

Scheme of Delegation	
Document title	Scheme of Delegation – York St John University
Owner and lead contact	YSJ University Secretary and Registrar
Approving body	YSJ Board of Governors
Scope	Governors, co-opted members of Board of Governors' committees, all staff
Date of approval/last review	Approved 03 April 2025
Related documents	<a href="#">Financial Regulations</a> <a href="#">Articles of Association</a> <a href="#">Terms of Reference for Committees</a>
Relevant external legislation/regulation	<a href="#">HE Code of Governance</a> <a href="#">Office for Students Regulatory Framework for higher education in England</a>
Equality analysis completed	Yes
Next review date	March 2025

## 1. Introduction

The Scheme of Delegation outlines the allocation of authority within York St John University (YSJ) for various decision-making processes conducted in YSJ's name. It is intended to complement existing constitutional and regulatory documents by consolidating a decision-making framework based on these documents and current practices, with appropriate citations provided. While not exhaustive, this framework aims to aid in identifying the necessary authority levels for decisions not explicitly mentioned.

The Scheme of Delegation is designed to facilitate compliance with Element 1 of the [HE Code of Governance: Accountability \(2020\)](#). YSJ staff members must review the Scheme of Delegation in conjunction with their individual role descriptions, which offer more detailed guidance on the parameters of decision-making within specific areas.

The Scheme of Delegation is available on the [Governance page](#) of YSJ's website.

Where a wholly-owned subsidiary company has been established, the delegations within this document apply. Any extra delegations specific to that wholly-owned subsidiary will be added as a section of this Scheme of Delegation.

## 2. Scope

The scope of the Scheme of Delegation encompasses the allocation of decision-making authority across various levels and functions within the institution, delineating who has the authority to make specific decisions, the extent of their authority, and the processes involved in decision-making. It serves as a framework for ensuring accountability, efficiency, and transparency in decision-making processes throughout YSJ.

## 3. Framework and principles of delegation

- a) The powers of YSJ are set out in its [Articles of Association](#). These are kept under review every five years by Governance and Nominations Committee.

- b) The Board of Governors is ultimately responsible for decisions made in YSJ's name. As set out in Article 14.6, some powers are reserved to the Board of Governors alone. Other powers are delegated to Board of Governors' committees, to the University's Academic Board or to the Vice Chancellor as the University's Chief Executive Officer.
- c) YSJ, in common with other Higher Education Institutions (HEIs), is subject to regulation by a number of bodies including the Office for Students (OfS). This scheme of delegation seeks to capture where decisions must be taken by a particular body or role holder to comply with external regulation. However, in the event of any disparity, the regulatory documents of the body in question should take precedence over this scheme.
- d) The Executive Board assists the Vice Chancellor in the leadership and management of YSJ. Within the provisions set out in the Articles of Association (Article 18) and related constitutional documents, it takes key executive decisions. The Executive Board is advised by the wider senior leadership team (Heads of Schools, Directors and Heads of Service/Deputy Directors).
- e) During any period of absence, the Vice Chancellor will delegate their authorities to a nominated member of Executive Board.
- f) In turn, members of the Executive Board delegate operational responsibilities to the senior team.. These designated individuals may delegate responsibility for specific aspects of management to other senior members of their teams but retain ultimate responsibility.
- g) It is the responsibility of all senior staff to be familiar with and operate within this scheme of delegation. Senior staff are also responsible for ensuring that the scheme of delegation is adhered to within their own area.
- h) Except as required under defining constitutional and regulatory documents (e.g., Articles of Association; Financial Regulations), individuals and bodies in whom authority is vested by this scheme of delegation may delegate those powers to others provided that such delegation is explicitly documented (either through policies or in individual cases) and is recorded and reported appropriately (e.g. to the Chief Operating Officer in respect of financial authority levels).
- i) Where a decision or approval is required in a timeframe that does not allow for a full meeting of a committee, authority can be delegated to the Chair of the Board of Governors or Chair of the relevant sub-committee. Where Chair's action is taken outside of the committee structure this should be communicated to the membership in a timely manner and reported formally at the next full meeting of the committee.

