

**RESPONSIBILITIES OF THE BOARD OF GOVERNORS AND TERMS OF APPOINTMENT
(APRIL 2019)**

EXTERNAL MEMBERS

RESPONSIBILITIES OF THE BOARD OF GOVERNORS ARE (ARTICLE 3.1 REFERS)

- 1 The responsibilities are:
- i) Determining the educational character and mission of the University and oversight of its activities;
 - ii) Ensuring effective and efficient use of resources within the University, and safeguarding assets
 - iii) Approving annual estimates of income and expenditure;
 - iv) Appointment and associated responsibilities for designated senior staff of the University;
 - v) Setting a framework for pay and conditions of University staff.

Principles of Conduct of Public Life

- 2 As governors of a public body they are expected to embrace the seven principles of public life as expressed by the Nolan Committee on Standards in Public Life. These are Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership. Members of the Board of Governors are required to declare all interests relevant to their appointment to the Board in a Register of Interests which is available for public inspection. In addition the University must satisfy itself that individuals who hold, or who are applying for, a trustee position are not disqualified from holding that position. The University does make use of official registers which record the names of people who are disqualified from acting as charity trustees. A disqualification declaration for completion will be issued to those applying for a position on the Board of Governors.

TERMS OF APPOINTMENT

Appointment to the Board of Governors

- 3 Members are appointed initially for up to four years subject to a review after the first two years with the Chair of the Board of Governors. External members are eligible for re-appointment, to serve for no more than two, four year terms. Recommendations for appointment and re-appointment to the Board of Governors are made by the Nominations Committee of the Board.

Appointment to the Committees of the Board

- 4 Membership of the Board includes membership of one or more of the Board's committees. Recommendations for appointment to a committee of the Board are made by the Nominations Committee of the Board and are for an initial period of two years.

The appointment is unpaid

- 5 The appointment is unpaid and the Board has reaffirmed its policy not to pay Governors for their services.

Governors may claim expenses

- 6 The Board has agreed that Governors may claim out of pocket expenses (travel, meals, accommodation etc) both for attendance at meetings and other agreed duties necessarily incurred in the course of fulfilling all their responsibilities as members of the Board. These expenses will be reimbursed, against receipts, at the rates applying generally to staff in the University and must be claimed within three months of the date that the expenditure is incurred.

Commitment

- 7 Board members need to be able to make a full contribution and commitment to the Board which normally meets six times per year between 4.00pm and 7.00pm in the University. Members of the Board will normally also be appointed as members of the Board's committees. Committee membership involves a minimum of four and a maximum of eight additional meetings, usually in the late afternoon in the University. The Board holds regular strategy days and briefing workshops in addition to its scheduled business meetings and governors are encouraged to attend training and development activities relevant to their role.

Involvement in the life of the University community

- 8 Board members frequently find themselves in a position to act as ambassadors for the University and will be supported in promoting the University via their professional and social networks.
- 9 Governors are invited to participate in a number of regular and ad hoc University events. These include the annual graduation ceremonies, civic functions such as the Annual Judges Services held at Sheffield Cathedral, professorial and public lectures.

Specific Criteria for Independent Members of the Board of Governors from the Instrument of Government for Sheffield Hallam University Higher Education Corporation

- 10 Independent members of the Board must be over 18 years of age. A person who is employed at the University (whether or not as a teacher), a full time student at the University or an elected member of any local authority is not eligible for appointment as an independent member of the Board of Governors. A local authority is defined as a county council, a district council, a London borough council or the Common council of the City of London. The definition does not include parish councils.
- 11 Independent members of the Board should possess expertise in an area of relevance to the University's activities. The Instrument of Government states that "independent members shall be persons appearing to the appointing authority to have experience of and to have shown capacity in, industrial, commercial or employment matters or the practice of any profession".

TRAINING AND DEVELOPMENT FOR GOVERNORS

- 13 A Governors' development programme has been drawn up to ensure that Governors are fully informed of their legal and other responsibilities and to enhance their understanding of how the University operates. This includes both initial induction and continuing development. Governors are expected to attend an induction day which is scheduled to take place shortly after appointment to the Board.
- 14 There is a constant flow of new information of relevance to Governors and the University attempts to keep Governors up to date through briefings on key developments and signposting relevant information on the Internet. However there is an onus on members to keep themselves informed so that they can engage constructively in debate and play an active role on the Board of Governors.