

EXECUTIVE DELEGATION FRAMEWORK

Introduction

The Executive Delegation Framework, approved by the Vice-Chancellor and Chief Executive Officer (Vice-Chancellor and CEO), summarises the powers delegated by the Vice-Chancellor.

The Executive Delegation Framework sets out those key decisions falling to the Vice-Chancellor and CEO where the Vice-Chancellor has chosen to delegate the decision further. It is approved by the Vice-Chancellor and CEO and can be varied by them at any time. The Vice-Chancellor's Executive will review it regularly and make recommendations for changes to the Vice-Chancellor and CEO.

The officer or committee delegated may delegate further (including by way of procedural documents), but they are ultimately accountable for the exercise of their delegated powers.

Where a Finance Committee approval limit is noted in this Delegation Framework, the Vice-Chancellor and CEO has delegated power below that limit.

For further information, see the [University Delegation Framework](#) webpage or contact the [Secretariat team](#).

This Delegation Framework has the following sections:

- [Regulations, Policies, Procedures and Guidance](#)
- [Committees](#)
- [Strategic Directions and Plans](#)
- [Academic](#)
- [Finance](#)
- [Estates](#)
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- [Other Directorates and Faculties](#)
- [Other](#)

1. Regulations, Policies, Procedures and Guidance (RPPG)

1.1 Approve regulations and policies within the committee's remit

- Decision made by: **Estates Management Board, Health, Safety, Safeguarding and Wellbeing Board, IT Management Board, People Board**

1.2 Approve procedures and guidance within the committee's remit

- Decision made by: **all executive committees** apart from those noted below.

Does not apply to the Strategy Programme Board, Vice-Chancellor's Executive (VCE), Professional Services Group (PSG), and the Pro Vice-Chancellor's Group (PVCG). The last three committees are advisory and any decisions are made by the Vice-Chancellor (VCE), the Chief Operating Officer (PSG) and the Deputy Vice-Chancellors (PVCG), respectively.

2. Committees

2.1 Approve the terms of reference and membership of any working groups overseen by it

- Decision made by: **Capital Programmes Board, Health and Wellbeing Committee**

3. Strategic Direction and Plans

3.1 Approve plans and projects relating to enabling strategies within the Board's remit including action plans to address risks and issues on enabling strategy projects

- Decision made by: **Capital Programmes Board, Health, Safety, Safeguarding and Wellbeing Board, People Board**

3.2 Approve reports on the Strategy Programme to go to the Governing Body and action plans to address risks and issues on sub and enabling strategies

- Decision made by: **Strategy Programme Board**

3.3 Approve action plans around risks and opportunities within the committee's remit

- Decision made by: **all executive committees** apart from those noted below.

Does not apply to the EDI Committee, Vice-Chancellor's Executive (VCE), Professional Services Group (PSG), and the Pro Vice-Chancellor's Group (PVCG). The last three committees are advisory and any decisions are made by the Vice-Chancellor and CEO (VCE), the Chief Operating Officer (PSG) and the Deputy Vice-Chancellors (PVCG), respectively.

3.4 Approve plans to improve performance of areas or implement strategies and policies within the committee's remit

- Decision made by: **all executive committees** apart from those noted below.

Does not apply to the EDI Committee, Fees and Financial Support Board, Vice-Chancellor's Executive (VCE), Professional Services Group (PSG), and the Pro Vice-Chancellor's Group (PVCG). The last three committees are advisory and any decisions are made by the Vice-Chancellor and CEO (VCE), the Chief Operating Officer (PSG) and the Deputy Vice-Chancellors (PVCG), respectively.

3.5 Approve operational decisions related to the University's UKVI Sponsor Licence

- Decision made by: **UKVI Assurance Board**

Any decisions which have implications for the University's strategy to be referred to VCE.

4. Academic

4.1 Approve individual responses to external examiner reports

- Decision made by: **Faculty PVC**

4.2 Approve programme information in publications (hardcopy and digital)

- Decision made by: **Faculty PVC**

4.3 Approve institutional academic information in publications (hardcopy and digital)

- Decision made by: **Executive Director of Marketing and External Relations**

5. Finance

5.1 Make operational management decisions in respect of the Finance Directorate, its organisation and processes in line with any decisions by the Vice-Chancellor and CEO or the Finance Committee

- Decision made by: **Chief Financial Officer**

5.2 Appoint professional consultants related to the postholder's job specification

- Decision made by: **Chief Financial Officer**

5.3 Approve the Financial Regulations, Procurement policies and procedures and any other Financial Policies following consultation with Vice Chancellor's Executive

- Decision made by: **Chief Financial Officer**

5.4 Approve procedures for the signing of contracts and agreements on the advice of the General Counsel

- Decision made by: **Chief Financial Officer**

5.5 Approve in year budget increases or virements for Faculties and Professional Services Directorates where the negative impact on the University annual budgeted or out-turn forecast (if later) surplus or deficit is less than £250,000 in total

- Up to £250k (total negative impact) - decision made by: **Chief Financial Officer**

Finance Committee must approve where the negative impact on the University annual budget or out-turn forecast (if later) is more than £1m in total. The Vice-Chancellor can approve below £1m in total.

