

Amity University[IN] London: SCHEME OF DELEGATIONS

1. Amity Governing Body (AGB)

The affairs of the University shall be conducted by the Governing Body who may exercise all such powers of the University as are not by the (Companies) Act or by the University in General Meeting.

2. Powers Which the AGB may not Delegate

The AGB may not delegate:

- a. The determination of the educational character and mission of the University;
- b. The approval of the annual estimates of income and expenditure (the budget);
- c. Ensuring the solvency of the University and the safeguarding of its assets;
- d. The appointment and dismissal of the senior staff of the University

Statement of Primary Responsibilities

3. The AGB has approved a statement of its primary responsibilities. (Appendix 1)

Powers Which the AGB has Resolved not to Delegate

4. In addition to the matters which the AGB may not delegate, the AGB has resolved to reserve to itself the following:

Constitutional Matters

5. Major changes to the organisational structure of the University;
6. The establishment or abolition of committees reporting to the AGB;
7. The appointment of its Chair and Vice-Chair
8. The appointment of external members of the AGB and
9. The appointment of the Chancellor and Pro-Chancellor(s)

Strategic Planning

10. The approval of the strategic plan;
11. The approval of major subsidiary strategies (those which are academic should be recommended by the Academic Board);
12. Monitoring and evaluating the performance of the University in delivering the strategic plan.

Financial Matters

13. Approval of the financial strategy;
14. Decisions on the University's maximum fee for courses within the scope of Access Agreements;
15. The appointment of the University's bankers;
16. Approval of the Annual Report and Financial Statements;
17. Approval of the Annual Corporate Planning Statement and financial Forecasts (statutory return to the OFFICE FOR STUDENTS);
18. Approval of major capital expenditure (in excess of £200,000 if unbudgeted; in excess of £700000 for one project if budgeted);
19. Approval of leases in excess of 5 years with an annual value in excess of £500k
20. Writing off bad debts in excess of £250K
21. Approval of borrowing limits and facilities; and
22. The determination of policy, procedures and rates for any allowances to be paid to members of the AGB

Audit and Compliance Matters

23. The appointment of the external auditors and the determination of the audit fee;
24. The appointment of the internal auditors;
25. The setting of the University's Risk Appetite
26. Approval and monitoring of risk management policies and procedures, in particular the corporate risk register; and
27. Approval of the University Health & Safety Policy and consideration of the Annual Report on Health & Safety.

Staffing Matters

28. Decisions on participation in national arrangements for salaries and other staffing matters; and
29. Approval of the remuneration (including levels and rates of Performance Related Pay), terms and conditions of employment and all other benefits, and severance terms for the Principal /Vice-Chancellor
30. The framework for the appointment of Staff and the pay and conditions of employment for all members of the Staff

Matters relating to Students

31. The approval of the Students' Union constitution and any amendments to it and
32. Regulations for student conduct and discipline

Estates and Infrastructure Matters

33. The purchase, sale, exchange or leasing of University land and buildings/ADC

Other Matters

34. The approval and amendment of AGB policies, regulations;

35. The removal from office of members of the AGB and

32. Regulations for student conduct and discipline

36. Constitutional arrangements for the Academic Board (Articles 25 and 26).

Delegated Powers

Governance

37. Where necessary for the good conduct of the University, and when a decision by circulation is not practicable, the Chair may take decisions on behalf of the AGB between meetings. Such decisions shall be reported to the next meeting of the AGB.

38. The appraisal of the Principal/VC and the University Secretary Chair

39. The use of the University seal, in accordance with agreed University procedures. /University Secretary

40. Maintenance of the Register of AGB Members' Interests/ University Secretary

Academic Matters

41. Conferral (and withdrawal) of academic awards (other than research degrees)/AB

42. Conferral and withdrawal of MPhil and PhD awards /AB/RC

43. Approval of academic regulations /AB

Finance

44. Approval of Financial Policy and Regulations /Financial Committee(FC)

45. Strategic monitoring of the University's overall financial position / Financial Committee

46. Agreement of Treasury Management Policy / Financial Committee

47. Agreement of Investment Policy and appointment of investment managers/ FC

48. Approval of major capital expenditure in excess of £200,000 if unbudgeted; in excess of £700000 for one project if budgeted) ;/FC

49. Approval of leases in excess of 5 years with an annual value in excess and up to £500k

50. Financial allocations to individual business Units/FC

51. Financial allocations to services /FC

52. Writing off bad debts in excess of £100K and up to £250K /FC
53. Writing off bad debts in excess of £30k and up to £100k/FC
54. Writing off bad debts of £30k or less /FC
55. Ensuring insurance of premises, assets of the University /
56. Approval for the opening or closing of bank accounts FC
57. Approval of bank signatories FC
58. Appointment of the University's insurers

HR and Staffing Matters

59. Approval of the remuneration (including levels and rates of RHRC Performance Related Pay), terms and conditions of employment and all other benefits, and severance payments for all members of Amity Executive Committee (with the exception of the Principal/ Vice-Chancellor) /RC
60. Appointment of Heads of Units/ VC/Principal
61. Appointment of Professors VC
62. Appointment of Heads of Academic Departments /AET
63. Appointment of Senior Non-Academic Staff Exec /AET
64. Operation of and minor changes to health & safety policy /AET

