

**THE UNIVERSITY OF HUDDERSFIELD**

**FORMAL SCHEME OF DELEGATION FOR  
THE UNIVERSITY COUNCIL, COUNCIL COMMITTEES**

**University Council**

1. Subject to the provisions of the Articles of Government the University Council may establish such committees as it thinks fit, other than for such purposes as are assigned in the Articles to the Vice-Chancellor or the Senate. The University Council shall determine the membership and functions of any such committee. Persons who are not members of the University may be appointed by the University Council to membership of any such committee. Any committee so established may establish sub-committees and determine their membership and functions. Persons who are not members of a committee may be appointed by the committee to membership of any such sub-committee. The University Council may also establish jointly with the Senate such committees as the Council may determine. The terms of reference and membership of these committees shall be determined by the University Council.
2. The University Council may delegate any of its powers to any such committee, to the Chair, or to the Vice-Chancellor and may confer the right of sub-delegation upon any such committee or persons upon such terms and conditions as the University Council sees fit provided always that the University Council shall not delegate any of the following matters:
  - (a) the determination of the educational character of the University;
  - (b) the approval of the annual estimates of income and expenditure;
  - (c) the approval of the final accounts;
  - (d) ensuring the solvency of the University and the Corporation and the safeguarding of their assets;
  - (e) the appointment or dismissal of the Vice-Chancellor and of the Secretary,
  - (f) the appointment or dismissal of the auditors;
  - (g) the varying or revoking of these Articles of Government.
3. The University Council may delegate authority to the Chair subject to recommendation from the Vice-Chancellor and senior colleagues. Specific levels of delegation include:
  - i. Additional estates expenditure of up to 10% on projects previously agreed by the University Council, the Estates Development Committee or the Senior Management Team
  - ii. New estates expenditure up to £2m
  - iii. New non-estates expenditure up to £2m
4. Where the University Council delegates any of its powers under Article 48, the committee, the Chair or the Vice-Chancellor (as the case may be) to whom the power or powers have been delegated shall report to the University Council on any exercise of such a power or powers.
5. The University Council delegates the following matters to the Chair of the University Council and its Committee Chairs who shall report back to the University Council on action taken:

- i. To review borrowing requirements and recommend borrowing policies and financing arrangements to the University Council
- ii. To review the appointment of bankers, insurance brokers and other financial specialists and to review their performance periodically and make recommendations to the Vice-Chancellor.
- iii. To review regularly and approve amendments to the Treasury Management Policy and related Policy Statements.
- iv. To monitor on a regular basis the Key Financial Indicators, the collection of debts and investment performance.
- v. To approve requests from the Director of Finance to write-off debts and claims deemed to be irrecoverable or investments/assets subject to a permanent diminution of value, in excess of £10,000 (inclusive of VAT).

### **Audit Committee**

1. The Committee is authorised by the University Council to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee, and all employees are directed to co-operate with any request made by the Committee.
2. The Committee is authorised by the University Council to obtain outside legal or other independent professional advice and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary, normally in consultation with the Vice-Chancellor and/or Chair of the University Council. However, it may not incur direct expenditure in this respect in excess of £10,000 in any one instance, without the prior approval of the University Council.
3. The Committee is authorised by the University Council to receive regular progress reports on Risk Management within the University from the Senior Management Team, who are appointed to keep under review all aspects of risk management. The Audit Committee Chair will brief the Council where necessary on any specific matters or concerns.
4. The Audit Committee will review the draft annual financial statements including the external audit opinion, the statement of members' responsibilities, the statement of internal control, in accordance with HEFCE's Accounts Directions, and any relevant issue raised in the external auditors' management letter. The committee should, where appropriate, confirm with the internal and external auditors that the effectiveness of the internal control system has been reviewed, and comment on this in its annual report to the University Council.
5. To approve amendments to the financial regulations on behalf of the University Council.

### **Estates Development Committee**

1. The Committee will make decisions within any powers delegated to it by the Senior Management Team and University Council.
2. To approve on behalf of the University Council, but within agreed estate strategy, the acquisition and disposal of leased and purchased land and buildings and the related financial arrangements.
3. To approve the arrangements for ensuring the University Estate is maintained in a satisfactory condition.

4. To approve one or more property acquisitions up to a value of £3m as a rolling amount with updates to the subsequent Council meeting as agreed at the Council meeting on 5 July 2012 reference: UC\_05JUL\_12\_8.2.

### **Remuneration Committee**

1. The Committee will make decisions within any powers delegated to it by the University Council.
2. The Committee has been delegated authority to determine the salary and conditions of service for holders of senior posts under Term No. 1.

### **Senior Management Team**

1. To approve estate related capital expenditure from £250k up to £1m on a single project or on a group of related projects which have not already been approved as part of the Capital Plan, and to make recommendations to the University Council for expenditure above this level.
2. To approve additional capital expenditure on the Estate from £250k up to £1m or 5% of the total value of the single project or group of related projects (whichever is the lower) that have previously been agreed by the University Council.
3. To approve non-estate related capital expenditure from £250k up to £1m on a single project or group of related projects.
4. To approve capital and non-capital bids to research funding bodies with a contribution from the University of up to a total of £5m upon the recommendation of the Vice-Chancellor.
5. To approve tuition fees and the student grant scheme annually.
6. To approve expenditure on urgent health and safety matters up to £1m.
7. To approve amendments to the University's health and safety policy and codes of practice.
8. The Chair shall have delegated authority to act between meetings after consulting with the Deputy Vice-Chancellor and other Senior Management Team members as appropriate. Details of any action taken will then be reported back to the Committee.

3 July 2014