

# STATEMENT OF PRIMARY RESPONSIBILITIES

February 2022

<b>Document title</b>
Statement of Primary Responsibilities February 2022
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<b>Approving body</b>
Board of Governors
<b>Date of approval</b>
25 January 2022, minute number 58
<b>Review date</b>
January 2027
<b>Edition no.</b>
7
<b>ID Code</b>
117
<b>Date of effect</b>
February 2022
For public access online (internet)? Yes
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## STATEMENT OF PRIMARY RESPONSIBILITIES

The Board of Governors has agreed to adopt the CUC's *Higher Education Code of Governance* (2020) and, consequently, has agreed the following Statement of Primary Responsibilities, in line with the Code.

1. To set and agree the mission, strategic vision and values of the University, with the Executive.
2. To agree long-term academic and business plans and key performance indicators, and to 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 institution against the strategy, plans and approved key performance indicators, which should be - where possible and appropriate - benchmarked against other comparable institutions.
4. To delegate operational authority to the Vice-Chancellor for the academic, corporate, financial, estate and human resource management of the University, within the strategic parameters determined by the Board of Governors. 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 Vice-Chancellor.
5. To direct and oversee arrangements for internal and external audit and 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 for managing conflicts of interest.
6. To establish processes to monitor and evaluate the performance and effectiveness of the Board of Governors itself.
7. 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.
8. To safeguard the good name and values of the University.
9. To appoint the Vice-Chancellor as head of the institution and chief executive and to put in place suitable arrangements for monitoring their performance.
10. To appoint a Clerk 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 employing authority for all staff in the University and to be responsible for ensuring that an appropriate human resources strategy is established.
12. 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, including the management of data, information governance and the integrity of related IT systems.
13. To be the University'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 and other legal commitments made in the institution's name. This includes accountability for health, safety and security; for equality, diversity and inclusion; and for ensuring that the Students' Union operates in a fair and democratic manner and is accountable for its finances.
14. To receive assurance that adequate provision has been made for the general welfare of students.
15. To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the University.
16. To ensure that the University's constitution is always followed, and that appropriate advice is available to enable this to happen.
17. To promote a culture which supports inclusivity and diversity across the University.
18. To maintain and protect the principles of academic freedom and freedom of speech legislation.
19. To ensure that students and staff have opportunities to engage with the governance and management of the University.

This Statement of Primary Responsibilities adheres to the model Statement published within the CUC's *Higher Education Code of Governance* and supplements the Instrument and Articles of Government of the University. Where there is any unintended conflict, the Instrument and Articles of Government shall take precedence, and the Statement of Primary Responsibilities shall be subsequently amended to remove any conflict.

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