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**5. RESPONSIBILITIES OF THE UNIVERSITY BOARD**

5.1 Under Article 4.1 of the Articles of Government for Bournemouth University, the University Board (referred to within the Articles as the Board of Governors) shall be responsible for:

<p>The determination of the educational character and mission of the University and for oversight of its activities</p>	<p>University Board</p>
<p>The effective and efficient use of resources, the solvency of the University and the Corporation and for safeguarding their assets</p>	<p>University Board following consideration by the Audit, Risk and Governance Committee and/or the Finance &amp; Resources Committee.</p>
<p>Approving annual estimates of income and expenditure</p>	<p>The annual budgets require approval of the University Board following consideration by the Finance and Resources Committee.</p> <p>The Annual Financial Statements require approval of the University Board following consideration by the Finance and Resources Committee and the Audit, Risk and Governance Committee.</p> <p>The OfS Financial Forecasts and the University Financial Plan require approval of the University Board following consideration by the Finance and Resources Committee.</p>
<p>The appointment or dismissal of the Vice-Chancellor and of the Clerk to the Board</p>	<p>University Board.</p>
<p>Approving policies and procedures relating to the appointment, grading, assignment of duties to, appraisal of, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts</p>	<p>University Board following consideration by the Nominations Committee and Remuneration Committee for matters within their respective terms of reference. The Board may also decide to delegate approval to those Committees in their respective terms of reference approved by the Board.</p> <p>Note that UET members are holders of senior posts and therefore oversight of appointment processes and succession for UET is within the remit of Nominations Committee as set out in its terms of reference approved by the Board.</p>
<p>Approving the framework for employ12.2 (nt</p>	<p>-112.2 (appC ]TJ-0.005 Tc 0 T05 Tc w d3.1 (mf)-1r(he r)-1.2 (i)</p>





Making proposals to the [University Board] about the educational character and mission of the University and for implementing the decisions of the [University Board]	Vice-Chancellor
The organisation, direction and management of the University and leadership of the staff	Vice-Chancellor
The appointment, assignment of duties, grading, appraisal, suspension, dismissal, and determination – within the framework set by the [University Board] – of the pay and conditions of service of staff other than the holders of senior posts	Vice-Chancellor Delegated to: The Chief Operating Officer
The determination, after consultation with Senate, of the University's academic activities, and for the determination of its other activities	Vice-Chancellor delegated to: the University Executive Team
Preparing annual estimates of income and expenditure, for consideration by the [University Board], and for the management of budget and resources, within the estimates approved by the [University Board]	Vice-Chancellor Delegated to: Finance Director
The maintenance of student discipline and, within the policies and procedures provided for within these Articles, for the suspension or expulsion of students on disciplinary grounds and for implementing decisions to expel students for academic reasons	Vice-Chancellor Delegated as set out in the policies approved by Senate or Academic Standards and Education Committee

7.2 The Vice-Chancellor is designated by the University Board to be the **Accountable Officer** for the University and reports to OfS and Research England on behalf of the University. As such, he or she is personally responsible to the University Board for ensuring compliance with the OfS Regulatory Framework, the OfS Terms and Conditions of Funding for Higher Education Institutions and the Terms and Conditions of Research England Grant and for providing OfS and Research England with assurances to that effect.

7.3 The Vice-Chancellor chairs the University Executive Team (UET) whose main purpose is to be the executive body with ultimate decision-making authority for the University in the areas of responsibility assigned to the Vice-Chancellor under articles 4.2 (a-f) in the Articles of Government for Bournemouth University.

7.4 The UET together with Executive Deans, Directors/Heads of ProfesEMC /Spanpl 8.4 ( T)-5.5 ( w)-2.9di(UE) 00

- Oversight, formulation and implementation of decision-making around operational activity across the University, including business and portfolio innovation and development.
- Horizon scanning of the HE sector and wider external environment.

