

FOI_18-046 Appendix A

GOV16D003 / GOV16A002

Schedule of Delegation

January 2017

The Charter and Statutes

The University Charter states (paragraph 6.1) that “the Council shall exercise all the powers of the University; and without limiting the above, the Council has the specific functions and powers set out in the Statutes.”

Statute 2 sets out the *Functions of the Council*:

2.1 The Council’s functions shall be to:

2.1.1 be ultimately responsible for the affairs of the University;

2.1.2 approve the mission and vision of the University, its long-term plans and annual budgets;

2.1.3 ensure the establishment and monitoring of systems for the effective management of, and control of and accountability for the University’s affairs, property and finances and to monitor institutional performance;

2.1.4 subject to the provisions of the Charter, add to, amend or revoke the provisions of the Charter and Statutes;

2.1.5 make, revoke or amend such Ordinances as are required by the Charter or Statutes or as may otherwise be necessary for the conduct of the affairs of the University and consistent with the Charter and Statutes.

2.1.6 appoint the Vice-Chancellor and to determine the terms and conditions of that appointment.

2.1.7 dismiss the Vice-Chancellor and to determine the process through which that may take place.

2.1.8 appoint an auditor or auditors.

2.1.9 adopt the annual financial statements.

Statement of Primary Responsibilities

Council has adopted the Statement of Primary Responsibilities as recommended by the Council of University Chairs:

1. To approve the mission and strategic vision of the institution, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders.
2. To ensure that processes are in place to monitor and evaluate the performance and effectiveness of the institution against the plans and approved key performance indicators, which should be – where possible and appropriate – benchmarked against other comparable institutions.
3. To delegate authority to the head of the institution, as chief executive, for the academic, corporate, financial, estate and human resource management of the institution. And to establish and keep under regular review the policies, procedures and limits within such management functions as shall be undertaken by and under the authority of the head of the institution.
4. To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest.
5. To establish processes to monitor and evaluate the performance and effectiveness of the governing body itself.
6. To conduct its business in accordance with best practice in HE corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life.
7. To safeguard the good name and values of the institution.
8. To appoint the head of the institution as chief executive, and to put in place suitable arrangements for monitoring his/her performance.
9. To appoint a Secretary to the governing body and to ensure that, if the person appointed has managerial responsibilities in the institution, there is an appropriate separation in the lines of accountability.
10. To be the employing authority for all staff in the institution and to be responsible for establishing a human resources strategy.
11. To be the principal financial and business authority of the institution, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall responsibility for the institution's assets, property and estate.
12. To be the institution's legal authority and, as such, to ensure that systems are in place for meeting all the institution's legal obligations, including those arising from contracts and other legal commitments made in the institution's name.
13. To receive assurance that adequate provision has been made for the general welfare of students.
14. To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the institution.
15. To ensure that the institution's constitution is followed at all times and that appropriate advice is available to enable this to happen.

The statement is consistent with, but expands upon the functions of Council as set out in the Statutes.

Statute 3 (*Delegation by the Council*) provides for the appointment by Council of “such and as many committees and other bodies consisting either wholly or partly of members of the Council as it may think fit” (paragraph 3.1) and permits the delegation of Council’s powers and functions to:

A committee or body appointed in accordance with Statute 3.1

A member of Council; or

A member of the University’s staff

Matters which may not be delegated

Notwithstanding the above, Statute 3 specifically forbids the delegation by Council to any other person or body of its powers to:

3.3.1 approve the annual business plan and budget of the University; or

3.3.2 amend the Charter or to make or amend University Statutes; or

3.3.3 appoint the Vice-Chancellor and to determine the terms and conditions at the time of appointment; or

3.3.4 dismiss the Vice-Chancellor and determine the process through which that may take place; or

3.3.5 appoint an Auditor or Auditors; or

3.3.6 adopt the annual financial statements.

In approving the University’s *Joint Ventures* policy at its meeting on 2 July 2012, Council also assumed responsibility for the decision to enter into a Joint Venture. The policy further notes that, the negotiation and final approval of the necessary agreements, shall normally be delegated to the Vice-Chancellor and an independent member of Council (or larger group).

