

DELEGATION OF COUNCIL'S POWERS

The Council's powers and responsibilities are defined in the University's Statute 5.

Council Powers that are Retained by the Council

As the governing body of the University, the Council is itself responsible for approving corporate strategy and associated plans and budgets; for determining major business decisions and corporate policy; for the framework of governance and management; and for monitoring institutional and executive performance. These responsibilities are retained by the Council and, as a general rule, cannot be delegated. The following specific powers and responsibilities of Council are undertaken by the Council itself and are not appropriate for delegation to committees or individuals:

- Changes to the University Charter and Statutes (subject to approval by the Privy Council)
- Nomination of the Chancellor (Jointly with the Senate)
- Appointment or removal of the Pro-Chancellor and Chair of Council
- Appointment or removal of the Vice-Chancellor
- Appointment or removal of the Secretary of Council
- Approval of corporate strategy, plans and mission statement
- Approval of annual budgets
- Approval of annual accounts
- Approval of financial forecasts
- Approval of estate strategy
- Transfer of title to or the grant of any interests in University land and buildings unless the grant or transfer is to a wholly owned subsidiary company and/or the transfer or grant is by means of sale for full value
- All guarantees, warranties or indemnities in relation to the discharge of any debts and liabilities and/or the performance of any obligations or commitments by any third party, including wholly owned subsidiary companies of the University, other than those granted by the normal course of business

Scheme of Delegation of Council's Powers

This scheme of delegation takes account of guidance from the Committee of University Chairman (CUC), which recommends that "where permissible, the governing body may delegate authority or allocate some of its work to committees, grant delegated authority to the Chair or a committee to act on its behalf and delegate responsibility to the executive head and officers of the institution. Such delegations must be clearly defined in writing and be formally approved by the governing body. Having delegated authority to other bodies or individuals to act on its behalf, the governing body is nevertheless ultimately accountable and has to accept corporate responsibility for the actions taken."

The following schedule identifies the powers and responsibilities of Council and the delegations, primarily to the Executive, the Senate and its sub-committees. In some cases delegations are based on long-standing established custom and practice, which are codified in this Statement, which should be read in conjunction with:

- a) the terms of reference of Council's sub-committees.
- b) University Regulations, Guidelines and Codes of Practice approved by Council and Senate.
- c) the University's approved Schedule of Financial and Legal Authority Limits.

Guiding Principles for Delegation of Council's Powers

1. As the academic authority of the University, the Senate is responsible to the Council for academic governance, and specifically for regulating, in accordance with the Charter and Statutes, the admission of students; the curriculum and assessment; the maintenance and enhancement of academic standards; and the award of degrees and other qualifications. Operational responsibility for these matters is in practice delegated as shown below. Senate is fully consulted on all issues relating to academic activity.
2. As the chief executive and senior academic officer of the University, the Vice-Chancellor is responsible to the Council, within the provisions of the Charter, Statutes and Ordinances, the Memorandum of Assurance and Accountability between the University and HEFCE, the University's Financial Regulations and this Scheme of Delegation, for the operational management of all aspects of the University's work. The Vice-Chancellor has delegated responsibility for specific aspects of the University's management to the Provost and to other individual members of the University Executive but retains ultimate responsibility for their work.
3. The Pro-Vice-Chancellors and Executive Deans of the Schools are responsible to the Vice-Chancellor for the leadership and overall management of their Schools in accordance with their job descriptions and the policies and Financial Regulations of the University. They delegate responsibility for specific aspects of School management to the members of their School Management Teams.
4. The Provost, Pro-Vice-Chancellors and other University executive officers are responsible to the Vice-Chancellor for the leadership and overall management of corporate services in accordance with their job descriptions and the policies and Financial Regulations of the University. They may delegate responsibility for specific aspects of service management to heads of services.
5. The University's approved Schedule of Financial and Legal Authority Limits set out the limits of authority to authorize financial and legal transactions of members of the Executive and Committees.
6. Except as otherwise provided, individuals and bodies in whom authority is vested by this Scheme of Delegation may sub-delegate to others provided that such sub-delegation is consistent with the financial and other regulations and recorded and reported to the relevant corporate service (for example, Finance in respect of financial authority levels).

