ORDINANCE 6

DELEGATION OF FUNCTIONS

DEFINITIONS

'Financial Regulations' set out the fundamental principles that underpin all transactions undertaken by or on behalf of the University

'**Heads of Departments'** in this context are the:

The Vice-Chancellor
Pro Vice-Chancellor (Operations) and Deputy Chief Executive
Chief Financial Officer
Director of Compliance and Secretary to the Board
Director of Human Resources
Pro Vice-Chancellor (Strategy, Planning and Partnerships) and Director of Property and Facilities Management
Pro Vice-Chancellor (International) and Chief Executive of University of London Worldwide
Pro Vice-Chancellor (Research) and Dean and Chief Executive of the School of Advanced Study
Managing Director, CoSector
Director of ICT
Chief Executive Officer of the University of London Institute in Paris
Director of the Senate House Library
Director of Development

1. The Board of Trustees may in accordance with Statute 10 delegate its functions to:

   1.1 the Collegiate Council; or

   1.2 a committee it may establish in accordance with Statute 14 consisting of two or more individuals appointed by them, at least one of whom shall be a member of the Board of Trustees; or

   1.3 an appropriately qualified member or appropriately qualified members of the Board of Trustees; or

   1.4 an appropriately qualified member or appropriately qualified members of the University's staff.

2. Any delegation of functions will be clearly minuted, set out in written terms of reference, within Ordinances or in a list of standing functions delegated to the Collegiate Council, a committee, members of the Board of Trustees or to members of the University staff. These documents will specify the limits (including time or financial limits) or conditions on the exercise of such functions and the reporting arrangements.

3. With the exception of the Vice-Chancellor and the Collegiate Council no committee or persons to which functions have been delegated are permitted to delegate further those functions without the prior agreement of the Board of Trustees.

4. The Collegiate Council, subject to any limits or conditions specified by the Board of Trustees, may further delegate functions given to it by the Board of Trustees to:

   4.1 a committee it may establish in accordance with Statute 14 consisting of two or more individuals appointed by the Collegiate Council, at least one of whom shall be a member of the Collegiate Council; or

4.2 an appropriately qualified member or appropriately qualified members of the Collegiate Council; or

4.3 an appropriately qualified member or appropriately qualified members of the University's staff.

5. Any delegation of functions by the Collegiate Council will be clearly minuted, set out in written terms of reference, within Ordinances or in a list of standing functions delegated to a committee, members of the Collegiate Council or to members of the University staff. These documents will specify any limits (including time or financial limits) or conditions on the exercise of such functions and the reporting arrangements.

6. In the absence of the Vice-Chancellor the functions delegated to him/her may be exercised by the Deputy Vice-Chancellor. The Vice-Chancellor may delegate functions given to him/her subject to any limits or conditions specified by the Board of Trustees or the Collegiate Council, or set out in the University's Financial Regulations, but any such sub-delegation must be set out in writing and shall include any limits (including time or financial limits) or conditions on the exercise of such sub-delegation and the reporting arrangements required. Functions which have been sub-delegated by the Vice-Chancellor shall be reported to the Secretary of the Board of Trustees as soon as practicable. Standing delegated function shall be reviewed by the Board of Trustees annually.

7. In the exercise of all delegated functions committees and individuals must comply with the Statutes, Ordinances, Financial Regulations and all other University policies and procedures.

8. The terms of reference for any delegation by the Board of Trustees or the Collegiate Council and the list of standing functions delegated to members of the Board of Trustees, the Collegiate Council or members of the University's staff will be subject to review by the body which delegated the function.

9. The terms of reference of committees and the list of standing functions delegated will be included within the Ordinances and will be amended automatically to reflect any changes approved by the body which established the committee or delegated the function.

06 April 2020

ORDINANCE 6 ANNEX 1

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ORDINANCE 6 ANNEX 1

COMMITTEES OF THE BOARD OF TRUSTEES

ACADEMIC PROMOTIONS AND TITLES COMMITTEE

Terms of Reference

1. To establish procedures on behalf of the Collegiate Council for the appointment and promotion of Professors and Readers employed or to be employed by the University, in accordance with Ordinance 4[1].

