The Forty-eighth Meeting of the Council was held in the Council Room, 170 Queen's Gate at 10:00 a.m. on Friday, 24th November 2006, when there were present:

The Lord Kerr of Kinlochard (Chairman), Professor D.K.H. Begg, Mrs. P. Couttie, Sir Peter Gershon, Mr. B. Gidoomal, Dr. G.G. Gray, Professor Dame Julia Higgins, Professor R.I. Kitney, Dr. M.P. Knight, Professor Sir Peter Knight, Mr. J. Newsum, Ms. K. Owen, Mr. A.D. Roche, Professor S.K. Smith, Dr. D.J. Wilbraham, the Baroness Wilcox, the Rector, the Deputy Rector and the President of the Imperial College Union, together with the Clerk to the Court and Council.

In attendance: Ms. C. Griffiths, the Director of Development (for Minutes 20 - 21), the Director of Human Resources (for Minute 60), and the Assistant Clerk to the Court and Council.

WELCOME

On behalf of the Council, the Chairman welcomed Professor Dame Julia Higgins, the Principal of the Faculty of Engineering, to her first Meeting as a senior staff member of the Council, and the Baroness Wilcox to her first meeting as a full member of the Council.

MINUTES


1. The Minutes of the Forty-seventh Meeting of the Council, held on 15th September 2006, were taken as read, confirmed and signed.

MATTERS ARISING

The Future of the Wye Campus (Minute 4 refers)

2. The Deputy Rector, Professor Sir Leszek Borysiewicz, reminded the Council that, at the last meeting, he had indicated that he would be making a recommendation to the Management Board at its Meeting on 29th September that the College should no longer pursue the scientific vision for Wye. This recommendation had been accepted.
Academic Health Sciences Centre (*Minute 6 refers*)

3. Professor Smith, the Principal of the Faculty of Medicine, updated members on progress with the College’s plans to establish the first Academic Health Sciences Centre (AHSC) in the UK. A Steering Committee had been established with the relevant Trusts, while support for the proposed Centre had also been obtained from the Strategic Health Authority and from the Treasury. This backing meant that the College should be able to make real progress towards the Centre’s establishment.

4. Before moving on, the Chairman thanked Professor Smith for the excellent presentation on the Centre that he had given at the Council Away Day. He and the other members of the Council had been grateful for the opportunity to discuss the main strategic issues facing the College that had been afforded by that occasion.

CHAIRMAN’S BUSINESS

To Note the Establishment of a Search Committee for the Rector

5. The Chairman reminded Governors that the Rector’s term of office had recently been extended until the Summer of 2008. Although there were still 18 months until the end of Sir Richard’s appointment, there would be considerable benefit in identifying his successor now rather than later. In particular, he said, if the next Rector had not been identified before the main Centenary events in Summer 2007, there was a risk that these might be undermined by speculation about what would happen when Sir Richard left the College. Consequently, it had been decided to establish a Search Committee now to identify a person to succeed him. This Committee would consist of the members of the Nominations Committee; that is, himself, Dr. Gray, Sir Peter Gershon and the Baroness Wilcox, augmented by additional external and internal members. From outside the College, Lord Rees had agreed to serve, while Professor Kitney and Professor Sir Ara Darzi would represent the staff of Imperial.

6. The Search Committee would meet before Christmas to commence its work and consider the Rector’s job description and the skills required to fulfil the role. It had also been decided to employ a firm of head hunters to ensure that the Committee was able to consider the very best candidates, both national and international, for the appointment.

7. Although the Committee’s consideration of individual candidates would be confidential for obvious reasons, the Chairman said that he hoped that the nomination process would be as open as possible. To this end, he encouraged all members of the Council to make their views known to the Committee members and also to inform the Clerk of any possible candidates for consideration. Turning to the timetable for the search, the Chairman said that he hoped the Committee would have identified a short list of potential candidates by March and that it would be possible to interview them in April and May. The aim was to make a formal announcement in June, before the Centenary. The Chairman then confirmed that the Search Committee would only make a recommendation. The final decision would be for the Council to make. As the Council was not scheduled to meet between March and July, he noted that there might be a need either to hold a special meeting of the Council in May or June to consider the Committee’s recommendations, or to seek the Council’s agreement by correspondence.

8. Concluding this Item, the Chairman said that all College members should also feel able to be involved with and contribute to this process; he would therefore discuss
with the Rector how best to arrange for staff and students to have an input into the Committee’s deliberations.

To Ratify the Suspension of Academic Regulations by Chairman’s Action (Paper A)

9. The Chairman presented Paper A, confirming that he had agreed to a suspension of the College’s Academic Regulations to allow two students in the Faculty of Medicine to repeat the first year of their course for a second time.

To Ratify the Extension of the ICU Disciplinary Policy until 31 July 2007 (Paper B)

10. The Chairman presented Paper B. While noting that he had agreed to the extension of the Imperial College Union’s Disciplinary Policy until the end of the year (the Policy having expired in 2004), he suggested that the Union should in future avoid the inclusion of automatic expiry dates in important policies such as this.

11. Sir Peter Gershon asked if this was a different Disciplinary Policy to that contained in the Union’s Constitution, which would be considered later in the Meeting. The Imperial College Union President, Mr. Collins, said that the Policy which the Chairman had extended was concerned with the conduct of all students in the Union, while the Policy in the Constitution was concerned with the conduct of Union Officers only.

Resolved: That the decisions made by Chairman’s Action on behalf of the Council since its last Meeting be approved.

RECTOR’S BUSINESS

Staff Matters (Paper C)

12. The Rector formally presented Paper C, which was received for information.

13. Baroness Wilcox asked if the number of staff resignations was a sign that good staff were being enticed to other institutions and, if so, whether the College could do anything about this. The Deputy Rector said that the College had a higher academic staff turnover rate than some other universities, but that this was in part because Imperial had gone further than other institutions in introducing performance management. Indeed, Imperial was almost unique in the UK in that it was prepared to take action over staff who were underperforming. This was, he said, welcomed by most staff, who resented it when poor performance by a small number of their colleagues was not dealt with. All staff also took part in an annual appraisal exercise, which helped to identify any problems at an early stage and at the same time ensured that staff received the help and support they needed. With regard to the ‘poaching’ of excellent staff, the Deputy Rector said that the Faculties recognised the importance of retaining the very best staff and took appropriate measures to ensure they remained in the College.

Oral Reports

14. Opening his Report the Rector said that he had arranged for Council members to receive regular updates and newspaper clippings about the College. To this end, the latest edition of Reporter had been tabled for Governors’ information. One of the
important items recently sent to Council members had been the news that the College had been graded as the ninth best university in the world in the recent Times Higher League Table and as the best institution in Europe for technology. This was very good news for Imperial and a tribute to the work of staff in the College. Although the final worth of these types of league table was debatable, the Rector said that such recognition had a positive benefit for staff morale and recruitment.

15. Moving on, the Rector said that a team of undergraduate students had recently come second overall in the international Genetically Engineered Machines (iGEM) competition, beating teams from Cambridge, MIT, Harvard and Princeton in the process. As well as achieving this distinction, the team had gained first prizes for best documentation, best measurement and best part characterisation. Another team of Imperial students had also won the annual Idea to Product competition in Texas. In the last four years, the College had won this prize twice and been runners-up twice. These achievements were particularly commendable because the students involved had given up their summer holidays in order to take part.

16. The Rector then noted that the London Centre for Nanotechnology, a joint venture between Imperial and UCL, had recently opened and would draw on the combined skills of the departments of chemistry, physics, materials, medicine, electrical and electronic engineering, mechanical engineering and earth sciences across the two universities. Similarly, the College’s new Bio-incubator had also opened and was already proving successful in providing high grade accommodation for the College’s spin-out companies.

17. Turning to other matters, the Rector said that the College’s Graduate Schools had won the Times Higher Awards 2006 in the category of Outstanding Support for Early Career Researchers. More than 90 of the UK’s universities took part in this year’s competition, but the judges had recognised that Imperial’s two Graduate Schools had ‘taken an innovative and integrated approach to supporting early career researchers’.

18. Imperial students had also taken part in the Lord Mayor’s Parade in the City of London. The College’s float had included a replica of the Queen’s Tower and had also been adorned with posters and banners highlighting the forthcoming Centenary.

19. Concluding his Report, the Rector updated Governors on Imperial’s bid to host the BP-funded Energy Biosciences Institute. The College had prepared a very strong submission which he hoped would be successful.

College Centenary

20. The Chairman welcomed the Director of Development, Mrs. Fiona Kirk, who updated Governors on the plans for the College’s Centenary. The announcement of Imperial’s move up to ninth place in the world could not have come at a better time, she said, as this was a success that would be built on through the Centenary year. Although it was hoped that the Centenary campaign would raise considerable funds for the College, it was also intended to promote Imperial and its success. There was now, she believed, a palpable sense of excitement about, and engagement with, the Centenary within the College which would continue to grow into 2007.

21. With regard to the fundraising campaign, Mrs. Kirk said that £123M had been gained already, with a target to obtain a further £84M by 2010. These funds would be used to provide student support, to renew the College’s campuses and to support academic activity, and within each of these three areas, a number of projects had been identified for promotion to likely donors. Turning to the celebratory events, she
said that the Centenary would be launched at the end of January with a prestigious lecture. There would be a Gala Dinner in May, but the centrepiece of the Centenary would be the visit by HM The Queen in July at which it was hoped that she would present the College with a new Charter and Statutes and also present the College’s first Honorary Degree awards at a special ceremony. In addition to these events, numerous lectures were planned, as well as celebratory events for the staff. A history of the College was to be published in May and the Rector would also conduct a series of centenary tours, visiting Imperial alumni across the world. Mrs. Kirk concluded her Report by saying that a brochure outlining all the events would be published shortly and she hoped that all Council members would be fully involved in the celebrations at the College. The Chairman reiterated this last point and urged all members to try to attend as many events as possible.

PROPOSED SUPPLEMENTAL CHARTER AND STATUTES (PAPER D)

22. Introducing Paper D, the Clerk said that it described the proposed Supplemental Charter and Statutes, which had already been mentioned and which were now presented for approval. They had been considered and approved by both the Management Board and the Senate and had been circulated to Governors for comment. The Privy Council Office and its advisers, the DfES and the Charity Commission, had also confirmed that, without prejudice to their formal approval, they were content with the drafts. The Clerk then set out the timetable for formal approval; if the Council approved the proposed Supplemental Charter at this meeting, it would then be sent to the Court for its agreement. This process would have to be completed by mid-January in order for the Charter and Petition to be submitted to the Privy Council in time for its meeting in early February. The Supplemental Charter would then be referred by the Privy Council to its advisers and, all being well, would be approved in early May, with its signing taking place in May or June against an effective date in July.

23. The Chairman noted that the DfES had commented on the quorum for the Council, suggesting that it should include a majority of external members. While he agreed that the College had been correct not to include this restriction on practical grounds, he felt that there was an important principle underlying the DfES’s concerns. It would be wrong for the internal members of the Council to force through a decision on any matter, if a majority of the external members were not also in agreement. For this reason, he said, if at some time in the future unanimity could not be achieved and an issue had to be put to the vote, as a matter of principle any such resolution should only be agreed if the majority in favour included a majority of the external members.

24. Governors queried the proposed resolution to revoke the Charter of 1998 on the grounds that to revoke the current Charter now would leave the College without a constitutional identity until the Supplemental Charter was granted. The Clerk assured members that Article 20 of the current Charter provided the Council with the power at any time “to add to, amend or revoke any of the provisions of [the] Charter by Special Resolution” but also set out that any such amendment to, or revocation of, the Charter would only take effect once it had been allowed by The Queen in Council. Consequently, although the Council was being asked to revoke the Charter of 1998, the College would continue to operate under this Charter until such time as the revocation was accepted and approved by Her Majesty and the new Charter came into effect.

25. Bringing discussion of this Item to a conclusion, the Chairman thanked the Clerk and his staff for all their hard work in preparing the draft Charter and Statutes.
Resolved by Special Resolution:

(i) That the draft Petition, Supplemental Charter and Statutes be approved, subject to any amendments which the Privy Council may require;

(ii) That the Charter of 1998 be then revoked;

(iii) That the Petition be submitted to Her Majesty The Queen.

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2006 (PAPER E)

26. The Chief Operating Officer, Dr. Martin Knight, introduced Paper E and said that a different format for the Report had been introduced this year; as well as the financial statements for the year, it now included an introduction by the Rector and more information about the College’s achievements. This made it more like an annual report. Turning to the actual figures, Dr. Knight said that these were very similar to those which had been presented to the Council at its Meetings in July and September. The fact that the figures had not diverged significantly from the earlier forecasts demonstrated that the College had strong financial management in place. The main highlights were that the College’s turnover had increased by 10% to over £500M for the first time, while research income had increased by 16% to over £200M. An operating surplus of £198K had also been achieved. Although this surplus was very small, the cash position was strong and the College’s overall financial position was satisfactory.

27. Moving on, Dr. Knight reported that the Finance Division had recently been reviewing the College’s internal inflation rate (that is, the rate of annual increase in the College’s costs). This was currently between 6% and 8%, which was considerably higher than the national rate and presented a real challenge for Imperial’s cost control measures. He also drew attention to the College’s pension costs. At present, the College paid £25M in contributions to two main pension funds, but had almost no control over the way these funds were administered. In the past year the trustees of one of the funds, SAUL, had significantly increased the level of required contributions from member institutions. It was likely that the other main fund, USS, would consider imposing a similar increase in the future.

28. Dr. Knight concluded his Report by noting that the increase in research income was particularly pleasing. In the previous three years, research income had increased by £24M, but this year it had increased by £27M. There were also signs that the College was moving ahead of its main competitors in this field. For example, in 2005 Imperial had attracted £9M more in research funding than had UCL, while this year the difference was closer to £20M. Finally, he extended his thanks to the Finance team that had worked so hard and effectively to produce the Accounts.

ANNUAL REPORT FROM THE AUDIT COMMITTEE (PAPER F)

29. Before inviting discussion of the Accounts, the Chairman asked the Chairman of the Audit Committee, Dr. Gray, to present its Annual Report.

30. Introducing Paper F, Dr. Gray said that, based on the reports it had received from the Internal and External Auditors, the Audit Committee was satisfied that the College’s financial and other controls were working satisfactorily. The External Auditors had
confirmed that the audit had been handled very smoothly. Although they had identified some accounting and auditing issues, none of these were considered to be serious and they had given the College’s Accounts a clean bill of health. The Audit Committee could therefore commend these to the Council for formal approval. At the same time, the College’s policies and procedures for Risk Management and achieving Value for Money had been reviewed by KPMG. While they had made some recommendations for improvements which the College had taken on board, the College’s procedures in these areas were considered to comply with good practice and to meet the HEFCE’s requirements.

31. Moving on, Dr. Gray reminded the Council that the Audit Committee had recently taken on responsibility for monitoring Health and Safety management. To this end, the Committee had commissioned outside consultants, Health & Safety Technology and Management Limited (HASTAM), to conduct an external review of this area. HASTAM had concluded that, overall, the College’s technical and procedural arrangements were satisfactory. They had recognised that Imperial’s approach put a particular emphasis on controlling specific high hazard risks where specialist advice was required and that in certain areas, such as the management of Biological Safety, the current arrangements were of “international class-leading standard”.

32. However, HASTAM had also identified several areas where improvement was necessary and had made a number of far-reaching recommendations on how this might be achieved. The College’s Health and Safety Management Committee had established a working group to take forward the implementation of the HASTAM Report’s recommendations, the progress of which, he said, would be closely monitored by the Audit Committee. In the light of the Review and the College’s response to it, Dr. Gray confirmed that the Audit Committee was satisfied that the College was fulfilling its legal obligations and that, while there were some deficiencies in the College’s current systems, there was a clear commitment to address these with the aim of providing continuous improvement in health and safety.

33. In addition to the three Reviews already mentioned, Dr. Gray reported that Imperial had also asked Deloittes to review its Internal Audit Department. Deloittes had concluded that the Department had not kept up with recent developments in the internal audit field and that its procedures fell somewhat short of best practice. The College had therefore decided to close the Internal Audit Department and to change the way in which this function would be provided in future, a decision that had been endorsed by the Audit Committee.

34. Concluding his Report, Dr. Gray said that the fact that the College was proactively taking these steps now in relation to health and safety and internal audit demonstrated that it had recognised where problems existed and was committed to improving matters. The Audit Committee was therefore able to give the Council the necessary assurances that its responsibilities had been satisfactorily discharged.

35. With regard to the HASTAM Review, Mr. Roche said that the Report was very much as he had expected; it showed that there was still much to be done, while giving credit for the good work the College was doing in certain specialist areas. In particular, he was pleased that the Medical Divisions had made such progress in the last few years, to the point at which they were now leading the way for the rest of the College. The College’s Management Action Plan would, he said, require a great deal of hard work and would take a few years to be fully implemented, but it was vital that this was taken forward. In the light of this, he recommended that the College should consider conducting a similar external review of safety each year, at least until the new Safety Management System had been fully implemented. Ms. Griffiths also
welcomed the Report and said that, as Mr. Roche’s successor on the Council and on the Audit Committee, she would try to spend time with those responsible for the Action Plan to monitor how it was being implemented. She believed that effective safety management should be closely allied with an organisation’s risk management processes, so she would also want to see how these were linked in the College. She endorsed Mr. Roche’s suggestion that an annual external review of health and safety should be conducted for the next few years.

36. The Chairman said that there had initially been a concern that the governance changes introduced by the Council in 2004 could result in a diminution of the attention given to health and safety. The Audit Committee’s Report showed that this had not happened and that its scrutiny of this area had, if anything, underlined the seriousness given to this issue by the Council.

37. Mr. Gidoomal remarked that, in his capacity as the Chairman of another institution’s audit committee, he had recently attended a HEFCE organised seminar for Audit Committee Chairmen. The management of the risks involved in partnerships had been discussed at this Meeting and, although the HEFCE had no formal arrangements for reviewing this area specifically, it had been agreed that universities should be looking at this as part of their overall consideration of risk management. He asked how the College managed any risks involved in its partnerships.

