

# THE ENGINEERING & DESIGN INSTITUTE LONDON

## DELEGATIONS POLICY

|  |  |                                   |               |
|--|--|-----------------------------------|---------------|
| <b>Summary</b>                                     | This Policy sets out the scheme of delegation from the Board of Directors to Officers and Committees of TEDI-London to ensure decision-making is appropriate, transparent, and consistent. It is intended to be efficient and user-friendly and to promote awareness across the organisation of decision-making accountabilities and principles. |                                   |               |
| <b>Policy Owner</b>                                | Registrar / Board  |                                   |               |
| <b>Policy Sponsor</b>                              | Director of Finance & Resources  |                                   |               |
| <b>Policy applies to</b>                           | All departments of TEDI-London.  |                                   |               |
| <b>Equality impact assessment completed</b>        | 26/02/21   |                                   |               |
| <b>Relevant Legislation / Policies / documents</b> | CUC Code of Governance<br>TEDI-London Joint Venture Agreement<br>Conflict of Interest Policy   |                                   |               |
| <b>Version</b>                                     | 2  |                                   |               |
| <b>Approved by</b>                                 | Board of Directors   | <b>Approval date</b>              |               |
| <b>Date of implementation</b>                      |  | <b>Date of next formal review</b> | 1 August 2024 |

### DOCUMENT CONTROL

| <b>Date</b> | <b>Version</b> | <b>Action</b>   | <b>Amendments</b>  |
|-------------|----------------|-----------------|--|
| 02/2021     | 1              | Policy approved |  |
| 07/2022     | 2              | Policy updated  | Updated to reflect revised job titles, the reconfigured Strategic Leadership Team and removal of the posts of Deputy Dean, Chief People Officer, and Chief Information Officer |
|             |                |                 |  |

## **CONTENTS**

|    |  |    |
|----|--|----|
| 1. | INTRODUCTION .....                                     | 3  |
| 2. | POLICY STATEMENT.....                                  | 3  |
| 3. | SCOPE OF THIS POLICY .....                             | 4  |
| 4. | DEFINITIONS.....                                       | 4  |
| 5. | KEY PRINCIPLES OF DELEGATION .....                     | 4  |
| 6. | DECISIONS RESERVED FOR THE MEMBERS .....               | 6  |
| 7. | DECISIONS RESERVED FOR THE BOARD OF DIRECTORS.....     | 8  |
| 8. | ROLES AND RESPONSIBILITIES .....                       | 8  |
| 9. | SCHEME OF DELEGATIONS.....                             | 10 |
|    | Appendix A: Policies to be approved by the Board ..... | 30 |

## **1. INTRODUCTION**

- 1.1. This Policy sets out the scheme of delegation from the Board of Directors to Officers and Committees of TEDI-London to ensure decision-making is appropriate, transparent, and consistent. It is intended to be efficient and user-friendly and to promote awareness across the organisation of decision-making accountabilities and principles.

## **2. POLICY STATEMENT**

- 2.1. The purpose of a scheme of delegation is to identify the responsibilities and delegated authorities for making key decisions in the name of, or on behalf of, TEDI-London. It is a key internal control system for decision-making across the organisation.
- 2.2. Particular emphasis is given to those decisions taken by, or delegated from, the TEDI-London Board of Trustee Directors. However, responsibilities for other key decisions, in accordance with TEDI-London policies, are also provided with cross-reference to other relevant documentation where appropriate. Although such a scheme cannot be exhaustive, the intention is to provide clarity on the decision-making process and final authorities in relation to key strategic and policy matters whilst also providing a frame of reference to inform decision-making in other areas.
- 2.3. This policy is also of significant value when designing our structures, roles and ensuring that decision-making takes place at the correct level thereby reinforcing our focus on mutual trust, empowerment, and engagement of staff.
- 2.4. This scheme of delegation has been developed in accordance with the Committee of University Chairs' (CUC) Higher Education Code of Governance. The following documents may also be useful when seeking further information about the key responsibilities of TEDI-London The Board of Directors, and its committees:
  - a. Joint Venture Agreement and Articles of Association (Link)
  - b. Statement of Primary Responsibilities (LINK)
  - c. Terms of Reference for the Academic Board and the Committees of the Board of Directors (LINK)
  - d. TEDI-London Policies (LINK)
- 2.5. Any queries regarding this document should be referred to the Director of Finance & Resources or Registrar in the first instance.

### 3. SCOPE OF THIS POLICY

- 3.1. This policy covers delegated decision-making across all areas of TEDI-London's activity.

### 4. DEFINITIONS

| Term                            | Definition   |
|---------------------------------|--|
| Board of Directors              | The governing body of TEDI-London  |
| Delegate                        | The substantive, acting or temporary occupant formally appointed to a position or a group of persons (e.g. a committee) with delegated authority under this policy.  |
| Executive                       | The Executive of TEDI-London are: <ul style="list-style-type: none"><li>• CEO and Dean</li><li>• Director of Finance &amp; Resources</li></ul>   |
| Strategic Leadership Team (SLT) | The Strategic Leadership Team of TEDI-London are: <ul style="list-style-type: none"><li>• Members of the Executive</li><li>• Academic Director (Quality &amp; Curriculum)</li><li>• Director of Innovation (Partnerships &amp; Projects)</li><li>• Director, Marketing, Recruitment and Admissions</li><li>• Registrar</li></ul> |
| Segregation of Duties           | An internal control designed to prevent error or fraud. It involves assigning various steps in a process to different individuals so no one person is responsible for every stage in that process.   |

### 5. KEY PRINCIPLES OF DELEGATION

#### 5.1. Context

- 5.1.1. All delegations must be read subject to, and exercised in accordance with the relevant:

- a. Legislation:
- b. TEDI-London policies, codes of conduct, procedures, or guidelines;
- c. Resolutions of the Board of Directors.

#### 5.2. Delegates

- 5.2.1. Delegations are conferred on a position and therefore to the person who is the position-holder at the time the delegation is exercised.
- 5.2.2. The position-holder includes any acting or temporary occupant of a position where the acting or temporary appointment has been formally approved and can be evidenced in writing.

