to rec			Agree to rec				APPROVE		
Organisational Structure	Faculty establishment, closure	APPROVE	Reported						Reported		
	Faculty renaming		APPROVE						Reported		Vice-Chancellor may use discretion to delegate depending on the scope and nature of change.
	Organisation within faculties - establish, close, re-name	Agree to rec	APPROVE						Reported		
	Professional Services organisation	APPROVE							Reported		
	Senior Academic Leadership Project	Reported							Reported		
	Workforce Analysis Dashboard	Reported									
	Annual Gender and Ethnicity Pay Gap Report	Reported							Reported		
	Employee and Industrial Relations Update	Reported									
	People Survey Outcomes	Reported							Reported		
	Delegation of specific authority from the Vice-Chancellor to senior University officers	APPROVE							Reported		

SCHEME OF DELEGATION

	ACTION	Vice-Chancellor (and UEB)	Academic Council (may delegate)	Audit, Risk & Committee	Finance & Infrastructure Committee	Nominations Committee	Remuneration Committees		Board of Governors*	Privy Council	NOTES
							Senior Postholders	Vice- Chancellor			
Strategy and Budget	University Strategy	Agree to rec	Consult						APPROVE		
	Setting Key Performance indicators against University Strategy	Agree to rec							APPROVE		
	Annual Review of KPIs & External Benchmarking and Surveys (e.g. NSS)	APPROVE	Reported						Reported		
	Estates Masterplan	Agree to rec			Agree to rec				APPROVE		
	Digital Plan	Agree to rec			Agree to rec				APPROVE		
	Student Accommodation Strategy	Agree to rec			APPROVE				Reported		
	People Strategy	APPROVE							Reported		
	TRAC Compliance (OfS)	Agree to rec		APPROVE							
	TRAC Return	APPROVE									
	Annual Budget	Agree to rec			Agree to rec				APPROVE		
	Annual Financial Return **	Agree to rec			Agree to rec				APPROVE		
	OfS Annual Financial Return (Year-end reporting as mandated by OfS) *	Agree to rec		Agree to rec	Agree to rec				APPROVE		
	Board confirmation as mandated by external third parties e.g. Bank Mandates	Reported			APPROVE				Reported		

SCHEME OF DELEGATION

	ACTION	Vice-Chancellor (and UEB)	Academic Council (may delegate)	Audit, Risk & Committee	Finance & Infrastructure Committee	Nominations Committee	Remuneration Committees		Board of Governors*	Privy Council	NOTES
							Senior Postholders	Vice- Chancellor			
Senior Staff Appointment, Remuneration, Terms of Service and Annual Evaluation	Terms and conditions of appointment, annual performance objectives and oversight of total annual remuneration of the Vice-Chancellor							APPROVE	Reported		
	Remuneration Policy, approach to terms of service and oversight of total annual remuneration for senior post holders	Agree to rec					APPROVE		Reported		The Chair of the Board and VC conduct the personal reviews on an annual basis.
	Appointment, terms and conditions and removal of the senior Postholders	Agree to rec					Reported	APPROVE			May be delegated by the Board on a case-by-case basis to the appointment panel.
	Annual performance objectives and review for senior postholders	APPROVE					Reported				
	Appointment of Executive Deans, Pro Vice-Chancellors and equivalent positions	APPROVE	Reported					Reported			Delegated to the Chair of the appointment panel representing UEB.
Finance and Expenditure	Single source justifications of £1m and over	Agree to rec		APPROVE							
	Projects with a total value of £1m to £2,999,999	APPROVE									
	Projects with a total value over £3m	Agree to rec			APPROVE			Reported			
	Projects with a total value over £10m	Agree to rec			Agree to rec			APPROVE			
	Contingent liabilities over £3m	Agree to rec			APPROVE			Reported			
	Contingent liabilities over £10m	Agree to rec			Agree to rec			APPROVE			
	Estates projects included within Masterplan up to £5m	APPROVE			Reported						
	After tender completion budget increase between £50k and £250k	APPROVE			Reported						
	After tender completion budget increase over £250k	Agree to rec			APPROVE			APPROVE			Board approval required for any cost increases that are in excess of the lower of £10 million and 15% of the then approved budget
	New borrowing in excess of £1m or changes in terms to existing borrowings in excess of £1m where a University asset is used to secure the loan	Agree to rec			APPROVE						
	New borrowing of more than £10m or changes in terms to existing borrowings of more than £10m	Agree to rec			Agree to rec			APPROVE			
	Bad debt write off over £250K	Agree to rec			APPROVE						
	New borrowing of less than £1m or changes in terms to existing borrowings of less than £1m	Agree to rec			CHAIR APPROVAL						
Risk Management	Corporate Risk Register	Agree to rec		Agree to rec				APPROVE			
	Risk Appetite	Agree to rec		Agree to rec				APPROVE			
	Out of tolerance risks	Agree to rec		Agree to rec				APPROVE			