## **8. OTHER KEY EXECUTIVE COMMITTEES**

- 8.1 The Admissions Group is responsible for advising ULT of key developments in the HE sector in relation to student recruitment, admissions and numbers management, and of the potential impact for the University, and on behalf of ULT for managing admissions within the targets for admissions set by ULT.
- 8.2 The Digitalised University and IT Development Committee is responsible on behalf of ULT to oversee and monitor delivery of the IT and digitalised university plans.
- 8.3 The Equality, Diversity and Inclusion Committee's role is to promote, develop and embed, throughout all its activities in partnership with staff, students and the wider community, BU's strategic commitment to Equality, Diversity and Inclusion.
- 8.4 The Sustainability Committee is responsible on behalf of ULT for providing strategic leadership and oversight for embedding sustainability at Bournemouth University.
- 8.5 The Access, Excellence and Impact Committee's purpose is to lead activities in relation to education access, excellence and impact, targeting the highest levels of achievement and benefits to applicants, students and the University.
- 8.6 The Estates Development Committee is responsible on behalf of ULT to oversee and monitor delivery of the Estates Development Framework.
- 8.7 The Fees Group is responsible on behalf of ULT for considering and, where appropriate taking action or recommending decisions on all matters relating to tuition fees, bursaries and scholarships.
- 8.8 The Health and Safety Committee's role is to:
- Ensure an overview of Health, Safety and Well-being matters for all stakeholders, including staff and students, in line with legislation and best practice.
  - Promote co-operation between the University and its employees by initiating, developing and implementing measures to ensure health and safety and wellbeing at work.
  - Review the current health and safety performance within the University and monitor the development of health and safety plans and procedures for controlling risk across the University, at a strategic level.
  - Perform an advisory role within the University and make recommendations to ULT.
  - Promote the regular review of the University's Policies and Procedures and







To monitor and audit compliance with research ethics policies and procedures	Senate, <b>delegated to:</b> the University Research Ethics Committee.
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\* Note that as set out in the Academic Regulations, Policies and Procedures minor changes for example, clarification of existing information, name changes and correction of typographical errors may be approved by relevant document owners outside of Senate or its Committees but will be recorded and reported by Academic Quality. The overall owner of the Academic Regulations, Policies and Procedures shall be the Academic Registrar, as Secretary to Senate, who will liaise with other document owners.

**10. OVERVIEW OF KEY SENATE COMMITTEES AND SUB-COMMITTEES**

- 10.1 The Academic Standards and Education Committee is responsible on behalf of Senate for setting and maintaining the academic standards of University awards, and for monitoring and enhancing the overall student experience, education enhancement, pastoral, personal development and extra-curricular opportunities available to students in line with the BU2025 Strategy.
- 10.2 Assessment Boards are responsible on behalf of Senate and the Academic Standards and Education Committee for considering student progression and attainment in accordance with the University’s assessment regulations and the conferment of awards.
- 10.3 Faculty Academic Standards and Education Committees are responsible for maintenance of academic standards, quality assurance and operational enhancement processes on all of the educational activity within each Faculty. They are responsible for monitoring and enhancing the overall student experience within the Faculty, including education enhancement, pastoral, personal development and extra-curricular opportunities available to students. Faculty Academic Standards and Education Committees report to the Academic Standards and Education Committee.
- 10.4 Faculty Academic Board reports to Senate and is the principal academic deliberative committee of the Faculty with responsibility for the nature and quality of the Faculty’s academic provision. Subject to the general responsibility of Senate for the academic work of the University, each Faculty Academic Board shall take oversight of and academically debate the planning, co-ordination, and effective development of research, knowledge exchange, professional practice and education within the Faculty.
- 10.5 The University Research Ethics Committee is responsible on behalf of Senate for promoting best ethical practice in relation to research and research related activities. Beneath it sit Research Ethics Panels who review and approve research ethics applications on its behalf.
- 10.6 The Research and Professional Practice Committee is responsible on behalf of Senate for monitoring and enhancing the institutional environment for research, knowledge exchange and professional practice in line with the BU2025 Strategy. Faculty Research and Professional Practice Committees report to the Research and Professional Practice Committee and have responsibility at Faculty level.
- 10.7 The Research Degrees Committee is responsible for the strategic direction, nature, quality, development and delivery of the University’s research degree provision. The Research Degrees Committee is a sub-committee of the Research and Professional Practice Committee. Faculty Research Degrees Committees have responsibility at Faculty level.