	Council Power	DECISION-MAKING BODY	REVIEW AND RECOMMENDING BODY	DEVELOPMENT AND MANAGEMENT
	Strategic Planning and Monitoring			
1	To approve the University's mission and strategic plan, which set out institutional aims and objectives, and to agree the financial, physical and staffing strategies necessary to achieve them.	COUNCIL	<p>FINANCE AND INFRASTRUCTURE COMMITTEE (FIC) – recommends non-academic strategy (eg student recruitment, finance, ITC infrastructure, estates and international)</p> <p>NOMINATIONS AND REMUNERATION COMMITTEE (NRC) - recommends HR Strategy</p> <p>SENATE – recommends academic strategy (eg portfolio review, learning and teaching, research, quality and standards) to Council</p>	EXECUTIVE- responsible for the development, monitoring and updating University strategy.
2	To monitor the performance of the University against its planned strategies, operational targets and budgets using appropriate performance indicators.	COUNCIL	<p>FIC – reviews and recommends reports on delivery of non-academic strategy (eg student recruitment, finance, ITC infrastructure, estates and international)</p> <p>NRC - reviews and recommends reports on delivery of HR Strategy</p> <p>SENATE – reviews and recommends reports on academic strategy (eg portfolio review, academic ITC provision, library, learning and teaching, research, quality and standards)</p>	EXECUTIVE – biannual KPI reports and annual reports from Executive members
3	<p>To establish and keep under regular review the policies, procedures and limits within such management functions as shall be undertaken by and under the authority of Vice-Chancellor.</p> <p>Refer to Powers 4 and 5 under academic governance</p> <p>Refer to Power 6 under financial and legal governance</p>	<p>NRC – considers annual reports on the performance of the Vice-Chancellor and other members of the Executive, and approves their remuneration. It also monitors Reward Strategy and Policy University-wide. Remuneration Committee provides an annual report to the Council.</p> <p>SENATE –responsible for oversight of all academic aspects of the University Strategy relating to learning and teaching, research, engagement with the community, industry and commerce, and the experience and well-being of its staff and students. Senate provides an annual report to Council</p> <p>FIC - responsible for oversight of all Financial Policies and Procedures</p>		<p>PRO-CHANCELLOR – annual appraisal of and report to NRC on the Vice-Chancellor's performance taking account of her/his specific responsibilities and leadership and management of the University, particularly of the Executive team.</p> <p>VICE-CHANCELLOR– undertakes performance review of the Provost and other Executive members via the annual PDR process.</p> <p>PROVOST AND OTHER EXECUTIVE MEMBERS - undertake performance reviews of their staff via the annual PDR process.</p> <p>EXECUTIVE – reviews and approves academic policies, procedures and processes.</p>

	<p>Refer to Powers 13 and 19 under governance and audit</p> <p>Refer to Powers 20 and 21 under estates management</p> <p>Refer to Power 32 under employing authority and Human Resources and Employment strategy</p> <p>Delegation of Financial and Legal Authority</p>	<p>NRC - responsible for oversight of Corporate Governance Policies and Procedures</p> <p>FIC - responsible for oversight of all Estates Policies and Procedures</p> <p>NRC - responsible for oversight of all HR Policies and Procedures</p> <p>FIC – approves changes to the University’s scheme of financial and legal authority, and due diligence processes.</p>	<p>AUDIT COMMITTEE – provides assurance from reviews by internal audit of key processes (eg IT governance, data quality management, HR processes) and from the work of the external auditors (eg on financial controls). Audit reports such activities to Council via its minutes and an Annual Report.</p> <p>AUDIT COMMITTEE – annually reviews and recommends to FIC the University’s scheme of financial and legal authority. It also periodically reviews due diligence processes.</p>	<p>EXECUTIVE – reviews and approves Corporate Governance, Financial, Estates and HR Policies and Procedures.</p> <p>EXECUTIVE – annually reviews the University’s scheme of financial and legal authority, and makes recommendations to Council.</p>
	Academic			
4	To consider and approve reports and recommendations from the Senate on all academic aspects of the University strategy.	COUNCIL	SENATE (AND ITS SUB-COMMITTEES) – reviews all academic strategy proposals from the Executive and recommends to Council	EXECUTIVE – develops academic strategy taking account of the views of staff, students and other stakeholders.
5	On the recommendation of the Senate, to define the academic structure of the University and to authorise the establishment of Schools and other such academic entities as may be required.	COUNCIL	SENATE – reviews proposed changes to academic structure and recommends to Council	EXECUTIVE – proposes changes to the academic structure
	Financial and Legal			
6	To govern and regulate the finances, accounts, investments, borrowings, property, business and all the affairs of the University so as to ensure solvency and sustainability; and to approve the annual audited accounts and financial statements.	COUNCIL approves the University’s annual audited accounts and financial forecasts, and the University’s annual budget.	<p>AUDIT COMMITTEE - reviews the University’s annual audited accounts and the year-end financial statements, drawing on the professional advice from internal and external auditors, and recommends to Council.</p> <p>FIC – reviews draft budgets and financial forecasts and receives management accounts through the year and makes recommendations to Council.</p>	EXECUTIVE- manages and prepares reports on the finances, accounts, investments, borrowings, property, business and all the affairs of the University, including the budget, annual audited accounts and financial statements.
7	To approve and monitor the effectiveness of University risk management, control and governance systems.	COUNCIL	<p>AUDIT COMMITTEE – reviews risk register and makes recommendations to the Council and to the Executive</p> <p>SENATE – reviews academic risks and makes recommendations to Council and to the Executive</p>	EXECUTIVE – prepares, reviews and maintains the University risk register
8	To act as trustees for any property, legacy, endowment, bequest or gift in support of the work and welfare of the University.	COUNCIL	FIC	EXECUTIVE
9	To be the University’s legal authority and, as such, to ensure that systems are in place for meeting all the University’s legal obligations, including those arising from contracts and other legal commitments made in the University’s name.	Authority associated with specific legal obligations are specified in an appendix to this scheme	Any of these legal responsibilities may be subject to review by the Audit Committee at the request of the Executive, FIC, NRC or Council.	Responsibility for compliance with specific legal obligations are specified in an appendix to this scheme
	REFER TO COUNCIL POWER 3 ABOVE			
10	To approve and monitor contracts made on behalf of the University which are above a value which shall be determined and regularly reviewed by the Council.	<p>COUNCIL > £5 million</p> <p>FIC >£1 million and <£5 million</p> <p>Vice-Chancellor and CFO - >£250,000 and <£1 million</p> <p>Financial and Legal Authority Limits specify authorisation of amounts below £250,000.</p>		

