



LIVERPOOL HOPE
UNIVERSITY

175 YEARS OF ACADEMIC
EXCELLENCE

Statement of Responsibilities

Document Control

Responsibility for Policy:	Clerk to Council
Approved by and date:	13 th April 2021
Frequency of Review:	Annually
Next Review date:	April 2022
Related Policies:	
Minor Revisions:	
EIA:	

The primary responsibilities of the Council of Liverpool Hope University shall be¹:

1. To set and agree the mission, strategic vision and values of Liverpool Hope University with the University Senior Executive Team.
2. To agree long-term academic and business plans and key performance indicators and 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 Liverpool Hope University against the strategy, plans and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable institutions.
4. To delegate authority to the Vice Chancellor for the academic, corporate, financial, estate and human resource management of the Liverpool Hope University, and 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 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 Life².
8. To safeguard the good name, values and Christian ethos of Liverpool Hope University.
9. To appoint the Vice Chancellor as Chief Executive and to put in place suitable arrangements for monitoring their performance.
10. To appoint a Secretary to the governing body and to ensure that, if the person appointed has managerial responsibilities in the University, there is an appropriate separation in the lines of accountability.

¹ Taken from CUC HE Code of Governance 2020

² Members of the Council will conduct its business in accordance with the Seven Principles of Public Life: Selflessness; Integrity; Objectivity; Accountability; Openness; Honesty; Leadership

11. To be the employing authority for all staff in the Liverpool Hope University and to be accountable for ensuring that an appropriate human resources strategy is established.
12. To be the principal financial and business authority of Liverpool Hope University, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall accountability for Liverpool Hope University's assets, property and estate.
13. To be Liverpool Hope University's legal authority and, as such, to ensure systems are in place for meeting all the Liverpool Hope University's legal obligations, including those arising from contracts and other legal commitments made in the University's name. This includes accountability for health, safety and security and for equality, diversity and inclusion.
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 Liverpool Hope University
16. To ensure that Liverpool Hope 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 Liverpool Hope University.
18. To maintain and protect the principles of academic freedom and freedom of speech legislation.
19. To ensure that all students and staff have opportunities to engage with the governance and management of Liverpool Hope University

The University is a Company Limited by Guarantee and a charity. Members of Council are Company Directors and Trustees. Under the Companies Act 2006, Company Directors have a number of general duties. These are to:

- Act within powers
- Promote the success of the company
- Exercise independent judgement
- Exercise reasonable care, skill and diligence
- Avoid conflicts of interest
- Not accept benefits from third parties
- Declare interest in proposed transaction or arrangement.

This means that Directors have responsibilities to:

- 1) Act in the University's best interests, taking everything they think relevant into account.
- 2) Obey the University's constitution and decisions taken under it.

March 2021

- 3) Be honest and remember that the University's property belongs to it and not to the Directors.
- 4) Be diligent, careful and well informed about the University's affairs. Directors should use any special skills or experience they have.
- 5) Make sure the University keeps records of Directors' decisions.
- 6) Remember that Directors remain responsible for work given to others.
- 7) Avoid situations where interests conflict with those of the University. When in doubt disclose potential conflicts quickly.
- 8) Seek external advice where necessary, particularly if the University is in financial difficulty.

[Adapted from the Ministerial Statement on the Companies Act 2006 Duties of Company Directors (Department for Trade and Industry, June 2007)]

Directors' legal duties should be understood in the context of the wider responsibilities of members of governing bodies of higher education institutions as set out in the Terms and Conditions of Funding and the Registration Conditions specified by the Office for Students (OfS).

Compliance with the OfS conditions of registration includes members of Council adhering to the **Public Interest Governance Principles**

- **Student engagement:** The governing body ensures that all students have opportunities to engage with the governance of the provider, and that this allows for a range of perspectives to have influence.
- **Academic governance:** The governing body receives and tests assurance that academic governance is adequate and effective through explicit protocols with the senate/academic board (or equivalent).
- **Value for money:** The governing body ensures that there are adequate and effective arrangements in place to provide transparency about value for money for all students and (where a provider has access to the student support system or to grant funding) for taxpayers.
- **Freedom of speech:** The governing body takes such steps as are reasonably practicable to ensure that freedom of speech within the law is secured within the provider.
- **Governing body:** The size, composition, diversity, skills mix, and terms of office of the governing body is appropriate for the nature, scale and complexity of the provider.
- **Fit and proper:** Members of the governing body, those with senior management responsibilities, and individuals exercising control or significant influence over the provider, are fit and proper persons.