



# University Schedule of Delegation

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## Section 1 – Schedule Overview and Principles

1.1. The purpose of the Schedule of Delegation is to provide a structure of high-level responsibilities and delegated authorities for making key decisions in the name of, or on behalf of, the University. The document focuses on those areas of decisions that may be made by the University Council, or one of its Committees or may be delegated to the Vice-Chancellor or other members of the University Executive Committee (UEC).

1.2. This schedule has been developed in accordance with guidance from the Committee of University Chairs (CUC), which recommends that:

"where permissible, the governing body may delegate authority or allocate some of its work to committees, grant delegated authority to the Chair or a committee to act on its behalf and delegate responsibility to the executive head and officers of the institution. Such delegations must be clearly defined in writing and be formally approved by the governing body. Having delegated authority to other bodies or individuals to act on its behalf, the governing body is nevertheless ultimately accountable and has to accept corporate responsibility for the actions taken."

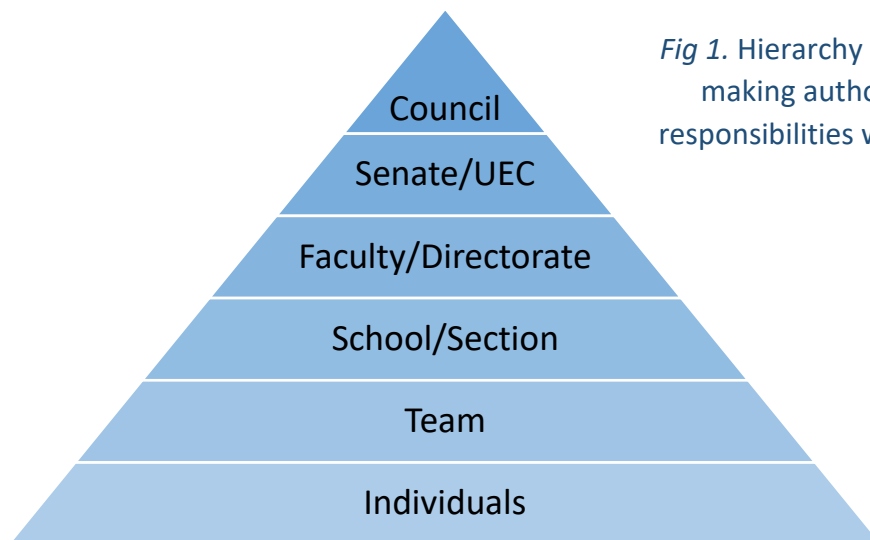
1.3. In the event of a major incident or crisis, it is recognised that decisions may need to be made by exception outside normal practices. A number of arrangements are in place to support such circumstances as set out in the University's Business Continuity Plan and Incident Planning Protocol.

1.4. The following delegation principles should be adhered to by the person/group with the final authority:

- All actions will not exceed the level of authority delegated by Council and must be contained within the allocated and approved budget;
- All actions will be consistent with the University Strategic Plan and the institutional objectives and priorities contained in the Plan, placing the University interest above that of its constituent parts;
- Any action should be consistent with the seven principles of standards in public life (the Nolan Report);
- All individuals delegated or supporting a delegated authority will act in accordance with the best interests of the University, its staff and students, and recognise the importance of preserving the University's good reputation;
- All decisions should be consistent with the University's Risk Management Policy (and Risk Registers) and comply with legal and funding body obligations;
- Any further delegation of responsibility must also be subject to and informed by overarching standard University procedures for financial transactions and policy matters;
- In cases of doubt, for example, in regard to potentially contentious or higher risk / legal matters, any decisions must be escalated to the Secretary to Council, irrespective of monetary value;
- Approval must be obtained at the planning stage, before the point of committing to any transaction, and include the total transaction cost over the full period of commitment and options for extensions;

- This schedule applies to all activities whether funded from restricted or non-restricted funds;
- Sufficient detail, evidence and relevant level of prior authorisation to support any action being requested must be provided to the delegated authority to allow them to make a decision and to allow them to demonstrate to Council, auditors or funders that an appropriate course of action is taken;
- In the absence of a defined delegated responsibility, or in the event of any uncertainty as to whom a decision or process should be delegated, advice should be sought from the Secretary to Council. A guiding principle should be to "delegate upwards".

1.5. It is important to note that the schedule is not and cannot be exhaustive and does not cover all areas of the University’s decision making processes in detail. It does, however, provide a useful guide and further advice can be sought from the [Legal, Governance & Compliance team](#). Amendments to the schedule will require Council approval. Underlined font within this document is hyperlinked to either elsewhere in the document or to the relevant webpage to provide more detail; press control + F for a key word search.



*Fig 1. Hierarchy of decision-making authority and responsibilities within Keele*

**1.6. Hierarchy of University Policy Documents:**

University Act & Charter ➡ Statutes ➡ Ordinances ➡ Regulations/Policies/Strategies/Frameworks ➡ Code of Practice ➡ Procedures/Code of Conduct ➡ Guidance/Guidelines/User Guides.

Further details on the University’s governance documentation can be found within the [University Policy Framework](#).

## Section 2 - Categories of the Schedule of Delegation

- 2.1. [Governance, management and control](#)
- 2.2. [Appointments and staffing matters](#)
- 2.3. [Academic and student matters](#)
- 2.4. [Research, enterprise and engagement](#)
- 2.5. [Capital investment and estates](#)
- 2.6. [Budgetary and financial matters](#)

### 2.1. Governance, management and control

Responsibility:	Final Authority:	Delegation	Oversight/ Recommendation	Further Powers, Limits & Process	Reference
<b>The Act</b>	<a href="#">Parliament</a>	None	Council	-	<a href="#">The University of Keele Act 1962</a>
<b>The Charter</b>	<a href="#">Privy Council</a>	None	Council	Council must amend by a Special Resolution before submission to the Privy Council – see Charter section 24 & 25 (after consultation at Senate and University Executive Committee).	<a href="#">The University Charter 1962</a> ; <a href="#">University Policy Framework</a> .
<b>Statutes</b>	<a href="#">Privy Council</a>	None	Council	Council must amend by a Special Resolution before submission to the Privy Council – see Charter section 18 (after consultation at Senate and University Executive Committee).	<a href="#">Statutes</a> ; <a href="#">Statute 17</a> ; <a href="#">University Policy Framework</a> .
<b>Ordinances</b>	<a href="#">Council</a>	None	Senate	University Executive Committee should be consulted where it is a new Ordinance or significant amendment.	<a href="#">Ordinances</a> ; <a href="#">Statute 17</a> ; <a href="#">University Policy Framework</a> .
<b>Regulations</b> – Financial compliance	<a href="#">Council</a>	Audit & Risk Committee	Chief Financial Officer	After consultation at University Executive Committee and Business Review Committee, where appropriate. In exceptional circumstances, Audit & Risk Committee may authorise a deviation from	<a href="#">Financial Regulations</a> ; <a href="#">University Policy Framework</a> .

