



HULL YORK MEDICAL SCHOOL

Scheme of Delegation

Approved by the Strategic Planning Group on 16 March 2020

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1. Context and purpose

- 1.1. Hull York Medical School is jointly governed by the University of Hull and the University of York through the two University Councils. We are not a legal entity, and therefore the scope of our Scheme of Delegation is less extensive than a higher education institution. We function largely like a department within the two Universities.
- 1.2. This Scheme of Delegation reflects our unique governance structure and arrangements (Appendix 1). The two University Councils would be expected to have final oversight and approval on most matters pertaining to the Hull York Medical School in circumstances such as a major governance review and major restructuring. There is clear delegated authority in place from the executive bodies of the two Universities to the Hull York Medical School Strategic Planning Group (SPG) in regard to corporate governance and Joint Senate Committee in regard to academic governance.
- 1.3. The purpose of this Scheme of Delegation is to identify responsibilities and delegated authorities for making key decisions in the name of, or on behalf of, the Hull York Medical School.
- 1.4. The following documents may also be helpful when seeking further information on and clarification of the key responsibilities of the following corporate and academic governance bodies:
 - University of Hull Council: <https://www.hull.ac.uk/choose-hull/university-and-region/university-executive-group/council.aspx>
 - University of York Council: <https://www.york.ac.uk/about/organisation/governance/council/>
 - University of Hull Leadership Team: <https://www.hull.ac.uk/choose-hull/university-and-region/university-executive-group/university-leadership-team.aspx>

- University of York Executive Board:
<https://www.york.ac.uk/about/organisation/management/>
- University of Hull Senate: <https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/university-charter>
- University of York Senate: <https://www.york.ac.uk/about/organisation/governance/senate/>
- Hull York Medical School Joint Senate Committee:
<https://www.york.ac.uk/about/organisation/governance/sub-committees/hyms/>
- Hull York Medical School Code of Practice on Academic Committees:
<https://www.hyms.ac.uk/assets/docs/codes-of-practice/code-of-practice-on-academic-committees.pdf>

2. Principles

- 2.1. Although this document has been prepared with reference to the regulatory framework of the two Universities and the Medical School, it should be noted that the relevant regulatory framework constitutes the overriding authority, should there be any contradiction.
- 2.2. Where any primary authority has chosen to delegate the approval and execution of a decision or process, they must retain the ultimate accountability and corporate responsibility for that decision or process. They may choose to define financial or other limits for a particular delegated authority. Furthermore, they may choose to review and rescind such delegated authority at any time, unless it is specifically stipulated in the regulatory framework. This Scheme seeks to outline the current scope of delegated responsibilities, until determined otherwise, and will be subject to regular review on an annual basis by the SPG.
- 2.3. In exceptional circumstances, such as the absence of a clear precedent for the authority for approval, or where a novel or unanticipated route is required, then the decision may need to be escalated into the executive boards (senior management groups) of either or both universities.
- 2.4. Where delegated power exists, it is imperative that the officer or senior manager to whom authority has been delegated ensures that appropriate frameworks and procedures are in place within their area of responsibility before delegating further. Furthermore, any further delegation of responsibility must also be subject to and informed by overarching standard University procedures for financial transactions and policy matters.

3. Mechanism for urgent decisions

- 3.1. In the event of a major incident or emergency, it is recognised that decisions may need to be made by exception outwith normal practices. In which case the Medical School will follow the Code of Practice on Emergency Management and Recovery. When making urgent decisions, the Dean of the Medical School will consult with the Chair (or designated deputy) of the Strategic Planning Group on corporate governance matters and with the Chair (or designated deputy) of the Joint Senate Committee on academic governance matters.

4. Format and terminology of the Scheme

- 4.1. The following definitions apply when reviewing the following scheme:
- 4.2. 'Authority' refers to derived or delegated power. In the case of delegated authority, this is the authorisation of another individual, committee or other body to act on the main authority's behalf right through to the conclusion of the delegated decision or process, subject to any defined limits.