#### **4. Emergency Decision making**

For operational matters, YSJ has in place a [Major Incident Framework](#) which makes provision for decision-making in emergency situations. In this context a Major Incident is one that involves serious injury or death, is likely to seriously impact on YSJ's operations or could seriously affect YSJ's reputation. The Framework supports the mobilisation and operation of the Major Incident Team (MIT) who are responsible for working to the

Framework to mitigate the impact of major incidents on YSJ's core business, protect staff, students and visitors and to facilitate community recovery and the restoration of normal services as soon as possible. MIT authority will supersede committee decision making in the event of an emergency situation. This will be designated (for YSJ and any wholly owned subsidiary companies) by the University Secretary and Registrar who is also the University's Major Incident Co-ordinator. Any decisions taken by the MIT will be reported back to relevant committees in a timely manner.

For situations where emergency financial decisions are required, Executive Board members will operate within the limits of their delegated powers as determined by the Financial Regulations. Emergency financial decisions outside of these limits will require consultation and approval of the Chair of Finance and Capital Development Committee in consultation with the Chair of the Board of Governors. The Chair of Finance and Capital Development Committee will inform the Chair of the Board of Governors, if not involved in the approval process, and the Committee as soon as is reasonably possible.

## **5. Process for Approval and Review**

The scheme of delegation will be reviewed annually by the Executive Board before submission to Governance and Nominations Committee for recommendation to Board of Governors for approval. It is the responsibility of the University Secretary and Registrar to keep the scheme under review.

Any sections specific to a wholly-owned subsidiary will be reviewed annually by the wholly-owned subsidiary's Board of Directors, who will submit this to YSJ's Governance and Nominations Committee for approval. It is the responsibility of the wholly-owned subsidiary's Company Secretary to keep the scheme under review.

NOTES: The table below shows the highest level of internal approval required (**Final Authority**). Where there is any delegated authority or another body has a responsibility for making recommendations to the higher body, this is also shown. Approval required by external bodies is not shown here.

'And' is used to indicate that approval is required from all named role holders. 'Or' is used to indicate that any designated role holder may make the decision.

	Action	Final Authority	Delegated Authority (if any)	Recommendation from	Process notes
<b>1</b>	<b>Governance and Compliance</b>				
1.1	Approval of Articles of Association (University, wholly-owned subsidiaries)	Board of Governors	Cannot be delegated	Governance and Nominations Committee	
1.2	Approval of Financial Regulations (University, subsidiaries and students)	Board of Governors		Finance and Capital Development Committee	Chair of FCDC can make recommendations to BoG on behalf of FCDC for minor changes
1.3	Approval of Student Financial Regulations	Academic Board		Finance and Capital Development Committee	
1.4	Approval of Student Refund and Compensation Policy	Academic Board		People Committee	
1.5	Establishment or dissolution of Board of Governors' committee or sub-committee	Board of Governors		Governance and Nominations Committee	
1.6	Annual accountability returns to the OfS	Board of Governors	Vice Chancellor approves the TRAC return	Audit & Risk Committee	incorporates student forecasts; financial statements; TRAC etc.
1.7	Appointment (and re-appointment) of internal and external auditors (University, wholly-owned subsidiaries)	Board of Governors	Cannot be delegated	Audit & Risk Committee	Selection Panel act in an advisory capacity to Audit & Risk Committee

	<b>Action</b>	<b>Final Authority</b>	<b>Delegated Authority (if any)</b>	<b>Recommendation from</b>	<b>Process notes</b>
1.8	Establishment or winding up of spin-off or subsidiary company or any other venture of YSJ that requires the establishment of a separate legal entity	Board of Governors		Finance and Capital Development Committee	
1.9	Use of University assets by spinout companies (including spinout companies established by a wholly-owned subsidiary)	Board of Governors		Finance and Capital Development Committee	
1.10	Shareholding by YSJ in another legal entity	Board of Governors		Finance and Capital Development Committee; or Governance and Nominations Committee	
1.11	Shareholding by a wholly-owned subsidiary company of YSJ in another legal entity	Board of Directors of wholly-owned subsidiary company of YSJ		Executive Board	
1.12	Review and approval of constitutional arrangements relating to the Students' Union (SU)	Board of Governors		Governance and Nominations Committee	
1.13	Review and approval of SU audited financial statements	Board of Governors		Finance and Capital Development Committee	