Responsibility:	Final Authority:	Delegation	Oversight/ Recommendation	Further Powers, Limits & Process	Reference
				these Regulations, which must be reported to Council.	
<b>Regulations</b> – KARP compliance	<a href="#">Council</a>	Senate	Education Committee	Approved by Senate and reported to Council for information	<a href="#">Keele Academic Regulations &amp; Policies</a> ; <a href="#">University Policy Framework</a> .
<b>Strategic Plan</b>	<a href="#">Council</a>	None	Vice-Chancellor	Vice-Chancellor to submit to Senate and Council.	<a href="#">Strategic Plan</a>
<b>Policy Framework</b> – University policies, procedures, strategies, etc.	<a href="#">Council</a>	University policy documents are approved and amended in accordance with the University Policy Framework. Some legislative policy documents remain within the responsibility of Council or delegated to the relevant Council Committee.			<a href="#">University Policy Framework</a> ; <a href="#">Council Committees Terms of Reference</a> .
<b>Formation, removal and renaming of Faculties, Schools &amp; Directorates</b>	<a href="#">Council</a>	None	Senate, University Executive Committee (or sub-group(s))	Requires an amendment to Ordinance B1/B2.	<a href="#">Ordinance B1 &amp; B2</a>
<b>University Leadership and Management</b>	<a href="#">Council</a>	Vice-Chancellor	Members of University Executive Committee	In the absence of the Vice-Chancellor, the Deputy Vice-Chancellor & Provost is the Acting Vice-Chancellor; in the absence of both, the Acting Vice-Chancellor will be appointed by special arrangement.	<a href="#">Statute 6</a> ; <a href="#">Statute 8 (3)</a> , <a href="#">Ordinance</a> .
<b>Accountable Officer</b> – Reporting to the Office for Students	Vice-Chancellor	None	Secretary to Council	In the absence of the Vice-Chancellor, accountability is delegated to the Acting Vice-Chancellor.  The Accountable Officer is responsible for compliance with the Office for Students’ Regulatory Framework and Terms & Conditions for Funding of Higher Education	<a href="#">Reportable Events Procedure</a>

Responsibility:	Final Authority:	Delegation	Oversight/ Recommendation	Further Powers, Limits & Process	Reference
				<p>and the University’s Reportable Events Procedure.</p> <p>Compliance with the Office for Students’ Regulatory Framework and Ts &amp; Cs is monitored by University Executive Committee and Audit &amp; Risk Committee.</p>	
<b>Custody &amp; Use of the Seal</b>	<a href="#">Council</a>	<p>Secretary to Council</p> <p>In the absence of the Secretary to Council, the Vice-Chancellor has delegated authority; in the absence of both, the Deputy Vice-Chancellor &amp; Provost has delegated authority.</p>	Vice-Chancellor	<p>The Seal is to be affixed to deeds in accordance with the Use of the University Seal Procedure and in compliance with Ordinance A6.</p> <p>Two different signatures are required, one from each category below:  <i>Category 1 – Members of Council, usually:</i>                      Vice-Chancellor;                      Deputy Vice Chancellor &amp; Provost.  <i>Category 2 – University Officers:</i>                      Vice-Chancellor;                      Deputy Vice-Chancellor &amp; Provost;                      Chief Operating Officer;                      Chief Financial Officer (or delegate);                      Director of Estate and Campus Services (normal officer signatory for estates contracts).</p>	<a href="#">Charter; Statute 17; Ordinance A6; Use of the University Seal Procedure; University Contract and Approval Signature Processes.</a>
<b>Contracts</b> – Institutional contracts (except for RaISE, HR and Procurement contracts) ( <i>University Contract Approval and Signature Processes</i> )	<a href="#">Council</a>	<p>Director (or equivalent) or Executive Dean – if within the local budget/allocated resource; if outside of budget</p>	Director of Legal, Governance & Compliance	<p>Institutional Contracts Approval Form should be completed.</p> <p>Director (or equivalent) or Executive Dean is accountable for determining whether external legal support is required to assess risk of contract. The Director of Legal,</p>	<a href="#">University Contract Approval and Signature Processes.</a>

Responsibility:	Final Authority:	Delegation	Oversight/ Recommendation	Further Powers, Limits & Process	Reference
		<p>or represents a medium to high material risk, delegated authority lies with the Chief Operating Officer or the Vice-Chancellor</p> <p>Two company directors if relating to Keele University Science &amp; Business Park Limited</p>		<p>Governance &amp; Compliance may be contacted in order to help assess whether external legal support is needed.</p> <p>In line with the University Contract Approval and Signature Processes, the Secretary to Council is authorised to sign any such contracts in the absence of those named as having delegated authority.</p>	
<p><b>Contracts – RaISE</b> (Research, teaching and innovation contracts – <i>Research, Innovation &amp; Engagement contract request process</i>)</p>	<p><a href="#">Council</a></p>	<p>In accordance with the Research, Innovation &amp; Engagement Delegations List</p>	<p>Recommendation from Director of Research Strategy Delivery or Director of Engagement &amp; Partnerships, where required</p>	<p>There is legal support embedded into the RaISE team who will review complex contracts as needed. For the most complex contracts, the Faculty may be asked to outsource, with support – the Director of Research Strategy Delivery and Executive Dean will authorise for the most complex cases.</p> <p>The RIE Delegations List requires approval from the Professional Services Group.</p> <p>In line with the University Contract Approval and Signature Processes, the Secretary to Council is authorised to sign</p>	<p><a href="#">University Contract Approval and Signature Processes</a>; RIE Delegations List; <a href="#">Project Assurance Contracts</a>.</p>

Responsibility:	Final Authority:	Delegation	Oversight/ Recommendation	Further Powers, Limits & Process	Reference
				any such contracts in the absence of those named as having delegated authority.	
<b>Contracts – Human Resources</b> ( <i>All employment-related contracts</i> )	<a href="#">Council</a>	Chief People Officer/Head of HR/Manager	Staffing Review Group	<p>Post Approval Forms are signed off by the Staffing Review Group.</p> <p>In line with the University Contract Approval and Signature Processes, the Secretary to Council is authorised to sign any such contracts in the absence of those named as having delegated authority.</p>	<a href="#">University Contract Approval and Signature Processes;</a> Post Approval Process.
<b>Contracts – Procurement</b> ( <i>All procurement-related contracts</i> )	<a href="#">Council</a>	Procurement contracts <£2k – Procurement Senior Category Manager; Associate Director of Finance - Procurement and Customer Service; Associate Director of Finance – Transformation and Customer Service; or Chief Financial Officer.  Any other finance contracts – follow	Procurement Senior Category Manager / Associate Director of Finance - Procurement and Customer Service / Associate Director of Finance – Transformation and Customer Service / Chief Financial Officer	<p>In line with the University Contract Approval and Signature Processes, the Secretary to Council is authorised to sign any such contracts in the absence of those named as having delegated authority.</p>	<a href="#">University Contract Approval and Signature Processes;</a> Procurement Contract Signature Process.



