

University of Bradford

Financial Regulations

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FINANCIAL REGULATIONS

A GENERAL PROVISIONS

1 *Background*

- 1.1 The University is an exempt charity by Royal Charter. Its structure of governance is laid down in the instruments of its incorporation (the Charter and Statutes). The Charter and Statutes can only be amended by the Privy Council. The University is accountable through its Council, which has ultimate responsibility for the assurance of the effective governance of the University.
- 1.2 The University is an exempt charity by virtue of the Charities Act 1993. It is registered as a Charity by Royal Charter with Companies House (Registration Number RC000647) but is not obliged to register documents.
- 1.3 The Office for Students (OfS) defines the regulatory regime within which the University operates, which sets out prevailing “conditions of registration”, to which it may specific time-limited conditions. Each year it publishes a supplementary set of “Terms and conditions of funding” specific to a financial year. In addition the OfS defines “public interest governance principles”, and supporting definitions which are particularly relevant to these regulations.

These conditions and regulatory definitions – which in these University Financial Regulations will be referred to together as “OfS Conditions” - reflect the OfS’s responsibility to provide annual assurances to Parliament that:

- funds provided to the University are being used for the purposes for which they were given
- risk management, control and governance with the University is effective
- value for money is being achieved.

The OfS Conditions include the institutional conditions of grant that apply to the University and sets conditions to specific the grants that are paid to the University. Council is responsible for ensuring that the assurance is provided and the conditions of these grants are met. As part of this process, the University must ensure that sound arrangements for risk management, control and governance, efficiency and effectiveness (value for money) are maintained within the University. The financial

regulations of the University form part of this overall system of accountability in conjunction with more detailed financial policies and procedures.

2 *Status of Financial Regulations*

2.1 This document sets out the University's financial regulations. It translates into practical guidance in the University's policies relating to financial control and more detailed information on applying these policies can be found in the financial procedures. This document applies to the University and all its subsidiary undertakings and was approved by Finance Committee, as delegated by Council.

2.2 These financial regulations are subordinate to the Charter and Statutes of the University or its subsidiaries and to any restrictions contained within prevailing OfS Conditions.

2.3 The purpose of these financial regulations is to provide control over the totality of the University's resources and provide management with assurances that the resources are being properly applied for the achievement of the University's strategic plan and business objectives in relation to:

- financial viability and sustainability
- financial risk management
- achieving value for money
- fulfilling its responsibility for the provision of effective financial controls over the use of public funds
- ensuring that the University complies with all relevant legislation
- safeguarding the assets of the University.

2.4 Compliance with the financial regulations is compulsory for all individuals working under the direction of the University, when conducting University business. Any member of staff who fails to comply with the financial regulations may be subject to disciplinary action under the University's disciplinary procedures and this may be reported to the Audit Committee and Council. It is the responsibility of senior managers to ensure that all members of staff are made aware of the existence and content of the University's financial regulations.

2.5 The Executive Board is responsible for maintaining a continuous review of the financial regulations, through the Chief Finance Officer, and for advising Finance Committee of any additions or changes as necessary.

2.6 In exceptional circumstances, Executive Board may authorise a departure from the detailed provisions herein. Such departure is to be reported to Finance Committee at the earliest opportunity.

- 2.7 The University's financial policies and procedures set out precisely how these regulations will be implemented and are available to Faculties and Directorates on the intranet at <https://www.bradford.ac.uk/finance/financial-information/> or from Finance.
- 2.8 The University's financial policies establish the principles and expected standards by which activities or operational areas of work are to be controlled and managed.
- 2.9 The University's financial procedures provide a more detailed description of the standards required within a specific process and prescribe how University policy should be implemented when performing specific tasks.

B CORPORATE GOVERNANCE

3 *The Court*

- 3.1 The Court has no responsibility for the University's financial administration but its members are entitled to ask questions concerning the annual accounts, which are presented to Court, or concerning any other financial matters.

4 *Council*

- 4.1 Council is the principal governing body of the University and has custody and use of the Common Seal. Council is responsible for the management and administration of the revenue and property of the University and for the conduct of the affairs of the University with authority to delegate its powers as provided in the Statutes. The Council powers and functions are defined in Article 11 of the University Charter and Article 10 and 11 of the University Statutes.

5 *Designated Officer*

- 5.1 The Vice-Chancellor is the University's designated officer responsible for the financial administration of the University's affairs. In this capacity, the Vice-Chancellor must advise Council if, at any time, any action or policy under consideration by them appears to the Vice-Chancellor to be incompatible with the prevailing OfS Conditions. If Council decides nevertheless to proceed, the Vice-Chancellor must immediately inform the Chief Executive of OfS in writing. The Vice-Chancellor must ensure that annual estimates of income and expenditure are prepared for consideration by Council and for the management of budgets and resources to be within the estimates approved by Council. As the designated officer, the

Vice-Chancellor may be required to justify any of the University's financial matters to the Public Accounts Committee at the House of Commons. The Vice-Chancellor shall demonstrate oversight of financial matters by signing the balance sheet and the Statement of Corporate Governance within the annual financial statements, and the five year financial forecasts submitted to OfS.

The University's Financial Statements, published annually, contain a Statement of the Primary Responsibilities of Council, the detailed functions and duties of which may further be consulted at: <https://www.bradford.ac.uk/governance/policies-and-statements/financial-statements/>

6 Committee Structure

6.1 Council has ultimate responsibility for the University's finances, but selected powers and processes are delegated to selected committees as detailed below, further details of which are set out in the University's Schedule of Delegation.

6.2 Executive Board

Executive Board is the principal management committee of the University and it ensures the effective leadership, coordination and management of the activities of the University. Executive Board recommends the approval of the University Strategy to the Council and supports its implementation on behalf of the University. Executive Board receives reports on matters relating to resourcing of University priorities and recommends to Council the resource envelope to support these priorities. The terms of reference include recommendation to Council of the annual budget, financial projections and the investment plan. Significant changes to University business or assets are also considered by Executive Board and recommended to Council. The full terms of reference for Executive Board are available at; <http://www.bradford.ac.uk/legal-and-governance/committees/>

6.3 Audit Committee

The University is required by the OfS Conditions to appoint an Audit Committee. The committee is independent, advisory and reports to Council. It has the right of access to obtain all the information it considers necessary and to consult directly with the Internal and External Auditors. The committee advises Council on the effectiveness of risk management, the internal control framework, the effectiveness of systems and probity of the financial statements. The full terms of reference for the Audit Committee are available at; <http://www.bradford.ac.uk/legal-and-governance/committees/>

6.4 Remuneration Committee

Consideration of senior management pay and conditions is the responsibility of the Remuneration Committee. It has the power to make recommendations to Council on the remuneration, including pay and other benefits, as well as contractual arrangements of an agreed set of senior managers of the University.

http://www.brad.ac.uk/governance/university-committees/remuneration_committee/

6.5 Finance Committee

The Finance Committee is responsible to Council for the finances of the University ensuring key University and subsidiary company financial risks are managed effectively and that appropriate mitigating action is taken. The committee reviews financial strategy and financial plans to ensure they are sustainable and based on robust assumptions. Terms of reference are available at;

<http://www.bradford.ac.uk/legal-and-governance/committees/>

_____ The Committee has the delegated authority to approve minor changes to policies that do not impact strategy or financial viability. An example would be changes to expenses policy.

