

UUK/GUILD HE ACCREDITED CODE OF PRACTICE FOR THE MANAGEMENT OF STUDENT RESIDENCES

GOVERNANCE BOARD

Terms of Reference

ROLE

The Governance Board will oversee the operation of the Code and issue guidance as necessary on day to day management issues. It will conduct an annual review of the Code taking account of HHEs' experience, audit findings, complaints raising issues with regard to compliance with the Code and reports from other bodies. The Board will receive recommendations from the Sector Advisory Group with regards to the development and promotion of the Code, membership requests and compliance related matters.

TERMS OF REFERENCE

1. To ensure the Code remains relevant and effective
2. To ensure the delivery of the annual report and the statutory instrument to the DCLG
3. To process membership requests and all membership compliance related matters.
4. To monitor the performance of the administration and financial arrangements of the code
5. To make proposals to the DCLG on proposed Code developments
6. To monitor the effectiveness of the promotion of the Code and associated activities including the annual meeting.
7. To approve amendments where appropriate to the annual cycle of the Code.

MEMBERSHIP

Independent Chair (1)
UUK/Guild HE (2)
College and University Business Officers (3 representatives)
Association of Student Residential Officers (3)
Association of University Directors of Estates (3)
Association of Managers of Student Services in Higher Education (2)
University Safety and Health Association (1)
Representative of Auditors (1)
Accreditation Network UK (3)
National Union of Students (2)
Department of Communities and Local Government (2)
Local Authorities (2)

MODUS OPERANDI

1. The Group will be chaired on behalf of UUK by a nominated representative
2. Secretarial support will be provided by the CUBO Administrator.
3. The work of the Governance Board will synchronise with the annual cycle of the Code
4. The Group will meet 3 times a year, with formal minutes being recorded
5. Experts can be invited on to the Group for specific issues