11	To approve the level of fees and other charges due to the University.	VICE-CHANCELLOR Ratified by FIC and Council in the context of the Budget	EXECUTIVE – reviews and recommends proposed annual schedule of tuition fees.	PROVOST – proposes the annual schedule of tuition fees.
12	To ensure that the University’s constitution is followed at all times and that appropriate advice is available to enable this to happen.	COUNCIL	AUDIT COMMITTEE – periodically reviews compliance with constitution and recommends.	Director of Governance with advice from Head of Legal Services
Governance and Audit				
13	To revoke, amend or add to the Statutes and Ordinances of the University in accordance with the procedures prescribed in the Charter. Charter, Statutes and Non-Academic Ordinances Academic Ordinances (5.1 Admission to Programmes; 5.2 Eligibility for Degrees, Diplomas and Certificates in the University; 5.3 Degrees, Diplomas and Certificates of the University; 5.4 Honorary Degrees; 5.5 The Award of Degrees, Diplomas, and Certificates; 5.6 Assessment and Examiners; 5.7 Student Conduct, Discipline, Fitness to Study and Fitness to Practise)	COUNCIL subject to Privy Council approval of changes to Charter and Statutes SENATE – changes to the Academic Ordinances are reported to Council via the Senate’s Annual Report to Council	NRC SENATE – for academic matters LEARNING AND TEACHING COMMITTEE	EXECUTIVE REGULATION SUB-COMMITTEE & LEARNING AND TEACHING COMMITTEE for academic matters REGULATION SUB-COMMITTEE & LEARNING AND TEACHING COMMITTEE
14	Subject to the Charter, Statutes and Ordinances, to make Regulations to govern the Council’s affairs and those of the University.	FIC – for financial regulations NRC – for other non-financial regulations SENATE – for Academic Ordinances LEARNING AND TEACHING COMMITTEE – for Academic Regulations RESEARCH COMMITTEE – for Research Degree Regulations	EXECUTIVE – Non-Academic Regulations LEARNING AND TEACHING COMMITTEE – for Academic Ordinances REGULATION SUB-COMMITTEE –for Academic and Research Regulations	EXECUTIVE LEAD FOR RELEVANT AREA – Non-Academic Regulations REGULATION SUB-COMMITTEE –for Academic Ordinances CLIPP TEAM – for Academic Regulations GRADUATE SCHOOL MANAGEMENT COMMITTEE – for Research Degree Regulations
15	To approve and monitor an Ethics Framework to ensure that University business is conducted in accordance with the highest standards of corporate governance, accountability and responsibility, and to foster adoption of the accepted standards of behaviour in public life by all members of the University and its agents.	COUNCIL	FIC – consider all significant project proposals, ensuring that decisions involving significant financial or reputations risks undergo a rigorous process of due diligence AUDIT COMMITTEE – consider proposed Ethics Framework and Speak Up (Whistleblowing) Policy, review/monitor them periodically and recommends to Council	EXECUTIVE – undertake rigorous process of due diligence in respect of all significant projects involving financial or reputational risks. EXECUTIVE – develop proposed Ethics Framework and Speak Up (Whistleblowing) Policy, review/monitor them periodically and make recommendations to Audit Committee DIRECTOR OF GOVERNANCE – maintains a register of members’ interests.
16	To approve and monitor the University’s arrangements for internal and external audit.	AUDIT COMMITTEE - approves the appointment of the external auditors and determines the audit fee; and of the internal auditors.		CFO
17	To establish committees with such membership as deemed necessary to assist in the discharge of its responsibilities.	COUNCIL SENATE – ACADEMIC MATTERS	NRC Recommends LTC and Research Committee Recommend	