_____ The Committee makes recommendations to Council regarding:

- _____ • the Annual Financial Statement and related documents.
- _____ • five-year budgets for the University Group including capital budget and associated cash flow.
- _____ • the adoption of Financial Regulations.
- _____ • approval of new borrowings.
- _____ • major projects which are capital in nature of more than £2 million.
- _____ • relevant policies for example treasury & management policy.
- _____ • creation of subsidiaries or joint ventures.

7 *Senior Managers with Financial Responsibility*

7.1 The Chief Finance Officer

Day-to-day financial administration is controlled by the Chief Finance Officer, who is responsible to the Vice-Chancellor for:

- preparing consolidated annual budgets and financial projections
- preparing accounts, management information, monitoring and control of expenditure against

budgets and all financial operations.

- preparing the University's annual accounts and other financial statements and accounts which the University is required to submit to other authorities
- processing of all financial transactions involving payments into or out of the University
- ensuring that the University maintains satisfactory systems of financial control and financial risk management
- providing professional advice on all matters relating to financial policies and procedures
- liaison with Internal and External Auditors in order to achieve efficient processes.

7.2 **Senior Management**

Deputy Vice-Chancellors (DVC), Pro-Vice-Chancellors (PVC), Deans and Directors are responsible to the Vice-Chancellor for financial management for the areas or activities they control. They are advised by the Chief Finance Officer in executing their financial duties. The Chief Finance Officer will also supervise and approve the financial systems operating within their areas, including the form in which accounts and financial records are kept. DVCs, PVCs, Deans and Directors are responsible for establishing and maintaining clear lines of responsibility within their areas, Faculties or Directorates for all financial matters. Where resources are devolved to budget holders, they are accountable to their line manager for their own budget.

All senior managers shall provide the Chief Finance Officer with such information as may be required to enable:

- compilation of the University's financial statements.
- implementation of financial planning.
- implementation of audit and financial reviews, project management and value for money studies.

7.3 **All members of staff**

All members of staff should be aware and have a general responsibility for security of the University's property, (e.g. buildings, equipment, cash and credit cards), for avoiding loss and for due economy in the use of resources.

Staff should ensure that they are aware of the University's financial authority limits and purchase values for which quotations and tenders are required. Details can be found in the attached link and Staff acting outside their limits may in some circumstances be personally liable for any contracts entered in to.

<https://www.bradford.ac.uk/purchasing/internal/policies-procedures-and-processes/>

Staff shall make available any relevant records or information to the Chief Finance Officer or his or her authorised representative in connection with the implementation of the University's financial policies, these financial regulations and the system of financial control.

Staff shall provide the Chief Finance Officer with such financial and other information as he or she may deem necessary, from time to time, to carry out the requirements of Council.

Staff shall immediately notify the University Secretary who will inform the relevant officers whenever any matter arises which involves, or is thought to involve, irregularities concerning, *inter alia*, cash or property of the University. The University Secretary shall take such steps as he or she considers necessary by way of investigation and report in accordance with the University Code of Practice on Serious Financial Misconduct and Irregularities.

8 Risk Management

- 8.1 The University acknowledges the risks inherent in its business, and is committed to managing all risks that pose a significant threat to the achievement of its business objectives and financial health. Guidance on the level of risk considered to be acceptable/unacceptable by the University (risk appetite) will be set out in a separate risk management policy.
- 8.2 Council has overall responsibility for ensuring the University has a robust and comprehensive system of risk management. This requires a common approach to the management of risk embedded throughout the University through a formal, structured risk management process.
- 8.3 Council requires that the risk management policy and process include:
- use of common terminology in relation to the definition of risk and risk management
 - the establishment of University-wide criteria for the measurement of risk, linking the threats to their potential impact and the likelihood of their occurrence together with a sensitivity analysis
 - a decision on the level of risk to be accepted, together with tolerance levels expressed in terms of measurable outcomes
 - a decision on the level of risk to be covered by insurance
 - regular review at Faculty or Directorate level to identify significant risks associated with the achievement of key objectives
 - development of risk management and contingency plans for all significant risks, to include a designated 'risk owner' who will be responsible and accountable for managing the risk in question

- regular reporting to Council of all risks above established tolerance levels
- an annual review of the implementation of risk management arrangements

The policy and process must be capable of independent verification or audit.

- 8.4 Deans and Directors should ensure they are aware of all legal liability risks arising from agreements negotiated within their Faculty or Directorate with external bodies. More detail can be found at <https://unibradfordac.sharepoint.com/sites/risk-management-intranet>.

9 Public Interest Disclosure (Whistleblowing)

- 9.1 Whistleblowing in the context of the Public Interest Disclosure Act is the disclosure by an employee (or other party) about malpractice in the workplace. A whistleblower can blow the whistle about crime, civil offences (including negligence, breach of contract, etc.), miscarriage of justice, danger to health and safety or the environment and the cover-up of any of these. It does not matter whether or not the information is confidential and the whistleblowing can extend to malpractice occurring in the UK and any other country or territory.

- 9.2 The University's Whistleblowing (Public Interest Disclosure) Code of Practice, is available at; <http://www.brad.ac.uk/governance/policies-strategies-statements/policies/a-to-z/>

10 Code of Conduct

- 10.1 The University is committed to the highest standards of openness, integrity and accountability. It seeks to conduct its affairs in a responsible manner, having regard to the principles established by the Committee on Standards in Public Life. In addition, the University expects that staff at all levels will observe its code of ethical standards and code of conduct for staff involved in procurement, as specified in the Financial and Purchasing Procedures.
- 10.2 Additionally, members of Council, members of Executive Board, Senate, and those involved in procurement are required to disclose interests in the University's register of interests maintained by the University Secretary. They will also be responsible for ensuring that entries in the register relating to them are kept up to date regularly and promptly, as prescribed in the Financial Procedures.
- 10.3 In particular, no person shall be a signatory to a University contract where he or she also has an interest in the activities of the other party.

10.4 Receiving gifts or hospitality

The University is committed to ensuring that an effective anti- bribery programme is adopted with a zero tolerance policy towards bribery and corruption. The University's Anti-Bribery & Corruption Policy is available at;

www.bradford.ac.uk/finance/financial-information/fin-regs-policies-procedures-and-guidelines/

The University will conduct its affairs in a responsible manner and expects the highest standards of openness, integrity and accountability. For many organisations gifts and hospitality are part of building relationships and in some societies they are required behaviour. The University policy is designed as an adequate procedure to prevent expenditure being used as a potential bribe and extends to everyone employed by or dealing with the University. Furthermore, it is illegal under the provisions of the Bribery Act 2010 for payments to be made with the intent to influence a foreign public official with the aim of retaining or obtaining an advantage in the conduct of business and if they confer an advantage directly or indirectly. The University is therefore committed to the following values:

- The University prohibits the offer or receipt of gifts, hospitality or expenses whenever they could affect or be perceived to affect the outcome of business transactions and are not reasonable and bona fide.
- Promotional expenditure is permitted where this is transparent, proportionate, reasonable and bona fide within the confines of University regulations and policy.
- The conduct of individuals should not create suspicion of any conflict between their official duty and their private interest
- The action of individuals acting in an official capacity should not give the impression (to any member of the public, to any organisation with whom they deal or to their colleagues) that they have been (or may have been) influenced by a benefit to show favour or disfavour to any person or organisation.

