



LIVERPOOL
HOPE
UNIVERSITY

1844

Scheme of Delegation 2025/2026

Document Control

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| EIA: | |

Scheme of delegation 2025/2026

The purpose of the scheme is to outline the authority for the University's major organisational responsibilities based on constitutional and regulatory documents and to indicate delegation of these responsibilities where these have been approved.

The scheme is subject to annual review, offering an opportunity to revisit delegations in the light of experience. Suggestions for change may be made to the Clerk. The starting point for the scheme lies in the [Articles of Government](#) approved by the Privy Council which sets out the responsibilities of the Council, the Vice Chancellor and Senate – a tripartite arrangement for the governance and management of the University with clear boundaries.

Council has adopted the [Council of University Chairs' \(CUC\) HE Code of Governance](#) which identifies the responsibilities of the Board in meeting good governance requirements. And finally, the Office for Students (OfS) publishes a [Terms and Conditions of Funding](#) document which sets out specific responsibilities for Boards of Governors.

Internally, Council approves the Financial Regulations which detail the management and governance arrangements for its financial affairs and associated delegations. All the significant responsibilities outlined in these documents are covered in the Scheme of Delegation which references both the authority for the responsibility and the Board or Committee Term of Reference where that applies. The Scheme also includes a small number of elements which do not arise directly from source documents but which Council is likely to have an interest in.

Under the University's Constitution, the Council is the University's supreme governing body, responsible for setting the strategic direction and policies governing all aspects of the University's activity. In accordance with the University's Articles of Association, Council may not delegate authority for the following:

- the determination of the educational character and mission of the University
- ensuring the solvency of the University
- the approval of the annual estimates of income and expenditure
- the appointment or dismissal of the Vice Chancellor and Rector
- the varying or revoking of the Articles of Government

Where a power or function is delegated, the relevant committee or officer exercising that power must at all times act in accordance with the University's regulations, policies and procedures, and within budgetary and legal constraints.

The delegation of power(s) to an individual does not remove the need for consultation with other colleagues as appropriate.

A Committee Chair shall have the power, following consultation with the Clerk to Council, to deal with any matter of urgency that may arise between normally scheduled meetings, where it is deemed that delay would seriously impede the business of the University. This may include consulting with members by correspondence, or calling a special meeting of the committee, or by taking Chair's action. Any such actions shall

be reported to the next meeting of the Committee in question. Where the table below does not specify a delegated authority, approval rests with Council.

In addition to matters of delegation, certain matters are reserved for approval by external authority, namely revisions to the University's Articles, which after consideration and agreement with Council must be submitted for approval by the Office for Students.

The Rector and Vice Chancellor is the academic leader and Chief Officer of the University and, by virtue of this appointment, has the power to make certain decisions on behalf of the University. With regard to academic matters, the Vice Chancellor is the ex officio Chair of Senate and may, therefore, where necessary for the good of the University, take decisions within the purview of Senate on its behalf (such decisions should be reported to the next meeting of Senate).

With regard to financial matters, the Vice Chancellor may authorise any recurrent expenditure from the University budget as approved by Council, as well as capital expenditure within agreed limits. Further details are specified in Appendix 1, Financial Authority.

Glossary

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| AoA | Articles of Association |
| AoG | Articles of Government |
| F&GP | Finance and General Purpose Committee |
| IoG | Instrument of Government |
| JCNC | Joint Consultative and Negotiating Committee |
| MoA | Memorandum of Association |
| OfS | Office for Students |
| PAC | Partnerships and Accreditations Committee |
| QAA | Quality Assurance Agency |
| REF | Research Excellence Framework |
| UEB | University Executive Board |

Useful Links

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| Companies House | https://find-and-update.company-information.service.gov.uk/company/03285547 |
| Charity Commission | https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/1060579 |
| Hope Constitution | https://www.hope.ac.uk/media/aboutus/governancedocuments/Articles%20of%20Government%20(Constitution)%20of%20the%20University.pdf |
| Committees of Council and Senate | https://www.hope.ac.uk/aboutus/governance/committeesandminutes/ |
| Academic Quality at Hope | https://www.hope.ac.uk/aboutus/governance/academicquality/ |
| Office for Students | https://www.officeforstudents.org.uk/ |
| QAA Quality Code | https://www.qaa.ac.uk/quality-code |
| Research Excellence Framework | https://www.ref.ac.uk/ |