- 4.3. 'Recommendation from' applies to committees or individuals who do not have the final decision-making authority, but which play an important role in reviewing the evidence and information, providing a steer and, sometimes a formal endorsement of a proposal, prior to the formal, final approval process.
- 4.4. 'Responsibilities', where referred to in related sections of any regulatory framework, may include descriptions of the role, terms of reference, general duties of rights of the body or individual concerned rather than being an explicit statement of their specific responsibilities.

5. List of final and delegated authority

The list is organised into 7 domains:

- a. Governance, management, and control
- b. Appointments, Dismissals, and staffing matters
- c. Strategy and policy development
- d. Financial and estate matters
- e. Contracts, Agreements, Licences, and Insurance
- f. Academic matters
- g. Marketing, fundraising, and information compliance

Action	Final authority	Delegated authority (if applicable)	Recommendation	Delegation limits, context and process	Source
Governance, management, and control					
Approval of amendments to the Memorandum of Agreement (MoA)	The two Vice-Chancellors	Cannot be delegated	Dean of Hull York Medical School	As part of the Annual Oversight Meeting, the two Vice-Chancellors will revisit the MoA. The MoA is subject to a five-yearly review schedule.	MoA
Approval of amendments to existing, and creation of new, corporate governance regulatory framework documents	ULT at Hull and UEB at York	Strategic Planning Group (SPG), Hull York Medical School	Management Board	Examples of the corporate governance framework are: <ul style="list-style-type: none"> • Health and Safety Policy • Harassment Policy • Acceptable Use of Information Technology Policy • Code of Practice on Emergency Management and Recovery 	MoA
Approval of amendments to existing, and creation of new, academic governance regulatory framework documents	The two University Senates	Hull York Medical School Joint Senate Committee	Board of Studies	'To approve on behalf of the Senates of the Universities, Regulations and appropriate Codes of Practice relating to academic awards for programmes of study offered by Hull York Medical School, upon recommendation of the appropriate committee of the Universities, acting jointly.'	Joint Senate Terms of Reference
Constitution and terms of reference for academic committees	The two University Senates	Hull York Medical School Joint Senate Committee	Board of Studies	All committees review their constitutions and terms of reference at the first meeting of the academic year. All committees subsequently recommend their constitution and terms of	Code of Practice on Academic Committees

Action	Final authority	Delegated authority (if applicable)	Recommendation	Delegation limits, context and process	Source
				reference to their respective parent committee / board for approval.	
Interpretation of this Scheme of Delegation	Hull COO and York COO	Chief Operating Officer	NA	General advice on the interpretation of this schedule may be sought from the Chief Operating Officer. Any disputes regarding the interpretation the schedule should be referred to the Chief Operating Officer.	NA
Ensuring the establishment, monitoring, and review of systems of internal control and accountability, including financial and operating controls, joint audit plan, and risk management	ULT at Hull and UEB at York	Strategic Planning Group, Hull York Medical School	Management Board and internal / external auditors	While ULT at Hull and UEB at York maintain this responsibility, the SPG have delegated authority to keep under review the effectiveness of risk management control and corporate governance arrangements.	SPG Terms of Reference
Oversight and approval of annual budget and expenditure	ULT at Hull and UEB at York	Strategic Planning Group, Hull York Medical School	Leadership Team	ULT at Hull and UEB at York delegate authority to the two Faculty Deans to oversee and approve the annual budget and expenditure via the Medium Term Planning process. The SPG is chaired by the two Faculty Deans.	SPG Terms of Reference
Appointments, dismissals, and staffing matters					
Appointment of the Dean of the Hull York Medical School	The two Vice-Chancellors	Cannot be delegated	Senior Appointments Panel/Committee	Not delegated The Dean shall be appointed by the two Vice-Chancellors after consideration of a report from a Senior Appointments Panel/Committee.	NA
Appointment of professors or readers	The Vice-Chancellor of the employing University	Selection panel	NA	The Medical School will follow the employing University's procedures for the process and composition of the Selection Panel.	University HR procedures
Appointment of Consultant Clinical Academic Staff posts	The Vice-Chancellor of the employing University	Selection panel	NA	The Medical School will follow the employing University's procedures for the process and composition of the Selection Panel.	University HR procedures
Appointment of all other staff of the Hull York Medical School	Dean of the Hull York Medical School	Selection panel	NA	The Medical School will follow the employing University's procedures for the process and composition of the Selection Panel.	University HR procedures

