



Schedule of Delegations

Purpose

The purpose of this Schedule of Delegations is to set out clearly where key decisions are made on behalf of the University currently and to whom these decisions have been formally delegated. This document also seeks to provide guidance on the processes relating to these delegations, including limits on delegations and relevant approval routes.

How to use this document

The column on the left hand side sets out key decisions that may be made within the University. These are separated into categories which can be accessed by clicking on the links in the index below.

The remaining columns explain how each decision is reached:

- The person or committee in the "final authority" column has responsibility for making sure the decision is made in accordance with the University's procedures and within the limits of the University's authority and powers. This responsibility may be delegated or the final authority may make the decision itself.
- The person or committee in the "delegated authority" column has practical responsibility for making the decision in accordance with the University's procedures and within the limits of the authority and powers that have been delegated by the person or committee with final authority.
- The "approval route" column sets out how the decision making process is accessed. This can be by proposals being made to committees or individuals which are able to support or approve proposed actions, but cannot make a final decision. There will not always be an approval route.
- The final column provides more information about how the decision is made and any limits on the delegation. It will also, where available, link to the process to which the decision relates.

The University Secretary will ensure that the document is reviewed and updated on an annual basis. The Schedule will be submitted to the Appointments and Governance Committee for transmission to the Council. The Audit Committee will also be given the opportunity to comment.

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Constitution and Governance

	Final Authority	Delegated Authority (if applicable)	Approval Route (if applicable)	Delegation limits, contexts and process
Conferring Degrees	The Chancellor	The Vice-Chancellor The Vice-Chancellor may also delegate authority to the Officers of the University		Clause 4.2 Charter of Incorporation
Appointment of the President and Vice President(s) of the Council	The Council			Clause 4.1 Charter of Incorporation Ordinance A1
Making Amendments to the Charter	The Council		Consultation with the Senate	Subject to final approval from the Privy Council Clause 5.1 Charter of Incorporation
Making Amendments to Ordinances and Regulations	The Council		Consultation with the Senate where the Ordinance or Regulation affects academic policy.	Clause 5.2 Charter of Incorporation
Appointment of the External Auditors	The Council		Audit Committee	Clause 8 – Charter of Incorporation
Appointment to the Council – Class 2 (lay members)	The Council			Process conducted by the Appointments and Governance Committee Clause 1.3 - Ordinance A1
Appointment to the Council – Class 4 (member of the Senate)	The Senate			Process and conditions prescribed by the Senate. Clause 1.4 – Ordinance A1
	Final Authority	Delegated Authority (if applicable)	Approval Route (if applicable)	Delegation limits, contexts and process
Appointment to the Council – Class 5 (member of staff)	Staff at grades 6-9			Election overseen by the University Secretary

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employed in grades 6-9)				Clause 1.5 – Ordinance A1
Appointment to the Council - Class 6 (member of staff in grades 1-5)	Staff at grades 1-5			Election overseen by the University Secretary Clause 1.6 – Ordinance A1
Appointment to the Council – Class 7 (member of the Students' Union)	Reading University Students' Union			Chosen by the Students' Union. Clause 1.7 – Ordinance A1
Removal of members of the Council	The Council			Clause 2 – Ordinance A1
Removal of the President and Vice President(s) of the Council from Office	The Council		Presentation of a Resolution to the Council passed by a majority of those Council members present and voting at the meeting.	Clause 3 - Ordinance A1
Appointment to the Secretary to the Council	The Council		The Vice-Chancellor recommends a candidate to the Council	Clause 4.1 – Ordinance A1
Decision as to whether a matter raised at a meeting of the Council is a reserved area of business	The Chair of the Council meeting			Clause 5.4 – Ordinance A1
Overall Control and approval of the decisions and actions of the Senate	The Council			Clause 2 – Ordinance A3
Prescription of the conditions in which the Senate will operate	The Council on the recommendation of the Senate			Clause 3.2 – Ordinance A3