**11. OTHER AREAS OF AUTHORITY**

**11.1 Governance**

Amendments to the Instru	
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	<p>Risk and Governance Committee and in consultation with others as appropriate (such as Senate and staff representatives).</p> <p>The process is overseen by the Clerk to the Board.</p> <p>Proposed changes must be approved by at least three quarters of the University Board members present.</p>
Oversight of the University's compliance with the Office for Students' ongoing conditions of registration (see 7.2 above).	University Board, <i>following consideration by the Student Experience, Quality and Standards Committee (as to conditions relating to student experience, quality and standards and access and participation) and the Audit, Risk and Governance Committee (as to conditions relating to other matters).</i>
Providing assurance of due diligence on significant risks.	University Board, <b>delegated to</b> UET, following consideration by ULT
Setting the University's Risk Appetite	University Board, <i>following consideration by the Audit, Risk and Governance Committee.</i>
Oversight of high risk partnerships.	University Board.
The appointment, terms of office and duties of the Chancellor and Pro-Chancellor(s)	University Board <i>following consideration by the Nominations Committee.</i>
The appointment of members of the University Board	University Board <i>following consideration by the Nominations Committee.</i>
The appointment of the Clerk to the University Board	University Board <i>following consideration by the Nominations Committee.</i>
Authentication by signature of the application of the Seal.(10.1 of the Instrument of Government)	<p>Two people being members of the University Board or employees of the Corporation who are authorised generally or specially by written resolution of the University Board to act for that purpose.</p> <p>The Clerk holds written resolutions made under this section of the Instrument and should be consulted to ensure the proposed signatories are authorised.</p>
Approval of the systems of internal financial management, control and accountability (including risk management and Financial Regulations and procedures)	<p>University Board <i>following consideration by the Audit, Risk and Governance Committee</i></p> <p>Approval of the Risk Management Policy is <b>delegated to:</b> Audit, Risk and Governance Committee.</p>
Institutional management structure	Vice-Chancellor





The appointment of Holders of Senior Posts	As set out in the Terms of Reference of Nominations Committee approved by the University Board. Remuneration Committee retains responsibility in accordance with its terms of reference and the Chair of Remuneration Committee shall also be a member of Nominations Committee to ensure effective co-ordination between the Committees, particularly in relation to appointments.
The appointment of all other staff members	Vice-Chancellor <b>Delegated</b> as set out in the Recruitment Policy and Procedures approved by the Vice-Chancellor
Approval of other staff policies and procedures	Vice-Chancellor <b>Delegated to:</b> Chief Operating Officer and Director of Human Resources Services
Recognition of Trade Unions	University Board <b>Delegated to:</b> Finance and Resources Committee
Suspension or dismissal of staff other than the Holders of Senior Posts	Vice-Chancellor <b>Delegated to:</b> Suspension or dismissal during probation period: a member of the University Leadership Team  Dismissal by reason of ending of fixed term contract or redundancy: a member of the University Leadership Team  Other suspension or dismissal: any member of the University Leadership Team outside of the employing Faculty or Service.
Suspension or dismissal of the Holders of Senior Posts	As set out in the policy approved by the University Board

## 12. RESPONSIBILITIES OF MEMBERS OF THE UNIVERSITY EXECUTIVE TEAM

- 12.1 Individual members of the University Executive Team (UET) are responsible to the University Board (through the Vice-Chancellor) for the leadership and overall management of the

- 13.2 They may delegate responsibility for specific aspects of management as appropriate to other individuals or bodies of the Faculty or Professional Service, but retain ultimate responsibility.