

REGULATION III

Scheme of Council Delegation

<i>Powers of Council (Regulation II (7))</i>	<i>Activity</i>	<i>Delegated authority</i>	<i>Further delegation?</i>	<i>Delegation limits and context</i>	
Subject to the Charter and Statutes, the Council shall in addition to all other powers vested in it have, without limitation, the power to:					
7.1	subject to the approval of the Privy Council, make and amend Statutes and amend the Charter provided that the principle of every such proposal shall be communicated to the Senate in advance of the meeting of the Council at which the business is to be considered;	Amendments to the Charter and Statutes	None	n/a	
7.2	make Regulations governing all matters except those relating to the powers of Senate and the duties and powers of Faculties as set out in Regulation I;	Making Regulations other than those within the control of Senate	None, other than Financial Regulations, for which authority is delegated to Finance Committee (see 7.12)	n/a	Context: see Regulation I (Responsibility for creation and amendment of Regulations)
7.3	appoint and remove the Chancellor and Pro-Chancellors;	Appointment/ removal of the Chancellor and Pro- Chancellors	None	n/a	Context: see Regulations VI (The Officers of the University)
7.4	appoint and remove the Chair of Council and the Treasurer;	Appointment/ removal of the Chair of Council and the Treasurer	None	n/a	Context: see Regulations VI (The Officers of the University)
7.5	appoint and remove the Vice-Chancellor, University Secretary, Deputy Vice-Chancellor, Pro-Vice-Chancellors, Heads of Departments and other Officers as may from time to time be determined, together with Staff of the University, and to ensure that arrangements are put in place to regulate the terms and mode of appointment, tenure of and removal from office, promotion, duties, salaries, allowances, and pensions of the Officers and employees of the University;	Appointment/ removal of the Vice-Chancellor	None	n/a	Context: see Regulations VI (The Officers of the University) and VII (The Dismissal and Removal from Office of the Vice-Chancellor)
		Appointment/ removal of the University Secretary	None	n/a	Context: see Regulations VI (The Officers of the University)
		Appointment/ removal of the Deputy-Vice- Chancellor and Pro-Vice- Chancellors	None	n/a	Context: See Regulation VI (The Officers of the University)
		Appointment of Heads of Academic Departments	Vice- Chancellor	No	
		Appointment of Professors and equivalent level staff	Vice- Chancellor	No	
		Appointment of all other employees of	Director of Human	No	

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	the University and issue of contracts of employment	Resources		
	Approval of conferment of the title of Reader and promotions to Personal Chair	Readerships and Personal Chairs Committee	No	
	Approval of recommendations for the regarding/ promotion of all other employees	Director of Human Resources	FPVC or, in respect of AMRC staff, the Executive Dean of the AMRC	
	Termination of employment contracts and dismissal of employees	Director of Human Resources	No	
	Authorisation of any payments associated with ill-health and early retirements	Director of Human Resources	No	
	Issuing of agreements for services with contractors/workers	Director of Human Resources	No	
	Reaching settlements, including statutory, contractual and non-contractual payments, in line with employment legislation and approved internal procedures	Director of Human Resources	No	
	Requesting criminal activity reports from the Disclosure and Barring Service for relevant post holders in line with approved procedures	Director of Human Resources	No	
	Negotiation and agreement of collective terms and conditions of employment;	Director of Human Resources and Human Resources Committee	No	
	Negotiation and agreement of individual contracts of employment	Director of Human Resources	No	
	Conferment of appointments for staff following	Director of Human Resources	No	

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		successful probationary period	following approved recommendation of FPVC		
		Conferment of visiting, honorary, emeritus and other academic titles on non-employees in line with agreed procedures	Director of Human Resources following approved recommendation of FPVC	No	
7.6	consider, adjudicate upon and if thought fit redress any grievances of the Officers, staff or students of the University;	Hearing of concerns raised by aggrieved staff in accordance with the University of Sheffield Grievance Policy and Procedure	Director of Human Resources	No	Context: see Grievance Policy and Procedure
		Consideration of protected disclosures made in the public interest: investigation and hearing of related matters	Director of Human Resources	No	Context: see Public Interest Disclosure policy
		Consider matters of research misconduct: investigation and determining of matters of research misconduct	Director of Human Resources	No	Context: see Policy and Procedures for investigating and responding to allegations of research misconduct
		Grievances submitted by students or graduates of the University: (a) decision as to whether or not a substantive case exists (b) review of grievance, if held to be substantive	a) a Pro-Vice-Chancellor other than that of the student's or graduate's Faculty (b) Case Review Panel	No	Context: see Student Complaints Procedure
7.7	review the learning, teaching and academic standards of the University;	Overall responsibility, subject to the Charter and Statutes and to Regulation 7.9 below, for learning, teaching and academic standards	Senate	Yes	Further delegation to Learning and Teaching Committee and its sub-committees
7.8	promote and make provision for research within the University and to require reports from time to time on such research;	Overall responsibility, subject to the Charter and Statutes and to Regulation III 7.9 below, for research	Senate	Yes	Further delegation to Research and Innovation Committee and its sub-committee and to Research Ethics Committee