Responsibility:	Final Authority:	Delegation	Oversight/ Recommendation	Further Powers, Limits & Process	Reference
		the Institutional Contracts process			
<b>Internal Control Arrangements</b>	<a href="#">Council</a>	Audit & Risk Committee	Risk & Data Management – Secretary to Council; Value for Money – Chief Financial Officer.	Internal auditors provide opinion for each audit and an overall annual opinion (submitted to the Office for Students) of the effectiveness of internal control arrangements.	<a href="#">Statute 17; Audit &amp; Risk Committee Terms of Reference</a>
<b>University Risk Register</b>	<a href="#">Council</a>	University Executive Committee	Audit & Risk Committee		<a href="#">Risk Management Policy</a>
<b>Corporate Compliance Management</b> – Legislative and Regulatory Compliance	<a href="#">Council</a>	Audit & Risk Committee	Director of Legal, Governance & Compliance	Legislative and regulatory risk owners and operational leads are outlined within the Corporate Compliance Risk Register. Some matters or events may constitute a Reportable Event and require notification to the Office for Students.	Corporate Compliance Risk Register; <a href="#">Reportable Events Procedure</a> .
<b>Obtaining external legal or other independent advice</b>	<a href="#">Council</a>	Secretary to Council; Chief Operating Officer; Chief People Officer; Director of Estate & Campus Services; Audit & Risk Committee	Director of Legal, Governance & Compliance	Legal or court action may require notification to the Office for Students as a Reportable Event.  External legal fees limited by the budget holder's authority or by Committee's terms of reference.	<a href="#">Reportable Events Procedure;</a> <a href="#">Audit &amp; Risk Committee Terms of Reference</a>
<b>Disaster &amp; Business Continuity Planning</b>	<a href="#">Council</a>	Vice-Chancellor	Chief Operating Officer and Relevant Director(s)/Heads	-	Business Continuity Plans; Incident Planning Protocol

Responsibility:	Final Authority:	Delegation	Oversight/ Recommendation	Further Powers, Limits & Process	Reference
<b>Approval of the Use of the University Logo</b>	Vice-Chancellor	Chief Operating Officer	Director of Strategic Communications & Brand; Director of Legal, Governance & Compliance	In compliance with the University Brand Identity and Guidelines.	<a href="#">University Brand Identity and Guidelines.</a>
<b>Authorisation of Media Releases</b>	Vice-Chancellor	Chief Operating Officer	Director of Strategic Communications & Brand	Relevant Director(s)/Executive Dean(s)/Pro Vice-Chancellors to be consulted as appropriate where a significant release of information to the media.	<a href="#">Media Guidelines for Staff.</a>
<b>Students' Unions Governance (Keele Students' Union and Keele Postgraduate Association)</b> - Constitution	<a href="#">Council</a>	None	Secretary to Council	Secretary to Council to monitor compliance with the Education Act 1994 – Section 22.	Education Act 1994 – s.22; SU Code of Practice.
<b>Students' Unions Governance (Keele Students' Union and Keele Postgraduate Association)</b> - Elections	<a href="#">Council</a>	Secretary to Council	Legal, Governance & Compliance team	Council should ensure that elections are conducted in a fair and democratic manner in order to comply with the Education Act 1994 – Section 22.	Education Act 1994 – s.22; SU Code of Practice.
<b>Students' Unions Governance (Keele Students' Union and Keele Postgraduate Association)</b> - Budget	<a href="#">Council</a>	Business Review Committee	University Finance team	Secretary to Council to monitor compliance with the Education Act 1994 – Section 22 (students' unions).	Education Act 1994 – s.22; SU Code of Practice.
<b>Students' Unions Governance (Keele Students' Union and Keele Postgraduate Association)</b> – Review of Statutory Accounts	<a href="#">Council</a>	Business Review Committee	University Finance team	Secretary to Council to monitor compliance with the Education Act 1994 – Section 22.	Education Act 1994 – s.22; SU Code of Practice.
<b>Students' Unions Governance (Keele Students' Union and Keele Postgraduate Association)</b> – Review of Management Accounts	<a href="#">Council</a>	Business Review Committee	University Finance team	Keele Students' Union management accounts to be considered by Business Review Committee quarterly	Education Act 1994 – s.22; SU Code of Practice.

Responsibility:	Final Authority:	Delegation	Oversight/ Recommendation	Further Powers, Limits & Process	Reference
				Keele Postgraduate Association management accounts to be considered by Business Review Committee biannually Secretary to Council to monitor compliance with the Education Act 1994 – Section 22.	
<b>Other Students' Union Governance</b>	<a href="#">Council</a>	Secretary to Council	Legal, Governance & Compliance team	Secretary to Council to monitor compliance with the Education Act 1994 – Section 22. Business Review Committee monitor the expenditure of both unions.	Education Act 1994 – s.22; SU Code of Practice.

## 2.2. Appointments and staffing matters

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
<i>Appointment of:</i>					
<b>Chancellor</b>	<a href="#">Council</a>	None	Nominations & Governance Committee	-	<a href="#">Statute 3 &amp; 17(3); Ordinance A1.</a>
<b>Pro-Chancellor/Chair of Council</b>	<a href="#">Council</a>	None	Nominations & Governance Committee	Appointment of a new Pro-Chancellor/Chair of Council is a Reportable Event requiring notification to the Office for Students.	<a href="#">Statute 4 &amp; 17(2). Reportable Events Procedure.</a>
<b>Deputy Pro-Chancellors</b>	<a href="#">Council</a>	None	Nominations & Governance Committee	-	<a href="#">Statute 5 &amp; 17(2)</a>
<b>Senior Independent Member</b>	<a href="#">Council</a>	None	Nominations & Governance Committee	-	
<b>Honorary Treasurer</b>	<a href="#">Council</a>	None	Nominations & Governance Committee	-	<a href="#">Statute 7 &amp; 17(2)</a>