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Authority to direct and regulate the instruction and education within the University and the Examinations held by the University	The Council	The Senate		Clause 4.1 – Ordinance A3
Promotion of research within the University	The Senate		The University Board for Research and Innovation	Clause 4.1 – Ordinance A3
Appointment of Internal and External Examiners	The Senate		The University Board for Teaching and Learning	Clause 4.1 – Ordinance A3
Suspension and removal of Examiners	The Senate		The Pro-Vice-Chancellor (Teaching and Learning) makes a recommendation to the Senate	Clause 4.1 - Ordinance A3
Regulation of admission of persons to courses of study	The Senate		The University Board for Teaching and Learning	Clause 4.1 – Ordinance A3
	Final Authority	Delegated Authority (if applicable)	Approval Route (if applicable)	Delegation limits, contexts and process
Approval of Regulations for the discipline of Students of the University	The Senate and the Council			Clause 4.1 – Ordinance A3
Approval of proposed recipients of an Honorary Degree	The Council and the Senate		Recommended by the Honorary Degrees Committee	Clause 4.1 – Ordinance A3 Ordinance A2
Decision as to whether a matter raised at a meeting of the Senate is a reserved area of business	The Chair of the Senate meeting			Clause 5.4 – Ordinance A3

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Decision to establish or disband Principal Committees	The Council		Appointments and Governance Committee	Clause 1.2 – Ordinance A4
Approval of the Terms of Reference and membership of the Principal Committees	The Council		The Appointments and Governance Committee	Clause 1.4 – Ordinance A4
Appointment of the Chair of the Principal Committees	The Council		The Appointments and Governance Committee	Clause 1.5 – Ordinance A4
Determining the requirement for particular senior committees of the University	The Council		The University Executive Board → The Appointments and Governance Committee	Clause 2.1 – Ordinance A4
Creation and abolition of Schools	The Council		Report from the Senate	Clause 1 – Ordinance A5
Appointment of the Chancellor	The Council		The Appointments and Governance Committee	Clause 1.1 – Ordinance A6
Removal of the Chancellor	The Council			Clause 3.1 – Ordinance A6
Custody and use of the Common Seal	The Council			Clause 1 – Ordinance A8
Approval of the Common Seal in a case of urgency	The Council	The President or a Vice-President of Council and the Vice Chancellor OR the Secretary to the Council or the Chief Financial Officer		Clause 2.2 – Ordinance A8
Attestation of the Common Seal	Two members of the Council OR a member of			Clause 2.3 – Ordinance A8

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	the Council and the Secretary to the Council			
Responsibility for the recording of each use of the Common Seal	The Secretary to the Council			Clause 2.5 – Ordinance A8
Executive authority – outside the line management structure – to suspend/close an activity/facility (e.g. a laboratory) on health and safety grounds	The Chair of the Health and Safety Committee	Health and Safety Services		https://www.reading.ac.uk/web/FIL/ES/health-and-safety/CoP_02_Management_and_organisation.pdf

Staff

	Final Authority	Delegated Authority	Approval Route	Delegation limits, contexts and process
Appointment of the Vice-Chancellor	The Council		Selection Committee → The Appointments and Governance Committee	The Appointments and Governance Committee appoint a Selection Committee to recommend a suitable candidate Clause 1.1 – Ordinance B1
Removal of the Vice-Chancellor	The Council		Three members of Council make a written complaint to the Present of Council	Clause 3.1 – Ordinance B1
Appointment of the Pro-Vice-Chancellors	Selection Committee			The Selection Committee is appointed by the Appointments and Governance Committee Clause 3 – Ordinance B2
Appointment to Deputy Vice-	The Council		Via The Appointments and Governance Committee	Clause 2 – Ordinance B2