- 5.2.3. Where a delegation is to a committee, the delegation refers to the committee acting as a whole in accordance with its terms of reference and not to individual members of that committee.
- 5.2.4. A delegate cannot exercise a delegation relating to functions or staff for which the delegate does not hold management responsibility.
- 5.2.5. Any delegation to incur expenditure must be exercised in accordance with the relevant budget or an approved source of funds. All delegations are to be exercised subject to the delegate's expenditure delegation.
- 5.2.6. Authority should be exercised by the lowest level delegate in the first instance and escalated to a higher level delegate if the lower level delegate is unavailable or has a conflict of interest (refer section 5.3).
- 5.2.7. With the exception of the CEO / Dean, no delegate is authorised to sub-delegate any or all of the delegate's delegated functions to another person or group of persons.

### **5.3. Conflict of Interest/ Segregation of Duties**

- 5.3.1. A delegate must not exercise a delegation if it constitutes a conflict of interest. For example, delegates may not approve their own appointment, any form of remuneration or payment, promotion, transfer or secondment, travel, absence, or termination pertaining to themselves or to officers with whom they have a close personal relationship or external business relationship (refer TEDI-London's Conflict of Interest Policy for further information).
- 5.3.2. If a delegate is unable to carry out the duties associated with that delegation for any reason, including a potential or actual conflict of interest or an absence or incapacity, the delegation must be exercised by the direct line manager and/or a more senior level delegate as detailed in this Policy.
- 5.3.3. Segregation of duties is an important internal control designed to prevent error or fraud. It involves assigning various steps in a process to different individuals so no one person has excessive amount of control over that process. For example, delegates must not approve reimbursement of their own expenditure, staff who enter purchase orders or invoices should not approve them, and delegates should not approve their own leave or travel arrangements, even if these approvals fall within their broad delegated responsibility. Such expenditure must be approved by another appropriately delegated officer. Clarification can be sought from the Director of Finance & Resources or Registrar if staff are unsure about exercising a delegation.

#### **5.4. CEO/ Dean's Delegated Authority**

5.4.1. The CEO/ Dean has the power and authority to exercise any delegation conferred by the Board of Directors on an officer except delegations:

- a. made to a member of the Board of Trustee Directors;
- b. made to a Committee of the Board;
- c. that would exceed the expenditure delegation granted to the CEO/ Dean;
- d. relating to the position of the CEO/ Dean (for example, the appointment, terms, and conditions and/or resignation of the CEO/ Dean).

5.4.2. The CEO/ Dean is authorised by the Board of Directors to formally sub-delegate any of the functions delegated to them under this Policy. Any sub-delegation of a function of the CEO/ Dean under this Policy must be approved in writing and subsequently reflected in an amendment to the Delegations Policy.

5.4.3. The CEO/ Dean's exercise of their sub-delegation function will be reported to the Audit and Risk Committee.

#### **5.5. Exercise of Delegations**

5.5.1. The exercise of a delegation should be evidenced in writing and a record kept in an official file or system.

5.5.2. For routine transactions, such as travel, minor equipment purchases, petty cash etc., the signing of the relevant form or similar document by an authorised delegate is sufficient evidence of the exercise of the delegation as long as the purpose for which the exercise was made is clearly described in the document.

5.5.3. Approval exercised online within a computerised system, which has secured login access and a unique username used for tracking the delegate's approval against transactions, will be sufficient to meet the requirements of this clause.

### **6. DECISIONS RESERVED FOR THE MEMBERS**

6.1. In accordance with Schedule 2 of the TEDI-London Joint Venture Agreement, some matters are reserved for the unanimous approval of the three member Universities of the TEDI-London Board. Approval must be unanimous. These matters include:

- a. Amendments to the Articles of Association of TEDI-London
- b. Approving additional institutional members of TEDI-London
- c. The formation of any subsidiary or affiliates of TEDI-London

- d. The acquisition of shares or any other interests in any company or the participation of TEDI-London in any partnership or joint venture
- e. The amalgamation or merger of TEDI-London with any other company
- f. The approval of any portion of the TEDI-London Business Plan (including working capital requirements or operating budget).
- g. Entering into any contract or arrangement outside the normal course of business or with a value in excess of £500,000 including a contract or arrangement which cannot be terminated by TEDI-London without penalty in six months' notice or less.
- h. Entering into a contract with any member or members.
- i. Approving material changes to the nature or scope of TEDI-London activities or commencing new business not directly ancillary or incidental to the activities of TEDI-London.
- j. Entering into any transaction or series of related transactions (at one time or over a period of time) involving the incurring of any capital expenditure or the disposal of any capital asset which involves a total outlay of over £1million.
- k. Approving the sale, lease, license, transfer or purchase of any freehold or leasehold property or any other assets of TEDI-London or of any interest of the same (excluding any intellectual property) where the value of the property or asset exceeds £500,000 or the lease term exceeds one year.
- l. Application to the OfS for TEDI-London to be removed as a Registered Provider from the OfS Register.
- m. Approval of lending money (other than via deposit with a UK bank or other institution whose normal business includes the acceptance of deposits or the granting of credit to any person).
- n. Approving any member to grant a sub-licence to use TEDI-London's post-incorporation foreground IPR (other than to a member of its group or a person working for or on behalf of the member or its group) and to register and maintain any protection for such IPR anywhere in the world or to exploit such IPR in accordance with the Joint Venture Agreement.
- o. Granting any guarantee, indemnity, or other security by TEDI-London
- p. Approving any matter that would require a special resolution of the members under the Companies Act 2006.

## **7. DECISIONS RESERVED FOR THE BOARD OF DIRECTORS**

- 7.1. While the Board of Directors may exercise all powers and authorities delegated to officers or committees of TEDI-London, it reserves the authority to determine certain matters, including the following:
- a. The power of delegation (with the exception of power granted to the CEO / Dean under section 5.4.2 of this Policy);
  - b. Setting the vision and mission of TEDI-London;
  - c. Approving the TEDI-London Strategic Plan;
  - d. The appointment of the CEO / Dean and the Chair of the Board of Directors;
  - e. The creation or removal of Executive positions;
  - f. Approval of the annual TEDI-London Budget;
  - g. Approval of expenditure in excess of the CEO / Dean's expenditure delegation (consistent with Section 7 above).
  - h. Approval of specific TEDI-London Policies specified in Appendix A.

