

## **CORPORATE GOVERNANCE POLICY STATEMENT**

### **Aim**

This Policy Statement sets out the approach by the University of the West of Scotland in relation to corporate governance and compliance with legislation in the conduct of its business. This Policy Statement sets out the broad principles by which the University operates and should be read along with the related guidelines, procedures and protocols referred to below.

### **Scope**

This Policy Statement applies to all staff, students and members of Court.

### **Principles**

The University is fully committed to ensuring that its corporate governance arrangements:

- are efficient and effective;
- are open, inclusive and transparent;
- meet all relevant legal requirements and obligations;
- provide for proper accountability; and
- promote integrity and impartiality in the conduct of University business.

As part of our commitment, the University:-

- has a zero tolerance policy towards bribery and is committed to adopting a risk based approach to manage and mitigate bribery risks through consideration of the six principles set out in Bribery Act 2010 for preventing bribery.
- will ensure proper use of our funds and will put in place adequate procedures to prevent and investigate fraud.
- is committed to acting in line with our responsibilities and the principles set out in the UK General Data Protection Regulation and the Data Protection Act 2018 and to protecting the rights and freedoms of individuals (including staff, students and graduates) with respect to the processing of their personal data.
- will ensure we have robust processes in place when accepting donations.
- will ensure that our academic awards, resources and reputation are protected by carrying out a comprehensive due diligence exercise for any activity that involves a partner or collaborating body or that puts the University into either an academic agreement or contractual relationship with any organisation or individual for the delivery of academic provision.
- is committed to conducting business in an open environment, leading to transparency and good governance in the spirit of the Freedom of Information (Scotland) Act 2002.
- will ensure we have an effective framework in place for managing our response to major incidents and disruptions to service.

- is committed to ensuring that all members of the University (members of Court, staff and students) feel confident about raising concerns about possible malpractice or wrong-doing within the University.
- is committed to having in place an efficient management of our records to support our core functions, to comply with our legal and regulatory obligations and to contribute to the effective overall management of the institution.
- will ensure we have effective arrangements in place to manage risk.

### **Responsibilities**

The endorsement and upholding of the principles of this Policy Statement are the responsibility of the Court. The University Secretary is responsible for leading the activities within the University which fall under this Policy Statement.

### **Approval**

This Policy Statement was approved by the University Policy and Resources Committee on 23<sup>rd</sup> January 2018.

### **Monitoring and Review**

This Policy Statement will be reviewed as needed due to changes in legislation, standards or sector good practice or where a reorganisation changes ownership, responsibility or accountability. All related Guidelines, Procedures and Protocols will be reviewed annually in line with the University's Annual Compliance Monitoring Statement.

### **Equality Impact Assessment**

A full Equality Impact Assessment was carried out on 17<sup>th</sup> January 2018.

### **Related Codes of Practice, Guidelines, Procedures and Protocols**

Accountability Code of Practice  
Business Travel Risk Management Procedure  
Conflict of Interest Procedure  
Data Protection Code of Practice  
Donations Procedure  
Due Diligence Procedure  
Freedom of Information Procedure  
Gifts and Hospitality Protocol  
Guidance for Staff on Anti-bribery  
Guidance for Staff on Fraud Prevention and Fraud Reporting  
Major Incident and Continuity Planning Procedure  
Prevent Duty Events and External Speakers Protocol  
Procedure for the Annual Statement of Assurance  
Procedures for Raising Concerns  
Records Management Procedure  
Response Plan under the Accountability Code of Practice  
Risk Management Procedure