



ABERSU SCHEME OF DELEGATED AUTHORITY

INTRODUCTION

This framework sets out where authority for key decisions rests within the Students' Union. Where the primary authority has chosen to delegate the approval and execution of a decision or process, they will retain the ultimate accountability and corporate responsibility for the decision or process. There is, however, an expectation that decisions should be delegated to the lowest level within reasonable limits.

This document has been prepared with reference to the Articles of Association, the Students' Union's governing document. It is also intended to be entirely consistent with the published Financial Regulations of the Students Union.

Objectives:

1. To streamline decision making, ensuring that decisions are not escalated above a level where there is sufficient expertise and experience to make the decision.
2. To provide full clarity and transparency on decision-making and authorities to make commitments/accountability.
3. To ensure that the business of the Union is not hampered by undue process - controls should be proportional to risk.

PRINCIPLES OF DELEGATION

As the body with overall governance responsibility for the Union, the Board of Trustees (BoT) is itself responsible for approving the strategy and associated plans and budgets; for determining major business decisions; for the framework of governance and management; and for monitoring institutional and executive performance. These responsibilities may be delegated to formal committees of the BoT and/or to the Chief Executive (and the Leadership Team) as defined in the Articles of Association.

The Chief Executive (CEO), as the Senior Manager of the Union, is responsible to the BoT, for the operational management of all aspects of the Union's work. The Chief Executive is expected to delegate responsibility for specific aspects of the Union's management to individual members of the Union's Leadership Team but retains ultimate responsibility for their work.

The Heads of Department (HOD) are responsible to the BoT (through the Chief Executive) for the leadership and overall management of their respective portfolios and sections in accordance with their job descriptions and the policies and Financial Regulations of the Union. They may delegate responsibility for specific aspects of their remit to other HODs and staff of the Union but retain ultimate responsibility and accountability for the management of their departments and faculties.

The appropriate budget holder may authorise expenditure up to the limits set out below providing it has been included in the budget approved by Trustees. Any order above these limits must be authorised by the Chief Executive or the individual's line manager (subject to their own authorisation limit).

All orders above £25,000 need to be presented to the Trustee board for approval if not already included in the Union budget.

	Good for Resale / Merch	Other Goods / Services
Chief Executive	£5,000	£25,000





Head of Finance & Operations	N/A	£5,000
Other Head of Dept	N/A	£2,500
Coordinators	N/A	£1,000

The Committee or individual who holds the Delegated Authority is responsible for adhering to the delegation principles and for control of any action to sub-delegate the authorities delegated to them. Budget Holders may delegate authority within their budget, but they cannot delegate their overall accountability.





LIST OF SCHEME OF DELEGATION

1. STRATEGY

Ref.	Activity	Final Authority	Delegated Authority (if any)	SLT Lead Person	Process
1.1	Approval of Strategic Plan and associated Financial Forecasts.	BoT		CEO	<p>On recommendation of the Senior Leadership Team. All Senior Managers contribute to the development of the Strategic Plan. Chief Executive leads co-ordination of SLT contributions.</p> <p>Finance Manager, under leadership of the Chief Executive, coordinates overall development of Financial Forecasts associated with the plan.</p>
1.2	Approval of Annual Operating Plan including KPIs and Annual Targets	BoT	SLT scrutinise the plan and recommend to BoT	CEO	Chief Executive has responsibility along with SMT for the production and maintenance of the Operational Plan
1.3	Reporting on performance against plan, KPIs and annual targets	BoT		CEO	Chief Executive to update Trustee Board on progress at BoT meetings and prepare annual report for Audited Accounts

2. GOVERNANCE, MANAGEMENT AND CONTROL





Ref.	Activity	Final Authority	Delegated Authority (if any)	SLT Lead Person	Process
2.1	Amendments to Articles of Association	Charity Commission	University Council following agreement through the democratic structures of the SU	CEO	On recommendation of BoT
2.2	Amendments to Bye-laws	BoT	AGM/Senedd	Head of Student Voice	On recommendation of Senedd and BoT
2.3	Amendments to Regulations	BoT		CEO	
2.4	Financial negotiations between SU and University	BoT	CEO	Head of Finance & Resources	
2.5	Awarding of associate membership	BoT	Executive Committee	Head of Voice	As per the Articles of Association
2.6	Appointment of External Trustees	AGM	BoT	CEO and President	Recruitment process agreed by BoT and ratified by AGM
2.7	Appointment of Student Trustees	All student vote	N/A	Head of Voice	As per the Articles of Association
2.8	Appointment of Deputy Chair	BoT			BoT select Deputy Chair should vacancy arise
2.9	Appointment of Chief Executive	BoT		Head of People and Wellbeing	Recruitment process agreed by BoT and overseen by Head of People and Wellbeing
2.10	Appointment of External Auditors	BoT	AGM	Head of Finance & Resources	Tender process at least every five years, Head of Finance & Resources to report to BoT





Ref.	Activity	Final Authority	Delegated Authority (if any)	SLT Lead Person	Process
2.11	Approval of management accounts and mid-year Re-forecast	BoT	CEO	Head of Finance & Resources	Timely management accounts presented to BoT plus January Re-Forecast
2.12	Monitoring and updating risk register	BoT		CEO	Risk register updated by SMT every six months
2.13	Approval and monitoring of financial regulations and procedures	BoT		Head of Finance & Resources	Financial procedures prepared by Finance Manager to meet financial regulations and updated as required
2.14	Approval of contracts extending beyond 1 financial year	Goods and Services >£5k BoT Other services >£25k BOT	As outlined in financial regulations	CEO	
2.15	Approval of contracts within 1 year	CEO within limits of financial regulations	As outlined in financial regulations	CEO	
2.16	Interpretation of this Scheme of Delegation	BoT		CEO	
2.17	IT Policies and Procedures	CEO		Head of Finance and Resources Head of People and Wellbeing	
2.18	Establishment of Subsidiary Companies	BoT		CEO	SLT to consider business case and present to BoT