## **8. ROLES AND RESPONSIBILITIES**

- 8.1. The Board is responsible for:
- a. Ensuring the Scheme of Delegations is current and regularly reviewed;
  - b. Approving changes to delegations of authority as required.
- 8.2. The Director of Finance & Resources and/or Registrar are responsible for:
- a. Maintaining the Delegations Policy and ensuring it is accurate and consistent with TEDI-London policies, structures and officers;
  - b. Processing requests for changes to the Delegations Policy and ensuring they are approved by the delegated authority;
  - c. Informing and educating TEDI-London staff about the delegations framework.
- 8.3. The Executive and Strategic Leadership Team are responsible for:
- a. Informing their staff about their responsibilities to act in accordance with the Delegations Policy and associated policies;
  - b. Ensuring that changes to roles and responsibilities within their portfolios are reflected in relevant updates to the Delegations of Authority Policy and related policies; and



- c. Reviewing compliance with delegations held in their portfolios on a regular basis.

8.4. TEDI-London staff are responsible for:

- a. Acting in accordance with the principles and the relevant delegations in the Delegations Policy.

## 9. SCHEME OF DELEGATIONS

### 9.1. Governance and Policy

| No  | Delegation  | Delegate  | Relevant Policy / Legislation / Instrument (if applicable) |
|---|---|---|--|
| <b>1.0 Governance and Policy Approval</b> |   |   |  |
| 1.1                                       | Approve Amendments to TEDI-London's Articles of Association   | Not Delegated – Unanimous approval of the 3 member universities required. | TEDI-London Joint Venture Agreement                        |
| 1.2                                       | Approve material changes to the nature or scope of TEDI-London activities or commencing new business not directly ancillary or incidental to the activities of TEDI-London. | Not Delegated – Unanimous approval of the 3 member universities required. | TEDI-London Joint Venture Agreement                        |
| 1.3                                       | Approve additional institutional members of TEDI-London   | Not Delegated – Unanimous approval of the 3 member universities required. | TEDI-London Joint Venture Agreement                        |
| 1.4                                       | Approve the formation of any subsidiary or affiliate of TEDI-London   | Not Delegated – Unanimous approval of the 3 member universities required. | TEDI-London Joint Venture Agreement                        |
| 1.5                                       | Approve the acquisition of shares or any other interests in any company or the participation of TEDI-London in any partnership or joint venture                             | Not Delegated – Unanimous approval of the 3 member universities required. | TEDI-London Joint Venture Agreement                        |
| 1.6                                       | Approve the amalgamation or merger of TEDI-London with any other company  | Not Delegated – Unanimous approval of the 3 member universities required. | TEDI-London Joint Venture Agreement                        |
| 1.7                                       | Approve any matter that would require a special resolution of the members under the Companies Act 2006.   | Not Delegated – Unanimous approval of the 3 member universities required. | TEDI-London Joint Venture Agreement                        |
| 1.8                                       | Approve the Mission, Vision, and Values of TEDI-London  | Not Delegated – Board of Directors to approve                             | CUC Code of Governance                                     |

| <b>No</b> | <b>Delegation</b>  | <b>Delegate</b>   | <b>Relevant Policy / Legislation / Instrument (if applicable)</b> |
|-----------|--|---|---|
| 1.9       | Approve the appointment of independent directors to the Board of Trustees (founding partner directors to be appointed by the founding partner institution) | Not Delegated – Board of Directors to approve                             | TEDI-London Joint Venture Agreement                               |
| 1.10      | Approve the TEDI-London Business Plan and subsequent amendments (including working capital arrangements and operating budget)                              | Not Delegated – Unanimous approval of the 3 member universities required. | TEDI-London Joint Venture Agreement                               |
| 1.11      | Approve the TEDI-London Strategic Plan and subsequent amendments   | Not Delegated – Board of Directors to approve                             | CUC Code of Governance  |
| 1.12      | Approve enabling or sub-strategies under the Strategic Plan  | Executive   |   |
| 1.13      | Authorise application to the OfS for TEDI-London to be removed as a Registered Provider from the OfS Register.   | Not Delegated – Unanimous approval of the 3 member universities required. | TEDI-London Joint Venture Agreement                               |
| 1.14      | Approve Access and Participation Plan  | Not Delegated – Board of Directors to approve                             |   |
| 1.15      | Approve Student Support Plan   | Not Delegated – Board of Directors to approve                             |   |
| 1.16      | Approve annual HESA Return   | Not Delegated – Board of Directors to approve                             |   |
| 1.17      | Approve TEDI-London Policies (except those listed in Appendix A) which are reserved for Board approval   | Executive   |   |
| 1.18      | Determine due diligence issues relating to potential partners  | Executive   | Due Diligence – Partnerships Policy                               |

## 9.2. Financial Delegations

| No                               | Delegation   | Delegate   | Relevant Policy / Legislation etc                         |
|----------------------------------|--|--|---|
| <b>2.0 Financial Controls</b>    |  |  |   |
| 2.1                              | Ensuring TEDI-London maintains robust systems of internal financial control and accountability, including risk management and value for money  | Head of Finance  | Finance Control Framework and associated finance policies |
| 2.2                              | Appointment of TEDI-London bankers   | Board on Head of Finance recommendation  | Treasury Management Policy                                |
| 2.3                              | Approval for the opening and closing of bank accounts  | Head of Finance  | Treasury Management Policy                                |
| 2.4                              | Approval of bank signatories   | Head of Finance  | Treasury Management Policy                                |
| 2.5                              | Appointment of TEDI-London's Insurers  | Head of Finance  | Financial Regulations                                     |
| 2.6                              | Approve the Appointment of Auditors  | Audit and Risk Committee on the recommendation of the Head of Finance or Director of Finance & Resources | Audit & Risk Committee TORs                               |
| 2.7                              | Management of TEDI-London's responsibilities and obligations in respect of pension schemes   | Director of Finance & Resources  |   |
| 2.8                              | Approve the lending of money (other than via deposit with a UK bank or other institution whose normal business includes the acceptance of deposits or the granting of credit to any person). | Not Delegated – Unanimous approval of the 3 member universities required.                                | TEDI-London Joint Venture Agreement                       |
| 2.9                              | Approve the granting of any guarantee, indemnity, or other security by TEDI-London   | Not Delegated – Unanimous approval of the 3 member universities required.                                | TEDI-London Joint Venture Agreement                       |
| <b>3.0 Budgets and Reporting</b> |  |  |   |
| 3.1                              | Approval of the 5 year TEDI-London financial plan incorporating the annual budget allocation   | Not Delegated – Board of Directors to approve (Recommended to Board by Executive Directors)              | CUC Code of Governance                                    |