	Action	Final Authority	Delegated Authority (if any)	Recommendation from	Process notes
1.14	Approval of Academic Regulations	Academic Board		Quality and Standards Committee; Honorary Degrees and Fellowships Committee	
1.15	Approval of SU annual budget	Finance and Capital Development Committee		SU	
1.16	Constitution and terms of reference of committee or formal body and changes to the same	Parent Body of the Committee		Governance and Nominations Committee	
1.17	Appointment of nominated officers for University subsidiary/associated company	Board of Governors		Governance and Nominations Committee	
1.18	Decisions on overall management structure	Vice Chancellor		Executive Board	
1.19	University Policy	Board of Governors; Academic Board; Executive Board			
1.20	Authorisation of external speakers under the Freedom of Speech and Academic Freedom Code of Practice	University Secretary and Registrar	Head of Governance and Compliance		
1.21	Release of information in response to requests under the Freedom of Information Act, other than information already published through the University's Publication Scheme	University Secretary and Registrar	Head of Governance and Compliance		

	Action	Final Authority	Delegated Authority (if any)	Recommendation from	Process notes
1.22	Designation of major incident	University Secretary and Registrar	The Director of Strategy and Projects, Academic Registrar Head of Governance and Compliance		
1.23	Release of data to third parties under the Data Protection Act	University Secretary and Registrar	Head of Governance and Compliance		
1.24	Decision to enter into litigation where there is a significant reputational or financial risk	Board of Governors	University Secretary and Registrar with advice from University Solicitor		
1.25	Approval of confidentiality agreements (also called Non-disclosure agreements)	Associate Pro Vice Chancellor (Innovation and Knowledge Exchange)	Head of Governance and Compliance		These are used to protect intellectual property and proprietary information during commercialisation activities, and do not cover NDAs banned by Office for Students' condition of registration E6
<b>2</b>	<b>Senior Appointments</b>				
2.1	Appointment and removal of Chancellor	Board of Governors		Appointing Committee	Appointing Committee convened when required
2.2	Appointment and removal of Pro Chancellor and Chair of the Board of Governors	Board of Governors			

	<b>Action</b>	<b>Final Authority</b>	<b>Delegated Authority (if any)</b>	<b>Recommendation from</b>	<b>Process notes</b>
2.3	Appointment and removal of Deputy Pro Chancellor and Deputy Chair	Board of Governors			
2.4	Appointment and removal of Vice Chancellor	Board of Governors			
2.5	Appointment and removal of members of the Board of Governors	Board of Governors		Governance and Nominations Committee	
2.6	Appointment and removal of the Board of Governors' committee chairs	Board of Governors		Governance and Nominations Committee	
2.7	Appointment and removal of Directors of wholly-owned subsidiary companies of YSJ	Board of Governors		Governance and Nominations Committee	
2.8	Policy framework for remuneration of Executive Board members	Board of Governors		Remuneration Committee: SLT & Vice Chancellor	
2.9	Policy framework for remuneration of the Vice Chancellor	Board of Governors		Remuneration Committee: Vice Chancellor	
2.10	New employment contracts/changes for Executive Board members	Remuneration Committee: SLT & Vice Chancellor			
2.11	New employment contract/changes for the Vice Chancellor	Remuneration Committee: Vice Chancellor			
2.12	Severance payment to members of Executive Board	Remuneration Committee: SLT & Vice Chancellor			

	Action	Final Authority	Delegated Authority (if any)	Recommendation from	Process notes
2.13	Severance payment to the Vice Chancellor	Remuneration Committee: Vice Chancellor			
2.14	New employment contracts/ contractual changes for Heads of Schools and Directors	Vice Chancellor			
2.15	Severance payments to Heads of Schools and Directors	Vice Chancellor			
2.16	Appointment and termination of employment of Executive Board members <sup>1</sup> excluding the Vice Chancellor	Remuneration Committee: SLT & Vice Chancellor			
2.17	Expenses: Vice Chancellor	Chair of FCDC or Chair of the Board of Governors			
2.18	Expenses: Executive Board members	Vice Chancellor			
2.19	Expenses: Governors and coopted members of the Board of Governors' committees	Vice Chancellor or University Secretary and Registrar			
<b>3</b>	<b>General Staff Employment</b>				
3.1	Appointment of honorary positions as approved by Academic Board, including the award of Emeritus Professor	Academic Board	Vice Chancellor	Honorary Awards Committee	

