

CONFIRMED

BOARD OF GOVERNORS

Minutes of a special Board of Governors meeting held on Friday 27 July 2012, 08:30 in the Dartington suite and via teleconference.

Present: C Booy; G Camm (Chair); I Gray; Dr M Hagen; J Laycock; E Okon; Professor P Olomolayaie; G van der Lely; Professor S West.

Apologies: S Forbes; Dr J Harrington; S Mills; S Moore; T Smallwood; Professor G Upton

In Attendance: A. Osborn (Clerk).

G12.7.11 DECLARATIONS OF INTEREST

The Vice-Chancellor noted an interest in the item under discussion, it was resolved that they would remain present in the meeting.

G12.7.12 DELEGATION OF AUTHORITY TO SIGN BINDING LEGAL DOCUMENTS

Paper G12/7a/1 was received.

G12.7.12.1 The Deputy Clerk thanked members for making themselves available at short notice and highlighted that as a Special meeting of the Board the only item under discussion would be the paper provided to members covering the delegation of authority for senior officers to sign binding legal documents.

G12.7.12.2 The Vice-Chancellor updated the Board on the rationale behind the request, in particular noting the:

- i. University held a list of delegations to senior officers as part of the financial regulations and procedures which were reviewed by the Board on an annual basis.
- ii. sections of the current limits of authority for the benefit of members present via teleconference;
- iii. UWE was increasingly engaging with international activity which generated legal documentation which could often not be anticipated in order to include it within the limits of authority.

G12.7.12.3 During discussion members noted that:

- i. although not able to participate in the meeting Dr. Harrington had confirmed that their support of the recommendation as international partners would expect the Senior Officers of the University to be able to execute documents and would be unlikely understand why the Vice-Chancellor or Deputy Vice-Chancellors would not have the authority to do so;
- ii. UWE was increasingly required to provide explicit documentary evidence that Senior Officers of the University were authorised to sign documentation yet it would be impractical to seek to capture all categories as part of the limits of authority;
- iii. as the recommendation provided that all documents signed under the delegation would be noted to the next available Board of Governors meeting the issue could be considered a procedural matter.

G12.7.12.4 The Board **approved** the delegation of authority to the Vice-Chancellor or Deputy Vice-Chancellors to sign binding legal documentation including affidavits where these did not commit the University to expenditure beyond their individual limits of authority listed in FIN 07, unless previously authorised by the Board of Governors or Finance, Estates and IT Committee. Members further **agreed** that the signature of any one individual is sufficient and all documents signed under this delegation must be noted to the next available Board of Governors meeting.

The meeting closed at 08:40.