Ordinance 5 (*The Council and its Committees*) provides in paragraph 12 that “Council may take any decision which is within the powers and duties it has delegated where it thinks fit to do so.”

Matters which may be delegated and the bodies/individuals to which they have been delegated

Ordinance 5 (*The Council and its Committees*) in paragraph 25 provides for the exercise of delegated authority by the Chair of Council or a committee Chair in cases where he or she deems that it is not practical or proportionate to call an extraordinary meeting:

In the case of business requiring urgent attention between meetings of Council, the Chair of Council, shall, when it is her or his opinion that it is not practical or proportionate to call a special meeting, have delegated authority to exercise the powers and functions of Council subject always to the provisions of the Charter and Statutes. The exercise of such delegated authority will be reported to a subsequent meeting of the appropriate body, but will not require ratification.

The Executive Team (ET)

Ordinance 2 (paragraphs 18 & 19) sets out the *modus operandi* of the Executive Team, which in the final analysis is advisory to the Vice-Chancellor.

“The Role of the Executive Team (ET)

18. ET is a broadly based group of senior staff whose breadth of experience, responsibilities and understanding of the University provide a sound basis for the development and implementation of the strategies and policies of the University, and for taking the significant decisions related to the operation of the University, where they have material implications for, or impact widely, across the University.
19. ET is not a committee, the Vice-Chancellor holds ultimate authority for its decisions. However, the Council requires that the Vice-Chancellor consults fully with ET in regard to the matters referred to in (18) above and such other matters as may be prescribed by Council, and has due regard to the balance of opinion of ET when making decisions. Most of the responsibilities defined by the Vice-Chancellor’s job description or delegated to the Vice-Chancellor by Council are likely to fall within this definition. ET, therefore, is expected to operate in a quasi-democratic fashion and to be able to accept joint responsibility for its decisions and for their implementation”

Appointment and determination of terms and conditions of staff

- Relevant Statute: 3 *Delegation by the Council*
- Relevant Ordinance: 1 *Appointment of Staff and Terms and Conditions*

Staff member(s)	Body to whom powers are delegated	Reference
Vice Chancellor	May not be delegated Termination subject to Statute 7	Statute 3 and Ordinance 1
Registrar and Secretary	Council agrees the process by which appointment and salary and conditions determined Any subsequent variation to salary and terms and conditions of the appointment delegated to Senior Officers’	Ordinance 1, paragraphs 4 and 5 Ordinance 1, paragraph 6

	<p>Remuneration Committee (SORC)</p> <p>Termination subject to Statute 7</p>	
Other Members of the Executive Team	<p>Council approves the composition of the Executive Team from time to time</p> <p>Appointments made by the Vice-Chancellor</p> <p>Terms and Conditions determined by the Vice-Chancellor save for a salary in excess of £150k</p> <p>Termination subject to Statute 7</p>	Ordinance 1, paragraph 7
Other staff	<p>Delegated to the Vice-Chancellor, although the terms relating to any termination of employment shall be subject to Statute 7.</p> <p>Authorising the filling of new and replacement posts</p> <p>SORC approval required if Vice-Chancellor wishes to offer a starting salary in excess of £150,000</p> <p>Appointment, Terms and Conditions and the procedures for promotion are established following consultation with the recognised trades unions</p>	<p>Ordinance 1, paragraph 12</p> <p>Ordinance 1, paragraph 13</p>

Executive Management of the Institution

- Ordinance 2: *Governance and Organisation*
- Ordinance 4: *Role of the Vice-Chancellor and Registrar & Secretary*

Function	Body/individual to whom powers are delegated	Reference
Executive management of the institution and its day-to-day direction including meeting all statutory and regulatory obligations of the University	The Vice-Chancellor advised by the Executive Team	Ordinance 4, paragraphs 1 and 3.1 Ordinance 2, paragraphs 18-19 (Executive Team)
Safeguarding and promoting the reputation of the University	The Vice-Chancellor	Ordinance 4, paragraph 3.3 Ordinance 2, paragraphs 18-19 (Executive Team)
The discharge of the University's statutory and regulatory obligations	The Vice-Chancellor	TOR

