

## APPENDIX 2

### Schedule of Financial Delegations

#### ***Reserved for Council's Approval:***

- Headline Revenue Budget and Forecasts;
- Capital Programme for financial forecast period Headline Borrowing Levels;
- Individual Capital Project proposals within approved programme above £3M Individual Capital Project proposals outside approved programme above £1M;
- Increases to individual Capital Projects of more than 5% where Council approved original budget Disposal of Capital assets above £3M;
- Major leasing arrangements over £3M and/or longer than five years in duration;
- Other transactions outside normal course of business (e.g. land purchase) above £1M Procurement of external consultancy advice, contracts above £1M.

#### ***Council delegates to:***

Chair of Council (for authorisation of individual transactions prior to formal signatory approval by the Vice-Chancellor)

- Commitment for purchase of goods or services in normal course of business for contract more than £3M;
- Commitment to provide teaching or other services to third parties for contract values more than £5M.

#### ***Council delegates to:***

Finance and General Purposes Committee

- Budget Setting Process;
- Bad debt write off above total £100k per annum;
- Individual Capital Project proposals within approved programme between £1M and £3M Individual Capital Project proposals outside approved programme between £250k and £1M Increases to individual Capital Projects of more than 5% where FGPC approved original budget Disposal of Capital assets between £250k and £3M.
- Other transactions outside normal course of business (e.g. land purchase) between £250k and £1M Procurement of external consultancy advice, contracts valued between £250k and £1M Appointment of Directors to University companies;
- Establishment or extension of property lease arrangements (where the University or a University subsidiary is a tenant) up to a value of £3M or five years in duration.

#### ***Finance and General Purposes Committee (FGPC) delegates to:***

Chair of FGPC (for authorisation of individual transactions prior to formal signatory approval by the Vice-Chancellor)

- Commitment for purchase of goods or services in normal course of business for revenue contracts between £1M and £3M (Utility supply contracts above £3M).

***Council via FGPC delegates to:***

Vice-Chancellor

- Individual Capital Project proposals within approved programme up to £1M on the recommendation of the Capital Planning Group or approved Project Governance Group;
- Individual Capital Project proposals outside approved programme up to £250k on the recommendation of the Capital Planning Group;
- Other capital transactions outside normal course of business or disposal of assets up to £250k on the recommendation of the Capital Planning Group;
- Commitment for purchase of goods or services in normal course of business for contract up to £1M (Utility supply contracts up to £3M);
- Commitment to provide teaching or other services to third parties for contract values between £1M and £5M;
- Approval of commitments for Research Contracts in the normal course of business;
- Other transactions outside normal course of business for contract value up to £100k;
- Procurement of external consultancy advice, contracts up to £100k.

***Vice-Chancellor approves with advice from:***

University Planning and Resources Group

- Approval of revenue transactions outside normal course of business between £100k and £250k Procurement of external consultancy advice, contracts between £100k and £250k;
- Allocation of payroll and non-payroll envelope to Deans, PVCs, DCE, Directors of Finance and Library Services;
- Significant strategic transfer of resource between departments (excluding Professional Services);

***Vice-Chancellor delegates to:***

Deputy Chief Executive (DCE)

- Commitment for purchase of revenue contracts for goods or services in normal course of business for contract up to £500k in area of responsibility;
- Individual Capital Project proposals against approved capital project up to £500k;
- Purchase orders for capital expenditure or invoice approval against approved contract above £100k Allocation of payroll envelope to Divisional Directors;
- Significant strategic transfer of resource between departments in Professional Services reporting to DCE or elsewhere in agreement with the relevant budget holder.

#### Director of Finance

- Purchase orders for capital expenditure or invoice approval against approved contract above £100k, bad debt write off, total up to £100k per annum;
- Commitment for purchase of revenue contracts for goods or services in normal course of business for contract up to £500k in area of responsibility;
- Individual Capital Project proposals against approved capital project up to £500k Disposal of Assets up to £50k.

#### Director of Facilities (as Dean equivalent other than delegation from FGPC below)

- Individual Capital Project proposals within approved programme up to £100k;
- Purchase orders for capital expenditure or invoice approval against approved contract up to £100k.

#### Deans or equivalents

- Commitment of non-payroll expenditure less than £250k.

#### Heads of Departments

- Commitment of non-payroll expenditure less than £50k.

#### Principal Investigators

- Commitment of non-payroll expenditure less than £50k.