2. To approve, and from time to time modify, criteria for Senior Lectureships, following appropriate consultation.

3. To approve a procedure for considering urgent applications.

4. To report all promotions and conferments of title to the Board of Trustees.

5. To confer the titles of Emeritus Professor and Reader on retiring members of staff.

6. To confer the title of Visiting Professor at the request of the School of Advanced Study or of a Director not within the School in accordance with criteria formulated by the Committee.

7. The Committee may authorise the Vice-Chancellor or a sub-committee to deal with its functions under paragraph 5.

Constitution

Vice-Chancellor (**Chair**)

Deputy Vice-Chancellor

Pro Vice-Chancellor (Research) and Dean and Chief Executive of the School of Advanced Study

Deputy Dean of the School of Advanced Study

A Director of a member-Institute, to be nominated by the Directorate of the School of Advanced Study

Pro Vice-Chancellor (International) and Chief Executive of University of London Worldwide

An external member (holding an academic appointment at another university)

Mode of Operation

The quorum for the Committee will be three members.

[1] The Committee shall have no locus in respect of staff of the Member Institutions.

ORDINANCE 6 ANNEX 1

AUDIT AND RISK ASSURANCE COMMITTEE

Terms of Reference

1. To advise the Board of Trustees on the appointment of the External Auditors, their audit fees, the provision of any non-audit services by the External Auditors and any questions of resignation or dismissal of the External Auditors.

2. To discuss, if necessary, with the External Auditors, before the audit begins, the nature and scope of the audit.

3. To discuss with the External Auditors problems and reservations arising from the interim and final audits, including a review of the management letter incorporating management responses, and any other matters the External Auditors may wish to discuss (in the absence of management where necessary).

4. To consider and advise the Board of Trustees on the appointment and terms of engagement of the internal audit service (and the head of internal audit, if applicable), the internal audit fees, the provision of any non-audit services by the Internal Auditors and any questions of resignation or dismissal of the Internal Auditors.

5. To review the Internal Auditors' audit risk assessment and strategy; to consider major findings of internal audit investigations and management's response; and to promote co-ordination between the Internal and External Auditors. The Committee will ensure that the resources made available for internal audit are sufficient to meet the University's needs (or make a recommendation to the Board of Trustees as appropriate).

6. To keep under review the effectiveness of the risk management, control and governance arrangements, including reference to the Strategic Risk Register, and to review the External Auditors' management letter, the Internal Auditors' annual report, and management responses.

7. To monitor the implementation of agreed audit-based recommendations, from whatever source.

8. To ensure that all significant unbudgeted losses have been properly investigated and that the Internal and External Auditors, and where appropriate the Office for Students (OfS), have been informed.

9. To monitor the University's policy on fraud and irregularity, including being notified of any action taken under that policy.

10. To satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness (value for money), and added value for students and key stakeholders.

11. To receive any relevant reports from the National Audit Office, OfS and other organisations.

12. To monitor annually the performance and effectiveness of External and Internal Auditors, including any matters affecting their objectivity, and to make recommendations to the Board of Trustees concerning their reappointment, where appropriate.

13. To consider elements of the annual financial statements in the presence of the External Auditors, including the Auditors' formal opinion, the statement of members'

responsibilities and the statement of internal control, in accordance with the OfS's Accounts Directions.

14. In the event of the merger or dissolution of the University, to ensure that the necessary actions are completed, including arranging for a final set of financial statements to be completed and signed. In the event of major change to the University's constitutional arrangements, to monitor and keep under review, during any transitional period, the effectiveness of the risk management, control and governance arrangements.

15. To consider and deal as appropriate with other such issues or matters referred to it by the Board of Trustees or the Vice-Chancellor.

16. To report to the Board of Trustees and make recommendations to the Vice-Chancellor as appropriate.

Reporting Procedures

17. Reports of the Committee's work will be circulated to the Board of Trustees.

18. The Committee will prepare an annual report covering the University's financial year and any significant issues up to the date of preparing the report. The report will be addressed to the Board of Trustees and the Vice-Chancellor, summarising the activity for the year. It will give the Committee's opinion on the adequacy and effectiveness of the University's arrangements for the following:

    18.1 risk management, control and governance (the risk management element includes the accuracy of the statement of internal control included with the annual statement of accounts);

    18.2 economy, efficiency and effectiveness (value for money); and

    18.3 management and quality assurance of data submitted to HESA and to the OfS and other funding bodies.

