

UNIVERSITY OF WALES INSTITUTE, CARDIFF
HIGHER EDUCATION CORPORATION

STATEMENT OF PRIMARY RESPONSIBILITIES OF THE BOARD OF GOVERNORS

1. To approve the educational character, mission and strategic vision of the institution, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders.
2. To delegate authority to the Vice-Chancellor & Principal, as chief executive, for the academic, corporate, financial, estate and personnel management of the institution. 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.
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. To ensure, through the work of the Audit Committee, compliance with the HEFCW Audit Code of Practice.
4. 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.
5. To establish processes to monitor and evaluate the performance and effectiveness of the governing body itself and its committees.
6. 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.
7. To safeguard the good name and values of the institution.
8. To appoint the Vice-Chancellor & Principal as chief executive and to put in place suitable arrangements for monitoring his/her performance.
9. To appoint a Clerk to the governing body and to put in place suitable arrangements for monitoring his/her performance.
10. To be responsible for the appointment, assignment, grading, suspension, dismissal and determination of the pay and conditions of service of the Vice-Chancellor & Principal, the Clerk to the Board of Governors and the holders of senior posts as the Board of Governors may determine after consultation, where appropriate, with the Vice-Chancellor & Principal.
11. To be the employing authority for all staff in the institution and to be responsible for establishing a human resource strategy including the setting of a framework for the pay and conditions of staff other than those referred to in paragraph 10 above
12. To be the principal financial and business 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 university's assets, property and estate including maintenance of exempt charitable status.
13. 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, other legal commitments made in the institution's name and compliance with legislation including equalities legislation.

14. To make such provision as it thinks fit for the general welfare of students, in consultation with the Academic Board, and to take such steps as are reasonably practicable to ensure that the Students' Union operates in a fair and democratic way and is accountable for its finances.
15. To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the institution.
16. To ensure that the institution's Instrument Articles of Government are followed at all times and that appropriate advice is available to enable this to happen.
17. To ensure that the institution has a written policy on health and safety and to monitor the arrangements for the policy's implementation and development.

The following is a summary of the responsibilities of members of the Board of Governors as set out in the Articles of Government.

Responsibilities

Under Article 3(1) of UWIC's Articles of Government the Board of Governors shall be responsible for:

- (a) for the determination of the educational character and mission of the Institute and for oversight of its activities.
- (b) the effective and efficient use of resources, the solvency of the institution and the Corporation and for safeguarding their assets;
- (c) approving annual estimates of income and expenditure;
- (d) the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of the Principle, the Clerk to the Board and the holders of senior posts as the Board may determine after consultation, where appropriate, with the Principal;
- (e) the appraisal of the Principal and the Clerk to the Board of Governors; and
- (f) setting of a framework for the pay and conditions of service of all other staff.

Responsibilities which must not be delegated

Article 5(4) of the Articles of Government prohibits the Board of Governors from delegating the following:

- (a) the determination of the educational character and mission of the Institute;
- (b) the approval of the annual estimates of income and expenditure and final accounts in respect of each financial year;
- (c) ensuring the solvency of the Institute and the Corporation and the safeguarding of their assets;
- (d) the appointment or dismissal of the Principal; and
- (e) the varying or revoking of the Articles of Government.