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
<b>Lay Members of Council</b>	<a href="#">Council</a>	None	Nominations & Governance Committee	-	<a href="#">Statute 16 &amp; Ordinance A7</a>
<b>Vice-Chancellor</b>	<a href="#">Council</a>	None	Senate	After consideration of a report from a Joint Committee of Council and Senate. Change of Vice-Chancellor is a Reportable Event requiring notification to Office for Students.	<a href="#">Statute 6, 17(3) &amp; 19(6); Ordinance A2; Reportable Events Procedure.</a>
<b>Deputy Vice-Chancellor &amp; Provost</b>	<a href="#">Council</a>	None	Senate	After consideration of a report from a Joint Committee of Council and Senate.	<a href="#">Statute 8 &amp; 19(6); Ordinance A3.</a>
<b>Pro Vice-Chancellor &amp; Executive Deans</b>	<a href="#">Council</a>	None	Senate	After consideration of a report from a Joint Committee of Council and Senate.	<a href="#">Statute 9 &amp; 19(6); Ordinance A4.</a>
<b>Secretary to Council</b>	<a href="#">Council</a>	None	Senate	After consideration of a report from a Joint Committee of Council and Senate.	<a href="#">Statute 10 &amp; 19(6); Ordinance A5.</a>
<b>Chief Operating Officer</b>	<a href="#">Council</a>	None	-	-	<a href="#">Statute 13 &amp; 19(6); Ordinance A5.</a>
<b>Librarian</b>	<a href="#">Council</a>	None	Senate	-	<a href="#">Statute 11 &amp; 19(6);</a>
<b>Academic Registrar</b>	<a href="#">Council</a>	None	Senate	After consideration of a report from a Joint Committee of Council and Senate.	<a href="#">Statute 12 &amp; 19(6); Ordinance A5.</a>
<b>Senior Administrative Officers (executive lead of Directorate/Service Area)</b>	<a href="#">Council</a>	None	-	Report outcome to Council.	<a href="#">Statute 13 &amp; 19(6); Ordinance A5.</a>
<b>Heads of Academic Areas</b>	<a href="#">Council</a>	Appointment Panel		Report outcome to Senate.	<a href="#">Statute 19(6); Ordinance B3; HR Policy &amp; Procedures.</a>
<b>All other academic staff – Professors, Readers, Senior Lecturers, Lecturers etc</b>	<a href="#">Council</a>	Appointment Panel	-		<a href="#">Ordinance B4; HR Policy &amp; Procedures.</a>
<b>Honorary/Emeritus Professors, Readers, Senior Lecturers, Lecturers etc</b>	<a href="#">Council</a>	Professorial & Readership Promotions	-		<a href="#">Ordinance B5; HR Policy &amp; Procedures.</a>

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
		Committee or Executive Dean as appropriate			
<b>All other professional services staff</b>	<a href="#">Council</a>	Appointment Panel	-		<a href="#">Recruitment &amp; Selection Code of Practice.</a>
<b>External Auditors</b>	<a href="#">Council</a>	None	Audit & Risk Committee	A Reportable Event requiring submission to the Office for Students.	<a href="#">Statute 14; Audit &amp; Risk Committee Terms of Reference; Reportable Events Procedure.</a>
<b>Internal Auditors</b>	<a href="#">Council</a>	None	Audit & Risk Committee	A Reportable Event requiring submission to the Office for Students.	<a href="#">Audit &amp; Risk Committee Terms of Reference; Reportable Events Procedure.</a>
<b>External Examiners</b>	<a href="#">Council</a>	<a href="#">Education Committee;</a> <a href="#">Research Degrees Committee (PGR examiners)</a>	Oversight - Senate; research Committee (for research degrees) Recommendation - Quality & Academic Standards Committee or Faculty PGR Committee	-	<a href="#">Statute 19(5); Ordinance B7.</a>
<b>Internal Examiners (PGR)</b>	<a href="#">Senate</a>	Research Degrees Committee		Only applicable to postgraduate research Internal Examiners (the assessments and examinations for taught academic awards is the responsibility of Boards of Examiners)	<a href="#">Statute 19(4); Ordinance B7; Postgraduate Research Degrees Code of Practice.</a>

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
<b>Director or nominated officer for a subsidiary or associated company</b>	<a href="#">Council</a>	None	Nominations & Governance Committee	Company Secretary to report changes of appointees to Companies House.	<a href="#">Statute 17(4)</a>
<i>Responsibility for:</i>					
<b>Major changes to terms and conditions of employment</b>	<a href="#">Council</a>	None	Business Review Committee or Senior Remuneration Committee	-	<a href="#">Statute 17 (15 &amp; 16); HR Policy &amp; Procedures.</a>
<b>Minor changes to terms and conditions of employment</b>	<a href="#">Council</a>	University Executive Committee	Chief People Officer	-	<a href="#">Statute 17 (15 &amp; 16); HR Policy &amp; Procedures.</a>
<b>Remuneration of professorial staff and members of the University Executive Committee</b>	<a href="#">Council</a>	Senior Remuneration Committee; Vice-Chancellor for Professorial and Grade 10 remuneration	Chair of Council recommends the Vice-Chancellor's remuneration to Senior Remuneration Committee	Remuneration decisions delegated to the Vice-Chancellor must be reported to Senior Remuneration Committee meeting.	<a href="#">Senior Remuneration Committee Terms of Reference; HR Policy &amp; Procedures.</a>
<b>All other staff remuneration</b>	<a href="#">Council</a>	Chief People Officer	HR management team	-	<a href="#">HR Policy &amp; Procedures.</a>
<b>Promotion and progression</b>	<a href="#">Council</a>	Promotions Committee	-		<a href="#">Promotions Committees; HR Policy &amp; Procedures.</a>
<b>Pension scheme changes</b>	<a href="#">Council</a>	None	Business Review Committee / University Executive Committee	Responsibilities for the Chief People Officer and Chief Financial Officer as set out within the Financial Regulations.	<a href="#">Statute 17 (15); HR Policy &amp; Procedures; Financial Regulations.</a>
<b>Voluntary severance</b>	<a href="#">Council</a>	Staffing Review Group	Senior Remuneration Committee for	-	<a href="#">HR Policy &amp; Procedures.</a>