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7.9	review, refer back, control, amend or disallow any act of the Senate and give directions to the Senate;	Exercise of Council's ultimate authority as the University's governing body	None	n/a	
7.10	provide for the welfare of the students;	Provision of services to support the welfare of students	The Vice-Chancellor	Yes	Further delegation to the Director of Student Services
7.11	review at intervals of not less than five years the constitution of the Students' Union;	Review of Students' Union constitution	None	n/a	n/a
7.12	govern manage and regulate all of the University's financial activities;	Approval of University's financial statements, financial forecasts and annual budget	None	n/a	Audit Committee and Finance Committee advise Council on various aspects.
		Novel and/or contentious issues	None – potential strategic policy matter for Council decision	n/a	Advised by Finance Committee where appropriate
		Creation and amendment to the University's financial strategy	None – strategic policy matter for Council decision	n/a	Advised by Finance Committee.
		Appointment of Bankers	None – strategic policy matter for Council decision	n/a	Advised by Finance Committee
		Banking activities such as bank signatories	Finance Committee	Yes	Activities and authority levels detailed within the Financial Regulations
		Creation and amendment to the Financial Regulations. Amendments to the Supplementary Information Appendices or Financial Advice Notes (where specifically indicated)	Finance Committee	No	Council receives retrospective reporting on changes from Finance Committee Changes to supplementary information and financial advice notes detailed within the Financial Regulations
		Other amendments to the Supplementary Information Appendices of Financial Advice Notes which support the Financial Regulations	Finance Committee	Yes	Detailed within the Financial Regulations

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		Commercialisation of Intellectual Property	Finance Committee	Yes	Detailed within the Financial Regulations
		Agreement of tuition fees where the University has discretion to determine the fee levels	The Vice-Chancellor, advised by UEB	Yes (UEB Sub-Group for Student Numbers and Fees)	Detailed within the Financial Regulations (SIA 9)
		Agreement of student accommodation fees	Finance Committee	Yes	Detailed within the Financial Regulations
7.12.1	invest any monies belonging to the University;	Investment of funds and the management of endowments	Finance Committee	Yes	Detailed within the Financial Regulations Council receives retrospective reporting on activities through Finance Committee
7.12.2	sell buy exchange lease and accept leases of real and personal property on behalf of the University;	Leases of land and property			Details to be confirmed. However, approval will mirror tiered approach adopted for Capital Project approval (see 7.12.3)
		Leases of equipment	Follows capital project approvals route where significant equipment lease Finance Committee for other items	Yes	Details to be confirmed. However, approval will mirror tiered approach adopted for Capital Project approval (see 7.12.3)
7.12.3	provide the buildings premises furniture and apparatus and other means needed for carrying on the work of the University;	Purchase, refurbishment, development of land, property and equipment	>£5m: no delegation	n/a	Council is advised by Finance Committee
			£1m to £5m: Finance Committee (Council on request and for information)	No	Council receives retrospective reporting from Finance Committee
			£250k to £1m: Finance Committee	Yes	The Vice-Chancellor, advised by UEB and Estates and Capital Sub-Group
		£50k to £250k: Finance Committee	Yes	Two signatories: Chief Financial Officer or Director of Finance and one of the Deputy Vice-Chancellor or Director of Estates & Facilities Management	
		Purchase, refurbishment, development of land and property Offline approval route in exceptional	Council and Finance Committee Chair approval	No	Initial approval through Estates Capital Sub Group and University Executive Board. Business cases provided to the next meetings for

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		circumstances			formal notification of approval route taken
		Acquisition of management information systems	Follows capital projects approvals route		
		Sale of land and property	Finance Committee	Yes	Detailed within the Financial Regulations Council receives retrospective reporting from Finance Committee
		Disposal of Furniture and Equipment (other than for recycling or scrap)	Finance Committee	Yes	Detailed within the Financial Regulations
7.12.4	borrow or raise money in any manner and, in particular, by the issue of notes, bonds, loan stock, shares, stock, warrants or any other instrument or security of any kind;	Ability to borrow money and give security: (a) Amendments to the internal borrowing limit (b) Authority to borrow up to the internal borrowing limit	(a) Council (b) Finance Committee	(a) No (b) Yes	(b) Council receives retrospective reporting from Finance Committee
7.12.5	refinance, replace or reorganise any capital, finance or credit previously raised or obtained by the University;	See borrowing ability above	See borrowing ability at 7.12.4 above		See borrowing ability above
7.12.6	guarantee, support or secure (whether or not receiving any consideration or benefit) the payment, repayment or discharge of any monies, debts or liabilities, or the performance or observance of any obligations, by any person or undertaking (whether incorporated or unincorporated) in relation to any transaction whatsoever;	As indicated in the Regulation	Finance Committee	No	Council powers articulated to cover a wide range of potential situations. Specific process and authority to be defined depending on the nature of the transaction
7.12.7	create or grant a mortgage, charge, pledge, lien or encumbrance of any kind over, or enter into any type of transaction (including accepting options) in relation to, all or any of the undertaking, property or assets of the University (present and future);	As indicated in the Regulation	Finance Committee	No	Council Powers articulated to cover a wide range of potential situations. Specific process and authority to be defined depending on the nature of the transaction
7.12.8	provide indemnities in respect of every kind of claim, proceeding, tax, liability, loss, expense, failure, default or	As indicated in the Regulation	Finance Committee	No	Council Powers articulated to cover a wide range of potential situations. Specific process and authority to be defined

