

1. Governance

Decision or Activity	Committee/ Office with Authority	Administrative Responsibility	Notes
Acts of Governance	Scottish Parliament	University Secretary	
Constitutional ordinances	Privy Council	University Secretary	Draft ordinances are submitted to the Privy Council following a period of statutory consultation and approval by Court.
Composition of Court	Scottish Parliament/Privy Council	University Secretary	Established by Universities Scotland Acts, as amended by Ordinances
Court Statement of Primary Responsibilities	Court	University Secretary	
Selection of Convener	Staff / students	University Secretary / Nominations Committee	An election by staff/students takes place following the procedure set out in the Higher Education Governance (Scotland) Act 2016
Selection of Rector	Students	Senate Office	
Appointment of independent governors	Court	University Secretary / Nominations Committee	
Appointment of Senate Assessors	Senate	Clerk of Senate	
Appointment of staff members of Court	Staff	University Secretary	Any member of staff may be nominated, and it is customary for the Joint Unions Liaison Committee to make a nomination. Should more than one person be nominated, an election is held.
Committee structure	Court	University Secretary	
Committee terms of reference	Court	University Secretary	
Annual Review of effectiveness	Court	University Secretary	Court appoints a governance working group to oversee this process
Five-yearly externally-facilitated review of effectiveness	Court	University Secretary	Court appoints a governance working group to oversee this process

Scheme of Delegation

Composition of Senate	Scottish Parliament	Clerk of Senate, University Secretary	Established by Universities Scotland Acts, as amended by Ordinances
Selection of Senate members	Senate	Clerk of Senate	
Senate Committee structure	Senate	Clerk of Senate	
Senate Committee terms of reference	Senate	Clerk of Senate	
Structure of institutional executive management	Court	Principal	
Register of interests	Court	University Secretary	
Execution of deeds	Court	University Secretary	This may at times, on the advice of the University lawyer, require also the signature of a member of the University Court, and/or the use of the University seal.
Compliance with Charity Law	Court	University Secretary / Director of Finance	
Procurement of Legal advice	Principal	University Secretary	
Appointment of internal auditors	Court	University Secretary	On recommendation of Audit Committee
Constitution of Student Representative Council and Student Unions	Court		

2. Strategy and Policy

Decision or Activity	Committee/ Office with Authority	Administrative Responsibility	Notes
Strategic Plan	Court	Senior Vice-Principal	Recommendation comes to Court from the Senior Management Group (SMG), following extensive consultation
Key Performance Indicators	Court	Senior Vice-Principal	Recommendation comes to Court from SMG, following extensive consultation
Financial Strategy	Court	Director of Finance	Court is advised by Finance Committee
People Strategy	Court	Director of Human Resources	Court is advised by HR Committee
Estates Strategy	Court	Director of Estates & Buildings	Court is advised by Estates Committee
Learning & Teaching Strategy	Court	Vice-Principal (Academic & Educational Innovation)	Court is advised by Senate
Research Strategy	Court	Vice-Principal (Research)	Court is advised by Senate
Knowledge Exchange Strategy	Court	Vice-Principal (Innovation & Knowledge Exchange)	Court is advised by Senate
Internationalisation Strategy	Court	Vice-Principal (Internationalisation)	Court is advised by Senate
Sustainability Strategy	Court	University Secretary	Court is advised by Estates Committee
Risk Management Policy and Risk Register	Court	Director of Finance	The Risk Register is a central part of the agenda of the Senior Management Group. The process for reviewing and managing risk is overseen by the Audit Committee, which advises Court.
Academic Collaborations	Court	University Secretary	Court is advised on academic matters by Senate
IT Strategy	Court	Vice-Principal (Academic & Educational Innovation)	Court is advised by Information Policy & Strategy Committee, which reports via SMG

