

 <b>S P Jain London School of Management</b>	<b>Delegation Policy and Scheme of Delegation</b>
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## 1. Purpose

This Policy outlines the delegated authority from the Board of Directors of S P Jain London School of Management (the School) to committees or persons to make key corporate, academic and operational decisions. It provides the principles of delegation, including the requirement for review and monitoring of delegations to ensure they remain appropriate.

## 2. Scope

The Policy applies to the Board of Directors, the Academic Board and their sub-committees and senior members of staff.

## 3. Definition of Terms

**Delegate** means the committee or body of the School, staff member or officer to whom or to which a delegation of authority has been made under this policy.

**Delegation of Authority** is the assignment of responsibility to another person to carry out specific activities and decision making. However, the person who has delegated the task remains accountable for the outcome of the delegated work.

**Board of Directors (BoD)** is made up of independent directors who are responsible for the overall governance of the School. The BoD is the governing body of the School.

**Academic Board (AB)** is made up of external and internal members and is authorised by the BoD to provide academic leadership to the School.

**Committee** refers to any committee established by the Board of Directors in accordance with the Constitution.

**Director** means a director of S P Jain London School of Management who has been duly appointed.

**Person** means the person occupying a particular position within the School.

#### **4. Policy Principles**

- a. Delegations are made to a position in the organisational structure, not to an individual occupying a position. Individuals are however, responsible and accountable for decisions that they make in exercising these delegations.
- b. Delegations and delegates must maintain compliance with relevant legislation, regulations, the School's Governance Charter and relevant policies.
- c. Delegates must be aware of and refer to all relevant policies, procedures and guidelines as well as external legislative requirements when exercising delegations.
- d. Delegates must maintain records and any other form of documentation relevant to the exercise of their delegation.
- e. Delegates must report all pertinent matters to the body to which authority has been delegated from and documented in the meeting minutes.
- f. A delegate may, in the exercise of a delegated function, exercise other functions that are incidental or necessary to complete the delegated function. This means that a delegate can sign documents or give approval considered necessary to properly exercise the delegation, if they have been delegated decision-making authority.
- g. A delegate may appoint another staff member, officer, committee or body to provide advice about the exercise of delegated authority including decision-making. However, the delegate always remains responsible and accountable for the decision or action.
- h. Some delegations include a specific requirement for the delegate to seek advice before exercising the delegation. The delegate must be able to provide evidence of this consultation.
- i. Financial delegations are to be exercised within the budget approved by the Board of Directors and adhere to any limits or restrictions documented in the Scheme of Delegation at Appendix 1.
- j. The delegations set out in the Scheme of Delegation are the only valid delegations for which authorisations are permitted.
- k. Delegations should be reviewed at least annually to monitor their effectiveness and determine if they remain appropriate.

## **5. Instruments of Delegation**

- a. The Board of Directors of the School has developed terms of reference for the relevant committees which are the instruments of delegation, that have been approved by the Board of Directors to these committees.
- b. This schedule at Appendix 1 sets out the delegations to individual positions.

## **6. Implementation**

- a. The Board of Directors has delegated authority to committees, consistent with the Memorandum and Articles of Association at Article 5 and established terms of reference for the delegated committees. The terms of reference for each committee outlines the decision-making capacity and responsibilities for each sub-committee, and the Scheme of Delegation outlines further details of the delegations and any restrictions imposed.
- b. Delegations should only be authorised to committees or persons that appropriate expertise to carry out the function effectively.
- c. The Board of Directors may still exercise its powers even though they may have been delegated. The Articles do not allow for sub-delegations and therefore all delegations must be from the Board of Directors.
- d. The approved Scheme of Delegation contains the only authorised delegations. Each approved revision immediately supersedes any previous delegated authority. The Schedule should be updated after each review of delegations.

## **7. Conflicts of Interest**

- a. If a delegate believes there is a real or perceived conflict of interest, the delegate must not exercise the delegated authority. In deciding whether there is a conflict of interest, delegates must ensure that there would be no direct or indirect benefit in exercising the delegation.

## **8. Breaches of Delegated Authority**

- a. Breaches of delegated authority are considered as serious and may be dealt with under the Disciplinary policy. Employees or committee members who believe that a delegation has been inappropriately exercised are obliged to report the matter to the Chief Operating Officer, the Dean or the Chair of the Board of Directors.