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Chancellor (from the Pro-Vice-Chancellors)				
	Final Authority	Delegated Authority (if applicable)	Approval Route (if applicable)	Delegation limits, contexts and process
Responsibility for the management, allocation of duties and responsibilities of the Pro-Vice-Chancellors and the Deputy Vice-Chancellor	The Vice-Chancellor			Clause 4.1 – Ordinance B2
Remit of the Pro-Vice-Chancellors and the Deputy Vice-Chancellor	The Council		The Vice-Chancellor	Clause 4.1 – Ordinance B2
Removal of the Pro-Vice-Chancellors and the Deputy Vice-Chancellor	In accordance with the University's employment policies			Clause 5.2 – Ordinance B2
Appointment of a Non-Academic Officer	Selection Committee			A Selection Committee is appointed by the Appointments and Governance Committee (Clause 2 – Ordinance B3)
Responsibility for the management, allocation of duties and responsibilities of Non-Academic Officers	The Vice-Chancellor			Clause 3.1 – Ordinance B3
Removal of the Non-Academic Officers	In accordance with the University's employment policies			Clause 4.2 – Ordinance B3
	Final Authority	Delegated Authority (if applicable)	Approval Route (if applicable)	Delegation limits, contexts and process
Numbers and Remits of the Deans	The University Executive Board			Clause 1 – Ordinance B4

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Appointment of the Deans	Selection Committee			A Selection Committee is appointed by the Vice-Chancellor Clause 3 – Ordinance B4
Management, duties and responsibilities of the Deans	The University Executive Board	A relevant member of the University Executive Board		Clause 4.2 – Ordinance B4
Appointment to Head of School	Selection Committee			A Selection Committee is appointed by the Vice-Chancellor Clause I – 1 – Ordinance B5
Management of the Heads of School	The University Executive Board	A relevant member of the University Executive Board		Clause 2.2 – Ordinance B5
Duties and responsibilities of the Heads of School	The University Executive Board	A relevant member of the University Executive Board		Clause I -2.3 – Ordinance B5
Leadership and management of the School	The Head of School			Clause 2 – 2.1 – Ordinance B5
Decision that a School shall be organised into Departments, Institutes or other Intra-School groupings	The University Executive Board in consultation with Head of School			Clause II – 2 – Ordinance B5
	Final Authority	Delegated Authority (if applicable)	Approval Route (if applicable)	Delegation limits, contexts and process
Authority to create and disband formal institutes, centres or any other grouping	The University Executive Board			
Appointment to and removal from a School-based role	The Head of School			Clause II – 4 – Ordinance B5 Clause 6.1 - Ordinance B5

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Requirement for named roles and/or tasks within Schools to exist	The University Executive Board			It is the responsibility of Head of School to ensure that the roles and/or tasks required by the University Executive Board are carried out.
Dismissal of academic staff (where there has been no issue of academic freedom raised)	The Head of School and another appropriate manager plus support from HR			University policy on discipline and dismissal
Dismissal of academic staff (where an issue of academic freedom has been raised and considered by the Vice-Chancellor)	The Head of School and an independent person (from a list of such independent persons which shall be reviewed and agreed with the University and College Union each year) plus support from HR			University policy on discipline and dismissal
Dismissal of non-academic staff in grades 1-5	The relevant Line manager or another appropriate manager (with sufficient seniority) and a HR representative			University policy on discipline and dismissal
Dismissal of Professional and Managerial staff in grades 6-9	The Head of Function (in services) or The Head of School (in the Schools) and another appropriate manager plus support from HR			University policy on discipline and dismissal
Authority to terminate an employment contract whilst a member of staff is on probation – academic staff	The Probationary Review Sub-Committee			https://www.reading.ac.uk/internal/humanresources/policiesandprocedures/humres-inductionandprobation.aspx
Authority to terminate an employment	The relevant Line manager			https://www.reading.ac.uk/internal/humanresources/policiesandproce

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contract whilst a member of staff is on probation – non-academic staff				dures/humres-inductionandprobation.aspx
Imposition of a formal disciplinary warning – academic staff	The Head of School plus support from HR			University policy on discipline and dismissal
Imposition of a formal disciplinary warning – non-academic staff	The relevant Line Manager plus support from HR			University policy on discipline and dismissal
Endorsement and review of the following University Policies: Capability, Poor Performance, Redundancy and Restructure, Employee Grievances, Discipline and Dismissal (plus approval of substantial changes to them)	The Council		The University Executive Board → The Remuneration Committee	Clause 2 – Ordinance B6
Endorsement and review of the following University Policies: Recruitment, Induction and Probation, Equality and Diversity, Anti-Harassment and Bullying, Whistleblowing, Health and Safety, Data Protection and Freedom of information, Anti-Corruption and Briber, Prevent	The University Executive Board			Clause 3 – Ordinance B6

