

**SCHEDULE  
OF  
COUNCIL DELEGATION**

May 2016

## INTRODUCTION

The Schedule of Council Delegations forms part of the Governance documents of the College and defines:

- the areas or decisions for which Council retains responsibility for decision making or approval and
- the areas or decisions that it has chosen to delegate as provided in section 6(5) of the Act.

The document includes Council delegations where they are defined in The Act, Statute, Council Standing Orders, the Statement of Primary Responsibility and financial regulations. In most cases where a decision is delegated a responsible Senior College Officer is also described.

The Schedule of Council Delegation is reviewed by the Council Executive Committee and approved by Council.

Current standing delegations are included in this document and are also in financial regulations and Council Committee terms of reference.

### *The College Schedule of Delegations*

*This is a separate document, and is a list of the individuals or committees that have responsibility for specific actions within the College. The purpose of the list is to help all staff to know where responsibility lies and to understand the relationship between committee/group work and the responsibilities of individual managers.*

The other Governance documents are:

- **THE ROYAL HOLLOWAY AND BEDFORD NEW COLLEGE ACT 1985**
  - The College is governed in accordance with "The Act" that established the College.
- **COLLEGE STATUTES**
  - The Statutes determine the organisation of governance of the College, including the constitution and membership of the Council and of the Academic Board and the management of the College.
  - The Statutes cannot be altered without the confirmation of the Privy Council.
- **THE STANDING ORDERS OF COUNCIL**
  - The Standing orders of Council define the key operating principles derived from the Act or Statutes that Council have agreed should apply. Council review and approve their regulations annually.
- **THE COMMITTEE HANDBOOK**
  - The Committee holds all of the terms of reference of College committees:
  - Council and the committees that report to Council approved by Council
  - College Management committees
  - The Academic Board and committees
  - Faculty Boards
  - Departmental Boards and Staff: Student Committees

**Key:** SO = Standing Orders, Stat = Statute.

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	<b>Section 1 Council Retains Responsibility for :</b>	<b>Document*</b>	<b>Notes</b>	<b>Supporting College Officer</b>
<b>1.1 The College Constitution</b>				
1.	Review of College Statutes and the proposal of new Statutes for approval by Privy Council.	The Act		College Secretary
2.	May not delegate responsibility for variation, amendment or revocation of the Statutes and Standing orders.	Stat 3.2.3		College Secretary
<b>1.2 In relation to good governance</b>				
3.	May not delegate responsibility for approval of amendments to Council Standing Orders.	The Act, Stat 3.2.3, SO 8	On recommendation of Council Executive Committee.	College Secretary
4.	May not delegate responsibility for approval of the Council Committee structure and terms of reference.	SO 8	On recommendation of Council Executive Committee.	College Secretary
5.	May not delegate responsibility for approval of Council Schedule of Delegations.	SO 8	On recommendation of Council Executive Committee.	College Secretary
6.	Adoption and review of a Statement of Primary Responsibility.	SO 5-6	On recommendation of Council Executive Committee.	
7.	Approval of policies included in the Register of Council Approved Policies.	SO12	On recommendation of the responsible Council committee	College Secretary
8.	Creation of committees to fulfil specific tasks, approval of membership and terms of reference and dissolution, their terms of reference and quorum.	Stat 3.15. SO 60	On recommendation of Council Executive Committee.	College Secretary
9.	Monitoring and evaluating the performance and effectiveness of Council and its Committees.	SO 61	On recommendation of Council Executive Committee.	College Secretary
10.	Receipt of the Register of Council Interests and Senior College Staff.	SO 83	Following consideration by Council Executive Committee	College Secretary
<b>1.3 Appointment and Employment</b>				
11.	To be the employing authority for all staff in the College and responsible for establishing a human resources strategy.	The Act		College Secretary
12.	May not delegate responsibility for appointment of the Principal and responsibilities of the Principal.	Stat 3.2.1, 8. SO 98	See also Statement of Primary Responsibility	
13.	May not delegate responsibility for appointment of the Secretary to Council and their responsibilities.	Stat 3.2.2, 3.16, 3.17. SO 31		
14.	May not delegate responsibility for appointment of the Auditors of the College.	Stat 3.2.6. SO 8	Internal and External	College Secretary/Chief Financial Officer

