

DELEGATION FRAMEWORK

Summary: The University operates within a clear framework of Board-approved decision-making authorities, which are mapped to the Articles & Instrument of Government, and subject to periodic review and re-approval.

This attached snapshot of the framework, details key decision-making authorities (version May 2026).

The tables include the different levels of authority for different types of decision (grouped by theme) for specified individuals and groups, with level one showing the highest level of authority.

Annex A: Delegation Framework Snapshot – May 2026.

Delegation Framework ☆

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Delegation ID	Authority	Delegation type	Notes	Level 1 - forum/role	Level 1 level/limit	Level 2 - forum/role	Level 2 level/limit	Level 3 - forum/role	Level 3 level/lim...	Level 4 - forum/role	Level 4 - level/limit	Level 5 - forum/role	Level 5 - level/limit	Approved by	Date appr
Theme: Appointment of auditors (1)															
D023	Approval of the appointment, and re-appointment of the external and internal audit services, the provision of any non-audit services, and dismissal of either service.	Non-financial	Level 3 - forum/role: Audit & Risk Committee Chair's action is permitted for recommendation if timescales require. Level 3 - forum/role: both of these options required.	Board of Governors	Approve	Audit & Risk Committee Chair of Audit & Risk Committee	Recommend	Vice-Chancellor & Chief Exec... Chief Finance Officer	Propose					Board of Governors	24/04/2026
Theme: Financial limits (10)															
D027	Approval of individual capital expenditure transactions	Financial	Level 3 authority subject to transaction being within approved annual budgets. University departments may incur costs to develop spending proposals for projects and programmes likely to be subject to Board of Governors approval, where these costs are within their delegated authority (<£1m) and a funding source has been identified for this purpose. Development costs may be abortive if the project or programme does not proceed. This should not entail entering into multiple contracts to fulfil a single requirement, which (when aggregated together) would otherwise exceed the threshold, for the purposes of avoiding the requirement for Board approval. This includes contracts that span across multiple financial years.	Board of Governors	Approve £1m+	University Executive Board	Approve up to £1m	Head Budget Holder	Approve up to £100k	Delegated Budget Holder Procurement	Approve up to £25k	Delegated Budget Hol...	Approve up to £5k	Board of Governors	24/04/2026
D028	Approval of purchase tenders (where the criteria for three tenders is met (value £25k+)	Financial	Level 3 authority subject to transaction being within approved annual budgets. Further detail of controls and lower limits is contained within the Procurement Policy, approved by UEB.	Board of Governors	Approve £1m+	University Executive Board	Approve up to £1m	Head Budget Holder	Approve up to £100k	Delegated Budget Holder Procurement	Approve up to £25k	Delegated Budget Hol...	Approve up to £5k	Board of Governors	24/04/2026
D036	Signatories for all payments from University bank accounts	Financial	Two signatories required. Limits apply to any individual payment on a payment run and not the total value of the file.	Vice-Chancellor & Chief Executive Chief Finance Officer ED Estates, Infrastructure & Operati... Director of Finance	Signatory £100k+	Vice-Chancellor & Chief Executive Chief Finance Officer ED Estates, Infrastructure & Operations Director of Finance Finance Head of Service Management Accountant	Signatory up to £100k	Chief Finance Officer Director of Finance Finance Head of Service Management Accountant Designated Member of the Fl...	Signatory up to £5k					Board of Governors	24/04/2026
D032	Approval of grant funding application for a research or innovation project	Financial	Total grant value to Falmouth University for the period.	Vice-Chancellor & Chief Executive	Approve £500k+	PVC Research & Knowledge Exchange	Approve up to £500k							Board of Governors	24/04/2026
D029	Approval of formal contract or legal agreement, excluding academic partnership agreements (See D029A, D029E, D029F)	Financial	E.g. approval of contract, lease, MoU where there is a financial commitment from the University. Total value to Falmouth University for the period of the agreement. Limits apply for individual contract and cumulative value of contracts entered into over twelve month period.	Board of Governors	Approve £1m+	University Executive Board	Approve up to £1m	Any two Members of Univers...	Approve up to £100k	Member of UEB	Approve up to £25k			Board of Governors	24/04/2026
D035	Signatories for execution of deed/use of Seal of Corporation	Financial	Further detailed in the Procedure for the Use of the Seal of Corporation. Two signatories typically required for deeds. Where Independent Member signatory is required, two UEB sponsors must recommend for signature. Value is cost to the University.	Any two Independent Members of t...	Signatory £500k+	Any two Members of University Execu...	Signatory up to £500k	Member of University Executi...	Signatory up to £50k					Board of Governors	24/04/2026
D033	Approve individual debt write-off transaction (all debtors)	Financial		University Executive Board	Approve £10k+	Chief Finance Officer Director of Finance	Approve up to £10k	Designated Member of the Fl...	Approve up to £5k					Board of Governors	24/04/2026
D030	Investment portfolio - approve investment (second round financing or loan financing)	Financial	Limits apply for individual contract and cumulative value of contracts entered into over twelve month period. Executive limits subject to funds being available in the Venture Capital Fund.	Board of Governors	Approve £500k+	University Executive Board	Approve up to £500k	Commercialisation Committee	Approve up to £250k					Board of Governors	24/04/2026
D031	Investment portfolio - approve proceeds from sale/merger of investment portfolio company	Financial		Board of Governors	Approve £500k+	University Executive Board	Approve up to £500k	Commercialisation Committee	Approve up to £250k					Board of Governors	24/04/2026
D034	Signatories for formal contract or legal agreement, excluding academic partnership agreements.	Financial	Refer to D029 for approval limits related to formal contracts and legal agreements - this is signatories, not approval.	Any two Members of University Exec...	Signatory £1m+	Any two Members of University Execu... Head Budget Holder	Signatory up to £1m	Any two Members of Univers... Head Budget Holder Delegated Budget Holder	Signatory up to £100k					Board of Governors	24/04/2026

