

	TASK	FINAL AUTHORITY/ APPROVAL	SCRUTINY/ RECOMMENDATION	SLT LEAD OFFICER	CONTEXT, PROCESS AND DELIVERY	£ LIMITS
<b>6.</b>	<b>APPOINTMENTS AND STAFFING</b>					
6.1	Appointment of Executive Deans	Appointment Panel	Appointment Panel	Vice-Chancellor / Deputy Vice-Chancellor / Chief People Officer	The Executive Deans to be appointed by a panel especially established for that purpose by the Vice-Chancellor / Deputy Vice-Chancellor and including Senate and Council representation and such other person as the Vice-Chancellor / Deputy Vice-Chancellor should determine. Appointments to be notified to the Council on acceptance.  The Panel to be chaired by the Vice-Chancellor / Deputy Vice-Chancellor.	
6.2	Appointment of Professional Services Directors.	Appointment Panel	Chief People Officer	Relevant Senior Leadership Team Lead	Professional Services Directors to be appointed by a panel which would normally comprise the portfolio lead from the Senior Leadership Team, a senior member of academic staff and such other person(s) as the Chief People Officer should determine.	
6.3	Recruitment of Faculty-based and Professional Services staff	Vice-Chancellor	Strategic Planning Group	Relevant Senior Leadership Team Lead	Vice-Chancellor, through the Strategic Planning Group, to approve requests for funding to support recruitment where required expenditure will fall outside of agreed Establishment.  The relevant Senior Leadership Team Lead does not require formal approvals in relation to recruitment within their agreed Establishment.	
6.4	Area/Staff Restructuring Exercises	Vice-Chancellor	Strategic Planning Group	Relevant Senior Leadership Team Lead	Vice-Chancellor, through the Strategic Planning Group, to approve requests for funding to support area/staff restructuring exercises where required expenditure will fall outside of agreed Establishment.  No formal approvals required in relation to area/staff restructuring exercises within agreed Establishment.  Exercises to be undertaken in line with Organisational Structural Change Policy, where applicable.	
6.5	Remuneration, employment terms and conditions and performance of the Vice-Chancellor	People Committee	People Committee	Chief People Officer	People Committee to determine on appointment, and review at least annually, the remuneration and employment terms and conditions of the Vice-Chancellor.  People Committee also to monitor, on an annual basis, the Vice-Chancellor's performance against approved key objectives, informed by a report prepared by the Chair of Council.	

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6.6	Vice-Chancellor – Extra Contractual Appointments	People Committee	People Committee	Chief People Officer	People Committee to consider and approve requests from the Vice-Chancellor in relation to the acceptance of any extra-contractual appointments, and to determine in which cases it would be appropriate for the related remuneration to be retained.	
6.7	Remuneration and employment terms and conditions of members of the Vice-Chancellor's Executive Group	People Committee	People Committee	Chief People Officer	<p>People Committee to determine on appointment, and to review annually, informed by appropriate recommendations from the Vice-Chancellor, the remuneration and employment terms and conditions of members of the Vice-Chancellor's Executive Group.</p> <p>People Committee to also receive an annual report detailing the expenses paid to the Vice-Chancellor and other members of the Vice-Chancellor's Executive Group during the course of the previous academic year.</p>	
6.8	Approval of recruitment and retention measures for senior staff, outside of the published salary scales	Vice-Chancellor	Chief People Officer	Chief People Officer	Vice-Chancellor to approve, informed by a recommendation from the Chief People Officer, recruitment and retention measures for senior staff (Professor/Grade 10 and above), outside of the published salary scales.	
6.9	Severance Arrangements	People Committee	People Committee	Vice-Chancellor / Chief People Officer	People Committee to consider and approve any severance arrangements for staff earning £100,000 FTE (excluding on costs) or more per annum, in the context of specific guidance from the University's sponsoring Department and the NI Charity Commission.	
6.10	Pension Provision Arrangements	Council	Resources Committee	Chief People Officer	Council to take any required decisions in respect of the University's continued involvement in either of its pension schemes, based on a recommendation from the Resources Committee.	
6.11	Oversight of pension provision arrangements for all employees	Council	Resources Committee	Chief People Officer / Chief Strategy and Finance Officer	<p>Resources Committee to advise Council on pension matters as appropriate.</p> <p>Chief Strategy and Finance Officer to manage day-to-day superannuation matters.</p>	

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6.12	Development of significant policies and policy updates underpinning the Statement of Main Terms and Conditions (contract of employment)	Vice-Chancellor	People Committee	Chief People Officer	People Committee to provide advice to the University during the development of significant policies and policy updates underpinning the Statement of the Main Terms and Conditions. Consideration to also be based on a recommendation from the Vice-Chancellor/Chief People Officer, informed by discussion at the Senior Leadership Team.	
6.13	Approval to undertake outside consultancy work	PVC Research / Executive Dean / Chief People Officer	Executive Dean	PVC Research/ Chief People Officer	Executive Dean to consider and approve requests to undertake outside consultancy work. Deputy Vice-Chancellor to consider and approve requests to undertake external consultancy work where this relates to an Executive Dean.  All requests falling outside the scope of the Consultancy Policy to be considered, and where appropriate approved, by the Chief People Officer in consultation with the relevant executive line manager.	
6.14	Legal cases involving significant employment matters, including those with the potential to impact the University's reputation.	People Committee	Vice-Chancellor	Chief People Officer	People Committee to receive periodic summary reports on legal cases involving significant employment matters.	
		Audit and Risk Committee	Vice-Chancellor	Chief People Officer/ University Secretary	Audit and Risk Committee to receive periodic summary reports on employment legal cases with the potential to impact the University's reputation.	
		Council	Chair of Council	Chief People Officer/ University Secretary	Legal cases involving the Vice-Chancellor or members of Council should be referred to the Chief People Officer/University Secretary who will liaise with the Chair of Council in determining how these should be addressed.	