**1. Governance**

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| **Decision or Activity** | **Committee/ Office with Authority** | **Administrative****Responsibility** | **Notes** |
| Acts of Governance | Scottish Parliament | University Secretary |  |
| Constitutional ordinances | Privy Council | University Secretary | Draft ordinances are submitted to the Privy Council following a period of statutory consultation and approval by Court. |
| Composition of Court | Scottish Parliament/Privy Council | University Secretary | Established by Universities Scotland Acts, as amended by Ordinances |
| Court Statement of Primary Responsibilities | Court | University Secretary |  |
| Selection of Convener | Staff / students | University Secretary / Nominations Committee | An election by staff/students takes place following the procedure set out in the Higher Education Governance (Scotland) Act 2016  |
| Selection of Rector | Students | Senate Office |  |
| Appointment of independent governors | Court | University Secretary / Nominations Committee |  |
| Appointment of Senate Assessors | Senate | Clerk of Senate |  |
| Appointment of staff members of Court | Staff | University Secretary | Any member of staff may be nominated, and it is customary for the Joint Unions Liaison Committee to make a nomination. Should more than one person be nominated, an election is held. |
| Committee structure | Court | University Secretary |  |
| Committee terms of reference | Court | University Secretary |  |
| Annual Review of effectiveness | Court | University Secretary | Court appoints a governance working group to oversee this process |
| Five-yearly externally-facilitated review of effectiveness | Court | University Secretary | Court appoints a governance working group to oversee this process |
| Composition of Senate | Scottish Parliament | Clerk of Senate, University Secretary | Established by Universities Scotland Acts, as amended by Ordinances |
| Selection of Senate members | Senate | Clerk of Senate |  |
| Senate Committee structure | Senate | Clerk of Senate |  |
| Senate Committee terms of reference | Senate | Clerk of Senate |  |
| Structure of institutional executive management | Court | Principal |  |
| Register of interests | Court | University Secretary |  |
| Execution of deeds | Court | University Secretary | This may at times, on the advice of the University lawyer, require also the signature of a member of the University Court, and/or the use of the University seal.  |
| Compliance with Charity Law | Court | University Secretary / Director of Finance |  |
| Procurement of Legal advice | Principal | University Secretary |  |
| Appointment of internal auditors | Court | University Secretary | On recommendation of Audit & Risk Committee |
| Constitution of Student Representative Council and Student Unions | Court |  |  |

**2. Strategy and Policy**

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| **Decision or Activity** | **Committee/ Office with Authority** | **Administrative****Responsibility** | **Notes** |
| Strategic Plan | Court | Senior Vice-Principal | Recommendation comes to Court from the Senior Management Group (SMG), following extensive consultation |
| Key Performance Indicators | Court | Senior Vice-Principal | Recommendation comes to Court from SMG, following extensive consultation |
| Financial Strategy | Court | Director of Finance | Court is advised by Finance Committee |
| People Strategy | Court | Director of Human Resources | Court is advised by HR Committee |
| Estates Strategy | Court | Director of Estates & Buildings | Court is advised by Estates Committee |
| Learning & Teaching Strategy | Court | Vice-Principal (Academic & Educational Innovation) | Court is advised by Senate |
| Research Strategy | Court | Vice-Principal (Research) | Court is advised by Senate |
| Knowledge Exchange Strategy | Court | Vice-Principal (Innovation & Knowledge Exchange) | Court is advised by Senate |
| Internationalisation Strategy | Court | Vice-Principal (Internationalisation) | Court is advised by Senate |
| Sustainability Strategy | Court | University Secretary | Court is advised by Estates Committee |
| Risk Management Policy and Risk Register | Court | Director of Finance | The Risk Register is a central part of the agenda of the Senior Management Group. The process for reviewing and managing risk is overseen by the Audit & Risk Committee, which advises Court.  |
| Academic Collaborations | Court | University Secretary | Court is advised on academic matters by Senate  |
| IT Strategy | Court | Vice-Principal (Academic & Educational Innovation) | Court is advised by Information Policy & Strategy Committee, which reports via SMG |