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Conferring titles of Visiting Professor, Professor Emeritus or Professor Emerita, Honorary Fellow	The University Executive Board			Clause 1.1 – Ordinance B7
Conferring titles of Visiting Research Fellow, Visiting Fellow, Executive Fellow	The relevant Head of School			Clause 2.1 – Ordinance B7
Agreeing standard terms and conditions of employment	The Council		The University Executive Board → The Strategy and Finance Committee OR the Appointments and Governance Committee	In line with the Trade Union recognition and procedural agreement between the University of Reading and Reading University and College Union and following discussion with the University Staff Forum, as appropriate
Signing of individual employment contract	The Director of Human Resources	Individuals within Human Resources nominated by the director of HR		
Minor adjustments to terms and conditions of employment	The University Executive Board			In line with the Trade Union recognition and procedural agreement between the University of Reading and Reading University and College Union and following discussion with the University Staff Forum, as appropriate
Agreement to changes to an individual member of staff's terms and conditions of employment	The relevant Head of School or The relevant Head of Function or equivalent			(For example a request to change working hours or a request for flexible working.)
Promotion Procedures <ul style="list-style-type: none"> Personal Titles 	<ul style="list-style-type: none"> Personal titles committee 			https://www.reading.ac.uk/internal/humanresources/WorkingatReading/RewardandBenefits/humres-academicpromotions.aspx

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<ul style="list-style-type: none"> • Merit based promotion • Re-grading 	<ul style="list-style-type: none"> • Merit based promotion committee • Re-grading committee 			https://www.reading.ac.uk/internal/humanresources/WorkingatReading/RewardandBenefits/humres-regradingroles.aspx
Approval of accelerated salary progression for staff in grade 8 or below	Reward Committee			https://www.reading.ac.uk/web/FIL/ES/humanresources/humres-Rewarding_Staff_Guidelines.pdf
Approval of pay increase for Grade 9 and Professorial staff	The Remuneration Committee		The Professorial salaries advisory group for Professorial Staff OR The Senior Salaries Advisory Group	http://www.reading.ac.uk/internal/humanresources/WorkingatReading/humres-professorialannualreview2016.aspx
Reward and Recognition <ul style="list-style-type: none"> • Award and approval of lump sum payments • Award and approval of vouchers 	Reward Committee OR Relevant budget holder			https://www.reading.ac.uk/internal/humanresources/WorkingatReading/RewardandBenefits/humres-rewardingstaff.aspx
Approval of individual staff Retention	The Vice-Chancellor		The relevant Head of School/Head of Service or Pro-Vice-Chancellor	Retention Policy
	Final Authority	Delegated Authority (if applicable)	Approval Route (if applicable)	Delegation limits, contexts and process

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Approval of overtime payments for staff in grades 1-5	The relevant Head of Function	In Estates and Facilities approval must be authorised supervisor and a manager		
Approval of early retirement	The Pro-Vice-Chancellor for academic planning and resource			Subject to the rules of the relevant pension scheme
<p>Approval to initiate recruitment to a vacant or new post or extensions to existing contracts in the Services</p> <ul style="list-style-type: none"> • Grades 1-5 • Grade 6-8 • Grade 9 	<p>The relevant Head of Function</p> <p>The relevant Head of Service</p> <p>The Pro-Vice Chancellor for academic planning and resource</p>		<p>Management/Research accounts sign off → Head of Section sign off → Head of Function sign off</p> <p>Management/Research Accounts sign off → Head of Function sign off → Head of Service sign off</p> <p>Management/Research Accounts sign off → Head of Function sign off → Head of Service sign off → UEB discuss and approve → Pro-Vice-Chancellor for academic planning and resource sign off</p>	

