



# Ordinance 5

## The Council: Statement of Primary Responsibilities

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**Policy owner:** University Secretary

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## **ORDINANCE 5**

### **THE COUNCIL: STATEMENT OF PRIMARY RESPONSIBILITIES**

The Council shall seek to promote the objects of the Institution as defined in its Charter, involving the safeguarding of the good name and values of the Institution, and to ensure that the Institution is responsive to the interests of its stakeholders, including students, the local community and funding bodies.

The Council exercises all powers available to the Institution except those expressly given to other bodies. Decisions of Council, unless otherwise specifically provided for, shall be taken by a majority of those members present and voting.

#### List of Primary Responsibilities

1. To approve the mission and strategic vision of the Institution, its long-term academic and business plans, and key performance indicators.
2. To safeguard the good name and values of the Institution, and ensure its sustainable operation and development.
3. To ensure that the Institution's Charter and Statutes are followed at all times, and that appropriate advice is available to enable this to happen.
4. To conduct its business in accordance with best practice in Higher Education corporate governance, including the CUC Higher Education Code of Governance, and with the principles of public life drawn up by the Committee on Standards in Public Life.
5. To ensure 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.
6. To establish processes to monitor and evaluate the performance and effectiveness of the Council itself, as the governing body.
7. To be the principal financial, business and contractual 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.
8. To ensure the establishment and monitoring of systems of control and accountability throughout the Institution, including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest.
9. 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.
10. To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the Institution; and ensure the maintenance of the University's status as a registered charity.
11. To delegate authority to the Vice-Chancellor, as chief executive, for the academic, corporate, financial, estate and human resources management of the Institution; to hold the Vice-Chancellor accountable for such delegation; 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.

12. To be the employing authority for all staff in the Institution, to ensure that policies on the recruitment, employment and reward of staff are in place, and to make provision for pension schemes.
13. To ensure that appropriate arrangements are in place to manage the health and safety of staff, students and other persons affected by the University operations.
14. In consultation with the Senate:
  1. To ensure the quality and standards of the education provided.
  2. To make such provision as it thinks fit for the general experience of students.
  3. To accept the affiliation to or association with the Institution of other institutions or departments or branches thereof.
15. To appoint the Vice-Chancellor, as chief executive, and to put in place suitable arrangements for monitoring his / her performance.
16. Council shall appoint any Deputy Vice-Chancellors and Pro Vice-Chancellors.
17. To approve and / or elect persons for appointment as Chancellor, Pro-Chancellors, Chair of Council, and Deputy Chair of Council, as well as independent and co-opted members of Council.
18. To appoint a Clerk to the Council and to ensure that, if the person appointed has managerial responsibilities in the Institution, there is an appropriate separation in the lines of accountability.