**3. Human Resource Management**

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| **Decision or Activity** | **Committee/ Office with Authority** | **Administrative****Responsibility** | **Notes** |
| Terms & Conditions of Employment | Court | Director of HR | Court is advised by HR Committee, following consultation with recognised trade unions |
| Human Resources Policies | Court | Director of HR | Court is advised by HR Committee, following consultation with recognised trade unions |
| Recruitment of Principal | Court | Search Committee, appointed by Court | Search Committee must include a student member and a member of staff who does not hold a senior executive position |
| Recruitment Policy | HR Committee | Director of HR | Recruitment Policy establishes the levels of authority required to authorise new appointments  |
| Recruitment of staff | University officers | Director of HR | In compliance with terms of Recruitment Policy |
| Remuneration Policy | Court | Director of HR | Court is advised by Remuneration Committee |
| Remuneration of members of the Senior Management Group | Remuneration Committee | Director of HR |  |
| Performance & Development Review | University managers | Director of HR | All University staff participate in an annual P&DR discussion with their line-manager |
| Performance & Development Review of Principal | Convener of Court |  | Input is invited to this exercise from Court members and from members of SMG |
| Promotions | Principal’s Review Board | Director of HR | Principal’s Review Board receives recommendations from College Review Boards |
| Termination of Employment | Director of HR | HR Managers | Termination must be in accordance with HR policies approved by Court |
| Voluntary severance | Remuneration Committee | Director of HR | Any VS proposal costing more than £100K, involving a payback of more than one year, or involving a member of SMG, requires to be approved by Remuneration Committee. Other VS proposals may be approved by the Principal/Senior Vice-Principal/ University Secretary |
| Honorary / visiting appointments | Heads of College | College Head of HR |  |

**4. Financial Management**

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| **Decision or Activity** | **Committee/ Office with Authority** | **Administrative****Responsibility** | **Notes** |
| Approval of Budget and financial Forecast | Court | Director of Finance | Court is advised by Finance Committee |
| Approval of Financial Statements | Court | Director of Finance | Court is advised by Audit & Risk and Finance Committees |
| Appointment of external auditors | Court | Director of Finance | Court is advised by Audit & Risk Committee |
| Appointment of bankers | Court | Director of Finance | Court is advised by Finance Committee |
| Borrowing | Court | Director of Finance | Court is advised by Finance Committee |
| Treasury Management Policy | Court | Director of Finance | Court is advised by Finance Committee |
| Systems of financial management and control | Principal | Director of Finance |  |
| Management of budgets | Principal | Heads of College, Chief Operating Officer |  |
| Authorisation of expenditure < £100K | Relevant budget holder | As determined by budget holder |  |
| Authorisation of expenditure: £100K - £500K | Head of College / Chief Operating Officer Heads of Finance? | As determined by Head of College/COO |  |
| Authorisation of expenditure: £500K - £3M | Investment Committee |  |  |
| Authorisation of expenditure > £3M - <£25m | Finance Committee |  |  |
| Authorisation of expenditure > £25m  | Court |  | Court advised by FC |
| Investment of Endowment Funds | Court | Director of Finance | Court is advised by the Investment Advisory Committee, which is a sub-committee of Finance Committee |
| Establishment of University companies | Court | University Secretary | Court is advised by Finance Committee |
| Appointment of Directors of subsidiary companies | Court | University Secretary | Court reviews appointments annually |
| Purchase or sale of equity in companies: transaction < £100K | GU Holdings Ltd | Head of Commercialisation | GU Holdings is a University owned company, currently chaired by the Senior Vice-Principal |
| Purchase or sale of equity in companies: transaction £100K or over | Finance Committee | Head of Commercialisation | Finance Committee is advised by the Board of GU Holdings Ltd |
| Approval of TRAC Return | Finance Committee | Director of Finance |  |
| Setting of Tuition Fees | Court | Director of Marketing, Recruitment & International Office | Court is advised by Senior Management Group |
| Sanctions for student debt | Finance Committee | Director of Finance |  |
| Funding of Student Representative Council and Student Unions | Student Finance Committee | University Secretary | Student Finance Committee reports its decisions to Finance Committee and Court |
| Acceptance of donations | Court | Director of Development | Court approved the University’s strategy on development and fundraising. A Gifts Acceptance Group, on Court’s behalf, considers whether to accept donations where there are significant ethical considerations. |