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<p>Approval to initiate recruitment to vacant or new post (or extensions to existing contracts in the Schools)</p> <ul style="list-style-type: none"> • Sessional Posts • Non-academic Grade 1-8 • Academic 6-9 	<p>Dean (and Pro-Vice-Chancellor for academic planning and resource if the post-holder is a current employee)</p> <p>Dean</p> <p>Pro-Vice-Chancellor for academic planning and resource</p>		<p>Management/Research Accounts sign off → Head of School sign off → Dean (and Pro-Vice-Chancellor for planning an resource if post-holder is a current employee) sign off</p> <p>Management/Research Accounts sign off → Head of School sign off → Dean sign off</p> <p>Management/Research Accounts sign off → Head of School Sign off → Pro-Vice-Chancellor for academic planning and resource sign off</p>	<p>To be updated in line with structural changes to the University.</p> <p>Decision informed by a recommendation by the planning committee to the University Executive Board where appropriate</p>
<p>Approval of outside work/consultancy by University staff</p>	<p>The relevant Head of School or relevant Line Manager</p>			<p>http://www.reading.ac.uk/web/FILES/reas/ConsultancyPolicyWeb0708.pdf</p>

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Students

	Final Authority	Delegated Authority	Approval Route	Delegation limits, contexts and process
Institutional admissions policy	The Senate		The Recruitment and Admissions Steering Group → Planning Group → The University Board for Teaching and Learning	
Student Recruitment Targets	University Executive Board	Planning group		
Admissions Criteria	The University Executive Board	The Recruitment and Admissions Steering Group		
Application of admission criteria	The Director of Admissions	Relevant members of staff in the Admissions department nominated by the Director of Admissions		Where appropriate the admissions staff will act on the recommendation of the admission tutors.
Approval of regulations for degrees, awards and programmes	The Senate		The University Executive Board	Clause 6 – Ordinance C3
Approval of Regulations for Student Conduct	The Senate		The University Board for Teaching and Learning	Ordinance C8
Approval of the Student Complaints Procedure	The Council and the Senate		The University Board for Teaching and Learning	Ordinance C8
Approval of policies concerning Discipline (including academic misconduct)	The Council		The University Board for Teaching and Learning → The Senate	Ordinance C8
Approval of policies concerning Fitness to	The Senate		The University Board for Teaching and Learning	Ordinance C8

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Study and Academic Engagement				
Approval of policies concerning student fitness to practise	The Senate		The University Board for Teaching and Learning	Ordinance C8
Approval of policies concerning the suspension of Students	The Senate		The University Board for Teaching and Learning	Ordinance C8
	Final Authority	Delegated Authority (if applicable)	Approval Route (if applicable)	Delegation limits, contexts and process
Approval of policies concerning review of examination results	The Senate		The University Board for Teaching and Learning	Ordinance C8
Determination of cases of Academic Misconduct	The Senate	The Standing Committee on Academic Misconduct		http://www.reading.ac.uk/internal/exams/Policies/exa-policies.aspx
Determination of cases of Academic Engagement	Senate	The Standing Committee on academic engagement and fitness to study		https://www.reading.ac.uk/web/FIL/ES/qualitysupport/academicengagement_fitnessstostudy.pdf
Determination of cases of Fitness to Study	Senate	The Standing Committee on academic engagement and fitness to study		https://www.reading.ac.uk/web/FIL/ES/qualitysupport/academicengagement_fitnessstostudy.pdf
Determination of cases of Fitness to Practise	Senate	The Standing Committee on academic engagement and fitness to study		http://www.reading.ac.uk/web/FILES/qualitysupport/FitnesstoPractise.pdf
Determination of reviews of examination results	Senate	The Standing Committee on Examination Results		https://www.reading.ac.uk/internal/exams/Policies/exa-appeal.aspx
Suspension of Students pending disciplinary investigation	The Vice-Chancellor or a Pro-Vice-Chancellor			Regulations for Conduct-paragraph 34