38. Dr. Knight replied that the College managed its partnerships very carefully. The Burlington Danes Project was a joint development between the College, the Medical Research Council (MRC) and GlaxoSmithKline (GSK) and the finance and audit teams had both scrutinised this Project and the relationships between the three partners very closely. Similarly, the Initial Public Offering of shares in Innovations had been a major focus of the external audit to ensure that it was accounted for correctly and that all the risks had been identified and managed appropriately.

39. In relation to this, the Chairman noted that, although the Audit Committee monitored the College’s management of health and safety, the Council itself received an annual Report on Health and Safety. It did not, however, receive information on risk management in the same way. While it was entirely proper that the detailed scrutiny of risk management should be delegated to the Audit Committee, he felt that the Council should still be presented with the College’s approved Risk Register for information. Mr. Gidoomal supported this suggestion, saying that the Register should be received by the Council once the Audit Committee had completed its consideration of it. Mr. Newsum also agreed, although he felt that the Council only needed to see the top-level Register and not all of the detailed actions. Ms. Griffiths said that it should be possible to present the Risk Register with red, amber and green annotations to indicate those areas which presented the greatest risks. The Audit Committee could then concentrate its scrutiny on the ‘red’ areas, i.e. those of most concern.

40. Baroness Wilcox then asked what procedures the College had for dealing with ‘whistle-blowing’ cases. The Clerk said that the College had an agreed procedure which complied with the requirements of the Public Interest Disclosure Act. Whistle-blowing allegations could be made to him and he would arrange for them to be investigated. If a complainant was dissatisfied with the outcome of this investigation, the matter could be referred to the Chairman of the Audit Committee or the Chairman of the Council for review. Complainants were also advised about outside bodies that could offer assistance to them.

Resolved: That the Financial Statements for the year ended 31 July 2006, as set
FINANCE MANAGEMENT REPORT (PAPER G)

41. Introducing Paper G, Dr. Knight said that the College had made a good start to the year, with particularly strong growth being shown in research income. Indeed, as there appeared to be some delays in receiving grants which had Full Economic Costs (FEC) attached to them, this growth was encouraging. On the latter point, he said that his discussions with finance colleagues at the other main research universities showed that they too were experiencing delays in the receipt of FEC grants, which suggested that the delays lay with the Research Councils rather than with the College.

42. Professor Dame Julia Higgins replied that the Research Councils had only been awarding research grants with FEC from April 2006. As funding from these grants would not flow through to universities until staff were appointed and work had commenced, there was an inevitable time-lag between the award of the grants and the universities receiving their FEC costs. This was therefore a systemic issue, rather than the fault of either the Research Councils or the universities concerned. Professor Sir Peter Knight agreed, noting that there was, on average, a six month time-lag in appointing staff from the point at which an award was announced.

43. Professor Dame Julia Higgins went on to say that a particular concern for research funding was the Government’s forthcoming Comprehensive Spending Review. Although the Research Councils had been told that they would receive the additional funding necessary to pay for FEC, if this was not forthcoming, it would reduce the overall amount available for research grants. Even if the additional FEC money was received, it was likely that research funding would not be increased. The Rector said that it seemed likely that the Research Councils would receive the extra money, but that future Science Research Investment Fund (SRIF) funding might well be reduced in order to pay for this. Professor Sir Peter Knight said that any reduction in the science budget increased the risk that facilities would be constructed using SRIF funds, but that the costs of then maintaining those facilities would not be met. Dr. Knight responded that this emphasised the need for the College not to rely too heavily on research council funding, but to ensure that its sources of research income were diversified.

44. Turning to the College’s net debt position, Dr. Knight said that this was satisfactory and Work-in-Progress (WIP) had also improved. WIP would naturally tend to increase as the College’s research income increased and it would therefore be more meaningful to concentrate on a percentage figure in future, rather than on the absolute amounts involved. Finally, Dr. Knight noted that Imperial Innovations had recently published its yearly results. Since the Initial Public Offering (IPO), 2.2% of its stock had been traded between large investment institutions. The stock value had also been maintained, which augured well for the Company’s prospects.

ANNUAL REPORT ON COLLEGE INVESTMENTS (PAPER H)

45. Dr. Knight then introduced Paper H and reminded the Council that, following the governance changes it had agreed in 2004, the Investment Committee had been reconstituted as an advisory body to him as the Chief Operating Officer. The Committee was now highly effective with excellent members, including Professor David Miles, the Managing Director and Chief UK Economist at Morgan Stanley, a
non-executive Director of the FSA and a visiting Professor of Financial Economics at the College. A total return of 12.5% had been achieved against the agreed target of 4% and the fund continued to outperform its targets over the ten-year period. The Committee had also agreed some significant changes in asset allocation and fund management, the most important of which was the decision to move out of fixed-income assets completely. This was a bold decision, but the Committee believed it was the right one as fixed-income stocks did not contribute high enough returns to meet and exceed the College’s targets. Mrs. Couttie said the College had achieved a very good return on its investments and endorsed the decision to move out of fixed-income assets for the time being.

46. Dr. Knight then explained the process for identifying the College’s non-core property assets for allocation to the College Fund. He and the College’s Investment Manager, Mr. John Anderson, worked with the Faculties to identify any College properties that were not required for academic purposes. Once these had been assessed, the Management Board was asked to transfer management responsibility for them to the College Fund. The involvement of the Faculties in identifying these properties, combined with the Management Board’s decision-making role, ensured that only those properties that were genuinely non-core were transferred to the College Fund. In relation to this, he reminded Governors that the College had previously received an offer for the sale of 47, Prince’s Gate and that the Council had agreed to this sale in principle. Since the last Council Meeting the offer had been withdrawn as the potential clients had purchased another larger property in the area. Although the College had been minded to agree to this sale, Dr. Knight said that, in general, he believed the College could obtain a better long-term return by holding on to its property assets rather than selling them.

47. The Chairman thanked Dr. Knight for his Report and said he was reassured by the rigorous process for identifying non-core assets that he had described.

CAPITAL PLAN AFFORDABILITY (PAPER I)

48. Introducing Paper I, the Deputy Rector said that the introduction of the Portfolio Review Board was a significant change in the way the College managed its projects, as the Board could now exercise proper oversight over all of those currently under way. The Paper had been commissioned by the Board because the College had identified a large number of future initiatives and wanted to determine how affordable they were. The Paper showed that they were affordable within the College’s current borrowing ceiling and also set out the programme’s inter-dependencies, both in terms of funding and timetable. Affordability was, however, based on a series of reasonable assumptions which were set out in the Paper. If any of these changed, the overall programme would have to be reviewed by the Portfolio Review Board to ensure that it was still achievable given the new set of circumstances.

49. The Chairman noted that the borrowing ceiling was also dependent on the continued performance of the College Fund. Dr. Knight agreed but said that, given the current state of the College’s assets, he was confident that the College Fund would achieve the necessary growth to service the College’s borrowings.

50. Mr. Newsum said that it was very sensible to assess costs and monitor the underlying assumptions in this way. He suggested that the next step should be to consider the effect on the programme if something was to go wrong or change, as it inevitably would. The Deputy Rector said that the Portfolio Review Board met twice a term precisely so that it could monitor progress and respond to new developments
and changing circumstances, both internal and external.

51. Sir Peter Gershon said that, while maintaining the borrowing ceiling was sensible, if there was a downturn in the future, the Council could either halt or slow down the capital programme or decide to break the borrowing ceiling for a short while, provided it was convinced that the risks in doing so were manageable. Dr. Knight agreed and said that the long-term nature of the College’s debt would allow the Council to make these sorts of decisions. Dr. Wilbraham supported this and said that the Council at last had a model that brought together consideration of the capital programme with the College’s debt management. This would allow it to make fully informed decisions and was, in his view, a significant step forward.

PROPOSED EASTSIDE DEVELOPMENT FOR STUDENT ACCOMMODATION (PAPER J)

52. Dr. Knight introduced Paper J and reminded the Council that it had already agreed in principle to progress the Eastside Project with the same team that was currently working on the Southside Project. Although the Project would cost up to £64M, the penalty of delaying would be an even greater project cost and it was clear that there were other significant benefits in retaining a team that was performing to a very high standard. Turning to the documentation presented, Dr. Knight said this demonstrated that the Project was part of a coherent residences strategy and that the College had considered the risk factors involved in either proceeding now or in delaying the start date. The Paper also showed that local residents were supportive of the design changes the College was proposing and it was hoped therefore that planning permission would be obtained for the amended design without too much difficulty.

53. Mr. Newsum remarked that the success or failure of large projects such as this was very dependent on the quality of the team managing them. As the College had found an excellent team to work on the Southside Project, the ability to continue to use them on a very similar project would be of considerable benefit to the College.

54. The Deputy Rector confirmed that the Portfolio Review Board had considered the proposal in detail. Importantly for the academic community, proceeding with the Project at this stage would not only benefit the students and the College, but would not impact on any other academic projects; no academic developments would be delayed or deferred by a decision to proceed.

55. Professor Kitney said that the Graduate Schools had recently considered the risks associated with recruiting postgraduate students to London in general and the College in particular. The ability to offer them good quality accommodation was a significant factor in recruitment and a decision to delay this Project until 2012 might therefore have an adverse effect on recruitment. The Imperial College Union President, Mr. Collins, agreed and said that the old Southside Hall had provided very poor quality accommodation and that its replacement with a new, high quality hall of residence was particularly welcomed by the students. Indeed, he said, Imperial appeared to be the only university that was taking the provision of good student accommodation seriously. He therefore welcomed the proposal to proceed with the Project.

Resolved: That the development of the Eastside Project at a cost estimated to be between £62.84 and £64.04M, as set out in Paper J, be approved in principle.
MAJOR PROJECTS REPORT (PAPER K)

56. Introducing Paper K, Dr. Knight said that it was intended to give Governors an update on the biggest projects the College was currently undertaking. As had already been noted, the Southside Project was progressing very well and was on time and on budget. The Burlington Danes Building had now been formally handed over and the Chancellor of the Exchequer, the Rt. Hon. Gordon Brown MP, had agreed to open it officially in February 2007. Dr. Knight concluded his Report by noting that the Hammersmith Campus redevelopment and the refurbishment of the Royal School of Mines were both progressing satisfactorily.

FELLOWSHIPS AND HONORARY DEGREES (PAPER L)

57. The Rector introduced Paper L and said that the proposed awards would be made in the College’s Centenary year and would include the first Honorary Degrees to be awarded by the College in its own right. Consequently, it had been decided that the College should make a larger number of awards than usual, and should also honour the achievements of particularly notable and high profile individuals. In particular, it was hoped that the most distinguished recipients would be able to receive their awards from HM The Queen at a special degree ceremony in July as part of the Centenary celebrations.

Resolved: That the recommendations for the conferment of Fellowships and Honorary Degrees of the College, as set out in Paper L, be approved.

ANNUAL HEALTH AND SAFETY COMMITTEE REPORT (PAPER M)

58. The Chairman of the College’s Health and Safety Management Committee, Professor Smith, introduced Paper M. He reminded Governors that Committee had taken on some of the functions of the former Health and Safety Audit Committee. The key safety issues which it had discussed in the past year included the HASTAM Health and Safety Review and the future direction of the College’s Safety Management System, which had been noted in the Audit Committee’s earlier report to the Council. The Committee had established a Working Group to implement the recommendations of the Review which was already making good progress. The College had also made significant advances in reducing the number of cases of Laboratory Animal Allergy in recent years and a particular success was the fact that no new cases had been identified in the latest survey. Other issues which the Committee had considered included the need for the College to address its requirements for Long Term Maintenance and especially its arrangements for the maintenance of fire precautions and for the health and safety of staff and students working off campus. On this last issue, he reminded Governors that, with medical students undertaking projects in such far-flung and often difficult environments as Burkina Fasso, ensuring their health and safety could be very challenging.

59. Mr. Roche noted that this was the first full report from the Committee since the new arrangements for managing health and safety had been implemented. In his view, it demonstrated that the new Committee was already having an impact, which was very encouraging. Turning to the accident statistics, he said that the accident rate per 1000 was more important than the absolute number of accidents. This rate appeared to have levelled out at about 22 per 1000 per year. He suggested that the Committee should now think about how this rate could be brought down without
compromising reporting levels, which appeared to be good. He went on to note that responsibility for risk management in health and safety had been introduced into the remit of sporting committees in the last few years. Although it was not clear from this Report, he hoped that oversight by these committees was continuing. Next, he said that the amount of College investment in its capital programme was doing a lot to reduce the LTM requirement across the College, and this too was helpful. He concluded by saying that, this being his last Meeting as a member of the Council, he was very pleased with the progress the College had made in the last few years in promoting health and safety and improving the safety culture across the College. Although there was much still to be done, progress to date was, he said, very encouraging.

60. Dr. Gray asked if the concern expressed in the report about LTM, and in particular fire safety precautions, meant that the College was not meeting its legal requirements in this area. In a similar vein, Mr. Gidoomal asked if the College was meeting the requirements of the Disability Discrimination Act. Dr. Knight replied that, because the capital programme was addressing many of the College’s LTM issues, it had been possible to reduce the overall budget for LTM. However, within this, safety issues had absolute priority and any urgent safety maintenance problems were dealt with immediately. With regard to Mr. Gidoomal’s query, Professor Smith said that the College had an agreed timetable for dealing with Disability Discrimination Act issues and that it was working towards full compliance. Because of the potential costs involved in making the necessary alterations to buildings, the Act recognised that changes could not all be implemented immediately.

61. Ms. Griffiths remarked that, although the accident rate was relatively stable, there had been a 39% increase in the number of accidents caused by exposure to, or contact with, a harmful substance (from 76 to 106). She asked what had caused this rise. The Clerk said that the increase was almost entirely due to a large number of complaints about fumes from the regular routine testing of a generator at the Charing Cross Campus.

REMUNERATION COMMITTEE REPORT (PAPER N)

62. The Chairman welcomed the Director of Human Resources, Mr. Gosling, to the Meeting. The Chairman then presented Paper N and said that it was very encouraging that the changes introduced in the last few years meant that the College could pay its best academics appropriate rates of pay. Mr. Gosling agreed and said that the College was unique within the higher education sector because it had implemented a coherent pay structure; performance managed its staff so that the best were rewarded and those that were not performing were encouraged to improve; and had introduced local pay bargaining, which benefited all staff. A number of other institutions had been considering the introduction of local pay bargaining for several years, but none seemed to be any closer to actually implementing it. When combined, these measures meant Imperial was very well placed to attract the best staff and to reward them appropriately once they were at the College.

IMPERIAL COLLEGE UNION CONSTITUTION (PAPER O)

63. The ICU President, Mr. Collins, presented Paper O and said that the Union had prepared a strategy some two years ago which had identified the need to update its governance arrangements. Since the beginning of this academic year, a number of
governance working groups had been considering various options for the Union, some of which were quite radical in their implications. A further consideration for the Union was the impact of the Charities Act which had recently received the Royal Assent. This would force most students’ unions to register separately with the Charity Commission. If Imperial College Union was legally a part of the College – which the College believed it was – it would not be covered by this requirement. However, if the Union wanted to distance itself from the College and become independent, it would have to register with the Commission and meet its stringent charity law requirements. It would also have to consider how best to manage itself as a charity. Mr. Collins said that these issues had yet to be decided and, indeed, he would be meeting with the Chairman, the Rector and the Clerk in the next few weeks to consider how best to proceed. In advance of these more difficult considerations the Union was presenting the first and relatively uncontroversial phase of its constitutional proposals. This included amendments to establish a Union Court, restructure the Union’s committees, improve the accountability of Union Officers, amend the Union’s elections and meeting procedures, ‘deregulate’ selected provisions in the Union’s Constitution, and implement a handful of miscellaneous proposals.

64. In response to a question from the Chairman, Mr. Collins acknowledged that the structure diagram at Annex A of Paper O might cause some confusion. He explained that the prime reporting relationship was intended to be between the Union Council and the College Council and that the Union Court would not also report to the College Council, as was implied by the diagram. However, if the Union Court believed that the Union Council had acted unconstitutionally, it could advise the Clerk to the Council of this determination. Finally, on the matter of deregulation, Mr. Collins stressed that, although the Union, with the encouragement of the College, was removing the requirement for the College Council to approve changes to its regulations, the Disciplinary Procedure and those regulations concerned with finance, the Court, the Memorandum of Understanding, any part of a regulation affecting the membership of or voting rights upon the Union Council, or the composition, titles or job descriptions of the Sabbatical Officers, as well as any new Regulation, would still have to be approved by the College Council.

65. The Chairman thanked Mr. Collins for his well presented proposals and commended him, in particular, on the sensible approach to deregulation that the Union had adopted.

Resolved: That the amendments to the Imperial College Union Constitution, as set out in Paper O, be approved.

CLERK’S BUSINESS

Proposed Amendments to the Student Complaints Procedure and the Procedures for Dealing with Student Disciplinary Offences (Paper P)

66. The Clerk introduced Paper P, saying that the annual report from the Office of the Independent Adjudicator (OIA) for 2005 had recommended that all university complaints procedures should include a time limit. This was in order to prevent students from beginning or revisiting old complaints using new evidence obtained under the Freedom of Information and Data Protection Acts, and because the OIA itself imposed a three year time limit on any complaints brought to its attention.
Resolved: That the proposed amendments to the Student Complaints Procedure and the Student Disciplinary Procedures, as set out in Paper P, be approved.

Dates for Future Meetings (Paper Q)

67. The Clerk introduced Paper Q and noted that the dates for Council Meetings up to, and including, 2008-09 had already been agreed. The Council was now being asked to approve the dates for 2009-10 and to note the provisional dates for 2010-11.

Resolved: That the dates for Council Meetings for the years 2007-08 to 2009-10, as set out in Paper Q, be approved.

ANY OTHER BUSINESS

Valete

68. On behalf of the Council the Chairman thanked Mr. Tony Roche for the extremely valuable contribution he had made to the Council and to the College, particularly in the area of health and safety.

NEXT MEETING

69. The Chairman reminded Governors that the next Meeting of the Council would be held on Friday, 23rd March 2007 at 10:00 a.m. and would be followed in the afternoon by the annual Meeting of the Court.
1. In October 2006 the Academic Registrar asked the Chairman to consider suspending Paragraph 13.7.2 of the Academic Regulations with respect to two students.