19. This opinion is based on the information presented to the Committee. The Audit and Risk Assurance Committee annual report should normally be submitted to the Board of Trustees before the members' responsibility statement in the annual financial statements is signed.

20. The Committee is authorised by the Board of Trustees to obtain outside legal or other independent professional advice and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary, normally in consultation with the Vice-Chancellor and Chair of the Board of Trustees, as appropriate. It may incur reasonable costs in this respect, without the prior approval of the Board of Trustees.

21. The Audit and Risk Assurance Committee will review the audit aspects of the draft annual financial statements. These aspects will include the external audit opinion, the statement of members' responsibilities, the statement of internal control and any relevant issue raised in the External Auditors' management letter. The Committee should, where appropriate, confirm with the internal and external auditors that the effectiveness of the internal control system has been reviewed, and comment on this in its annual report to the Board of Trustees.

At least once a year the Committee should meet separately with the External and Internal Auditors without any officers present.

Members of the Committee shall, if necessary, have direct access to the External and Internal Auditors. The auditors engaged to provide an internal audit service shall, if necessary, have direct access to the Chair of the Audit and Risk Assurance Committee.

Constitution

The Audit and Risk Assurance Committee which shall be appointed by the Board of Trustees shall comprise:

Up to four independent members of the Board of Trustees one of whom shall be appointed **Chair** by the Board of Trustees.

One Head of Member Institution.

At least one and up to two members with appropriate expertise, who must not be members of the Board of Trustees.

The membership should not include the Chair of the Board of Trustees nor any member with executive responsibility for the management of the University.

Mode of Operation

The Chair shall have the power to act on behalf of the Committee in case of urgency including, but not limited to, requiring the Internal Auditors to conduct special reviews for the Committee's consideration.

The quorum for the Committee will be three members of whom one must be an independent member of the Board of Trustees.

EQUALITY AND DIVERSITY COMMITTEE

Terms of Reference

1 To promote equality, diversity, accessibility and inclusivity among staff, students and users of the University, across all aspects of the University, including its public-facing functions, and in particular:

1.1 To monitor developments in legislation and make recommendations to the Vice-Chancellor's Executive Group for any necessary changes required to policy and practice covering both staff and students.

1.2 To develop and ensure implementation of the University's Equality Strategy and other related policies.

1.3 To ensure that the University has access to appropriate professional and specialist advice on staff and student equality, diversity and accessibility issues.

1.4 To make a single annual report on equal opportunities monitoring and developments in equality and diversity for both staff and students to the Board of Trustees, the report to be publicly available.

1.5 To report and make recommendations to the Board of Trustees as appropriate.

ORDINANCE 6 ANNEX 1

Constitution

The Equality and Diversity Committee, which shall be appointed by the Board of Trustees, shall comprise:

An independent member of the Board of Trustees as **Chair**.

Representatives of University of London Worldwide, School of Advanced Study, the Senate House Library and any other student facing areas as appropriate.

The Director of Human Resources.

The Head of Inclusion.

At least one senior member of the academic staff of the School of Advanced Study.

The Pro Vice-Chancellor (Strategy, Planning and Partnerships) and Director of Property and Facilities Management or his/her nominee.

One member nominated by UCU

One member nominated by UNISON

Other co-opted members with appropriate specialist expertise, as required.

Mode of Operation

The quorum for the Committee will be five members.

ESTATES COMMITTEE

Terms of Reference

Scrutiny of Business Cases

1. To consider, and to make a recommendation to the Board of Trustees on, the business case of estates-related major projects[2]. The Committee will consider, but will not be limited to, the following aspects of proposals: availability; affordability; funding model; operational model; design/delivery of the project; risks to the project and how they will be managed/mitigated; and the project in the wider context of the University's strategic aims and objectives.

Options Appraisal

2. To review other estates-related initiatives, feasibility studies/options appraisals and business cases, in the context of assessing their respective financial and strategic value to the University, and to provide advice and guidance, as required, to University officers.

