



Statement of Primary Responsibilities

Policy Owner: Finance Director (University Secretary) and Deputy Chief Executive

Date created: October 2011

Due for review: 2019

Approval route: Board of Governors

Statement of Primary Responsibilities

Primary Responsibilities

The Board of Governors has ultimate responsibility for directing the affairs of the University. The Articles of Government, as approved by the Privy Council on 13 December 2001, set out the primary responsibilities of the Board, as follows:

1. The determination of the educational character and mission of the University and for the oversight of its activities.
2. To ensure the effective and efficient use of resources, the solvency of the University and the Corporation and for safeguarding their assets;
3. Approving annual estimates of income and expenditure;
4. The appointment, assignment, grading, appraisal, development, training, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts; and
5. Setting a framework for the pay and conditions of service of all other staff.

In addition to the above responsibilities, the Board of Governors at their meeting on 6 July 2005 agreed that those primary responsibilities should be extended to include two duties which the Committee of University Chairs (CUC), through the latest guidance, considers as an essential responsibility of the Board of Governors, viz:

6. Ensuring the University has non-discriminatory systems in place to provide diversity and equality of opportunity for staff and students.
7. Ensuring the University has a sound system of risk management.

The Board, following further consideration, agreed at its meeting held on 5 July 2006, to extend the statement of primary responsibilities to acknowledge its obligations in respect of the monitoring of the performance and effectiveness of the University, viz:

8. Ensuring that processes are in place to monitor and evaluate the performance and effectiveness of the institution against the plans and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable institutions.

Following its annual review of its Terms of Reference and at its meeting held on 10 October 2011, the Board agreed the addition of two further responsibilities, as follows:

9. Ensuring an anti-bribery culture such that the University, through its staff, associates and agents, conducts its business in accordance with the highest

standards of ethical behaviour and financial probity and complies with all applicable anti-bribery laws.

10. To ensure that the University adheres to its mission to serve and enrich our students, putting their experience at the heart of our priorities.

Delegation

The Articles of Government, subject to certain provisions, provide for the delegation of certain functions or the establishment of Committees of the Board.

A Scheme of Delegation was approved by the Board of Governors on 25 September 2002, and this sets out the responsibilities and levels of authority delegated by the Board. In addition to the Scheme of Delegation, each of the Committees of the Board has approved Terms of Reference, which are reviewed on an annual basis.

However, the Board of Governors **cannot** delegate the following:

1. The determination of the educational character and mission of the University;
2. The approval of the annual estimates of income and expenditure;
3. Ensuring the solvency of the University and the Corporation and the safeguarding of their assets;
4. The appointment or dismissal of the Vice-Chancellor;
5. The varying or revoking of the Articles of Government.

Review

This Statement will be reviewed every four years as part of the Institutional Governance Effectiveness Review, or more frequently should governance or strategic needs dictate.

Change	Author	Date	Review	Route