Thus, members of staff should not accept any gifts, rewards or hospitality (or have them given to members of their families) from any organisation or individual with whom they have contact in the course of their work that would cause them to reach a position whereby they might be, or might be deemed by others to have been, influenced in making a business decision as a consequence of accepting such hospitality. The frequency and scale of hospitality accepted should not be significantly greater than the University would be likely to provide in return.

When it is not easy to decide between what is and what is not acceptable in terms of gifts or hospitality, the offer should be declined or advice sought from the relevant Dean, Director or the Chief Finance Officer. Detailed guidance on the acceptance of gifts or hospitality is contained in the University's Entertaining, Hospitality and Gifts Policy. This also contains a specific requirement for all staff to declare to the Associate Director of Procurement all offers of gifts exceeding a value of £25.00 for recording in a register. A copy of the hospitality policy is available at;

<https://www.bradford.ac.uk/finance/financial-information/fin-regs-policies-procedures-and-guidelines/>

10.5 Compliance with Criminal Finance Act

It is an offence under the Criminal Finance Act (CFA) 2017 for members of staff, agents and associates [someone who performs services either for the University or on its behalf] to facilitate tax evasion by another party.

The University's policy in respect of ensuring compliance with the Criminal Finance Act can be found on the University website. NOTE FOR FINANCE COMMITTEE – THIS SITE IS IN PRODUCTION AND ALL REFERENCES WILL BE UPDATED IN DUE COURSE.

C FINANCIAL MANAGEMENT AND CONTROL

11 *Financial Planning and Budget Preparation*

11.1 The Chief Finance Officer is responsible for preparing annually a rolling five year Finance Strategy for approval by Council on the recommendation of the Executive Board and for preparing financial forecasts for submission to the OfS.

All strategies and plans approved by the Council on recommendation from Executive Board through the University's planning cycle should be mutually coherent and consistent. The Financial Strategy will set out the top-level financial performance targets and parameters, which will help the Chief Finance Officer in preparing the more detailed financial plans for the University. The preparation of the financial budget is overseen by the Chief Finance Officer and the Financial Management team.

The Chief Finance Officer recommends the approach to be taken each year to the planning cycle, the result of which is a delivery plan comprising the income and expenditure budget;

student number plans; a supporting staffing plan; action plans relating to change and business-as-usual activities; and related performance metrics. Members of the Executive Board and their teams work with the Financial Management in the preparation of the financial estimates. The final draft budget is submitted to the Chief Finance Officer who will consolidate the University position and submit to the University committee for final approval.

The Chief Finance Officer is responsible for the preparation of the cash flow forecast, projected year-end balance sheet and the capital investment plan; these will all be considered and submitted to Executive board for consideration, Finance Committee and Council for approval.

11.3 Resource allocation and Budget Delegation

Resources are allocated annually by Council on the recommendation of the Executive Board, and on the basis of the Financial Strategy and related strategies. Deans and Directors are responsible for the economic, effective and efficient use of resources allocated to them.

The approved budget is then delegated to the relevant member of the Executive Board who is accountable for the delivery of the income and expenditure contained within the approved budget. The relevant member of Executive Board must ensure that there is effective day to day monitoring in place to identify any potential variances from budget in a timely manner and that appropriate corrective action is taken. Significant departures from the budget should be reported to the Financial Management team immediately.

The Chief Finance Officer is responsible for providing appropriate financial information to Senior Management Team, Executive Board, Finance Committee and Council to allow a consistent approach to be taken to any financial risks or opportunities which present themselves throughout each financial year. Budget adjustments in year and treatment of year end balances are subject to approval by the Executive Board and Council.

11.4 Going Concern

In the event that the University is no longer a going concern, the delegated authority moves to the Council in place to manage the University through that process, or through whatever mechanism is agreed with the OfS.

11.5

Capital and Infrastructure Investment Plans

Capital and Infrastructure investment plans include all investment expenditure on land, buildings, valuable equipment, fixtures, fittings and associated costs whether or not they are funded from

capital grants or capitalised for inclusion in the University's financial statements. Expenditure of this type can only be considered as part of the capital investment plan when approved by Council.

The Chief Finance Officer will establish protocols for the inclusion of capital projects in the capital investment plan for approval by Council. These will set out the information that is required for each proposed project as well as the financial criteria that they are required to meet. A business case should be prepared by the Faculty /Directorate for the project which will be considered by the Investment panel who make recommendation to the University's committees.

The Chief Finance Officer will also maintain procedures for the approval of variations, including the notification of large variations to the OfS, as laid down in OfS guidelines.

The Chief Finance Officer is responsible for providing regular statements concerning all capital expenditure to Executive Board for monitoring purposes.

Following completion of a capital project, a post-project evaluation or final report should be submitted to the Executive Board including actual expenditure against budget and reconciling funding arrangements where a variance has occurred as well as other issues affecting completion of the project. Post-project evaluations may also need to be sent to the OfS.

11.7 Overseas activity

In planning and undertaking overseas activity, the University must have due regard to the relevant guidelines issued by the OfS.

11.8 Other major developments

Any new aspect of business, or proposed establishment of a company or joint venture, which will require an investment in buildings, resources or staff time of more than £50,000 that is outside of the approved budget should be presented for approval to the Executive Board.

The Chief Finance Officer will maintain the protocols for these major developments to enable them to be considered for approval by Council. These will specify the information that is required for each proposed development as well as the financial criteria that they are required to meet.

12 Financial Control

12.1 Budgetary control

The control of income and expenditure within an agreed budget is the responsibility of the designated budget holder, who must ensure that day-to-day monitoring is undertaken effectively. Budget holders are responsible to their Dean or Director for the income and expenditure appropriate to their budget.

Significant departures from agreed budgetary targets must be reported immediately to the Chief Finance Officer by the Dean or Director concerned and, if necessary, corrective action taken.

12.2 Financial information

Budget holders are assisted in their duties by management information provided by the Financial Management Team. The types of management information available to the different levels of management are described in the detailed Financial Procedures, together with the timing at which they can be expected.

The Chief Finance Officer is responsible for supplying budgetary reports on all aspects of the University's finances to the Finance Committee and the Executive Board on a basis determined by Chief Finance Officer but subject to any specific requirements of the OfS. The relevant extracts from the overall position where appropriate are reported to each committee so that they are aware of their own financial performance against budget. These reports are presented to Council, which has overall responsibility for the University's finances.