Scrutiny of the Capital Plan

3. To consider the Building Capital Programme in relation to the University

2 Estates-related major projects are over £1,000,000 in value, inclusive of VAT, (or other estates-related projects judged by the Vice-Chancellor's Executive Group to be sufficiently political sensitive) that are 'managed' through a separate project steering group.

Strategy.

Scrutiny of the Planned Maintenance Plan

4. To consider the Building Planned Maintenance Programme in relation to ensuring that the Estate remains compliant and fit-for-purpose for students, staff and other stakeholders.

Leases, Licenses and Rents

5. As delegated by the Board of Trustees:

   5.1 To approve the grant, and taking, of leases and licences for periods of five years or less (1) with a value between £250,001 and up to but not including £2,000,000 per annum for rent and service charge combined, and (2) for space between 301m² and 1,000m².

   5.2 To approve the grant, or renewal, of leases of equipment space to third parties in the Stewart House computer suite for periods of over two years and up to and including five years.

   5.3 To report to the Board of Trustees the re-designation from the operational estate of any property/properties that will be held for investment purposes, that is, held as an 'investment property', or that will no longer be held for investment purposes.

Routine Matters of Estate Management

6. As delegated by the Board of Trustees, to approve expenditure on such routine matters including (but not limited to) in relation to: (i) licences for alterations; (ii) variations and surrenders of leases; (iii) rent reviews; (iv) options and pre-emptions which do not comprise an irrevocable commitment on the part of the University to buy or sell property; (v) building contracts, appointments and warranties; (vi) restrictive covenants and easements; (vii) planning consents or agreements or other regulatory consents or dispositions in connection with the University's estate; (viii) location hire agreement to film, television or advertising companies. The value on any single matter being between £500,001 and £1,000,000 per annum.

Monitoring of Approved Projects

7. To monitor estates-related projects approved by the Board of Trustees.

Other Estates Matters

8. To consider other estates-related issues or matters referred, or delegated, to the Estates Committee by the Board of Trustees.

Procurement Policy and Any Other Relevant Financial Regulations

9. To ensure that all proposals comply with the Procurement Policy and any other relevant Financial Regulations.

Reporting Procedures

Reports of the Committee's work will be provided regularly to the Board of Trustees.

Constitution

The Committee, which shall be appointed by the Board of Trustees, shall comprise:

Four independent members of the Board of Trustees, one of whom shall be appointed **Chair**.

One Head of Member Institution.

Up to three persons with the appropriate specialist expertise for the work of the Estates Committee.

In Attendance

Other persons whose knowledge and experience can contribute to the work of the Committee may attend meetings at the discretion of the Chair, but have no voting rights**.**

Mode of Operation

The quorum for the Committee will be five members, of whom two must be independent members of the Board of Trustees.

The Committee will meet no less than five times a year.

ETHICAL ACCEPTANCE OF DONATIONS COMMITTEE (EADC)

Purpose

The purpose of the EADC is to review potential donations referred to it, in accordance with section 5.14 of the Ethical Acceptance of Donations Policy. The EADC will be convened as required at the request of the Vice-Chancellor.

Terms of Reference

1. To evaluate the ethical and reputational risks of potential donations in accordance with the principles set out in sections 4.1 and 4.2 of the Ethical Acceptance of Donations Policy, with specific reference to:

    1.1 Section 4.1. To ensure the University's integrity, the acceptance of donations must adhere to the following key principle:
    - The University will not solicit or accept gifts that conflict, in their character or source, with the values or reputation of the University of London.

    1.2 Section 4.2. When deciding whether to accept a donation the University will consider, and be guided by, the following questions. If any of these questions cannot be answered satisfactorily, the University retains the right to refuse the donation, in accordance with the procedures outlined in the Donation Acceptance Policy. Would the donation:
    - Expose the University to undue adverse publicity or reputational risk?
    - Inhibit, unreasonably, the University from seeking gifts from other donors or stakeholders?
    - Contravene the University's Statute 21 on anti-discrimination or run counter to the University’s 2016-19 strategy for diversity and inclusion?

- Require the University to provide special consideration for admission to the University, or other special advantage, for the donor designate, their family or friends?
- Require the University to deviate from its normal hiring, promotion or contracting procedures?