Financial management of the institution

- *Ordinance 4: Role of the Vice-Chancellor and Registrar & Secretary*

Virement between expenditure headings of the revenue budget and between years of the capital programme	The Vice-Chancellor and the Registrar and Secretary	Ordinance 4, paragraph 3.10
The use of any contingencies or other discretionary funds within the revenue and capital budgets	The Vice-Chancellor and the Registrar and Secretary No expenditure can be incurred without the approval of the Finance Group or Council where this could lead to future financial liabilities with a material impact	Ordinance 4, paragraph 3.11
Monitoring estimated outturn for the year	Finance Committee	TOR

(revenue, capital, cash), the University's cash position and compliance with banking covenants		
Approve acquisition or disposal of land and property or borrowing of value less than £500,000	Vice-Chancellor	TOR
Approve acquisition or disposal of land and property or borrowing of value greater than £500,00 but less than £1,000,000	Finance Committee	
Approve tuition and nursery fees	Finance Committee	TOR
Oversight of risks facing the University	Vice-Chancellor and Registrar and Secretary	Ordinance 4, paragraph 7
Risk management, control and Governance and value for money	Audit Committee, which is specifically authorised by Council to pursue any investigative activity or take any legal or other independent advice in pursuit of its inquiries	TOR
Monitor the performance and effectiveness of internal and external auditors	Audit Committee	TOR
Delivery of the Capital Programme as approved by Council	The Registrar and Secretary	Ordinance 4, paragraph 5
Month by month monitoring of financial position of spending units of the University	ET-R	TOR

Academic performance of the University

- Charter: 7 *The Senate*
- Relevant Ordinances: Ordinance 2 *Governance and Organisation* and 3 *The Senate*

Function	Body to whom powers are delegated	Reference
Approval of the framework for the organisation of the University	Not delegated	Ordinance 2, paragraph 24
Decision to withdraw from an area of study with the effect of closing a School	Not delegated, although Senate must be consulted	Ordinance 2, paragraph 27
Oversight of the academic performance of the University including the assurance of academic standards	Senate	Charter, Ordinance 3
Regulation and supervision of the education of students	Senate	Charter, Ordinance 3

The Student Experience

Function	Body to whom powers are delegated	Reference
To consider all matters relating to the UEA student experience and to make recommendations to relevant University Committees	Student Experience Committee	TOR

Health and Safety

Function	Body to whom powers are delegated	Reference
To take executive action on safety issues Establish safety policies and rules of applicability across the University and ensure their implementation Commission audits and determine levels of compliance	Vice-Chancellor and University Health and Safety Committee	TOR

Ensure regular consultation on health and safety matters in the University community		
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Appendices

Terms of reference for the following committees:

- 1. Audit**
- 2. Finance**
- 3. Governance**
- 4. Equality and Diversity**
- 5. SORC**
- 6. Health & Safety**
- 7. Senate**

AUDIT COMMITTEE

Membership

Four members appointed by the Council, of whom at least three shall be persons not being employees of the University.

Model terms of reference

Constitution

1. The Council has established a committee of the Council known as the audit committee.

Membership

2. The committee and its chair shall be appointed by the Council, from among its own members, and must consist of members with no executive responsibility for the management of the institution. There shall be no fewer than three members; a quorum shall be at least two members. The chair of the Council should not be a member of the committee. Members should not have significant interests in the institution.
3. At least one member should have recent and relevant experience in finance, accounting or auditing. The committee may, if it considers it necessary or desirable, co-opt members with particular expertise. No member of the committee may also be a member of the Finance Group, unless specifically authorised by the Higher Education Funding Council for England (HEFCE) under the terms of paragraph 73 of the Code.

Attendance at meetings

4. The Finance, Planning & Governance Director, the head of internal audit, and a representative of the external auditors shall normally attend meetings where business relevant to them is to be discussed. However, at least once a year the committee should meet with the external and internal auditors without any officers present.

Frequency of meetings

5. Meetings shall normally be held at least three times each financial year. The external auditors or head of internal audit may request a meeting if they consider it necessary.