<sup>1</sup> The Board of Governors has a specified role in the processes of appointment and removal of the Secretary to the Board of Governors (Articles of Association)

	Action	Final Authority	Delegated Authority (if any)	Recommendation from	Process notes
3.2	Academic Promotions	Academic Board	Academic Promotions Committee		
3.3	Nationally agreed cost of living pay increases	Vice Chancellor	Chief Operating Officer or Director of HR		
3.4	Termination of employment <i>On performance grounds (disciplinary or capability) indicated in italics</i>	Vice Chancellor	Relevant Executive Board member		
3.5	Termination of employment during probationary period	Prime Budget Holders			
3.6	New employment contracts	Executive Board member			
3.7	Change to existing contracts (including pay increases other than nationally agreed cost of living increases)	Relevant Executive Board member and Director of HR			
3.8	Individual severance payments	Relevant Executive Board member advised by Director of HR			
3.9	New payroll deduction schemes	Chief Operating Officer or Director of HR			
3.10	Additional, non-contractual payroll payments to staff	Chief Operating Officer			
3.11	Advances to employees in cases of hardship due to administrative error or delay	Chief Operating Officer	Director of Finance		

	Action	Final Authority	Delegated Authority (if any)	Recommendation from	Process notes
3.12	Repayment plans for payroll debt (current employments) <i>For past employees shown in italics</i>	Chief Operating Officer	Director of Finance		
3.13	Expenses: staff	Prime Budget Holders			
<b>4</b>	<b>Student Matters</b>				
4.1	Approving the level of student tuition fees, other fees	Board of Governors		People Committee	
4.2	Accommodation fees	People Committee			
4.3	Admissions Policy	Academic Board			
4.4	New awards, including joint awards	Academic Board		Quality and Standards Committee	
4.5	Development of academic portfolio	Academic Board	Strategic Portfolio Committee		
4.6	New programme of study or major amendment	Academic Board	Quality and Standards Committee		
4.7	Minor amendment to programme of study	Quality and Standards Committee	Programme Amendment and Scrutiny Panel		
4.8	Suspension or withdrawal of programme of study	Academic Board	Strategic Portfolio Committee		
4.9	Decision to amend Student Protection Plan resulting from increased risk to continuation of studies	Academic Board or Executive Board		University Secretary and Registrar, Academic Registrar, Head of Governance and Compliance	

	<b>Action</b>	<b>Final Authority</b>	<b>Delegated Authority (if any)</b>	<b>Recommendation from</b>	<b>Process notes</b>
4.10	Policies and procedures relating to the assessment of students	Academic Board		Quality and Standards Committee	
4.11	Appointment of external examiners	Quality and Standards Committee			
4.12	Award of degrees and other awards to individuals	Academic Board		Progress and Award Examination Panel	
4.13	Determination of student academic appeals	Student Appeals and Conduct Committee			
4.14	Determination of student academic misconduct cases	Student Appeals and Conduct Committee			
4.15	Determination of student discipline cases	<p>Cases which go to a Hearing - Student Appeals and Conduct Committee</p> <p>All other Level 1 and Level 2 disciplinary cases Head of Governance and Compliance as Disciplinary Officer</p>	Nominee	Investigating Officer	
4.16	Determination of student complaints	Head of Governance and Compliance as Complaints Officer	Nominee	Investigating Officer	
4.17	Final right of appeal in relation to all student cases	Vice Chancellor	Nominee		The Vice Chancellor may delegate to an appropriate nominee