Audit and Compliance

65. To report to AGB on the adequacy and effectiveness of the Audit University's arrangements for: - risk management, control and governance; - economy, efficiency and effectiveness; - management and quality assurance of data submitted to HESA, and to other funding bodies /A&RC
66. The investigation of any activity within its terms of reference / A&RC
67. Approval of the nature and scope of the external audit / A&RC
68. Approval of the internal audit needs assessment and audit plan / A&RC
69. Strategic oversight of anti-fraud and anti-money laundering policies/ A&RC
70. Strategic oversight of value for money policy / A&RC

Student Matters

71. Student Complaints procedure – operation and changes AB
72. Student disciplinary procedures - operation SDC
73. Determining student residence fees FC

Media / PR Matters

74. Authorisation of media releases AET (O)

75. Approval of the use of the University logo AET (O)

Powers delegated to the Vice-Chancellor/Principal

The VC /Principal has the following powers and duties:

- a. Making proposals to the AGB about the educational character and mission of the University and for implementing the decisions of the AGB;
- b. The organisation, direction and management of the University and leadership of the staff;
- c. The appointment, assignment, grading, appraisal, suspension, dismissal and determination – within the framework set by the AGB – of the pay and conditions of service of staff other than Senior Staff;
- d. The determination, after consultation with the Academic Board, of the University's academic activities, and for the determination of its other activities;
- e. Preparing annual estimates of income and expenditure, for consideration by the AGB, and for the management of budgets and resources, within the estimates approved by the AGB; and
- f. The maintenance of student discipline and, within the rules and procedures provided within the University for the suspension and expulsion of students on disciplinary grounds and for implementing decisions to expel students for academic reasons.

79. The Vice-Chancellor/Principal may delegate any or all of its powers other than where the the Regulations of the AGB prohibit such delegation.

80. The Vice-Chancellor/Principal also has the responsibilities of the 'Accountable Officer' as set out in the Memorandum of Assurance and Accountability - OFFICE FOR STUDENTS

81. The AGB has also delegated the following specific powers to the Vice-Chancellor:

- a. Expenditure authority up to £200k.
- b. The appointment of the University's legal advisors.

Powers delegated to the Academic Board

82. On the recommendation of the Vice-Chancellor/Principal, the AGB has delegated the following powers to the Academic Board:

- a. Advising on the educational character and mission, and the strategic development of the academic work of the University;
- b. The conferral of academic awards;
- c. Oversight of the academic work and activities of the University;
- d. The making, amendment and review of academic policies and regulations, covering the admission of students; examinations and assessment; programmes of study and research; the curriculum; teaching and community-based activities (major strategic developments will be subject to AGB approval);
- e. Safeguarding and enhancing academic standards through effective quality assurance processes;
- f. The termination of enrolment of students for academic reasons

- g. Responses to external bodies relating to the academic work of the University;
 - h. Providing assurance to AGB on all academic matters, including those listed above, to enable the AGB to make the annual assurance statement on academic matters as part of the Annual Accountability Return.
83. A note of the abbreviations used is given in Appendix 3.

Annexe 1:

Statement of primary responsibilities of Amity Governing Body

AGB is the University's executive governing body. It is responsible, responsible for the academic policy and strategic direction of the University, including its relations with colleges and external relations. All decisions concerning the University are made by AGB or by any other body or person to whom AGB delegates such decision-making powers, always subject to the powers of its members.

The primary responsibilities of AGB are set out below.

Principles of governance and management

There are clear distinctions between governance and management. However, the overriding aims of both governance and management in Amity University [In]London are the promotion of the University's mission statement and the preservation of academic freedom within the law, combined with academic and financial responsibility.

Governance involves defining policies and setting objectives, the setting of objectives for the securing of resources, the appointment of senior staff sufficient to meet the objectives and the monitoring of progress towards those objectives. AGB members need to be satisfied

that processes and procedures are in place which are sufficient, necessary, and effective in running the business of the University. They do this by asking probing, searching questions and ensuring responses are sound, confident and consistent, rather than doing direct checking themselves.

Management involves advising AGB about policies and objectives, devising means of meeting the agreed objectives and being held accountable for implementing the policies of Council. Effective management, and good governance, are underpinned by the following key principles:

The AGB main responsibilities are as follows:

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.
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. 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.
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.
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.

5. To establish processes to monitor and evaluate the performance and effectiveness of the governing body itself.
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.
7. To safeguard the good name and values of the institution.
8. To appoint the head of the institution as chief executive, and to put in place suitable arrangements for monitoring his/her performance.
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.
10. To be the employing authority for all staff in the institution and to be responsible for establishing a human resources strategy.
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.
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.
13. To make such provision as it thinks fit for the general welfare of students, in consultation with the senate.
14. To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the institution.
15. To ensure that the institution's constitution is followed always and that appropriate advice is available to enable this to happen.

From time to time AGB will review its own effectiveness and the institution's structures and performance and ensure it is able to satisfy itself that it is able to discharge its external accountability (including audit) requirements both in the academic and financial spheres

14. Decisions on the University's maximum fee for courses within the scope of Access Agreements;
15. The appointment of the University's bankers;
16. Approval of the Annual Report and Financial Statements;
17. Approval of the Annual Corporate Planning Statement and financial Forecasts (statutory return to the OFFICE FOR STUDENTS);
18. Approval of major capital expenditure