Authority

6. The committee is authorised by the Council to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee, and all employees are directed to co-operate with any request made by the committee.

7. The committee is authorised by the Council to obtain outside legal or other independent professional advice and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary, normally in consultation with the designated officer and/or chairman of the Council.
8. The audit committee will review the audit aspects of the draft annual financial statements. These aspects will include the external audit opinion, the statement of members' responsibilities, the statement of internal control and any relevant issue raised in the external auditors' management letter. The committee should, where appropriate, confirm with the internal and external auditors that the effectiveness of the internal control system has been reviewed, and comment on this in its annual report to the Council.

Duties

9. The duties of the committee shall be:
 - a. To advise the Council on the appointment of the external auditors, the audit fee, the provision of any non-audit services by the external auditors and any questions of resignation or dismissal of the external auditors.
 - b. To discuss if necessary with the external auditors, before the audit begins, the nature and scope of the audit.
 - c. To discuss with the external auditors problems and reservations arising from the interim and final audits, including a review of the management letter incorporating management responses, and any other matters the external auditors may wish to discuss (in the absence of management where necessary).
 - d. To consider and advise the Council on the appointment and terms of engagement of the internal audit service (and the head of internal audit, if applicable), the audit fee, the provision of any non-audit services by the internal auditors and any questions of resignation or dismissal of the internal auditors.
 - e. To review the internal auditors' audit risk assessment and strategy; to consider major findings of internal audit investigations and management's response; and to promote co-ordination between the internal and external auditors. The committee will ensure that the resources made available for internal audit are sufficient to meet the institution's needs (or make a recommendation to the Council as appropriate).
 - f. To keep under review the effectiveness of the risk management, control and governance arrangements, and in particular to review the external auditors' management letter, the internal auditors' annual report, and management responses.

- g. To monitor the implementation of agreed audit-based recommendations, from whatever source.
- h. To ensure that all significant losses have been properly investigated and that the internal and external auditors, and where appropriate the HEFCE accounting officer, have been informed.
- i. To oversee the institution's policy on fraud and irregularity, including being notified of any action taken under that policy.
- j. To satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness.
- k. To receive any relevant reports from the National Audit Office, HEFCE and other organisations.
- l. To monitor annually the performance and effectiveness of external and internal auditors, including any matters affecting their objectivity, and to make recommendations to the Council concerning their reappointment, where appropriate.
- m. To consider elements of the annual financial statements in the presence of the external auditors, including the auditors' formal opinion, the statement of members' responsibilities and the statement of internal control, in accordance with HEFCE's Accounts Directions.
- n. In the event of the merger or dissolution of the institution, to ensure that the necessary actions are completed, including arranging for a final set of financial statements to be completed and signed.

Reporting procedures

- 10. The minutes (or a report) of meetings of the committee will be circulated to all members of the Council.
- 11. The committee will prepare an annual report covering the institution's financial year and any significant issues up to the date of preparing the report. The report will be addressed to the Council and designated officer, summarising the activity for the year. It will give the committee's opinion on the adequacy and effectiveness of the institution's arrangements for the following:
 - risk management, control and governance (the risk management element includes the accuracy of the statement of internal control included with the annual statement of accounts)
 - economy, efficiency and effectiveness (value for money).

This opinion should be based on the information presented to the committee. The audit committee annual report should normally be submitted to the Council before the members' responsibility statement in the annual financial statements is signed.

Clerking arrangements

12. The clerk to the audit committee will be the clerk to the Council (or other appropriate independent individual).

Council 2.7.90 : Minute 54(9)
Council 1.7.91 : Minute 44(2)
Council 7.7.97 : Minute 62(2)
Council 17.3.03: Minute 28
Council 05.12.05 : Minute 24
Council 02.07.07 : Minute 41
Council 16.05.16: Minute 74
Council 28.11.16: Minute 23

FINANCE COMMITTEE
(Council)

Membership

Ex officio The Vice-Chancellor (Chair).
 The Treasurer
 The Registrar and Secretary
 Director of Finance, Planning and Governance (Mr I. Callaghan)
 Two Independent Members of Council (Mr J. Clayton and Dr K. Skoyles)