5.6 Give approval for any redundancy payments and employment settlements

- Up to £50k - decision made by: **Chief Financial Officer and Executive Director of People**

Severance payments to the Vice-Chancellor and Senior Staff are determined by the [Senior Staff Remuneration Framework](#).

5.7 Approve the University's tax policies, arrangements and procedures. Take decisions in respect of the University's tax position

- Decision made by: **Chief Financial Officer**

5.8 Approve the agreements and mandates of the University's bankers and any credit card companies having consulted the Vice-Chancellor and CEO

- Decision made by: **Chief Financial Officer**

5.9 Approve the mandates, investment objectives, agreements and management of the University's investment managers including the sale and purchase of investments, provided they are in accord with the Treasury Management Policy and Long Term Investment Policy approved by Finance Committee and the banking mandates

- Decision made by: **Chief Financial Officer**

5.10 Approve the University acting as trustee or manager for and in relation to endowments, legacies and gifts

- Up to £300k - decision made by: **Chief Financial Officer**

Finance Committee approves above £1m and Governing Body above £5m. The Vice-Chancellor can approve below £1m.

5.11 Make decisions for the management of University's endowments, legacies and gifts including the sale and purchase of investments

- Decision made by: **Chief Financial Officer**

5.12 Approve the sale/purchase of shareholding in or a loan to or guarantee or grant in respect of a University subsidiary company or spin out company

- Up to £100k - decision made by: **Chief Financial Officer**

Finance Committee approves above £1m and Governing Body above £5m. The Vice-Chancellor can approve below £1m.

5.13 Approve gifts from one source whether financial or in kind

- Up to £50k - decision made by: **Associate Director, Alumni and Fundraising or leads of the respective faculties/offices/units**
- £50k-£300k - decision made by: **Deputy Vice-Chancellors, Chief Operating Officer, Chief Financial Officer**

Finance Committee approves above £1m and Governing Body above £5m. The Vice-Chancellor and CEO can approve below £1m.

Donations should only be accepted following the completion of due diligence and preparation of a gift agreement where required by the [Procedure for the Acceptance of Donations](#).

5.14 Approve annual insurance renewal (coverage and premiums) having consulted the Chief Financial Officer and the Vice-Chancellor and CEO

- Decision made by: **University Secretary**

5.15 Approve the writing off of debt

- Up to £50k - decision made by: **Chief Financial Officer**

The total limit to apply to individual invoices or the total written off for an individual or organization.

Finance Committee approves above £50k. The Vice-Chancellor and CEO can approve below £50k.

5.16 Approve the disposal of assets other than land and buildings

- Up to £1k - decision made by: **budget holders**
- Up to £100k - decision made by: **Heads of School and Institutes, Faculty Operating Officers, Senior Managers** (Associate Directors, grades SG10 or above)
- Up to £300k - decision made by: **Pro Vice-Chancellors, University Secretary, Executive Directors of professional services**

- Up to £500k - decision made by: **Deputy Vice-Chancellors, Chief Operating Officer, Chief Financial Officer**

The Financial Controller should be consulted on all disposals. Finance Committee approves above £3m and Governing Body above £5m. The Vice-Chancellor can approve below £3m.

5.17 Procurement of goods or services including leasing arrangements, where the funding is within their budgets

- Up to £1k - decision made by: **budget holders**
- Up to £100k - decision made by: **Heads of School and Institutes, Faculty Operating Officers, Senior Managers** (Associate Directors, grades SG10 or above)
- Up to £300k - decision made by: **Pro Vice-Chancellors, University Secretary, Executive Directors of professional services**
- Up to £500k - decision made by: **Deputy Vice-Chancellors, Chief Operating Officer, Chief Financial Officer**

These limits refer to the contracted sums for the period of the contract. All procurement of goods and services must comply with the [Procurement Policy and Standard Procedures](#).

Finance Committee approves above £3m and Governing Body above £5m. The Vice-Chancellor and CEO can approve below £3m.

5.18 Pay legally required payments to HMRC and Approved Pension Bodies

- Decision made by: **Chief Financial Officer**

5.19 Approve individual research and knowledge exchange grants and contracts at bid/application stage

- Up to £1m - decision made by: **Associate Deans (Research and Knowledge Exchange); Natural Resources Institute (NRI) – Ass. Dir Research/Ass. Dir Business**
- Up to £3m - decision made by: **Director of NRI, Director of Greenwich Research and Innovation (GRI)**
- No limit - decision made by: **Deputy Vice-Chancellor (Research and Knowledge Exchange)**

The financial limits for bids/applications and grants/contracts refer to the limit of the contracted liability to the University.

