

Scheme of Delegation

British Institute of Technology Ltd

(Trading as British Institute of Technology, England)

Version: 2.0

Approved by Council: 15/08/2025

Review Cycle: Annual or upon material regulatory change

1. Purpose and Regulatory Context

This Scheme of Delegation sets out the formal delegation of authority, responsibility and accountability within the British Institute of Technology, England (the Institute).

It is designed to meet the expectations of the **Office for Students (OfS)** Regulatory Framework, including:

- Clear accountability to the Governing Body
- Effective separation between **governance** and **management**
- Identification of the **Accountable Officer**
- Clear oversight of academic quality, financial sustainability, risk, and compliance

The Governing Body (the **Council**) retains **ultimate responsibility** for compliance with the OfS conditions of registration and cannot delegate this accountability.

2. Principles of Delegation

Delegation within the Institute is underpinned by the following principles:

- **Clarity:** All delegated authority is clearly defined and documented
- **Accountability:** Responsibility may be delegated, but accountability remains with the delegating body
- **Proportionality:** Decisions are taken at the most appropriate level
- **Oversight:** Effective reporting and assurance mechanisms are in place
- **Regulatory Compliance:** Delegation supports compliance with OfS, CMA, and other statutory obligations

3. The Governing Body (The Council)

3.1 Status and Role

The Council is the Institute's **governing body** and holds ultimate responsibility for:

- Strategy and educational character
- Academic quality and standards
- Financial sustainability and solvency
- Risk management and internal control
- Compliance with OfS regulatory requirements

3.2 Matters Reserved to the Council (Non-delegable)

The Council **must not delegate** responsibility for:

- Approval of the Institute's mission, strategy, and strategic plan
- Approval of the annual budget, financial statements, and audited accounts
- Appointment, appraisal, and dismissal of the Principal (Accountable Officer)
- Approval of the Student Protection Plan
- Oversight of academic quality and standards
- Approval of material changes to courses or institutional provision
- Approval of Annual Accountability Returns to the OfS
- Approval of this Scheme of Delegation

4. Council Committees

4.1 Audit Committee (Risk, Finance and Resources)

Purpose: To provide assurance to the Council on risk, control, governance, and regulatory compliance. To oversee financial sustainability and resource deployment.

Delegated Authority:

- Review risk management framework and corporate risk register
- Oversee internal and external audit arrangements
- Monitor financial controls and value for money
- Review regulatory data assurance arrangements
- Scrutinise budgets and financial forecasts
- Monitor financial performance
- Recommend capital investment decisions
- Oversee estates and infrastructure strategy

Limitations:

- Cannot approve accounts or budgets (recommendation only)
- No authority to commit the Institute to material financial risk without Council approval

4.2 Remuneration and General Committee

Purpose: To ensure fair, transparent and proportionate remuneration.

Delegated Authority:

- Determine remuneration of the Principal and Senior Postholders
- Oversee performance objectives and appraisal outcomes

5. Academic Board

5.1 Role

The Academic Board is the Institute's **senior academic authority**, accountable to the Council.

5.2 Delegated Authority

Academic Board is responsible for:

- Academic standards and quality assurance
- Approval and review of programmes and modules
- Assessment regulations and academic policies
- Monitoring student outcomes and continuation
- Academic risk and enhancement activity

5.3 Accountability

Academic Board provides:

- At least **annual assurance reports** to the Council
- Advice on academic risks, quality, and standards
- Recommendations on academic regulatory returns

6. Principal (Accountable Officer)

6.1 Role

The Principal is the Institute's **Accountable Officer** for OfS purposes.

They are responsible for:

- Ensuring compliance with OfS conditions of registration
- Providing assurances to the Council and the OfS
- Leading the executive management of the Institute

6.2 Delegated Authority

The Principal has authority for:

- Day-to-day operational management
- Implementation of Council strategy
- Academic leadership (as Chair of Academic Board, if applicable)
- Financial management within limits set by Council
- Staffing and organisational structure

6.3 Accountability

The Principal:

- Reports directly to the Council
- Must escalate material risks immediately
- Cannot delegate accountability as Accountable Officer

7. Executive Committee

7.1 Role

Senior Executives support the Principal in operational delivery.

7.2 Delegated Authority

Senior Executives may:

- Manage operational areas within approved budgets
- Implement policies and procedures
- Make decisions within delegated financial limits

All decisions are subject to:

- Reporting requirements
- Financial regulations
- Risk and compliance frameworks

8. Financial Delegation Framework

- Financial authority limits are defined in the Financial Regulations
- All expenditure must align with approved budgets
- Material commitments require Council approval

9. Reporting and Assurance

To ensure effective oversight:

- Committees report to each Council meeting
- Academic Board provides formal annual assurance
- Principal provides regular compliance and risk reports
- Internal and external audit provide independent assurance

10. Review and Approval

This Scheme of Delegation:

- Is approved by the Council
- Is reviewed at least annually
- Must be updated following material regulatory or structural change

This Scheme of Delegation is aligned with the Office for Students Regulatory Framework, the principles of the CUC Higher Education Code of Governance, and public interest governance best practice.