Terms of Reference

- a) consider the budget for the coming financial year prior to consideration by Senate and its submission to Council for approval
- b) monitor the estimated outturn for the year (revenue, capital and cash) periodically (probably at four times in the year);
- c) be informed of and discuss any issues which arise which will be material to the University's finances;
- d) approve acquisition or disposal of property at values of less than £500,000;
- e) approve tuition, residence and nursery fees;
- f) approve borrowing of less than £500,000;
- g) advise the Chair of Council, should the Chair be asked to act on material issues (particularly those with financial impact) on behalf of Council;
- h) monitor the University's cash position and compliance with banking covenants.

Council 28.06.2010: Minute 52
Council 28.11.11: Minute *24
Council 13.03.17: Minute *50

GOVERNANCE COMMITTEE

Membership

Ex officio	The Chair of Council (Chair) The Deputy Chair of Council A further Independent member of Council Vice-Chancellor Registrar & Secretary
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Terms of Reference

- 1) To make recommendations to the Council for the appointment of independent members to the Council.
- 2) To appoint Council members to Council boards and committees.
- 3) To ensure the University follows best practice in governance matters including:
 - a. maintaining an over-arching view on corporate governance of the institution and its subsidiary companies and joint ventures;
 - b. monitoring the implementation of the outcomes of periodic reviews of Council Effectiveness;
 - c. to consider recommendations received from the Committee of University Chairs in respect of governance;
 - d. overseeing periodic reviews of Council Effectiveness.
- 4) The Committee may establish working groups for particular purposes and in particular the periodic reviews of Council Effectiveness and co-opt additional members to such working groups.
- 5) To consider any other matters that Council may ask the Committee to address.

Council 20.3.78 :	Minute 102
Council 4.12.95 :	Minute 12
Council 30.06.08:	Minute 72
Council 16.05.2016:	Minute 80 (changes including name change from CMC)
Council 13.03.2017:	Minute *50

EQUALITY AND DIVERSITY COMMITTEE
(Council)

Membership

Ex Officio

The Pro-Vice-Chancellor (Academic) (Chair)
Director of Student Services
Director of Estates and Buildings
Director of Human Resources
Director of Information Services
Head of Corporate Communications
Head of Staff and Educational Development

Disability Liaison Officer
Human Resources Manager
Assistant Head of Outreach

Ms J. Abson
Ms S. Forder
Ms C. Wheatland

Faculty Representatives
(One member of academic
staff from each Faculty)

Professor D. Edwards (FMH)
Professor P. Gilmartin (SCI)
Professor Y. Tasker (HUM)
Professor J. Collier (SSF)

Two Trades Union Representatives
(only two members will attend from the list
of representatives)

Mr T. Bellward (UNITE)
Mr J. Cross
Ms N. Gales (UNISON) (until appointment made)
Dr S. Sayce (UCU)

The Welfare, Community and Diversity Officer of the Union of UEA Students

Secretary
In attendance

Mr M. Gooch (Minutes)
Ms Helen Murdoch (Equality and Diversity Manager)

Terms of Reference

1. To advise the Council and the Executive Team on the fulfilment of the University's statutory obligations in respect of equality and diversity and to recommend policy for approval.
2. To present for the consideration of Senior Management institutional schemes, action plans, initiatives and policies that are achievable, effective, and can be properly owned and translated into action.
3. To establish such sub committees as the Committee deems appropriate to consider staff and student profile data with a view to a) informing policy recommendations and b) monitoring the requirement that the institution is operating equitably.
4. To keep abreast of developments and disseminate information on equality and diversity across the University so that capacity is built on equality issues in all areas.
5. To establish two-way communication with staff and student networks to ensure their views are sought and represented as appropriate.
6. To keep under review membership of the Committee and make recommendations accordingly to Council.