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
			Grade 10 and above. Executive Dean or Director for Grade 9 and below.		
<b>Other severance</b>	<a href="#">Council</a>	Staffing Review Group	Senior Remuneration Committee for Grade 10 and above. Executive Dean or Director for Grade 9 and below.	-	<a href="#">HR Policy &amp; Procedures.</a>
<b>Redundancy</b>	<a href="#">Council</a>	None	Redundancy Committee	A special resolution must be passed by Council.	<a href="#">Statute 31; HR Policy &amp; Procedures.</a>
<b>Staff discipline and appeals – academic staff</b>	<a href="#">Council</a>	Vice-Chancellor ( <i>overall responsibility</i> ); with the Chief People Officer, Deputy Vice-Chancellor & Provost and a Council-appointed Tribunal having responsibilities as outlined by the Procedure.	Human Resources	-	<a href="#">Staff Discipline and Appeals Procedure (academic staff)</a>
<b>Staff discipline and appeals – professional services staff</b>	<a href="#">Council</a>	Senior Managers and Designated University Manager for investigations	Human Resources	-	<a href="#">Staff Discipline and Appeals Procedure (non-academic staff)</a>

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
		and appeals ( <i>with HR overseeing</i> )			
<b>Staff grievances – academic staff</b>	<a href="#">Council</a>	Manager(s); Grievance Committee; Secretary to Council; The Vice-Chancellor and Chief People Officer having responsibilities.	Human Resources	-	<a href="#">Statute 31</a> ; <a href="#">Ordinance D2</a> ; <a href="#">Staff Grievance Procedure</a>
<b>Staff grievances – professional services staff</b>	<a href="#">Council</a>	Manager(s) ( <i>Stage 1 – overseen by HR</i> ); Senior University Manager ( <i>Stage 2 – overseen by HR</i> ); Council-appointed Panel ( <i>Stage 3 – overseen by the Secretary to Council</i> ); the Vice-Chancellor and Chief People Officer having responsibilities.	Human Resources	-	<a href="#">Staff Grievance Procedure</a>

### 2.3. Academic and student matters

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
<b>Management of education provision and quality (UG &amp; PGT)</b>	<a href="#">Council</a> & <a href="#">Senate</a>	Education Committee	Pro Vice-Chancellor Education / Quality	Sub-committees of Education Committee	Committee Terms of Reference



Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
			& Academic Standards Committee		
<b>Management of education provision and quality (PGR)</b>	<a href="#">Council</a> & <a href="#">Senate</a>	University Doctoral Academy Committee	Pro Vice-Chancellor Research & Innovation/ Director of Keele Doctoral Academy	Research Degrees Committee; Research Committee and its sub-committees.	Committee Terms of Reference; <a href="#">Postgraduate Research Degrees Code of Practice</a>
<b>Management of student intake targets</b>	Vice-Chancellor	Student Recruitment & Admissions Group	Academic Registrar / Director of Global Student Recruitment & Admissions	Information to be exchanged with the relevant regulator.	Student Recruitment & Admissions Group Terms of Reference.
<b>Student tuition fees</b>	<a href="#">Council</a>	Student Recruitment & Admissions Group	Director of Global Student Recruitment & Admissions	<p>Delegation to consider and set unregulated student fees (international undergraduate/ international postgraduate taught, international postgraduate research, and alternative programmes). Limited to consider increases that are either i) in line with inflationary uplifts or ii) below a 5% rise.</p> <p>Postgraduate research Home fees are determined by the Research Funding Councils and as such, part-time and PhD by publication fees track at the same levels as the postgraduate research home value.</p>	Student Recruitment & Admissions Group Terms of Reference.

Responsibility:		Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
<b>Student residential fees</b>		<a href="#">Council</a>	Student Recruitment & Admissions Group	Director of Student Services & Success	Accommodation fees must be raised in line with the Keele Residential Funding (KRF) agreement.	-
<b>Admissions – offers/enrolment</b>		Vice-Chancellor	Director of Global Student Recruitment & Admissions	Deputy Director of Global Student Recruitment & Admissions / Heads of Schools	Monitored by Student Recruitment & Admissions Group set entry requirements/grades, contextual offer schemes and similar strategic decision making on admissions.	<a href="#">Admissions Policies</a>
<b>International student recruitment agents &amp; their fees</b>		University Executive Committee	University Executive Committee sub-group where appropriate	Proposed by Director of Global Student Recruitment & Admissions	-	University Executive Committee business processes and committee/group Terms of Reference.
<b>Approval of new programme of study</b>	Outline Approval	University Executive Committee	Student Recruitment & Admissions Group	Director of Global Student Recruitment & Admissions / Executive Dean	-	University Executive Committee business processes and Project Executive Group Terms of Reference.
	Final Approval	<a href="#">Senate</a>	Quality and Academic Standards Sub-Committee (reporting directly to Senate)	Standing Validation Panel	-	<a href="#">Powers of Senate</a> ; Quality and Academic Standards Committee Terms of Reference; University Executive Committee business processes.
<b>Collaborative Provision</b>		<a href="#">Council</a>	University Executive Committee (initial approval,	Oversight; Senate Recommendation; Education Committee	Following consultation with the Director of Legal, Governance & Compliance;	University Executive Committee business processes; <a href="#">Powers of Senate</a> ; <a href="#">Code of Practice for</a>

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
		business case and contract negotiations)		May require notification to the Office for Students as a Reportable Event. Annual Report on collaborative provision to Council.	<a href="#">Collaborative Provision; Reportable Events Procedure.</a>
<b>Institutional Partnerships</b>	Council	UEC (initial approval, contract negotiation and business case)			
<b>Management of Educational Partnerships</b>	Council	Education Committee	Recommendation: Education Partnerships Group Oversight; UEC		
<b>Large-scale Research Partnerships</b>	Council	Research Committee	RaISE team retain oversight of small/medium scale Research Project Partners		
<b>Major amendment of a programme of study</b>	Education Committee	Faculty Education Committee	School Education Committee	-	Committee Terms of Reference
<b>Minor amendments to a programme of study</b>	Education Committee	School Education Committee	-	-	Committee Terms of Reference
<b>Withdrawal of degree programmes</b>	<a href="#">Senate</a>	Education Committee	Quality and Academic Standards Sub-Committee (from Faculty Education Committees) or University Executive	-	<a href="#">Powers of Senate</a> ; Quality and Academic Standards Committee Terms of Reference; University Executive Committee business processes.