2. On reviewing the material provided, to advise the Vice-Chancellor if:
    - The proposed donation should be progressed.
    - The proposed donation should not be progressed. If the proposed donation should not be progressed the EADC must clearly state its reasons.
    - More information is required, specifying clearly what additional detail is necessary.
    - If the proposed donation should be referred to the Board of Trustees for its consideration. If the proposed donation should be referred, the EADC must clearly state its concerns.
    - There is any additional information that the Committee believes appropriate to consider in formulating advice to the Vice-Chancellor or Board of Trustees.

Constitution

In accordance with section 5.14 of the Ethical Acceptance of Donations Policy, the EADC, which shall be appointed by the Board of Trustees, shall comprise up to seven members, including:

Current or former members of the Board of Trustees, one of whom shall be appointed Chair by the Board of Trustees

A member of the academic staff of the University or of one of the Member Institutions of the University

A member with appropriate legal expertise for the work of the Committee

Other members as required with appropriate expertise for the work of the Committee

Members may meet more than one of the criteria listed above.

Mode of Operation

The quorum for the EADC will be three members, at least one of whom must be a current member of the Board of Trustees.

The Secretary to the EADC will be the Director of Development, or their nominee.

The Committee's Terms of Reference will be reviewed periodically, normally every three years.

Due to the inherent sensitive nature of the material contained in the Development Office screenings and of the Committee's discussions, more detailed procedures relating to the operation of the EADC are held by the University's Development Office.

ORDINANCE 6 ANNEX 1

INVESTMENTS COMMITTEE

Terms of Reference

1. In accordance with legislation and such general policy or other guidance as may be approved from time to time by the Board of Trustees, to exercise the Board of Trustees' powers of investment and report regularly to the Board of Trustees on the exercise of these powers, including the management of cash reserves.

2. In cases of urgency and at the request of the Vice-Chancellor, the Chair of the Committee and any two other members of the Committee may approve such action by correspondence as they consider necessary.

3. Having regard to investment criteria exclusively, to approve the annual dividend of the Unified Trust Fund and to advise the Board of Trustees accordingly.

4. To recommend to the Board of Trustees the appointment of any investment managers and the period, terms and conditions relating to any such appointments.

5. To consider and advise the Board of Trustees on all questions of general investments policy and performance and to report to the Board of Trustees.

6. To consider and deal as appropriate with such other issues or matters referred to it by the Board of Trustees or the Vice-Chancellor.

Constitution

The Investments Committee, which shall be appointed by the Board of Trustees, shall comprise:

Three independent members of the Board of Trustees, one of whom shall be appointed **Chair**.

Up to five persons with the appropriate specialist expertise for the work of the Investments Committee.

One Head of Member Institution on the Board of Trustees.

Mode of Operation

The Chair shall have the power to act on behalf of the Committee in case of urgency.

The quorum for the Committee will be three members of whom one must be an independent member.

REMUNERATION COMMITTEE

The Remuneration Committee shall undertake all aspects of its work in accordance with the University's Strategy for Diversity and Inclusion and in line with the principles set out in the Committee of University Chairs Higher Education Senior Staff Remuneration Code.

Terms of Reference

1. The Remuneration Committee, on behalf of the Board of Trustees, and in accordance with policies agreed by the Board of Trustees, shall:

1.1 determine and review the salary, emoluments, allowances and other financial benefits payable by the University to the Vice-Chancellor, or sums reimbursed to another employer for the services of the Vice-Chancellor;

1.2 approve and review the salary, emoluments, allowances and other financial benefits payable by the University to its most Senior Staff; and

1.3 receive agreed objectives and a report on the performance of the University's most senior staff.

2. The Committee shall receive annually from the Vice-Chancellor a report on the salaries paid to the University's other Senior Staff.

3. The Committee shall approve severance payments to the staff whose salaries are reviewed or reported under paragraphs 1.1, 1.2 and 2 or where the severance payment or cost of severance exceeds £100,000 (other than in respect of ordinary pension sums).

4. The Committee shall consider and deal as appropriate with other such issues or matters referred to it by the Board of Trustees.

Constitution

The Remuneration Committee, which shall be appointed by the Board of Trustees, shall comprise:

At least three independent members of the Board of Trustees (one of whom shall act as Chair).

