# COUNCIL: STATEMENT OF PRIMARY RESPONSIBILITIES

This Statement of Primary Responsibilities sets out the principal responsibilities of Council. While Council has final responsibility for particular matters (including those reserved responsibilities set out in the Articles of Association and as required by the regulator), it fulfils many of the responsibilities below through delegation (particularly to other committees or Officers of the School).

## Statement of Primary Responsibilities

1. To set and agree the mission, strategic vision and values of the School with the School Management Committee.

2. To agree long-term academic and business plans and key performance indicators and ensure that these meet the interests of stakeholders, especially staff, students and alumni.

3. To ensure that processes are in place to monitor and evaluate the performance and effectiveness of the School against the strategy, plans and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable institutions.

4. To delegate authority to the President and Vice Chancellor for the academic, corporate, financial, estate and human resource management of the School, and ensure the establishment and regular review of the policies, procedures and limits within such management functions as shall be undertaken by and under the authority of the President and Vice Chancellor.

5. To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls, risk assessment, value for money arrangements and procedures for handling internal grievances and managing conflicts of interest.

6. To establish processes to monitor and evaluate the performance and effectiveness of Council itself.

7. 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.

8. To safeguard the good name and values of the School.

9. To appoint the President and Vice Chancellor as Chief Executive and to put in place suitable arrangements for monitoring their performance.

10. To appoint a Secretary to Council and to ensure that, if the person appointed has managerial responsibilities in the School, there is an appropriate separation in the lines of accountability.

11. To ensure that there are procedures to address employment matters for all staff of the School.

12. To ensure that adequate accounting records are kept, to approve the annual budget and financial statements, and to have overall accountability for the School's assets, property and estate.

13. To ensure systems are in place for meeting all the School's legal obligations, including those arising from contracts and other legal commitments made in the School's name. This includes accountability for health, safety and security and for equality, diversity and inclusion.

14. To receive assurance that adequate provision has been made for the general welfare of students.

15. To act as trustee for or ensure appropriate arrangements are in place to oversee any property, legacy, endowment, bequest or gift in support of the work and welfare of the School.

16. To ensure that the School's Articles of Association and other governing documents are always followed, and that appropriate advice is available to enable this to happen.

17. To promote a culture which supports equity, diversity and inclusivity across the School.

18. To maintain and protect the principles of academic freedom and freedom of speech legislation.

19. To ensure that all students and staff have opportunities to engage with the governance and management of the School.

**Review schedule**

| Review interval | Next review due by | Next review start |
|---|---|---|
| 3 years | Nov 2025 | Nov 2024 |

**Version history**

| Version | Date | Approved by | Notes |
|---|---|---|---|
| 1 | 22 Nov 2022 | Council | |
| | | | |

**Links**

| Reference | Link |
|---|---|
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**Contacts**

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**Communications and Training**

| Will this document be publicised through Internal Communications? | No |
|---|---|
| Will training needs arise from this policy | No |
| If Yes, please give details | |