Frequency of Meetings

There shall be a minimum of two meetings of the Committee per annum.
Council 30.06.08: Minute 64

SENIOR OFFICERS REMUNERATION COMMITTEE

Membership

Ex officio The Chair of Council (Chair)
 The Treasurer
 The Vice-Chancellor (*except in respect of his or her own
 remuneration and conditions of appointment*)

One Independent member of the Council, appointed by the Council

Terms of Reference

To review and determine the salary and terms and conditions of appointment of senior officers, viz the Vice-Chancellor, the Pro-Vice-Chancellors and Registrar and Secretary.

Council 4.12.95 : Minute 12

UNIVERSITY HEALTH AND SAFETY EXECUTIVE

(Reports to the Executive Team and Council)

Membership

<u>Ex-Officio</u>	Independent member of Council (Chair) Executive Dean of Science Executive Dean of Medicine & Health Sciences Executive Dean of Arts and Humanities Executive Dean of Social Sciences Registrar and Secretary
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To provide professional advice, the following individuals may be required to attend all, or part of, the meetings of the Safety Executive:

Director of Safety Services
Occupational Health Adviser
Director of Estates and Buildings Division
Director of Student Services
Other Senior Managers depending on the business on the agenda.

Terms of Reference

1. To take executive action on safety issues
2. To report to Council, via ET, with respect to safety matters at UEA.
3. To establish safety policies and rules of applicability across the University and to ensure consultation with staff representatives on these.
4. To ensure the implementation of University safety policies and rules.
5. To commission audits to determine the level of compliance and effectiveness of University safety policies and rules.
6. To ensure regular consultation with safety representatives, including trade union representatives, regarding changes to safety management arrangements. This consultation will include:

Consultation on draft University policies or sets of University safety rules.

- i. Managers with unique roles, under the proposed draft documents, to be available to attend at Safety Executive.
- ii. After initial approval by Safety Executive the draft policy or rules sent by e-mail, for consultation, to all staff safety representatives with a closing date for comments.
- iii. Draft policy or rules to be also placed on the intranet with a facility for staff or students to individually return comments. Staff and students to be notified of consultation document by info-link.
- iv. Drafts return to Safety Executive with consultation comments and any proposed amendments.

Consultative Committee

At least annually a Consultative Committee will meet. This committee consists of the Chair of the Safety Executive, the Director of Safety Services, the Occupational Health Adviser and staff safety representatives (one safety rep from each of the four Trade Unions and one staff member representing each of the five Faculties/central Divisions grouping). The Consultative Committee discusses accident statistics, training, audits, development of safety management arrangements, issues raised by safety representatives and plans for the following year.

7. To ensure that there is an annual review of this Statement of Safety Policy and the arrangements documented within it.

Council 02.07.07 : Minute 43

STANDING ORDERS OF THE SENATE

1. Membership

The Vice-Chancellor;
The Pro-Vice-Chancellors (2);
The Executive Deans of Faculty (4);
Four Heads of Schools (one from each faculty);
16 academic representatives (4 from each faculty) with one of the Four from the professoriate and one at lecturer grade;
Director of Information Services;
Director of Student Services;
Principal of City College, Norwich
Two representatives of the Union of UEA Students

2. Meetings

- (1) There shall be three ordinary meetings of the Senate in each academic year.
- (2) Special meetings shall be held at such time and such place as the Senate may determine.
- (3) Extraordinary meetings may in case of urgency be summoned by the Vice-Chancellor and shall be summoned by him or her on written requisition signed by ten members.
- (4) At extraordinary meetings no business shall be taken which does not appear on the Agenda paper.
- (5) Five days' notice with the Agenda paper shall be given for ordinary and special meetings and seven days' for extraordinary meetings.

3. Order of Business

- (1) Unless the Vice-Chancellor shall otherwise direct, the order of business at an ordinary meeting shall normally be:
 - (a) Minutes
 - (b) Matters arising from the Minutes
 - (c) Statements by the Vice-Chancellor
 - (d) Matters for discussion by Senate under Section A
 - (e) Matters for report to the Senate under Section B
 - (f) Confidential and reserved business for Senate under Section C

Matters for discussion or report may come from several sources such as Council, the committee of Senate, the University's Executive Team, the Boards of Schools, the Assembly and members of the Senate including the student representatives.