The Chair of the Board of Trustees.

One Head of Member Institution on the Board of Trustees.

The Committee may co-opt an additional external member with appropriate specialist expertise in the field of remuneration.

Mode of Operation

The Chair shall have the power to act on behalf of the Committee in case of urgency.

The quorum for the Committee will be three. Independent members must form a majority of those present.

The Vice-Chancellor is not a member of the Committee, but may be invited to attend and participate in its meetings to advise the Committee as required on his/her direct reports. The Vice-Chancellor, the Secretary and any other officer or member attending shall not be present when their remuneration and terms and conditions of employment are being considered.

The Secretary to the Board of Trustees shall be Secretary to the Remuneration Committee.

The Director of Human Resources shall attend all meetings of the Remuneration Committee.

The University's most senior staff are currently those staff who make up the Vice-Chancellor's Executive Group. Remuneration Committee has delegated power to amend this definition.

Remuneration Committee can determine the definition of “other Senior Staff” – currently this group comprises Directors, Professors employed by the University, and the administrative and other staff employed by the University on Level 10 of its unified grading structure.

SAFETY COMMITTEE

Terms of Reference

1. The Safety Committee reports to the Board of Trustees and is established to advise, keep under review, and, take action as appropriate, on the general safety policy, organisation and arrangements to secure the health and safety of employees, Students, visitors and others who may be affected by the University's activities.

2. The Committee will have the following specific responsibilities:

   2.1 to develop safety policies for all aspects of the work of the University in compliance with legislation on environmental health and safety;

   2.2 to agree procedures, rules and safe systems of work in compliance with agreed policy and to monitor arrangements, and to monitor the divisional health and safety committees;

   2.3 to consider and approve the arrangements for departmental/divisional safety co-ordinators and, in particular, for the provision of advice to the University on health and safety;

   2.4 to monitor the provision and effectiveness of safety training;

   2.5 to monitor arrangements for fire evacuation drills;

   2.6 to oversee the arrangements for the provision of trained first aid staff and first aid materials;

   2.7 to receive and consider accident reports and reports on any unsafe or unhealthy work practices and to agree follow-up action;

   2.8 to consider safety audit reports produced under the University’s rolling internal audit programme;

   2.9 to agree arrangements for the promulgation of advice and information on health and safety matters to Heads of Departments, senior officers and others who need to know;

   2.10 to advise the Pro Vice-Chancellor (Operations) on the resource implications of the implementation of health and safety policies and procedures;

   2.11 to report annually, and as necessary, to the Board of Trustees on the activities of the Committee, delivery of the health and safety plan and any major incidents;

   2.12 to establish sub-committees or working groups as necessary to advise on specific health and safety issues;

   2.13 to advise the Board of Trustees of any proposed changes in the membership or the terms of reference of the Committee.

Constitution

Chair: to be appointed from among the members of the Board of Trustees.

Up to six persons representative of the management of the University, nominated by the Vice-Chancellor.

Up to six representatives of the staff of the University, appointed by the University branches of the trade unions recognised by the University, and by the Staff Association, the proportion of the total to be appointed by each trade union and by the Staff Association to be agreed between the Unions and the Association, or one each if they fail to agree.[3]

Mode of Operation

The quorum for the Committee will be one third of members appointed at the time of the meeting.

TRUST FUNDS COMMITTEE

Terms of Reference

1. The Committee shall act on behalf of the Board of Trustees in the management of the University's Trust Funds within the Unified Trust Fund (UTF).

2. To make awards from the Trust Funds, consulting with experts where appropriate.

3. To ensure that the Trust Funds within the UTF are actively used by those they were intended to support.

4. To provide oversight of the promotion of the Trust Funds to potential beneficiaries.

5. To make decisions on issues arising with regard to the management and deployment of the Trust Funds.

6. To periodically review the established payments from University Trust Funds.

7. To receive reports from the remaining UTF Trust fund-specific committees on behalf of the Board of Trustees.

8. To report to the Board of Trustees annually on:

   8.1 the general state of the UTF Trust Funds; and

   8.2 the action taken by the Trust Funds Committee.