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Award of bursaries and scholarships	The University Executive Board	The Planning Group		
	Final Authority	Delegated Authority (if applicable)	Approval Route (if applicable)	Delegation limits, contexts and process
Exclusion from University accommodation	The Director of Student & Applicant Services			
Determination of the Students' Union Code of Practice	The Council		Consultation with the Students' Union → The Student Experience Committee	Ordinance C9
Approval, monitoring and review of programmes leading to degrees and awards	The Senate	The University Board for Teaching and Learning delegated to The Programme Board		Clause 5 – Ordinance C3
Approval of student tuition fee rates	The University Executive Board		The Planning Group	
Approval of student residential fees	The University Executive Board		Discussions between University of Reading, Reading University Students' Union and UPP → proposal to the SPV Board	

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Budgetary and financial matters

	Final Authority	Delegated Authority	Approval Route	Delegation limits, contexts and process
Adoption of Financial Statements	The Council		The Audit Committee	
Approval of annual budget	The Council		Finance and Planning Committee → the University Executive Board → The Strategy and Finance Committee make recommendation to the Council	
Resource allocation model	The University Executive Board		The Planning Group	
Approval of 5 year financial forecast	The Council		Finance and Planning Committee → the University Executive Board → Strategy and Finance Committee make recommendation to the Council	
Approval of treasury policy	The Strategy and Finance Committee			
Appointment of bankers	The Council			Ordinance A2
	Final Authority	Delegated Authority (if applicable)	Approval Route (if applicable)	Delegation limits, contexts and process
Opening of bank accounts, designation of bank account signatories	The Council	The Chief Financial Officer The University Secretary		http://www.reading.ac.uk/web/FILES/Calendar2015-16/Section_G_4_Financial_Regulations.pdf

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Approval of the financial regulations	The Council		The Strategy and Finance Committee	
Allocations of HEFCE capital funding	The University Executive Board	A relevant member of the University Executive Board		
Approval of establishment of subsidiary and spin-out companies	The Strategy and Finance Committee		The University Executive Board	
Approval of sale of equity in subsidiaries	The Strategy and Finance Committee		The University Executive Board	
Appointment of directors of subsidiary and spin-out companies	The Strategy and Finance Committee		The University Executive Board	
Commercialisation of IP	The Strategy and Finance Committee	The Chief Financial Officer	The University Executive Board	
Setting up of Trust Funds	The Council		The Strategy and Finance Committee	
Appointment of trust committee	The Council		The Strategy and Finance Committee	
Management of Investment Portfolios	The Strategy and Finance Committee	The Investments Committee OR Relevant Trust Committee		If owned by the Trust it will be managed by the Trust Committee OR if owned by the University directly it will be managed by the Investments Committee

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Strategy and Policy Development

	Final Authority	Delegated Authority	Approval Route	Delegation limits, contexts and process
Setting of and responsibility for University KPI's	The Council		The University Executive Board → The Strategy and Finance Committee	
Approval of key University Strategies	The Council		The University Executive Board → The Strategy and Finance Committee	University Strategy HR Strategy Finance Strategy Teaching and Learning Strategy Research Strategy Estates Strategy
Approval of HEFCE and HESA returns – Financial Forecasts	The Council		The Strategy and Finance Committee	
Approval of Risk Management Policy and register	The Council		Risk Management Committee → the University Executive Board → the Strategy and Finance Committee AND Audit Committee	
Approval of significant corporate policies	The University Executive Board			Significant corporate policies are those that have a material impact on the whole University, for example policies concerning Finance, HR, IT, or Students.
Approval to write and publish University policies	The University Executive Board			

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Capital Programme and estates matters