3. Human Resource Management

Decision or Activity	Committee/ Office with Authority	Administrative Responsibility	Notes
Terms & Conditions of Employment	Court	Director of HR	Court is advised by HR Committee, following consultation with recognised trade unions
Human Resources Policies	Court	Director of HR	Court is advised by HR Committee, following consultation with recognised trade unions
Recruitment of Principal	Court	Search Committee, appointed by Court	Search Committee must include a student member and a member of staff who does not hold a senior executive position
Recruitment Policy	HR Committee	Director of HR	Recruitment Policy establishes the levels of authority required to authorise new appointments
Recruitment of staff	University officers	Director of HR	In compliance with terms of Recruitment Policy
Remuneration Policy	Court	Director of HR	Court is advised by Remuneration Committee
Remuneration of members of the Senior Management Group	Remuneration Committee	Director of HR	
Performance & Development Review	University managers	Director of HR	All University staff participate in an annual P&DR discussion with their line-manager
Performance & Development Review of Principal	Convener of Court		Input is invited to this exercise from Court members and from members of SMG
Promotions	Principal's Review Board	Director of HR	Principal's Review Board receives recommendations from College Review Boards
Termination of Employment	Director of HR	HR Managers	Termination must be in accordance with HR policies approved by Court
Voluntary severance	Remuneration Committee	Director of HR	Any VS proposal costing more than £100K, involving a payback of more than one year, or involving a member of SMG, requires to be approved by Remuneration Committee. Other VS proposals may be approved by the Principal/Senior Vice-Principal/ University Secretary
Honorary / visiting appointments	Heads of College	College Head of HR	

4. Financial Management

Decision or Activity	Committee/ Office with Authority	Administrative Responsibility	Notes
Approval of Budget and financial Forecast	Court	Director of Finance	Court is advised by Finance Committee
Approval of Financial Statements	Court	Director of Finance	Court is advised by Audit and Finance Committees
Appointment of external auditors	Court	Director of Finance	Court is advised by Audit Committee
Appointment of bankers	Court	Director of Finance	Court is advised by Finance Committee
Borrowing	Court	Director of Finance	Court is advised by Finance Committee
Treasury Management Policy	Court	Director of Finance	Court is advised by Finance Committee
Systems of financial management and control	Principal	Director of Finance	
Management of budgets	Principal	Heads of College, Chief Operating Officer	
Authorisation of expenditure < £25K	Relevant budgetholder	As determined by budgetholder	
Authorisation of expenditure: £25K - £100K	Head of School / Institute / Service	As determined by Head of School/Institute/Service	
Authorisation of expenditure: £100K - £250K	Head of College / Chief Operating Officer	As determined by Head of College/COO	
Authorisation of expenditure: £250K - £1M	Director of Finance		
Authorisation of expenditure > £1M	Finance Committee		
Investment of Endowment Funds	Court	Director of Finance	Court is advised by the Investment Advisory Committee, which is a sub-committee of Finance Committee
Establishment of University companies	Court	University Secretary	Court is advised by Finance Committee

Scheme of Delegation

Appointment of Directors of subsidiary companies	Court	University Secretary	Court reviews appointments annually
Purchase or sale of equity in companies: transaction < £100K	GU Holdings Ltd	Head of Commercialisation	GU Holdings is a University owned company, currently chaired by the Senior Vice-Principal
Purchase or sale of equity in companies: transaction £100K or over	Finance Committee	Head of Commercialisation	Finance Committee is advised by the Board of GU Holdings Ltd
Approval of TRAC Return	Finance Committee	Director of Finance	
Setting of Tuition Fees	Court	Director of Marketing, Recruitment & International Office	Court is advised by Senior Management Group
Sanctions for student debt	Finance Committee	Director of Finance	
Funding of Student Representative Council and Student Unions	Student Finance Committee	University Secretary	Student Finance Committee reports its decisions to Finance Committee and Court
Acceptance of donations	Court	Director of Development	Court approved the University's strategy on development and fundraising. A Gifts Acceptance Group, on Court's behalf, considers whether to accept donations where there are significant ethical considerations.

