

RADA

Statement of Primary Responsibilities

This is the Statement of Primary Responsibilities for the Council of the Royal Academy of Dramatic Art (RADA). Council is the Governing Body of RADA. This Statement sets out the principal responsibilities of the Council. It is published in line with the guidance published in the Committee of University Chairs' Higher Education Code of Governance. This Statement draws upon the template published by the CUC, encapsulating the requirements set out in RADA's Royal Charter of 16 July 1920.

The primary responsibilities of the RADA Council are:

Strategy

- 1 To set and agree RADA's mission, strategic vision and values with the Principal and Senior Leadership Team.
- 2 To agree long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders, especially staff, students and alumni.
- 3 To ensure that processes are in place to monitor and evaluate RADA's performance and effectiveness against our long-term academic and business plans and approved key performance indicators, and to benchmark these against comparable institutions.

Governance

- 4 To ensure that RADA's Royal Charter and Rules are followed at all times and that appropriate advice is available to enable this to happen.
- 5 To appoint the Principal as chief executive, and to put in place suitable arrangements for monitoring their performance.
- 6 To appoint a Secretary to the Council and to ensure that, if the person appointed has managerial responsibilities in the institution, there is an appropriate separation in the lines of accountability.
- 7 To delegate authority to the Principal of RADA, as chief executive, for the academic, corporate, financial, estate and human resource management of the institution; and to establish and keep under regular review the policies, procedures and limits within such management functions as shall be undertaken by and under the Principal's authority.
- 8 To ensure that all students and staff have opportunities to engage with the governance and management of the institution.
- 9 To conduct its business in accordance with best practice in HE corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life.
- 10 To establish processes to monitor and evaluate the performance and effectiveness of the Council itself.

Oversight and assurance

- 11 To receive assurance that adequate provision has been made for the general welfare of students.

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- 12 To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls, risk assessment, value for money arrangements and procedures for handling internal grievances and for managing conflicts of interest.
- 13 To be the employing authority for all RADA's staff and to be accountable for ensuring that an appropriate human resources strategy is established and followed.
- 14 To be RADA's principal financial and business authority, to receive assurance that proper books of account are kept, to approve the annual budget and financial statements, and to have overall responsibility for RADA's assets, property and estate.
- 15 To be RADA's legal authority and, as such, to ensure that systems are in place for meeting all of RADA's legal obligations, including those arising from contracts and other legal commitments made in the institution's name. This includes accountability for health, safety and security and for equality, diversity and inclusion.
- 16 To ensure that RADA complies with the Conditions of Registration with the Office for Students (OfS) and with the OfS's accounts direction, that an Accountable Officer is nominated, and that RADA fulfils its obligations to interact with the OfS and its designated bodies.
- 17 To act as trustee for any property, legacy, endowment, bequest or gift in support of RADA's work and welfare.

General

- 18 To safeguard RADA's good name and values.
- 19 To promote a culture which supports inclusivity and diversity across the institution.
- 20 To maintain the principles of academic freedom of speech and expression.

[Approval date: 23 June 2022]