



1. Introduction

The Board of SRUC is the governing body of the institution and, as such, retains the responsibility for overseeing the management and administration of the whole of SRUC. The Statement of Primary Responsibilities and the Schedule of Matters Reserved to the Board set out matters which are not delegated and describe the main responsibilities which are undertaken by the governing body.

SRUC has determined that all powers which are not specifically reserved to the Board are delegated to the Principal & Chief Executive and senior management. Matters reserved to the Board include strategic policy, performance and risk accountability, while day to day operational matters of running SRUC are delegated to management.

The specific authorities available to the Principal & Chief Executive and senior management are set out in this Scheme of Delegation. However, if a specific authority is not set out in the Scheme of Delegation, it does not prevent exercise of that authority by the Principal & Chief Executive and senior management. Unless it has been specifically reserved to the Board, authority is delegated to management. In case of doubt, the Principal & Chief Executive has authority to determine the Director or manager to whom the power is delegated.

Delegated authority should not be exercised by management where any decision would represent a significant departure from SRUC strategy, policy or procedure. The only exception to this is in the case of urgency where the Principal or appropriate senior manager may, after consultation with the Chair or convenor of the appropriate Committee, exercise delegated authority. Should such authority be exercised in urgent circumstances, a report will be submitted to the next appropriate Board for noting.

This Scheme of Delegation lists the SRUC Committees or individuals to whom authority has been delegated by the SRUC Board to commit the institution to a contractual arrangement within approved budget limits. The SRUC Board retains the power to exercise all authorities available to it whether or not they have been delegated. In respect of authority not delegated under this Schedule and for all commitments and transactions above the maximum delegated monetary values within this Schedule, authority remains with the SRUC Board subject to any circumstances set out above.

The Scheme of Delegation sets out:

Various delegated functions.

The Committee or individual which must approve the transaction, arrangement or project.

The main delegated authorities for high value transactions, purposes and general expenditure are as indicated in the table below.

Detailed authorisation limits and procedures are set out in the SRUC **Authorisation Policy** which must be adhered to in all circumstances.

Delegated Authority			
Type of approval	Principal	F & E Committee (to be notified to committee for recommendation by it to Board)	SRUC Board
Contracts/Goods and Services/Leases/General Expenditure/Disposals	£1M	>£1M (for recommendation)	>£1M

4. Strategic Projects, including Land and Property

The Finance and Estates Committee has delegated authority, *inter alia*, to “advise the Board and assist ELT on development, implementation and review of an Estates/Infrastructure strategy”.

In addition, the Executive Steering Group has within its remit, oversight and monitoring of implementation of the SRUC transformation programme, including constituent projects, in accordance with SFC requirements. These projects include estates and infrastructure investments.

Examples of matters covered in this section include formal acceptance of contracts, acquiring and disposing of ownership in land and buildings and entering into or exiting from leases for land and buildings.

Capital approval processes, including a.57Tm0 g0 G(E)(x)11(amp)4es)-2(of)-1(1)-2(m)ition, the

The **Director of Finance** must be informed, at an early stage, of any financial commitment for transactions over £500,000 including **all** potential lease arrangements. The SRUC **Authorisation Policy** must be adhered to in all circumstances.

Approval from the **Scottish Funding Council** or other appropriate authority must be sought for the disposal of property purchased with public funds.

5. Procurement

All procurement must be undertaken in accordance with the SRUC **Procurement and Sustainability Policy** and other related procurement policies.

6. Treasury and Cash Management

Treasury Management Policies and Procedures are required to ensure that cash resources are managed securely and efficiently.

Bank Accounts -

to provide advice to the SRUC Board and to the Principal & Chief Executive as Negotiator, on matters related to salaries and changes in terms and conditions of SRUC staff.

Authority for the appointment, promotion and remuneration of staff is delegated in accordance with the following table.

Type of approval	Authorised person
<u>Offers of employment and salary:</u> a) For ELT, staff on grade 1 or above (or non grade) b) For staff below grade 1	a) Principal & Chief Executive (In consultation* with Chair of Remuneration & Appointments Committee) b) Director of Corporate Services/Main Budget Holder/Function Director or Head
<u>Salary/ Grade progression:</u> a) ELT, staff on grade 1 or above (or non grade) (Changes to gradings in accordance with	