| No                     | Delegation  | Delegate  | Relevant Policy / Legislation etc |
|------------------------|---|---|-----------------------------------|
| 3.2                    | Determination of detailed budgets within overall approved budget allocation   | CEO/ Dean on recommendation of the Director of Finance & Resources in conjunction with the Strategic Leadership Team as part of the recommendation to Board of financial plan   | Financial Regulations             |
| 3.3                    | Strategic Monitoring of TEDI-London's overall financial position within the parameters of the Financial Strategy and Plan | Head of Finance with Strategic Leadership Team oversight  | Financial Regulations             |
| 3.4                    | Approval of the Annual Financial Return to OfS  | Not Delegated – Board of Directors to approve   | OfS reporting requirements        |
| 3.5                    | Approve budget adjustments or transfer of funds between budget items approvals  | <ul style="list-style-type: none"> <li>• CEO/ Dean</li> <li>• Director of Finance &amp; Resources</li> <li>• Head of Finance</li> </ul>   | Financial Regulations             |
| 3.6                    | Approve Annual Audited Financial Statements   | Not Delegated – Board of Directors to approve   | Financial Regulations             |
| 3.7                    | Approve scholarship amounts   | Chair, Student Finance Committee following Student Finance Committee consideration  |                                   |
| <b>4.0 Expenditure</b> |   |   |                                   |
| 4.1                    | Approve expenditure in excess of £500,000   | Not delegated – Board of Directors to approve   | Financial Regulations             |
| 4.2                    | Approve expenditure up to £500,000  | CEO/ Dean (in consultation with Head of Finance)  | Financial Regulations             |
| 4.3                    | Approve expenditure up to £100,000  | <ul style="list-style-type: none"> <li>• Director of Finance &amp; Resources (in consultation with Head of Finance)</li> </ul>  | Financial Regulations             |
| 4.4                    | Approve expenditure up to £20,000   | <ul style="list-style-type: none"> <li>• Head of Finance</li> <li>• Head of Technology</li> <li>• Head of Facilities, Health &amp; Safety</li> <li>• Director of Innovation (Partnerships &amp; Projects)</li> <li>• Academic Director</li> <li>• Registrar</li> <li>• Director of Marketing, Recruitment &amp; Admissions</li> </ul> | Financial Regulations             |
| 4.5                    | Non-budgeted expenditure above the total budget allocation for each department  |   | Financial Regulations             |

| No                 | Delegation   | Delegate  | Relevant Policy / Legislation etc  |
|--------------------|--|---|--|
|                    | Over £100,000  | Not Delegated – Board of Directors to approve   |  |
|                    | Up to £100,000   | CEO/ Dean   |  |
|                    | Up to £50,000  | Director of Finance & Resources   |  |
| 4.6                | Approve issue of corporate credit cards<br>(Reconciliation & Processing provided by 3 <sup>rd</sup> Part Finance Provider) | Head of Finance   | Purchase Card Policy   |
| 4.7                | Cheque signatories   | <ul style="list-style-type: none"> <li>• CEO/ Dean</li> <li>• Director of Finance &amp; Resources</li> <li>• Head of Finance</li> </ul>                 |  |
| 4.8                | Authorising Officers for the processing of payroll   | Director of Finance & Resources<br>and Head of Finance  | Financial Regulations  |
| <b>5.0 Revenue</b> |  |   |  |
| 5.1                | Approve tuition fee levels   | Not delegated – Board of Directors to approve   | UK Government sets the level of home fees and any increments we may apply. |
| 5.2                | Approve refunds of tuition fees  | Registrar   | Student Fees Policy  |
| 5.3                | Acceptance of donations (financial, endowments and tangible assets)  |   | Donations Policy   |
|                    | Over £500,000  | Not delegated – Board of Directors to approve   |  |
|                    | Up to £500,000   | CEO/ Dean   |  |
|                    | Up to £100,000   | <ul style="list-style-type: none"> <li>• Director of Finance &amp; Resources</li> <li>• Director of Innovation (Partnerships &amp; Projects)</li> </ul> |  |
|                    | Up to £20,000  | Head of Finance   |  |
| 5.4                | Any administrative charges e.g. for equipment  | Head of Finance   | Financial Regulations  |
| 5.5                | Write-off debts  |   | Financial Regulations  |

| No   | Delegation   | Delegate  | Relevant Policy / Legislation etc                          |
|--|--|---|--|
|  | Over £100,000  | Not delegated – Board of Directors to approve                             |  |
|  | Up to £100,000   | CEO/ Dean (in consultation with Head of Finance)                          |  |
|  | Up to £50,000  | Director of Finance & Resources   |  |
|  | Up to £10,000  | Head of Finance   |  |
| <b>6.0 Travel and Entertainment</b>              |  |   |  |
| 6.1  | Approve international travel   | The relevant member of the Strategic Leadership Team                      | Travel & Expenses Policy                                   |
| 6.2  | Approve travel within the UK   | Relevant budget holder  | Travel & Expenses Policy                                   |
| 6.3  | Approve expenditure on entertainment for staff, visitors and/or guests of TEDI-London  | Relevant budget holder in line with expenditure delegations               | Travel & Expenses Policy, Anti Bribery & Corruption Policy |
| <b>7.0 Procurement &amp; Contract Agreements</b> |  |   |  |
| 7.1  | Approve contracts or arrangements outside the normal course of business or with a value in excess of £500,000 including a contract or arrangement which cannot be terminated by TEDI-London without penalty in six months' notice or less. | Not Delegated – Unanimous approval of the 3 member universities required. | TEDI-London Joint Venture Agreement                        |
| 7.2  | Approve contracts with any member or members of TEDI-London.   | Not Delegated – Unanimous approval of the 3 member universities required. | TEDI-London Joint Venture Agreement                        |
| 7.3  | Approve contracts for the purchase of goods, services or capital works:  |   | Financial Regulations & Procurement Policy                 |
|  | up to the value of £500,000  | CEO/ Dean (in consultation with the Head of Finance)                      |  |
|  | up to the value of £100,000  | Director of Finance & Resources   |  |
|  | up to the value of £20,000   | Relevant member of the Strategic Leadership Team                          |  |