2. Paragraph 13.7.2. of the Academic Regulations states:

   "A candidate for the degree of MBBS/ BSc in the Faculty of Medicine who at his/ her first entry does not successfully complete an examination, or, where appropriate, any part of an examination may, subject to the original or strictly comparable course still being examined at the College, re-enter for the relevant examination on such conditions and on the number of occasions as are prescribed in the Requirements for the degrees."

3. Both cases under consideration concerned students who registered for the MBBS/ BSc degree in October 2003, but failed their first year examinations in June and September 2004 and, as a result, were required to withdraw from the College. Both students successfully appealed against the decision requiring them to withdraw and repeated the first year of the course in 2005-06 when they again failed the first year examinations and were once again required to withdraw from the College, having now exhausted all possible attempts at the examinations. Both students submitted appeals to the Board of Examiners which has recommended that both should be allowed to repeat the first year of the course. However, Paragraph 13.7.2. of the Academic Regulations would have to be suspended in her case in order for them to be allowed to do so.

4. The Chairman approved the suspension of Paragraph 13.7.2 of the Academic Regulations by Chairman’s action. The Council is invited to note this and to ratify the Chairman’s actions.

K.A.M.
PAPER B

IMPERIAL COLLEGE UNION DISCIPLINARY POLICY –
EXTENSION UNTIL 31 JULY 2007

A Note by the Clerk

1. In June 2001 the Council approved the Imperial College Union’s Disciplinary Policy. Although this approval was not subject to any specified limit of time, the Union’s own Constitution states that “Union policy shall be valid for the remainder of the academic year in which it was adopted and the next three academic years”. The Union President is required to re-present any such policy to the Union Council with amendments as appropriate before it lapses to allow the Union Council to vote on whether to continue the policy for the next three. In the case of the Union’s Disciplinary Policy, it must also be re-presented to the Council for approval.

2. Regrettably, the Union Disciplinary Policy was not re-presented at the appropriate time in 2004 by the then President of the Union and had consequently lapsed. The current Union President therefore asked the Chairman in October to waive by Chairman’s action the three year expiry rule in this instance and to approve the continuation of the policy until the end of the current academic year, or until the Union submits amendments to the Policy (or a replacement for it), whichever is the earlier. This action could not wait until the next Council Meeting because a number of disciplinary hearings had been scheduled to take place in late October and it was felt that it would be unfair on the students involved to delay the disciplinary process until the end of November.

3. The Chairman approved the waiver of the three year expiry rule and approved the extension of the Policy until 31 July 2007 by Chairman’s action. The Council is invited to note this and to ratify the Chairman’s actions.

K.A.M.
HEAD OF EPIDEMIOLOGY, PUBLIC HEALTH AND PRIMARY CARE

Professor Elio RIBOLI, MD, MPH, ScM, previously Head of Nutrition, Hormone and Cancer Unit, at the International Agency for Research on Cancer of the WHO, Lyon, France, has succeeded Professor Paul Elliott with effect from 1 October 2006.

JOINT HEADS OF THE DIVISION OF BIOLOGY

Professor Martin BUCK, currently Professor of Molecular Microbiology in the Division of Biology, has been appointed Joint Head of the Division of Biology based at the South Kensington campus with effect from 1 October 2006.

Professor Ian OWENS, currently Professor of Evolutionary Ecology in the Division of Biology, has been appointed Joint Head of the Division of Biology based at the Silwood Park campus with effect from 1 October 2006.

ACTING DIRECTOR OF THE CENTRE FOR ENVIRONMENTAL POLICY

Professor John David MUMFORD, previously Professor of Natural Resource Management in the Centre for Environmental Policy, has been appointed Acting Director of the Centre for Environmental Policy with effect from 1 October 2006.

COLLEGE TUTORS

Professor Paul Frederick LUCKHAM, currently Professor of Particle Technology in the Department of Chemical Engineering and Chemical Technology, has been appointed as a College Tutor with effect from 1 October 2006 in succession to Mr David Robb.

PROFESSORS/ CHAIRS

Professor Neil McNeill ALFORD, currently Professor of Physical Electronics and Materials and Pro-Dean Research in the Faculty of Engineering, Science and the Built Environment at the London South Bank University, has been appointed to the post of Chair in Materials, Department of Materials with effect from 1 January 2007.

Dr Roger Gwynne EVANS, currently a Consultant at the Central Laser Facility (CLF) within the Plasma Physics Group of the Rutherford Appleton Laboratory (RAL), has been appointed to the post of Chair in Physics in the Department of Physics with effect from 1 October 2006.

Professor Jeremy Robin JASS, currently Professor of Gastrointestinal Pathology (Canada Research Chair), Department of Pathology, at McGill University, Montreal, Canada, has
been appointed to the post of Clinical Chair in Gastrointestinal Pathology, in the Division of Surgery, Oncology, Reproductive Biology and Anaesthetics with effect from 1 January 2007.

**Professor John Anthony KILNER**, has accepted the post of BCH Steele Chair in Energy Materials in the Department of Materials, Faculty of Engineering, in place of his post of Professor of Materials Science, in the same Department, Imperial College London, with effect from 1 October 2006.

**Professor Ari LAPTEV**, currently Professor of Mathematics at the Institute of Mathematics, Royal Institute of Technology (KTH), in Stockholm, Sweden, has been appointed to the post of Chair in Pure Mathematics, Department of Mathematics, with effect from 1 January 2007.

**Dr Georgina Mary MACE, OBE, FRS**, currently Director of Science at the Zoological Society of London, has been appointed to the post of Chair in Pure Mathematics, Department of Mathematics, with effect from 1 January 2007.

**Professor Paul McMahan MATTHEWS**, currently Vice-President for Imaging and Neurology, Translational Medicine and Genetics, Research and Development at GlaxoSmithKline, has been appointed to the post of Chair in Clinical Neuroscience, Division of Neuroscience and Mental Health with effect from 1 September 2006.

**Dr Anand NARASIMHAN**, currently Assistant Professor of Organisational Behaviour at the London Business School, has been appointed to the post of Reader in Organisational Behaviour, in the Tanaka Business School with effect from 1 December 2006.

**Professor Steven James ROSE**, currently William Penney Professor of Plasma Physics, University of Oxford, has been appointed to the post of Chair in Plasma Physics, Department of Physics with effect from 1 December 2006.

**Professor John WARNER, FMedSci**, previously Professor of Child Health, School of Medicine at the University of Southampton, Southampton General Hospital, has been appointed to the post of Chair in Paediatrics and Head of Department of Paediatrics with effect from 4 September 2006.

**Professor Alexander Lee WOLF**, currently Professor and Director of the PhD Program in the Faculty of Informatics, Universita della Svizzera Italiana, Lugano, Switzerland, and Charles V Schelke Chair in the College of Engineering and Applied Science, University of Colorado, has been appointed to the post of Chair in Computing in the Faculty of Engineering with effect from 1 December 2006.

**CHANGE OF TITLE**

**Professor Erol GELENBE**, previously Chair in Computer and Communication Networks, has changed his title to Professor in the Dennis Gabor Chair and Head of IIS with effect from 1 October 2006.
CONFERMENT OF TITLE

The following have been conferred the title of Professor with effect from 1 October 2006:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department/ Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sergei Kazarian</td>
<td>Professor of Physical Chemistry</td>
<td>Chemical Engineering</td>
</tr>
<tr>
<td>Julian Bommer</td>
<td>Professor of Earthquake Risk Assessment</td>
<td>Civil Engineering</td>
</tr>
<tr>
<td>Bassam Izzuddin</td>
<td>Professor of Computational Structural Mechanics</td>
<td>Civil Engineering</td>
</tr>
<tr>
<td>Murray Shanahan</td>
<td>Professor of Cognitive Robotics</td>
<td>Computing</td>
</tr>
<tr>
<td>John Cosgrove</td>
<td>Professor of Structural Geology</td>
<td>Earth Science &amp; Engineering</td>
</tr>
<tr>
<td>Robert Hill</td>
<td>Professor of Biomaterials</td>
<td>Materials</td>
</tr>
<tr>
<td>Kamran Nikbin</td>
<td>RAE/BE Professor of Structural Integrity</td>
<td>Mechanical Engineering</td>
</tr>
<tr>
<td>Alfred Vogler</td>
<td>Professor of Molecular Systematics</td>
<td>Biology</td>
</tr>
<tr>
<td>Nigel Gooderham</td>
<td>Professor of Molecular Toxicology</td>
<td>Biomedical Sciences</td>
</tr>
<tr>
<td>Elaine Holmes</td>
<td>Professor of Chemical Biology</td>
<td>Biomedical Sciences</td>
</tr>
<tr>
<td>Jimmy Bell</td>
<td>Professor of Biochemistry</td>
<td>Clinical Sciences</td>
</tr>
<tr>
<td>Niall Dillon</td>
<td>Professor of Molecular Genetics</td>
<td>Clinical Sciences</td>
</tr>
<tr>
<td>Joanne Webster</td>
<td>Professor of Parasite Epidemiology</td>
<td>EPHPC</td>
</tr>
<tr>
<td>Christoph Tang</td>
<td>Professor of Infectious Diseases</td>
<td>Investigative Science</td>
</tr>
<tr>
<td>Tracy Hussell</td>
<td>Professor of Inflammatory Disease</td>
<td>Kennedy Institute</td>
</tr>
<tr>
<td>Peter Taylor</td>
<td>Professor of Experimental Rheumatology</td>
<td>Kennedy Institute</td>
</tr>
<tr>
<td>Robert Elkeles</td>
<td>Professor of Diabetic Medicine</td>
<td>Medicine</td>
</tr>
<tr>
<td>Mark Thursz</td>
<td>Professor of Hepatology</td>
<td>Medicine</td>
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<tr>
<td>David Taube</td>
<td>Professor of Transplant Medicine</td>
<td>Medicine</td>
</tr>
<tr>
<td>Clare Lloyd</td>
<td>Professor of Respiratory Immunology</td>
<td>NHLI</td>
</tr>
<tr>
<td>Petros Nihoyannopoulos</td>
<td>Professor of Cardiology</td>
<td>NHLI</td>
</tr>
<tr>
<td>Sussan Nourshargh</td>
<td>Professor of Immunopharmacology</td>
<td>NHLI</td>
</tr>
<tr>
<td>Teresa Tetley</td>
<td>Professor of Lung Cell Biology</td>
<td>NHLI</td>
</tr>
<tr>
<td>Eric Aboagye</td>
<td>Professor of Cancer Pharmacology &amp; Molecular Imaging</td>
<td>SORA</td>
</tr>
<tr>
<td>Simak Ali</td>
<td>Professor of Molecular Endocrine Oncology</td>
<td>SORA</td>
</tr>
<tr>
<td>Nicholas Long</td>
<td>Professor of Applied Synthetic Chemistry</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Paul Dauncey</td>
<td>Professor of Particle Physics</td>
<td>Physics</td>
</tr>
<tr>
<td>Sergey Lebedev</td>
<td>Professor of Plasma Physics</td>
<td>Physics</td>
</tr>
</tbody>
</table>
The following have been conferred the title of Reader with effect from 1 October 2006:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department/ Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lorenzo Iannucci</td>
<td>Reader in Advanced Structural Design</td>
<td>Aeronautics</td>
</tr>
<tr>
<td>Paul Robinson</td>
<td>Reader in Mechanics of Composites</td>
<td>Aeronautics</td>
</tr>
<tr>
<td>Alexander Bismarck</td>
<td>Reader in Advanced Materials</td>
<td>Chemical Engineering</td>
</tr>
<tr>
<td>Amparo Galindo</td>
<td>Reader in Physical Chemistry</td>
<td>Chemical Engineering</td>
</tr>
<tr>
<td>Philippa Gardener</td>
<td>Reader in Theoretical Computer Science</td>
<td>Computing</td>
</tr>
<tr>
<td>Michael Huth</td>
<td>Reader in Computer Science</td>
<td>Computing</td>
</tr>
<tr>
<td>Nobuko Yoshida</td>
<td>Reader in Computer Science</td>
<td>Computing</td>
</tr>
<tr>
<td>Stepan Lucyszyn</td>
<td>Reader in Millimetre-wave Electronics</td>
<td>Electrical &amp; Electronic Engineering</td>
</tr>
<tr>
<td>Richard Dashwood</td>
<td>Reader in Materials Processing</td>
<td>Materials</td>
</tr>
<tr>
<td>Ricardo Martinez-Botas</td>
<td>Reader in Turbomachinery</td>
<td>Mechanical Engineering</td>
</tr>
<tr>
<td>Adil Al-Nahhas</td>
<td>Reader in Nuclear Medicine</td>
<td>Clinical Sciences</td>
</tr>
<tr>
<td>John McVey</td>
<td>Reader in Haemostasis and Thrombosis</td>
<td>Clinical Sciences</td>
</tr>
<tr>
<td>Christophe Fraser</td>
<td>Reader in Theoretical Biology</td>
<td>EPHPC</td>
</tr>
<tr>
<td>Simon Gregson</td>
<td>Reader in Demography &amp; Behavioural Science</td>
<td>EPHPC</td>
</tr>
<tr>
<td>Federica Marelli-Berg</td>
<td>Reader in Immunology</td>
<td>Medicine</td>
</tr>
<tr>
<td>Parviz Habibi</td>
<td>Reader in Paediatric Intensive Care and Respiratory Medicine</td>
<td>Medicine</td>
</tr>
<tr>
<td>Anthony Warrens</td>
<td>Reader in Renal Medicine and Immunology</td>
<td>Medicine</td>
</tr>
<tr>
<td>Mike Crawford</td>
<td>Reader in Mental Health Services Research</td>
<td>Neuroscience &amp; Mental Health</td>
</tr>
<tr>
<td>David Dexter</td>
<td>Reader in NeuroPharmacology</td>
<td>Neuroscience &amp; Mental Health</td>
</tr>
<tr>
<td>Pankaj Sharma</td>
<td>Reader in Clinical/ Cerebrovascular Neurology</td>
<td>Neuroscience &amp; Mental Health</td>
</tr>
<tr>
<td>Justin Mason</td>
<td>Reader in Vascular Rheumatology</td>
<td>NHLI</td>
</tr>
<tr>
<td>Mary Morrell</td>
<td>Reader in Respiratory Physiology</td>
<td>NHLI</td>
</tr>
</tbody>
</table>
Professor Robert Francis BERRY, previously Chief Technology Officer for Messaging at IBM, has accepted an association with the College as Visiting Professor in the Department of Computing with effect from 1 October 2006 for a period of three years.

Dr George DOUNIAS, currently Partner at EDAFOS Ltd, Athens, Greece, has accepted an association with the College as Visiting Professor in the Department of Civil and Environmental Engineering with effect from 1 October 2006 for a period of three years.

Dr Alan EZEKOWITZ, currently Senior Vice President at the Merck Research Laboratory, Rahway, New Jersey, USA, has accepted association with the College as Visiting Professor in the Division of Cell and Molecular Biology with effect from 1 October 2006 for a period of three years.

Dr Neil HOOSE, currently Director at Bittern Consulting Ltd, has accepted an association with the College as Visiting Professor in the Department of Civil and Environmental Engineering with effect from 1 October 2006 for a period of three years.

Dr Sue ION, OBE, currently Group Director of Technology, BNFL, has accepted an association with the College as Visiting Professor in the Department of Materials with effect from 1 October 2006 for a period of three years.

Professor Karl Michael KRUSHELNICK, currently at the University of Michigan, has accepted an association with the College as Visiting Professor in the Department of Physics with effect from 1 September 2006 for a period of three years.

Dr Phillip Heng Wai LEONG, previously Reader in Computing in the Department of Computing at Imperial College London, has accepted association with the College as Visiting Professor in the Department of Computing with effect from 1 October 2006 for a period of three years.

Professor Bashar NUSEIBEH, currently a Professor in the Department of Computing at the Open University, has accepted association with the College as Visiting Professor in the Department of Computing with effect from 1 October 2006 for a period of three years.
Dr Noel Patrick O’DOWD, currently Chair in Mechanical Engineering at the University of Limerick, Ireland, has accepted an association as Visiting Professor in the Department of Mechanical Engineering with effect from 1 September 2006 for a period of two years.

Dr David OXENHAM, currently Senior Programme Leader, Integrated Weapon Systems and Strategic Technologies, Defence Science and Technology Laboratory (Dstl), Ministry of Defence, has accepted an association with the College as Visiting Professor in the Department of Computing with effect from 1 October 2006 for a period of three years.

Professor Krishna PALEM, currently Director of the Centre for Research in Embedded Systems (Computer Engineering) at the Georgia Institute of Technology, USA, has accepted an association with the College as Visiting Professor in the Department of Electrical and Electronic Engineering with effect from 1 October 2006 for a period of two years.

Dr Lorant PORKOLAB, currently Manager, Valuation and Strategy, Advisory Services, PriceWaterhouseCoopers, London, has accepted an association with the College as Visiting Principal Research Fellow in the Department of Computing with effect from 1 October 2006 for a period of three years.

Dr Stefan Markus RUEGER, currently Professor of Knowledge Media at the Open University, has accepted an association with the College as Visiting Principal Research Fellow in the Department of Computing with effect from 1 October 2006 for a period of three years.

RETIREMENTS

Emeritus Professor Jean Patrick CONNERADE, Lockyer Chair in Physics in the Department of Physics has retired with effect from 30 September 2006. Following retirement, he has been appointed as Senior Research Investigator and the Emeritus title has been conferred.

Emeritus Professor Gordon Douglas JAMES, Professor of Pure Mathematics in the Department of Mathematics has taken early retirement with effect from 30 September 2006. The Emeritus title has been conferred.

Emeritus Professor John MacDERMOT, Head of Undergraduate Medicine in the Faculty of Medicine Centre has retired with effect from 30 September 2006. The title of Emeritus Chair in Clinical Pharmacology has been conferred.

Mr Raul Adolfo MARGARA, Consultant and Reader in Fertility Studies in the Division of Surgery, Oncology, Reproductive Biology and Anaesthetics has retired with effect from 30 September 2006. The title of Emeritus Reader in Fertility Studies has been conferred.