3. STAFF





Ref.	Activity	Final Authority	Delegated Authority (if any)	SMT Lead Officer	Process
3.1	Terms and conditions of employment including changes to terms	BoT		Head of People and Wellbeing	Head of People and wellbeing to amend T&Cs with reference to external HR and staff meetings
3.2	Decision to recruit to Senior Manager level	CEO		CEO	As per recruitment policy
3.3	Decision to recruit to Manager level	Management Board		Chief Executive	As per recruitment policy
3.4	Decision to recruit to co-ordinator or below	HOD		HOD in partnership with Head of People and Wellbeing	As per recruitment policy
3.5	Accelerated Increments, and regrading	CEO		CEO	Formal receipt of proposal from line manager/SM. Considered by staffing on advice from Head of Finance and Resources
3.6	Dismissal of Chief Executive Appeal Panel	BoT Designated Appeal Body		Chair of BoT and Deputy Chair (joint) External Trustee	
3.7	Dismissal of all other staff	BoT	Disciplinary Panel	CEO	Disciplinary Panel constituted in line with Disciplinary Procedure.





Ref.	Activity	Final Authority	Delegated Authority (if any)	SMT Lead Officer	Process
3.8	Terminating an employment contract whilst a member of staff is on probation	CEO		Head of People and Wellbeing	Line Manager presents case to Head of People and Wellbeing
3.9	Disciplinary warning	Disciplinary panel		Head of People and Wellbeing	Disciplinary panel constituted in line with the Disciplinary Procedure
3.10	Staff procedures and policies	CEO	Head of People and Wellbeing	Head of People and Wellbeing	Head of People and Wellbeing to work with BoT to agree cycle of review and updates
3.11	Uplift of salary spine points in accordance with national pay agreements or COL	BoT		CEO	
3.12	Approval of TOIL	Line Manager		n/a	In line with TOIL policy
3.13	Approval of early retirement	CEO		Head of People and Wellbeing	
3.14	Redundancy	BoT		CEO	In line with policy
3.15	Approval to undertake outside work	CEO	Head of People and Wellbeing	Head of People and Wellbeing	In line with T&Cs

4. BUDGETS AND THE ALLOCATION OF RESOURCES

Ref.	Activity	Final Authority	Delegated Authority (if any)	SMT Lead Officer	Process
4.1	Approval of management accounts and financial forecasts	BoT		Head of Finance & Resources	Produced by the Head of Finance & Resources at least quarterly in





Ref.	Activity	Final Authority	Delegated Authority (if any)	SMT Lead Officer	Process
					conjunction with Departments and approved by CEO
4.2	Non-Staffing Expenditure within approved Budget	As per the Financial Regulations	Appropriate staff member	CEO or Relevant HOD	As per Financial Regulations and Procedures
4.3	Goods for sale spends over £5K and/or £25K other goods and services	BoT		CEO	As per Financial Regulations and Procedures
4.4	Goods for sale spends up to £5K and/or up to 25K other goods and services	CEO		CEO	As per Financial Regulations and Procedures
4.5	Spends up to £5K for other goods and services	Head of Finance and Resources		Head of Finance and Resources	As per Financial Regulations and Procedures
4.6	Spends up to £2.5K for other goods and services	HOD budget lead		HOD budget lead	As per Financial Regulations and Procedures
4.7	Spends up to £1K for other goods and services	Coordinators		Coordinators	As per Financial Regulations and Procedures
4.8	Capital spend or lease agreements over £10K	BoT		CEO	As per Financial Regulations and Procedures
4.9	Capital spend or lease agreements up to £10K	CEO		CEO	As per Financial Regulations and Procedures
4.10	Capital spend variations or lease agreements variations only up to 2.5K	Relevant Project Manager		Relevant HOD	As per Financial Regulations and Procedures





5. FINANCIAL TRANSACTIONS (AND SEE ALSO FINANCIAL REGULATIONS)

Ref.	Activity	Final Authority	Delegated Authority (if any)	SMT Lead Officer	Process
5.1	Establishing Borrowing Limits	BoT		Head of Finance and Resources	As per Financial Regulations
.2	Establishing Borrowing facilities	BoT		Head of Finance and Resources	
5.3	Approval of other financial contracts (non-building or estate contracts) e.g. IT lease contract	CEO		Head of Finance and Resources	In line with procurement policy
5.4	Approval of mileage and travel policy	BoT	M	CEO	CEO produces the Travel and Expenses policy and recommends to BoT
5.5	Approval of relocation packages and approval of these expenses	BoT		Head of Finance and Resources	In line with agreed spending authorisation limits
5.6	Commitment and purchase of supply and services	Relevant HODs		n/a	
5.7	Single tender action for procurement	As per financial regulations		n/a	Reported to BoT
5.8	Write off of bad debt	<ul style="list-style-type: none">● BoT > £5k● Mgt Board £2k< £5k● HFR<£2k		Head of Finance and Resources	Finance Manager reports to appropriate body depending on level of write-off