| No         | Delegation   | Delegate  | Relevant Policy / Legislation etc          |
|------------|--|---|--|
| 7.4        | Acceptance and signing of contracts for receipt of grants:   |   | Financial Regulations & Procurement Policy |
|            | up to the value of £500,000  | CEO/ Dean (in consultation with the Head of Finance)  |  |
|            | up to the value of £100,000  | Director of Finance & Resources   |  |
|            | up to the value of £20,000   | Relevant member of the Strategic Leadership Team (in consultation with the Head of Finance) |  |
| 7.5        | Acceptance and signing of contracts for the provision of commercial services:  |   | Financial Regulations & Procurement Policy |
|            | up to the value of £500,000  | CEO/ Dean (in consultation with the Head of Finance)  |  |
|            | up to the value of £100,000  | Director of Finance & Resources   |  |
|            | up to the value of £20,000   | Relevant member of the Strategic Leadership Team (in consultation with the Head of Finance) |  |
| <b>8.0</b> | <b>Property / Capital Investment</b>   |   |  |
| 8.1        | Approve a transaction or series of related transactions (at one time or over a period of time) involving the incurring of any capital expenditure or the disposal of any capital asset which involves a total outlay of over £1million.  | Not Delegated – Unanimous approval of the 3 member universities required.                   | TEDI-London Joint Venture Agreement        |
| 8.2        | Approve the sale, lease, license, transfer or purchase of any freehold or leasehold property or any other assets of TEDI-London or of any interest of the same (excluding any intellectual property) where the value of the property or asset exceeds £500,000 or the lease term exceeds one year. | Not Delegated – Unanimous approval of the 3 member universities required.                   | TEDI-London Joint Venture Agreement        |
| 8.3        | Approve the sale, lease, license, transfer or purchase of any freehold or leasehold property or of any interest of the same (excluding any intellectual  | Not delegated – Board of Directors to approve   | Financial Regulations                      |



| No  | Delegation   | Delegate   | Relevant Policy / Legislation etc |
|-----|--|--|-----------------------------------|
|     | property) where the value of the property or asset is up to £500,000                         |  |                                   |
| 8.4 | Approve capital investment:  |  | Financial Regulations             |
|     | Over £500,000 and up to £1million  | Not delegated – Board of Directors to approve  |                                   |
|     | Up to £500,000   | CEO/ Dean  |                                   |
|     | Up to £100,000   | Director of Finance & Resources  |                                   |
|     | Up to £20,000  | Relevant member of the Strategic Leadership Team   |                                   |
| 8.5 | Approve Lease of Equipment for TEDI-London:  |  | Financial Regulations             |
|     | Between £20,000 - £100,000   | <ul style="list-style-type: none"> <li>• CEO/ Dean</li> <li>• Director of Finance &amp; Resources</li> </ul> |                                   |
|     | Up to £20,000  | Relevant member of the Strategic Leadership Team   |                                   |
| 8.6 | Approve Plant and Equipment Maintenance Schedules in accordance with compliance requirements | Head of Facilities, Health and Safety  |                                   |

### 9.3. People Delegations

| No         | Delegation   | Delegate  | Relevant Policy / Legislation etc                |
|------------|--|---|--|
| <b>9.0</b> | <b>Creation, appointment, remuneration and abolition of roles</b>      |   |  |
| 9.1        | Create or abolish Executive roles                                      | Not delegated - Board of Directors  |  |
| 9.2        | Create, abolish, or reclassify roles below the level of the Executive  | Executive in consultation with the People Partner   |  |
| 9.3        | Appoint or reappoint (in consultation with the People Partner):        |   |  |
|            | CEO / Dean   | Not delegated - Board of Directors  |  |
|            | Director of Finance & Resources  | CEO / Dean  |  |
|            | Members of the Strategic Leadership Team                               | Relevant member of the Executive  |  |
|            | All TEDI-London staff other than the Executive and Leadership Team     | Relevant member of the Strategic Leadership Team  |  |
|            | Visiting and honorary academics  | CEO / Dean (endorsed by The Academic Director and/or The Director of Innovation)                              | Visiting and Honorary Appointments Policy        |
| 9.4        | Approve Relocation Allowance   | <ul style="list-style-type: none"> <li>• CEO / Dean</li> <li>• Director of Finance &amp; Resources</li> </ul> | Relocation Policy                                |
| 9.5        | Engage interns, volunteers and individuals undertaking work experience | Line Manager in consultation with the People Team   | Volunteering, Interns and Work Experience Policy |
| 9.6        | Approve outcome/s of annual pay review                                 | Board of Trustees on recommendation of the Remuneration Committee   | Remuneration Policy                              |
| 9.7        | Approve remuneration for:  |   | Remuneration Policy                              |
|            | CEO / Dean   | Board of Trustees on recommendation of the Remuneration Committee   |  |
|            | Director of Finance & Resources  | Remuneration Committee  |  |

| No   | Delegation   | Delegate   | Relevant Policy / Legislation etc |
|------|--|--|-----------------------------------|
|      | Members of the Strategic Leadership Team   | Executive (In consultation with the People Partner and Head of Finance)  |                                   |
|      | All roles other than the Executive and Strategic Leadership Team within budget   | Relevant member of the Strategic Leadership Team   |                                   |
|      | All TEDI-London staff other than the Strategic Leadership Team outside of budget   | Executive (In consultation with the CPO and CFO)   |                                   |
| 9.8  | Approve severance payments (other than those allowed for by contract or applicable legislation for those staff in scope) |  | Remuneration Policy               |
|      | For CEO/Dean and Director of Finance & Resources   | Remuneration Committee   |                                   |
|      | For non-executive members of the Strategic Leadership Team   | Executive (in consultation with the People Partner)  |                                   |
|      | For staff outside the Strategic Leadership Team  | <ul style="list-style-type: none"> <li>• Relevant member of the Executive</li> <li>• People Partner</li> </ul> |                                   |
| 9.9  | Approve composition of Selection Panels:   |  |                                   |
|      | For CEO / Dean   | Chair of the Board   |                                   |
|      | For Director of Finance & Resources  | Dean / CEO   |                                   |
|      | For the Strategic Leadership Team  | Executive in consultation with the People Partner  |                                   |
|      | For all TEDI-London staff other than the Executive and Strategic Leadership Team   | Relevant member of the Strategic Leadership Team in consultation with a member of the People Team              |                                   |
| 9.10 | Approve acting up arrangements:  |  |                                   |
|      | For CEO / Dean   | Chair of the Board   |                                   |
|      | For the Director of Finance & Resources  | Dean / CEO   |                                   |
|      | For non-executive members of the Strategic Leadership Team   | Relevant member of the Executive   |                                   |