Emeritus Professor Istvan MAROS, Professor of Computational Methods of Operational Research in the Department of Computing has retired with effect from 30 September 2006. The Emeritus title has been conferred.

Emeritus Professor William Peter Stewart MEIKLE, Professor of Astrophysics in the Department of Physics has taken early retirement with effect from 30 September 2006. Following retirement, he has been appointed as Senior Research Investigator and the Emeritus title has been conferred.
Emeritus Professor Kim Howard PARKER, Professor of Physiological Fluid Mechanics in the Department of Bioengineering has retired with effect from 30 September 2006. Following retirement, he has been appointed as Senior Research Investigator and the Emeritus title has been conferred.

Emeritus Professor David PHILLIPS, was previously Dean of the Faculties of Life Sciences and Physical Sciences. Following the expiry of his appointment as Senior Dean, Professor Phillips has been appointed as Senior Research Investigator with effect from 1 September 2006. The Emeritus title has been conferred.

Emeritus Professor Robert Charles SCHROTER, Professor of Biological Mechanics in the Department of Bioengineering has retired with effect from 30 September 2006. Following retirement, he has been appointed as Senior Research Investigator and the Emeritus title has been conferred.

RESIGNATIONS

Dr Huseyin MEHMET, has resigned from his post as Reader in Developmental Neurobiology in the Division of Clinical Sciences with effect from 30 September 2006 to take up an appointment at Merck & Co., Inc. USA.

Professor Roger Charles REED, has resigned from his post as Chair in Materials Science and Engineering in the Department of Materials with effect from 6 October 2006 to take up an appointment at the University of Birmingham.

Professor Douglas Stewart ROBINSON, has resigned from his post as Clinical Professor of Respiratory Medicine at the National Heart and Lung Institute with effect from 29 September 2006. Following his resignation, he has accepted an association with the College as Senior Research Investigator.
BACKGROUND

1. As Governors are aware, the College intends to achieve independence on or near its Centenary on 8 July 2007. At its meeting on 14 July the Council therefore formally resolved to request that the University should withdraw Imperial’s status as a College of the University. The University's Council considered this request on 4 October and approved it.

2. Imperial’s independence will be achieved by the grant of a new “Supplemental” Charter and Statutes (as happened in 1998 following the medical mergers). Preparation of these documents is now almost complete and, at the same time as making those changes necessary for the College’s change of status to that of an independent university, the opportunity is being taken to implement such ‘deregulation’ of the Charter and Statutes as is now permitted by the Government, to remove certain minor anomalies and inconsistencies, and to update wording to comply with current legislation.

3. Within the College the proposed Supplemental Charter and Statutes have been considered by the Management Board, by the Senate and, informally, by members of the Council. Externally, we have consulted on them informally with the Privy Council Office who have, in turn, received advice from the Department for Education and Skills (DfES) and the Charity Commissioners. The drafts have now been updated in the light of all the comments we have received and are attached at Annex A. In addition, the main changes from the existing Charter and Statutes and the reasons for them are described below.

UNIVERSITY STATUS

4. Current legislation only provides for recognition that an institution is a university through the granting of “university title”, that is, the use of the word ‘university’ in the institution’s title. However, the College wishes to retain its present name of “The Imperial College of Science, Technology and Medicine”, while continuing to employ the current ‘brand name’ of “Imperial College London” in everyday usage. At the same time there must be no doubt about the College’s future status as a university. We are proposing therefore that the first Article in the Charter after the recitals should include a statement making this status clear:

“There shall be and there is hereby constituted a University with the name and style of “The Imperial College of Science, Technology and Medicine” (hereinafter referred to as “the University”).”

5. In addition, wherever appropriate throughout the Charter and Statutes references to “the College” have been changed to “the University”.

6. The DfES have indicated that this approach is acceptable, subject to confirmation from the Higher Education Funding Council for England (HEFCE) and the Quality Assurance Agency (QAA) that each are satisfied that the College meets the criteria required to be considered a university. We understand that the HEFCE have already provided this confirmation and that the QAA will consider the issue at a meeting of its Board in December.
**ADDITIONAL POWERS**

7. Some of the changes the College is proposing relate to powers which, as part of the University of London, the College does not at present possess, but which it will require as an independent institution. An example is the extension of the College's degree-awarding powers to include the power to award honorary degrees. Another is the proposal that the Council should have the power to appoint a Chancellor. There is no intention at present to alter the current governance arrangement under which the College has a Chairman of the Council and a Rector, the latter being, as the "chief academic and administrative officer of the College" the equivalent of the Vice-Chancellor at other institutions. It is recognised, however, that this may change and that there may be a desire in the future to appoint a Chancellor, as is the practice elsewhere. We have therefore included as one of the Council's proposed powers under Statute 3.(5)(a) the power to make such an appointment, should it see fit.

8. Although there is no intention at present to remunerate members of the Council, we had hoped to incorporate in Article 5 of the Charter the power to do so, insofar as this might be permissible under charity law. However, the Charity Commission have indicated that the inclusion of an open power to benefit Governors would not be acceptable to them; they would require the College to make a specific and detailed case for such a power. At the same time they advise that the lack of it would not preclude the College in future, either from approaching the Commission for an Order on a case by case basis, or from relying on the provisions to benefit trustees in the new Charities Act 2006. From February 2007 these will introduce a statutory power for trustees to receive benefits for goods and services supplied to a charity where there is no express prohibition in the charity's governing document.

9. In the circumstances, therefore, we have removed the proposed Article from the draft Charter.

**‘DEREGULATION’**

10. The Government has recently agreed that universities should be allowed to ‘deregulate’ their charters and statutes by transferring to their own ordinances or regulations many of the less important statutory provisions. The significance of this is that the provisions transferred in this way will no longer be subject to Privy Council approval, but can be amended and updated as and when the institution sees fit. This is potentially a significant benefit as currently even minor changes to the Statutes have to go through a lengthy approval process and can only take effect once they have been approved by the Privy Council. The bulk of the proposed changes are therefore amendments designed to take advantage of this opportunity to transfer powers to the College’s Ordinances.

11. The main items which are being transferred in this way are:

   a. Membership of the University.
   b. The constitution, powers and functions of the Court and the Senate.
   c. General provisions for staff, students and the academic organisation of the University.
   d. Provisions for Fellows and Associates of the University.
e. Provisions for investment and raising money.

12. Work on drafting the new Ordinances which will in future govern these areas of the College’s business is already well advanced and the intention is that the drafts will be brought to the Council for approval at its meeting in March 2007.

WYE COLLEGE

13. The merger with Wye College in August 2000 was enacted by the Imperial College Act 1999 but, unlike the earlier mergers with various medical schools, was not reflected in any changes to the existing Charter. This omission has been made good by the incorporation of six additional recitals on Pages 2 and 3 of the Charter using text taken directly from the 1999 Act.

ACADEMIC FREEDOM AND EQUAL OPPORTUNITIES

14. The opportunity has been taken to expand and update the Articles dealing with academic freedom and the prevention of discrimination in line with recent legislation (Articles 7 and 8).

STUDENTS’ UNION

15. Following consultation with the Imperial College Union, the references to the Union at Article 17 and Statute 10 have been restored to those used in the College’s existing Charter and Statutes.

QUORUM OF THE COUNCIL

16. With regard to Statute 3(4)(b) the DfES have commented that there should be a requirement for the quorum of the Council to include a majority of external members. We have responded that, while we fully accept that there should be an absolute majority of external members on the Council, we believe that to further extend this requirement to the quorum would be inappropriate. Although the Council has always had an external majority since it was created in 1998, there is no such restriction on the quorum in the College’s existing Charter and Statutes and an examination of other universities’ statutes shows that the same applies elsewhere. Furthermore, a requirement for there to be a majority of external members at all times (which would be implied by the inclusion of such a restriction in Statute 3(4)(b)) could result in ex officio members being turned away from meetings simply in order to maintain the external majority at that meeting. This would seem to be counter-productive. We have yet to receive the DfES’ response and, meanwhile, have left the wording of the Statute unchanged.

POWERS AND FUNCTIONS OF THE COUNCIL.

17. With respect to Statute 3(5) the DfES have commented that it is not clear why some powers are included in the list (largely taken from the existing Statutes) and not others. We have responded that the Council exercises all of the powers of the University as set down in Article 5 of the Charter. We have chosen not included a long list of powers in Statute 3(5) since to do so could be taken to imply that the Council does not possess any power not specifically listed. Instead, we have tried to define the Council’s powers and functions in
fairly general terms; thus, Statute 3(5) confirms that “the Council shall exercise all of the powers of the University” and goes on to state that it is “responsible for the efficient management and good conduct of all aspects of the affairs of the university”.

18. The powers and functions listed in the Statute are intended to be those which the Council normally reserves to itself. This is not to say that these functions cannot be delegated on an occasional basis to individuals or committees, but that such delegation would not normally be the case. Other powers and functions not expressly noted here (such as the power to award all other degrees except Honorary Degrees) are routinely delegated to other bodies or individuals, such as the Senate or the Rector, and such routine delegation will be accounted for in the relevant Ordinances. The only power which the Council cannot delegate is the power to make Ordinances.

19. In view of the DfES’ comments, we have proposed some minor changes to the draft previously circulated to members to clarify the distinction between the powers exercised by the Council and the functions it would normally be expected to carry out itself.

MODEL STATUTES

20. Finally, the opportunity has also been taken to revise the Appendix to the Statutes, the so-called Model Statutes, which set out the discipline, grievance and dismissal procedures for members of the academic staff. The HR Division has obtained confirmation that the revised Appendix is generally acceptable to the Privy Council and consultation with the College’s Trades’ Unions has now been successfully completed, subject to some detailed amendments to the draft previously circulated to members. The main changes are that cases involving dismissal will be heard by two persons rather than one, that the definition of ‘academic freedom’ in the Appendix has been clarified, and that, where an appeal against a disciplinary warning relates to academic freedom, it will be heard by a panel rather than by a single academic manager.

PROCEDURE

21. Article 20 of the College’s Charter provides that “The Council may at any time seek to add to, amend or revoke any of the provisions of this Our Charter by Special Resolution, and any such addition, amendment or revocation if approved by the Court shall, when allowed by Us, Our Heirs or Successors in Council, have effect so that this Our Charter shall thereafter continue and operate as if it had been originally granted and made as so added to, amended or revoked, and this provision shall apply to this Our Charter as so revoked or varied.”

22. Similarly, Article 17 of the Charter stipulates that “The Council may add to, amend or revoke the Statutes by Special Resolution, provided that no new Statute, addition, amendment or revocation shall have effect until it has been approved by the Lords of Our Most Honourable Privy Council. …..”

23. The Charter also lays down in Article 21 that “a "Special Resolution" means a resolution passed at a meeting, of which at least 21 days' notice has been given, of not less than two thirds of the members of the Council by a majority of not less than three quarters of those present and voting at the meeting”.

24. The actual application for the grant of a supplemental Royal Charter is required to take the form of a Petition to The Sovereign in Council and to be submitted under College’s Seal duly attested. A draft Petition is attached at Annex B.
RESOLUTIONS

25. The Council is invited, in accordance with the provisions of Article 17 and 20 of the Royal Charter of the College, to consider and, if it sees fit, to:

   a. Approve by Special Resolution the attached draft Petition, Charter and Statutes, subject to any amendments which the Privy Council may require.

   b. Direct that the Petition be submitted to Her Majesty The Queen.

K.A.M.

Annexes:

A. Draft Supplemental Charter and Statutes for Imperial College
B. Draft Petition to Her Majesty The Queen.
IMPERIAL COLLEGE OF SCIENCE, TECHNOLOGY AND MEDICINE

THE CHARTER

ELIZABETH THE SECOND

by the Grace of God, of the United Kingdom of Great Britain and Northern Ireland and of Our Other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith:

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETING!

WHEREAS the Imperial College of Science and Technology was established by Royal Charter granted by His Late Majesty King Edward the Seventh on the 8th day of July 1907 (hereinafter referred to as “the Charter of 1907”) combining the Royal College of Science, the Royal School of Mines and the City and Guilds College, for the purpose of giving the highest specialised instruction, and providing the fullest equipment for the most advanced training and research in various branches of science, especially in its application to industry:

AND WHEREAS the Imperial College of Science and Technology became a School of the University of London in 1908 and was redesignated a College of the University of London in 1994:

AND WHEREAS on the 22nd day of June 1988 the Royal Charter of the Imperial College of Science and Technology was amended by Order in Council to change the name of the body to the Imperial College of Science, Technology and Medicine (hereinafter referred to as “Imperial College”) with the purpose, inter alia, of carrying on the work of St. Mary’s Hospital Medical School:

AND WHEREAS by the Imperial College Act 1988, which came into effect on the 1st day of August 1988, St. Mary’s Hospital Medical School became united with Imperial College:

AND WHEREAS on the 23rd day of June 1948, under schemes made pursuant to section 15 of the National Health Service Act 1946, both the Charing Cross Hospital Medical School and the Westminster Medical School (hereinafter referred to as “the Medical Schools”) were constituted bodies corporate and in accordance with those schemes were administered as Schools of the University of London with the main objects of providing for the education of students in medicine and allied subjects, promoting research work for the advancement of medical sciences and engaging in ancillary activities:

AND WHEREAS on the 1st day of August 1984, in pursuance of the policy of the University of London that the academic strength and financial viability of the Medical Schools of the
University of London should be enhanced by the merger of some of those Schools, the Medical Schools were dissolved, and a new body corporate was constituted by the Charing Cross and Westminster Medical School Act 1984, which also provided for the new body corporate to be known as the Charing Cross and Westminster Medical School and for the schemes made pursuant to section 15 of the National Health Service Act 1946 to be revoked:

AND WHEREAS the Royal Postgraduate Medical School was incorporated by a Charter granted by His Late Majesty King George the Fifth on the 10th day of July 1931:

AND WHEREAS We Ourselves granted a Charter on the 25th day of February 1974 (hereinafter referred to as “the Charter of 1974”), whereby the Royal Postgraduate Medical School was reconstituted as a University of London medical school, having the objects of the teaching and practice of and research into the science and art of medicine and such allied subjects as may be decided upon from time to time by the Council of the Royal Postgraduate Medical School:

AND WHEREAS the National Heart and Lung Institute (hereinafter referred to as “the Institute”) was originally incorporated in 1973 under the name “the Cardiothoracic Institute” as a company limited by guarantee with the main objects of promoting the study of disease and particularly diseases of the heart, circulation and chest and generally improving the standard of knowledge of the means of prevention, diagnosis and methods of treatment and cure of such diseases:

AND WHEREAS on the 1st day of August 1995, in pursuance of the policy of the University of London that the academic strength and financial viability of its Medical Schools should be enhanced by the merger of some of those Schools with certain of its multi-faculty institutions, the Institute transferred its assets and rights to Imperial College:

AND WHEREAS Imperial College, the Charing Cross and Westminster Medical School and the Royal Postgraduate Medical School (hereinafter referred to as “the former College and Schools”) agreed that it was expedient that they should be united as one college and provision made for this in the Imperial College Act 1997 (hereinafter referred to as “the Act”), which also provided for the revocation of the Charter of 1974:

AND WHEREAS We Ourselves granted a new Charter on the 24th day of June 1998 (hereinafter referred to as “the Charter of 1998”), whereby the Charter of 1907 was replaced by one making suitable provision in consequence thereof:

AND WHEREAS the Charter of 1998 revoked the Charter of 1907, except insofar as it incorporates the Imperial College of Science, Technology and Medicine and confers on it perpetual succession and a Common Seal and power to sue and be sued and to do all such things as are ancillary to a body corporate:

AND WHEREAS The College of St. Gregory and St. Martin at Wye was founded in 1447 as a religious house and was dissolved in 1545, after which the site continued to be used for educational purposes, becoming a grammar school in 1627:

AND WHEREAS The Grammar School at Wye continued until 1894 when the South Eastern Agricultural College was established on the site:
AND WHEREAS The South Eastern Agricultural College became a school of the University of London in 1898 and in 1946 the said College entered into association with the Horticultural College for Women, Swanley:

AND WHEREAS On 13th September 1948 those associated bodies were incorporated by Royal Charter as The College of St. Gregory and St. Martin at Wye generally known as "Wye College" having the objects among others of providing for persons of both sexes instruction and means of research in all or any of the subjects relating to the practice and science of agriculture and horticulture comprised in the Faculty of Science of the University of London and in such other subjects of or cognate to a University Education in Agriculture and Horticulture as might be decided upon from time to time by the Governing Body of Wye College:

AND WHEREAS by the Imperial College Act 1999, which came into effect on the 1st day of August 2000, The College of St. Gregory and St. Martin at Wye became united with Imperial College:

AND WHEREAS Imperial College has now concluded that its objects and duties would be better achieved and performed if it were a separate university in its own right and has agreed that it is expedient that the Charter of 1998 should be replaced by one making suitable provision in consequence thereof:

AND WHEREAS a humble Petition has been presented to Us by the Court and Council of Imperial College praying that We should be graciously pleased to grant a new Charter replacing the Charter of 1998:

AND WHEREAS We have taken the said Petition into Our Royal consideration and are minded to accede thereto:

NOW THEREFORE KNOW YE that We, by virtue of Our Prerogative Royal and of Our especial grace, certain knowledge and mere motion, have been pleased to will and ordain and by these Presents do for Us, Our Heirs and Successors, will and ordain as follows:

1. There shall be and there is hereby constituted a University with the name and style of “The Imperial College of Science, Technology and Medicine” (hereinafter referred to as “the University”).

2. The Charter of 1998, except insofar as it revoked the Charter of 1907, shall be and is hereby revoked but nothing in this revocation shall affect the remaining provisions of the Charter of 1907 or the legality or validity of any act, deed or thing lawfully done or executed under the provisions of the Charter of 1907 or the Charter of 1998.

3. Notwithstanding the remaining terms of the Charter of 1907, the following shall henceforth constitute the University, that is to say, those persons who for the time being are members of the Court or of the Council, the Fellows of the University, the staff, students or other members of the University.

