

Statement of primary responsibilities (Extract from Terms of Reference)



The Council of Royal Holloway has adopted the CUC Higher Education Code of Governance (2020), using its guidance to prepare primary responsibilities as follows:

Planning Monitoring and Control:

- i. To approve and contribute to the mission, strategic vision and values of the institution, which have been proposed by the Senior Leadership Team, ensuring compliance with the RHBNC Act (the Act) and the charitable objectives of the College.
- ii. To approve long-term academic and business plans and key performance indicators and ensure that these meet the interests of all stakeholders, especially staff, students and alumni.
- iii. To delegate authority to the Principal, as Chief Executive, for the academic, corporate, financial, estate and human resource management of the College, 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 Principal.
- iv. To reserve powers as defined in the Schedule of Delegations to ensure Council is meeting its obligations in key governance areas.
- v. To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls, risk assessment, external reporting procedures, value for money arrangements and processes for handling internal grievances and managing conflicts of interest.
- vi. To ensure that processes are in place to monitor and evaluate the performance and effectiveness of the College and the Senior Leadership Team against the strategy, operating plan and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable institutions.
- vii. To establish processes to monitor and evaluate the performance and effectiveness of the Council itself.
- viii. To ensure that the Act and statutes of the College, and the statutes, regulations and ordinances of the University of London are always followed, and that appropriate advice is available to enable this to happen.
- ix. To conduct its business, wherever relevant and possible, in accordance with best practice in higher education corporate governance and the principles of public life drawn up by the Committee on Standards in Public Life.
- x. To safeguard the good name and values of the College.

Appointment and employment:

- xi. To appoint the Principal as Chief Executive, determine their remuneration and to put in place suitable arrangements for monitoring their performance.
- xii. To appoint a Secretary to the Council, determine their duties and to ensure that, if the person appointed has managerial responsibilities in the College, there is an appropriate separation in the lines of accountability.
- xiii. To be the employing authority for all staff in the College and to be accountable for ensuring that an appropriate human resources strategy is established and deployed.

Financial and Legal:

- xiv. To be the principal financial and business authority of the College, to ensure that proper accounts are maintained, to approve the annual budget and financial statements and to have overall responsibility for the College's assets, property, estate and investment policy.
- xv. To be the College's legal authority and, as such, to ensure that systems are in place for meeting all the College's legal obligations, including those arising from contracts and other legal commitments made in the College's name. This includes responsibility for health, safety and security and for equality, diversity and inclusion.
- xvi. To ensure that any property, legacy, endowment, bequest or gift made to the College is used to support its work.

Student and Staff Welfare:

- xvii. To receive assurance that adequate provision has been made for the general welfare of students.
- xviii. To promote a culture which supports inclusivity and diversity across the College.
- xix. To maintain and protect the principles of academic freedom and freedom of speech legislation.
- xx. To ensure that the governance and management of the College is accessible by all students and staff.

Approved by Council 7 October 2021