13 Accounting Arrangements

13.1 Financial year

The University's financial year will run from 1 August until 31 July the following year.

13.2 Basis of accounting

The consolidated financial statements are prepared on the historical cost basis of accounting and in accordance with applicable standards of accounting practice.

13.3 Format of the financial statements

Council is responsible for approval of the annual Financial Statements of the University. These are prepared in accordance with the Statement of Recommended Practice *Accounting for Further and Higher Education*, subject to any specific requirements of the OfS, and in accordance with applicable accounting standards. The accounting policies are set out in the annually published financial statements.

13.4 Accounting records

The Chief Finance Officer is responsible for the retention of financial documents. These should be kept in a form that is acceptable to the relevant authorities. The University is required by law to retain prime financial documents or approved electronic copies for the current financial year plus six years. These documents will be held in line with the the General Data Protection Regulation (GDPR) which will be in place from 2018. The Chief Finance Office will also make appropriate arrangements for the retention of records to comply with any specific requirements of funding organisations such

as regional development agencies and the European Union.

13.5 Freedom of Information

To enable the University to comply with the terms of the Freedom of Information Act 2000 and to also meet with the requirements of the Charities Act 1993, the University publishes its most recent Financial Statements on its web pages following approval by the University Council each year.

Additionally the Freedom of Information Act 2000 promotes greater openness and accountability across the public sector, including universities, to make information available proactively through a publication scheme. Published information in respect of financial resources is available as part of the University publication scheme at; <http://www.bradford.ac.uk/publication-scheme/our-publication-scheme/#Finance-tab>

13.6 Taxation

The Chief Finance Officer is responsible for advising, in the light of guidance issued by the appropriate bodies and relevant legislation as it applies, on all taxation issues, relevant to the University. Therefore the Chief Finance Officer will issue instructions to Faculties, Directorates and individual staff on compliance with statutory requirements including those concerning VAT, PAYE, national insurance, corporation tax and import duty.

The Chief Finance Officer is responsible for maintaining the University's tax records, making all tax payments, receiving tax credits and submitting tax returns by the due date.

14 *Audit Requirements*

14.1 General

External Auditors and Internal Auditors shall have authority to:

- access University premises at reasonable times
- access all assets, records, documents and correspondence relating to any financial and other transactions of the University
- require and receive such explanations as are necessary concerning any matter under examination
- require any employee of the University to account for cash, stores or any other University property under his or her control
- access records belonging to third parties, such as contractors, when required.

The Chief Finance Officer is responsible for agreeing a timetable for final accounts purposes and will advise staff and the External Auditors accordingly.

Following consideration by the Executive Board, key elements of the financial statements should be reviewed by the Audit Committee. On the recommendation of both Executive Board and the Audit Committee they will then be submitted to Council for approval and to the Court.

14.2 External audit

The appointment of External Auditors will take place at least every five years and is the responsibility of Council. Council will be advised by the Audit Committee.

The primary role of external audit is to report on the University's financial statements and to carry out such examination of the statements and underlying records and control systems as are necessary to reach their opinion on the statements and to report on the appropriate use of funds. Their duties will be in accordance with the regulatory framework and the Auditing Practices Board's statements of auditing standards.

14.3 Internal audit

The internal auditor is appointed by Council on the recommendation of the Audit Committee.

The OfS Conditions require the University to maintain an effective internal audit function and with an approach and practices in accordance with advice set out in regulatory regime. The prime responsibility of the internal audit service is to provide Council, the Vice-Chancellor and senior management with assurances on the adequacy and effectiveness of risk management, internal control and governance and the effectiveness of arrangements to ensure economy, efficiency and accuracy of data returns.

The internal audit service remains independent in its planning and operation but has direct access to Council, the Vice-Chancellor and Chair of the Audit Committee. The internal auditor will plan work and comply with the relevant International Standards for the Professional Practice of internal auditing and OfS Conditions.

14.4 Fraud, Bribery and corruption

It is the duty of all members of staff, management and Council to notify the University Secretary immediately whenever any matter arises which involves, or is thought to involve, irregularity, including fraud, bribery, corruption or any other impropriety.

The University Secretary shall follow the Fraud policy and Fraud Response Plan (and refer to the University's Anti-Bribery & Corruption Policy), which incorporates the following key elements:

- the University Secretary can immediately refer the matter to another appropriate external

authority such as the police or a professional body.

- in the case of fraud the University Secretary will require an investigation and report. The University Secretary can appoint an Investigating Officer.
- the fraud will normally be referred to the Internal Auditor.
- any significant cases of fraud or irregularity may have to be reported to the Audit Committee, Council, External Auditor, University Insurers or OfS.

If the suspected crime is thought to involve the University Secretary and/or the Vice-Chancellor, the member of staff shall notify the Chair of the Audit Committee directly of their concerns regarding irregularities. Copies of the full policy are available at; <http://www.bradford.ac.uk/finance/financial-information/fin-regs-policies-procedures-and-guidelines/>

14.5 **Value for money**

It is a requirement of the OfS regulatory framework that the Council of the University has an underlying duty of care to ensure that public funds are spent on the purposes for which they are intended and that value for money is obtained. It should keep under review its arrangements for managing all the resources under its control, taking into account guidance on good practice issued from time to time by the OfS, the National Audit Office, the Public Accounts Committee or other relevant bodies.

To fulfill this responsibility, the University will prepare and revise each year a policy for achieving value for money and the annual Financial Statement will provide evidence of compliance with the our value for Money principles. Internal audit will also have regard to value for money in its program of work and value for money processes are incorporated within the planning and budgetary cycles, procurement and general management of resources. These measures will be used to enable the Audit Committee to provide appropriate value for money assurances to Council. The full policy is available at; <http://www.bradford.ac.uk/finance/financial-information/fin-regs-policies-procedures-and-guidelines/>

14.6 **Other auditors**

The University may, from time to time, be subject to audit or investigation by external bodies such as the OfS, National Audit Office, European Commission Auditors, European Court of Auditors, HM Revenue and Customs and auditors appointed by other external funders/sponsors of research grants and contracts. They have the same rights of access to information and records as External and Internal Auditors.

15 Treasury Management

15.1 Treasury management and long term investment policy

The Finance Committee is responsible for approving a treasury management policy statement setting out a strategy and policies for cash management, long-term investments and borrowings. This will require compliance with the prevailing OfS Conditions. The Finance Committee has a responsibility to ensure implementation, monitoring and review of such policies.

All executive decisions concerning borrowing, investment or financing (within policy parameters) shall be delegated to the Chief Finance Officer with appropriate reporting. All borrowing shall be undertaken in the name of the University and shall conform to any relevant OfS requirements. The Chief Finance Officer and finance staff are required to act in accordance with regulatory framework.

The Chief Finance Officer will report to the Investment Committee, the Finance Committee and through to Council on the activities of the treasury management operation and on the exercise of treasury management powers delegated to him or her.

15.2 Appointment of bankers and other professional advisers

Council is responsible for the appointment of the University's bankers and other professional financial advisers (such as investment managers) on the recommendation of the Finance Committee. The appointment shall be for a specified period after which consideration shall be given by the Finance Committee to competitively tendering the service.