| No  | Delegation  | Delegate  | Relevant Policy / Legislation etc |
|---|---|---|-----------------------------------|
|   | For all roles other than the Executive and Strategic Leadership Team                                | Relevant member of the Strategic Leadership Team  |                                   |
| <b>10.0 Probation, Promotion, Resignation</b> |   |   |                                   |
| <b>Probation</b>                              |   |   |                                   |
| 10.1  | Approve Successful Probation Outcome  | <ul style="list-style-type: none"> <li>• Relevant member of Strategic Leadership Team</li> <li>• Line manager</li> </ul>  | Probationary Period Policy        |
| 10.2  | Extend Probationary Period (additional 2 months permitted)  | <ul style="list-style-type: none"> <li>• Relevant member of Strategic Leadership Team in consultation with the People Partner</li> <li>• Line Manager in consultation with the People Partner</li> </ul>  | Probationary Period Policy        |
| 10.3  | Approve Unsuccessful Probation Outcome  | Relevant member of the Strategic Leadership Team in consultation with the People Partner  | Probationary Period Policy        |
| 10.4  | Determine outcome of Probation Outcome Appeal   | Member of the Strategic Leadership Team (not involved in probationary outcome)  | Probationary Period Policy        |
| <b>Promotion</b>                              |   |   |                                   |
| 10.5  | Approve promotion of Staff from Teaching Fellow and Senior Teaching Fellow                          | Chair, Academic Promotions Panel following Promotion Panel consideration – to be established  | Academic Promotions Policy        |
| 10.6  | Determine appeal outcome regarding promotion of Staff from Teaching Fellow - Senior Teaching Fellow | CEO/ Dean   |                                   |
| <b>11.0 Staff Grievances</b>                  |   |   |                                   |
| 11.1  | Determine the outcome of formal staff grievances  | <ul style="list-style-type: none"> <li>• CEO/Dean</li> <li>• Director of Finance &amp; Resources</li> <li>• Member of the Strategic Leadership Team</li> </ul> (Decision-maker should not be a party to the grievance, not be the investigating manager and must be a peer or more senior level than that of the parties) | Grievance Policy                  |

| No                           | Delegation   | Delegate  | Relevant Policy / Legislation etc |
|------------------------------|--|---|-----------------------------------|
| 11.2                         | Determine the outcome of formal grievance appeals  | <ul style="list-style-type: none"> <li>• Chair of the Board</li> <li>• CEO/ Dean</li> <li>• Director of Finance &amp; Resources</li> </ul> (Decision-maker should not to be a party to the grievance, the investigation or the original decision-maker)   | Grievance Policy                  |
| <b>12.0 Staff Misconduct</b> |  |   |                                   |
| 12.1                         | Refer relevant misconduct matters to law enforcement agencies  | <ul style="list-style-type: none"> <li>• CEO/ Dean</li> <li>• Director of Finance &amp; Resources</li> <li>• People Partner</li> </ul>  | Disciplinary Procedure            |
| 12.2                         | Determine the outcome of misconduct investigations (other than suspensions and dismissals – see below) | <ul style="list-style-type: none"> <li>• CEO/ Dean</li> <li>• Director of Finance &amp; Resources</li> <li>• People Partner</li> <li>• Member of the Strategic Leadership Team</li> </ul> (Decision-maker must not be involved in the matter, not be the investigating manager and must be of a more senior level to the subject of the investigation and misconduct issue)   | Disciplinary Procedure            |
| 12.3                         | Determine the outcome of misconduct appeals (other than suspensions and dismissals – see below)        | <ul style="list-style-type: none"> <li>• CEO/ Dean</li> <li>• Director of Finance &amp; Resources</li> <li>• People Partner</li> <li>• Member of Leadership Team</li> </ul> (Decision-maker should not be involved in the matter, not be the investigating manager or the original decision-maker and must be of a more senior level to the subject of the misconduct matter) | Disciplinary Procedure            |
| 12.4                         | Suspend staff in accordance with Disciplinary Procedure  | <ul style="list-style-type: none"> <li>• CEO/ Dean</li> <li>• Director of Finance &amp; Resources</li> <li>• People Partner</li> </ul>  | Disciplinary Procedure            |
| 12.5                         | Dismiss Staff in accordance with Disciplinary Procedure  | <ul style="list-style-type: none"> <li>• CEO/ Dean</li> <li>• Director of Finance &amp; Resources</li> </ul>  | Disciplinary Procedure            |

| No   | Delegation   | Delegate  | Relevant Policy / Legislation etc |
|--|--|---|-----------------------------------|
| 12.6   | Determine appeal against suspension / dismissal              | <ul style="list-style-type: none"> <li>• Chair of the Board of Trustees (if the appeal was from a member of the Executive)</li> <li>• CEO / Dean</li> </ul>   | Disciplinary Procedure            |
| <b>13.0 Leave</b>                              |  |   |                                   |
| 13.1   | Approve Leave without pay                                    | Relevant Member of the Strategic Leadership Team in consultation with the People Partner  |                                   |
| 13.2   | Approve all other forms of leave                             | <ul style="list-style-type: none"> <li>• Relevant member of the Strategic Leadership Team</li> <li>• Line manager</li> </ul>  |                                   |
| <b>14.0 Staff Development</b>                  |  |   |                                   |
| 14.1   | Approve paid study costs and/or leave                        | This requires a business case at the start of the PDP process in order for the SLT to prioritise requests for study leave.  |                                   |
| 14.2   | Approve paid staff development opportunities (within budget) | <ul style="list-style-type: none"> <li>• Relevant member of the Strategic Leadership Team</li> <li>• Line manager</li> </ul>  |                                   |
| <b>15.0 Miscellaneous Staffing Delegations</b> |  |   |                                   |
| 15.1   | Make determinations regarding Staff Conflicts of Interest    | <ul style="list-style-type: none"> <li>• CEO / Dean</li> <li>• Director of Finance &amp; Resources</li> <li>• Registrar</li> </ul> Supported by the People Partner  | Conflicts of Interest Policy      |
| 15.2   | Make determinations regarding Whistleblowing allegations     | <ul style="list-style-type: none"> <li>• Director of Finances &amp; Resources</li> <li>• (CEO / Dean for matters involving the Director of Finance &amp; Resources)</li> <li>• (Chair of the Board of Trustees for matters involving the CEO/Dean)</li> </ul> | Whistleblowing Policy             |
| 15.3   | Appoint Fire Wardens   | Head, Facilities, Health and Safety   |                                   |