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
			Committee, or sub-group Oversight; Senate		
<b>Suspension of degree programmes</b>	<a href="#">Senate</a>	Quality and Academic Standards Sub-Committee (reporting directly to Senate)	University Executive Committee, sub-group or Faculty Education Committees	May require notification to the Office for Students as a Reportable Event.	<a href="#">Powers of Senate</a> ; Quality and Academic Standards Committee Terms of Reference; <a href="#">Reportable Events Procedure</a> .
<b>Approval of, deviation from, or modification to course regulations</b>	Education Committee	Validation Panel / Faculty Education Committee	-	New course regulations are to be approved by the Validation Panel; Deviations or amendments to course regulations require approval from Faculty Education Committee.	Committee Terms of Reference
<b>Awards – other than Honorary Degrees</b>	<a href="#">Senate</a>	Academic Registrar (or operational nominee approved by Chair of Senate)	Examination Board, including Research Degrees Committee Oversight; Senate	-	<a href="#">Powers of Senate</a> ; Committee Terms of Reference
<b>Awards – Honorary Degrees</b>	<a href="#">Council</a> & <a href="#">Senate</a>	None	Honorary Degrees Committee	In compliance with the Committee terms of reference and Honorary Degrees Guidance and Criteria.	<a href="#">Honorary Degrees Committee Terms of Reference</a>
<b>Termination of Studies – academic misconduct</b>	<a href="#">Council</a>	Academic Registrar (or operational nominee)	Deputy Academic Registrar (to identify if there is a case to proceed to the	-	<a href="#">Statute 17 (21), Regulation D4; Code of Practice on Student Academic Misconduct</a>

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
		approved by Chair of Senate)	Committee).  Academic Misconduct Committee		
<b>Termination of Studies – non-engagement</b>	<a href="#">Senate</a>	Academic Registrar (or operational nominee approved by Chair of Senate)	Determined by student results (Exam Board) and parameters as set out in relevant University regulations.	In compliance with the Academic Warnings Policy & Procedure.	<a href="#">Powers of Senate; Regulations</a> ; Academic Warnings Policy and Procedure.
<b>Student exclusion – from campus or parts of the campus</b>	<a href="#">Council</a>	Deputy Vice-Chancellor & Provost <i>If situation requires:</i> the Deputy Academic Registrar or the Director of Student Services & Success or nominee.	Temporary Exclusion Panel	In compliance with Regulation B2 – Temporary Exclusion of Students	<a href="#">Statute 17 (21)</a> ; Regulation <a href="#">1</a> .
<b>Student exclusion – Permanent exclusion from the University</b>	<a href="#">Council</a>	Deputy Vice-Chancellor & Provost	Disciplinary Committee	The schedule of penalties for minor and major disciplinary offences is approved by Senate and published within the Discipline Procedure.	<a href="#">Statute 17 (21)</a> ; Regulation <a href="#">B1</a> ; <a href="#">Student Discipline Procedure</a> .
<b>Student Academic Appeals</b>	<a href="#">Council</a>	Academic Appeals Committee	Sifting Stage - by the Deputy Academic Registrar and a	In compliance with Regulation B6 – Academic Appeals and the Procedure.	<a href="#">Statute 17 (22)</a> ; Regulation <a href="#">B6</a> ; <a href="#">Academic Appeals Procedure</a> .

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
			member of the Appeals Panel.		
<b>Student Complaints</b>	<a href="#">Council</a>	<i>Stage 1</i> – staff member; <i>Stage 2</i> – Early Resolution Officer; <i>Stage 3</i> – Academic Registrar (or nominee).	-	In compliance with Regulation B7 – Student Complaints and the Procedure. <i>Stage 4 of Student Complaints Process is a Grievance (see below).</i>	<a href="#">Statute 17 (22)</a> ; Regulation <a href="#">B7</a> ; <a href="#">Student Complaints Procedure</a> .
<b>Student Grievances to Council</b>	<a href="#">Council</a>	Secretary to Council (to establish whether a case for consideration) or Council Panel	-	Following the completion of procedures within the University, students are informed they have the right to refer their complaint to the Office of the Independent Adjudicator for Higher Education (OIA).	<a href="#">Statute 17 (22)</a> ; <a href="#">Ordinance D3</a> ; Grievances guidance.
<b>New Academic Prizes</b>	Senate	Academic Registrar	-	-	<a href="#">Statute 19</a>
<b>Information &amp; Digital Services</b>	Vice-Chancellor / Education Committee	Chief Information Officer	University Librarian / Head of Projects and Service Assurance	Education Committee has authority only where it applies to education-related Information & Digital Services.	-

## 2.4. Research, enterprise and engagement

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
<b>Management of Research Performance, Quality &amp; Research Integrity</b>	<a href="#">Council</a>	Senate and Research Committee	Director of Research Strategy Delivery; Pro Vice-Chancellor for Research & Innovation; Faculty Dean of Research	Delegated authority to sub-committees of Research Committee, as outlined within the Terms of Reference.	<a href="#">Statute 19</a> ; Research Committee Terms of Reference
<b>Research funding matters – including research grant applications</b>	<a href="#">Council</a>	Senate and Research Committee	Director of Research Strategy Delivery; Pro Vice-Chancellor for Research & Innovation; Faculty Dean of Research	Delegated authority to sub-committees of Research Committee, as outlined within the Terms of Reference.	<a href="#">Statute 19</a> ; Research Committee Terms of Reference
<b>Management of Enterprise Activity</b>	Vice-Chancellor	Director of Engagement & Partnerships and Pro Vice-Chancellor for Research & Innovation	University Executive Committee or University Executive Committee sub-group where appropriate	-	-
<b>Intellectual Property – matters including the licensing of IP</b>	<a href="#">Council</a>	Director of Engagement & Partnerships	-	-	<a href="#">Intellectual Property Management Code of Practice</a>
<b>Sale of Intellectual Property</b>	<a href="#">Council</a>	University Executive Committee sub-group where appropriate	Director of Engagement & Partnerships	-	<a href="#">Intellectual Property Management Code of Practice</a>
<b>Monitoring the formation of spin-out companies</b>	<a href="#">Council</a>	University Executive Committee sub-	Director of Engagement & Partnerships	In compliance with the Procedure and Guidelines for the Management of Conflicts of Interest	<a href="#">Procedure and Guidelines for the Management of Conflicts of Interest</a>

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
		group where appropriate			
<b>Management of subsidiary companies</b> – including contracts	<a href="#">Council</a>	Subsidiary Board  Contracts: Two Directors of the Company	Subsidiary Board	Company Secretary: Director of Legal, Governance & Compliance/Governance Manager.  Contracts must be signed by two Company Directors.	<a href="#">Information on Keele's subsidiary companies.</a>

