



**UNIVERSITY  
OF LONDON**

# **Purpose and Functions of the Collegiate Council**

**(Terms of Reference)**

## **Ordinance 2**

<b>Reference</b>	O2
<b>Department</b>	<i>Governance, Policy and Compliance</i>
<b>Team</b>	<i>Central Secretariat</i>
<b>Type</b>	<i>Ordinance</i>
<b>Authority</b>	<i>Board of Trustees</i>
<b>Version</b>	<i>Version 1.0 2024</i>
<b>Date of approval</b>	<i>09/05/2024</i>
<b>Formal Review cycle</b>	<i>Three years or sooner if required</i>
<b>Review date</b>	<i>30/04/2027</i>

## **A. Purpose and Functions of the Collegiate Council**

1. Purpose
2. Function
  - 2.1 The functions of the Collegiate Council
  - 2.2 Representation on committees
3. Specific Assurances
4. Reporting
5. Constitution of the Collegiate Council

## **B. Specific Procedures of the Collegiate Council**

6. Conduct of Business

# A. Purpose and Functions of the Collegiate Council

## 1. Purpose

1.1 The Collegiate Council will provide advice and recommendations to the Board of Trustees on how the University supports the interests of the Federation Members in pursuit of its charitable objects which are: *for the public benefit, to promote education of a university standard and the advancement of knowledge and learning by teaching and research; and to encourage the achievement and maintenance of the highest academic standards.*

1.2 The Collegiate Council has a particular focus on ensuring the University continues to meet its strategic objective to serve, support and add value to its Federation Members.

## 2. Functions

### 2.1 The functions of Collegiate Council are:

- a. To receive and consider updates and information about significant new developments by the University of London, providing views and strategic advice on relevant issues.
- b. To propose, lead, develop and discuss new ideas for collaborative opportunities to add value to Federation Members both as individual members and as a collective.
- c. To discuss external strategic issues that are of interest to the majority of Federation Members, having a focus on strategic policy matters, on national and international initiatives and on sharing knowledge and insight on matters of common interest.
- d. To be consulted on and agree to the annual federal membership and subscription charges.
- e. To be consulted on and agree to the admission of Federation Members and their continuing status as Federation Members for recommendation to the Board of Trustees.
- f. To be consulted on and agree to the strategy, criteria and process for admission of institutions as Federation Members for the consideration of the Board of Trustees.
- g. To be consulted on the appointment of the Vice-Chancellor, Deputy Vice-Chancellor and of the Chair of the Board of Trustees.
- h. To be consulted on any changes to Statutes in accordance with the University of London Act 2018.

### 2.2 Representation on committees and other bodies

In order to fulfil its responsibilities, the Collegiate Council will have, and be consulted on, the representation of its members on the Board of Trustees, Academic Board and other decision making and consultative bodies of the University.

### **3. Specific Assurances**

3.1 Collegiate Council will receive:

- a. The Annual Financial Statements.
- b. An annual report on academic governance.
- c. A briefing on any event or development which will or may have a significant positive or negative impact on the reputation or sustainability of the University.

### **4. Reporting**

4.1 Collegiate Council minutes will be presented to the Board of Trustees.

### **5. Constitution**

5.1 The membership of the Collegiate Council shall include:

- The Vice-Chancellor of the University of London (Chair),
- The Deputy Vice-Chancellor of the University of London (Deputy Chair),
- The Heads of all of the Federation Members.

5.2 The Pro Vice-Chancellors of the University of London will normally be expected to attend meetings of the Collegiate Council.

5.3 External guests and other senior staff of the University of London may be invited to attend meetings of the Collegiate Council

## **B. Specific Procedures of the Collegiate Council**

### **6. Conduct of business**

#### **6.1 Chair**

6.1.1 The Chair will preside at meetings of the Collegiate Council. In the absence of the Chair, the Deputy Chair will preside.

6.1.2 The Deputy Chair may delegate their responsibility to another member of the Council if neither they nor the Chair can attend.

#### **6.2 Alternates**

All members are normally expected to attend meetings of the Collegiate Council. In circumstances when their absence is unavoidable, a suitable senior alternative who is properly briefed and is empowered to speak on behalf of the Federation Member is permitted.

#### **6.3 Conflicts of Interest**

Members and attendees will be asked to declare any actual or perceived conflict of interest before the business of the meeting begins. Members or attendees may have to leave the meeting and abstain from a decision-making process if a conflict exists, and it cannot be appropriately mitigated.

#### **6.4 Meetings and Engagement**

6.4.1 The Collegiate Council shall normally meet formally no fewer than three times per year. An annual cycle of engagement will be agreed at the beginning of each year.

6.4.2 The Collegiate Council will be invited to an annual strategy event with the Board of Trustees.

6.4.3 The University will provide other informal and formal means of engagement for the Collegiate Council in support of these terms of reference. This will typically include some joint events with the Board of Trustees.