Action	Final authority	Delegated authority (if applicable)	Recommendation	Delegation limits, context and process	Source
Any staffing matters including suspension, dismissal, termination of contract, appeals, welfare, promotion, reward and recognition	Relevant Appeals/Promotion/Reward Panel	Cannot be delegated	NA	The Medical School will follow the employing University's procedures.	University HR procedures
Award of the Honorary Titles of the Hull York Medical School	The two University Senates	Hull York Medical School Joint Senate Committee	Dean of the Medical School	Except for the title of Honorary Professor, the Joint Senate Committee delegates authority to the Dean of the Medical School to give Honorary Senior Lecturer and Lecturer.	Policy on Honorary Titles
Any matters regarding joint venture companies and spin-out companies	The two University Councils	ULT at Hull and UEB at York	Strategic Planning Group (SPG), Hull York Medical School	The Medical School will follow University procedures.	University procedures
Any matters regarding internal and external auditors	ULT at Hull and UEB at York	Strategic Planning Group (SPG), Hull York Medical School	Tender panel/Audit Committee (or equivalent)	The SPG oversees the Medical School's Joint Audit Plan, which is agreed with the two Universities' Audit Committee.	SPG Terms of Reference
Appointment and removal of internal and external examiners or academic programmes	Hull York Medical School Joint Senate	Cannot be delegated	Board of Studies	Not delegated 'To approve the appointment of internal and external examiners, on the recommendation of the Hull York Medical School Board of Studies, in accordance with agreed criteria.'	Joint Senate Terms of Reference
Strategy and policy development					
Approval of the Medical School's mission and vision statements, strategic / corporate plans and associated strategies, including key performance indicators.	ULT at Hull and UEB at York	Strategic Planning Group (SPG), Hull York Medical School	Management Board	The SPG will provide annual report to the ULT at Hull and UEB at York as part of assurance process.	MoA
Approval of risk management approach and register	ULT at Hull and UEB at York	Strategic Planning Group (SPG), Hull York Medical School	Management Board	The SPG oversees the Medical School's risk management approach and register.	SPG Terms of Reference
Approval of Equality, Diversity, and Inclusion Monitoring Report	ULT at Hull and UEB at York	Strategic Planning Group (SPG), Hull York Medical School	Management Board	The SPG oversees the Medical School's Equality, Diversity, and Inclusion monitoring.	SPG Terms of Reference

Action	Final authority	Delegated authority (if applicable)	Recommendation	Delegation limits, context and process	Source
Ensuring establishment monitoring and review of health and safety policies	ULT at Hull and UEB at York	Strategic Planning Group (SPG), Hull York Medical School	Management Board	The SPG oversees the Medical School's health and safety monitoring and review.	SPG Terms of Reference
Approval of significant management strategies, priorities and investment decisions	ULT at Hull and UEB at York	Strategic Planning Group (SPG), Hull York Medical School	Management Board	The SPG oversees the Medical School's management strategies, priorities and investment decisions.	SPG Terms of Reference
Financial and estate matters					
Approval of the Hull York Medical School annual operating budget and quarterly forecast	ULT at Hull and UEB at York	Strategic Planning Group (SPG), Hull York Medical School	Executive Group, Hull York Medical School	The SPG oversees a joint planning framework for the Medical School, including a jointly agreed annual planning and budgeting process and associated financial assumptions.	SPG Terms of Reference
Approval of capital investment (where approval of that project does not cause the total cost of agreed projects to exceed the total capital budget approved by Council)	In accordance with University capital guidelines				University guidelines
Approval of purchase orders and other payments	In accordance with University approval framework				University framework
Approval of cost centre and budget holders	Hull and York Finance Offices	Cannot be delegated	Finance Partner, Hull York Medical School	University Finance Offices are responsible for approving cost centre and budget holders.	University procedures
Approval of the general schedule of tuition fees	ULT at Hull and UEB at York	Strategic Planning Group (SPG), Hull York Medical School	Dean and Chief Operating Officer	The SPG plays a key role in fees setting as part of its finance responsibilities.	SPG Terms of Reference
Approval of External Examiners' fees	In accordance with University External Examiners' fees schedule				University fees schedule
Approval of accommodation fees	In accordance with University approval framework				University framework
Contracts, Agreements, Licences, and Insurance					
Authority to institute, defend, settle or discontinue legal proceedings in the Magistrate's Court or Courts with similar status (including arbitration)	The two University Vice-Chancellors	Director of Legal Services (or equivalent)	NA	Director of Legal Services (or equivalent) consults with relevant staff as appropriate and obtains instructions prior to enacting.	University procedures