15.3 Banking arrangements

The Chief Finance Officer is responsible, on behalf of the Finance Committee, for liaising with the University's bankers in relation to the University's bank accounts and all methods of payment to and by the University. All instruments of payment shall be ordered on the authority of the Chief Finance Officer, who shall make proper arrangements for their safe custody.

Only the Chief Finance Officer may open or close a bank account for dealing with the University's funds. All bank accounts shall be in the name of the University or one of its subsidiary companies.

All payment made on behalf of the University, through whatever approved method, must be authorized in accordance with the relevant bank mandate approved by Council.

All automated transfers on behalf of the University, such as BACS or CHAPS, must also be authorised in the appropriate manner and in accordance with the mandate approved by Council. The Chief Finance Officer is responsible for ensuring that all bank accounts are subject to regular reconciliation and that large or unusual items are investigated as appropriate.

15.4 Borrowing arrangements

Loan facilities made on behalf of the University can only be undertaken with Council authority and if for that purpose any mortgage or charge on all or part of the University's assets must be approved by Council.

16 Income

16.1 General

The Chief Finance Officer is responsible for ensuring that appropriate procedures are in operation to enable the University to receive all income to which it is entitled.

All receipt forms, invoices, tickets or other official documents in use and electronic collection systems must have the prior approval of the Chief Finance Officer.

Levels of charges for contract research, services rendered, goods supplied and rents and lettings are determined by procedures approved by the Executive Board, and Council.

The Chief Finance Officer is responsible for the prompt collection, security and banking of all income received. Where income is received in the form of cash, the University's Cash handling procedures and guidance must be followed.

The Chief Finance Officer is responsible for ensuring that all grants notified by the OfS and other bodies are received and appropriately recorded in the University's accounts.

The Chief Finance Officer is responsible for ensuring that all claims for funds, including research grants and contracts, are made by the due date.

16.2 Maximisation of income

It is the responsibility of all staff to ensure that revenue to the University is maximised by the efficient application of agreed procedures for the identification, collection and banking of income. In particular, this requires the prompt notification to the Chief Finance Officer of sums due so that collection can be initiated.

Calculation of Tuition Fees

The Fees and Scholarships Committee makes recommendations to the Executive who approve fees, scholarship and bursaries for each financial year. Tuition fees payable by each students shall be calculated and billed by the student Fees and Finance team reporting to the Registrar. Detailed procedures will be maintained to ensure accurate calculation and processing.

16.3 Receipt of cash, cheques and other negotiable instruments, receipts by credit or debit card and online receipts.

The Chief Finance Officer is responsible for ensuring appropriate Financial controls and procedures are maintained and followed.

16.4 **Collection of debts /bad debt**

The Chief Finance Officer is responsible for ensuring appropriate Financial controls and debt collection procedures are maintained in line with the approved Credit Control policies for both Student and Commercial debtors. <https://unibradford.ac.sharepoint.com/sites/finance-intranet/SitePages/regulations-policies-procedures-guidelines.aspx>

16.6 **Student loans**

Records will be maintained by the Finance Directorate to support all transactions involving all loans to students made by the Student Loans Company

16.7 **Emergency/hardship loans and grants**

The University's scheme for emergency/hardship is approved by the fees and scholarships committee. This includes the maximum assistance that can be given in any individual case. Under no circumstances should payments be made other than in accordance with the approved scheme.

The Chief Finance Officer is responsible for ensuring the adequacy of the systems in place for:

- approving loans and grants in accordance with the scheme
- paying loans and grants that have been approved
- recovering loans that have been made

17 *Research Grants and Contracts*

17.1 **General**

Research can be defined as original investigation, undertaken to gain new knowledge and understanding, which may be directed towards a specific aim or objective.

It can use existing knowledge in experimental development to produce new or substantially improved materials, devices, products and processes including design and construction. It excludes routine testing and analysis of materials, components and processes.

The term 'research grant' includes research projects funded by the UK research councils, charities, the higher education funding bodies and EU and other international government bodies as per FRS102.

All other externally financed research projects are classified as 'research contracts'.

Where approaches are to be made to outside bodies for support for research projects or where contracts are to be undertaken on behalf of such bodies, it is the responsibility of the Dean to ensure that the financial implications have been appraised by the Chief Finance Officer. This will include obtaining a set of grant terms and conditions from each organisation providing funding to enable appropriate monitoring of compliance.

The Chief Finance Officer is responsible for ensuring a process for formal application of grants to include adequate provision of resources to meet all commitments. The Chief Finance Officer should ensure that the full cost of research contracts is established. The research agreement must be in line with the University's policy with regard to indirect costs and other expenses and taking account of different procedures for the pricing of research projects depending on the nature of the guidelines.

Research grants and contracts shall be accepted on behalf of the University by officers in accordance with Council's schedule of delegated authority. The Chief Finance Officer shall maintain all financial records relating to research grants and contracts and shall initiate all claims for reimbursement from sponsors by the due date. Each grant or contract will have a named supervisor or grant holder and will be assigned to a specific budget holder.

Control of pay and non-pay expenditure will be contained within the Faculty. The Dean may delegate day-to-day control of the account to a supervisor or grant holder, but any overspend or under-recovery of overheads is to be the clear responsibility of the budget holder with any loss being a charge on Faculty funds.

The DVC for research will continue to oversee the governance and compliance of grant awards in line with research regulations

17.2 Recovery of overheads

Full economic cost should be recovered on all external grants, if this is not possible a funding source for the shortfall should be identified.

17.3 Costing/transparency

The University continues to adopt the principles on costing and pricing (Transparency Review).

Staff undertaking research activity will maintain the records specified by the Chief Finance Officer to enable compilation of returns to the OfS which meet the requirements of the Transparency Review.

17.4 Grant and contract conditions

Many grant-awarding bodies and contracting organisations stipulate conditions under which their funding is given. In addition, there are often procedures to be followed regarding the submission of interim or final reports or the provision of other relevant information.

Failure to respond to these conditions often means that the University will suffer a significant financial penalty. It is the responsibility of the named supervisor or grant holder to ensure that conditions of funding are met.

Any loss to the University resulting from a failure to meet conditions of funding is the responsibility of the named supervisor or grant holder and will be charged against Faculty funds.

18 Other Income-Generating Activity

18.1 Private consultancies and other paid work

Unless otherwise stated in a member of staff's contract:

- outside consultancies or other paid work may not be accepted without the consent of the Dean of Faculty or the DVC (Research)
- applications for permission to undertake work as a purely private activity must be submitted to the Dean or PVC (RKTS), advised by the Director of Human Resources as appropriate, and include the following information:
 - the name of the member(s) of staff concerned
 - the title of the project and a brief description of the work involved
 - the proposed start date and duration of the work
 - full details of any University resources required (for the calculation of the full economic cost)
 - an undertaking that the work will not interfere with the teaching and normal University duties of the member(s) of staff concerned.

