

Statement of Primary Responsibilities of the Board of Trustees

This Statement is based on the Model Statement contained in the Code of Governance published by the Committee of University Chairs, adapted to reflect the powers and responsibilities of the University of London Board of Trustees set out in the Statutes and Ordinances.

For the avoidance of doubt, this Statement applies only to the University of London (the University) comprising the Central Academic Bodies, central activities and services; it does not apply to the Colleges of the University which are separate legal institutions.

The principal responsibilities of the Board of Trustees are:

- (i) To approve and monitor the University's long-term and strategic plans, including key performance indicators, to ensure that these meet the interests of the University's stakeholders and beneficiaries and, where possible and appropriate, are benchmarked against other comparable institutions.
- (ii) To appoint the Vice-Chancellor as the principal officer of the University and the HEFCE Accountable Officer, and to put in place suitable arrangements for monitoring his/her performance.
- (iii) To delegate authority to the Vice-Chancellor for the effective corporate, financial, estate, and human resource management of the University.
- (iv) To establish and keep under regular review the policies, procedures and limits within such management functions as shall be undertaken by, and under, the Vice-Chancellor's authority.
- (v) To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls, risk assessment and management, and procedures for handling internal grievances and for managing conflicts of interest.
- (vi) To establish processes to monitor and evaluate the performance and effectiveness of the Board of Trustees and the University's system of governance.
- (vii) To conduct its business in accordance with best practice in higher education corporate governance, and with the principles of public life drawn up by the Committee on Standards in Public Life, and with due regard to the Charity Commission's guidance on public benefit.
- (viii) To safeguard the good name and values of the University.

- (ix) To appoint a Secretary to the Board of Trustees, who will be the University Secretary, and to ensure that, if the person appointed has managerial responsibilities, there is an appropriate separation in the lines of accountability.
- (x) To be the employing authority for staff in the University and to be responsible for establishing a human resources strategy.
- (xi) To be the principal financial and business authority of the University, to ensure that proper accounts are kept, to approve the annual budget and financial statements, and to have overall responsibility for the University's assets, property and estate.
- (xii) To be the University's legal authority and, as such, to ensure that systems are in place for meeting all the University's legal obligations, including those arising from contracts and other legal commitments made in the University's name.
- (xiii) To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the University, and to fulfil the requirements and obligations of charity law as they apply to the University.
- (xiv) To ensure that the Statutes and Ordinances are followed at all times, and that appropriate advice is available to enable this to happen.

Approved by the Board of Trustees
27 January 2016