## 2.5. Capital investment and estates

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
<b>Acquisition and disposal of property</b>	<a href="#">Council</a>	None	Business Review Committee / University Executive Committee (or relevant sub-group)	May require notification to the Office for Students as a Reportable Event; or reportable to the Charity Commission for disposals.	<a href="#">Charter</a> ; <a href="#">Statute 17</a> ; <a href="#">Business Review Committee Terms of Reference</a> ; <a href="#">Reportable Event Procedure</a> ; University Executive Committee business processes.
<b>Leases of University property or land</b>	<a href="#">Council</a>	None	Business Review Committee / University Executive Committee (or relevant sub-group)	Staff housing on campus and student accommodation are managed by the Directorate of Estates & Development	<a href="#">Statute 17</a> ; <a href="#">Business Review Committee Terms of Reference</a> ; University Executive Committee business processes; <a href="#">Staff housing</a> ; <a href="#">Student Accommodation</a> ; <a href="#">Use of the University Seal Procedure</a> .
<b>Development of the capital programme</b>	<a href="#">Council</a>	None	Business Review Committee / University Executive Committee (or relevant sub-group)	-	<a href="#">Statute 17</a> ; <a href="#">Business Review Committee Terms of Reference</a> ; University Executive Committee business processes



Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
<b>Medium-term strategic and financial plans (capital)</b>	<a href="#">Council</a>	None	Business Review Committee / University Executive Committee (or relevant sub-group)	-	<a href="#">Statute 17; Business Review Committee Terms of Reference</a> ; University Executive Committee business processes
<b>Projects (non-research)</b>	<a href="#">Council</a>	Business Review Committee	Senate or Business Review Committee	<p><i>According to Project definition set by Council:</i></p> <ul style="list-style-type: none"> <li>a) worth in excess of £0.5m;</li> <li>b) identified within the University strategic planning process;</li> <li>c) associated with the management of corporate risks;</li> <li>d) identified by Business Review Committee or Council for oversight.</li> </ul>	<a href="#">Statute 17; Business Review Committee Terms of Reference</a> ; University Executive Committee business processes

## 2.6. Budgetary and financial matters

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
<b>Medium-term strategic and financial plans (revenue)</b>	<a href="#">Council</a>	Business Review Committee – <i>monitoring of delivery</i>	University Executive Committee (or relevant sub-group)	All risks and financial implications are to be identified by Business Review Committee prior to Council.	<a href="#">Statute 17; Business Review Committee Terms of Reference</a> ; University Executive Committee business processes.
<b>Statutory Accounts/Financial Statements</b>	<a href="#">Council</a>	None	Business Review Committee / Audit & Risk Committee	<p>External Auditors.</p> <p>Any assessment that the University is not a Going Concern may require notification to the Office for</p>	<a href="#">Statute 17; Business Review Committee Terms of Reference</a> ; <a href="#">Audit &amp; Risk Committee Terms of Reference</a> ; University Executive Committee business

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
				Students as a Reportable Event.	processes; <a href="#">Reportable Events Procedure</a> .
<b>University budgets</b>	<a href="#">Council</a>	None	Business Review Committee; relevant University Executive Committee sub-group	Vice-Chancellor delegates as appropriate. A University Executive Committee sub-group operates to scrutinise budgets bi-monthly.	<a href="#">Statute 17; Business Review Committee Terms of Reference</a> ; University Executive Committee business processes; budget holder job descriptions.
<b>Capital expenditure</b>	Council – <i>for changes compared to budget &gt;£3m</i> , Business Review Committee – <i>for changes compared to budget &lt;£3m</i> , University Executive Committee (or relevant sub-group) – <i>for changes compared to budget &lt;£500k</i>	Budget holder	-	Liquidity below 30 days' average expenditure may require notification to the Office for Students as a Reportable Event.	<a href="#">Statute 17; Business Review Committee Terms of Reference</a> ; <a href="#">Financial Regulations</a> ; University Executive Committee Terms of Reference; <a href="#">Reportable Events Procedure</a> .
<b>Tax and VAT</b>	Vice-Chancellor	Chief Financial Officer	Tax Manager; External Auditors	In compliance with the Tax (Strategy & Management) Policy	<a href="#">Financial Regulations; Tax (Strategy &amp; Management) Policy</a> .
<b>Insurance</b>	<a href="#">Council</a>	Business Review Committee	Chief Financial Officer and University	Financial Services Manager is responsible for the operational management of insurance.	<a href="#">Statute 17; Business Review Committee Terms of Reference</a> ; <a href="#">Financial Regulations</a> ; University

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
			Executive Committee		Executive Committee business processes.
<b>Approval of loans/borrowing</b>	<a href="#">Council</a>	None	Business Review Committee / University Executive Committee (or relevant sub-group)	-	<a href="#">Statute 17</a> ; <a href="#">Business Review Committee Terms of Reference</a> ; <a href="#">Financial Regulations</a> ; Treasury & Investment Management Policy; University Executive Committee business processes.
<b>Bad debt write-off</b>	Business Review Committee >£100k*, University Executive Committee <£100k*	None	University Executive Committee >£100k*, Chief Financial Officer <£100k.	*Bad debts to be approved by UEC where an individual debt <£100k or the total debt proposed for write off is <£250k. Where either of these conditions are exceeded, then BRC approval must be sought.	<a href="#">Business Review Committee Terms of Reference</a> ; <a href="#">Financial Regulations</a> ; Bad Debts Procedure; University Executive Committee business processes.
<b>Investment portfolio</b>	<a href="#">Council</a>	Business Review Committee†	Chief Financial Officer	†In compliance with the Ethical Investments Code of Practice and the Treasury & Investment Management Policy.	<a href="#">Charter</a> ; <a href="#">Statute 17</a> ; <a href="#">Business Review Committee Terms of Reference</a> ; <a href="#">Ethical Investment Code of Practice</a> ; Treasury & Investment Management Policy.
<b>Acquisition and disposal of non-property assets</b>	<a href="#">Council</a>	Business Review Committee <£3m; University Executive Committee sub-group £50k - £500k; Relevant	Business Review Committee / University Executive Committee (or relevant sub-group)	-	<a href="#">Statute 17</a> ; <a href="#">Business Review Committee Terms of Reference</a> ; University Executive Committee business processes.