18.2 Short courses and services rendered

In this context a short course is any course which does not form part of the award-bearing teaching load of the Faculty.

Any staff wishing to run a short course must have the permission of their Dean or nominated line manager. The course organiser will be responsible to the Dean for day-to-day management of the course.

The term 'services rendered' includes testing and analysis of materials, components, processes and other laboratory services or the use of existing facilities in order to gain additional information.

18.3 Off-site collaborative provision (franchising)

Any contract or arrangement whereby the University provides education to students away from University premises, or with the assistance of persons other than the University's own staff or with independent partner organisations, must be subject to procedures specified by the University Secretary.

Where the partnership would represent a significant departure from the University's strategic plan, Council shall approve the departure, and the Vice-Chancellor shall seek the views of and inform the OfS.

18.4 Externally provided matched funding

Any such project requires the approval of a nominated authorised officer prior to any commitment being entered into. Such approval shall be dependent upon the relevant Dean being able to demonstrate that eligible matching funds are available and that the project is financially viable by the application of the University's costing and pricing policy.

18.5 Profitability and recovery of overheads

All other income-generating activities must be self-financing or surplus-generating unless it is intended that a new course or initiative is to be launched as a loss leader. Proposals for new programmes are normally scrutinised through the Phase 1/Phase 2 approval arrangements. If that is not the case, the reason for it must be specified and agreed by the Dean or Director, the Chief Finance Officer, and the Chair of the Phase 1 Panel.

Other income-generating activities organised by members of staff must be costed and agreed with the Chief Finance Officer before any commitments are made. Provision must be made for charging both direct and indirect costs in accordance with the University's costing and pricing policy, in particular for the recovery of overheads.

18.6 Deficits

Any unplanned deficits incurred on other income-generating activities will be charged to School or departmental funds.

18.7 Additional contributions to Faculties and Directorates

Distribution of profits on other income-generating activity between central funds of the University and individual Faculties and Directorates will be in accordance with the policy approved by the Executive Board.

18.8 Additional payments to staff

Any proposal that involves additional payments to members of staff should be supported by a schedule of names and values and must be approved by the Dean or Director or their nominated

officers and in the case of a Dean, Director, Pro-Vice-Chancellor or Deputy Vice-Chancellor the Vice-Chancellor.

19 Intellectual Property Rights and Patents

19.1 General

Certain activities undertaken within the University including research and consultancy may give rise to ideas, designs and inventions which may be patentable. These are collectively known as intellectual property.

19.2 Patents

The Executive Board is responsible for establishing procedures to deal with any patents accruing to the University from inventions and discoveries made by staff in the course of their research.

19.3 Intellectual property rights

The University claims ownership of any intellectual property devised or created by persons employed by the University in the course of their employment. In the event of the University deciding to become involved in the commercial exploitation of inventions and research, the matter should be progressed in accordance with established intellectual property policy and procedures approved by Council, these can be found at;

<https://www.bradford.ac.uk/business/intellectual-property/>

20 Expenditure

20.1 General

The Chief Finance Officer is responsible for making payments to suppliers of goods and services to the University.

20.2 Purchasing

The Dean or Director is responsible for purchases within his or her Faculty or Directorate. Purchasing authority may be delegated to named individuals within the financial limits approved by Council in the Schedule of Delegation for Finance and Purchasing. In exercising this delegated authority, budget holders are required to observe the purchasing policies and financial procedures.

The Finance Directorate shall maintain a register of all authorised signatories and Deans and Directors must supply specimen signatures of those authorised to certify invoices for payment for paper based systems. Staff are not permitted to commit the University to any form of expenditure unless duly authorised.

Under procedures agreed by the Chief Finance Officer, central control shall be exercised over the creation of requisitioners and authorisers and their respective financial limits and must be notified immediately of any changes to the authorities to commit expenditure.

Deans, Directors and other budget holders are not authorised to commit the University to expenditure without first reserving sufficient funds to meet the purchase cost.

At least two approved officers must be involved in all payments for goods and services to provide a division of duties between the approval of an order , goods receipting and the approval of an invoice for payment following receipt of the goods or service involved.

20.3 Procurement

The University requires all budget holders, irrespective of the source of funds, to obtain supplies, equipment and services at the lowest possible cost consistent with quality, delivery requirements and sustainability, and in accordance with sound business practice. Factors to be considered in determining lowest cost are noted in the Financial purchasing procedures.

The Associate Director of Procurement is responsible to the Chief Finance Officer for:

- ensuring that the University's purchasing policy is known and observed by all involved in purchasing for the University
- advising on matters of University purchasing policy and practice
- advising and assisting Faculties and Directorates where required on specific purchases
- developing appropriate standing supply arrangements on behalf of the University to assist budget holders in meeting their value for money obligations
- vetting large orders before they leave the University
- the drafting and negotiation of all large-scale purchase contracts undertaken by the University, in collaboration with the responsible areas
- ensuring that the University complies with EU regulations on public purchasing policy

20.4 Purchase orders

The ordering of goods and services shall be in accordance with the University's Purchasing policy and procedures.

20.5 University Credit Cards

Control of the University's credit cards is the responsibility of the Chief Finance Officer. All authorised card holders must only use credit cards for the purposes issued and in compliance with Financial regulations and procedures.

20.6 **Tenders and quotations**

Deans, Directors and delegated budget holders must comply with the University's tendering procedures contained in the Financial and Purchasing policy and procedures.

Only partnership arrangements for the supply of goods or services specifically approved by the Executive Board or Council will fall outside these arrangements for tenders and quotations.

The main points covered by the University's tendering procedures may be subject to special rules imposed by funding bodies.

20.7 **Post-tender clarification**

Post-tender clarification (i.e. after receipt of formal tenders but before signing of contracts) with a view to improving price, delivery or other tender terms can be entered into, provided:

- it would not put other tenderers at a disadvantage
- it would not affect their confidence and trust in the University's tendering process.

The central procurement team will provide further advice and guidance in any such circumstances.

20.8 **Building Contracts**

Building contracts are the responsibility of the Executive Board or Council and are administered by the University's Heads of estates functions with advice from the University's Legal and Governance Team as appropriate.

Proposals will normally be initiated by the Heads of estates functions in respect of planned replacements, general improvement schemes, space planning or in response to requests from Faculties or Directorates.

Consultants may be appointed if the project is too large or too specialised for Estates function resources. Appointments shall be subject to tendering and other purchasing procedures as appropriate.

Proposals shall be presented in the form of a business case or investment appraisal prepared in conjunction with the Chief Finance Officer as appropriate for Executive Board consideration. Investment appraisals should comply with appropriate OfS guidance.

Following consideration by the Executive Board, and approval by Council, submissions should be forwarded to the OfS where appropriate. If the required agreement is secured from the OfS, OfS procedural rules should be followed. OfS guidance on best practice should be followed even when OfS approval is not required.

The achievement of value for money will be an objective in the letting of all contracts.

Conditions of contract for the purchase of goods and services will be followed as described in the University's Financial Procedures and the University's standard terms and conditions.