18	To select a Seal, Arms and a Mace for the University and to have the sole custody and use of the Seal.	COUNCIL AUDIT COMMITTEE	SENATE – reviews recommendations on the selection of the Seal, Arms and Mace and recommends.	EXECUTIVE – makes recommendations on the selection of the Seal, Arms and Mace. EXECUTIVE produce, monitor and revise procedures for the use of the Seal and prepare an annual report on its use.
19	To establish processes to monitor and evaluate the performance and effectiveness of the Council and its Committees	COUNCIL	NRC	Director of Governance in consultation with the Pro-Chancellor and Vice-Chancellor
	Estate Management			
20	To approve and monitor the estates strategy needed to fulfil the objectives of the University’s strategic plan.	COUNCIL	FIC	EXECUTIVE
21	To monitor the effectiveness of the management of the institution’s land, buildings, and facilities.	COUNCIL	FIC	EXECUTIVE
	Wellbeing, Health and Safety of Staff and Students			
22	To ensure that the University makes appropriate provision for the welfare and well-being of staff and students.	COUNCIL	SENATE AND NRC	EXECUTIVE
23	To approve and monitor the effectiveness of a University health and safety policy.	NRC	AUDIT COMMITTEE – audits University Health & Safety Policy	EXECUTIVE – review University Health & Safety Policy, receive regular reports and consider an Annual Report on Health & Safety.
	Equality and Diversity			
24	To approve and monitor a University equality and diversity strategy.	COUNCIL	NRC	EXECUTIVE
25	To promote equality of opportunity across all University activities and services	COUNCIL To receive an annual Equality and Diversity report	NRC	EXECUTIVE – review equality and diversity policy, receive regular reports and consider an Annual Report. – review equality and diversity policy, receive regular reports and consider an Annual Report
	Powers of Appointment and Employment			
26	Jointly with the Senate, to nominate to the Convocation a candidate for appointment as Chancellor.	CONVOCATION	COUNCIL AND SENATE	NRC
27	To appoint the Vice-Chancellor and Chief Executive in accordance with the provisions of Ordinance 1.4 and to provide appropriate procedures for monitoring their performance.	COUNCIL AND SENATE	SEARCH COMMITTEE, ESTABLISHED BY NRC	
29	After consideration of such reports recommendations or nominations as may be required by the Ordinances, to appoint the Provost and Deputy Vice-Chancellor, Pro-Vice-Chancellors, Executive Deans, and other Officers as may from time to time be determined.	APPOINTMENTS PANEL established by the Vice-Chancellor in accordance with procedure laid down by the COUNCIL. All such appointments are reported to Council		
30	To appoint the Pro-Chancellor and Chair of Council, and the independent members of the Council.	COUNCIL	NRC	SEARCH COMMITTEE established by the Nominations Committee
31	To appoint, on the recommendation of the Vice-Chancellor and Chief Executive, the Secretary to the Council.	COUNCIL	VICE-CHANCELLOR	APPOINTMENTS PANEL
32	To be the employing authority for all staff and other contract-holders of the University; and to approve and monitor the effectiveness of a University human resource and employment strategy, which should encompass a framework for staff pay and conditions of service, discipline, performance review and appraisal, grievance and management of conflicts of interest.	COUNCIL	NRC	EXECUTIVE

Students' Union			
33	To monitor the operation of the Students' Union to ensure that it functions in a fair and democratic manner and is accountable for its finances.	FIC	EXECUTIVE
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			STUDENTS UNION TRUSTEES AND OFFICERS – prepare and propose changes to the Memorandum of Understanding between the Students' Union and Aston University and any amendments to it
			STUDENTS UNION TRUSTEES AND OFFICERS – prepare an annual report on the operation of the SU, confirming that it operates in a fair, democratic, accountable and financially sustainable manner