## **Related Documents**

- a. Governance Charter (which includes the Terms of Reference for all Boards and Committees)

## Appendix 1 – Scheme of Delegation

This Scheme of Delegation summarises the key powers that have been delegated. Whilst there is no official delegation warranted for the terms of reference for the Board of Directors (because this is implied within the grant of power to the board to manage the company contained within the company's articles), key decisions are listed in this register for ease of identification of decision-making powers and regulatory purposes.

The delegations listed in the Scheme below are the only authorised delegations and supersede any previous delegated authority.

### **Abbreviations:**

BoD	Board of Directors
ARC	Audit and Risk Management Committee
AB	Academic Board
PRDC	Programme Development and Review Committee
LTC	Learning and Teaching Committee
EC	Examination Committee
EB	Examinations Board
COO	Chief Operating Officer
ToR	Terms of Reference
SMT	Senior Management Team

### **Scheme of Delegation**

Delegation Authority Details	Delegation Source	Delegate To
Overall leadership and fiduciary duties	Memorandum and Articles of Association	BoD
Budget, financial viability and administration oversight	ToR BoD	BoD
Oversight of property matters	ToR BoD	BoD
Strategic direction, planning, approval and monitoring	ToR BoD	BoD
Risk management oversight	ToR BoD	BoD
Non academic policies including the staff employment framework	ToR BoD	BoD
Overall responsibility for quality assurance and regulatory compliance	ToR BoD	BoD
Responsibility for compliance with statutory duties including Equality and Diversity, Prevent and Health and Safety	ToR BoD	BoD

Academic Board oversight	ToR BoD	BoD
Review of risk management framework and monitoring of risk assessments and risk registers	ToR ARC	ARC
Monitoring of audit outcomes	ToR ARC	ARC
Remuneration of Senior Staff	Tor RemCo	Remuneration Committee
Academic governance oversight of subcommittees to ensure regulatory and quality standards are met	ToR AB	AB
Academic quality assurance and standards: approval of academic policies and procedures and monitoring effectiveness of implementation and monitoring quality improvement plans	ToR AB	AB
Curriculum and overall academic oversight: approval of courses; monitoring of teaching and learning quality and outcomes and associated resources and support	ToR AB	AB
Academic staff resourcing monitoring	ToR AB	AB
Monitoring of the Access and Participation Plan	ToR AB	AB
Curriculum development and review: limited to development and advisory role, and making recommendations to AB	ToR PDRC	PDRC
Academic Regulations and associated policy development, monitoring, review and advice	ToR PDRC	PDRC
Learning and teaching overall monitoring and advice: LT&E Plans, course content and associated resourcing reviews; scholarship; health and wellbeing of students and staff	ToR LTC	LTC
Research and research integrity monitoring, mentoring and reporting	ToR LTC	LTC
Appointment of External Examiners and oversight of reports, assessment moderation and consistency of outcomes,	ToR EB	EC
Approval of final grades	ToR EC	EC
Operational and strategic management	Position	SMT overseen by Global President
Risk management	Position	COO

Overall operational management and administration of day to day matters	Position	COO
Financial operational management and administration	Position	Chief Financial Officer
Signatories to Company bank accounts	Position	Chief Financial Officer Global President Global Finance Director
Signatories to Companies House documents	Position	BoD Chair, Global President, Board Secretary
Health and Safety administration	Position	COO
Course and teaching management and administration	Position	Dean
Admissions decisions and monitoring, and reporting on statistic relating to admissions and student progress	Position	COO/Registrar
Student management and administration,	Position	COO/Registrar
Admissions decisions	Position	Dean/Registrar
Credit, articulation and RPL management and administration: academic content decisions made by Course Directors (Deans)/Heads of Department; general decisions made by Registrar in consultation with Vice President - Administration	Position	Programme Director /Registrar
Authorisation of Academic Contracts	Position	Dean
Authorisation of non-Academic Contracts	Position	COO
Appointment of Academic Staff	Position	Dean and Chair of the Academic Board
Appointment of Professional Services staff	Position	COO
Office for Students Accountable Officer	Position	Dean
Making reportable events to the OfS	Position	Board Secretary (COO) on behalf of the Chair