	Action	Final Authority	Delegated Authority (if any)	Recommendation from	Process notes
4.18	Decisions relating to refunds of fees or compensation in relation to student complaints	Head of Governance and Compliance as Complaints Officer	Nominee		
4.19	Decisions relating to refunds of fees or compensation in relation to action taken under Student Protection Plan	Executive Board		University Secretary and Registrar, Academic Registrar, Head of Governance and Compliance	
<b>5</b>	<b>Financial and Budgetary Matters, Including Capital Investment</b>				
5.1	Sale or purchase of estate, all property leases granted to or by the University	Board of Governors	Two authorised governor signatories	Finance and Capital Development Committee	

5.2	Annual budget	Board of Governors	Cannot be delegated	Finance and Capital Development Committee; Executive Board	Any commitment to new expenditure which is not in the approved budget and which would result in the budget position not being met, needs to be approved by FCDC and Board of Governors prior to the expenditure being committed and incurred. Should it not be possible in the timescales for the full committee to meet and approve the expenditure in advance, it should be agreed by the Chair of the FCDC Committee in consultation with the Chair of the Board of Governors
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5.3	Annual accounts	Board of Governors	Cannot be delegated	Audit & Risk Committee; Finance and Capital Development Committee	
5.4	Financial transactions <sup>1</sup> over £500k (see below regarding bids)	Board of Governors	Two authorised governor signatories		
5.5	Bids for funds over £500k (e.g., research bids)	Vice Chancellor and Chief Operating Officer			
5.6	Bids for funds under £500k (e.g., research bids)	Chief Operating Officer	Director of Finance		
5.7	Investments other than cash deposits	Board of Governors			
5.8	Hedging on borrowings for more than 6 months	Finance and Capital Development Committee		Executive Board	
5.9	Approval of new overdraft, revolving credit facility, mortgage or other borrowing facilities	Board of Governors		Finance and Capital Development Committee	
5.10	Financial transactions <sup>1</sup> between £100,001 and £500k	Vice Chancellor			
5.11	Financial transactions <sup>1</sup> between £25,001 and £100k	Director of Finance	Chief Operating Officer		Chief Operating Officer will also be kept informed of all transactions valued at £25,001 and above
5.12	Financial transactions up to £25k	Executive Board members or Directors			
5.13	Acceptance of donations valued at >£25k	Vice Chancellor	Chair of University Sponsorship Panel and Director of Finance		In consultation with Executive Board

5.14	Acceptance of donations valued at <£25k	Chief Operating Officer and Director of Finance			Reported to Executive Board
5.15	Licensing of intellectual property	University Secretary and Registrar	Head of Governance and Compliance	Associate Pro Vice Chancellor (Innovation and Knowledge Exchange) and Senior Legal Adviser	
5.16	Debt write-off, payroll debt write off, up to £5k	Director of Finance			
5.17	Debt write-off, including payroll debt write off, over £5k	Chief Operating Officer			
5.18	Open/close bank account or set up a bank mandate	Chief Operating Officer			
<b>6</b>	<b>Partnerships and Affiliations</b>				
6.1	Award of honorary degrees and fellowships	Academic Board		Honorary Awards Committee	
6.2	Formal franchise, validation and other collaborative partnership agreement or arrangements	Academic Board		Quality and Standards Committee	
6.3	Memorandum of Understanding	Vice Chancellor	PVC: Research & International can sign off in country when required	Collaborative Partnerships Committee; PVC: Research & International	

6.4	Exchange Agreements	Vice Chancellor	Collaborative Partnerships Committee		
6.5	Affiliation of the University to national bodies and consortia	Vice Chancellor			
6.6	Statement of Intent	University Secretary and Registrar			
6.7	Research collaboration agreements (subject to sign-offs relating to financial thresholds)	PVC: Research & International		Head of School; Finance	
6.8	Material Transfer Agreements (biomedical materials) (subject to sign-offs relating to financial thresholds)	University Secretary and Registrar			
6.9	Apprenticeship Agreements (subject to sign-offs relating to financial thresholds)	PVC: Research & International	Associate Pro Vice Chancellor (Innovation and Knowledge Exchange)		
6.10	Knowledge Transfer Agreements (subject to sign-offs relating to financial thresholds)	PVC: Research & International	Associate Pro Vice Chancellor (Innovation and Knowledge Exchange)		PVC: Research & International to signoff at agreed threshold
6.11	Sponsorship Agreements (subject to sign-offs relating to financial thresholds)	University Secretary and Registrar			Considered at Executive Board biannually and by exception as needed
6.12	Innovation and Enterprise Agreements (subject to sign-offs relating to financial thresholds)	PVC: Research & International	Associate Pro Vice Chancellor (Innovation and Knowledge Exchange)		