15.	May not delegate responsibility for the appointment of Council Committee Chairs.	SO 8	On recommendation of Council Executive Committee.	College Secretary
16.	Approval of written employment policies and procedures included in the Register of Council Approved Policies.	Stat 9.8	Grievance, Disciplinary, Redundancy, Capability, Ill Health policies and procedures.	College Secretary
17.	Acceptance of the resignation, or removal, of the Principal.	Stat 8.3. SO 99	Procedures in Standing orders	
18.	Appointment of an interim or acting Principal in the event of the Principal being unable to fulfil the duties.	Stat 8.4, SO 123		
19.	Acceptance of the resignation, or removal, of the Secretary of Council.	Stat 3.18. SO 32	Procedures in Standing orders	Principal
20.	Appointment of the deputy Secretary or any role where duties include deputising for the Secretary on a long term basis.	SO 52		College Secretary
21.	Appointment of independent members to Council.	Stat 5	On recommendation from the delegated committee	College Secretary
22.	Vacation of office of independent members.	Stat 3.11	Replacement on recommendation of Council Executive Committee.	College Secretary
23.	Appointment of Chair and Vice Chair of Council.	Stat 3.12	By resolution on recommendation of Council Executive Committee.	College Secretary
24.	Removal of Chair and Vice Chair of Council.	Stat 3.13	By resolution	College Secretary
25.	Approval of the award of honorary fellowships and, after consultation with Academic Board, for approving the conferral of honorary degrees.	SO 87-93	On recommendation from Council Executive	Principal
26.	All matters affecting the appointment, employment, remuneration, superannuation and conditions of service of Academic staff.	Stat 9.6	Considering the view of Academic Board (S 9.7)	Principal
27.	Establishing a redundancy committee to consider any proposal for redundancy of a member of Academic Staff.	Stat 9.11		Principal
<b>1.4 Planning Monitoring and Control</b>				
28.	May not delegate the approval of the College Strategy or business plan.	Stat 3.2.4, 6		Principal
29.	May not delegate responsibility for the approval of the Estates Strategy.	SO 8		Principal
30.	Approval of Strategic plans, annual planning statement and financial forecasts prior to submission to HEFCE.	Statement of Primary responsibility	Finance committee recommends financial forecast	Principal/ Chief Financial Officer

31.	Ensuring that processes are in place to monitor and evaluate performance and the effectiveness of the College against the strategy and key performance indicators.	Statement of Primary responsibility	On recommendation of the Audit & Compliance Committee	Principal
32.	Ensuring the establishment and monitoring of systems of control and accountability, including financial and operational controls, risk assessment and value for money.	Statement of Primary responsibility	Receives assurance from the Audit & Compliance Committee	Principal
33.	Monitoring and approval of the Risk Register.	Statement of Primary responsibility	On recommendation of the Audit & Compliance Committee	Principal
34.	Approval and review of College policies and included in the Register of Council Approved Policies.	SO12		As per the Register
<b>1.5 Financial and Legal</b>				
<b>Financial</b>				
35.	Overall responsibility for the College's assets, property, and estate and investment policy.	Statement of Primary responsibility	Supported by the Finance Committee and the ISC	Chief Financial Officer
36.	May not delegate responsibility for approval of College annual audited accounts.	Stat 3.2.5	Recommended by Audit and Compliance Committee and Finance Committee	Chief Financial Officer
37.	May not delegate responsibility for the approval of the College revenue and capital budget.	Stat 3.2.4,6	Recommended by Finance Committee	Chief Financial Officer
38.	Approval of the operational plan for the next academic year within a rolling longer term financial plan.	Financial Regulations	Recommended by Finance Committee	Principal/ Chief Financial Officer
39.	Approval of funding for major capital projects with total budgets over £5m.(above £1m and up to £5m delegated to Finance Committee)	Approved by Council 13/05/2015	Recommended by Finance Committee	Chief Financial Officer
40.	Pre-approval funding (for costs necessary to develop a feasibility study or undertake development work prior to seeking full approval at completion of stage 3 of the Gateway procedure) for capital projects with a total budget over £5m.(over £1m and up to £5m delegated to Finance Committee)	Approved by Council 13/05/2015	Recommended by Finance Committee	Chief Financial Officer
41.	Approval of variations to capital budgets > £2m. (£0.5-£2m Finance committee)	Approved by Council	Recommended by Finance Committee	Chief Financial Officer
42.	Responsibility for Financial Regulations and approval of amendments.	SO 10,11	Recommended by Finance Committee	Chief Financial Officer
43.	Approval of disposal of any land or building >£500k (estimated sale price) including any charges made on any asset. (<£500k Finance Committee)	Financial Regulations (Assets)	On recommendation of Finance Committee	Chief Financial Officer