1. APPOINTMENTS

| Activity | Authority | Advisory role | Delegated to / Officer Responsible |
|--|-----------|--|------------------------------------|
| Appointment of Chancellor | Council | <ul style="list-style-type: none"> Nominations Committee Senate Trustees Christ & Notre Dame Warrington Training College | Retained by Council |
| Appointment of Vice Chancellor | Council | <ul style="list-style-type: none"> Nominations Committee Clerk to Council Director of Governance and People Services Trustees Christ & Notre Dame Warrington Training College | Retained by Council |
| Appointment of Chair of Council | Council | <ul style="list-style-type: none"> Nominations Committee | Retained by Council |
| Executive and academic leadership of the University & OfS Accountable Officer | Council | <ul style="list-style-type: none"> UEB Senate | Vice Chancellor |
| Appointment of Deputy Vice Chancellors, Pro Vice Chancellors and Senior Officers | Council | <ul style="list-style-type: none"> Director of Governance and People Services Staffing Committee | Vice Chancellor |
| Appointment of Honorary Professors | Council | <ul style="list-style-type: none"> UEB Director of Governance and People Services Staffing Committee Pro-Vice Chancellor (Research) | Vice Chancellor |
| Appointment of Emeritus Professors | Council | <ul style="list-style-type: none"> UEB Director of Governance and People Services Staffing Committee Pro-Vice Chancellor (Research) | Vice Chancellor |
| Award of honorary fellowships and degrees | Council | <ul style="list-style-type: none"> Honorary Degrees Committee UEB Pro-Vice Chancellor (Research) | Vice Chancellor |

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| Appraisal, salary and conditions of service of Vice Chancellor | Council | <ul style="list-style-type: none"> • Clerk to Council • Director of Governance and People Services | Remuneration Committee |
| Appraisal, salary and conditions of service of designated senior postholders | Council | <ul style="list-style-type: none"> • Remuneration Committee for UEB members • Deputy Vice Chancellor (for spot salaries) • Director of Governance and People Services (for spot salaries) | Remuneration Committee Vice Chancellor |
| Appointment of the University's internal and external auditors | Council | <ul style="list-style-type: none"> • Audit Committee | Council |

2. **STRATEGIC DEVELOPMENT**

| Activity | Authority | Advisory role | Delegated to / Officer Responsible |
|--|-----------|---|------------------------------------|
| Approval of University Strategy | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB | Retained by Council |
| Approval of Academic Strategies | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Committees of Senate (and associated subcommittees¹) | Senate |
| Approval of Finance Strategy | Council | <ul style="list-style-type: none"> • Vice Chancellor • Chief Operating Officer • F&GP | Retained by Council |
| Approval of operational, management procedures, regulations and codes of practice. | Council | <ul style="list-style-type: none"> • UEB • Registrar • Head of Governance • Solicitor & Senior Officer for Legal Services, Governance and Risk • Committees of Senate (and associated subcommittees) | Vice Chancellor |
| Approval of strategic and operational plans for Faculties and Schools) | Council | <ul style="list-style-type: none"> • Deputy Vice Chancellor • UEB • SMT | Vice Chancellor |

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| | | <ul style="list-style-type: none"> Committees of Senate (and associated subcommittees) | |
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3. **GOVERNANCE**

| Activity | Authority | Advisory role | Delegated to / Officer Responsible |
|--|-----------|---|------------------------------------|
| Articles of Association and Constitution | Council | <ul style="list-style-type: none"> Chair of Council Trustees Christ & Notre Dame Warrington Training College Vice Chancellor UEB Clerk to Council Head of Governance Solicitor & Senior Officer for Legal Services, Governance and Risk | Retained by Council |
| Council Membership | Council | <ul style="list-style-type: none"> Nominations Committee Trustees Christ & Notre Dame Warrington Training College | Retained by Council |
| Removal of Council Members | Council | <ul style="list-style-type: none"> Chair of Council Nominations Committee Vice Chancellor | Retained by Council |
| Council Effectiveness Evaluation | Council | <ul style="list-style-type: none"> Chair of Council Clerk to Council | Retained by Council |