7	Legal Contracts				
7.1	Contracts not subject to special treatment by virtue of type or value as specified elsewhere	Vice Chancellor			With advice from University Solicitor as required
7.2	Research contracts directly from funder (subject to sign-offs relating to financial thresholds)	PVC: Research & International			With advice from University Solicitor as required
7.3	Innovation and Enterprise Contracts (subject to sign-offs relating to financial thresholds)	PVC: Research & International	Associate Pro Vice Chancellor (Innovation and Knowledge Exchange) and University Secretary and Registrar		With advice from University Solicitor as required
7.4	Data sharing agreements	University Secretary and Registrar as Data Protection Officer or relevant Executive Board Member			With advice from University Solicitor as required
7.5	Eviction notice	Vice Chancellor			With advice from University Solicitor as required
8	Media and Published Information				
8.1	Authorisation of press releases and media interviews	Executive Board and Director of Marketing, Student Recruitment & Admissions	Head of Public Affairs and Corporate Communications		
8.2	Use of University logo, including its use by partners	Director of Marketing, Student Recruitment and Admissions			
8.3	Use of University crest	Vice Chancellor			

9	Strategy				
9.1	Approval of Strategic Plan, including mission, vision and values	Board of Governors	Cannot be delegated	Executive Board	
9.2	Approval of supporting institutional strategies	Executive Board		Relevant SLT member	
10	Extra Delegations for YSJ Innovations Ltd (subject to the above delegations)				
10.1	i) Establishment of a YSJ Innovations Ltd spin-off or ii) any other BAU venture of YSJ Innovations Ltd that requires the establishment of a separate legal entity	YSJ Innovations Ltd Board of Directors		Executive Board	
10.2	Winding up or disposal of a YSJ Innovations Ltd spin-off	YSJ Innovations Ltd Board of Directors		Executive Board	
10.3	Approval of involvement in high-risk activities by YSJ Innovations Ltd (see high risk process)	Executive Board  YSJ Innovations Ltd Board of Directors	Chief Operating Officer		
10.4	Expenses: Directors of YSJ Innovations Ltd	Vice Chancellor or University Secretary and Registrar			

10.5	Annual accounts of YSJ Innovations Ltd	YSJ Innovations Ltd Board of Directors	Cannot be delegated	Board of Directors of YSJ Innovations Ltd;  Considered by: Audit & Risk Committee; Finance and Capital Development Committee	
10.6	Financial transactions/contracts related to YSJ Innovations Ltd over £500k where approval has been given by the Board of Directors of YSJ Innovations Ltd	Two Governors who are not also on the board of directors of YSJI		YSJ Innovations Ltd Board of Directors	Recommendation from Board of Directors must include at least three Directors
10.7	Bids for funds related to YSJ Innovations Ltd over £500k (e.g., research bids)	Two Governors who are not also on the board of directors of YSJI		YSJ Innovations Ltd Board of Directors	Recommendation from Board of Directors must include at least three Directors
10.8	Bids for funds related to YSJ Innovations Ltd under £500k (e.g., research bids)	Vice Chancellor and University Secretary and Registrar		YSJ Innovations Ltd Board of Directors	
10.9	Financial transactions/contracts related to YSJ Innovations Ltd between £100,001 and £500k	Vice Chancellor		YSJ Innovations Ltd	
10.10	Financial transactions related to YSJ Innovations Ltd between £25,001 and £100k	Chief Operating Officer	Chief Operating Officer	Director of Finance	
10.11	Financial transactions related to YSJ Innovations Ltd up to £25k	Pro Vice Chancellor Research and Innovation	Associate Pro Vice Chancellor (Innovation and Knowledge Exchange)		