SCHEME OF DELEGATION

	ACTION	Vice-Chancellor (and UEB)	Academic Council (may delegate)	Audit, Risk & Committee	Finance & Infrastructure Committee	Nominations Committee	Remuneration Committees		Board of Governors*	Privy Council	NOTES
							Senior Postholders	Vice- Chancellor			
Property	Property acquisition and disposal	Agree to rec			Agree to rec				APPROVE		
	Issue leases and licences for property to rent up to 5 years: commitment in excess of £250k pa	Agree to rec			APPROVE						
	Issue leases and licences for property to rent over 5 years: commitment up to £250k pa	APPROVE									
	Issue leases and licences for property to rent over 5 years: commitment in excess of £250k pa	Agree to rec			APPROVE						
	Enter into a lease or licence to rent or use estate belonging to a third party up to 5 years: £100,001 to £250k pa	APPROVE									
	Enter into a lease or licence to rent or use estate belonging to a third party up to 5 years: over £250,001 pa	Agree to rec			APPROVE						
	Enter into a lease or licence to rent or use estate belonging to a third party over 5 years irrespective of value	Agree to rec			APPROVE						
	Enter into a lease or licence to rent or use estate belonging to a third party: over £10m total rental commitment over the life of the lease	Agree to rec			Agree to rec				APPROVE		
Educational Programmes and Student Experience	New and major amendments to programmes		APPROVE								
	Minor amendments to programmes		Reported *								* Approval is required if it is a new award for the University.
	Closure of programmes		APPROVE								
	Annual Academic Monitoring		Agree to Rec						APPROVE		All risks or outcomes relating to the Strategy should be escalated through UEB
	Disciplinary & Student complaints policies	Reported	APPROVE						Reported		
	Student Survey analysis	Reported	APPROVE						Reported		
Research	Research Excellence Framework submission decisions	APPROVE							Reported		
	Annual Statement on Research Integrity (Publication)								APPROVE		In certain circumstances it may be approved by Academic Council
	Researcher Development Concordat (annual report and web publication)		Agree to Rec						APPROVE		
	REF 2029 (People and Culture element)	Reported	Reported						Reported		

SCHEME OF DELEGATION

ACTION	Vice-Chancellor (and UEB)	Academic Council (may delegate)	Audit, Risk & Committee	Finance & Infrastructure Committee	Nominations Committee	Remuneration Committees		Board of Governors*	Privy Council	NOTES
						Senior Postholders	Vice-Chancellor			
Policy Approvals	Prevent Policy	APPROVE		Reported						
	Disciplinary, Grievance & Capability	APPROVE								
	Managing Sickness Absence	APPROVE								
	Management of Under Performance	APPROVE								
	OCR Policy	APPROVE								
	EDI Policy Statement	Agree to Rec						APPROVE		
	EDI Staff and Student Annual Reports and Public Sector Duty Update	Agree to Rec						APPROVE		
	Anti-Money Laundering	Agree to Rec		APPROVE				Reported		
	Counter Fraud (Fraud Response Plan)	Agree to Rec		APPROVE				Reported		
	Financial Sanctions	Agree to Rec		APPROVE				Reported		
	Whistleblowing	Agree to Rec		APPROVE				Reported		
	Declaration of Interests	Agree to Rec		APPROVE				Reported		
	Gifts and Hospitality	Agree to Rec		APPROVE				Reported		
	Risk Management	Agree to Rec		APPROVE				Reported		
	Health and Safety Policy	APPROVE								
	Health and Safety Statement	Agree to rec		Agree to rec				APPROVE		
	Freedom of Speech Code (includes academic freedom and external speakers)	Agree to rec	Consulted					APPROVE		
	Modern Slavery Statement	Agree to rec		Agree to rec				APPROVE		
	Environmental Statement	Agree to rec			Agree to Rec			APPROVE		
	Treasury and Investment Management Policy	Agree to rec			Agree to Rec			APPROVE		
	All other operational policies	APPROVE						Reported as Necessary		UEB will have the authority to delegate.
	All other Academic Policies or regulations		APPROVE					Reported as Necessary		Academic Council will have the authority to delegate
	Any Academic Policy which has resource implications	APPROVE	Consulted							
	Procedures supporting any operational policy (creation or amendment)	APPROVE						Reported as Necessary		UEB has the authority to delegate to Provost, DVCs or Chief Officers as appropriate
	Procedures supporting any academic policy or regulation (creation or amendment)		APPROVE					Reported as Necessary		Academic Council has the authority to delegate to Provost, DVCs or Chief Officers as appropriate

* In emergency situations, Board of Governors Approval rights may be exercised by the Exceptional and Urgent Approvals Group (EUAG)

Note:

1. Should any matter or decision arise which is within the delegated authority of an individual or body but to which a sensitive, political, reputational or other similar issue is attached or suspected, the decision should be referred to the appropriate (normally higher) level and, ultimately, to the Board of Governors
2. *Annual Financial Return 2025: Audited full financial statements relating to a provider's Annual Financial Return for 2025 Financial statements must be prepared on the basis set out in the OfS accounts direction.
3. **Annual Financial Return 2025 workbook: In addition to the financial information included in the latest audited financial statements, a provider is required to return data relating to the current year, and four subsequent years of forecasts. Commentary in relation to the Annual Financial Return 2025 workbook, using the template provided by the OfS. The management letter from the provider's external auditor.