Business shall be arranged on the Agenda such that items for discussion will be presented under Section A and matters for report (not requiring discussion) will be presented under Section B. Each item and any accompanying paper will be clearly presented to the Senate with details of its origin, its status in terms of confidentiality, and the action required from the Senate.

4. Notice of Motions

- (1) Any member of the Senate may require a motion to be placed on the Agenda paper by giving notice in writing so that it reaches the office of the Registrar and Secretary no later than the seventh preceding the meeting.
- (2) No resolution may be rescinded or altered in the term in which it is passed or in the term immediately following; nor may any resolution which has been rejected be moved again in the term in which it was rejected or in the term immediately following, unless notice of the motion proposing to rescind or alter the resolution which has been passed to or re-introduce the rejected motion be signed by ten members of the Senate.

5. Conduct of Business

- (1) The conduct of business shall be directed by the Chair of the meeting. His or her ruling upon a point of order shall be final.
- (2) All motions, except those from the Chair, must be seconded before being put to the meeting.
- (3) Every matter put to the vote shall be determined by a majority of the members present and voting on the question. In the case of equality of votes, the Chair shall give a second or casting vote.
- (4) Reports for discussion from the boards and committees of Senate should be moved by their respective Chair or by their representatives. Any Chair of a committee shall have the right to attend a meeting at which a report is being presented and to speak to the report
- (5) The motion "That the Senate proceed to the next business" shall be put to the vote immediately and without discussion
- (6) The motion that 'The question be now put' shall be put to the vote immediately and without discussion.

6. Voting

Voting shall be by a show of hands except:

- (1) when Standing Orders require a ballot, or
- (2) when any member of the Senate requests a ballot.

7. Suspension of Standing Orders

Standing Orders may be suspended if two-thirds of members present and voting vote in favour.

8. Honorary Degrees

- (1) Honorary Degrees may be awarded to persons who have achieved distinction primarily through their contribution to science, learning or the arts, through public life either nationally or internationally, or through service to the University or to the counties of Norfolk and Suffolk. The Honorary Masters degree shall normally be awarded only to persons in the local community whose public service has been of benefit and value to the University.

- (2) In each academic year the Registrar and Secretary shall draw the attention of all members of the Assembly to this Standing Order and shall ask for nominations to be submitted to him or her.
- (3) Each nomination shall be made in writing and separately, and shall be accompanied by a statement of the grounds on which the recommendation is made.
- (4) All nominations shall be considered by the Honorary Degrees and Appointments Committee, together with any other names suggested by members of the Committee, and the Committee shall submit its recommendations to the Senate.
- (5) Any member of the Senate may give notice in writing to the Registrar and Secretary before the meeting that he or she wishes a discussion to be held on the recommendations of the Committee. If no such notice is given the Senate shall proceed to a vote by ballot. No proposal shall be approved by the Senate unless a simple majority of those voting are in favour of it.
- (6) No honorary degree shall be conferred in absentia.

9. Service Degrees

- (1) Proposals may be made in the Senate for the conferment of a Service Degree on Professors and Readers who hold no other degrees. Any such proposals shall be referred by the Senate to the Honorary Degrees and Appointments Committee for consideration and report.
- (2)
 - (a) Without prejudice to the foregoing any member of the academic, Library or senior administrative staff who is of three years standing from appointment but holds no degree of any University shall be eligible to receive a Service Degree on the recommendation of the Honorary Degrees and Appointments Committee.
 - (b) A member of the academic staff who is a holder of a foreign degree which does not entitle the holder to wear academic dress shall be entitle to receive a Service Degree on the recommendation of the Honorary Degrees and Appointments Committee.
- (3) When any proposal for the conferment of a Service Degree appears in the Agenda of the Senate, the name of the recipient shall be circulated with the Agenda but under cover as a confidential paper.
- (4) No such proposal shall be approved by the Senate unless two-thirds of those who vote are in favour of it.
- (5) Any degree so conferred shall not itself carry the right to enter for a Higher Degree.

10. Title of Emeritus Professor and Reader Emeritus

A proposal to confer the title of Emeritus Professor or Reader Emeritus shall be put before a meeting of the Senate in the term before the retirement is due to take place.

