



City University London Students' Union

Delegation of Authority (Operational)

Approved by:	Trustee Board
Date of Approval:	11 th August 2015
Implementation Date:	11 th August 2015
Review Date (<i>no later than</i>):	10 th August 2018
Responsible for Implementation	Chief Executive
Responsible for Interpretation	Trustee Board

Area of Responsibility	Chair of Trustees/Deputy Chair of CULSU	CULSU Trustee Board	CULSU Trustee Board sub-committees	Chief Executive	Senior Leadership Team
Governance	<p>Mentor and support new Trustees and help, induct them into CULSU and onto the Trustee Board</p> <p>Provide leadership for the Trustee Board</p> <p>Lead performance reviews of the Trustee Board</p>	<p>Confirm new Lay Trustees (subject to ratification by Student Council)</p> <p>Monitor compliance with governing documents</p> <p>Approve Regulation changes</p> <p>Approve Constitutional Changes (subject to AGM/Referenda and University Council approval)</p> <p>Annual Review of Trustee Board Performance</p> <p>Approve dates for General Meetings and Referenda on behalf of the Trustee Board</p>	<p>Approve recruitment and selection process for External Trustees</p> <p>Approve election, General Meeting and Referenda (subject to approval from Returning Officer)</p> <p>Appointments Committee</p>	<p>Participate in recruitment of External Trustee</p> <p>Lead on strategic side of induction, training and briefing of Trustees</p> <p>Monitor changes to key legislation and best practice with regard to good governance</p>	<p>Oversee administration and coordination of elections, General Meetings and Referenda</p> <p>Lead on Student Officer and Student Trustee induction</p>

		<p>Approve system for Trustee Board Performance Reviews</p> <p>Admit/remove Associate Members, Honorary Life Members in accordance with the Regulations.</p>			
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People Management	<p>Performance manage the Chief Executive (in conjunction with the University)</p> <p>Lead recruitment and selection of new Chief Executive (in conjunction with the University)</p> <p>Disciplinary process for Chief Executive (in conjunction with the University)</p>	<p>Approve Chief Executive appointment</p> <p>Approve proposals for redundancies of over 2 staff or a strategic function (in conjunction with the University)</p>	<p>Approve recruitment and selection process for new Chief Executive</p> <p>Approve alterations to employee policies (in conjunction with the University)</p> <p>Receive regular HR key performance indicators report</p> <p>Approve changes to management structure</p>	<p>Recruit and appoint staff</p> <p>Staff disciplinary process</p>	



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Financial Management		<p>Approve income and expenditure and Capital Expenditure budgets annually.</p> <p>Approve quarterly update on financial and operational performance and resulting decisions.</p> <p>Approve unbudgeted Capital Expenditure of over £10,000.</p> <p>Approve Reserves Policy.</p> <p>Approve financial procedures and policies.</p> <p>Approve Trustee Annual Report and Accounts.</p> <p>Subject to AGM, appoint external auditors and agree remuneration.</p>		<p>Overall management of the Students' Union's finances, ensuring that resources are utilised efficiently and effectively to deliver the strategic plan.</p> <p>Approve unbudgeted expenditure up to £10,000.</p> <p>Write Trustees' Report for the Financial Statements together with the Chair of Trustee Board.</p>	<p>Receive and monitor monthly and quarterly operational, risk and financial reports and take appropriate action.</p> <p>Approve unbudgeted expenditure up to £5K.</p> <p>Implement, monitor and recommend revisions to financial procedures and policies.</p>

		<p>Approve Internal Audit Policy and annual Audit Plan.</p> <p>Approve banking authorisation and signatory changes.</p>			
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Strategic Management	Lead development of the strategic plan	<p>Set vision and values.</p> <p>Act as guardians of the organisation's mission, vision and values.</p> <p>Approve the strategic plan.</p> <p>Approve amendments to the strategic plan with resources.</p> <p>Approve the long term financial forecast and financial strategy supporting the strategic plan.</p> <p>Monitor operational and financial performance against the strategy quarterly</p> <p>Monitor the needs of the membership and ensure strategic plan continues to meet them</p>		<p>Craft the strategic plan following a comprehensive review involving all of the Students' Union's major stakeholders.</p> <p>Overall management of the strategic plan. Report on progress against the strategic plan.</p> <p>Report on the needs of the membership and ensure strategic plan continues to meet them.</p>	<p>Assist in the development of and deliver the strategic plan.</p> <p>Lead responsibility for individual themes in the strategic plan.</p> <p>Monitor progress against the strategic plan.</p>

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Risk Management	Lead creation of a positive culture of risk management.	<p>Approve the Risk Register on an annual basis.</p> <p>Approve strategic processes and systems for all risk management, control and compliance frameworks and monitor significant changes in risk profile of CULSU.</p> <p>Approve Risk Management Policy on an annual basis.</p> <p>Monitor significant risks on a quarterly basis.</p> <p>Approve all policies relating to Risk Management.</p> <p>Receive an annual report on the Risk Register from Audit, Risk and Compliance Committee.</p>		<p>Overall management responsibility for Risk Management and Safeguarding.</p> <p>Report major incidents to the Trustee Board.</p>	<p>Identify and review risks on an ongoing basis.</p> <p>Review and report on top ten risks on a monthly basis.</p> <p>Implement and monitor adherence against the Risk Management procedures and policies.</p>



		Set the Students' Union's overall approach to managing risk, informed by advice and information provided by management			
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Area of Responsibility	Chair of Trustees/Deputy Chair of CULSU	CULSU Trustee Board	CULSU Trustee Board sub-committees	Chief Executive	Senior Leadership Team
Diversity and Inclusion Management	Lead creation of a positive culture towards diversity and inclusion.	Receive an annual report on diversity and inclusion monitoring. Approve Diversity and Inclusion Policy.		Overall responsibility for Diversity and Inclusion Management.	Develop, monitor and review Diversity and Inclusion Policy.

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Health and Safety Management	Lead creation of a positive culture of Health and Safety Management. Sign Health and Safety Policy annually.	Receive an annual report on Health and Safety Management. Approve the Health and Safety Policy		Overall management responsibility for Health and Safety Management and the organisation's designated Safety Officer. Sign Health and Safety Policy annually.	Report on Health and Safety Management quarterly. Oversee implementation of Health and Safety Policy and procedures