4. **ACADEMIC AFFAIRS**

| Activity | Authority | Advisory role | Delegated to / Officer Responsible |
|--|-----------|--|------------------------------------|
| Regulation and direction of the academic work of the University. | Council | <ul style="list-style-type: none"> Senate UEB Committees of Senate (and associated subcommittees) | Vice Chancellor |

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| Maintenance of Academic Standards and Quality Assurance Procedures | Council | <ul style="list-style-type: none"> • Deputy Vice Chancellor • Academic Committee • Committees of Senate (and associated subcommittees) | Senate |
| Assurance as to Quality of Learning & Teaching and Maintenance of Standards | Council | <ul style="list-style-type: none"> • Deputy Vice Chancellor • Academic Committee • Committees of Senate (and associated subcommittees) | Senate |
| Approval of academic regulations and associated policies and procedures | Council | <ul style="list-style-type: none"> • Deputy Vice Chancellor • Registrar • Academic Committee • Committees of Senate (and associated subcommittees) | Senate |
| Policy for the academic progress of students | Council | <ul style="list-style-type: none"> • Deputy Vice Chancellor • Registrar • Academic Committee • Committees of Senate (and associated subcommittees) | Senate |
| Partnerships and Accreditations | Council | <ul style="list-style-type: none"> • UEB • Academic Committee • PAC • Faculty Academic Committee | Vice Chancellor |
| Establishment of strategic Partnerships | Council | <ul style="list-style-type: none"> • UEB • Academic Committee • PAC • Faculty Academic Committee | Vice Chancellor |
| Appointment and approval of members to Senate | Council | <ul style="list-style-type: none"> • UEB | Vice Chancellor as Chair of Senate |
| Election of Senate members to Council | Council | <ul style="list-style-type: none"> • UEB | Vice Chancellor as Chair of Senate |
| Admission of Students Policy | Council | <ul style="list-style-type: none"> • UEB • Pro-Vice Chancellor (Marketing, Recruitment and Admissions) | Senate |
| Examination arrangements | Council | <ul style="list-style-type: none"> • UEB | Senate |

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| | | <ul style="list-style-type: none"> • Registrar • Academic Committee | |
| External examiner appointments | Council | <ul style="list-style-type: none"> • UEB • Registrar • Faculty Academic Committee | Academic Committee |
| Student Academic Misconduct | Council | <ul style="list-style-type: none"> • UEB • Deputy Vice Chancellor • Registrar | Senate |
| Academic Quality Framework | Council | <ul style="list-style-type: none"> • Deputy Vice Chancellor • Academic Committee • Committees of Senate (and associated subcommittees) • Registrar | Senate |

5. STUDENT AFFAIRS

| Activity | Authority | Advisory role | Delegated to / Officer Responsible |
|----------------------------------|-----------|--|------------------------------------|
| Student complaints procedure | Council | <ul style="list-style-type: none"> • UEB • Deputy Vice Chancellor • Clerk to Council • Head of Governance | Vice Chancellor |
| Student disciplinary procedure | Council | <ul style="list-style-type: none"> • UEB • Deputy Vice Chancellor • Clerk to Council • Head of Governance | Vice Chancellor |
| Student contract | Council | <ul style="list-style-type: none"> • UEB • Registrar • Solicitor & Senior Officer for Legal Services, Governance and Risk | Vice Chancellor |
| Approval of student tuition fees | Council | <ul style="list-style-type: none"> • UEB • F&GP | Council |

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| Establishment and allocation of student scholarships and bursaries | Council | <ul style="list-style-type: none"> • UEB • Deputy Vice Chancellor • Chief Operating Officer | Vice Chancellor |
| Ensuring adequate provision for the general welfare of students | Council | <ul style="list-style-type: none"> • SSG • UEB • Deputy Vice Chancellor | Vice Chancellor |
| Ensuring the Students' Union operates in a fair and democratic manner and is accountable for its finances | Council | <ul style="list-style-type: none"> • UEB • Deputy Vice Chancellor • Chief Operating Officer • Solicitor & Senior Officer for Legal Services, Governance and Risk | Vice Chancellor |

