

LASE DELEGATION FRAMEWORK: INTRODUCTION

Introduction and Scope

LASE's Delegation Framework summarises decision making authority in relation to key University Group matters. It reflects LASE's [Articles of Association](#) and is reflected in other supporting decision-making documents, such as the Financial Regulations.

The overarching Delegation Framework comprises four separate Frameworks covering:

- The **Board of Governors Delegation Framework**, approved by the Board of Governors, which summarises decisions retained by the Board of Governors and its committees. The Board of Governors Delegation Framework uses the principle that if a power is not retained by the Board of Governors, it falls to the Group's Vice-Chancellor and Chief Executive Officer (Vice-Chancellor and CEO) to exercise that power. If the Board of Governors wishes to retain a decision or change a delegation in the future, it can do so by approving an amendment to the Board of Governors Delegation Framework.
- The **Academic Board Delegation Framework**, covering delegations by the Academic Board to its committees and the Vice-Chancellor and CEO, which is approved by the Academic Board
- The **Executive Delegation Framework** covering decisions delegated by the Vice-Chancellor and CEO, which is approved by the Vice-Chancellor and CEO.
- The **Framework for Approving University Group Policies, Statements and Statutory Returns**, approved by the Board of Governors, indicates whether the approval of policies and statutory returns has been retained by the Board of Governors or delegated to a committee or an individual.

Principles of Delegation

The following principles underpin the Delegation Framework and govern how authority is exercised across the University Group:

Ultimate authority and retention of powers

The Board of Governors is LASE's supreme governing body, with ultimate authority under the Group's Articles of Association. Certain decisions are reserved to the Board of Governors and cannot be delegated. The Board of Governors delegates strategic leadership and management of the University Group to the Vice-Chancellor and CEO, who may further delegate authority to members of the executive, to executive committees or to any suitably qualified member of staff.

Clarity and transparency

Delegations should be defined and documented, and, where appropriate, published so that members of the University Group and stakeholders can identify decision-making authority.

Limits of authority

Decisions must remain within delegated limits; matters exceeding financial, strategic, or risk thresholds must be escalated to an individual or body with appropriate authority.

Legal, regulatory and governance compliance

All decisions must comply with legal and regulatory requirements.

Accountability and reporting

Where authority is delegated to committees, decisions must be recorded. Where authority is delegated to specific role-holders, accountability remains with that role holder, and decisions must be reported through the relevant governance channels.

Freedom of speech and academic freedom

All decision-making authority must be exercised in a manner consistent with the Group's commitment to, and statutory and regulatory duties in relation to freedom of speech and academic freedom and in accordance with the Group's Freedom of Speech Code(s) of Practice.

Delegation and sub-delegation

Delegations must be clearly defined. Authority may be sub-delegated where appropriate, provided this is within the limits of the Delegation Framework and consistent with any restrictions set by the Board of Governors or law. If there is doubt about delegated authority, advice should be taken from the Group University Secretary. Where a delegate is unavailable due to absence, vacancy or a conflict of interest, authority passes to the designated acting member of staff or another of equivalent or higher seniority, consistent with the Delegation Framework.

Financial Authority Limits

Financial authority limits are defined in the Delegation Framework and will be reflected in the Financial Regulations. Authority for lower-value transactions is implemented through the University Group's financial system.

Signature of Contracts and Other Agreements

The authority to sign in relation to a contract or agreement is derived from the University Group's Contract Signing Procedure. The decision to enter into an agreement does not in itself confer authority to execute the agreement, and vice versa. Therefore, a decision to enter into a contract must be taken by a person or body with the relevant decision-making authority under the Delegation Framework and the relevant signature authority identified from the Contract Signing Procedure before a contract is entered into. Detailed arrangements, including for nil-value agreements, are set out in the Contract Signing Procedure. Where the authorised signatory is unavailable, the authority may be exercised by an acting or equivalent member of staff formally designated for that purpose.

Committee Delegation

The Board of Governors, the Academic Board and executive committees may delegate responsibilities to sub-committees through their Terms of Reference, which will be reflected in the relevant Delegation Framework. Sub-committees may only act within these delegated powers; otherwise, they are advisory and must refer matters to their parent body. All decisions under delegated authority must be reported through the relevant sub-committee's standard reporting process.

Role-based delegations

Academic and professional services staff exercise role-based delegated authority from the Vice-Chancellor in relation to academic, financial, and operational matters within their remit. Where authority is delegated by virtue of a role, delegation shall be subject to any relevant limits set out in the Delegation Framework and reflected in individual role descriptions.

Review and Assurance

The Delegation Framework will be reviewed annually by the Group University Secretary. Any changes will be approved by the appropriate committee:

- Board of Governors Delegation Framework and the Framework for Approving University Group Policies, Statements and Statutory Returns: changes approved by the Board of Governors on the recommendation of the People and Nominations Committee having consulted with Finance and Estates Committee.
- Academic Board Delegation Framework: changes approved by the Academic Board.
- Executive Delegation Framework: changes approved by Vice-Chancellor's Executive.

If a delegated decision would have a material impact on the Group's financial position, liabilities, future strategy or reputation and the question is or should be asked as to whether the delegation is now appropriate, the relevant member of staff or committee should bring the matter to the attention of the Vice-Chancellor and CEO or Group University Secretary who will decide the best way forward.

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