4. The Objects of the University shall be to provide the highest specialised instruction and the most advanced training, education, research and scholarship in science, technology
and medicine, especially in their application to industry; and in pursuit of these objects to act in co-operation with other bodies.

5. The University, subject to this Our Charter and Statutes, shall have power to do any lawful thing in furtherance of its objects and, without prejudice to the generality of the foregoing, shall have power:

(a) to grant or confer in the name of the University or in conjunction with another institution or institutions recognised by the University under conditions laid down in the Statutes, Ordinances or Regulations, Degrees, Diplomas, Certificates and other academic distinctions to and on persons who have pursued a course of study approved by the University, and to revoke such academic awards;

(b) to confer or revoke Honorary Degrees, Fellowships and Associateships of the University and other distinctions on approved persons provided that all Honorary Degrees, Fellowships, Associateships and other distinctions so conferred shall be conferred and held subject to any provisions which are or may be made in reference thereto by the Statutes, Ordinances or Regulations;

(c) to acquire, own, maintain, manage and dispose of real and other property;

(d) to solicit, receive and administer grants, fees, subscriptions, donations, endowments, legacies, gifts and loans of any property whatsoever, whether real or personal;

(e) to act as trustees for and in relation to endowments, legacies and gifts;

(f) to invest any monies in the hands of the University and available for investment in accordance with the relevant law and the Statutes;

(g) to borrow and raise money in any lawful manner as determined by the Council in accordance with the Statutes and any Ordinances or Regulations made thereunder;

(h) to join or collaborate with any other institution, organisation, company, partnership, joint venture or association having in view or promoting any activity the same as, or similar or related to, or which can provide a service for, any activity of the University as provided for by law, by the provisions of this Our Charter, and in such manner as may be authorised by Statutes, Ordinances and Regulations of the University, and to delegate or revoke delegation of any of the University’s functions to individuals, boards, committees or other entities (comprising its own officers or members or otherwise) with a view to furthering any of the above collaborative purpose or purposes;

(i) to provide indemnity insurance to cover the liability of the members of the Council which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust, or breach of duty of which they may be liable in relation to the University. Any such insurance shall not extend to:
(i) any liability resulting from conduct which the members of the Council knew, or must be assumed to have known, was not in the best interests of the University, or which the members of the Council did not care whether it was in the best interests of the University or not;

(ii) any liability to pay the costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud or dishonesty or wilful or reckless misconduct of the members of the Council;

(iii) any liability to pay a fine.

(j) to enter into engagements and to accept obligations and liabilities in all respects without any restriction whatsoever and in the same manner as an individual may manage his or her own affairs; and

(k) generally to do all other lawful acts whatsoever that may be necessary for and conducive or incidental to the attainment of the objects of the University.

6. All the functions of the University shall be performed by or through the authorities of the University established by or under the provisions of this Our Charter and the Statutes, being the authorities to whose respective jurisdictions those functions are thereby assigned in the manner therein provided.

7. The work of the University shall be carried out in a spirit of tolerance. Academic staff shall have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges.

8. In carrying out its functions, the University shall not discriminate unlawfully against any person whether on the grounds of religion, race, ethnic origin, gender, sexual orientation, marital status (including civil partnerships), disability, age, social background, political belief or otherwise.

9. There shall be a Council of the University (hereinafter referred to as "the Council") which, subject to the provisions of this Our Charter, shall be the governing and executive body of the University and shall exercise all the powers of the University, save to the extent that this Our Charter and the Statutes otherwise provide.

10. Subject to the provisions of this Our Charter, the constitution of the Council, its powers and duties, the manner of appointment or election and period of office of its members, the manner of filling vacancies in its membership, the conduct of its meetings and affairs and all other matters relating to the Council shall be as prescribed by or under the Statutes.

11. Subject to the provisions of this Our Charter and the Statutes, the Council may delegate any of its functions, powers and duties (other than its power to make Ordinances) to committees appointed by it, its officers, other entities (comprising its own officers or
members or otherwise) or individuals, and such committees, individuals or entities may further delegate unless the Council has provided to the contrary.

12. The Council shall have the custody and sole use of the Common Seal of the University, and arrangements for its safe keeping and manner of authentication shall be as prescribed by Ordinance.

13. There shall be a Court of the University (hereinafter referred to as "the Court") with constitution, powers and functions as defined by Ordinance.

14. There shall be a Senate of the University (hereinafter called "the Senate") whose duties and membership shall be as prescribed by or under the Statutes and it shall, subject to the general superintendence and control of the Council, be the body responsible for the academic work of the University.

15. There shall be a Rector of the University (hereinafter referred to as "the Rector") who shall be appointed by the Council.

(a) The Rector shall be the chief academic and administrative officer of the University.

(b) The Rector’s powers and duties shall, subject to the provisions of this Our Charter, be as prescribed in the Statutes.

16. There shall be such other officers of the University as may be prescribed by Statute.

17. In so far as it shall further the educational purposes of the University, there shall be a Students' Union of the University (hereinafter referred to as "the Imperial College Union") for the benefit of the students of the University and in their interests as students. The constitution of the Imperial College Union, its governance, powers and functions and all other matters which the Council may think proper to regulate shall, subject to the provision of this Our Charter, be approved by the Council.

18. Subject to Article 19 hereof, the Council may make Statutes for the promotion and fulfilment of the objects of the University and for its governance and management, provided that no Statute affecting academic policy shall be made until the Senate has been consulted.

19. The Statutes set out in the First Schedule to this our Charter (hereinafter referred to as “the Statutes”) shall be the First Statutes of the University and shall have effect from the date on which this Our Charter comes into force and shall remain in effect until added to, amended or revoked in the manner hereinafter prescribed.

20. The Council may add to, amend or revoke the Statutes by Special Resolution, provided that no new Statute, addition, amendment or revocation shall have effect until it has been approved by the Lords of Our Most Honourable Privy Council, of which approval a certificate under the hand of the Clerk of Our Privy Council shall be conclusive evidence.
21. Subject to the provisions of this our Charter and the Statutes, the Council may make such Ordinances and Regulations as it considers necessary or desirable for the purpose of carrying out the objects of the University, provided that no Ordinance or Regulation shall have effect if it be repugnant to the provisions of this Our Charter or to the Statutes. Such Ordinances and Regulations may add to, amend or repeal Ordinances and Regulations from time to time in force.

22. The Statutes may direct that any of the matters authorised or directed in this Our Charter to be prescribed or regulated by Statute shall be prescribed or regulated by Ordinance or Regulation or by decision made by the Council, provided that any such further prescription, regulation or decision shall not be repugnant to the provisions of this Our Charter or of the Statutes.

23. The Council may at any time seek to add to, amend or revoke any of the provisions of this Our Charter by Special Resolution, and any such addition, amendment or revocation if approved by the Court shall, when allowed by Us, Our Heirs or Successors in Council, have effect so that this Our Charter shall thereafter continue and operate as if it had been originally granted and made as so added to, amended or revoked, and this provision shall apply to this Our Charter as so revoked or varied.

24. For the purpose of this Our Charter, a "Special Resolution" means a resolution passed at a meeting, of which at least 21 days' notice has been given, of not less than two-thirds of the members of the Council by a majority of not less than three-quarters of those present and voting at the meeting.

25. We reserve unto Ourself, Our Heirs and Successors to be the Visitor of the University, acting through the President of Our Privy Council, or, on representation of the Court, to appoint by Order in Council a Visitor for such period as We, Our Heirs or Successors shall see fit, and the Visitor's decision on matters within his or her jurisdiction shall be final.

26. Our Royal Will and Pleasure is that this Our Charter shall ever be construed benevolently and in every case most favourably to the University and to the promotion of the objects of this Our Charter.

27. This Our Charter shall come into force on the 8th day of July 2007.

IN WITNESS whereof We have caused these Our Letters to be made Patent

WITNESS Ourself at Westminster the day of
in the year of Our Reign

BY WARRANT UNDER THE QUEEN’S SIGN MANUAL
1. DEFINITION OF TERMS

(1) In these Statutes and the Appendices thereto words bear the same meaning as in the Charter and, unless the context otherwise requires:

(a) “academic staff” means those persons employed by the University who (having successfully completed any relevant probationary period) have the title of Professor, Reader, Senior Lecturer or Lecturer at the University or are appointed to any other post designated by the Council as a post on the academic staff of the University;

(b) “the appointed day” means the date on which the Charter to which these Statutes are scheduled comes into effect;

(c) “the Charter” means the Charter of the Imperial College of Science, Technology and Medicine granted in 2007 to which these Statutes are scheduled;

(d) “elected members” means persons as defined by Regulation for the purpose of election;

(e) “external members” means members of the Council who are not persons holding honorary status in the University as defined by Ordinance, or students of the University, or employees of the University;

(f) “non-academic staff” means persons employed by the University in those grades designated by the Council as non-academic grades;

(g) “Ordinance” means an Ordinance made by the Council in accordance with the Charter and these Statutes;

(h) “Regulation” means a Regulation made by the Council in accordance with the Charter and these Statutes;

(i) “staff” means persons employed by the University;

(j) “students” means persons registered for courses of study at the University;
(2) Any reference to a numbered Statute shall be taken to refer to the Statute of such number in these Statutes.

(3) Pro-Rectors, Provosts, Principals, Vice-Principals, Deputy Principals, Directors of Graduate Schools and Deans for the purpose of appointment or election shall be as defined by Ordinance.

(4) Except where the context otherwise requires, words importing the singular number shall include the plural number and words importing the masculine gender shall include the feminine gender and vice versa.

(5) References to the provisions of any statute or statutory provision include, unless the context otherwise requires, reference to the corresponding provisions of any subsequent statute or statutory provision directly or indirectly amending, consolidating, extending, replacing or re-enacting the same.

2. MEMBERSHIP OF THE UNIVERSITY

The membership of the University shall be defined by Ordinance.

3. THE COUNCIL

(1) Membership of the Council

(a) The Council shall consist of the following persons:

The Chairman (who shall be the person appointed under Statute 3(5)(b))
The Rector ex officio.
The Deputy Rector ex officio.
5 Members appointed from the senior staff of the University in a manner to be prescribed by Ordinance, so as to reflect the breadth of disciplines and executive responsibility within the University.
1 Elected Member, elected by and from among the academic staff in a manner to be prescribed by Ordinance.
9 External Members, co-opted by the Council.
The President of the Imperial College Union ex officio.

(b) The Deputy Chairman of the Council shall be the person appointed under Statute 3(5)(c).

(2) Period of Membership of the Council

(a) Procedures for the appointment, election and co-option of members of the Council, including procedures for the filling of casual vacancies, shall be as prescribed by Ordinance.
(b) *Ex officio* members shall be members of the Council for the period for which they hold the position designated; all other members, whether nominated or co-opted, shall be appointed for a term of four years and shall be eligible for re-appointment except that members shall not normally be appointed for more than two consecutive terms of four years.

(c) Periods of office of appointed or elected members shall commence on 1 October, save that any member appointed or elected to fill a casual vacancy shall commence his period of office immediately, but his appointment shall be deemed to have commenced on the following 1 October for the purposes of determining that member’s eligibility for further periods of membership of the Council in accordance with Statute 3(2)(b).

(3) **Cessation of Membership of the Council**

(a) *Ex officio* members shall cease to be members on vacation of the relevant office.

(b) The elected member shall cease to be a member of the Council if he ceases to be eligible in the category in which he was elected.

(c) Any member who is absent from meetings of the Council for twelve consecutive calendar months shall cease to be a member unless the Council shall decide otherwise.

(d) Where a member of the Council becomes incapable by reason of mental disorder, the Council may resolve that such person’s membership be terminated.

(e) The Council may require any member against whom a bankruptcy order has been made, or who makes a voluntary arrangement or any form of composition with his creditors, or a similar or equivalent order or arrangement in any jurisdiction or who is convicted on indictment of a criminal offence, to resign from membership.

(f) Any member of the Council may resign by sending notice of resignation in writing to the Clerk to the Council.

(4) **Meetings of the Council**

(a) The Council shall meet at least three times during the academic year, but additional meetings shall be called as required by the Chairman or at the written request of no fewer than one-third of the members.

(b) The quorum for a meeting of the Council shall be ten.
Powers and Functions of the Council

Subject to the Charter and Statutes, the Council shall exercise all the powers of the University, and without limiting the above, the Council’s functions shall be:

(a) to appoint a Chancellor, if it sees fit, for such period and with such powers and responsibilities as the Council shall determine;

(b) to appoint the Chairman who shall be a person not holding honorary status in the University as defined by Ordinance, or a student of the University, or an employee of the University;

(c) to appoint the Deputy Chairman of the Council from amongst its external members;

(d) to appoint the Rector;

(e) to be responsible for the efficient management and good conduct of all aspects of the affairs of the University (including its finances and property);

(f) to make, amend or revoke such Ordinances, Regulations and decisions as are necessary to fulfil the responsibilities under the preceding sub-paragraph;

(g) to establish committees with such membership as deemed necessary to assist in the discharge of its responsibilities.

(h) to make such appointments, or recommendations for appointments, as are required by the Charter, Statutes or Ordinances;

(i) to define such academic structure of the University, comprising departments, divisions, centres and other units which may be associated to form faculties, schools or other groupings within the University, as the Council, on the recommendation of the Rector, after consultation with the Senate, considers expedient.

(j) to confer or revoke Honorary Degrees of the University.

Delegate of Powers of the Council

The Council may delegate any of its functions, powers and duties (other than its power to make Ordinances) to committees appointed by it, its officers, other entities (comprising its own officers or members or otherwise) or individuals, and such committees, individuals or entities may further delegate unless the Council has provided to the contrary.
4. **THE COURT**

The constitution, powers and functions of the Court shall be defined by Ordinance.

5. **THE SENATE**

The constitution, powers and functions of the Senate shall be defined by Ordinance.

6. **RESERVED AREAS OF BUSINESS**

Student members of the Council, the Court and the Senate and of their Committees and of such other committees or bodies of the University as may from time to time be established shall not be entitled to participate in the consideration of reserved areas of business. Reserved areas of business shall be the appointment, re-appointment, promotion and any other matter affecting individual members of staff; the admission, re-admission and academic assessment of individual students; the appointment of examiners for individual students; the consideration of courses of study for individual students, including research projects; and discussion of the award of grants, scholarships and prizes for individuals. It shall be for the relevant Chairman to decide in any case of doubt whether a matter is one to which this Statute applies, and that decision shall be final. In respect of any item of business to which this Statute does apply, papers for consideration at meetings of any such bodies and minutes and other records relating to such matters shall not at any time be available to a student member.

7. **ACTS DURING VACANCIES**

No act or resolution of the Council or any committee or board constituted in accordance with these Statutes shall be invalid by reason only of any vacancy in the body doing or passing it or by reason of any want of qualification by or invalidity in the election or appointment of any *de facto* member of the body whether present or absent, or by reason of the accidental omission to give any member notice of the meeting or the non-receipt by any member of that notice.

8. **OFFICERS OF THE UNIVERSITY**

(1) **The Rector**

(a) The Rector shall hold office for such period and on such terms and conditions as the Council shall determine.

(b) Subject to the provisions of the Charter and these Statutes, the Rector shall be responsible for ensuring that the objects of the University are fulfilled, for maintaining and promoting the efficient and proper management of the affairs of the University, and for such other duties
as may be prescribed by Ordinance or determined by the Council from time to time.

(c) Subject to any directions or limitations imposed by the Council, the Rector shall have power to delegate any powers and duties to any person or committee.

(2) **Deputy Rector**

The Council shall, on the recommendation of the Rector, appoint for such period as the Council shall determine a Deputy Rector of the University who shall undertake such duties as shall be assigned to him or her by the Rector.

(3) **Pro-Rectors**

The Council shall, on the recommendation of the Rector, appoint for such period as the Council shall determine Pro-Rectors of the University who shall undertake such duties as shall be assigned to them by the Rector.

(4) **Clerk to the Council**

The Council shall, on the recommendation of the Rector, appoint a person to act as Clerk to the Council, with the responsibility of providing the necessary secretarial services for the Council.

(5) **College Secretary**

The Council shall, on the recommendation of the Rector, appoint a person to act as College Secretary who shall undertake such duties as are assigned by the Rector.

(6) **Other Officers**

The Council may, on the recommendation of the Rector and in accordance with such Ordinances as are deemed appropriate, appoint for such period as prescribed by Ordinance other College Officers to discharge such responsibilities and duties as shall be assigned to them by the Rector.

9. **STAFF OF THE UNIVERSITY**

Procedures governing the discipline, grievances and dismissal of academic staff employed by the University shall be in accordance with the provisions of the Appendix to these Statutes.
10. STUDENTS’ UNION

(1) There shall be a Union of Students of the University entitled “the Imperial College Union” which shall for all purposes be treated solely as an integral part of the University.

(2) There shall be a President of the Imperial College Union elected from amongst those students of the University who are full members of the Union.

(3) Without prejudice to Statute 10(1), the Imperial College Union shall conduct and manage its own affairs in accordance with a constitution approved by the Council which shall be included in Ordinances. The Union shall present to the Council its audited annual accounts.

(4) Where the Council disapproves of all or any part of the Imperial College Union’s proposed constitution and the Union does not alter that proposed constitution in accordance with the Council’s requirements within three months from the date on which the Union is requested to do so in writing by the Council, the Council shall make such amendments to the proposed constitution as it thinks fit and the proposed constitution as so amended shall then be the Union’s constitution.

11. ACCOUNTS AND AUDIT

The Council shall ensure that financial accounts are kept and that an annual statement of the University’s finances is prepared and published. The Council shall appoint, for such period and on such terms and conditions as the Council shall determine, an Auditor to undertake an audit of such financial accounts. The Auditor shall be a member of a body of accountants established in the United Kingdom and eligible for appointment as company auditors within the meaning of the Companies Act 1985. No person shall be appointed or remain an Auditor who is, or any one of whose partners is, a member of the Council or the full-time staff of the University.

