

Appendices

1. Code of Practice for Members of the Council

a) The Seven Principles of Public Life

Like others who serve the public, members of the Council of the University of Wales: Trinity Saint David should follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life (the Nolan Committee). These are:

(i) *Selflessness*

Holders of public office should take decisions solely in terms of public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

(ii) *Integrity*

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

(iii) *Objectivity*

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

(iv) *Accountability*

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

(v) *Openness*

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

(vi) *Honesty*

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

(vii) *Leadership*

Holders of public office should promote and support these principles by leadership and example.

a) Public Service Values

The Council and any Standing Committee members at University of Wales: Trinity Saint David in their corporate capacity must at all times:

- (i) observe the highest standards of propriety involving impartiality, integrity and objectivity in relation to the stewardship of public funds and the management of the Council;
- (ii) maximise value for money through ensuring that services are delivered in the most efficient and economical way, within available resources and with independent validation of performance achieved wherever practicable;
- (iii) be accountable to HEFCW, users of services, individual citizens, students and staff for the activities of the University, its stewardship of public funds and the extent to which key performance targets and objectives have been met; and
- (iv) in accordance with Government policy on openness, comply fully with the principles of the Citizen's Charter and Code of Practice on Access to Government Information and with the Human Rights Act, seek to communicate Council policies and decisions so as to ensure they are clear and open.

b) Corporate Responsibilities of the Council and Standing Committee Members

Members of the Council at University of Wales: Trinity Saint David have a corporate responsibility for ensuring that the public body complies with any statutory requirements for the use of public funds. These responsibilities include:

- (i) ensuring that high standards of corporate governance are observed at all times;
- (ii) establishing the overall strategic direction of the organisation within the policy and resources framework agreed with HEFCW;
- (iii) overseeing the delivery of planned results by monitoring performance against agreed strategic objectives and targets;
- (iv) ensuring that the Council operates within the limits of its authority and in accordance with any other conditions relating to the use of public funds;
- (v) ensuring that, in reaching decisions, the Council has taken into account any guidance issued by HEFCW; and
- (vi) formulating a policy on public access to information.

c) Collective Responsibility of the Council and its Committee Members

Each and every member of the Council and its Standing Committees should respect the confidentiality of the discussions at the meetings of the Council and its Committees.

Any decision of the Council (including any decision of a Committee on a matter delegated to it by the Council) is a decision taken by the Council collectively and individual members of the Council or Standing Committee have a duty to stand by it, whether or not they were present at the meeting at which the decision was taken.

If Council or Standing Committee members disagree with a decision taken, their first duty is to have any disagreement discussed and, on request, minuted.

If a Council member strongly disagrees with a decision, he or she should discuss the matter with the Chair and, if necessary, raise the matter at the next meeting of the Council. If no ordinary meeting is scheduled, reference should be made to the procedure for calling a special meeting. Alternatively, a Council member may, after consulting the Chair, decide to resign from the Council.

