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# De Montfort University
# Standing Orders

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## *Introduction*

The University's Instrument and Articles of Government are the primary authority on the role of, and conduct of business by, the Board of Governors at De Montfort University. The Instrument and Articles of Government can be found on the DMU website.

These Standing Orders provide supplementary rules and operating procedures as to how the obligations set out in the Instrument and Articles of Government, in particular the responsibilities, constitution and powers of the Board of Governors, will be met. The Standing Orders also provide operational guidance for identified roles connected to the operation and function of the Board of Governors. A copy of the Standing Orders will be issued to all governors and University Leadership Board members on appointment, or following any addition, material amendment or revocation.

The detail, and principles, set out in the Standing Orders will primarily be of benefit and .7 ( )0.1 c Td[of)-1h (ns

## STANDING ORDER 1
### *Amendment of Standing Orders*

(1) Any proposal for the amendment of the Standing Orders shall be submitted in writing to the Secretary. The Secretary may authorise amendments to the Standing Orders, and any documents referred to in them as required where amendments are minor and have no material effect on the substance of the Standing Order.* Amendments are subsequently noted by the Audit and Risk Committee and the Board of Governors at their next meetings.

(2) It is the responsibility of the Audit and Risk Committee to consider significant amendments which have a material effect on the substance of the Standing Order and make recommendations thereon to the next available Board of Governors meeting, unless there is an urgent need for amendment, in which case Standing Orders 31 and/or 32 may be utilised.

* *Minor amendments may include, but are not limited to, changes to job titles, committee/group names, updates to reflect revised processes/policies etc.*

management functions as shall be undertaken by, and under the authority of, the head of the institution.

(d) To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest.

(e) To establish processes to monitor and evaluate the performance and effectiveness of the Board of Governors.

(f) To conduct its business in accordance with the Office for Students' public interest governance principles and its conditions of registration, best practice in higher education corporate governance, and the principles of public life drawn up by the Committee on Standards in Public Life.

(g) To safeguard the good name and values of the institution.

(h) To appoint the head of the institution as chief executive, and to put in place suitable arrangements for monitoring their performance.

(i) To appoint a Secretary and to ensure that, if the person appointed has managerial responsibilities in the institution, there is an appropriate separation in the lines of accountability.

(j) To be the employing authority for all staff in the institution and to be responsible for establishing a human resources strategy.

(k) To be the principal financial and business authority of the institution, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall responsibility for the institution's assets, property and estate.

(l) To be the institution's legal authority and, as such, to ensure that systems are in place for meeting all of the institution's legal obligations, including those arising from contracts and other legal commitments made in the institution's name.

(m) To receive assurance that adequate provision has been made for the general welfare of students.

(n) To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the institution.

(o) To ensure thatent
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