

University Court: Statement of Primary Responsibilities

Creator	University Secretary/Governance & Nominations Committee
Approved by	Court
Approval Date/Version	21 June 2013 (v2.0)
Review By	2020/2021
Version	December 2019 (v2.8)
Document Type	Code of practice
Activity/Task	University Governance/Court
Document Location	J:\Secretariat\Court\Court Documents

University Court

Statement of Primary Responsibilities of Court

This Statement of Primary Responsibilities is based on the CUC Guide for Members of Higher Education Governing Bodies in the UK: Governance Code of Practice (2009). It is consistent with The Abertay University (Scotland) Order of Council 2019.

The primary responsibilities of Court, as the governing body of the University, are

1. To approve the mission and strategic vision of the University, long-term academic and business plans and key performance indicators (KPIs); to ensure that these meet the interests of stakeholders; and to ensure that there are opportunities for Court to provide strategic input in the development of key strategies and long-term plans such that their approval can be considered by Court without conflict of interest.
2. To appoint a Principal & Vice-Chancellor as chief executive, and to put in place suitable arrangements for monitoring his/her performance.
3. To appoint a secretary to Court and to ensure that, if the person appointed has managerial responsibilities in the University, there is an appropriate separation in the lines of accountability.
4. To delegate authority to the Principal & Vice-Chancellor of the University, as chief executive, for the academic, corporate, financial, estate and personnel management of the 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 Principal.
5. 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 'whistle-blowing' complaints and for managing conflicts of interest.
6. To ensure that processes are in place to monitor and evaluate the performance and effectiveness of the University against the plans and approved key performance indicators, which should be – where possible and appropriate – benchmarked against other comparable institutions.
7. To establish processes to monitor and evaluate the performance and effectiveness of Court itself.
8. 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.
9. To safeguard the good name and values of the University.
10. To be the employing authority for all staff in the University and to approve a human resources strategy.

11. To ensure that non-discriminatory systems are in place to provide equality and diversity of opportunity for staff and students.
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.
13. To be the University's legal authority and, as such, to ensure that systems are in place for meeting all the University's legal obligations, including those arising from contracts and other legal commitments made in the University's name.
14. To make such provision as it thinks fit for the general welfare of students, in consultation with Senate.
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 followed at all times and that appropriate advice is available to enable this to happen.

Court shall approve and keep under review a scheme of delegated authority to the Principal and other senior and committees.

Court's key individuals:

Role	Name
Chair of Court	Mr M Shaw
Vice-Chair of Court	Dr A Ingram
Court Intermediary	Mr J Burt
Chair of the Audit & Risk Committee Chair	Ms G Ghafoor
Chair of Finance & Corporate Performance Committee	Mr I McDonald
Chair of the Governance & Nominations Committee	To be appointed
Chair of the Remuneration Committee	Mr J Barnett

Principal & Vice-Chancellor and senior officers:

Principal & Vice-Chancellor	Professor N Seaton
Vice-Principal (Academic)	Professor L Bacon
Vice-Principal (University Services)	Mr M Batho
University Secretary	Mrs S Stewart

It was approved by Court on 21 June 2013

Version Control Table

Version number	Purpose / Changes	Author	Date
2.0	Approved by Court	University Secretary/ Governance & Nominations Committee	21 June 2013
2.1	Minor editorial changes, coversheet amendments	F. Caldwell, Policy Officer	27 Feb 2014
2.2	Minor editorial changes	F Caldwell, Policy Officer	15 Sept 2014
2.3	Audit Committee chair name change	F Caldwell, Policy Officer	15 Sept 2015
2.4	Audit Committee chair name change	Corporate Governance Manager	1 Jan 2016
2.5	Minor additions	Corporate Governance Manager	24 April 2016
2.6	Updated key individuals	University Secretary	27 March 2018
2.7	Updated re key individuals and reference to new governing order	University Secretary	2 October 2019
2.8	Updated re new Vice-Chair	University Secretary	20 December 2019