

Statement of Primary Responsibilities

Statement	Response
<p>1. To approve the mission and strategic vision of the institution, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders.</p>	<p>Approval of the University's strategic plan is one of Council's areas of exclusive decision.</p> <p>The University's strategic plan, Vision 2021, was first approved by Council in March 2009 and was reviewed and re-approved in July 2012.</p> <p>Council receives regular reports on progress in relation to the strategies that support the overall strategic plan.</p>
<p>2. To ensure 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.</p>	<p>Summary reports on progress in relation to the KPIs are submitted to Council at each meeting and, where available, data from comparable institutions is included.</p>
<p>3. To delegate authority to the head of the institution, as chief executive, for the academic, corporate, financial, estate and human resource management of the institution. And 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 institution.</p>	<p>Council 'Delegation of Powers and Authority' document delegates 'full authority to the Vice-Chancellor to act on its behalf in all matters affecting the well-being of the University'.</p> <p>The document sets out the areas of activity for which the Vice-Chancellor is responsible and also lists Council's areas of exclusive decision.</p>
<p>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.</p>	<p>Council relies on the work of Audit Committee to provide assurances that systems of control and accountability are in place and working. Council receives reports from each meeting of Audit Committee.</p> <p>The following policies are available and have been approved by Council:</p> <ul style="list-style-type: none"> • Policy on Declaration of Interest and Conflicts of Interest; • Policy on Public Interest Disclosure.

<p>5. To establish processes to monitor and evaluate the performance and effectiveness of the governing body itself.</p>	<p>An annual Council Effectiveness Questionnaire process is in place. Governance Reviews are conducted every five years (will be changed to every four years to reflect the recent change in the CUC <i>Higher Education Code of Governance</i>).</p>
<p>6. To conduct its business in accordance with best practice in HE corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life.</p>	<p>The principles of public life are incorporated into the 'Role of Council Members' documents which is issued to Council members on appointment.</p>
<p>7. To safeguard the good name and values of the institution.</p>	<p>Members of Council are advised of articles that are likely to appear in the press.</p> <p>Reputational risks are included on the Strategic Risk Register.</p>
<p>8. To appoint the head of the institution as chief executive, and to put in place suitable arrangements for monitoring his/her performance.</p>	<p>Statutes state that 'The vice-chancellor shall be appointed by the council on the nomination of the council and the senate acting jointly.'</p> <p>The Vice-Chancellor's performance is monitored via a PDR conducted by the Chair of Council.</p>
<p>9. To appoint a Secretary to the governing body and to ensure that, if the person appointed has managerial responsibilities in the institution, there is an appropriate separation in the lines of accountability.</p>	<p>Statutes state that 'The registrar shall be appointed by the council. Before making an appointment the council shall constitute a committee that shall include members of the senate to make recommendations as to the appointment and shall consider the report of that committee.'</p> <p>The Registrar has two separate PDRs, 1 with the Chair of Council and 1 with the Vice-Chancellor, and his line of responsibility are kept separate but in parallel.</p>
<p>10. To be the employing authority for all staff in the institution and to be responsible for establishing a human resources strategy.</p>	<p>As well as separate statements relating to the appointment of the various senior officers, the Statutes state that it is the responsibility of Council 'to determine, after consultation with the senate regarding the academic staff and with due regard to academic freedom as defined in statute 3(4), the framework of conditions of employment of all the staff of the University and to ensure that there are in place (as may be amended from time to time) procedures that deal with appointment, conduct and discipline,</p>

	<p>performance, grievance and dismissal (including redundancy);'</p> <p>Council approved the Human Resources Strategy in July 2010.</p>
<p>11. To be the principal financial and business authority of the institution, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall responsibility for the institution's assets, property and estate.</p>	<p>Approval of the University's budget, statement of accounts and accounting policies are areas reserved for Council's exclusive decision.</p> <p>It is stated in the Statutes that Council 'shall have the custody, control and disposition of all the property and finance of the University'.</p>
<p>12. To be the institution'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.</p>	<p>Council's legal authority is established by the statutes. These state: "The council shall be the supreme governing body of the University, subject to the provisions of these statutes, and shall have the custody, control and disposition of all the property and finance of the University."</p> <p>Arrangements are in place to ensure the University responds to the legal requirements prescribed by the funding council.</p> <p>Due diligence is undertaken whenever the University enters into a legal contract.</p>
<p>13. To receive assurance that adequate provision has been made for the general welfare of students.</p>	<p>Responsibility for such activity falls within the remit of the Pro-Vice-Chancellor Learning and Teaching and much of the day to day activity is undertaken by the Academic Registrar and her team. There is close collaboration with the Students' Union that presents an annual report to Council and Senate.</p> <p>Council is also informed by the work of Senate to ensure that adequate provision has been made for the general welfare of student.</p> <p>Council is informed of the activities of the Students' Union through the reports it receives from the University/Students' Union Partnership Committee.</p>
<p>14. To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the</p>	<p>Council approval is required for donations in excess of £500,000.</p>

institution.	The NU Advancement team ensures conditions attached to a donation/legacy/endowment are fulfilled.
15. To ensure that the institution's constitution is followed at all times and that appropriate advice is available to enable this to happen.	The University's constitution is set out in the statutes. Various policies and procedures are prepared to ensure the University meets its obligations as set out in the statutes and legal advice is taken, where necessary.

Lizzie Taylor
16 June 2015