6. **FINANCIAL MATTERS**²

| Activity | Authority | Advisory role | Delegated to Officer Responsible |
|---|-----------|--|----------------------------------|
| Ensuring the University operates in an efficient and effective manner | Council | <ul style="list-style-type: none"> • UEB • Chief Operating Officer • Audit Committee • F&GP | Vice Chancellor |
| Approval of financial regulations and financial procedures | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Chief Operating Officer • Audit Committee • F&GP | Council via F&GP |
| Approval of financial statements | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB | Retained by Council |

² Refer to Appendix 1, Financial Authority

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| | | <ul style="list-style-type: none"> • Chief Operating Officer • Audit Committee • F&GP | |
| Approval of annual budgets and financial forecasts | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Chief Operating Officer • F&GP | Retained by Council |
| Determination of detailed budgets within overall approved budget framework | Council | <ul style="list-style-type: none"> • Vice Chancellor • F&GP | Chief Operating Officer |
| Appointment of bankers, opening of bank accounts, designation of bank account signatories | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Chief Operating Officer • Audit Committee • F&GP | Retained by Council |
| Establishment of borrowing limits/facilities | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Chief Operating Officer • Audit Committee • F&GP | Retained by Council |
| Management of Investment Portfolio | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Chief Operating Officer • Investment Committee • F & GP | Retained by Council |
| Financial management within overall financial strategy | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Chief Operating Officer | Retained by Council |

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| | | <ul style="list-style-type: none"> • Audit Committee • F&GP | |
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7. INVESTMENTS / ESTATES MATTERS

| Activity | Authority | Advisory role | Delegated to Officer Responsible |
|--|-----------|--|----------------------------------|
| Approval of capital projects (including construction, acquisition, refurbishment and leasing of properties relating to those projects) | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Chief Operating Officer • F&GP • Estates Planning Group • Director of Estates | Retained by Council |
| Acquisition of property (land and including leasing and licensing) | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Chief Operating Officer • F&GP • Estates Planning Group • Director of Estates • Solicitor & Senior Officer for Legal Services, Governance and Risk | Retained by Council |
| Other dealings with land (e.g. legal charges) | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Chief Operating Officer • F&GP • Estates Planning Group • Director of Estates • Solicitor & Senior Officer for Legal Services, Governance and Risk | Retained by Council |

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| Disposal of land | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Chief Operating Officer • Estates Planning Group • F&GP • Director of Estates • Solicitor & Senior Officer for Legal Services, Governance and Risk | Retained by Council |
| Disposal of property | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Chief Operating Officer • F&GP • Estates Planning Group • Director of Estates • Solicitor & Senior Officer for Legal Services, Governance and Risk | Retained by Council |
| Disposal of equipment, furniture, fittings and vehicles | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Chief Operating Officer • F&GP • Director of Estates | Chief Operating Officer |
| Write-off of bad debt | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Chief Operating Officer • F&GP | See Appendix |
| Acceptance of donations and endowments | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB | Retained by Council |

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| | | <ul style="list-style-type: none"> • Chief Operating Officer • F&GP • University Ethics Committee | |
| Commitment and purchases of goods and services | Council | <ul style="list-style-type: none"> • Chief Operating Officer | Approved budget holders ³ |

8. LEGAL, REGULATORY AND COMPLIANCE MATTERS

| Activity | Authority | Advisory role | Delegated to / Officer Responsible |
|--|-----------|--|------------------------------------|
| Policies and procedures relating to legislative compliance | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Senate • Head of Governance • Senior Officer for Legal Services, Governance and Risk • Clerk to Council | Council |
| Data Protection Policies and GDPR Compliance | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Head of Governance • Solicitor & Senior Officer for Legal Services, Governance and Risk • Clerk to Council | Council |
| Consumer Protection Act | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Solicitor & Senior Officer for Legal Services, Governance and Risk • Director of Corporate Comms and Marketing | Council |