Action	Final authority	Delegated authority (if applicable)	Recommendation	Delegation limits, context and process	Source
Authority to institute, defend, settle or discontinue legal proceedings in the High Court or Court with similar status (including arbitration)	Vice-Chancellor of the employing University	Director of Legal Services (or equivalent)	NA	Director of Legal Services (or equivalent) consults with relevant staff as appropriate and obtains instructions prior to enacting.	University procedures
Approval of procurement /purchasing contracts	Vice-Chancellor of the employing University	Different delegated authority depending on the University's policy	Procurement Office (or equivalent)	The Medical School will follow the process and financial limits set out by the two Universities.	University procedures
Approval of research contracts	Vice-Chancellor of the employing University	Pro Vice-Chancellor (Research), Hull COO and York COO, or their formally appointed delegate	University Legal Services	The Medical School will follow the University procedures	University procedures
Approval of legally binding contracts and agreements, and non-legally binding documents such as Memorandum of Understanding (where not otherwise specified in this Schedule)	The Vice-Chancellors of the two Universities	Deputy Vice-Chancellor, Pro Vice-Chancellors, Hull COO and York COO, or their formally appointed delegate	University Legal Services	The Medical School will follow the University procedures	University procedures
The authority to amend, vary, terminate or cancel existing legally binding contracts and agreements (whether purchasing or otherwise), and non-legally binding documents such as Memorandum of Understanding	The Vice-Chancellors of the two Universities	Deputy Vice-Chancellor Pro Vice-Chancellors Hull COO and York COO, or their formally appointed delegate	Legal Services	The Medical School will follow the University procedures	University procedures
The authority to protect and exploit intellectual property	In accordance with University intellectual property framework				University framework
The authority to insure the assets, staff and students of the University, and the authorisation to sign said insurance policies on behalf of the University	The Medical School is not a legal entity and its insurance cover is outwith the University				University policy

Action	Final authority	Delegated authority (if applicable)	Recommendation	Delegation limits, context and process	Source
Academic matters					
Conferring degrees	Vice-Chancellor or Deputy Vice-Chancellor	Pro-Chancellors	Joint Senate Committee	The degree awards of the Hull York Medical School are conferred jointly by the two Universities	MoA
Awarding taught degrees, diplomas and certificates (other than honorary degrees) and research degrees	The two University Senates	Hull York Medical School Joint Senate Committee	Board of Studies	Joint Senate have the power to 'ratify recommendations for the award of Certificates, Diplomas and Degrees'	Joint Senate Terms of Reference
Approval or amendment of learning and teaching provision (i.e. new awards) and research provision	The two University Senates	Hull York Medical School Joint Senate Committee	Board of Studies	Joint Senate have the power to 'approve new Hull York Medical School programmes and major modifications to existing programmes.'	Joint Senate Terms of Reference
Progression and termination of individual undergraduate and taught postgraduate students	The two University Senates	Hull York Medical School Joint Senate Committee	Board of Studies	Programme regulations of the Hull York Medical School	Programme regulations
Termination of programme of study upon a finding of grave academic misconduct Expulsion, suspension or exclusion of any student under the Student Disciplinary Regulations or professional misconduct / unsuitability regulations	The two University Senates	Hull York Medical School Joint Senate Committee	Board of Studies Hearing Panel	Joint Senate have the power 'to create as required a sub-committee to act as Joint Academic Appeals Board for the Hull York Medical School, to hear appeals against decisions of the Hull York Medical School Board of Studies in respect of awards, progression, termination, suspension, and other disciplinary sanctions, as laid down in Hull York Medical School Code of Practice on Academic and Fitness to Practise Appeals.'	Joint Senate Terms of Reference
Quality assurance of academic programmes, courses, subjects and/or modules	The two University Senates	Hull York Medical School Joint Senate Committee	Board of Studies	Joint Senate have the power to 'assure the quality of Hull York Medical School programmes and ensure the maintenance of academic standards of such joint awards of the two universities offered through the Hull York Medical School.'	Joint Senate Terms of Reference
Approval of dual and joint awards with UK and international partners	The two University Senates	Hull York Medical School Joint Senate Committee	Board of Studies	Joint Senate have the power to 'approve new Hull York Medical School programmes and major modifications to existing programmes.'	Joint Senate Terms of Reference
Awarding of bursaries, studentships, and scholarships to students	Strategic Planning Group (SPG), Hull York Medical School	Management Board	Dean of the Medical School	These initiatives are approved by the SPG as part of the Medium Term Planning annually.	NA