12. TRANSITIONAL PROVISIONS

From the Appointed Day:

(a) The Chairman of the Council shall be the Lord Kerr of Kinlochard and the terms of his appointment shall continue and be unaffected notwithstanding this Charter;

(b) The Deputy Chairman of the Council shall be Dr George Gowans Gray CBE and the terms of his appointment shall continue and be unaffected notwithstanding this Charter;

(c) The Rector shall be Sir Richard Sykes FRS and the terms of his appointment shall continue and be unaffected notwithstanding this Charter;
(d) Save for *ex officio* members of the Council, the members of the Council immediately before this Charter comes into force shall continue to be members of the Council and shall be treated as appointed from the dates of their original appointments;

(e) Save for *ex officio* members of the Court, the members of the Court immediately before this Charter comes into force shall continue to be members of the Court and shall be treated as appointed from the dates of their original appointments;

(f) Save for *ex officio* members of the Senate, the members of the Senate immediately before this Charter comes into force shall continue to be members of the Senate and shall be treated as appointed from the dates of their original appointments.
APPENDIX TO THE STATUTES

DISCIPLINE, GRIEVANCE AND DISMISSAL PROCEDURES
FOR ACADEMIC STAFF

PART 1: GENERAL

1. Application

(1) This Appendix applies to the following:

(a) the members of the academic staff (except, in relation to the application of Part II, for those excluded from Part II by clause 5(1) below);

(b) such other members of staff or categories of staff of the University as are brought within its scope by the Council;

and “member(s) of staff” in this Appendix means those members of the staff to whom this Appendix applies.

(2) This Appendix will override any provision in any contract, term or condition of employment which is inconsistent with this Appendix, whether dated before or after the commencement of this Appendix, but:

(a) it shall not affect the validity of any compromise agreement under section 203 of the Employment Rights Act 1996, or any similar waiver or agreement permitted by law; and

(b) it shall not preclude any member of staff deciding or agreeing to terminate employment with the University, whether by voluntary severance, early retirement or otherwise, on whatever terms have been agreed.

(3) Parts II to V of this Appendix shall not apply to removal from an appointment as Pro-Rector, Dean or Head of Department, or such other posts as have been designated by the Council, to which a member of staff has been elected or appointed and which is distinct from that individual’s substantive post, where dismissal from the substantive post is not contemplated, but the Council shall by Ordinance prescribe a procedure for handling such removals prior to the prescribed or normal termination date, which shall include a right to make representations to the person exercising the power of removal and a right of appeal to an appeal panel constituted in accordance with clause 4(1) below.

(4) This Appendix shall not apply to the Rector, except for Part III, which shall, unless the Council, with the Rector’s concurrence, resolves otherwise, apply to the Rector in post at the time it comes into effect, with such modifications and adaptations as the Council, with the Rector’s concurrence, shall prescribe,
but it shall not apply to any later Rector, even if also the holder of an academic post.

2. General principles of construction and application

(1) This Appendix and any Ordinances or Regulations made under it shall be applied and construed in every case to give effect to the following guiding principles:

(a) that the University applies academic freedom as broadly defined in Sections VI and VII of Recommendation concerning the Status of Higher Education Teaching Personnel adopted by the General Conference of the United Nations Educational, Scientific and Cultural Organisation (UNESCO) in Paris on 11 November 1997. This freedom includes:

(i) Freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges;

(ii) Freedom to carry out and publish research work without any interference, subject to accepted professional principles including professional responsibility and subject to national and international recognised professional principles of intellectual rigour, scientific inquiry and research ethics;

(iii) Freedom to teach without any interference, subject to accepted professional principles including professional responsibility and intellectual rigour with regard to standards and methods of teaching.

(b) to enable the University to provide education, promote learning and engage in research efficiently and economically; and

(c) to apply the principles of justice and fairness.

(2) Where, in any proceedings under this Appendix, a member of staff invokes sub-clause (1)(a) above, that claim shall be considered by the person or persons dealing with the matter and, if it is found that any action has been taken against the member of staff because that member of staff questioned or tested received wisdom or put forward new ideas or controversial opinions, the person or persons dealing with the matter shall cancel that action and it shall be treated as invalid. In the event that a member of staff appeals a disciplinary warning on the grounds of sub-clause (1)(a) above then the appeal against the warning and the review of the academic freedom complaint will be considered by the person dealing with the matter assisted by two senior
members of academic staff, none of whom shall previously have had any involvement with the case.

(3) Where there is any issue as to the meaning of “academic freedom” in any proceedings under Parts II, III, IV, V and VI of this Appendix, regard shall be had to Sections VI and VII of the Recommendation concerning the Status of Higher-Education Teaching Personnel adopted by the General Conference of the United Nations Educational, Scientific and Cultural Organisation (UNESCO) in Paris on 11 November 1997.

(4) Any reference in this Appendix to a provision in an Act of Parliament or to a Code of Practice shall be taken to be a reference to that provision as it may have been amended, superseded or re-enacted from time to time.

(5) In interpreting or construing any provision in this Appendix, regard shall be had to the Notes on Clauses on the Draft Revised Model Statute issued by the Universities and Colleges Employers Association (2002), so far as the provisions of the Draft Revised Model Statute have been adopted in this Appendix.

(6) All procedures within the Ordinances will be conducted in line with the requirements of this Appendix.

3. Dismissal

(1) For the purpose of this Appendix and, subject to clause 3(4) below, “dismissal” shall have the same meaning as in section 95 of the Employment Rights Act 1996.

(2) A member of staff may be dismissed if that dismissal is for a reason set out in section 98 of the Employment Rights Act 1996.

(3) (a) a dismissal by reason of redundancy shall be handled in accordance with Part II;

(b) a dismissal for disciplinary reasons shall be handled in accordance with Part III;

(c) a dismissal on health grounds shall be handled in accordance with Part IV; and

(d) a dismissal on any other grounds shall be handled in accordance with Part V.

(4) Clause 3(3) above shall not apply to the termination of a limited term contract (within the meaning of section 235 of the Employment Rights Act 1996) by the passage of time, or otherwise in accordance with the terms under which that contract comes to an end, without an offer to renew the contract, but any
decision by the University not to offer renewal of such a contract, whether on the ground of redundancy or otherwise, shall be handled in accordance with Part V.

4. Hearing, appeal and grievance panels

(1) Any panel established pursuant to clauses 1(3), 8(1), 10(b)(vii), 15(2), 16(2) or 18(2) of this Appendix shall consist of three persons, none of whom shall previously have had any involvement with the case. The three person panel shall include one lay member of Council, one Dean and one drawn from a list agreed from time to time by the Council. If no Dean is eligible and willing to serve, or if the panel is an appeal panel within clause 1(3) above considering the position of a Dean, then two persons will be drawn from the list agreed by Council.

(2) An appeal against a disciplinary warning on the grounds of academic freedom as defined in clause 2 sub-clause (1)(a) will be considered by a panel of three persons, none of whom shall previously have had any involvement with the case.

(3) Where a hearing is convened under Part II, Part III, Part IV or Part V, and dismissal is a potential outcome, the hearing shall include provision for the person considering the case to be assisted in their deliberations by a senior member of the academic staff with no previous involvement in the case.

(4) Ordinances may provide for any relevant National Health Service or other relevant body to be represented on any panel established under this Appendix to deal with a member of staff falling within clause 19(1) below and for the panel to be enlarged for this purpose.

(5) At any hearing the member of staff shall be entitled to be represented or assisted by another member of staff or a trade union representative, or by such other person as may be permitted by Ordinance.

(6) Any panel within sub-clause (1) above shall give its decision in writing, which shall be provided to the member of staff and reported to the Chairman of the Council. The Chairman will report decisions to Council.

PART II: REDUNDANCY

5. Application

(1) The power to dismiss, and the procedures prescribed, under this Part shall apply to all staff to whom this Appendix applies, provided that in its application to those staff defined in sub-sections (3) to (6) of section 204 of the Education Reform Act 1988 [staff appointed prior to, and not promoted after, 20 November 1987], the power to dismiss shall be subject to such
limitations (if any) on the power to dismiss for redundancy as applied to the member of staff concerned prior to the introduction of the Statute made by the University Commissioners in the exercise of their powers under sections 203 and 204 of the Education Reform Act 1988.

(2) The provisions under this part shall be subject to Council approval as set out in the Ordinance on the dismissal of members of staff by reason of redundancy.

(3) This part shall not apply to the non-renewal of a limited term contract (within the meaning of section 235 of the Employment Rights Act 1996), which shall be dealt with under clause 16 below.

6. Definition of “redundancy”

Subject to clause 5(2) above, dismissal by reason of redundancy has the same meaning, for the purpose of this Part and clause 16, as in section 139 of the Employment Rights Act 1996.

7. Procedure for dismissal by reason of redundancy

(1) The Council shall by Ordinance prescribe the procedures for dismissing members of staff on grounds of redundancy, which shall include the following:

(a) a preliminary stage involving consultation with appropriate representatives in accordance with, and if and to the extent required by, section 188 of the Trade Union and Labour Relations (Consolidation) Act 1992 or, in those cases where such consultation is not so required, discussion with the staff concerned, or in appropriate cases both such consultation and individual discussions;

(b) a procedure which is fair, and which allows each staff member whom the University proposes to dismiss for redundancy, having been informed of the selection criteria to be employed, to make written and oral representations on his or her behalf to the person or body authorised under the procedure to take a decision to dismiss, under a procedure which complies with the requirements of Schedule 2 to the Employment Act 2002;

(c) provision for informing any member of staff dismissed under this Part of the reasons for the dismissal and, where selection has taken place, why he or she was selected; and

(d) provision authorising the Rector or other person authorised by the Rector to dismiss any member of staff selected for dismissal under this Part and requiring reports of dismissals to be submitted to the Council.
(e) for the person responsible for the selection decision to be assisted in their deliberations by a senior member of the academic staff.

(2) The procedures following the preliminary stage may be used at any particular time only after the Council has first determined that the circumstances are such that the procedures should be instituted. The Ordinance should make provision for Council to review the redundancy proposal after or during the consultation period, if they wish to do so.

8. Appeal against dismissal by reason of redundancy

(1) The Ordinances shall include provision for an appeal to a panel by a member of staff who has been given notice of dismissal under this Part, such appeal to be conducted in accordance with clause 4(1) and the requirements for appeals against dismissal prescribed by Schedule 2 to the Employment Act 2002.

(2) The panel shall be entitled to review all aspects of the matter other than the Council’s determination under clause 7(2) above.

(3) The panel shall have the power to reach a final decision on the matter or to remit the matter for further consideration by the person or body whose decision is being appealed.

PART III: DISCIPLINARY PROCEDURES

9. Grounds for disciplinary action

Disciplinary action under this Part may be taken, and where found to be appropriate a penalty imposed, in respect of such conduct as may be designated as misconduct under, or found to constitute misconduct in accordance with, a Disciplinary Ordinance adopted by the Council.

10. Disciplinary procedures

The Council shall adopt a disciplinary procedure for members of staff in the form of a Disciplinary Ordinance, which shall provide:

(a) for less serious matters to be dealt with either informally, or formally by warnings following a fair and appropriate procedure, and for a member of staff to be able to appeal against the imposition of a formal warning to a person designated by the Rector; or a panel if sub-clause 1(a) of Part I clause 2 is invoked; and

(b) for dealing with more serious matters, which shall include provisions for the following:
(i) fair and reasonable time limits for each stage;

(ii) investigating complaints and dismissing those found to be without substance;

(iii) suspension, on full pay, by the Rector or his or her authorised delegate pending an investigation or hearing where this is necessary;

(iv) a hearing by a person appointed for the purpose of such hearing, or for hearing disciplinary cases generally or within a particular category, by the Rector, who shall normally be a Faculty Principal or authorised nominee of such Faculty Principal, and the procedure for which shall be specified, and shall in any event comply with the requirements of Schedule 2 to the Employment Act 2002;

(v) for the person hearing the case to be assisted in their deliberations by a senior member of the academic staff, where dismissal is a potential outcome of the hearing;

(vi) designating an allegation against a member of staff as constituting “gross misconduct” such as, if established, to merit summary dismissal without notice; and

(vii) a right to appeal against the finding of, or penalty imposed by, the person or persons conducting the hearing, including a finding under paragraph (vi) above. An appeal shall comply with the requirements for an appeal prescribed by Schedule 2 to the Employment Act 2002, but shall not take the form of a re-hearing of the evidence, and witnesses may be called only with the appeal panel’s permission.

11. Code of Practice

In drawing up the procedures, and in any regulations made or action taken hereunder, the University shall ensure that the procedures meet the requirements of Schedule 2 to the Employment Act 2002, and shall also have regard to section 1 of the Code of Practice on Disciplinary and Grievance Procedures issued in September 2004 by the Advisory Conciliation and Arbitration Service (ACAS).

12. Dismissal

(1) The Director of Human Resources or other designated officer shall give effect to a decision that a member of staff should be dismissed:
(a) where the person conducting the disciplinary hearing has designated the conduct as “gross misconduct” such as to merit summary dismissal pursuant to clause 10(b)(vi), the Director of Human Resources or designated officer shall forthwith dismiss the member of staff;

(b) in all other cases, the Director of Human Resources or designated officer shall issue the notice of dismissal or dismiss together with payment in lieu of notice.

(2) Any dismissal or notice of dismissal shall be cancelled, withdrawn or modified if an appeal panel decides that the member of staff should not be dismissed or should only be dismissed with notice.

(3) The Ordinance shall include provision for an appeal to a panel by a member of staff who has been given notice of dismissal under this Part, such appeal to be conducted in accordance with Clause 4(1) and the requirements for appeals against dismissal prescribed by Schedule 2 to the Employment Act 2002.

13. Relationship with Part IV

The Ordinances shall make provision for dealing with a case in progress under this Part where it emerges that the member of staff’s conduct or performance may have been wholly or partly attributable to a medical condition, but any proceedings under this Part shall be valid even if they could have been brought under Part IV, and a member of staff may, subject to the Disability Discrimination Act 1995, be subject to penalty, including dismissal, under this Part notwithstanding the fact that his or her conduct may have been wholly or partly attributable to a medical condition.

14. Clinical staff

Action under this Part or under Part IV may be taken against a member of staff falling within clause 19(1) below in respect of conduct or incapacity arising in connection with that member of staff’s clinical work or activities as if the work or the activities were performed in and for the University.

PART IV: INCAPACITY ON HEALTH GROUNDS

15. Dismissal on health grounds

(1) The Council shall by Ordinance prescribe a procedure for dismissing staff because of incapacity on health grounds, whether physical or mental. The procedure shall be conducted in accordance with the requirements within the Disability Discrimination Act 1995.

(2) The Ordinance may also apply where conduct is under formal review if the cause for concern is wholly or partly attributable to a medical condition. Any
proceedings under Part III will still be valid even if they could have been brought under Part IV.

(3) The procedure shall include a hearing conducted by a person appointed by the Rector, who shall normally be a Faculty Principal or authorised nominee of such Faculty Principal, for the purpose of such hearing or for hearing such cases generally. The person hearing the case will be assisted by a senior member of academic staff.

(4) The Ordinance shall include provision for an appeal to a panel by a member of staff who has been given notice of dismissal under this Part, such appeal to be conducted in accordance with clause 4(1) and the requirements for appeals against dismissal prescribed by Schedule 2 to the Employment Act 2002. The procedure shall include provision for the panel to appoint a medically qualified assessor, in any case in which it considers it appropriate to do so. The member of staff may request that a medically qualified assessor is appointed to advise the panel. The panel will consider whether to appoint a medically qualified assessor at their discretion.

PART V: OTHER DISMISSALS

16. Non-renewal of a limited term contract

(1) The Rector, or other person or persons designated by the Rector, shall in every case where a limited term contract is due to terminate consider whether that contract should be renewed or extended or a contract of indefinite duration should be offered, having consulted the appropriate representatives in accordance with, and if and to the extent required by, section 188 of the Trade Union and Labour Relations (Consolidation) Act 1992 and having given an opportunity to the member of staff to make representations. In any case where the duty to consult appropriate representatives does not apply, and in such other cases as may be deemed appropriate by the Director of Human Resources, the member of staff shall have the right to make representations in person under a procedure prescribed by the Council, which shall not be less favourable than that required in the case of dismissal under Schedule 2 to the Employment Act 2002.

(2) The Ordinance shall include provision for an appeal to a panel by a member of staff who has been given notice of dismissal under this Part, such appeal to be conducted in accordance with clause 4(1) and the requirements for appeals against dismissal prescribed by Schedule 2 to the Employment Act 2002.

17. Probationary appointments

(1) This Part shall also apply to members of staff who have been appointed subject to review after a period of probationary service.
(2) The Council shall by Ordinance prescribe a procedure under which staff on probation shall be reviewed and shall include provision for non-confirmation in post at the end of the probationary period if their performance is found to be deficient or for any other substantial reason or reasons they are judged unsuitable to be confirmed in post. Such provision shall also include provision for a hearing in accordance with the requirements of Schedule 2 to the Employment Act 2002.

(3) The review referred to in sub-clause (2) may encompass matters which, in other circumstances, would fall to be dealt with under Parts II, III or IV of this Appendix.

(4) The Ordinance shall include provision for an appeal to a panel by a member of staff who has been given notice of dismissal under this Part, such appeal to be conducted in accordance with clause 4(1) and the requirements for appeals against dismissal prescribed by Schedule 2 to the Employment Act 2002.

18. Dismissal on other grounds

(1) This clause covers dismissals on any ground falling within clause 3(2) other than those covered by Parts II, III, IV and clauses 16 and 17 of Part V of this Appendix (i.e. “some other substantial reason of a kind such as to justify the dismissal of an employee holding the position which the employee held” (Employment Rights Act 1996, section 98(1)(b); “the employee could not continue to work in the position which he held without contravention (either on his part or on that of his employer) of a duty or restriction imposed by or under an enactment” (section 98(2)(d) or dismissal on the ground of having reached the retirement age for the post held).

(2) Dismissals covered by sub-clause (1) above shall be handled in accordance with a procedure prescribed by Ordinance, which shall include the right to be heard, prior to a decision to dismiss being taken, by a person appointed by the Rector for the purpose of conducting that hearing, and the right to appeal to a panel. The person hearing the case will be assisted by a senior member of academic staff.