	Final Authority	Delegated Authority	Approval Route	Delegation limits, contexts and process
Setting up of a feasibility group	The University Executive Board			
Setting up a pre-feasibility group	Pro-Vice-Chancellor (Academic Planning & Resource)			
Approval of Capital projects (including construction, acquisition, refurbishment and leasing of properties relating to those projects)	The Council	Depending on the value of a project, either: The Strategy and Finance Committee The Vice-Chancellor Pro-Vice-Chancellor (Academic Planning & Resource)		Authority Tiered by value Pro-Vice-Chancellor (Academic Planning & Resource)– up to £500,000 The Vice-Chancellor – Up to £1 Million The Strategy and Finance Committee – Up to 10 Million The Council – over £10 Million
Placing contractors	Project Committee			Capital Project committees must include the Pro-Vice-Chancellor (Academic Planning & Resource) , the Chief Financial Officer, and the Director of Estates and Facilities This process must be carried out in accordance with the University's Procurement Policy
Acquisition and disposal of buildings and land (core business property)	The Investments committee; OR The relevant Trust Committee; OR The Strategy and Finance Committee	The Chair of the relevant Committee		

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Construction of Buildings (core business property)	Project Committee			
Acquisition, construction, refurbishment and disposal of buildings and acquisition and disposal of land (Investment Property)	The Strategy and Finance Committee; OR the relevant Trust Committee	The Investment committee		
Issuing of contracts in relation to University owned residential accommodation	The Director of Estates management	The University's estate agents via contract		
	Final Authority	Delegated Authority (if applicable)	Approval Route (if applicable)	Delegation limits, contexts and process
Authority to issue contracts in relation to Student accommodation	Pro-Vice-Chancellor (Academic Planning & Resource)	The Accommodation Contract Management Director		The University issues contracts to Students.
Leasing of commercial properties	The Director of Estates and Facilities OR The Chief Financial Officer			
Approval of building contracts	The Chief Financial Officer			This process must be carried out in accordance with the University's Procurement Policy
Approval of increase in approved budget for capital projects	The original Authority			If the increase is for a project, it is required to go through the chair of the project committee for approval. If the increase is for construction it is required to be approved via the project manager.

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Authority to enter into supplier contracts for utilities	The Chief Financial Officer			This process must be carried out in accordance with the University's Procurement Policy

Signing Contracts, Agreements and Licences

	Final Authority	Delegated Authority	Approval Route	Delegation limits, contexts and process
Association and affiliation with other institutions including teaching overseas for an award of the University	University Secretary		Teaching and learning sign off is via the Programme Board Commercial sign off - TBC	
Sign off of research related contracts and agreements	Pro-Vice-Chancellor (Research and Innovation)	Delegation schedule to Research and Enterprise Contracts team		
Employment related contracts	The Director of HR	The Assistant Directors of Human Resources The Human Resources Partners The Head of Human Resources Operations		
Agreements for the provision of services by the University	A relevant member of The University Executive Board	Chief Financial Officer		

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Approval of Institutional Licenses	University Secretary	A relevant member of the University Executive Board The Director of Estates and Facilities		Process under review
Memorandum of Understanding for subsidiary companies, or equivalent shareholder agreements, and other issues of policy and principle concerning subsidiary companies	The Strategy and Finance committee		The University Executive Board	Also signed by the Board of the subsidiary company
Approval of trust deeds for University Trusts	The Council		The Strategy and Finance Committee	
Establishment of overseas campuses	The Council		The University Executive Board → The Strategy and Finance Committee	
Licencing use of trademarks outside the University	University Secretary			
Power of Attorney relating to Intellectual Property matters	University Secretary	Research and Enterprise		
Settlement agreements (employment)	The Director of Human Resources The Director of Legal Services	The Assistant Directors of Human Resources The HR Partners A qualified member of the Legal Services Department		Amounts above £30,000 must be approved by the President of the Council
Settlement agreements (other)	University Secretary The Director of Legal Services			Amounts above £95,000 must be approved by the Remuneration Committee