5. Capital Investment & Estates

Decision or Activity	Committee/ Office with Authority	Administrative Responsibility	Notes
Acquisitions and disposals, as set out in Estates Strategy: transactions < £500K	University Secretary	Director of Estates & Buildings	
Lease of properties, as set out in Estates Strategy: transactions < £500K	University Secretary	Director of Estates & Buildings	
Acquisitions and disposals, as set out in Estates Strategy: transactions £500K and over	Court	Director of Estates & Buildings	Court is advised by Estates Committee
Lease of properties, as set out in Estates Strategy: transactions £500K and over	Court	Director of Estates & Buildings	Court is advised by Estates Committee

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Approval of Capital Plan	Court	Director of Estates & Buildings	Court is advised by Estates and Finance Committees
Approval of Capex Applications: < £25M	Finance Committee	Director of Finance	Prior to Finance Committee consideration, Capex applications are reviewed by the Capex Committee, convened by the Senior Vice-Principal
Approval of Capex Applications: £25M and over	Court	Director of Finance	Court is advised by Finance Committee. Prior to Finance Committee consideration, Capex applications are reviewed by the Capex Committee, convened by the Senior Vice-Principal
Award of capital contracts, consistent with approved Capex: contracts < £250,000	Director of Estates & Buildings		
Award of capital contracts, consistent with approved Capex: contracts £250,000 and over	University Secretary	Director of Estates & Buildings	
Authorisation of variances against capital budget: < £500K and < 5%	Director of Finance		
Authorisation of variances against capital budget: over £500K and/or over 5%	Finance Committee		
Authorisation of stage payments	Director of Estates & Buildings		
Contracts for maintenance and utilities: < £250K	Director of Estates & Buildings		
Contracts for maintenance and utilities: £250K and over	University Secretary	Director of Estates & Buildings	
Letting of University accommodation: student residential lets	Director of Campus Services		
Letting of University accommodation: short lets (< 5 years)	Director of Estates & Buildings		
Letting of University accommodation: long lets (5 years and over)	Estates Committee	Director of Estates & Buildings	

6. Learning & Teaching

Decision or Activity	Committee/ Office with Authority	Administrative Responsibility	Notes
Student Admissions Policy	Senate	Clerk of Senate	Senate is advised by the Senior Management Group
Student Admissions	Heads of College	Director of Marketing, Recruitment & International Office	
Policy on Student Progression	Senate	Clerk of Senate	
Decisions on Student Progression	School Examination Boards / Progress Committees	Deans of Learning & Teaching	
Degree Awards	Senate	Clerk of Senate	Senate is advised by School Examination Boards and College Graduate Schools
New degree programmes	Court	Clerk of Senate / University Secretary	Court approves new degree programmes on receipt of a draft Resolution from Senate
New academic regulations	Court	Clerk of Senate / University Secretary	Court approves new academic regulations on receipt of a draft Resolution from Senate
Student Discipline	Senate	Clerk of Senate	Senate is advised by the Student Conduct Committee
Validation of third party provision or franchise	Senate	Clerk of Senate	
Joint, double or multiple degree awards	Senate	Clerk of Senate	
New international academic partnerships involving joint, double or multiple degree programmes	Senate	Clerk of Senate	
New UK, and continuing international and UK, academic partnerships involving joint, double or multiple degree programmes	College Management Groups	Deans of Learning & Teaching	
Articulation arrangements	College Management Groups	Deans of Learning & Teaching	
Academic partnerships with significant resource implications	Court	Clerk of Senate, Director of Finance	Court is advised on academic matters by Senate and on resource management by Finance Committee

7. Research Management

Decision or Activity	Committee/ Office with Authority	Administrative Responsibility	Notes
Research Grants and UK Government Research Contracts – applications and awards	Heads of College, Director of Finance	Various	Refer to the Delegation of Contractual Signing Authorities, which sets delegated authorities within Colleges and within the Research Support Office
EU Grants and Contracts – applications and awards	Heads of College, Director of Finance	Various	Refer to the Delegation of Contractual Signing Authorities, which sets delegated authorities within the Overseas and Contracts teams within the Research Support Office
Contracts for Research, Consultancy and Intellectual Property	Heads of College, Director of Finance	Various	Refer to the Delegation of Contractual Signing Authorities, which sets delegated authorities within the Contracts Team in the Research Support Office

8. Other Matters

Decision or Activity	Committee/ Office with Authority	Administrative Responsibility	Notes
Other matters of routine business arising between meetings of Court	University Secretary		All such business will be reported to the next meeting of Court
Other matters of non-routine business arising between meetings of Court	Convener of Court / Principal / University Secretary	University Secretary	Depending on the business, the Convener /Principal/Secretary may decide to communicate with Court members by email. All such business will be reported to the next meeting of Court.

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