

CONSTITUTION FOR LONDON HIGHER (Approved 9 June 2005)

The constitution will come into effect on 1 August 2005.

London's higher education institutions have agreed to form *London Higher*, an association of higher education institutions, with the following constitution.

A list of higher education institutions currently eligible for membership of *London Higher* is provided at Annex 1.

1 Vision

'Establishing London as the knowledge capital of the world'

2 Mission

'London Higher will actively promote, and act as an advocate for, all institutions represented in the university sector in the London region'

3 Purposes:

In order to achieve its Vision and Mission, *London Higher* will have the following purposes in agreed areas of common interest:

- 3.1 To pursue an advocacy role on behalf of London's higher education institutions and to promote the activities, achievements and successes that will help raise awareness of the higher education sector in London, nationally and internationally;
- 3.2 To maintain an intelligence gateway for and about higher education in London;
- 3.3 To represent collectively, where appropriate, London's higher education institutions to partners, such as the London Development Agency, stakeholders and other bodies (see *Annex 1*) and to provide nominee representatives of London's higher education institutions to such regional bodies;
- 3.4 To facilitate collaboration and cooperation, to mutual benefit, between London's higher education institutions and between London's higher education institutions and a range of partners, stakeholders and other bodies (see *Annex 1*). This will include London's further education sector and especially those further education institutions that provide higher education;
- 3.5 To provide a forum for interaction between members and for sharing, communicating and disseminating good practice of value to London higher education;
- 3.6 To identify and as necessary to seek funding or other resource support to undertake projects and activities for the benefit of London's higher education institutions;
- 3.7 To undertake such other regional activities as are judged desirable by its Members.

4 Membership

- 4.1 All higher education institutions in receipt of funding from the Higher Education Funding Council for England (HEFCE), which have their headquarters within the M25, together with all Colleges of the University of London, shall be entitled to become full Members.
- 4.2 Other higher education institutions or bodies (such as the London region of the Open University) in receipt of HEFCE funds may be admitted as full Members by an affirmative vote of two-thirds of existing Members.
- 4.3 Other bodies or institutions may be admitted as Associate Members on an affirmative vote of two-thirds of existing Members. Such bodies will probably have to show that they are predominantly devoted to higher education, that the bulk of their students are registered for UK degrees or other recognised UK qualifications, that they are established as a corporate body, have been in existence for some time and are a registered charity or not-for-profit organisation but the Organisation may in its absolute discretion set aside or modify one or more of these requirements, and may also have regard to other matters or considerations.
- 4.4 Full Members and Associate Members shall pay such admission fees and Membership fees as prescribed from time to time by the Organisation on, or before, the commencement of the academic year in August of each year.
- 4.5 Any Member wishing to withdraw from membership shall give a minimum of one year's notice in writing. Termination to be effective at the end of July of the relevant year.

5 Operation

5.1 Membership

Each member institution shall have one vote and shall appoint one person, who will normally be the executive head of the institution, to exercise voting rights. All matters will be decided by a simple majority. Associate members shall not have voting rights.

- 5.2 The Members shall elect a Chair and a Steering Committee of six Members to serve for 2 years. The Chair, who must be the executive head of a member institution, will be elected by a simple majority. The Steering Committee shall consist of two Members from the University of London and its Colleges, two Members from the other universities and two members from all other higher education institutions, each elected from and by their respective groupings. All elected Members shall be eligible for re-election for a total term not exceeding six years. The Steering Committee shall appoint one of its members to act as Deputy Chair who will also act as honorary Treasurer.

5.3 Structure

The Steering Committee may co-opt further Members to assist in its work. The appointed Chair of the London Healthcare Education Group will be one of the co-opted Members – unless elected to the Committee by another route. The nominated *London Higher* representative on the London Development Agency's Council for Science and Industry will normally be another co-opted member. The Steering Committee may also invite observers to take part in meetings – such individuals will not have voting rights and may on occasion be asked to withdraw from certain discussions.