| No   | Delegation                 | Delegate                            | Relevant Policy / Legislation etc |
|------|----------------------------|-------------------------------------|-----------------------------------|
| 15.4 | Appoint First Aid Officers | Head, Facilities, Health and Safety |                                   |

#### 9.4. Academic Delegations

| No                     | Delegation                          | Delegate  | Relevant Policy / Legislation etc |
|------------------------|-------------------------------------|---|-----------------------------------|
| <b>16.0 Admissions</b> |                                     |   |                                   |
| 16.1                   | Approve Admissions Criteria         | Academic Board  | Admissions Policy                 |
| 16.2                   | Approve conditional offers          | <ul style="list-style-type: none"> <li>CEO/Dean</li> </ul>  | Admissions Policy                 |
| 16.3                   | Approve unconditional offers        | <ul style="list-style-type: none"> <li>CEO/Dean</li> </ul>  | Admissions Policy                 |
| 16.4                   | Determine Stage 2 Admissions Appeal | Student Recruitment and Admissions Manager  | Admissions Policy                 |
| 16.5                   | Determine Stage 3 Admissions Appeal | Director of Student Recruitment and Admissions  | Admissions Policy                 |
| <b>17.0 Enrolment</b>  |                                     |   |                                   |
| 17.1                   | Approve late enrolment?             | <ul style="list-style-type: none"> <li>CEO/Dean</li> <li>Academic Director</li> <li>Director of Innovation</li> </ul> |                                   |
| 17.2                   | Approve Leave of Absence?           | <ul style="list-style-type: none"> <li>CEO/Dean</li> <li>Academic Director</li> <li>Director of Innovation</li> </ul> |                                   |
| <b>18.0 Assessment</b> |                                     |   |                                   |
| 18.1                   | Determine final assessment marks    | Chair, Assessment Board following Assessment Board consideration  | Academic Award Regulations        |

| <b>No</b>                       | <b>Delegation</b>   | <b>Delegate</b>   | <b>Relevant Policy / Legislation etc</b> |
|---------------------------------|---|---|--|
| 18.2                            | Approve regrading of assessment cohort following moderation                       | Academic Director   | Assessment Regulations                   |
| 18.3                            | Approve use of second assessment moderator  | Academic Director   | Assessment Regulations                   |
| 18.4                            | Appointment of External Examiners   | Academic Board on the recommendation of the Programme Leader/ Academic Director   | External Examining Policy                |
| 18.5                            | Termination of appointment of External Examiner                                   | Chair, Academic Board on the recommendation of the Programme Leader/ Academic Director  | External Examining Policy                |
| 18.6                            | Approve adjustment of assessment marks following External Examiner recommendation | Chair, Assessment Board following Assessment Board consideration  | External Examining Policy                |
| 18.7                            | Approve compensated marks   | Chair, Assessment Board following Assessment Board consideration  | Academic Award Regulations               |
| 18.8                            | Approve Mitigating Circumstances and consequential actions                        | Assessment Board following Assessment Board consideration, on the recommendation of Chair, Mitigating Circumstances Panel following the Panel's consideration | Mitigating Circumstances Policy          |
| <b>19.0 Conferrals</b>          |   |   |  |
| 19.1                            | Confer BEng and Meng Awards   | Academic Board on recommendation of the Assessment Board  | Academic Award Regulations               |
| 19.2                            | Confer Posthumous Awards  | Academic Board on recommendation of the Assessment Board  | Academic Award Regulations               |
| 19.3                            | Confer Aegrotat Awards  | Academic Board on recommendation of the Assessment Board  | Academic Award Regulations               |
| <b>20.0 Programme Approvals</b> |   |   |  |
| 20.1                            | Appoint External Advisors for Programme Approval and Review                       | Academic Director   | External Advisors Policy                 |



| <b>No</b>                      | <b>Delegation</b>   | <b>Delegate</b>  | <b>Relevant Policy / Legislation etc</b> |
|--------------------------------|---|--|--|
| 20.2                           | Approve new Programmes  | Academic Board on the recommendation of the Learning, Teaching and Quality Committee     | Programme Development Guidance           |
| 20.3                           | Approve amendments to Programmes following Annual Programme Monitoring or Periodic Review                 | Academic Board   | Programme Monitoring Review Policy       |
| 20.4                           | Approve Programme Closure and Suspension  | Academic Board   | Programme Closure and Suspension Policy  |
| <b>21.0 Student Discipline</b> |   |  |  |
| 21.1                           | Determinations re Academic Dishonesty   | Chair, Academic Dishonesty Panel following the Academic Dishonesty Panel's consideration | Academic Integrity Policy                |
| 21.2                           | Determine investigating officer for student misconduct investigations                                     | Registrar  | Student Discipline Policy                |
| 21.3                           | Determine of Disciplinary Panel pool members for student misconduct investigations                        | Academic Board   | Student Discipline Policy                |
| 21.4                           | Approve immediate action (student suspension) pending investigation of student misconduct                 | Dean/ CEO  | Student Discipline Policy                |
| 21.5                           | Approve no further action, referral or minor sanction as an outcome of a student misconduct investigation | Student Discipline Investigating Officer   | Student Discipline Policy                |
| 21.6                           | Approve major sanction as an outcome of a student misconduct investigation                                | Chair, Student Disciplinary Panel following Student Disciplinary Panel consideration     | Student Discipline Policy                |
| 21.7                           | Determine appeal against minor sanction imposed after misconduct investigation                            | Chair, Student Disciplinary Panel following Student Disciplinary Panel consideration     | Student Discipline Policy                |
| 21.8                           | Determine appeal against major sanction imposed after misconduct investigation                            | Chair of the Appeal Panel  | Student Discipline Policy                |