6.4.4 Meetings will normally take place in person, but hybrid and online meetings are possible if and when necessary.

#### **6.5 Extraordinary Meetings**

6.5.1 The Secretary, at the request of the Chair, or at the written request of at least five members of the Collegiate Council, shall summon an extraordinary meeting of the Collegiate Council.

6.5.2 Notice shall be sent to members of the Collegiate Council normally no less than four working days before the meeting, stating the time, place and the agenda of the meeting.

- Notice of the meeting shall be sent electronically to an email address and/or by post to each member. The email and postal addresses used for any member shall be those notified by him/her to the Secretary.
- The accidental omission to notify any member of the Collegiate Council or the non- receipt of notification by any member, shall not invalidate the meeting.

## **6.6 Urgent Business**

The Chair may authorise the taking of action on behalf of the Collegiate Council on any matter falling within the remit of the Collegiate Council, being in the opinion of the Chair urgent (but not of sufficient importance to justify an extraordinary meeting of the Collegiate Council). Such action shall be reported to the next meeting of the Collegiate Council.

## **6.7 Quorum**

- The quorum for a meeting of the Collegiate Council shall be seven members, one of which must be the Chair or Deputy Chair (*or the delegated Deputy Chair – see paragraph 6.1 above*).
- All or any members of the Collegiate Council may participate in a meeting by means of video or telephone conference or communication equipment which allows all participating in the meeting to hear each other. Such persons shall be counted as participating in the meeting and being in attendance for the purposes of the quorum.
- If a meeting ceases to be quorate at any time, formal decisions may not be taken. Any outstanding business of the meeting, if not urgent, shall be placed on the agenda for the next ordinary meeting of the Collegiate Council. Any outstanding urgent business will be dealt with by the Chair in accordance with the provisions for dealing with urgent business, or by means of an extraordinary meeting, or by correspondence, as determined by the Chair. Any business transacted and decisions taken before the meeting became inquorate shall be valid.

## **6.8 Voting**

- All members of the Collegiate Council have the right to vote. Officers in attendance and observers do not have the right to vote.
- If the view of the meeting is not clear and a vote is required, a recommendation shall be put to a vote and shall be declared approved if it receives a simple majority of votes cast. Voting shall normally be by a show of hands.
- Each member, or his/her alternate, shall have one vote. In the case of an equality of votes, the Chair shall have a second or casting vote.
- The Collegiate Council acts on the basis of collective responsibility. Members of the Collegiate Council are encouraged to express any differing views within the Collegiate Council's internal decision-making process.
- The Collegiate Council may conduct its business by correspondence and a proposal in writing, which has been sent to each member of the Collegiate Council, including by email, shall, if endorsed by a majority of members of the Collegiate Council, be as legitimate as if agreed at a formal meeting of the Collegiate Council.

## **6.9 Rescinding Decisions**

A decision of the Collegiate Council may be rescinded or varied at a subsequent meeting of the Collegiate Council only if notice of the proposal to rescind or vary the decision has been given and if the subject matter of the decision (and any proposed variation) appears in the agenda and supporting papers of the meeting.

### **6.10 Agenda**

- The agenda and supporting papers specifying the business to be transacted shall normally be sent to every member three working days before the meeting; accidental omission to send an agenda and/or supporting papers to - or the non-receipt of them by - a member shall not invalidate a meeting.
- No business shall be transacted at a meeting other than that specified in the agenda paper except with the consent of the Collegiate Council, matters introduced by the Chair because in the Chair's opinion they are urgent and have arisen too late to be specified in the agenda paper.
- Any suggestions by members for items for the agenda should normally be received by the Secretary fourteen working days before the meeting. The agenda shall be determined by the Chair in consultation with the Secretary. The Secretary shall write to any member who suggests an item that is not accepted stating the reasons. The inclusion on the agenda of any items received at shorter notice will be at the discretion of the Chair.

### **6.11 Confidentiality**

Exceptionally, papers for consideration by the Collegiate Council, and any associated minutes, may be subject to non-disclosure exemptions in accordance with the Freedom of Information Act 2000. Such papers and any associated minutes will be designated as such and their circulation restricted accordingly.

### **6.12 Reserved Business**

The Chair may require particular members of the Collegiate Council or persons in attendance to withdraw from the meeting for the discussion of particular items, depending on the nature of the business to be discussed.

### **6.13 Consultation with other bodies**

In exercising its functions, the Collegiate Council shall ensure it seeks appropriate information or advice from relevant individuals or bodies.

### **6.14 Minutes**

Minutes of meetings of the Collegiate Council will be taken and will be submitted to the next formal meeting for approval. Discussion on minutes shall be confined to their accuracy.

### **6.15 Documentation**

Approved minutes and related agendas and papers shall be retained by the Secretariat, and, normally not more than five years after the meeting to which they relate they will be deposited in the archives of the University.