

Architectural Association
Statement of Primary Responsibilities of Council

Council's Primary Responsibilities accord with the guidance set out in The Higher Education Code of Governance, published by the Committee of University Chairs. The primary responsibilities of Council are as follows:

- I. To approve the mission, strategic vision, long-term academic and business plans and key performance indicators of the AA and the AA School and to ensure that these meet the interests of students, staff, members and other stakeholders.
- II. To ensure that processes are in place to monitor and evaluate the performance and effectiveness of the AA School against the plans and approved key performance indicators, which should be benchmarked against other comparable institutions.
- III. To appoint the Director as the chief executive and senior accounting officer of the AA and to put in place suitable arrangements for monitoring his/her performance and setting appropriate remuneration (through the Remuneration Committee).
- IV. To delegate authority to the Director through a Scheme of Delegation for the effective academic, corporate, financial, estate and human resource management of the whole of the AA and to establish and keep under review the policies, procedures and limits under which such authority is exercised.
- V. To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, and clear procedures for handling internal grievances, whistle-blowing, and for managing conflicts of interest.
- VI. To establish processes to monitor and evaluate the performance and effectiveness of the Council and its sub-committees, with a formal effectiveness review of the Council at least once every three years.
- VII. 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 embracing selflessness, integrity, objectivity, accountability, openness, honesty, and leadership (See document "Code of Conduct").
- VIII. To receive assurance that adequate measures are in place to safeguard the reputation and values of the AA and to be responsible for the ethical governance of the AA.
- IX. To appoint a Secretary to the Council and to ensure that, if the person appointed has managerial responsibilities in the AA, there is an appropriate separation in the lines of accountability.

- X. To approve the annual budget and financial statements, and to have overall responsibility for the AA's assets, property and estate.
- XI. To ensure that systems and procedures are in place for meeting all the AA's legal obligations, including those which relate to health and safety and equal opportunities and those which arise from contracts and other legal commitments made in the AA's name. The Council is also responsible for determining the custody and use of the Common Seal.
- XII. To receive assurance that adequate provision has been made for the general welfare of students.
- XIII. To receive assurance that student representative bodies (including bodies such as the AA School Community that include students) operate in a fair and democratic manner and are accountable for their finances.
- XIV. To receive assurance that any property, legacy, endowment, bequest or gift made to the AA is used to support its work.
- XV. To ensure that the AA's articles of association and by-laws are followed at all times and that appropriate advice and support is available to enable this to happen.