³ Approved budget holders within agreed budgets (all expenditure related to purchase order, leases, contracts and corporate credit cards to be in accordance with University financial regulations)

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| | | <ul style="list-style-type: none"> • Clerk to Council | |
| Prevent Duty | Council | <ul style="list-style-type: none"> • Head of Governance • Solicitor & Senior Officer for Legal Services, Governance and Risk • Vice Chancellor | Council |
| General employment policies | | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Deputy Vice Chancellor • Solicitor & Senior Officer for Legal Services, Governance and Risk • Staffing Committee • JCNC • Director of Governance and People Services | Council via Staffing Committee |
| Health and Safety policy | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Health and Safety Consultative Committee • Solicitor & Senior Officer for Legal Services, Governance and Risk | Council via Health and Safety Consultative Committee |
| Equality, Diversity and Inclusion Policy | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Solicitor & Senior Officer for Legal Services, Governance and Risk • Equality and Diversity Steering Committee | Council |
| Compliance of buildings with statutory acts | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Solicitor & Senior Officer for Legal Services, Governance and Risk • Director of Estates | Council |
| Financial regulations | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB | Council via F&GP |

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| | | <ul style="list-style-type: none"> • Chief Operating Officer | |
| Compliance with Office for Students Regulations | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Deputy Vice Chancellor • OfS Group • Head of Governance • Clerk to Council | Council |
| Compliance CUC and Charity Commission requirements | | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Solicitor & Senior Officer for Legal Services, Governance and Risk • Clerk to Council | Council |
| Approval of internal audit plan and report | Council | <ul style="list-style-type: none"> • UEB • Solicitor & Senior Officer for Legal Services, Governance and Risk • Audit Committee | Council via Audit Committee |
| Approval of external audit report | Council | <ul style="list-style-type: none"> • UEB • Chief Operating Officer | Council via Audit Committee |
| Approval of strategic risk register and annual assessment of risk appetite | Council | <ul style="list-style-type: none"> • UEB • Solicitor & Senior Officer for Legal Services, Governance and Risk • Risk Management Oversight Group | Vice Chancellor |
| Management & Quality Assurance of Data | Council | <ul style="list-style-type: none"> • Deputy Vice Chancellor • Head of Student Records and External Returns | Vice Chancellor |

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| Access and Participation Plan | Council | <ul style="list-style-type: none"> • Registrar • Deputy Vice Chancellor • Academic Committee | Council |
| Approval of contracts and agreements (subject to requirements of the University's Financial Regulations) | Council | <ul style="list-style-type: none"> • UEB • Director of Estates • Solicitor & Senior Officer for Legal Services, Governance and Risk | Vice Chancellor (in line with the Appendix) |
| Provision of consultancy services by the University | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Director of Estates • Solicitor & Senior Officer for Legal Services, Governance and Risk | Chief Operating Officer provided UEB approves |
| Approval of university Information Technology strategies, priorities and investment decisions. | Council | <ul style="list-style-type: none"> • PVC (Research) • Director of IT Services | Vice Chancellor |
| Approval of IT related policies | Council | <ul style="list-style-type: none"> • UEB • Pro-Vice Chancellor (Research) • Director of IT Services | Council via Audit Committee |

9. EMPLOYMENT MATTERS

| Activity | Authority | Advisory role | Delegated to / Officer Responsible |
|---|-----------|---|------------------------------------|
| Approval of corporate policies that impact significantly on the working conditions or environment for staff | Council | <ul style="list-style-type: none"> • UEB • Deputy Vice Chancellor • Director of Governance and People Services • Solicitor & Senior Officer for Legal Services, Governance and Risk | Council via Staffing Committee |
| Appointment of PVC and DVC | Council | <ul style="list-style-type: none"> • Director of Governance and People Services | Vice Chancellor |