20.9 Procurement regulations

The central procurement team is responsible for ensuring the University complies with its legal obligations concerning procurement legislation and the Foreign Corrupt Practices Act, along with the UK Bribery Act 2010. Procurement regulations apply to written contracts for all forms of procurement, purchase or hire (whether or not hire purchase) with a total value exceeding the published threshold value.

The central procurement team will advise Deans and Directors on the thresholds that are currently in operation. A breach of these regulations is actionable by a supplier, potential supplier or the relevant funding body if applicable.

It is the responsibility of Deans and Directors to ensure that their members of staff comply with procurement regulations by notifying the central procurement team of any purchase that is likely to exceed the thresholds.

The central procurement team submit to HEPA annually details on expenditure which exceeds the threshold. Information is provided to Executive board members.

20.10 Receipt of goods and services

The receipt of goods and services shall be in accordance with the University's Financial procedures.

20.11 Payment of invoices

The payment of invoices for the supply of goods and services shall be in accordance with the University's Financial procedures and standard terms and conditions.

20.12 Staff reimbursement

The University's purchasing and payments procedures are in place to enable the majority of non-pay supplies to be procured through the creditors system without staff having to incur any personal expense. However, on occasion, staff may incur expenses, most often in relation to travel, and are entitled to reimbursement. All claims for reimbursement must be supported with valid receipts in line with the Travel and Expenses Policy.

Where such purchases by staff are planned, the Chief Finance Officer and the relevant Dean or Director may jointly approve cash advances to staff who will incur expenditure on the University's behalf. Upon completion of the travel or project to which the advance relates, within one month a final account must be prepared with supporting receipts, to demonstrate how the advance was disbursed and any unspent balance repaid.

20.13 **Petty cash**

Petty cash funds may be issued to Faculties and Directorates for small purchases relevant to the work of the University and these funds must be managed and controlled in accordance with financial procedures.

20.14 **Other payments**

Payments for maintenance and other items to students on behalf of sponsoring organisations shall be made on the authority of the Chief Finance Officer, supported by detailed claims approved by the Dean or their nominated officer.

Individual payments under 'outward collaborative provision' contracts shall be authorised by the DVC (Academic) and Chief Finance Officer. This authority shall be on the basis that the payment represents a bona fide element of the contract which has been approved under a scheme set out by the Executive Board.

20.15 **Late payment rules**

Rules for late payments shall be applied as specified in the University's Financial Procedures.

20.16 **Project advances**

The Chief Finance Officer and the relevant Dean or Director may jointly approve cash advances for projects carried out away from the University, where cash expenditure may be unavoidable. Other forms of payment will be expected to be used wherever possible, such as an official purchase order and subsequent payment or a University purchasing card. Upon completion of the travel or project to which the advance relates, within one month a final account must be prepared with supporting receipts, to demonstrate how the advance was disbursed and any unspent balance repaid.

20.17 **Providing hospitality**

Staff providing hospitality to guests from external organisations are expected where practical to use the University's own catering facilities. Where this is not the case, reasons must be stated when submitting a claim for reimbursement.

The limits concerning acceptable expenditure for entertaining guests are set out in the University's Hospitality Policy.

21 *Pay Expenditure*

21.1 **Remuneration policy**

All University staff will be appointed to the salary scales approved by Council and in accordance with appropriate conditions of service. All letters of appointment must be issued by the Human

Resources and Organisational Development Directorate.

Salaries and other benefits for senior management reporting into the Vice-Chancellor will be determined by the Remuneration Committee set up by Council.

21.2 Appointment of staff

All contracts of service shall be concluded in accordance with the University's approved Human Resources Policies personnel practices and procedures and all offers of employment with the University shall be made in writing by the Director of Human Resources and OD. Budget holders shall ensure that the Chief Finance Officer and the Director of Human Resources and OD are provided promptly with all information they may require in connection with the appointment, resignation or dismissal of employees.

21.3 Salaries and wages

The Chief Finance Officer is responsible for all payments of salaries and wages to all staff including payments for overtime or services rendered. All timesheets and other pay documents, including those relating to fees payable to external examiners, visiting lecturers or researchers, will be in a form prescribed or approved by the Chief Finance Officer.

The Director of Human Resources and OD will be responsible for keeping the Chief Finance Officer informed of all matters relating to personnel for payroll purposes. In particular these include:

- appointments, resignations, dismissals, supervisions, secondments and transfers
- absences from duty for sickness or other reason, apart from approved leave
- changes in remuneration other than normal increments and pay awards
- information necessary to maintain records of service for superannuation, income tax and national insurance.

The Chief Finance Officer is responsible for payments to non-employees and for informing the appropriate authorities of such payments. All employees will be included on the payroll unless they provide evidence that they are deemed to fall outside IR35 legislation concerning personal service companies.

The Chief Finance Officer shall be responsible for keeping all records relating to payroll including those of a statutory nature. All payments must be made in accordance with the University's detailed payroll procedures and comply with HMRC regulations.

21.4 Pension schemes

Council is responsible for undertaking the role of employer in relation to appropriate pension arrangements for employees.

The Chief Finance Officer is responsible for day-to-day pension matters, including:

- auto-enrolment of new staff in an approved pension scheme
- paying contributions to pension schemes
- preparing the annual returns to pension schemes
- administering the University's pension funds.

The Chief Finance Officer is responsible for administering eligibility to pension arrangements and arranging when deductions should begin or cease for staff.

21.5 Travel, subsistence and other allowances

All claims for payment of subsistence allowances, travelling and incidental expenses shall be completed in a form approved by the Chief Finance Officer.

Claims by members of staff must be authorised by the relevant Executive Board member or the Vice-Chancellor in the case of senior managerial staff unless delegated to an approved nominated officer. Certification by a line manager shall be taken to mean that:

- the journeys were authorised
- the expenses were properly and necessarily incurred and receipted
- the allowances are properly payable by the University in line with approved policies
- consideration has been given to value for money in choosing the mode of transport.

Travel expenses incurred by the Vice-Chancellor shall be approved by the Chief Finance Officer as the specifically nominated officer, whilst members of Council expenses will be approved by the Legal and Governance office. Travel expense policy and arrangements for the Chair of Council and Lay Members shall be approved by Council.

The Travel & Expenses policy is available at;

<https://www.bradford.ac.uk/finance/financial-information/fin-regs-policies-procedures-and-guidelines/>

21.6 Overseas travel

All arrangements for overseas travel must be approved by the relevant member of Executive Board (or their nominated approved officer) in advance of committing the University to those arrangements or confirmation of any travel bookings. Arrangements for overseas travel by the Vice-Chancellor or members of Council shall be approved by the Chair of Council. Arrangements for travel by the Chair shall be approved by Council.

Where spouses, partners or other persons unconnected with the University intend to participate in a trip, this must be clearly identified in the approval request. The University must receive reimbursement of costs for these persons, it may also ask for these costs to be covered in advance of confirming travel bookings.

21.7 Allowances for members of Council

Claims for members of Council will be authorised by the Legal and Governance team or approved nominated officers. Only reasonable expenses can be reimbursed.