Action	Final authority	Delegated authority (if applicable)	Recommendation	Delegation limits, context and process	Source
Establishment of academic prizes	Joint Senate Committee	Board of Studies	Relevant academic committees, e.g. Exam Board	On behalf of the Joint Senate, the Board of Studies recognises student academic achievements via prizes.	NA
Approval of admission intake targets	Strategic Planning Group (SPG), Hull York Medical School	Management Board	Dean of the Medical School	MB BS five-year programme intake is regulated by the government. For other programmes, admissions targets are agreed as part of the Medium Term Planning annually.	NA
Suspension, exclusion and termination of the programmes of study of Tier 4 students who fail to meet Home Office attendance requirements	Vice-Chancellor of the registered student	Hull COO or York COO of the registered student	Visa Compliance Manager of the registered student	The Medical School will follow the requirements set out by the two Universities.	University requirements
Decisions regarding the fee status of students	In accordance with University fees status policy				University fees status process
Marketing, fundraising, and information compliance					
Approval of/changes to the Hull York Medical School's brand positioning	Strategic Planning Group (SPG), Hull York Medical School	Management Board	Dean of the Medical School	NA	NA
Approval of the use of the Hull York Medical School branding	Management Board	Dean of the Medical School	Communications and Marketing Manager	NA	NA
Approval of filming agreements (external)	Management Board	Dean of the Medical School	Communications and Marketing Manager	NA	NA
Creation of Hull York Medical School Social Media channels	Management Board	Dean of the Medical School	Communications and Marketing Manager	NA	NA
Responses to press enquiries and proactive media engagement	Vice-Chancellor	Director of Marketing and Communications / Press Office – depending on the nature of the release	Dean of the Medical School	The Medical School will follow University press procedures	University press procedures
Crisis communications	Dean of the Medical School	Deputy Dean of the Medical School, Chief Operating Officer, or their	Strategic Emergency Committee	The Medical School will follow the Code of Practice on Emergency Management and Recovery. SPG to be advised, as appropriate.	Code of Practice on Emergency

Action	Final authority	Delegated authority (if applicable)	Recommendation	Delegation limits, context and process	Source
		formally appointed delegate			Management and Recovery
Approval of Alumni and other fund raising campaigns	Management Board	Dean of the Medical School	Chief Operating Officer	NA	NA
Naming rights / buildings and spaces	Vice-Chancellor	Cannot be delegated	Strategic Planning Group (SPG), Hull York Medical School	Approval of naming rights for particularly significant buildings / spaces / organisational units (e.g. in recognition of philanthropic donations) should be subject to the approval of the Vice-Chancellor and should not be delegated.	NA
Classification and publication of information under relevant data protection legislation	Strategic Planning Group (SPG), Hull York Medical School	Data Protection Officer	Dean of the Medical School	The Medical School will follow University procedures	University procedures
Responsibility for information / data breach investigation and reporting	Strategic Planning Group (SPG), Hull York Medical School	Data Protection Officer	Dean of the Medical School	The Medical School will follow University data breach procedures	University data breach procedures

Appendix 1: Governance structure of the Hull York Medical School