3 The Staff Association/Recognised Trade Unions, as appropriate, shall be permitted to send an alternate to a Safety Committee meeting in the event that an appointed member in this constituency is unable to be present.

ORDINANCE 6 ANNEX 1

Constitution

The Trust Funds Committee, which shall be appointed by the Board of Trustees, shall comprise:

The Vice-Chancellor (Chair)

One Head of Member Institution on the Board of Trustees

One Independent Member of the Board of Trustees

Director of Compliance and Secretary to the Board

One Member Institution senior manager who is either a Director of Development or has responsibility for trust fund management

The Pro-Vice Chancellor (Research), Dean and Chief Executive of the School of Advanced Study or their nominee

In Attendance

Other persons whose knowledge and experience can contribute to the work of the Committee may attend meetings at the discretion of the Chair, but have no voting rights**.**

Mode of Operation

The quorum for the Committee will be three members of whom one must be an independent member.

The Committee will meet no less than twice a year.

ORDINANCE 6 ANNEX 1

COMMITTEES OF THE COLLEGIATE COUNCIL

SENATE HOUSE LIBRARY BOARD

Terms of Reference

1. To consider, recommend to the Collegiate Council, and keep under review a strategic plan for the Senate House Library.

2. To review annual operating plans.

3. To report annually to the Collegiate Council on the performance of the Senate House Library against its plans.

4. Following its scrutiny by the Planning and Resources Group to receive and consider the annual budget for Senate House Library and to endorse it for transmission to the Collegiate Council.

5. To consider and recommend to the Collegiate Council the Senate House Library charges each year, and to keep under review the model for allocating library costs and recommend to the Collegiate Council changes to that model.

6. To assess financial and non-financial risks arising from the operation of the Senate House Library and to contribute in this respect to the University's risk controls and mitigation.

7. To consider and approve proposals for significant sales, disposals and acquisitions (as a rule of thumb, any single item above £15,000 in value), or for receipt of significant donations or collections. Where the timing of meetings makes this impractical, the Chair may authorise, on receipt of appropriate advice, the taking of action on behalf of the SHL Board in matters relating to significant sales, disposals, acquisitions or receipt of collections. Such action shall be reported to the next meeting of the SHL Board.

8. To consider and approve the annual report of the Senate House Library.

9. To represent the interests of the Senate House Library to the federal University and wider constituencies.

10. To consider reports from the Federal Libraries Group.

11. To establish committees or working groups to assist the Board to undertake its functions and to approve their terms of reference, constitution and membership. The Board shall not delegate any of its responsibilities to these committees or working groups without the prior approval of the Collegiate Council.

Constitution

Vice-Chancellor (Chair) *(ex-officio)*

The Deputy Vice-Chancellor *(ex officio)*

Pro Dean of Libraries *(ex officio)*

Senate House Librarian *(ex officio)*

Pro-Vice Chancellor (Research), Dean and Chief Executive of the School of Advanced Study *(ex-officio)*

One member of the Collegiate Council

One independent member of the Board of Trustees appointed by the Board of Trustees

A student user representative of the User Advisory Forum

Appointed by the Collegiate Council on the nomination of the Vice-Chancellor

Three University of London Member Institution Directors of Library Services (or their representatives) one of which shall be nominated by the Federal Libraries Group.

Up to two external members drawn from the cultural heritage sector and/or library services outside of the University of London.

The Board may co-opt up to two additional members with appropriate specialist expertise relevant to the work of the Library.

In Attendance

Other persons whose responsibilities can contribute to the work of the Board.

The Quorum for the SHL Board will be five members including at least one ex-officio member, and one Member Institution representative (i.e. either the member of the Collegiate Council or one of the University of London Member Institution Directors of Library Services (or their representatives)).

ACADEMIC QUALITY ADVISORY COMMITTEE

Terms of Reference

1. To provide advice to the Collegiate Council, as requested and appropriate, on issues related to the quality and standards of University of London awards.

2. To consider collectively national and international developments in quality assurance and enhancement and report on these as requested to the Collegiate Council.

3. To share the Member Institutions' collective knowledge and experience on academic quality with a view to enhancing the quality of academic provision and disseminating good practice.