Delegation Framework ☆

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Delegation ID	Authority	Delegation type	Notes	Level 1 - forum/role	Level 1 level/limit	Level 2 - forum/role	Level 2 level/limit	Level 3 - forum/role	Level 3 level/lim...	Level 4 - forum/role	Level 4 - level/limit	Level 5 - forum/role	Level 5 - level/limit	Approved by	Date appr
Theme: External collaboration agreement (1)															
D049	Approval of an external collaboration agreement including but not limited to memorandum of understanding, collaboration agreement, partnership agreements. This excludes academic partnerships (see D029) and external funding agreements (see D032)	Non-financial		University Executive Board	Approve	University Management Committee	Recommend	Member of UEB Dean of Faculty	Propose					Board of Governors	24/04/2026
Theme: Falmouth University course portfolio (4)															
D047D	Approval of new course: for credit bearing short course provision, where delivered by Falmouth University. This includes but is not limited to employer-led provision.	Non-financial	Level 1 and Level 2 may be reversed in order if appropriate. The Course Approval Event (Level 2) approves the course specification. Level 1 approves the final business case/contract. Level 1 and Level 3 forum/role: one of these options required for each level. UEB Chair's action is permitted for business case approval if timescales require.	University Executive Board Vice-Chancellor & Chief Executive	Approve	Course Approval Event	Approve	Deputy Vice-Chancellor Member of UEB Dean of Faculty	Propose					Academic Board	18/03/2026
D047A	Approval of new course: for on campus and online provision where delivered by Falmouth University.	Non-financial	For academic partnership authorities, please refer to D029. University Executive Board approves the strategic business case. Academic Board then approves the academic business case; Following which the course must go through the Course Approval Event and related processes. The proposer will normally be a Dean of Faculty or Member of UEB, or their nominee. Level 5 forum/role: both of these options required.	Course Approval Event	Approve	Academic Board	Approve	University Executive Board	Approve	University Management ...	Recommend	Dean of Faculty Member of UEB	Propose	Academic Board	18/03/2026
D047B	Approval of suspension or cessation of on campus, online or credit-bearing short course provision.	Non-financial	The proposer will normally be a Member of UEB or their nominee. Relevant Dean(s) of Faculty to be consulted where a decision impacts their faculty. Level 2 - forum/role: one of these options required.	University Executive Board	Approve	Dean(s) of Faculty Member of University Executive Board	Propose							Academic Board	18/03/2026
D047C	Approval of new course: for non-credit bearing short course provision, where delivered by Falmouth University.	Non-financial	To be regularly reviewed as Academy of Continuing Education (ACE) establishes. The proposer will normally be a Dean of Faculty, Member of UEB or their nominee. UEB Chair's action is permitted for business case approval if timescales require. Level 2 and Level 3 forum/role: one of these options required for each level.	University Executive Board Vice-Chancellor & Chief Executive	Approve	University Management Committee Relevant Members of UMC	Recommend	Dean of Faculty Member of UEB	Propose					Academic Board	18/03/2026
Theme: Pay and conditions of service (1)															
D044	To approve any change to the pension offer to staff	Non-financial	Notification to trade unions is required and must be evidenced within the approval documentation. Level 4 - forum/role: both of these options required.	Board of Governors	Approve	Remuneration Committee	Recommend	University Executive Board	Recommend	Chief People Officer Chief Finance Officer				Board of Governors	24/04/2026
Theme: Regulation (2)															
D046	Submission of reportable events to the Office for Students where there is reasonable doubt as to whether an event is or is not reportable, with consideration to the Office for Students' criteria for reporting.	Non-financial	If there is a time constraint linked to the matter that requires an earlier decision regarding reporting than possible via the whole Board, the Chair with two Independents may approve by circulation. In all cases the Board must be notified retrospectively that a reportable event has been submitted.	Board of Governors Chair of the Board of Governors Any two Independent Members of t...	Approve	Vice-Chancellor & Chief Executive Deputy Vice-Chancellor Secretary to the Board of Governors	Recommend						Board of Governors	24/04/2026	
D045	Submission of reportable events to the Office for Students, where the category is in the 'always reportable' section of the regulatory guidance, or where there is no doubt that the event meets the Office for Students criteria for reporting.	Non-financial	In all cases the Board must be notified retrospectively that a reportable event has been submitted. In line with the regulatory advice note, if the event relates to the accountable officer (Vice-Chancellor & Chief Executive), it is not likely to be appropriate for the accountable officer to make the report to the Ofs. In this instance, the authorities within D46 would apply.	Vice-Chancellor & Chief Executive	Approve	Deputy Vice-Chancellor Secretary to the Board of Governors	Recommend						Board of Governors	24/04/2026	

