

Functions of Council (Statement of Primary Responsibilities)

The Council Effectiveness Review recommended that “in the Statement of Primary Responsibilities, consideration be given to re-introducing an appraisal of the mechanism by which these responsibilities are being discharged by the University”. The SOPR (which derived from a template document developed by the CUC and adopted by the University) was incorporated into Council Regulations (see Regulation II: 8, Functions of Council) as part of a review undertaken in 2013 and no longer exists as a separate document. In response to the CER recommendation, we have undertaken to provide the suggested appraisal (see table below) and have this reviewed annually by Council, alongside the Scheme of Delegation.

8.	Functions of Council	Mechanism
Subject to the Charter and Statutes, the Council’s primary functions are to:		
8.1	develop and approve the mission and strategic vision of the University, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders;	Through the development and approval of the University’s Strategic Plan and related performance measures.
8.2	delegate authority to the President & Vice-Chancellor, as chief executive, for the academic, corporate, financial, estate and human resources management of the University and to establish and keep under regular review the policies, procedures and limits applicable to such management functions as shall be undertaken by and under the authority of the President & Vice-Chancellor;	Through the Council Scheme of Delegation, which is reviewed annually by Council.
8.3	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>Control and accountability: through the Audit Committee, which is specifically charged with keeping under review the effectiveness of internal control systems; through approval of the University’s annual accountability return to HEFCE.</p> <p>Risk: through the Risk Review Group of UEB and its regular updating and review of the corporate risk register and reports to the University Executive Board and Council.</p> <p>Grievances: through the provisions of Section 6 of the Statutes, which lays down clear procedures for handling internal staff grievances; through the Regulations of Senate relating to Academic Appeals and the related complaints procedure.</p> <p>Conflicts of interest: through the existence of the register of interests for Council members (and other lay members of University committees) and the associated</p>

		guidelines on managing conflicts of interest.
8.4	ensure processes are in place to monitor and evaluate the performance and effectiveness of the University against the plans and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable universities;	Through annual review of progress against the objectives and performance measures set out in the Strategic Plan. Through consideration of the outcomes of the annual Planning Round, detailing the outcomes and actions to be taken in the following year.
8.5	establish processes to monitor and evaluate the performance and effectiveness of the Council itself;	Through periodic effectiveness reviews conducted in accordance with the HE Code of Governance.
8.6	conduct its business with regard to best practice in higher education corporate governance and in accordance with the principles of public life drawn up by the Committee on Standards in Public Life;	Through compliance with the HE Code of Governance, confirmed through effectiveness reviews.
8.7	safeguard the reputation and values of the University;	Through the adoption of a Code of Ethics and associated procedures and guidance. Through review by UEB of the operation of the Code and an annual report to Council, via Audit Committee (starting in 2018).
8.8	appoint the President & Vice-Chancellor as chief executive, and to put in place suitable arrangements for monitoring his/her performance;	Appointment: through the provisions of Section 4 of the Statutes and Council Regulation VI: 5. Performance: through annual review by the Senior Remuneration Committee and report to Council, including a summary of the P&VC's appraisal and objectives.
8.9	appoint the University Secretary, who shall by virtue of holding that office be the secretary to the Council and Senate;	Through the provisions of Council Regulations II: 7.5 and VI: 8.
8.10	be the employing authority for all Staff in the University and to be responsible for establishing a human resources strategy;	Through the powers delegated by Council to the P&VC, the Director of Human Resources and the Human Resources Committee, as set out in the Council Scheme of Delegation (see Council Regulation III).
8.11	be the principal financial and business authority of the University, to ensure that financial control and risk management procedures are robust, to approve the annual budget and financial statements, and to have overall responsibility for the University's assets, property and estate;	Through the approval of the University's financial forecasts, annual budget and audited accounts. Through approval of the University's annual accountability return to HEFCE. Through the powers delegated by Council to the P&VC, the Director Finance, Finance Committee and Audit Committee, as set out in the Council Scheme of Delegation

		(see Council Regulation III).
8.12	ensure that systems are in place for meeting all the University's legal obligations, including those relating to health and safety and those arising from contracts and other legal commitments made in the University's name;	<p>General: through the provisions of Council Regulation II and the Council Scheme of Delegation.</p> <p>Legal: through access to legal advice via a tendered for network; through receipt of regular reports on the application of the University's seal; through the provisions of Council Regulation XIII on the execution of contracts and deeds.</p> <p>H&S: Through its Health and Safety Committee and the adoption of a Code of Practice and associated procedures and guidance.</p>
8.13	make such provision as it thinks fit for the general welfare of Students, in consultation with the Senate;	Through the powers delegated by Council to the P&VC, as set out in the Council Scheme of Delegation (see Council Regulation III).
8.14	act as trustee for any property, legacy, endowment, bequest or gift in support of the charitable objectives of the University; <i>and</i>	Through the provisions of Council Regulation II: 7 and the powers delegated to the P&VC and Finance Committee, as set out in the Council Scheme of Delegation (see Council Regulation III) and associated Financial Regulations.
8.15	ensure that the University's Charter and Statutes are followed at all times and that appropriate advice is available to enable this to happen.	The responsibility of the University Secretary.