

UNIVERSITY OF BRADFORD

STATEMENT OF PRIMARY RESPONSIBILITIES

The University Council has adopted a Statement of Primary Responsibilities which sets out the principal responsibilities of the governing body. It is based on the Model Statement contained in [The Higher Education Code of Governance](#), published by the Committee of University Chairs in September 2020 and has been adapted to reflect the powers and responsibilities that the Council at the University of Bradford derives from its Charter and Statutes.

The University is an exempt charity under the terms of the Charities Act 2011 and is therefore subject to charity legislation. Charity status confers particular responsibilities on members of the Council who are the charity trustees in law. In summary, Trustees must:

- ensure the charity is carrying out its purposes for the public benefit, and that its assets are applied solely for its charitable purposes.
- comply with the charity's governing document and the law.
- act in the charity's best interests, including by managing conflicts of interest.
- ensure the charity is accountable.
- manage the charity's resources responsibly, including by managing risks and protecting its assets and people.
- act with reasonable care and skill.

Listed below are the primary responsibilities of the University Council with an explanation of how they are discharged.

The primary responsibilities of Council are as follows:	
1	To set and agree the mission, strategic vision and values of the institution with the Executive.
2	To agree long-term academic and business plans including associated key performance indicators and ensure that these meet the interests of stakeholders, especially staff, students and alumni.
3	To appoint the Vice-Chancellor as Chief Executive and to put in place suitable arrangements for monitoring their performance.

4 To delegate authority to the Vice-Chancellor for the academic, corporate, financial, estate and human resource management of the institution, and to establish and keep under regular review the policies, procedures and limits under which such authority is exercised.
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 the governing body 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 institution.
9 To maintain and protect the principles of academic freedom and freedom of speech legislation.
10 To appoint a Secretary to the governing body and to ensure that, if the person appointed has managerial responsibilities in the institution, there is an appropriate separation in the lines of accountability.
11 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 accountability for the institution's assets, property and estate.
12 To be the institution's legal authority and, as such, to ensure systems are in place for meeting all the institution's legal obligations, including those arising from contracts and other legal commitments made in the institution's name. This includes accountability for health, safety and security, equality, diversity and inclusion and data protection.
13 To receive assurance that adequate provision has been made for the general welfare of students.
14 To receive assurance that the Students' Union operates in a fair and democratic manner 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 constitution is always followed, and that appropriate advice is available to enable this to happen.
17 To be the employing authority for all staff in the institution and to be accountable for ensuring that an appropriate human resources strategy is established.
18 To promote a culture which supports inclusivity and diversity across the institution.
19 To ensure that all students and staff have opportunities to engage with the governance and management of the institution.

Revised March 2021 (approved by Council, 12 May 2021)