



SCHEDULE OF SUPPORTING POLICIES

The table below sets out the Finance owned policy documents that are referred to and support the Financial Regulations. All policies will be updated as set out in the table, or when there is a separate requirement to do so (for example, changes in legislation).

FINANCE OWNED POLICIES	METHOD OF APPROVAL	MINIMUM REVIEW PERIOD
Treasury Management Policy	Board of Governors	Annually
Procurement Policy	Senior Leadership Team	Annually
Anti-Money Laundering Policy	Senior Leadership Team	Every 2 years
Accepting Gifts and Hospitality Policy	Senior Leadership Team	Every 2 years
Refund Policy	Chief Finance Officer	Every 2 years
Finance Document Retention Policy	Chief Finance Officer	Every 2 years

The table below sets out the other non-Finance owned policy documents that are referred to in the Financial Regulations. These documents will be reviewed by Finance on a yearly basis to ensure they are still relevant and appropriate to the Financial Regulations.

NON-FINANCE OWNED POLICIES	OWNER
Disciplinary Policy and Procedure	Director of Human Resources
Risk Management Policy	Director of Planning and Business Intelligence
Public Interests Disclosure (Whistle Blowing) Policy	University Registrar
Expenses Policies (UK, Overseas, Executive, Expense Card)	Director of Human Resources
Statement of Policy on the Local Government Pension Scheme (the 'Statement of Discretions')	Director of Human Resources
Intellectual Property Rights Policy	Director of Research and Enterprise

All of the above policies are available on the University portal.