

# Board of Governors: Statement of Primary Responsibilities

April 2014



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Board of Governors: Statement of Primary Responsibilities April 2014		
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# Board of Governors: Statement of Primary Responsibilities

**Key:**  
Code = CUC Governance Code of Practice, at [www.hefce.ac.uk/pubs/hefce/2004/04\\_40a/](http://www.hefce.ac.uk/pubs/hefce/2004/04_40a/)  
AoG = Articles of Government, at [www.port.ac.uk/accesstoinformation/policies/universitycirculares/filetodownload,77031,en.pdf](http://www.port.ac.uk/accesstoinformation/policies/universitycirculares/filetodownload,77031,en.pdf)

The Board of Governors shall be responsible for:

## 1. Strategy

Approving the mission and strategic vision of the institution, including the determination of the educational character and mission of the University and for oversight of its activities, long-term business plans, key performance indicators (KPIs) and annual budgets, and ensuring that these meet the interests of stakeholders; enabling the institution to achieve and develop its primary objectives of teaching and research, which includes considering and approving the institution's strategic plan which sets the academic aims and objectives of the institution and identifies the financial, physical and staffing strategies necessary to achieve these objectives. [Code Part 1 para 4 and AoG 3.1 a]

## 2. Vice-Chancellor

Appointing the head of the institution as chief executive of the institution and putting in place suitable arrangements for monitoring his/her performance. [Code Part 1 para 4 and AoG 3.1 d]

## 3. Clerk to the Board of Governors

Appointing the Clerk to the Board of Governors and putting in place suitable arrangements for monitoring his/her performance. [AoG 3.1 d]

## 4. Senior postholders

The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts. [AoG 3.1 e]

## 5. Staff

Setting a framework for the pay and conditions of service of all other staff. [AoG 3.1f]

## 6. Stewardship

Ensuring the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, clear procedures for handling internal grievances and for managing conflicts of interest; for the effective and efficient use of resources, the solvency of the University and the Corporation and for safeguarding their assets; for approving annual estimates of income and expenditure and for approving annual actuals of income and expenditure. [Code Part 1 para 4 and AoG 3.1 b and c]

## 7. Monitoring

Monitoring regularly institutional performance against its planned strategies and operational targets and approved KPIs, which should be, where possible and appropriate, benchmarked against other institutions. [Code Part 1 para 4]

## 8. Corporate governance

Observing the highest standards of corporate governance; including ensuring and demonstrating integrity and objectivity in the transaction of Board business, and wherever possible following a policy of openness and transparency in the dissemination of Board decisions.

## 9. Audit

Directing and overseeing the institution's arrangements for internal and external audit.

## 10. Estates and Information Technology

Oversight of the strategic management of the institution's land and buildings and the physical resources to support IT. As part of this responsibility it considers, approves and keeps under review:

- an estate strategy which identifies the property and space requirements needed to fulfil the objectives of the institution's strategic plan, and also provides for a planned programme of maintenance;
- an IT Strategy which identifies the hardware and software requirements and the related business processes and infrastructure needed to fulfil the objectives of the institution's Strategic Plan, and provides for a planned programme of maintenance.

## 11. Students' Union

To take such steps as are reasonably practicable to ensure that the Students' Union operates in a fair and democratic manner and is accountable for its finances. (Education Act 1994)

## 12. Health and safety

The health and safety of employees, students and other individuals whilst on the institution's premises and in other places where they may be affected by its operations; including ensuring that the institution has a written statement of policy on health and safety and arrangements for the implementation of that policy. (Health and Safety at Work Act 1974)

## 13. Equality and diversity

Ensuring the University provides an inclusive environment for work and study through embedding diversity and equal opportunities into everything the University does, particularly in those core functions and activities that directly affect staff and students at work and study.

## Board's reserved powers [AoG 5.3]

The Board of Governors shall not delegate the following:

- a) the determination of the educational character and mission of the University;
- b) the approval of the annual estimates of income and expenditure;
- c) ensuring the solvency of the University and the Corporation and the safeguarding of their assets;
- d) the appointment or dismissal of the Vice-Chancellor; and
- e) the varying or revoking of the Articles of Government.

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