

## UNIVERSITY OF HUDDERSFIELD

### Scheme of Capital Expenditure and Delegated Authority

Delegated bodies/individuals	Activity	Proposal to be recommended by	Agreed Levels (all figures are subject to agreed budget allocation)
<b>General Capital Expenditure</b>			
<b>Council</b>	All capital expenditure	Recommendation from SMT (non-estates capital) Recommendation from Estates Development Committee (estate capital)	<ul style="list-style-type: none"> <li>• New estates expenditure &gt;£1m</li> <li>• New non-estates expenditure &gt;£1m</li> <li>• Additional estates expenditure &gt;10% or &gt;£2m (whichever is lower) on projects previously approved by the University Council.</li> </ul>
<b>Chair of Council</b>	Any exercise of delegation to be reported to the next University Council meeting.	Recommendation from the Vice-Chancellor and senior staff.	<ul style="list-style-type: none"> <li>• New estates expenditure between £1m - £2m.</li> <li>• New non-estates expenditure between £1m - £2m.</li> <li>• Additional estates expenditure of up to 10% or £2m (whichever is lower) on projects previously approved by University Council or SMT.</li> <li>•</li> </ul>
<b>Senior Management Team</b>	Delegated Authority in relation to capital expenditure on a single or group of related projects.  (As Chair of SMT the Vice-Chancellor has delegated authority after consultation with the Deputy Vice-Chancellor and SMT members, as appropriate).		<ul style="list-style-type: none"> <li>• New estates expenditure on acquisitions, or a single or group of related projects between £250k - £1m;</li> <li>• New non-estates expenditure on a single or group of related projects between £250k - £1m;</li> <li>• Additional estates expenditure &gt;£250k - £1m or 5% of the total value of the project(s) (whichever is the lower) on projects previously approved by University Council or SMT.</li> <li>• Additional estates expenditure of up to 10% on acquisitions previously agreed by the Estates Development Committee.</li> </ul>
<b>Director of Finance</b>	Any Capital expenditure, including the purchase of equipment		>£100 - £250k
<b>Dean/Director and their Cost Centre Managers</b>	All Capital expenditure.	Subject to internal departmental arrangements and/or carry forward approval procedures	£0 - £100k

<b>Property Acquisitions within the University Quarter</b>			
<b>Estates Development Committee</b>	Delegated Authority to spend up to £3m on one or several property acquisitions within the University Quarter. Any exercise of delegation to be reported to the next University Council meeting	Recommendation from the Vice-Chancellor and senior staff.	>£1m - £3m (rolling amount)
<b>Health and Safety related expenditure (capital or non-capital expenditure)</b>			
<b>Vice-Chancellor (or acting Vice-Chancellor)</b>	Urgent Health and Safety Matters,	Director of Finance (for cash flow purposes)	£250k - £1m
<b>Director of Finance</b>	Urgent Health and Safety Matters,	Head of Health and Safety to review (for cash flow purposes)	£0 - £250k

### Non-capital Expenditure Delegated Authority Levels

<b>Delegated bodies/individuals</b>	<b>Activity</b>	<b>Agreed Levels (all figures are subject to agreed budget allocation)</b>
<b>Chair of Council and Council Committee Chairs</b>	Chair and Committee Chairs to approve requests from the Director of Finance to write-off debts or claims deemed to be irrecoverable or investments/assets subject to a permanent diminution of value.	> £10,000 (inclusive of VAT)
<b>Audit Committee</b>	To obtain independent legal or other professional advice and secure the attendance of non-members with relevant experience and expertise if necessary, normally in consultation with the Vice-Chancellor and/or Chair of Council.	<£10,000 (inclusive of VAT)
<b>Bids to funding bodies, which include a contribution (in-kind, or cash) from the University</b>		
<b>Council</b>	To approve bids, prior to submission, to funding bodies that involve a contribution from the University, upon the recommendation of the Vice-Chancellor	Contribution from the University >£1m
<b>Chair of Council</b>	Delegated Authority to approve bids, prior to submission, to funding bodies that involve a contribution from the University, upon the recommendation of the Vice-Chancellor – any exercise of delegation to be reported to the next University Council meeting.	Contribution from the University >£1m

<b>Senior Management Team</b>	To approve bids, prior to submission, to funding bodies that involve a contribution from the University, upon the recommendation of the Pro Vice-Chancellor Research and Enterprise	Contribution from the University >£250k - £1m
<b>Major Developments</b>		
<b>Council</b>	Any new aspect of business, or proposed establishment of a company or joint venture or overseas activity, which will require an investment in buildings, resources or staff time upon the recommendation of the Vice-Chancellor	>£1m
<b>Chair of Council</b>	Any new aspect of business, or proposed establishment of a company or joint venture or overseas activity, which will require an investment in buildings, resources or staff time upon the recommendation of the Vice-Chancellor – any exercise of delegation to be reported to the next University Council meeting.	>£1m
<b>Senior Management Team</b>	Any new aspect of business, or proposed establishment of a company or joint venture or overseas activity, which will require an investment in buildings, resources or staff time	<£1m
<b>Pro Vice-Chancellor for Research and Enterprise</b>	Any new aspect of business, or proposed establishment of a company or joint venture or overseas activity, which will require an investment in buildings, resources or staff time	0-£250k

Approved by University Council on 5 July 2018

<b>POLICY SIGN-OFF AND OWNERSHIP DETAILS</b>	
<b>Document name:</b>	Scheme of Capital Expenditure and Delegated Authority
<b>Version Number:</b>	V1.0
<b>Equality Impact Assessment:</b>	Not required
<b>Approved by:</b>	University Council
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<b>Author:</b>	University Secretary
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<b>Compliance Checks:</b>	Internal and external audit of financial controls. Regular monitoring of expenditure against the Capital Plan
<b>Related Policies/Procedures:</b>	List any applicable University regulations/policies/procedures that may impact upon the procedure.

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V1.0	July 2018	First major redraft under Policy Framework	University Secretary