Responsibility:	Final Authority:	Delegation	Oversight / Recommendation	Further Powers, Limits & Process	Reference
		budget holder <£50k			
<b>Appointment of bankers, opening of bank accounts, designation of bank signatories</b>	<a href="#">Council</a>	Business Review Committee	Chief Financial Officer	Officers authorised by Business Review Committee to deal with matters affecting the bank account, funds, properties and securities are: Chief Financial Officer; Associate Director of Finance and Head of Management Accounting	<a href="#">Statute 17; Business Review Committee Terms of Reference.</a>
<b>Internal financial regulation and control</b> – including accounting policies	<a href="#">Council</a>	Audit & Risk Committee / Business Review Committee	University Executive Committee (or relevant sub-group)	Material Adverse Events are reportable to the Office for Students.	<a href="#">Reportable Event Procedure;</a> University Executive Committee business processes.
<b>Interpretation of Financial Regulations</b>	<a href="#">Council</a>	Chief Financial Officer	Audit & Risk Committee	-	<a href="#">Financial Regulations</a>
<b>Institutional Grant Applications</b>	<a href="#">Council</a>	To be signed by either Vice-Chancellor or Deputy Vice-Chancellor & Provost	Director of Research Strategy Delivery	Institutional grant applications are those grant applications which are led by a Directorate on behalf of the University (excluding Faculty research applications or teaching/learning grant applications).  The Chief Financial Officer or Secretary to Council should sign where a second signatory is required on the application.	<a href="#">Statute 17; Financial Regulations.</a>

## Section 3 – Statement of Primary Responsibilities of the University Council

STATEMENT OF PRIMARY RESPONSIBILITIES OF THE UNIVERSITY COUNCIL:		Category:
1	To approve the mission and strategic vision of the institution, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders.	<a href="#">2.1. Governance, management and control</a>
2	To delegate authority to the head of the institution, as chief executive, for the academic, corporate, financial, estate and personnel management of the institution. And to establish and keep under regular review the policies, procedures and limits within such management functions as shall be undertaken by and under the authority of the head of the institution.	<a href="#">2.1. Governance, management and control</a>
3	To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest.	<a href="#">2.1. Governance, management and control</a>
4	To ensure that processes are in place to monitor and evaluate the performance and effectiveness of the institution against the plans and approved key performance indicators, which should be – where possible and appropriate – benchmarked against other comparable institutions.	<a href="#">2.1. Governance, management and control</a>
5	To establish processes to monitor and evaluate the performance and effectiveness of the governing body itself.	<a href="#">2.1. Governance, management and control</a>
6	To conduct its business in accordance with best practice in higher education corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life.	<a href="#">2.1. Governance, management and control</a>
7	To safeguard the good name and values of the institution.	<a href="#">2.1. Governance, management and control</a>
8	To appoint the head of the institution as chief executive, and to put in place suitable arrangements for monitoring his/her performance.	<a href="#">2.2. Appointments and staffing matters</a>
9	To appoint a secretary to the governing body and to ensure that, if the person appointed has managerial responsibilities in the institution, there is an appropriate separation in the lines of accountability.	<a href="#">2.2. Appointments and staffing matters</a>
10	To be the employing authority for all staff in the institution and to be responsible for establishing a human resources strategy.	<a href="#">2.2. Appointments and staffing matters</a>

11	To be the principal financial and business authority of the institution, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall responsibility for the institution's assets, property and estate.	<a href="#">2.6. Budgetary and financial matters</a>
12	To be the institution's legal authority and, as such, to ensure that systems are in place for meeting all the institution's legal obligations, including those arising from contracts and other legal commitments made in the institution's name.	<a href="#">2.1. Governance, management and control</a>
13	To ensure, subject to the relevant legislation, that appropriate arrangements are in place for the management and operation of such companies as are wholly or partly owned by the University.	<a href="#">2.6. Budgetary and financial matters</a>
14	To accept ultimate responsibility for the health and safety of employees, students and other individuals while they are on the institution's premises and in other places where they may be affected by its operations. And to ensure that the institution has a written statement of policy on health and safety and arrangements for the implementation of that policy.	<a href="#">2.1. Governance, management and control</a>
15	To make such provision as it thinks fit for the general welfare of students, in consultation with the Senate or academic board.	<a href="#">2.3. Academic and student matters</a>
16	To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the institution.	<a href="#">2.5. Research, enterprise and engagement</a>
17	To ensure that the institution's constitution is followed at all times and that appropriate advice is available to enable this to happen.	<a href="#">2.1. Governance, management and control</a>

## Section 4 – Responsibilities of University Committees

### 4.1. Council:

*Scope:* The supreme governing body of the University. It has a collective responsibility to promote the University's well-being and, in particular, for the proper management and financial solvency of the institution. Major policy decisions, as well as corporate strategy, are also subject to its approval.

*The powers of Council are set out within [Statute 17](#).*

#### **Committees of Council:**

##### **Audit & Risk Committee:**

*Scope:* The University's internal control systems and financial reporting arrangements, and their adequacy (monitored through internal and external audit) for ensuring economy, efficiency and effectiveness. A report of the Audit and Risk Committee meetings and an Annual Report will be circulated to Council.

##### **Business Review Committee:**

*Scope:* To provide detailed scrutiny on behalf of Council on matters concerning the operation and financial sustainability of the University.

##### **Nominations & Governance Committee:**

*Scope:* To advise Council on matters relating to corporate governance arrangements ensuring that the University pursues best practice and complies with external governance requirements. To advise Council on the appointment of new members, members of the College of Fellows and the Chancellor (also to approve the terms of reference for all Council committees).

##### **Promotions Committees:**

*Scope:* The implementation of Council policies in all matters concerning the remuneration of individual members of staff. All Promotions Committees operate in accordance with policies and procedures established by Council and they have authority to make recommendations on the progression, re-grading and remuneration of University staff (within previously agreed financial limits), such recommendations to be made to Council.

##### **Honorary Degrees Committee (joint committee with Senate):**

*Scope:* To award honorary degrees.



#### **4.2. Senate:**

*Scope:* The academic governing body of the University. Its responsibility is to direct academic policy in relation to teaching and research and to assure itself that the University's academic standards are properly observed. Degrees, Diplomas, Certificates, Fellowships, Scholarships, prizes and other distinctions of the University are awarded by the Senate.

*The powers of Senate are set out within [Statute 19](#).*

##### ***Sub-committees:***

There are sub-committees of Senate that are responsible for the delivery of (with delegated authority from Senate) or support to Senate in its academic governance functions.

#### **4.3. Executive Committees:**

##### **University Executive Committees:**

*Scope:* UEC is the primary executive committee of the University and acts as an advisory committee to the Vice-Chancellor in leading the strategic direction of the University.

##### ***Sub-committees:***

There are sub-committees of University Executive Committee that undertake work to support and inform the decisions made at University Executive Committee and have delegated authority to take actions in accordance with their terms of reference.

***Organisational Chart of University Committees:*** *The schematic diagram of all the University's committees can be found here:*

<https://www.keele.ac.uk/about/vice-chancellorsoffice/organisationcharts/>

*Further detail on each of the University's committees, including the Terms of Reference and membership for each committee can be found on the Legal, Governance & Compliance section of the University website: <https://www.keele.ac.uk/legalgovernancecompliance/governance/committees/>*