

# Authorised Signatories

## Scheme of Delegation

Type of Legal Document per Category	Primary Signatory	Delegated Signatory		
<b>RESEARCH</b>				
EU awards	CFO (Interim)	This cannot be delegated as the CFO's details have been logged with the European Commission		
EU post-awards	CFO (Interim)	Clare Butcher Head of Financial Services		
On-line research awards	CFO (Interim)	Andrew Jackson Director of RIS	Sally Hewlett Head of Research	Tim Hammond Deputy to Director of RIS
On-line E-COST grant agreement	CFO (Interim)	Andrew Jackson Director of RIS	Sally Hewlett Head of Research Operations	Tim Hammond Deputy to Director of RIS
Approval and sign off on financial reports for electronic submission on e-COST	CFO (Interim)	Graham Smith Head of Financial Compliance		
On-line RCUK award that includes studentship, and any on-line Studentship acceptance	CFO (Interim)	Mike Parks Head of Scholarships, Student Funding and Student Immigration		
RCUK – JeS – institutional awards	CFO (Interim)	Andrew Jackson Director of RIS	Michael Gilmore Academic Registrar	
RCUK – JeS – individual academic research awards	CFO (Interim)	Andrew Jackson Director of RIS	Sally Hewlett Head of Research Operations	Tim Hammond Deputy to Director of RIS
Multi-party Collaboration Agreement - University partners only	CFO (Interim)/US	Andrew Jackson Director of RIS	Sally Hewlett Head of Research Operations	Michael Gilmore Academic Registrar

Type of Legal Document per Category	Primary Signatory	Delegated Signatory		
Multi-party Collaboration Agreement - University and Industry partners	CFO (Interim)/US			
Studentship (Research) Agreements	CFO (Interim)/US	Andrew Jackson Director of RIS	Sally Hewlett Head of Research Operations	Michael Gilmore Academic Registrar
Visiting Researcher agreements (to and from Durham University)	CFO (Interim)/US	Andrew Jackson, Director of RIS	Sally Hewlett Head of Research Operations	Michael Gilmore Academic Registrar
<b>CONSULTANCY</b>				
Departmental	CFO (Interim)/US	Andrew Jackson Director of RIS	Sally Hewlett Head of Research Operations	Tim Hammond Deputy to Director of RIS
Academic/Individual	CFO (Interim)/US	Andrew Jackson Director of RIS	Sally Hewlett Head of Research Operations	
<b>HUMAN RESOURCES</b>				
Employment Contracts	HR Director	Nicola Johnston Assistant Director HR and Employment Lawyer	Lauren Edwards Assistant Director HR (Workforce Planning)	Recruitment Managers: Julie Wilson  Lucy Woods Head of Business Partnering;  HR Business Partners: Joanne Davidson Catherine Saxton Helen Symcox Deborah Moller-Anderson Catherine Shields
Settlement Agreements – Grade 10 and above	VC/DVC	University Secretary		
Settlement Agreements – Grade 9- and below	DVC	Joanne Race, Director of Human Resources		

Type of Legal Document per Category	Primary Signatory	Delegated Signatory		
University Nursery Contracts for Provision of Childcare Services	Joanne Race, Director of Human Resources	Lauren Edwards Assistant Director HR (Workforce Planning)		
<b>GENERAL CORPORATE</b>				
Property/Conveyancing/Transaction	Generally executed as a deed – CFO (Interim)/US/VC and members of University Council			
Property Leases/Licences to occupy	Tim Clark	CFO (Interim)/US		
University share allotments and sale	CFO (Interim)/US			
Data Sharing Agreements	US	CFO (Interim)		
Spin Out Company formation documents	CFO (Interim)/US			
Finance Consultants engagement letters	CFO (Interim)	Sarah Judson Head of Strategic Finance		
Student Placement Agreements with industry (course assessment purposes)	CFO (Interim)/US	Andrew Jackson Director of RIS	Tim Hammond Deputy to Director of RIS	Technology Transfer Managers: Michael Bath Geoff Whiteley
NDA/MTAs	CFO (Interim)/US	Andrew Jackson Director of RIS	Tim Hammond Deputy to Director of RIS	Technology Transfer Managers: Michael Bath
Sponsorship Agreements (Student Facing)	CFO (Interim)/US	PVC Colleges and Student Experience		
Software agreements	Interim Chief Information Officer	Paul Drummond Director of Information Systems		
Licences (Intellectual Property)	CFO (Interim)/US			
Co-Tutelles	CFO (Interim)	Michael Gilmore Academic Registrar		

Type of Legal Document per Category	Primary Signatory	Delegated Signatory		
Gift Agreements	Andy Harston Director of DARO			
Sponsorship Agreements (corporate)	CFO (Interim)/US			
Copyright Permission	US			
Open Access agreements	David Cowling			
Apple Developer Programmes for apps for ONS	CFO (Interim)	Sinclair Sutherland NOMIS		
Bookings for events in DU venues	Tim Clark	Andrea Cairns Events and Customer Services Manager	George Martin Business Systems and Information Manager	Judith Aird Event Durham Manager
ELC Homestay agreements	US	Sam Nolan Assistant Director, DCAD		
Engagement of international recruiting agents	PVC Global	Sharne Procter Director International Office		
Institutional International Student Exchange agreements	VC/DVC/PVC (Education) Agreement signed by equivalent to partner institution signatory	Michael Gilmore Academic Registrar		
Resident Tutor agreements	CFO (Interim)/US	PVC Colleges and Student Experience		
Student/Staff Accommodation Licences	CFO/US	No physical signature by the University is required		
Electronic NHS Information Governance Toolkit submission	US			
Application for Street Trading Consent/Licence from Durham County Council	Tim Clark			
Authorisation for tender submissions	CFO/US			

Type of Legal Document per Category	Primary Signatory	Delegated Signatory	
Equipment Loan agreements	CFO (Interim)		
Procurement Contracts	CFO (Interim)	Rebecca Morris Head of Procurement Services	
Use of CFO's and US' electronic signature on any legal agreements, where, in Tess Mantzoros' reasonable legal discretion, it is necessary due for example to time constraints or to the nature of the document itself	CFO (Interim)/US	Tess Mantzoros to use CFOs electronic signature	

**Key:**

CFO (Interim) Chief Financial Officer  
 US University Secretary  
 VC Vice Chancellor  
 DVC Deputy Vice-Chancellor and Provost  
 PVC Pro-Vice-Chancellor