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| Terms and conditions of employment | Council | <ul style="list-style-type: none"> • UEB • Staffing Committee • Director of Governance and People Services | Vice Chancellor |
| Redundancy arrangements | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Staffing Committee • JCNC • Director of Governance and People Services • Chief Operating Officer • Solicitor & Senior Officer for Legal Services, Governance and Risk | Vice Chancellor But Council will have powers in widespread restructuring. |
| Compliance with University staff dismissal, discipline and grievance policies and procedures | Council | <ul style="list-style-type: none"> • UEB • Staffing Committee • Director of Governance and People Services • Solicitor & Senior Officer for Legal Services, Governance and Risk | Vice Chancellor |
| University promotion and progression procedures | Council | <ul style="list-style-type: none"> • UEB • Staffing Committee • Director of Governance and People Services | Vice Chancellor |
| Approval of national pay award | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Chief Operating Officer • Staffing Committee • Director of Governance and People Services | Vice Chancellor |

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| Approval to begin the process of recruitment to a vacant or new post | Council | <ul style="list-style-type: none"> • UEB • DVC • Chief Operating Officer • Director of Governance and People Services | Vice Chancellor |
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10. RESEARCH AND RELATED MATTERS

| Activity | Authority | Advisory role | Delegated to / Officer Responsible |
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| Research (Including REF ⁴) ⁴ https://www.ref.ac.uk/ | Council | <ul style="list-style-type: none"> • UEB • Pro-Vice Chancellor (Research) • Council Standing Committee on Research Ethics • Research Committee • Research Degree Sub Committee • Research Ethics Sub Committee • REF Steering Group • Registrar | Senate |
| Research funding contracts | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • Chief Operating Officer | Pro Vice Chancellor (Research) |
| Research Partnership Agreements | Council | <ul style="list-style-type: none"> • Vice Chancellor • UEB • PAC • Solicitor & Senior Officer for Legal Services, Governance and Risk | Pro Vice Chancellor (Research) |
| Approval and management of Research Centres ⁵ ⁵ https://www.hope.ac.uk/research/researchcentres/ | Council | <ul style="list-style-type: none"> • UEB • Research Committee | Senate for approval PVC Research (for management) |

Appendix 1: Financial Authority

Expenditure

The authorisation for the transaction is subject to following the prescribed procurement process.

| Transaction Value | Authorisation |
|--------------------------|-------------------------|
| £0.01 -£50,000 | Chief Operating Officer |
| £50,000 - £500,000 | UEB* |
| >£500,000 | Council |

Those authorised persons above have the authority to sign contracts for the expenditure within their authority. It is the authorising officer's responsibility to seek advice from the Senior Officer for Legal Services, Governance and Risk if there are any matters involving a material risk to the University.

*Please note that only Council members are legally listed as 'company directors' at Companies House and some contracts will stipulate that signature must be by a company director. UEB members alternate their membership of Council and therefore can only sign contracts during their period of office.

Any contract for expenditure over £50,000 must be reviewed by the Senior Officer for Legal Services, Governance and Risk and countersigned by the Vice Chancellor.

Procurement Thresholds

| Contract Value (excluding VAT) | Procedure | Responsible for procurement process | Authorisation |
|---------------------------------------|---|--|--|
| Up to £2,000 | Obtain one written quotation (where practical). | Executive Dean or Service Directors/Managers | Head of Schools or Service Directors/Managers |
| £2,001 - £10,000 | Obtain two written quotations. | Executive Dean or Service Directors/Managers | UEB Member |
| £10,001 - £25,000 | Obtain three written quotations. | Executive Dean or Service Directors/Managers | UEB Member |
| Above £25,001 | Formal Tender Procedure via Intend. | Procurement Manager | UEB Member or Vice Chancellor (depending on value) |

Capital Programme Approval

The authorisation for the transaction is subject to following the prescribed procurement process subject to approved budget

| Authority | Amount |
|-------------------------|----------------|
| Chief Operating Officer | <£100,000 |
| Vice Chancellor | £100,000 - £1m |
| Council | >£1m |

Bad Debts

| Individual Write Off Value | Authority |
|-----------------------------------|-------------------------|
| <£15,000 | Chief Financial Officer |
| £15,000 - £50,000 | Chief Operating Officer |
| >£50,000 | Vice Chancellor |