The Vice-Chancellor and CEO can approve bids/applications without any financial limit.

5.20 Approve individual research and knowledge exchange grants and contracts at signing stage

- Up to £500k - decision made by: **Director of NRI, Director of GRI**
- Up to £1m - decision made by: **Deputy Vice-Chancellor (Research and Knowledge Exchange)**

Finance Committee approves above £3m and Governing Body above £5m. The Vice-Chancellor and CEO can approve below £3m.

5.21 Give guarantees

- Up to £50k - decision made by: **Chief Financial Officer**

The Governing Body on the recommendation of Finance Committee approves guarantees over £50k.

5.22 Determine how conflicts of interest involving University staff should be managed

- Conflicts of interest involving academic staff relating to Research and Knowledge Exchange – decision made by: **Deputy Vice-Chancellor (Research and Knowledge Exchange)**
- All other conflicts of interest involving academic staff (other than procurement) - decision made by: **Deputy Vice-Chancellor and Provost**
- Conflicts of interest relating to procurement - decision made by: **Chief Financial Officer**
- All other conflicts of interest involving professional services staff decision made by: **Chief Operating Officer**

The Chair of the Governing Body determines how conflicts of interest should be managed for the Vice-Chancellor and CEO; the Vice-Chancellor and CEO determines for staff reporting to them.

6. Estates

6.1 Make operational management decisions in respect of Estates and Facilities. Also decisions as to its organisation and processes, provided all decisions accord with any decisions by the Vice-Chancellor and CEO

- Decision made by: **Executive Director of Estates and Facilities**

6.2 Appoint professional consultants on approved capital programmes

- Decision made by: **Executive Director of Estates and Facilities**

6.3 Appoint professional consultants on projects not within the Capital Programmes remit

- Decision made by: **Executive Director of Estates and Facilities**

6.4 Approve capital and maintenance projects provided financial approval has been given by the Finance Directorate

- Up to £150k - decision made by: **Executive Director of Estates and Facilities** and **Senior Finance Business Partners**
- £150k-£300k: **Executive Director of Estates and Facilities** and **Deputy Finance Director**
- £300k-£3m: **Vice-Chancellor and CEO** and **CFO**

Finance Committee approves above £3m and Governing Body above £5m. The Vice-Chancellor and CEO can approve below £3m.

6.5 Oversee the prioritisation and delivery of Estates capital projects following approval

- Under £3m - decision made by: **Estates Management Board**
- Over £3m - decision made by: **Capital Programmes Board**

6.5 Approve purchase of all motor vehicles

- Decision made by: **Executive Director of Estates and Facilities**

7. IT

7.1 Make operational management decisions in respect of Information and Library Services (ILS). Also decisions as to its organisation and its processes, provided all decisions accord with any decisions by the Vice-Chancellor and CEO

- Decision made by: **Executive Director and Chief Information Officer (CIO)**

7.2 Define University policies for compliance with the Web Content Accessibility Guidelines (WCAG), give exemptions, procedures for removal of non-compliant web content

- Decision made by: **Digital Content Accessibility Committee**

7.3 Appoint professional consultants on approved IT capital programmes

- Decision made by: **Executive Director and Chief Information Officer (CIO)**

7.4 Appoint professional consultants on projects not within the Capital Programmes remit

- Decision made by: **Executive Director and Chief Information Officer (CIO)**

7.5 Oversee the prioritisation and delivery of IT capital projects following approval

- Under £1m - decision made by: **IT Management Board**
- Over £1m - decision made by: **Capital Programmes Board**

8. Other Directorates and Faculties

8.1 Make operational management decisions in respect of their Directorate or Faculty. Also decisions as to its organisation and its processes, provided all decisions accord with any decisions by the Vice-Chancellor and CEO

- Decision made by: **Pro Vice-Chancellors, Chief Operating Officer, University Secretary, Executive Directors**

8.2 Appoint professional consultants on projects not within the Capital Programmes remit

- Decision made by: **Pro Vice-Chancellors, Chief Operating Officer, University Secretary, Executive Directors**

9. Other

9.1 Approve proposals for new or changes to academic work involving biological agents or genetically modified organisms (GMOs)

- Decision made by: **Biological and Genetically Modified Materials Safety Committee**

9.2 Approve English language qualifications adopted by the University to meet the entry criteria for international students to enter the University

- Decision made by: **English Language Qualification Scrutiny Committee**

9.3 Approve KPIs and training and communication plans within the committee's remit

- Decision made by: **Safeguarding and Compliance Committee**

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