(3) The Ordinance shall include provision for an appeal to a panel by a member of staff who has been given notice of dismissal under this Part, such appeal to be conducted in accordance with clause 4(1) and the requirements for appeals against dismissal prescribed by Schedule 2 to the Employment Act 2002.

19. Clinical staff

(1) This clause applies to a member of the clinical academic staff who is required to engage in clinical work or activities and for that purpose to be registered with the General Medical or Dental Council or similar body and/or to have an honorary or substantive contract or status with a National Health Service trust.
or similar body, and may by Ordinance be extended to other groups of staff in a similar situation.

(2) Where the registration, contract or status referred to in sub-clause (1) above is terminated, withdrawn or revoked, the Rector or his/her nominee, having first afforded an opportunity to the member of staff concerned to make representations in writing, will then meet with the member of staff in accordance with the requirements of Schedule 2 to the Employment Act 2002. The person hearing the case will be assisted by a senior member of academic staff.

(3) Where the Rector or his/her nominee dismisses the member of staff concerned; and where the registration, contract or status is suspended, the Rector or a person authorised so to act by the Rector may suspend the member of staff from employment for so long as the registration, contract or status is suspended, that suspension from employment to be without pay where the registration, contract or status has been suspended as a substantive disciplinary measure.

(4) The Ordinance shall include provision for an appeal to a panel by a member of staff who has been given notice of dismissal under this Part, such appeal to be conducted in accordance with clause 4(1) and the requirements for appeals against dismissal prescribed by Schedule 2 to the Employment Act 2002.

PART VI: GRIEVANCE PROCEDURES

20. Grievance Procedures

(1) The Council shall issue a Grievance Procedure in the form of an Ordinance for members of staff, and in doing so shall have regard to the requirements of the Statutory Grievance Procedure as set out in Schedule 2 to the Employment Act 2002, and to Section 2 of the Code of Practice referred to in clause 11 above.

(2) The Grievance Ordinance shall apply to grievances by members of staff concerning their appointments or employment or the terms and conditions of their employment, or in relation to other matters affecting themselves as individuals or their personal dealings or relationships with other members of the University, other than those for which provision is made elsewhere in this Appendix or in respect of the outcome of any matter dealt with under this Appendix (including, for the avoidance of doubt, any grievance about the conduct of or outcome of any disciplinary process), or where the Council has prescribed other procedures, provided those other procedures are no less favourable to the individual than under the Grievance Ordinance. The Ordinance will not apply to grievances raised collectively by an appropriate representative on behalf of more than one member of staff, and for which an alternative procedure is available.
(3) The Grievance Ordinance shall provide that consideration of a complaint under the Ordinance may be deferred if other proceedings under this Appendix concerning the individual and relevant to the application are pending or in progress.

(4) The Grievance Ordinance shall provide for the fair and speedy resolution of complaints, informally wherever possible, and for the complainant to be entitled to be assisted by any other member of staff or by a trade union representative at any hearings within the Ordinance.

(5) The Grievance Ordinance shall make provision for a member of staff who is dissatisfied with the outcome of a complaint to be able to appeal to a more senior officer of the University appointed for the purpose of hearing the appeal, or hearing grievance appeals generally, by the Rector, unless the complaint has been ruled frivolous, vexatious or invalid in accordance with the Ordinance.

(6) Any grievance within the scope of the Ordinance made under this clause which comprises or includes a grievance against the Rector shall be dealt with in accordance with the Ordinance, but subject to such modifications of the Grievance Ordinance as may be provided for by the Ordinance to ensure that the person or persons considering the grievance are not appointed by the Rector.
To The Queen's Most Excellent Majesty in Council

THE HUMBLE PETITION
of the Council of The Imperial College
of Science, Technology and Medicine

SHEWETH as follows:-

1. the Imperial College of Science and Technology was established by Royal Charter granted by His Late Majesty King Edward the Seventh on 8th July 1907 (hereinafter referred to as “the Charter of 1907”) combining the Royal College of Science, the Royal School of Mines and the City and Guilds College, for the purpose of giving the highest specialised instruction, and providing the fullest equipment for the most advanced training and research in various branches of science, especially in its application to industry.

2. The Imperial College of Science and Technology became a School of the University of London in 1908 and was redesignated as a College of the University of London in 1994.

3. On 22nd June 1988 the Royal Charter of the Imperial College of Science and Technology was amended by Order in Council to change the name of the body to the Imperial College of Science, Technology and Medicine (hereinafter referred to as “Imperial College”) with the purpose, inter alia, of carrying on the work of St. Mary’s Hospital Medical School, which School became united with Imperial College on 1st August 1988 in consequence of the Imperial College Act 1988.

4. On 1st August 1995, in pursuance of the policy of the University of London that the academic strength and financial viability of its Medical Schools should be enhanced by the merger of some of those Schools with certain of its multi-faculty institutions, the National Heart and Lung Institute transferred its assets and rights to Imperial College.

5. The Charing Cross and Westminster Medical School and the Royal Postgraduate Medical School also agreed that it was expedient that they should be united with Imperial College and provision was made for this in the Imperial College Act 1997, which also provided for the revocation of the Royal Charter granted by Your Majesty to the Royal Postgraduate Medical School on 25th February 1974.

6. On 24th June 1998 Your Majesty granted to Imperial College a new Charter (hereinafter referred to as “the Charter of 1998”), whereby the Charter of 1907 was replaced by one making suitable provision in consequence thereof.

7. On 1st August 2000 The College of St. Gregory and St. Martin at Wye became united with Imperial College by the Imperial College Act 1999.
8. Imperial College has now concluded that its objects and duties would be better achieved and performed if it were a separate university in its own right and in consequence the Council of the College has resolved to petition for the grant of a Supplemental Charter in terms of the draft herewith submitted and for the acceptance of the revocation of the Charter of 1998.

YOUR PETITIONERS therefore most humbly pray that Your Majesty may be graciously pleased in the exercise of Your Royal Prerogative to grant a Supplemental Charter to Your Petitioners in the terms of the draft herewith submitted or in such other terms as may to Your Majesty seem proper.

AND Your Petitioners will ever pray, &c.

THE COMMON SEAL of
The Imperial College of Science,
Technology and Medicine was hereunto affixed this twenty second day of January 2007
In the presence of:
1. A copy of the Financial Statements of the College and its subsidiary companies for the year ended 31 July 2006 is enclosed with these Papers.\(^{(1)}\)

2. The Financial Statements have been approved within the College and have been considered by the Audit Committee, which has recommended that they should be approved by the Council. The Audit Committee will make its own report to the Council in accordance with the Audit Code of Practice issued by the Higher Education Funding Council for England.

3. The Council is invited to consider and, if it sees fit, approve the Financial Statements for the year ended 31 July 2006.

M.P.K.

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1. The Financial Statements are not included with these Minutes.
INTRODUCTION

1. This Report covers the Audit Committee's work for the financial year 2005-06 and is set out in the format recommended by the Higher Education Funding Council for England (HEFCE) in its Audit Code of Practice.

TERMS OF REFERENCE AND MEMBERSHIP

2. The Committee’s terms of reference and membership for the year 2005-06 are attached at Appendix A. The Committee had a full complement of members for the entire year.

3. In December 2005, Mr. Hearn’s final term of office as a member of the Council, and hence his membership of the Audit Committee, ended. Dr. George Gray, who was already a member of the Committee, was appointed as the Committee’s Chairman in succession to Mr. Hearn and took up this appointment from 1 January 2006. Mrs. Philippa Couttie, a newly appointed member of the Council, was appointed to the vacancy on the Committee caused by Dr. Gray’s appointment as Chairman.

4. The final term of office of Mr. Roche, who was appointed to the Committee in 2004 because of his expertise in health and safety matters, is due to expire in November 2006. The Council has agreed that Ms. Carolyn Griffiths, the Chief Executive of the Railways Accident Investigation Board, will be appointed to the Council and the Audit Committee in succession to Mr. Roche. In order to ensure continuity and by way of induction, Ms. Griffiths attended the Audit Committee Meetings on 13 June and 8 November 2006 as an observer.

MEETINGS OF THE AUDIT COMMITTEE IN 2006

5. Since its last Report to the Council, the Audit Committee has held meetings on 15 February, 13 June and 8 November 2006.

INTERNAL AUDIT

6. Internal Audit services are provided in-house by the College’s Management Audit and Review section in accordance with the Operational Audit Plan (OAP) based upon the 2004/2006 Strategic Audit Plan (SAP) previously approved by the Audit Committee. The SAP was prepared in accordance with the Audit Code guidelines, additionally taking account of the college’s Risk Register of 13 high-level designated risks, and documenting the Audit Universe, that is, a listing of all auditable areas including traditional systems based reviews. These areas then formed the basis of the constituent Annual OAPs, which by their nature also took account of any subsequent significant variations in the organisational structures, changing needs and priorities of the college. Internal audit services were also provided to the Royal College of Art under contract arrangements which run until July 2007.

7. The Unit consists of the Head of Management Audit and Review, an Internal Audit Manager, Assistant Internal Audit Manager, and three Auditors. KPMG provided additional specialist Computer Audit via a Manager reporting to the Head of Management Audit and Review. The audit resource (1) deployed amounted to 895 days against a budget figure of 1052 days. The shortfall was directly attributable to an unprecedented level of staff sickness incurred by two

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1. After excluding all leave, administration, internal consultancy and the RCA contract.
members of the team – both of whom have subsequently resigned. Of the 895 days 169 days were spent on certification work in respect of FP6 Research Contracts and HEFCE Capital Expenditure.

8. In all, 30 internal audit reports were issued during the year as well as 67 FP6 Research Contract Audit Certificates to the value of €4.69m and 6 HEFCE Capital Grant Certificates to the value of £5.45m. A copy of each audit report is passed to the College Secretary for information and discussion as appropriate at monthly management meetings in respect of significant findings and recommendations arising from the reviews. A further copy is issued to the Director of Finance so that he may be aware of any control issues and/or recommendations impacting upon the central finance function. The Audit Committee also receives a regular update on completed internal audit reports, which includes a summary of specific issues arising from the audits.

9. The HEFCE Audit Code requires the provision by the head of internal audit of an opinion on the adequacy and effectiveness of the institution’s arrangements for risk management, control and governance, and value for money - and the extent to which the governing body can rely on them. The findings of the audit reviews undertaken in accordance with the Operational Plan for the year ended July 2006 including the follow-up of action taken by management to address previous recommendations, provides the basis on which the annual internal audit opinion can be given.

10. Subject to the scope and objectives of reviews conducted in accordance with the 2005-06 Internal Audit Operational Plan, coupled with the principle that examinations are necessarily conducted on a sample basis, the Head of Management Audit and Review has concluded that the Governing Body of Imperial College may rely upon the reasonable steps taken by management to ensure that there are satisfactory arrangements in place for risk management, and control and governance, coupled with appropriate mechanisms for securing economy, efficiency and effectiveness (value for money) within the institution.

EXTERNAL AUDIT

11. External audit services are provided by PricewaterhouseCoopers (PwC), who were re-appointed as the College’s External Auditors for a period of five years from 1 August 2004 following a tendering process conducted by the College. At its meeting in June 2006 the Committee considered the External Audit Strategy for the preparation of the Financial Statements for the year ended 31 July 2006. The Committee noted that there were not any material changes in the accounting principles and policies to be used during the year, except in relation to the first time adoption of FRS17, which is concerned with pension provisions. In carrying out the audit, the Auditors would be concentrating on key risks including:

a. The Initial Public Offering (IPO) of shares in Imperial Innovations Ltd.

c. The judgements required for the provision balances held by the College (i.e. research account balances etc.).

d. The large number of capital schemes in which the College was engaged.

12. The formal opinion of the Auditors is given in the Financial Statements for the Year Ended 31 July 2006 and in the External Auditors’ Report to the Audit Committee. The Report to the Audit Committee included a note of matters of governance interest, identified audit and accounting issues that had arisen during the audit, noted future developments and made a number of recommendations regarding the College’s internal controls. The audit and accounting issues identified included:

a. The Imperial Innovations Group plc (“Innovations”) listing on the AIM market, the accounting for which was complex. The auditors confirmed that they were satisfied that the correct accounting had been applied and that the disclosure of this significant transaction was appropriate.
b. **Related Parties Reporting.** The Rector and other College employees had purchased shares of Innovations in the public offering and in total this had been disclosed in the notes to the accounts. The Committee agreed that there was no need to extend this disclosure requirement to include external members of the Council.

c. **Funding and Covenants.** During the year, the College raised an additional £50m through a private placement of debt. The auditors were satisfied that the College had appropriately accounted for the hedge component of this transaction under current accounting standards and that the College had appropriate procedures in place to monitor compliance with funding covenants.

d. **Provisions.** The auditors confirmed that they were satisfied that management’s estimates for provisions were reasonable.

e. **Pension Schemes.** The auditors confirmed that the disclosure in note 32 to the financial statements fully met the requirements of FRS 17.

f. **Endowments.** The College holds £53.2m in specific and general endowments. The auditors recommended that the College continue to review the replenishment plans and monitor the spending on individual funds.

g. **Estates.** This area was reviewed because of the large number of capital projects and because last year’s management letter had noted a lack of sufficient budgetary control within the Estates function. The auditors were pleased to report that no issues had been identified this year.

h. **Research.** The auditors reviewed the implementation of the Oracle grants module as well as the implementation of full economic costing. As with Estates, no issues were identified as a result of this work.

**VALUE FOR MONEY (VfM)**

13. Responsibility for delivering initiatives to secure economy, efficiency and effectiveness rests with the College’s senior management. The Committee has previously agreed that the responsibility for considering VfM initiatives lies with the College’s Management Board and that an opinion, based on its review during the year, should be included in the Internal Audit annual report to the Audit Committee.

14. In 2006 KPMG conducted a review of the College’s VfM arrangements, which concluded that the College’s current arrangements more than met HEFCE’s requirements and demonstrated good practice in a number of areas. The Review Report was considered by the Management Board in September 2006 while the annual report on VfM initiatives was presented to the Management Board in October 2006. As a result of the KPMG Review, the Management Board approved a revised Value for Money Policy for the College. A copy of both reports, together with the VfM Policy was considered by the Audit Committee at its Meeting in November and, on that basis, the Committee can confirm that appropriate management systems are in place for the evaluation and monitoring of the College’s VfM strategy.

**RISK MANAGEMENT**

15. Since 2003 HEFCE has required higher education institutions to comply with the Turnbull and Combined Code Recommendations on Corporate Governance. This means that, when the governing body of a higher education institution approves that organisation’s annual accounts by 31 December each year, it should state whether or not it is satisfied that all material risks facing the institution have been identified. To meet this requirement the College’s Risk Management
Policy stipulates that the Management Board will carry out an annual review of the College’s Risk Register and Action Plan in July. The Management Board’s recommendations are then to be passed to the Audit Committee for consideration so that the Committee can, in turn, make its report to the Council.

16. In addition to conducting its annual review of the College’s Risk Register the Management Board and Audit Committee also commissioned KPMG to review the College’s Risk Management Procedures. As well as conducting this review, KPMG was also asked to facilitate a more fundamental review of the College’s Risk Register and Action Plan. This was achieved through a Risk Assessment Workshop involving members of the Management Board and other senior staff in the College, which was held on 31 July 2006. The KPMG Review confirmed that the College has an adequate risk management process in place, which at least meets the minimum requirements/expectations and that some areas demonstrated that the College was following good practice. The Review also made a number of recommendations for enhancing the College’s procedures which have been accepted by the Management Board and have resulted in revised Risk Management Policy and Procedures, which were approved in October 2006.

17. In the light of these reviews, the Audit Committee is satisfied that the College’s Risk Management Policy and associated procedures have been implemented effectively, that the College is operating in accordance with the Turnbull and Combined Code Recommendations and that it is in full compliance with HEFCE’s current Accounts Direction.

HEALTH AND SAFETY

18. Following the Council’s review of governance in 2004, it was agreed that the Audit Committee monitor the College’s arrangements for managing health and safety in the overall context of risk management and thereby provide the Council with an assurance that the College was not only fulfilling its legal obligations but was also targeting cost-effective, continuous improvement in health and safety.

19. In its report last year the Audit Committee suggested that the College should consider commissioning an annual external audit of health and safety management and performance. Such a report would enable the Audit Committee to assure the Council that the College had appropriate systems in place and that these were being followed. In response to that recommendation, the College commissioned Health and Safety Technology and Management Limited (HASTAM) to review the College’s health and safety management arrangements to confirm whether the College’s health and safety systems were fit for purpose, were in line with best practice and were being followed.

20. The HASTAM Report confirmed that overall the College’s technical and procedural arrangements were satisfactory and recognised that Imperial’s approach had put a particular emphasis on controlling specific high hazard risks where specialist advice was required. In certain areas, such as the management of Biological Safety the current arrangements were considered to be of “international class-leading standard”. However, the Report identified a number of areas where improvement was necessary and made a number of far-reaching recommendations on how this might be achieved. In response, the College’s Health and Safety Management Committee has established a working group, led by the College Secretary and with representation from the Faculties, to take forward the implementation of the Report’s recommendations. This will ultimately result in the development of the new safety management system (SMS) for the College, incorporating a new College Policy on Health and Safety, as recommended by HASTAM.

21. At its meeting in November 2006 the Committee considered the HASTAM Report as well as the annual report on health and safety prepared by the Health and Safety Management Committee.
22. In the light of the HASTAM review and the accompanying Management Action Plan, the Audit Committee is satisfied that the College is fulfilling its legal obligations and that, while there are some deficiencies in the College’s current systems, there is a clear commitment to address these with the aim of providing continuous improvement in health and safety.

INTERNAL AUDIT REVIEW

23. Over the period May to July 2006 a review of the College’s Internal Audit function was carried out by Deloitte & Touche Public Sector Internal Audit Limited (Deloittes). The Report of this Review included 16 recommendations and concluded that “the Internal Audit Department’s procedures have failed to keep pace with the transition from system-based to risk-based audit. As a result the planning, conduct and reporting of audits fall short of current best practice in a number of ways and need to be improved”. Following careful consideration of the Report at its meeting in October 2006, the College’s Management Board decided that the internal audit function should be closed and that consideration should be given to identifying an external supplier who could meet the more relevant audit needs of the College.