| No  | Delegation   | Delegate   | Relevant Policy / Legislation etc |
|---|--|--|-----------------------------------|
| <b>22.0 Academic Complaints and Appeals</b> |  |  |                                   |
| 22.1  | Appoint investigating officer for formal student complaints        | Registrar  | Student Complaints Policy         |
| 22.2  | Determine outcome of Stage 2 Formal Student Complaint              | Assistant Registrar - Education                            | Student Complaints Policy         |
| 22.3  | Determine outcome of Stage 3 Formal Complaint Review               | Registrar  | Student Complaints Policy         |
| 22.4  | Determine outcome of Academic Appeals referred to the Appeal Panel | Chair, Appeals Panel following Appeals Panel consideration | Academic Appeals Policy           |

## 9.5. Miscellaneous Delegations

| No                                       | Delegation  | Delegate   | Relevant Policy / Legislation etc |
|--|---|--|-----------------------------------|
| <b>23.0 IT</b>                           |   |  |                                   |
| 23.1                                     | Authorise the CIO to grant access to an IT account for any of the following reasons (following a Data Protection Impact Assessment): <ul style="list-style-type: none"> <li>• Ongoing operations in the event of a staff member’s death, incapacity, suspension, dismissal, departure or long-term absence.</li> <li>• Detection and prevention of infringement of the IT Usage policy, related procedures and legislation.</li> <li>• Investigation of alleged misconduct.</li> <li>• Compliance with lawful requests for information from government and law enforcement agencies.</li> <li>• The effective and efficient planning and operation of IT facilities.</li> </ul> | <ul style="list-style-type: none"> <li>• CEO / Dean</li> <li>• Director of Finance &amp; Resources</li> </ul>              | IT Usage Policy                   |
| <b>24.0 Health and Safety</b>            |   |  |                                   |
| 24.1                                     | Approve Fire Risk Assessments and Evacuation Plans  | Head, Facilities, Health and Safety  | Health and Safety Policy          |
| 24.2                                     | Determine classification and reporting of RIDDOR incidents to HSE   | Head, Facilities, Health and Safety  | Health and Safety Policy          |
| 24.3                                     | Sign off accident reports and related risk identification, mitigation and Management  | <ul style="list-style-type: none"> <li>• Member of the Executive</li> <li>• Head, Facilities, Health and Safety</li> </ul> | Health and Safety Policy          |
| <b>25.00 Marketing and Communication</b> |   |  |                                   |
| 25.01                                    | Approve the Use of the TEDI-London Logo   | <ul style="list-style-type: none"> <li>• Member of the Executive</li> </ul>  |                                   |

| No                                     | Delegation  | Delegate  | Relevant Policy / Legislation etc   |
|--|---|---|-------------------------------------|
|  |   | <ul style="list-style-type: none"> <li>• Director of Marketing, Recruitment and Admissions</li> </ul>   |                                     |
| 25.02                                  | Approve TEDI-London Media Releases  | <ul style="list-style-type: none"> <li>• Member of the Executive</li> <li>• Director of Marketing, Recruitment and Admissions</li> </ul>                          |                                     |
| <b>26.0 Gift Acceptance</b>            |   |   |                                     |
| 26.1                                   | Determine course of action re declared gifts (over £50 in value)  | <ul style="list-style-type: none"> <li>• CEO /Dean</li> <li>• Director of Finance &amp; Resources</li> </ul>  | Anti-Bribery and Corruption Policy  |
| <b>27.0 Intellectual Property</b>      |   |   |                                     |
| 27.1                                   | Approve any member of TEDI-London to grant a sub-licence to use TEDI-London's post-incorporation foreground IPR (other than to a member of its group or a person working for or on behalf of the member or its group) and to register and maintain any protection for such IPR anywhere in the world or to exploit such IPR in accordance with the Joint Venture Agreement. | Not Delegated – Unanimous approval of the 3 member universities required.   | TEDI-London Joint Venture Agreement |
| <b>28.0 Prevent Compliance</b>         |   |   |                                     |
| 28.1                                   | Approve Prevent Channel Referrals   | <ul style="list-style-type: none"> <li>• CEO / Dean</li> <li>• Director of Finance &amp; Resources</li> <li>• Registrar (in relation to student cases)</li> </ul> |                                     |
| <b>29.0 Data Protection Compliance</b> |   |   |                                     |
| 29.1                                   | Appoint Data Protection Officer   | CEO / Dean  | Privacy and Data Protection Policy  |
| 29.2                                   | Approve Data Protection Impact Assessments  | CEO / Dean  | Privacy and Data Protection Policy  |
| 29.3                                   | Make determinations regarding the external reporting of data breaches   | <ul style="list-style-type: none"> <li>• CEO / Dean</li> </ul>  | Privacy and Data Protection Policy  |

| No   | Delegation   | Delegate   | Relevant Policy / Legislation etc  |
|--|--|--|------------------------------------|
|  |  | <ul style="list-style-type: none"> <li>• Data Protection Officer (currently Director of Finance &amp; Resources)</li> </ul>  |                                    |
| <b>30.0 Allegations of Bribery and / or Corruption</b> |  |  |                                    |
| 30.1   | Receive and investigate allegations of bribery and/or corruption | <ul style="list-style-type: none"> <li>• Director of Finance &amp; Resources</li> <li>• (CEO/Dean if the matter concerns the Director of Finance &amp; Resources)</li> <li>• (Chair of the Board of Trustees if the matter concerns the CEO / Dean)</li> </ul> | Anti-Bribery and Corruption Policy |

## **Appendix A: Policies to be approved by the Board**

Academic Freedom Policy / Statement

Delegations Policy

Financial Regulations

Health and Safety Policy

Modern Slavery Act Statement

Risk Management Policy

Whistleblowing Policy