11. Members of the Council

- (1) The Senate shall ordinarily appoint its representatives to serve on the Council at the ordinary meeting in the Summer Committee round. At the last ordinary meeting in the Spring Committee round the Senate shall be informed whether

there are any vacancies or impending vacancies among members of the Council appointed by the Senate.

- (2) The nomination of candidates for vacancies shall be lodged with the Registrar and Secretary in writing no later than the eighth day before the ordinary meeting of the Senate in the Summer Committee round and shall state that the consent of the nominee has been obtained.
- (3) In the event of nominations for the full number of vacancies not being received, the persons nominated shall be declared elected and at the first ordinary meeting of the Senate other nominations shall be asked for and voted upon by ballot by those persons present and entitled to vote.

12. Selection Committees for Chairs and Readerships

- (1) When an appointment is to be made to a Chair (other than to a John Innes Chair) or Readership, a Selection Committee shall be appointed comprising the following membership:

	The Vice-Chancellor
	The Pro-Vice-Chancellors
	Deans of Faculty
	The Head of the School concerned
(Senate 6.11.68)	Two members nominated by the Board
Minute 63 (9)	of the School concerned
	One member appointed by the Senate
(Senate 18.6.69)	Not less than two external Assessors
Minute 240	appointed by the Senate from a panel of
	names proposed by the Board of the School

- (2) The Selection Committee shall report its recommendations in writing to the Senate.

13. Committees

- (1) The Senate shall establish such committees as it may from time to time determine and may delegate to such committees respectively such of the powers and duties of the Senate as it shall think fit.
- (2) All members of the Senate committees shall hold office for three years and shall be eligible for reappointment for a further three years; but shall not normally be eligible for a third consecutive term of office.
- (3) Every committee of the Senate shall have power to appoint sub-committees and to sub-delegate to such sub-committees such of its powers and duties as the committee shall think fit.
- (4) The provisions of Statute 29 about procedure shall apply to the committees of the Senate.
- (5) Each committee and sub-committee shall have a Chair and a Vice-Chair appointed by the Vice-Chancellor.
- (6) In the case of urgent business requiring attention between meetings of the Senate (or a committee or sub-committee) and when it is not reasonably practicable to call a special meeting the Chair (or in his or her absence the Vice-Chair) of the Senate (or committee or sub-committee) shall have power to exercise all the powers and duties of the Senate (or committee or sub-committee.)

14. Honorary Appointments

- (1) A Board of a School or a Centre may recommend persons of academic standing not being members of the University who are academically suitable and have a teaching role in the School for appointment to honorary Lectureships, Readerships or Professorships.
- (2) All honorary appointments shall be made by the Council on the recommendation of the Senate. The period of an appointment shall be for a maximum of three years in the first instance but the appointment may be terminate if at any time the person appointed ceases to be associated with the teaching and research of the School or Centre.
- (3) The recommendations for all appointments shall be submitted under confidential cover and must be accompanied by a curriculum vitae for each candidate and an outline of the duties he will perform. In the case of recommendations for the appointment of honorary Readers or Professors, Boards or Centres shall in addition submit the names of two external assessors to whom the Senate may refer for independent expert advice as to the suitability of the persons proposed for appointment.

NB Notwithstanding Standing Order 16(2) the Council (26 June 1989: Minute 44(6)) has resolved that honorary appointments other than those to honorary Readerships and Professorships be made by the Director of Personnel on a recommendation from the Head of the relevant School.

Senate 10.3.71: Minute 136
Senate 10.2.71: Minute 116(1)
Senate 10.5.72: Minute 201
Senate 22.5.74: Minute 251
Senate 7.3.79: Minute 137
Senate 1.12.82: Minute 57(7)
Senate 26.2.86: Minute 78

Senate 1.3.89: Minute 52(3)
Senate 6.6.89: Minute 66
Senate 16.1.91: Minute 23(1)
Senate 28.6.00: Minute 44
Senate 20.11.02: Minute 8 (d)
Senate 2.3.05 : Minute 17