

Table of Contents

1. Introduction

- (i) Overview
- (ii) Higher Education in England 2015 - Key Facts
- (iii) White Paper on the future of higher education:
Students at the heart of the system
- (iv) History of Southampton Solent University
- (v) Strategic Plan 2015-2020

2. Framework of governance

- (i) Overview
- (ii) Introduction to the legal framework and corporate governance of higher education

The legal status of institutions

- Background
 - Pre-1992 universities
 - Post-1992 universities and colleges
 - Colleges of higher education
- Legal status of institutions
 - Pre-1992 universities
 - Post-1992 universities and colleges of higher education
- Charitable status
- Other legal compliance

The framework of governance of higher education institutions

- Post-1992 universities and colleges of higher education
 - Governing Body
 - Academic Board
- (iii) Education Reform Act 1988 (Extract)
- (iv) Model Instrument and Articles of Government
- (v) Further and Higher Education Act 1992 (Extract)
- (vi) Higher Education Act 2004 (Extract)
- (vii) Statutory Instrument 1989 No 17, 9 July 1989

- (viii) Order of Council 28 September 1995,
Modifications to Instrument of Government
- (ix) Order of Council 25 October 2004,
Power to award degrees
- (x) Privy Council letter 11 July 2005,
University title
- (xi) Order of Council 8 July 2005,
Modifications to Instrument of Government
- (xii) Instrument of Government revised and adopted 15 July 2015
- (xiii) Articles of Government revised and adopted 15 July 2015

3. Structure of governance

- (i) Overview
- (ii) The Board of Governors and its committees: Structure diagram
- (iii) Terms of Reference and Membership: Board of Governors
- (iv) Terms of Reference and Membership: Board committees
 - (a) Audit Committee
 - (b) Governance Committee
 - (c) Remuneration Committee
 - (d) Resources Committee
 - (e) Student Liaison & Experience Committee

4. Governance protocols

- (i) Overview
- (ii) Standing Orders
- (iii) Appointment and terms of office of Governors
- (iv) Nomination and election of chairmen
- (v) Officers in attendance
- (vi) Guidelines on the role of chairmen and clerks
- (vii) Minutes of Board, committee and sub-committee meetings
- (viii) Communication of outcomes
- (ix) Archiving

5. **Scheme of delegation**

- (i) Overview
- (ii) Delegation of powers of the Board of Governors
 - Annex A Delegation of powers of the Governing Body in Employment matters
 - Annex B Delegation of powers of the Governing Body in Financial matters
- (iii) Financial Manual
- (iv) Employment policies and procedures
- (v) Academic and other policies and procedures

6. **Role and authority**

- (i) Overview
- (ii) Responsibilities of the Board of Governors
 - Summary of responsibilities of the Board of Governors
 - Proper conduct of public business
 - Strategic planning
 - Monitoring effectiveness and performance
 - Finance
 - Audit
 - Estate management
 - Human resources management
 - Equality and diversity
 - Students' Union
 - Health and Safety
- (iii) Role and responsibilities of individual Governors
- (iv) Role and responsibilities of the Chairman of the Board of Governors
- (v) Role and responsibilities of the Vice-Chancellor
- (vi) Role and responsibilities of the Clerk to the Governors
- (vii) Indemnity and insurance
 - (a) Indemnity and insurance statement
 - (b) Indemnity and insurance annual return

7. Management of interests

(i) Overview

(ii) Register of interests

Annex A Register of interests pro-forma for Governors

Annex B Register of interests pro-forma for Senior Managers

(iii) Conflict of interests

(iv) Register of gifts

8. Suspected irregularities

(i) Overview

(ii) Suspected fraud/financial irregularities

(iii) Whistle blowing

(iv) Anti Bribery

(a) Anti Bribery Policy

(b) Anti Bribery Policy guidance

9. Staff discipline and appeals

(i) Overview

(ii) Staff Severance Policy

(iii) Staff Disciplinary Procedure

(iv) Dismissal Procedure - Senior post holders

10. Internal governance

(i) Overview

(ii) Academic Board and its committees

(iii) Management Board and its committees

11. Governor development

(i) Overview

12. **Performance monitoring**

(i) Overview

(ii) Performance of the Board and its committees

Appendix 1: Template for annual self-evaluation of the Board

Appendix 2: Report of the Review of Governance 2015

Annexes

1. HE Code of Governance 2014
2. Memberships of the Board and its committees
3. Southampton Solent University organisation charts
4. Committee Calendar 2015-2016
5. Solent Students' Union Memorandum and Articles of Association
6. University companies and trusts
7. Addresses
8. East Park Terrace maps:
 - (i) Road map
 - (ii) Campus map
9. Test Park location map
10. Warsash Maritime Academy maps:
 - (i) Location map
 - (ii) Campus map
11. Timsbury Lake Ship Handling Centre map location map
12. Mileage rates
13. List of regular publications
14. Abbreviations and acronyms
15. Bibliography and useful web-sites