4. To submit to the Collegiate Council an annual Quality Enhancement Review in respect of all Member Institutions and undertake any activity arising therefrom as requested by the Collegiate Council.

Constitution

Chair: A Vice-Principal of a Member Institution, with Quality Assurance responsibilities.

One member of the Collegiate Council.

Two persons appointed by and from each Member Institution and the School of Advanced Study, with responsibility for Quality Assurance and Enhancement and for Research Degree matters.

One person appointed by and from University of London Worldwide.

All members other than the Chair and the member of the Collegiate Council shall be allowed named alternates

Mode of Operation

The quorum for the Committee will be 8 members.

HONORARY DEGREES AND FELLOWSHIPS COMMITTEE

Terms of Reference

1. To recommend to the Collegiate Council, for its approval, nominations for the award of Honorary Degrees of:

    1.1 up to six persons at the Foundation Day Ceremony; and

    1.2 up to three persons annually by, and across, the Central Academic Bodies at their respective degree ceremonies; the Vice-Chancellor to decide, in consultation with the relevant Central Academic Body, if it is appropriate for an additional award to made during the year.

2. To identify reserves/replacements, as required, for the above ceremonies.

3. For each name identified at paragraphs 1-2 above, the honorary degree which should be awarded.

4. To identify a list of names to be retained for future consideration for the award of Honorary Degrees at the Foundation Day Ceremony; if they have not been selected after three years they should not be retained.

5. To recommend nominations for the award of up to three honorary fellowships for onward transmission to: (i) the Collegiate Council for its information and to ensure that there is no conflict with current plans in Member Institutions; and (ii) the Board of Trustees for its approval.

Constitution

Vice-Chancellor (Chair)

Deputy Vice-Chancellor (Deputy Chair)

Pro Vice-Chancellor (Research) and Dean and Chief Executive of the School of Advanced Study

Director of French Studies, University of London Institute in Paris

Pro Vice-Chancellor (International) and Chief Executive of University of London Worldwide

Two Heads of Member Institution to be appointed by the Collegiate Council

Two Independent Members of the Board of Trustees to be appointed by the Board of Trustees

The Chair of the central University Staff Association

Mode of Operation

The quorum for the Committee will be 5 members.

06 April 2020

ORDINANCE 6 ANNEX 2

STANDING FUNCTIONS DELEGATED BY THE BOARD OF TRUSTEES OR COLLEGIATE COUNCIL TO UNIVERSITY STAFF

Functions Delegated by the Board of Trustees

Function	Function delegated to	Reporting arrangements
Contracts and Financial Commitments		As required by the Scheme of Delegation.
1. Delegated Functions in relation to Contracts and Financial Commitments are set out in the University's Financial Regulations; Scheme of Delegation.		
Staffing Matters		
2. Subject to any special provisions made by the Board of Trustees for particular posts, to exercise the functions of the Board of Trustees in relation to the appointment, dismissal, duties, remuneration, and other terms and conditions of service of employees of the University.	**Vice-Chancellor** (or in their absence the Deputy Vice-Chancellor)	The Board will receive a report annually on the exercise of this function.
Urgent or Non-contentious Matters		
3.1 In the absence or unavailability of the Chair to act on behalf of the Board of Trustees in non-academic matters which in the opinion of the Vice-Chancellor are either urgent (but not requiring a special meeting) or non-contentious.	**Vice-Chancellor** (or in their absence the Deputy Vice-Chancellor)	Any action taken will be reported to the next meeting of the Board.
3.2 To approve amendments to Ordinances which in the opinion of the Vice-Chancellor are non-contentious and/or technical in nature and do not require consultation with the Collegiate Council.		
Estates Matters		
4. Delegated Functions in relation to Estates Matters are set out in the University's Financial Regulations; Scheme of Delegation.		As required by the Scheme of Delegation.

Functions Delegated by the Collegiate Council

Urgent or Non-contentious Matters		
1. To act on behalf of the Collegiate Council in	**Vice-Chancellor** (or	Any action taken

	academic matters, including the University Regulations and programme approvals, which in the opinion of the Vice-Chancellor are either urgent (but not requiring a special meeting) or non-contentious.	in their absence the Deputy Vice-Chancellor)	will be reported to the next meeting of the Collegiate Council.

06 April 2020