

## University of Cumbria

### UNIVERSITY BOARD - STATEMENT OF PRIMARY RESPONSIBILITIES

1. The following table indicates the primary responsibilities of the University Board of the University of Cumbria, together with a statement of the mechanism through which they are discharged. The Statement of Primary Responsibilities is intended for guidance only. It does not replace the responsibilities of the University Board as set out in its Memorandum and Articles of Association.

	<b>Responsibility</b>	<b>Mechanism</b>
1.	To 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, particularly in relation to public funds.	Through five-yearly approval and review of the University's Corporate Strategy and through the annual approval of the University's Annual Operating Plan and through annual returns to HEFCE and other monitoring and funding agencies.
2.	To establish and keep under regular review the policies, procedures and limits within the academic, corporate, financial, estate and personnel management functions as shall be undertaken by and under the authority of the Vice Chancellor, as chief executive.	Through the Vice Chancellor's job description, and through regular review of the powers delegated by the University Board to its sub-committees and an agreed Scheme of Delegation.
3.	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.	Through the role of the Audit and Risk Committee which is specifically charged with keeping under review the effectiveness of internal control systems, appointment of internal and external auditors, and the annual updating and review of the register of risks and through the existence of the register of interests for University Board and University Management Team members.
4.	To 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 institutions.	Through the review and approval of the Annual Operating Plan and associated Performance and Risk frameworks, through the consideration of regular reports on key strategic areas, including against a set of Key Performance Indicators (KPIs).
5.	To establish processes to monitor and evaluate the performance and effectiveness of the University Board itself	Through an annual review of the effectiveness of the University Board and its committees and periodic external reviews.

	and its committees.	
6.	<p>To conduct its business in accordance with best practice in higher education corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life:</p> <ul style="list-style-type: none"> <li>• Selflessness</li> <li>• Integrity</li> <li>• Objectivity</li> <li>• Accountability</li> <li>• Openness</li> <li>• Honesty</li> <li>• Leadership</li> </ul>	<p>By observing the University's Articles of Association and Code of Conduct.</p> <p>By following the Committee of University Chairmen's <i>Code and Guide</i>, and other relevant Codes of Corporate Governance.</p>
7.	To safeguard the good name and values of the University.	Through approval of strategic plans, monitoring performance and effectiveness against plans, and annual monitoring and review of the risk management process.
8.	To appoint the Vice Chancellor as chief executive (and where necessary, to remove), and to put in place suitable arrangements for monitoring his/her performance.	Through the provisions of Sections 9.4.6, 9.5.1 and 15.1-15.5 in the Articles of Association.
9.	To appoint (and, where necessary, to remove) a Secretary to the University Board, and to ensure that, if the person appointed has managerial responsibilities in the institution, there is an appropriate separation in the lines of accountability.	Through the provisions of Sections 9.4.6 and 16.1 of the Articles of Association.
10.	To be the employing authority for all staff in the University and to be responsible for establishing a human resources strategy.	Through the provisions of Section 9.2.6, 9.2.7, 9.2.8, 18.1 and 19 of the Articles of Association and through the University Board's Employment Policy Committee.
11.	To be the principal financial and business authority of the University, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall responsibility for the University's assets, property and estate.	Through the provisions of Sections 9.2.3, 9.2.5, 9.4.2, 9.4.3 and 24 of the Articles of Association and through the University Board's Finance and Resources Committee.

12.	To ensure that systems are in place for meeting all the University's legal obligations, including those arising from contracts and other legal commitments made in the University's name.	Through the appointment of legal advisers to the University, and through the responsibilities of the Secretary underpinned where necessary by legal advice.
13.	To make such provision as it thinks fit for the general welfare of students, in consultation with the Academic Board.	Through the provisions of Sections 20 and 21 of the Articles of Association and through the Academic Board and its sub-committees.
14.	To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the University.	Through the provisions of the Articles of Association.
15.	To ensure that the University's constitution is followed at all times and that appropriate advice is available to enable this to happen.	Through the responsibility and advice of the Registrar and Secretary underpinned as necessary by legal advice.

2. For the session 2013-2014 the University's Officers and key individuals are:

Chair of University Board	Mr Euan Cartwright
Vice Chair of University Board	Dr Stephen Curl
Chair of Finance and Resources Committee	Dr Stephen Curl
Chair of Audit Committee	Mr David Allen
Chair of Employment Policy Committee	Mr Geoff Donnelly
Chair of Nominations Committee	Mr Euan Cartwright
Chair of Remuneration Committee	Dr Stephen Curl
Secretary to the University Board	Mr Neil Harris
Senior Executive	Vice Chancellor, Professor Peter Strike Registrar and Secretary, Mr Neil Harris Pro Vice Chancellor: Enterprise, Business Development and Engagement, Ms Sandra Booth Interim Pro Vice Chancellor: Academic, Prof Cliff Hardcastle Director of Finance and Resources, Ms Kate McLaughlin Flynn Chief Operating Officer, Mrs Janet Whitworth
Deanery	Executive Dean, Dr Robin Talbot

## **REGISTER OF INTERESTS**

A Register of Interests of members of the University Board is held by the Secretary to the University Board.

Adopted by the University Board: 1 August 2007

Revised October 2013

Updated annually – August 2015

Revised March 2016