44.	Decisions in relation to individual bad debts, write offs >£100k (£5000 – Under £100k Finance Committee)	Approved by Council	On recommendation of Finance Committee	Chief Financial Officer
45.	Approval of lettings or land leases for campus services >£1m and/or 10 years duration (e.g. Health Centre, bookshops)	Approved by Council	On recommendation of Finance Committee	Principal/ Chief Financial Officer
46.	Determining the level of annual grant payable to the Students' Union.	Financial Regulations (Other)	On recommendation of Finance Committee	Chief Financial Officer/Registrar
47.	Appointment of the College Bankers.	Financial regs (Banking)	On recommendation of Finance Committee	Chief Financial Officer
48.	Treasury management – changes to individual credit limits and placement periods approved by Council.	Approved by Council and Finance Terms of Reference	Limits recommended by Finance Committee	Chief Financial Officer
49.	Appointment of fund managers (Council and/or FEF Trustees)	Approved by Council	Recommended by ISC ratified by Finance Committee	Chief Financial Officer
50.	Release of capital or sums under total returns policy. (Council : scholarship, Hilda Martindale and General Endowment Funds) (FEF Trustees: Founder's Endowment Fund)	Approved by Council	Recommended by ISC to Finance Committee	Chief Financial Officer
	<b>Legal</b>			
51.	As the College's legal authority to ensure that systems are in place from meeting all the College's legal obligations, including those arising from contracts and other legal commitments in the College's name.	Statement of Primary responsibility	<i>Supported by the Audit and Compliance Committee</i>	Principal
52.	Approval of significant agreements or collaborations that could have a financial or reputational impact on the College.	Statement of Primary responsibility		Principal
53.	Ensuring that the College meets its legal obligations with regard to Health & Safety.	Statement of Primary responsibility	Receives assurance from the Council Health & Safety Committee	College Secretary
54.	Use of the Common seal of the College.	Stat 3.19		College Secretary
55.	To act as Trustee for any property, legal endowment, bequest or gift, in support of the work and welfare of the College.	Statement of Primary responsibility		
56.	Oversight of the Hilda Martindale Trust by receiving an annual report of the Trust and the accounts.	HMT		Principal
<b>1.6 Academic Matters (see also appointment and Employment)</b>				
57.	May not delegate responsibility for approval of the Academic Structure.	Stat 3.2.4, 6. SO 97	After consultation with Academic Board	Principal
58.	Creation and dissolution of Academic Units following consultation with Academic Board.	Stat 6	After consultation with Academic Board	Principal
59.	Approval of the terms of reference of the Academic Board.	Stat 5.1	On recommendation of Academic Board	Principal

<b>1.7 Student Welfare</b>			
60.	Approval of the Constitution of the Students' Union.	Stat 10.1	College Secretary
61.	Implementation and monitoring adherence to the Students' Union Code of Practice: receiving annual accounts and annual report to Council.	SO 124-125	Accounts recommended by Finance Committee College Secretary

## Section 2: Council Delegates Responsibility

<b>2.1 Council Delegates Responsibility to the Chair for:</b>	<b>Document</b>	<b>Supporting College Officer</b>
Initial investigation of an allegation of misconduct or capability with regard to the College Secretary and procedure.	SO 33-51	
Initial investigation of an allegation of misconduct or capability with regard to the Principal and procedure.	SO 99-118	
The inclusion of business on the Council agenda and order of the agenda.	SO 55	
Designation of Council meeting agenda items as Reserved Area Business (RAB).	SO 56	Or Chair of Council
Decision to call a special meeting of Council.	SO 57	
Chair's actions and subsequent reporting of the action.	SO 58-59	
Approval of Council members' travel other than attending Council/committee meetings.	SO 81	and/or the Principal

<b>2.2 Council Delegates Responsibility to Council Committees for:</b>	<b>Document</b>	<b>Council Committee Responsible</b>	<b>Supporting College Officer</b>
To make arrangements for monitoring the performance of the Principal.	Statement of Primary responsibility	Chair of Council and Remuneration Committee	
To determine the salaries and increments of the Principal, Vice Principals and College Secretary having regard to College Policies.	Statement of Primary responsibility	Remuneration Committee	
Recommending to Council any amendments to Financial Regulations.	SO 11	Finance Committee	Chief Financial Officer
Approval of budgets for major capital projects above £1m and up to £5m. (Up to £1m Planning and Resources Committee)	Approved by Council 13/05/2015	Finance Committee	Chief Financial Officer
Pre-approval funding for capital projects with budgets over £1m and up to £5m. Provided the sums approved do not exceed more than 20% of the estimated project cost. (Over £5m Council see pt. 40) (Up to £1m Planning and Resources Committee)	Approved by Council 13/05/2015	Finance Committee	Chief Financial Officer

