

Statement of Primary Responsibilities

**STATEMENT OF PRIMARY RESPONSIBILITIES OF THE BOARD OF GOVERNORS**

This Statement of Primary Responsibilities has been drafted with reference to Appendix 2 of the CUC HE Code of Governance[[1]](#footnote-2).

1. To approve the educational character, mission, and strategic vision of the University, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders.
2. To ensure processes are in place to monitor and evaluate the performance and effectiveness of the University against the plans and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable institutions.
3. To delegate authority to the Vice-Chancellor & Principal, as chief executive, for the academic, corporate, financial, estate and personnel management of the University (and other such responsibilities as set out in article 3(3) of the University’s Articles of Government). 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 head of the University.
4. To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest. To ensure, through the work of the Audit Committee, compliance with the HEFCW (Medr) Audit Code of Practice.
5. To establish processes to monitor and evaluate the performance and effectiveness of the Board of Governors itself and its committees.
6. 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.
7. To safeguard the good name and values of the University.
8. To appoint the Vice-Chancellor & Principal as chief executive and to put in place suitable arrangements for monitoring their performance.
9. To appoint a University Secretary and to put in place suitable arrangements for monitoring their performance.
10. To be responsible for the appointment, assignment, grading, suspension, dismissal and determination of the pay and conditions of service of the Vice-Chancellor & Principal, the University Secretary and the holders of senior posts as the Board of Governors may determine after consultation, where appropriate, with the Vice-Chancellor & Principal.
11. To be the employing authority for all staff in the University and to be responsible for establishing a human resource strategy including the setting of a framework for the pay and conditions of staff other than those referred to in paragraph 10 above.
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 including maintenance of exempt charitable status.
13. To be the University’s legal authority and, as such, to ensure that systems are in place for meeting all the University’s legal obligations, including those arising from contracts, other legal commitments made in the University’s name and compliance with legislation.
14. To make such provision as it thinks fit for the general welfare of students, in consultation with the Academic Board, and to take such steps as are reasonably practicable to ensure that the Students’ Union operates in a fair and democratic way and is accountable for its finances.
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 Articles and Instrument of Government 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 institution.
18. To maintain and protect the principles of academic freedom and freedom of speech legislation.
19. To ensure that all staff and students have the opportunity to engage with the governance and management of the institution.

# The following is a summary of the responsibilities of members of the Board of Governors as set out in the Articles of Government:

**RESPONSIBILITIES**

# Under Article 3(1) of the University’s Articles of Government, the Board of Governors shall be responsible for:

1. the determination of the educational character and mission of the University and for oversight of all of its activities;
2. the financial sustainability and viability of the University including approving the annual budget and financial forecast and the annual financial statements; and
   1. the appointment, appraisal, suspension, dismissal and for determining the terms and conditions of service of the holders of senior posts; and
   2. the setting of a framework for the pay and conditions of service of all staff.

**RESPONSIBILITIES WHICH MUST NOT BE DELEGATED**

# The Board of Governors may delegate its powers in accordance with article 4(1) of the Articles of Government.

# Article 4(2) of the Articles of Government prohibits the Board of Governors from delegating the following:

1. the determination of the educational character and mission of the University;
2. the approval of the University’s financial forecasts, annual estimates of income and expenditure and final statements in respect of each financial year;
3. the appointment or dismissal of the Vice-Chancellor and Principal or University Secretary; and
4. the amending or revoking of these Articles or passing a resolution to seek an amendment to the Instrument of Government.

**Approved by the Board of Governors | 27 November 2024**

1. https://www.universitychairs.ac.uk/wp-content/uploads/2020/09/CUC-HE-Code-of-Governance-publication-final.pdf [↑](#footnote-ref-2)