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	contingency, with or without securing the indemnity by a mortgage charge, pledge, lien or other encumbrance;				depending on the nature of the transaction
7.12.9	enter into any agreement or arrangement as to the subordination or priority of any debts, liabilities or encumbrance (of any kind) incurred at any time either by, or in favour of, the University;	As indicated in the Regulation	Finance Committee	No	Council Powers articulated to cover a wide range of potential situations. Specific process and authority to be defined depending on the nature of the transaction
7.12.10	enter into any contract with any party the purpose or purported purpose of which is to protect the University and its assets: (a) against any fluctuation in rates of exchange, interest or an index of stocks, bonds or commodity prices; (b) in order to secure a profit or avoid a loss in respect of the value or price of property of any description; or (c) any similar or comparable contract; provided that any moneys borrowed, raised or guaranteed by the University or value of assets charged shall not at any time exceed in aggregate the sum of £200,000,000.	As indicated in the Regulation	Finance Committee	Yes	Detailed within the Financial Regulations Council receives retrospective reporting from Finance Committee concerning treasury management
7.13	carry on any of the University's activities by or through any body corporate or unincorporated, and whether or not a subsidiary within the meaning of such term in the Companies Act 2006 (as amended from time to time) or in collaboration or by way of joint venture with such body corporate or unincorporated;	University companies: creation, investment, alteration, disposal of rights held by the University	Finance Committee	Yes	Council receives retrospective reporting from Finance Committee Council approval may be sought for creation of a major subsidiary Covered within Policy document for the Creation, Disposal and Governance of University Companies – Appendix E to Financial Regulations. Policy approved by Finance Committee
7.14	acquire any part of another institution or body or to merge the University with any other higher education institution;	Approval of mergers and acquisitions	None	n/a	
7.15	negotiate, enter into and execute all documents, deeds, instruments, agreements, securities, options, contracts and undertakings of every kind and description whatsoever	Contracts for the supply of goods and services to third parties	Finance Committee	Yes	Detailed within the Financial Regulations Where a contract is material in terms of financial value, term or the nature of the activity, approval may be sought

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	relating to or incidental to the exercise of any of the Council's powers and to vary and cancel such contracts on behalf of the University;				from Finance Committee and/or Council
		Contracts for the purchase of goods and services from third parties (non-capital)	Finance Committee	Yes	Detailed within the Financial Regulations Where a contract is material in terms of financial value, term or the nature of the activity, approval may be sought from Finance Committee and/or Council
		Executing documents by deed	Any member of Council and one of: The Vice-Chancellor; the Deputy Vice-Chancellor, a Pro Vice-Chancellor; an Authorised Financial Officer	No	Context: see Regulation XIII for the procedure for executing deeds Council receives retrospective reporting on its application
		Major funding applications and acceptance of research grants	The Vice-Chancellor	Yes	Detailed within the Financial Regulations (Regulation 10.3 and SIA 10)
		Decisions relating to non-financial commitments (eg confidentiality agreements, material transfer agreements, not-for-money research contracts)	The Vice-Chancellor	Yes	Further delegation to the Pro-Vice-Chancellor (Research & Innovation, in accordance with principles and process detailed in the Financial Regulations)
		Entering into major strategic alliances at institutional level	None	n/a	
		Memoranda of Agreement	The Vice-Chancellor	Yes	Further delegation to the Director, Sheffield International and (if financial implications) the Authorised Financial Officer
		Memoranda of Understanding	The Vice-Chancellor	Yes	Further delegation to the Director, Sheffield International
7.16	select a Seal, Arms and Mace for the University and have the sole custody of the Seal;	Selection of Seal, Arms and Mace Custody of Seal	None Director of Finance	n/a No	
7.17	approve the dissolution of the University and apply to surrender the Royal Charter.	Dissolution of the University	None	n/a	n/a