Approval of acquisition or disposal of any land or building <£500k (estimated sale price) including any charges made on any asset. (>£500k Council)	Financial Regulations (Assets)	Finance Committee	Chief Financial Officer
Approval of new and major refurbishment of buildings >£1m.	Approved by Council	Finance Committee	Chief Financial Officer
Approval of variations to capital budgets £500k - £2m (over £2m Council)	Approved by Council	Finance Committee	Chief Financial Officer
Approval of variations to plans or budgeted expenditure >£500k (less than/equal £500k Planning & Resources Committee)	Approved by Council	Finance Committee	Chief Financial Officer
Decisions in relation to individual bad debts, write offs £5000 to under £100k (>£100k – Council)	Finance Terms of Reference	Finance Committee	Chief Financial Officer
Approving the establishment of companies wholly or partly owned by the College and procedure to be followed including shareholding arrangements and constitution of the Board of Directors.	Financial Regulations (other)	Finance Committee. Company annual report to Council via Finance Committee.	Chief Financial Officer
Interest rate hedging.	Finance Terms of Reference	Finance Committee	Chief Financial Officer
Pension decisions as an employer.	Finance Terms of Reference	Finance Committee	Chief Financial Officer
Final decision on the level of collective pay awards.	Finance Terms of Reference	Finance Committee	Chief Financial Officer
Approval of student fees, academic and residential	Finance Terms of Reference	Finance Committee	Chief Financial Officer
Monitoring of fund managers.	Approved by Council	Recommended by ISC to Finance Committee	Chief Financial Officer
Investment Strategy (Council: Scholarship, Hilda Martindale and general endowment funds) (FEF Trustees: Founder's Endowment Fund)	Approved by Council	Recommended by ISC ratified by Finance Committee	Chief Financial Officer
Recommending to Council the appointment of independent members to Council.	SO 21	Council Executive	College Secretary
Co-option of suitable outsiders for Council committees.	SO 70-77	Council Executive/ Committee Chair	College Secretary
Oversight of the election process for staff members of Council.	SO 23	Council Executive	College Secretary
Appointment (and reappointment) of members to Council Committees and report at the next meeting of Council.	SO 63 & 66	Council Executive	College Secretary
Recommending to Council the appointment of independent members as Chairs of Council Committees.	SO 64	Council Executive	College Secretary
Ensuring that members of Council and senior College officers provide written declarations of personal or financial interests once each year.	SO 83	Council Executive	College Secretary
Managing the nominations process for the conferral of honorary awards and make a recommendation to Council.	SO 87	Council Executive	College Secretary

<b>2.3 Council Delegates Responsibility to the Principal for:</b>	<b>Statute</b>	<b>Notes</b>
The management of the College.	Stat 8.2-8.6	
Advising Council of any changes in composition of the College Executive/Management team.	SO 119-120	
Informing the Chair of Council of the member of the College Executive deputising in the Principal's absence.	SO 122	
Approval of Council members' travel other than attending Council/committee meetings.	SO 81	and/or the Chair of Council

<b>2.4 Council Delegates Responsibility to the College Secretary for:</b>	<b>Document</b>	<b>Notes</b>
Publication of the Statement of primary responsibilities on the College website.	SO 7	
Safe keeping and correct use of the Common seal of the College and maintaining a record of authorised signatories and specimen signatures for authentication purposes available to Council once per year.	SO 14-17	
Arranging the induction for new members annually.	SO 19	
Ensuring a list of Council members are published on the College website.	SO 20	
Acting as returning officer for staff elections to Council (or appoint a nominee) and ensure the results are published on the College intranet.	SO 23b,c	
Investigation of allegations of inappropriate behaviour or failure in standards of behaviour of Council members.	SO 28	
Requesting declarations of personal or financial interests from Members of Council and senior College officers and keeping on file.	SO 83	
Co-ordinating the election of the new Chair and Vice Chair of Council.	SO 29	
Ensuring Council meeting dates for the academic year are communicated to members and publicly available one year in advance.	SO 53	
Designation of Council meeting agenda items as Reserved Area Business (RAB).	SO 56	Or Chair of Council
Ensuring a list of Council committees, their membership and minutes are published on the College website.	SO 62	
Publication of the agenda and minutes of Council meetings on the College website.		

<b>2.5 Council Delegates Responsibility to Academic Board for:</b>	<b>Document</b>	<b>Notes</b>
Responsibility, subject to the powers of Council prescribed in the Act and the Statutes, for the academic work of the College in teaching, examining and research and may advise Council on the general management of the College.	The Act and Stat 5	

Reporting its proceedings to Council and providing an annual report at a time determined by Council.	SO 94	
The appointment of up to three co-opted members of Academic Board.	Stat 5.2,9	Co-options to be reported to Council

**Approved by Council: 11 May 2016**

**Review by: February 2021**