



Delegation of Authority

Version 09 dated 11th April 2018

This Delegation of Authority sets out how the Trustee Board discharges authority to the sub-Committees, Chief Executive and staff team.

Human Resources & Remuneration	Trustee responsibility	Sub-Committee reporting back to Trustee Board (HR & Remuneration)	Chief Executive (reported to HR & Remuneration)	Line Manager decisions
	Creation of new senior management post	Creation and amendments to employee policies	Creation of new line management post	Minor departmental restructuring
	Changes to management structure at senior manager level	Appointment of new student and external trustees (Appointment Committee)	Approval of annual pay award and hourly rates	Creation of new posts below line manager level (where resources are available)
	Involvement in the appointment of senior managers	Receiving staff satisfaction survey & agreeing action plans	Changes to management structure at line manager level	Action disciplinary processes as far as the disciplinary process allows within their role
	To consider and approve proposed organisational restructures which may result in redundancies (where 3 or more members of staff are affected); subject to consultation;	To consider and approve proposed organisational restructures which may result in redundancies (2 staff or fewer); subject to consultation;	Significant departmental restructuring; including amends to Job Descriptions, Role Outlines and Person Specifications	Completing staff satisfaction action plans
	Noting the activities of HR & Remuneration Committee	Receiving reports concerning employment statistics for action	Updating and adapting the Staff and Student Staff Handbooks	
	Proposals for redundancies within the senior management team	Significant changes to job roles or applications for salary regrading	Applications for salary regrading (maximum one point)	
		Monitoring staff satisfaction action plans	Agreement of employee contracts and terms and conditions of employment	
		Receive reports regarding any ongoing legal matters relating to employment law		



Budgets & Financial Procedures	Trustee responsibility	Sub-Committee reporting back to Trustee Board (Finance Committee)	Chief Executive (reported to Finance Committee)	Line Manager decisions
	Overall approval of annual budgets	Formal detailed approval of annual budget including capital expenditures (Finance Committee)	Overall management of the budget to ensure delivery of strategic plan	Financial Management and budget control of their individual areas - in line with the Financial Procedures
	Receive and approval of annual accounts for limited and trading companies	Formal approval of an increase in departmental spending over 15% of budget (Finance Committee)	Decisions on additional expenditure in excess of 10% of departmental budgets	Production of Management Accounts, P&L and Balance Sheet (Finance & Resources Manager)
	Noting the activities of Finance Committee & any new contractual arrangements	Scrutiny of quarterly financial results including departmental analysis and Finance & Resources Manager's analysis report	Receive, note and question monthly management accounts	
	Writing the annual Trustee Report for Charity Commission returns	Appointment of auditors and bankers, and meeting with Auditors to review annual returns	Completion of Charity Commission returns	
		Setting and approving the Reserves policy	Approval of new contractual arrangements	



Setting and monitoring strategy	Trustee responsibility	Sub-Committee reporting back to Trustee Board	Chief Executive (reported to Trustee Board)	Line Manager decisions
	Agreeing the Students' Union's plan, vision and values based on research from members and advice from stakeholders		Ensuring the production of quarterly reports against plan progress	Building the plan from the research then distilling into departmental and individual plans
	Receiving, questioning and agreeing quarterly progress reports on plan		Supporting Line Manager and staff to deliver their objectives	Delivering appropriate plan initiatives
	Approval of any amendments to the Students' Union's plan with resources			Liaising with other departments to ensure there is no duplication of work
	Set cycle of strategic review and ensure senior management sticks to that cycle			



Monitoring Risk	Trustee responsibility	Sub-Committee reporting back to Trustee Board (Finance Committee)	Chief Executive (reported to Trustee Board)	Line Manager decisions
	Reviewing the Risk register at Trustee Board discussion days	Reviewing the Risk register twice yearly and delegating appropriate actions back to the staff team for completion	Overview of the Risk Register to ensure that the Union is being protected from risk	Identifying and minimising risk on a daily basis through carrying out their role
			Maintain good relationship with University H&S department to adapt Risk Register as appropriate	Encouraging their staff to report and minimise potential risks
			Writing and adhering to the Students' Union Business Continuity Plan	
			Ensure university KPIs list is adhered to and that actions relating to compliance are completed	



Senate	Trustee responsibility	Sub-Committee reporting back to Trustee Board (Executive Committee)	Chief Executive (reported to Trustee Board or Committee as appropriate)	Line Manager decisions
	Receive the activities of Senate and Zones for noting	Approve policy or motions if required when it is not practical for Senate to meet	Attend meetings and ensure that officers have the appropriate support to work effectively	Attend meetings as required

General Business	Trustee responsibility	Sub-Committee reporting back to Trustee Board	Chief Executive (reported to Trustee Board or Committee as appropriate)	Line Manager decisions
	Asking for reports on any issue	Asking for reports on any issue	Asking for reports on any issue	Writing Board papers as required
Receive the annual Students' Union survey results and ask for action			Writing Board papers as required	Giving feedback and debriefing on major Union projects



Representation & Policy Making

This section of the Delegation of Authority sets out how the Trustee Board discharge authority to the sub-Committees, Senate, and the Sabbaticals.

	Trustee Board responsibility	Sub-Committee reporting back to Trustee Board and/or Senate	Senate	Sabbatical responsibility
Policy Making & Implementation	Noting or Dismissal of Policy that would contravene the Union's Risk Register or cause substantial harm to the organisation	Specific scrutiny of potential policy effects as required (Executive Committee or other appropriate committees from HR&R, Finance, Legal Compliance - as required)	Production of policy on the basis of student opinion and feedback	Implementation of policy, turning it into action and delivering suggested outcomes
		Development of policy in a working group format as required by Senate	Scrutiny and approval of suggested policy on the basis of submissions from students	Delegating implementation actions to staff as appropriate
		Taking "Chairs Action" on decision making regarding policy in the absence of Senate		Taking "Chairs Action" on decision making regarding policy in the absence of Senate or full Executive Committee (for example, outside of term time)
University policy & decision making	Analysing the effect of university decision making on the operation of the Students' Union as a charity	Specific scrutiny of potential policy effects as required (Executive Committee or other appropriate committees from HR&R, Finance, Legal Compliance - as required)	Discussion about suggested University policy and/or actions to advise Sabbaticals as to response and/or create policy as required and appropriate	Attendance at formal University Committee meetings and reporting back to Senate as appropriate
				Ongoing and daily decision making as first formal point of contact for University staff