21.8 Severance and other non-recurring payments

Severance payments shall only be made in accordance with relevant legislation and under a scheme approved by the Redundancy Committee, Remuneration Committee or Council. Professional advice should be obtained where necessary. Amounts paid shall be declared in the financial statements.

22 Assets

22.1 Land, buildings, fixed plant and machinery

The purchase, lease or rent of land, buildings or fixed plant can only be undertaken with authority from Council unless otherwise specified in the Schedule of Delegation. Compliance with OfS requirements is expected where exchequer-funded assets or exchequer funds are involved.

22.2 Fixed asset register

The Chief Finance Officer is responsible for maintaining the University's register of land, buildings, fixed plant and machinery. Deans and Directors will provide the Chief Finance Officer with any information he or she may need to maintain the register.

22.3 Inventories

Deans and Directors are responsible for maintaining inventories, in a form prescribed by the Chief Finance Officer, for all plant, equipment, furniture and stores in their Faculties and Directorates. The inventory must include items donated or held on trust.

Inventories must be managed and physically checked on a regular basis as specified in the University's Financial procedures.

22.4 Stocks and stores

Deans and Directors are responsible for establishing adequate arrangements for the custody and control of stocks and stores within their Faculties and Directorates.

22.5 Safeguarding assets

Deans and Directors are responsible for the care, custody and security of the buildings, stock, stores, furniture, cash and other assets under their control. They will consult the Chief Finance Officer in any case where security is thought to be defective or where it is considered that special security arrangements may be needed.

22.6 Personal use

Assets owned or leased by the University shall not be subject to personal use without appropriate authorisation by a senior line manager.

22.7 Asset disposal

Disposal of equipment and furniture must be in accordance with procedures agreed by the Executive Board and contained in the University's Financial Procedures.

Disposal of land and buildings must only take place with the authorisation of Council. OfS consent may also be required if exchequer funds were involved in the acquisition of the asset.

22.8 All other assets

Deans and Directors are responsible for establishing adequate arrangements for the custody and control of all other assets owned by the University, whether tangible (such as stock – see above) or intangible (such as intellectual property), including electronic data.

23 Funds Held on Trust

23.1 Gifts, benefactions and donations

The Chief Finance Officer is responsible for maintaining financial records in respect of gifts, benefactions and donations made to the University and initiating claims for recovery of tax where appropriate.

23.2 Student welfare and access funds

The Chief Finance Officer will prescribe the format for recording the use of student welfare funds. Records of access funds will be maintained according to OfS requirements.

23.3 Trust funds

The Chief Finance Officer is responsible for maintaining a record of the requirements for each trust fund and for advising the Executive Board on the control and investment of fund balances.

The Chief Finance Officer is responsible for ensuring that all the University's trust funds are operated within any relevant legislation and the specific requirements for each trust. He or she will also be responsible for investment of fund balances.

23.4 **Voluntary funds**

The Chief Finance Officer shall be informed of any fund that is not an official fund of the University which is controlled wholly or in part by a member of staff in relation to their function in the University.

The accounts of any such fund shall be audited by an independent external person and shall be submitted with a certificate of audit to the appropriate body. The Chief Finance Officer shall be entitled to verify that this has been done.

24 Other regulations

24.1 **Insurance**

The Chief Finance Officer is responsible for the University's insurance arrangements, including the provision of advice on the types of cover available. As part of the overall risk management strategy, all risks will be considered and those most effectively dealt with by insurance cover will be provided for. The portfolio of insurance provision will be considered and approved by the Finance Committee annually.

The Chief Finance Officer is responsible for placing insurance cover as determined by the Finance Committee. He or she is therefore responsible for obtaining quotes, negotiating claims and maintaining the necessary records. The Chief Finance Officer will keep a register of all insurances placed by the University and the property and risks covered. He or she will also deal with the University's insurers and advisers about specific insurance requirements and issues.

Deans and Directors must ensure that any agreements negotiated within their Faculties and Directorates with external bodies cover any legal liabilities to which the University may be exposed. The University's Legal and Governance Team and the Chief Finance Officer will provide advice as appropriate to ensure this is the case. Deans and Directors must give prompt notification to the Chief Finance Officer of any potential new risks and must advise the Chief Finance Officer immediately of any event that may give rise to an insurance claim. The Chief Finance Officer will notify the University's insurers and, if appropriate, prepare a claim in conjunction with the claimant for dealing with the insurers.

The Director of Estates and Facilities is responsible for keeping suitable records of plant which is subject to inspection by an insurance company and for ensuring that inspection is carried out in the periods prescribed.

All staff using their own vehicles on behalf of the University shall maintain appropriate personal insurance cover for business use.

24.2 **Subsidiary Companies and joint ventures**

In certain circumstances it may be advantageous to the University to establish a company or a joint venture to undertake services on behalf of the University.

Any proposals to establish a subsidiary company or a joint venture should be referred to the DVC Operations and the Chief Finance Officer, who should have due regard to guidance issued by the OfS and will be responsible for taking appropriate professional advice.

Council is responsible for approving the establishment of all companies or joint ventures and the procedure to be followed. This will have regard to any guidance provided by the funding bodies. The Chief Finance Officer will thereafter be responsible for maintaining statutory records, ensuring preparation of financial returns and external audit arrangements.

24.3 **Security**

Keys to safes or other similar containers are to be carried on the person of those responsible at all times. The loss of such keys must be reported to the Chief Finance Officer immediately. The contents of safes must be within their respective maximum insurance limits at all times.

The Chief Information Officer shall be responsible for maintaining proper security and privacy of information held on the University's computer network. Appropriate levels of security will be provided, such as passwords for networked PCs together with restricted physical access for network servers. Information relating to individuals held on computer will be subject to the provisions of the Data Protection Act 1998. A data protection officer shall be nominated to ensure compliance with the Act and the safety of documents.

The Chief Finance Officer is responsible for the safekeeping of financial contractual and legal documents relating to the provision of loans/capital and financial services provide by third parties. The Legal and Governance team is responsible for the safekeeping of all other contractual and legal documents. Therefore signed copies of deeds, leases, agreements and contracts must be forwarded to the relevant area be that the Chief Finance Officer or the Legal and Governance team. All such documents shall be held in an appropriately secure location

24.4 Students' Union

The Students' Union operates as a separate charitable trust, governed by a Board of Trustees supported by a General Manager. The Students' Union is responsible for its own systems of financial control and for preparation of annual financial accounts independently from the University. Funding for the Students' Union is however reliant on a subvention from the University and the Chief Finance Officer will monitor financial performance to ensure finances are appropriately managed.

The Students' Union will ensure audited annual financial accounts and the annual report are received by Council each year.

24.5 Use of the University's seal

Where a deed or document requires the University's seal, it must be sealed by the University Secretary.

The University Secretary is responsible for submitting a report to each meeting of Council detailing the use of the University's seal since the last meeting.

24.6 Provision of indemnities

Any member of staff asked to give an indemnity, for whatever purpose, should consult the Chief Finance Officer before any such indemnity is given.