**5. Capital Investment & Estates**

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| **Decision or Activity** | **Committee/ Office with Authority** | **Administrative****Responsibility** | **Notes** |
| Acquisitions and disposals, as set out in Estates Strategy: transactions < £500K | University Secretary | Director of Estates & Buildings |  |
| Lease of properties, as set out in Estates Strategy: transactions < £500K | University Secretary | Director of Estates & Buildings |  |
| Acquisitions and disposals, as set out in Estates Strategy: transactions £500K and over | Court | Director of Estates & Buildings | Court is advised by Estates Committee |
| Lease of properties, as set out in Estates Strategy: transactions £500K and over | Court | Director of Estates & Buildings | Court is advised by Estates Committee |
| Approval of Capital Plan | Court | Director of Estates & Buildings | Court is advised by Estates and Finance Committees |
| Approval of Capex Applications: < £25M | Finance Committee | Director of Finance | Prior to Finance Committee consideration, Capex applications are reviewed by the Capex Committee, convened by the Senior Vice-Principal |
| Approval of Capex Applications: £25M and over | Court | Director of Finance | Court is advised by Finance Committee. Prior to Finance Committee consideration, Capex applications are reviewed by the Capex Committee, convened by the Senior Vice-Principal |
| Award of capital contracts, consistent with approved Capex: contracts < £250,000 | Director of Estates & Buildings |  |  |
| Award of capital contracts, consistent with approved Capex: contracts £250,000 and over | University Secretary | Director of Estates & Buildings |  |
| Authorisation of variances against capital budget: < £500K and < 5% | Director of Finance |  |  |
| Authorisation of variances against capital budget: over £500K and/or over 5% | Finance Committee |  |  |
| Authorisation of stage payments | Director of Estates & Buildings |  |  |
| Contracts for maintenance and utilities: < £250K | Director of Estates & Buildings |  |  |
| Contracts for maintenance and utilities: £250K and over | University Secretary | Director of Estates & Buildings |  |
| Letting of University accommodation: student residential lets | Director of Campus Services |  |  |
| Letting of University accommodation: short lets (< 5 years) | Director of Estates & Buildings |  |  |
| Letting of University accommodation: long lets (5 years and over) | Estates Committee | Director of Estates & Buildings |  |

**6. Learning & Teaching**

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| **Decision or Activity** | **Committee/ Office with Authority** | **Administrative****Responsibility** | **Notes** |
| Student Admissions Policy | Senate | Clerk of Senate | Senate is advised by the Senior Management Group |
| Student Admissions | Heads of College | Director of Marketing, Recruitment & International Office |  |
| Policy on Student Progression | Senate | Clerk of Senate |  |
| Decisions on Student Progression | School Examination Boards / Progress Committees | Deans of Learning & Teaching |  |
| Degree Awards | Senate | Clerk of Senate | Senate is advised by School Examination Boards and College Graduate Schools |
| New degree programmes | Court | Clerk of Senate / University Secretary | Court approves new degree programmes on receipt of a draft Resolution from Senate |
| New academic regulations | Court | Clerk of Senate / University Secretary | Court approves new academic regulations on receipt of a draft Resolution from Senate |
| Student Discipline | Senate  | Clerk of Senate | Senate is advised by the Student Conduct Committee |
| Validation of third party provision or franchise | Senate | Clerk of Senate |  |
| Joint, double or multiple degree awards | Senate | Clerk of Senate |  |
| New international academic partnerships involving joint, double or multiple degree programmes | Senate | Clerk of Senate |  |
| New UK, and continuing international and UK, academic partnerships involving joint, double or multiple degree programmes | College Management Groups | Deans of Learning & Teaching |  |
| Articulation arrangements | College Management Groups | Deans of Learning & Teaching |  |
| Academic partnerships with significant resource implications | Court | Clerk of Senate, Director of Finance | Court is advised on academic matters by Senate and on resource management by Finance Committee |

**7. Research Management**

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| **Decision or Activity** | **Committee/ Office with Authority** | **Administrative****Responsibility** | **Notes** |
| Research Grants and UK Government Research Contracts – applications and awards | Heads of College, Director of Finance | Various | Refer to the Delegation of Contractual Signing Authorities, which sets delegated authorities within Colleges and within the Research Support Office |
| EU Grants and Contracts – applications and awards | Heads of College, Director of Finance | Various | Refer to the Delegation of Contractual Signing Authorities, which sets delegated authorities within the Overseas and Contracts teams within the Research Support Office |
| Contracts for Research, Consultancy and Intellectual Property | Heads of College, Director of Finance | Various | Refer to the Delegation of Contractual Signing Authorities, which sets delegated authorities within the Contracts Team in the Research Support Office |

**8. Other Matters**

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| **Decision or Activity** | **Committee/ Office with Authority** | **Administrative****Responsibility** | **Notes** |
| Other matters of routine business arising between meetings of Court | University Secretary |  | All such business will be reported to the next meeting of Court |
| Other matters of non-routine business arising between meetings of Court | Convener of Court / Principal / University Secretary | University Secretary | Depending on the business, the Convener /Principal/Secretary may decide to communicate with Court members by email. All such business will be reported to the next meeting of Court. |

February 2024