



## COUNCIL

### Statement of Primary Responsibilities

The Primary Responsibilities of the Council are as follows:

1. To set and agree the mission, strategic vision and values of the University, with the Executive.
2. To agree long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders, especially staff, students and alumni.
3. To ensure that processes are in place to monitor and evaluate the performance and effectiveness of the institution against the strategy, plans and approved key performance indicators, which should be - where possible and appropriate - benchmarked against other comparable institutions.
4. To delegate authority to the President and Vice-Chancellor, as HoI and Chief Executive, for the academic, corporate, financial, estate and human resource management of the University. 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 President and Vice-Chancellor.
5. To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls, risk assessment, value for money arrangement and procedures for handling internal grievances and for managing conflicts of interest.
6. To establish processes to monitor and evaluate the performance and effectiveness of Council itself.
7. To conduct its business in accordance with best practice in higher education corporate governance, and with the principles of public life drawn up by the Committee on Standards in Public Life.
8. To safeguard the good name and values of the University.
9. To appoint the President and Vice-Chancellor as HoI and Chief Executive, on the recommendation of a joint Committee of Council and Senate, and to put in place suitable arrangements for monitoring their performance.
10. To appoint the Registrar and Secretary, on the recommendation of a joint Committee of Council and Senate, who will be Secretary to the Council. The Council will ensure that appropriate arrangements are in place to maintain a separation of the Registrar and Secretary's managerial responsibilities in the University, with direct accountability to

the President and Vice-Chancellor, and as Secretary to the Council, with direct accountability to the Chair of Council and Council members.

11. To be the employing authority for all staff in the University and to be responsible for ensuring that an appropriate human resources strategy is established.
12. To be the principal financial and business authority of the University, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall responsibility for the University's assets, property and estate.
13. To be the University'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. This includes accountability for health, safety and security and for equality, diversity and inclusion.
14. To receive assurance that adequate provision has been made for the general welfare of students.
15. To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the University.
16. To ensure that the University's Charter, Statutes and Ordinances are followed at all times and that appropriate advice is available to enable this to happen.
- 17\*. To promote a culture which supports inclusivity and diversity across the University.
- 18\*. To maintain and protect the principles of academic freedom and freedom of speech legislation.
- 19\*. To ensure that students and staff have opportunities to engage with the governance and management of the University.

\*Council's Statement of Primary Responsibilities adheres to the 'model' Statement published within the CUC's *Higher Education Code of Governance*. Items 17, 18 and 19 above appeared for the first time in the 2020 update of the *Code*, and have been added here accordingly.

Governance Office  
September 2020