



# Office of the Clerk to the Board of Governors

## DE MONTFORT UNIVERSITY BOARD OF GOVERNORS – ETHICS COMMITTEE CONSTITUTION

### A. Scope and Purpose of the Committee

Promoting the highest standards of ethical behaviour, the committee will monitor the ongoing implementation of an Ethics Code, seeking assurance that its principles, and those of the relevant policies that sit beneath it, are fully embedded and actioned across the university.

Discussions will take place in confidential, formally minuted meetings, with business transacted virtually between meetings by exception only.

The committee will act in an advisory capacity, providing ethical assurance to the Board of Governors, the Executive Board and external regulators, as required.

### B. Terms of reference

Having the seven Nolan Principles of Public Life at its core (selflessness, integrity, objectivity, accountability, openness, honesty and leadership), the committee will:

1. Review on an ongoing basis the application of the university's Ethics Code and ensure that its principles, and those of the relevant policies that sit beneath it, are embedded and actioned appropriately across the university in all areas of its business.
2. Receive regular monitoring reports on key areas of university activity and policy from an ethical perspective, including, but not limited to:
  - (i) finance, investments, procurement and fundraising;
  - (ii) governance;
  - (iii) property;
  - (iv) research;
  - (v) teaching and learning;
  - (vi) collaboration and partnerships.
3. Consider, and make, recommendations as required, on such ethical matters and areas of ethical risk as they arise and provide advice, as appropriate, to the Board of Governors and the Executive Board.
4. Monitor best practice elsewhere.
5. Consider an annual assurance report and make recommendations thereon to the Board of Governors, and the Executive Board, as appropriate.
6. To receive updates from key officers within the university regarding any items of business considered at senior university bodies that may contain significant ethical considerations.

### **C. Membership**

The committee consists of the following members:

- at least two independent members of the Board of Governors;
- the student member of the Board of Governors;
- one external member;
- the Vice-Chancellor;
- the Pro Vice-Chancellor (Research); and
- the Pro Vice-Chancellor (Enterprise).

The chair of the committee will be either the external member or an independent governor.

Attendees:

- the Vice-Chancellor's Chief of Staff;
- the Head of Legal Services;
- the Clerk to the Board of Governors; and
- members of staff from departments/directorates of the university, as required.

### **D. Quorum**

A quorum is four members of the committee, including two members of the Board of Governors.

### **E. Servicing and support**

Servicing and support will be provided by Executive, Governance and Legal Services.

### **F. Meeting schedule**

The Ethics Committee shall meet formally twice annually and have the discretion to consider matters virtually between meetings by exception only.

### **G. Sub-committees**

There are no formal sub-committees of the Ethics Committee, although the University Research Ethics Committee will submit minutes of its meetings to the Ethics Committee for consideration.

### **H. Reporting arrangements**

The Ethics Committee is a sub-committee of the Board of Governors, however there is another ethics-related committee within the university's governance structure, the University Research Ethics Committee, which is a sub-committee of the Academic Board. The University Research Ethics Committee also has sub-committees based within each faculty.

Though there are no formal reporting lines between these committees and the Ethics Committee, beyond it receiving minutes of the University Research Ethics Committee, it

is intended that any significant issues of ethical concern should be raised with the Ethics Committee to enable it to take a view.

The Office of the Clerk to the Board of Governors would ensure that any issues of ethical concern that emerged at meetings of the Board of Governors, its sub-committees or the Executive Board were reported on to the Ethics Committee.

#### **I. Approval and revision**

This constitution will be reviewed and re-approved by the committee at its first meeting of every academic year, or sooner, if significant amendments are required.

#### **J. In-year revision record**

<b>Section</b>	<b>Details of revision</b>	<b>Approved on</b>

**Approved: 26 November 2018**

**Endorsed by parent committee:**

**Received by university secretariat office:**

**Superseded:**