- 5.4 The Steering Committee may also set up standing and task related sub groups as appropriate to carry out the business of the Organisation. Such sub groups will include representatives of member institutions, who may not be the executive head and also include others drawn from outside the membership of the Organisation. Representatives of member institutions will always be in a majority.
- 5.5 Members and Associate Members shall be entitled to appoint representatives to attend plenary meetings of the Organisation. These will normally be held twice a year, one being the annual general meeting whose business shall include approval of an annual report and financial statement and of a budget for the subsequent year.
- 5.6 Appointment of Staff
Subject to the availability of funds, and in pursuit of a business plan and policies approved by Members, the Steering Committee will appoint paid employees to provide executive and administrative support to the Organisation and to its representatives on other bodies. The principal office holder will take the role of Chief Executive and will be accountable to the Members for the operation of the business of the Organisation, management of paid employees and any appointed contractors, for the delivery of the business plan as approved by the Members, for effective interaction with members and for representing the Organisation externally within policies, plans and operational frameworks approved by Members. The Organisation will arrange, on such terms as it shall see fit, with one of its Members or with another organisation to employ such staff. Line management responsibility for the Chief Executive will lie in the first instance with a member of the Steering Committee, usually the Chair.
- 5.7 Finance
The Organisation shall seek financial support for its activities from external bodies, for instance, the Higher Education Funding Council for England, the London Development Agency and other appropriate national or regional organisations. Funding may also be sought from the private sector.
- 5.8 Any expenditure on behalf of London Higher in excess of £10,000 must be authorised by the Chair or Deputy chair and in excess of £25,000 by two members of the Steering Committee, one of whom must be the Chair or Deputy Chair. The appointed Chief Executive will be able to authorise expenditure up to £10,000. At the outset of each working year the Members will approve, as part of a business plan for the Organisation, a budget for the 12 months ahead. At the following annual general meeting performance against the business plan, including financial performance, will be reported and reviewed.
- 5.9 London Higher shall maintain liaison, and may enter into working arrangements, with the London Development Agency, the Association of Colleges, and other similar bodies acting in the interests of London's Higher education Institutions.
- 5.10 There shall be a formal review by Members of the utility and efficiency of the Organisation at five yearly intervals following the review that was reported upon in 2005. In the event that members decide to wind up the Organisation, its assets will be distributed between member institutions on the same basis as that by which membership fees have been levied under clause 4.4, subject to the need to return any funds to any other body.

LONDON HIGHER CONSTITUTION

ANNEX 1

HIGHER EDUCATION INSTITUTIONS CURRENTLY ELIGIBLE FOR MEMBERSHIP OF *LONDON HIGHER*

Birkbeck University of London
Brunel University
Central School of Speech & Drama
City University
Conservatoire for Dance & Drama
Courtauld Institute of Art
Goldsmiths College University of London
Guildhall School of Music & Drama (New Member – 01 August 2005)
Heythrop College, University of London (New Member – 01 August 2005)
Imperial College London
Institute of Cancer Research
Institute of Education
King's College London
Kingston University
London Business School
London Metropolitan University
London School of Economics & Political Science
London School of Hygiene & Tropical Medicine
London South Bank University
Middlesex University
Queen Mary, University of London
Ravensbourne College of Design and Communication
Roehampton University of Surrey
Rose Bruford College
Royal Academy of Music
Royal College of Art
Royal College of Music
Royal College of Nursing Institute
Royal Holloway University of London
School of Oriental & African Studies
School of Pharmacy
St George's, University of London
St Mary's College
Thames Valley University
The Open University in London
The Royal Veterinary College
Trinity College of Music
University College London
University of Arts London
University of East London
University of Greenwich
University of London
University of Westminster
Wimbledon School of Art

LONDON HIGHER CONSTITUTION

ANNEX 2

PARTNERS AND STAKEHOLDERS

The principal external stakeholders and partners with whom *London Higher* currently needs to relate are:

- The UK Parliament and the European Parliament;
- The Secretary of State for Education and Skills and their Department;
- The Department for Trade and Industry and its Office of Science and Technology;
- The Mayor's Office and the Greater London Assembly;
- The London Development Agency;
- London First;
- Think London (*previously London First Centre*);
- The Principal Business sectors in London – finance, hospitality, retail, transport, the creative industries and public sector;
- The Association of Colleges (London Region);
- The NHS - in particular the Workforce Development Confederations and the Strategic Health Authorities covering London;
- The London regional office of the Higher Education Funding Council for England (HEFCE);
- The Learning and Skills Council (LSC) London Region and local LSCs
- The 33 London Boroughs;
- Higher education special interest groups, such as the M25 Libraries Group and the London Purchasing Organisation;
- Other HERAs.