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Secondment agreements	The Director of Human Resources A relevant member of the University Executive Board	The Assistant Directors of Human Resources The Human Resources Partners The Head of Human Resources Operations		
Gift/legacy agreements	The Vice Chancellor	Appropriate nominee of Reading Real Estate Foundation OR an appropriate nominee of the Campaigns and Supporter Engagement team.		
Procurement Contracts	The Director of Procurement The Chief Financial Officer	Delegation schedule to members of the Procurement team		
Media Agreements	University Secretary			
Conferencing/event/venue contracts	Pro-Vice-Chancellor (Academic Planning & Resource)	Catering, Hotel and Conference Services Director. Authority may be delegated to the Head of Conference and Events Operations when dealing with un-amended standard terms.		
Consultancy agreements	A relevant member of the University Executive Board	Delegation schedule to the Research and Enterprise contract team Relevant members of the Procurement team		
Data sharing agreements	The University Secretary		Information Management and Policy Services	
Approval for non-teaching collaborations	University Secretary			

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Memoranda of Understandings	The Vice-Chancellor or relevant member of the University Executive Board			
Placement agreements: <ul style="list-style-type: none"> • With providers • With students • With other HEIs 	University Secretary	<p>Heads of School or equivalent (If using standard template from Legal Services)</p> <p>Authority may be delegated by the Head of School or equivalent to a named individual within the School but this must be set out clearly in an appropriate delegation document.</p>		
KTP agreements	Director of Special Projects	Relevant members of Research and Enterprise		
Representative/ agency agreements	Relevant Pro-Vice-Chancellor			
Service Occupancy agreements	The Director of Human Resources	<p>The Assistant Directors of Human Resources</p> <p>The Human Resources Partners</p> <p>The Head of Human Resources Operations</p>		
Scholarships/bursaries	Pro-Vice-Chancellor (Academic Planning & Resource)	<p>Chief Financial Officer</p> <p>Delegation schedule to the Research and Enterprise contract team</p>		
Confidentiality agreements	University Secretary	The Director of Legal Services		

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		A relevant member of the Research and Enterprise team		
Licences from publishers	The Librarian			
Study Abroad agreements	The Pro-Vice-Chancellor for Global Engagement			
Authority to sign termination letters for University contracts	The Chief Financial Officer			
Authority to sign exclusivity agreements	The University Secretary			
Authority to sign Leases <ul style="list-style-type: none"> • For TVSP • For UoR (investment property portfolio) 	<ul style="list-style-type: none"> • The Director of Special Projects • The Director of Estates and Facilities 			
Warning Notices under the Landlord and Tenant Act 1955	Pro-Vice-Chancellor for Academic Planning and Resource	The Property Paralegal (Legal Services Department)		
Teaching and Learning Funding Agreements	The University Secretary OR The Pro-Vice-Chancellor for teaching and Learning			
Non-disclosure Agreements for the MBA course	Executive Dean – Henley Business School			
Agent Contracts	Head of Global Recruitment (witnessed by Regional Manager)			Contracts held by Procurement
Variation agreements/letters	The University Secretary OR			

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	The individual who was authorised to sign the initial agreement			
Agreements not otherwise set out in this document	The University Secretary			

Information matters

	Final Authority	Delegated Authority	Approval Route	Delegation limits, contexts and process
Filming commissions	The Director of Marketing Communication & Engagement			
Authorisation of media releases	The Head of News	Appropriate delegations to the Press Office		
Approval of the use of the University Crest/Logo Approval of the use of the Henley Business School Crest/Logo Approval of the use of the University's Subsidiary Companies' Crest/Logo	Where this is not covered by another category of agreement, the final authority will be the University Secretary			
Classification under the Freedom of Information Act	Head of Information Management & Policy Services			
Application of sanctions relating to	The Librarian			https://www.reading.ac.uk/web/FILES/Calendar2015-

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individual access to Library services and facilities				16/Section_G_12_Rules_for_the_Use_of_the_University_Library.pdf
Application of sanctions relating to Information Security policy	Director of Information Technology			https://www.reading.ac.uk/web/FILES/Calendar2015-16/Section_G_6_Rules_for_the_Use_of_University_Computers_and_Data_Networks.pdf
Approval of external use of University computing and software facilities.	Director of Information Technology			https://www.reading.ac.uk/web/FILES/Calendar2015-16/Section_G_6_Rules_for_the_Use_of_University_Computers_and_Data_Networks.pdf

Updated 04.11.2016