

UNIVERSITY OF GLOUCESTERSHIRE

Role Description: Clerk to Council

1. Appointment and Reporting

- a) The Clerk to the Council is appointed to that post by the Council itself, and in accordance with the provisions of the University's Articles of Association.
- b) Irrespective of any other responsibilities the appointee may hold, in relation to his/her responsibilities as Clerk, the Clerk is responsible solely to the Council and reports directly to the Chair of Council in relation to Council business (ie the preparation of Agendas, papers, Minutes, etc).

2. The Business of the Governing Body

- a) The Clerk is responsible for providing the Council with authoritative guidance about its responsibilities under the charter, statutes, articles, ordinances and regulations to which it is subject, including legislation and the requirements of the Funding Council, and on how these responsibilities should be discharged.
- b) The Clerk should ensure that new or revised responsibilities for the Council (eg arising from new legislation) are drawn to the Council's attention.
- c) The Clerk has a responsibility to alert the Council if he/she believes that any proposed action would exceed the Council's powers or be contrary to legislation or to the Funding Council's Financial Memorandum.
- d) The Clerk has sole responsibility for providing legal advice to, or obtaining it for, the Council and shall be provided with a budget for that purpose, and for advising the Council on all matters of procedure.
- e) The Clerk shall ensure that all documentation provided to members of the Council is concise and its content is appropriate.
- f) The Clerk will also act as Clerk to Committees of the Council, namely the Finance and General Purposes Committee, the Audit Committee, the Governance and Nominations Committee, the Employment Policy Committee, the Honorary Awards Committee, and the Remuneration Committee, or be responsible for ensuring that adequate clerical support is provided to Council Committees, and shall be provided with a budget for that purpose.
- g) The Clerk shall maintain the Register of the Interests of the members of the Council and of any other persons from whom the Council requires a statement of interests.
- h) The Clerk shall be responsible for the custody of the University Seal and for its proper use.
- i) The Clerk shall be responsible for arranging an induction programme for new members of Council, and shall draw the attention of Council members to training activities arranged by the Leadership Foundation and other appropriate providers.
- j) The Clerk shall arrange for the re-imburement to Council members of the expenses they incur in carrying out Council business, and shall be provided with a budget for the purpose.

3) Working Relationships and Conflict of Interest

- a) The Clerk may combine the function of Clerk with a senior administrative or management role in the University. He/she must exercise care in separating these two functions.
- b) If the Clerk perceives any conflict of interest between his/her separate functions, he/she should report it forthwith to the Council. If the Council believes it has identified a conflict of interest of this nature, the Clerk will be offered an opportunity to respond to any such question.
- c) The Clerk will be required to form effective working relationships with the Chair of Council and the Vice Chancellor/Chief Executive of the University. The Clerk is required to consult the Vice Chancellor/Chief Executive and keep him/her fully informed on any matter relating to Council business (other than in relation to the Remuneration Committee's consideration of the Vice Chancellor/Chief Executive's emoluments).
- d) The Clerk is required to advise the Chair in respect to any matters where conflict, potential or real, may occur between the Council and the Vice Chancellor/Chief Executive.
- e) The Clerk will be required to form effective working relationships with other senior managers in the University in order to facilitate the effective conduct of Council business. The Clerk shall be a member of the University's Executive.
- f) The Clerk shall make a full and timely disclosure of his/her personal interests in the Register.
- g) The Council will safeguard the Clerk's ability to carry out his/her duties.

4. Personal

- a) The Clerk will have a strong personal commitment to Higher Education and the values, aims and objectives of the University.
- b) The Clerk will at all times regulate his/her personal conduct in relation to the Council and the University in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership, and maintain confidentiality as appropriate.
- c) The Clerk will participate in procedures established by the Council for the regular appraisal/review of his/her performance as Clerk. These procedures will be separate from procedures for the appraisal/review of any other responsibilities the Clerk may hold.
- d) The Clerk is required to maintain a high standard of personal and professional self development, and will be appointed by the University a member of the Association of Heads of University Administrations.