24. Deloittes’ Report was considered by the Audit Committee at its meeting on 8 November 2006 when it endorsed the approach adopted by the Management Board.

OTHER WORK UNDERTAKEN

25. **Review of College Authorites.** At its meeting in February the Committee received a report on the Review of College Authorities that had been conducted by the Finance Division, the recommendations of which had been approved by the Management Board and were being implemented.

26. **Imperial College Union Auditors.** Following a tender process involving the College’s Director of Finance and a member of the Audit Committee Knox Cropper had been appointed as the Union’s external auditors.

27. **Criminal Records Bureau Audit.** At its meeting in June the Committee received a report of an assurance visit conducted by the Criminal Records Bureau for information

28. **HEFCE Audit Service.** The HEFCE Audit Service carried out an evaluation of the College’s risk management, control and governance arrangements in January 2006, the final report of which was presented to the Committee at its meeting in November 2006. In general, the review concluded that the College’s arrangements offered a high level of assurance.

OPINION

29. In its terms of reference included in this Report, the Council has delegated to the Audit Committee the responsibility for reviewing the effectiveness of the College’s financial procedures, in order that it can assure the Council that funds from HEFCE have been used only for the purposes for which they have been given, that public funds and those received from other sources have been safeguarded, and that the management of the College’s resources and expenditure has been such as to secure their use in an economic, efficient and effective way.

30. Given the assurances contained in the reports made to the Audit Committee during the year by the Internal and External Auditors, and in the summaries of their annual reports to the Audit Committee contained in this Report, together with those received from the College management, the Audit Committee is now able to give the Council the necessary assurances that the Council’s responsibilities have been satisfactorily discharged.

Dr. G.G. Gray  
Chairman, Audit Committee
TERMS OF REFERENCE

(i) To keep under review the effectiveness of internal control systems, and in particular to review the external auditors’ management letter, the internal auditors' annual report, and management responses.

(ii) To consider the Annual Financial Statements in the presence of the external auditor, including the auditor’s formal opinion, the statement of members’ responsibilities and any corporate governance statement.

(iii) To monitor the implementation of agreed recommendations arising from internal and external audit reports.

(iv) To advise the Council on the appointment of the external auditors, the audit fee, the provision of any non-audit services by the external auditors and any questions of resignation or dismissal of the external auditors.

(v) To review the internal auditors’ audit needs assessment and the audit plan; to consider major findings of internal audit investigations and management's response; and 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 College’s needs.

(vi) To satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness.

(vii) To monitor the effectiveness of the College’s risk management policy and procedures, and in this regard, to receive annual reports from the Rector on Risk Management and the management of Health and Safety within the College.

(viii) To receive any relevant reports from the National Audit Office, the HEFCE and other organisations.

(ix) To monitor annually the performance and effectiveness of external and internal auditors.

(x) To report to the Council at least annually on its activity for the year and to give its opinion on the extent to which the Council may rely on the internal control system and the arrangements for securing economy, efficiency and effectiveness.

(xi) The Committee shall have the authority to call for any information from College officers, external and internal auditors and others which it considers necessary to discharge its responsibilities effectively.

CONSTITUTION

The Committee and its Chairman shall be appointed by the Council from among its own members and must consist of members with no executive responsibility for the management of the College. No member of the Audit Committee may also serve on the College’s Finance Committee or its equivalent.
A Chairman to be appointed by the Council from among the external members of the Council.

Three members, at least one of whom shall have recent and relevant expertise and experience in finance, accounting or auditing, to be appointed by the Council from among the external members of the Council.

In attendance:
The Rector
The Deputy Rector
The College Secretary
The Director of Finance
The Head of Management Audit and Review.
A representative of the external auditors

Secretary
Head of Central Secretariat and Assistant Clerk to the Court and Council

Present Membership:

Mr DP Hearn (Chairman) (until 31 December 2005)
Dr GG Gray (Chairman from 1 January 2006)
Mrs P Couttie (from 1 January 2006)
Mr AD Roche
Dr DJ Wilbraham
Ms K Kantor (co-opted)

MEETINGS AND REPORTING:

The Committee shall meet not less than three times a year. The external auditors or the Head of Management Audit and Review may request that additional meetings be held if they consider it necessary.

The minutes of meetings of the Committee will be circulated to all members of the Council.

The Committee will prepare an annual report covering the College’s financial year and any significant issues up to the date of preparing the Report. The Report will be addressed to the Rector and to the Council and will summarise the activity for the year. It will give the Committee’s opinion on the adequacy and effectiveness of the College’s arrangements for:

a. Risk Management, control and governance, including the accuracy of the statement of internal control included with the annual statement of accounts.

b. Economy, efficiency and effectiveness (value for money).

This Report will be presented to the Council at its meeting in December, before the members’ responsibility statement in the Annual Financial Statements is signed.

The Committee will also provide an annual statement on the College’s Accounts to the Court at its annual meeting.

QUORUM:

The quorum shall be the Chairman and one other member.
1. A good start to the financial year has been made in the first quarter. An operating surplus of £1.7M has put the College onto the front foot from the start.

2. All Faculties have shown growth in research income and contribution, with an overall 19% increase on last year’s income. The only noteworthy concern in the Faculty performance lies in the low level of FEC Research Council grant income. It should be noted that our peer group is all voicing the same concern.

3. Student registrations are up on last year: 8,375 undergraduates (4% up) and 3,774 post-graduates (9.7% up). It is likely that fee income will exceed budget, with a 16% increase on last year already recorded.

4. In non-academic units, costs are broadly on budget. Timing differences explain an ICT surplus of c. £400k; whilst the deficit against budget in Facilities Management should unwind as certain energy costs are adjusted. A reasonable start to the year has been made in Commercial Services, where the Sports Centre’s success continues and where Catering, under a new manager, is making pleasingly good progress. The restructuring of the finance team in this department is now completed, as is the reorganisation of Reception Services, both of which should result in a better service at lower cost.

5. The cash position of the College remains healthy, with an inflow of £11M and net debt at £10.5M at 31 October. This cash performance has been achieved notwithstanding £7.7M of capital expenditure in the quarter. A poor work-in-progress (WIP) performance in August and September was reversed in October, the 31 October WIP figure being £32.5M. The net interest cost in the first quarter was a gross £453k, reflecting cash flow and Treasury management. Recent interest rate rises have aided our interest cost position, which is better than budget.

6. The College Fund had a good start to the year. A 4.5% return for the investment portfolio was achieved in the quarter, compared to a target of 1.9%. On non-core property, work on 52 Exhibition Road is complete and detailed plans are in hand for properties in Silwood Park and Prince’s Gardens. Innovations’ first set of public results were published on 16 November. Presentations to shareholders, analysts and press are to be held. The report of the College Fund for the year ended 31 July 2006 is separately presented. The debate at the Away Day produced some interesting inputs into the way in which the academic community would like to see the College Fund develop.

7. On a more general note, two issues are worth noting: changes to nature of the provision of Internal Audit were endorsed by the Audit Committee; and the audit of the College’s financial results for 2006-07 was completed efficiently and with professionalism, thanks to Andrew Murphy, Hameed Khan and their colleagues in the Finance Department.

M.P.K

1. The detailed Finance Management Report is not included with these Minutes.
INTRODUCTION

1. 2005/06 was the first formal year of operation for the College Fund – therefore this report will focus on the broader activities of the Fund as well as the performance of the Unitised Liquid Investment Portfolio (ULIP). The Fund manages three key asset groups:

   a. The long term donations, gifts and trusts that the College has received – these funds are held in the portfolio historically monitored and reported on by the Investments Committee. The College Fund is in the process of restructuring this portfolio so that new gifts can be used by the beneficiary to purchase ‘units’. Based on the Yale Endowment model, ‘unitholders’ will be entitled to a 4% annual distribution from the ULIP as well as the ability to draw down capital (i.e. sell some of the holding) if the terms of the gift permit it.

   b. Non-core property – *i.e.* property that can, *in extremis*, be sold without detriment to the academic mission.

   c. The College’s shares in Imperial Innovations

ULIP

2. The management of the ULIP is undertaken by the Chief Operating Officer and the Investment Director, with an Investment Committee that meets on a quarterly basis to monitor performance and advise on investment decisions. During the last financial year, the following attended meetings of the Committee:

   Dr Martin Knight (Chairman)  Mr Paddy Linaker
   Professor David Begg        Professor David Miles
   Mr John Heskett            Mr John Anderson
   Mr Simon Leathes            Mrs Catherine Hainsworth (Sec)

3. The Fund operates the ULIP against the performance target established by Council; to deliver a 4% total real return after accounting for fees. Over the year the total return achieved, net of fees, was 12.5%. So the fund comfortably outperformed the 4% total real return target of 7.3% by 5.2%. The fund also continues to outperform this objective over a ten-year period, as demonstrated in the Table below.
4. The ULIP underwent some significant changes in asset allocation and fund management over the year. This has resulted in the complete liquidation of the College’s fixed income holding (c. £6M); a further investment of £1.9M from cash into UK Equities; the movement of the College’s holding in Capital International’s UK Equity fund over to alternative UK equity managers and the introduction of a Fauchier managed fund of Hedge Funds. The fundamental decision at the asset class level was the complete move out of Fixed Income. The Committee felt that, on review, Fixed Income is now valued at a level where it was no longer capable of contributing to the overall investment target, and they therefore supported the use of a Property Fund and Fund of Hedge Funds as a surrogate to provide a more fairly valued source of lower risk solid returns.

5. At the Manager level, the Committee were no longer satisfied that Capital Internationals underlying management style in their UK equity fund was providing real value, and indeed it significantly underperformed its UK equity peers over the period. The Committee recommended that the holding in the Capital International Institutional UK Equity Fund be liquidated and redistributed across the portfolio. The necessary trades to achieve this were undertaken on 1 December 2005. The change in the asset allocation position was therefore as follows:

<table>
<thead>
<tr>
<th>Asset Class</th>
<th>Strategic Allocation</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30 Jun 05</td>
<td>30 Sep 05</td>
</tr>
<tr>
<td>UK Equity</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Global Equity</td>
<td>30%</td>
<td>25%</td>
</tr>
<tr>
<td>Fixed Income</td>
<td>15%</td>
<td>10%</td>
</tr>
<tr>
<td>Fund of Hedge Funds</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>UK Property</td>
<td>0%</td>
<td>10%</td>
</tr>
<tr>
<td>Cash</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

6. Reference to the more detailed performance figures at Annex A demonstrates that the recent asset allocation decisions have all worked positively for the Fund. Property (added in June 2005 and thus mostly impacting in the 2005/06 financial year) has returned 19.7% for the year; whilst the Fund of Hedge Funds (added for the diversification benefit) has returned 5.7%. The asset removed from the portfolio to make way was Fixed Income – which returned -4.4% over the twelve month period. Had the portfolio remained as per the June 2005 asset allocation, the benchmark return over the period would have been 10.5%
against the actual performance of 12.5%. This vindicates the Investment Committee’s view that it is the asset allocation decisions rather than manager selection that are the key to performance.

7. Having said that, the under performance of Global Equities on a comparative basis was disappointing. At the asset allocation level this remained a solid asset to hold – returning 7.6% on the basis of the FTSE World ex UK (GBP) index. However, Capital’s performance over this period fell short of that comparative benchmark at just 7.0%. Following a review of their performance, their mandate has since been revoked, with the funds being moved over to Legal & General's global equity tracker funds and an Emerging Markets ‘iShare’.

**NON-CORE PROPERTY**

8. The College Fund held the following non-core property assets at the end of the financial year:

a. **Sports Centre Flats** - Brought into operation in November of 2005, and are being managed with a target net yield of 5% per annum (i.e. £290k per annum) – the properties achieved an occupancy rate of above the target 85% before the end of the financial year, and are currently returning over £32k per month. Assuming this performance is maintained the operation target will be comfortably achieved.

b. **52 Prince’s Gate** – Identified as short term decant space during the development of the Sherfield Building and the Fund has refurbished the premises (at a budget of £700k) and made the building available to the College rent free until May 2007. The longer term plans for the building are to find a commercial tenant for the lower floors, retaining the upper floors for guest room accommodation.

c. **Farm and Lodges at Silwood Park** – Architects and planning advisers have been appointed to develop certain properties at Silwood for the open residential market. The target capital uplift if planning if achieved in c.£1.5M.

9. The College Fund has also identified a pipeline of additional non-core property assets to be transferred over the next three years – the key assets being as follows:

<table>
<thead>
<tr>
<th>Asset</th>
<th>‘Acquisition value’</th>
<th>Target year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secret Garden/ Cottage</td>
<td>£0.75m</td>
<td>2006/07</td>
</tr>
<tr>
<td>47 Prince’s Gate</td>
<td>£5-7m</td>
<td>2006/07</td>
</tr>
<tr>
<td>Silwood Business Centre</td>
<td>£3-3.5m</td>
<td>2006/07</td>
</tr>
<tr>
<td>Prince’s Gardens Mews</td>
<td>£1.5m</td>
<td>2006/07</td>
</tr>
<tr>
<td>46-48 Prince’s Gardens</td>
<td>£12-15m</td>
<td>2007/08</td>
</tr>
<tr>
<td>Pembridge Gardens</td>
<td>£12-16m</td>
<td>2008/09 onwards</td>
</tr>
</tbody>
</table>

**IMPERIAL INNOVATIONS**

10. Having entered into a Private Placement of shares in Imperial Innovations in April 2005, the next step was to take the company onto the public markets through a listing on AIM. This was achieved at a Market Capitalisation of c.£180m on 31 July 2006. The Company raised £26M in net proceeds from the float, and the College Fund’s 59% retained stake in the company was valued at £113.7M at the end of the first days trading – the share
price moving from 3.65 to 3.875 on the day. The successful IPO gave the Fund an impressive 60% return on its investment in Innovations during the year.

**SUMMARY**

11. The College Fund had a value of £186.7M at the end of the last Financial Year with an overall asset breakdown as follows:

<table>
<thead>
<tr>
<th>Portfolio By Asset Class</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK Equity</td>
<td>61%</td>
</tr>
<tr>
<td>Global Equity</td>
<td>19%</td>
</tr>
<tr>
<td>Property fund</td>
<td>7%</td>
</tr>
<tr>
<td>Cash</td>
<td>3%</td>
</tr>
<tr>
<td>Direct Property</td>
<td>3%</td>
</tr>
<tr>
<td>Imperial Innovations</td>
<td>5%</td>
</tr>
<tr>
<td>Hedge Funds</td>
<td>3%</td>
</tr>
</tbody>
</table>

12. The Fund has set a growth target of £210M by the end of the current Financial year – and a longer term target of reaching £320M by 31 July 2010. The key components in this growth target are new gifts and donations through the Centenary Campaign; the exploitation of the non-core property pipeline identified above and crucially the ongoing success of Imperial Innovations.

JRA
Nov 06
# Performance of the Unitised Liquid Investment Portfolio

**Year ended 31 July 2006**

<table>
<thead>
<tr>
<th>By Fund</th>
<th>Opening %</th>
<th>Additions/ (redemptions)</th>
<th>Closing %</th>
<th>Capital</th>
<th>Yield</th>
<th>Total</th>
<th>Investment Target</th>
<th>Comparative Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>M&amp;G Charifund</td>
<td>£ 11.62 20%</td>
<td>£ 4.00</td>
<td>17.41 27%</td>
<td>13.2%</td>
<td>4.1%</td>
<td>17.3%</td>
<td>7.3%</td>
<td>17.3%</td>
</tr>
<tr>
<td>L&amp;G UK Index Trust (Inc)</td>
<td>£ 4.52 8%</td>
<td>£ 8.47</td>
<td>14.88 23%</td>
<td>13.3%</td>
<td>2.8%</td>
<td>16.1%</td>
<td>7.3%</td>
<td>17.3%</td>
</tr>
<tr>
<td>Capital Int’l UK Equity</td>
<td>£ 11.13 19%</td>
<td>£ (7.92)</td>
<td>3.04 5%</td>
<td>1.3%</td>
<td>1.7%</td>
<td>3.0%</td>
<td>7.3%</td>
<td>5.0%</td>
</tr>
<tr>
<td>Capital Int’l Global Equity</td>
<td>£ 14.35 25%</td>
<td>£ (2.78)</td>
<td>12.72 20%</td>
<td>5.3%</td>
<td>1.7%</td>
<td>7.0%</td>
<td>7.3%</td>
<td>7.6%</td>
</tr>
<tr>
<td>Charities Property Fund</td>
<td>£ 4.86 8%</td>
<td>£ 5.42</td>
<td>10.28 9%</td>
<td>13.7%</td>
<td>6.0%</td>
<td>19.7%</td>
<td>7.3%</td>
<td>21.6%</td>
</tr>
<tr>
<td>Cambridge Absolute Rtn</td>
<td>£ - 0%</td>
<td>£ 6.00</td>
<td>6.34 10%</td>
<td>5.7%</td>
<td>0.0%</td>
<td>5.7%</td>
<td>7.3%</td>
<td>4.3%</td>
</tr>
<tr>
<td>L&amp;G Fixed Income</td>
<td>£ 5.95 10%</td>
<td>£ (5.84)</td>
<td>0.06 0%</td>
<td>-6.1%</td>
<td>4.3%</td>
<td>-1.8%</td>
<td>7.3%</td>
<td>-4.4%</td>
</tr>
<tr>
<td>Ceres Power Shares</td>
<td>£ - 0%</td>
<td>£ 0.80</td>
<td>0.71 1%</td>
<td>-9.6%</td>
<td>0.0%</td>
<td>-9.6%</td>
<td>7.3%</td>
<td>-3.1%</td>
</tr>
<tr>
<td>Cash</td>
<td>£ 6.10 10%</td>
<td>£ (3.35)</td>
<td>2.90 5%</td>
<td>0.0%</td>
<td>4.4%</td>
<td>4.4%</td>
<td>7.3%</td>
<td>4.5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>By Asset Class</th>
<th>Opening %</th>
<th>Additions/ (redemptions)</th>
<th>Closing %</th>
<th>Capital</th>
<th>Yield</th>
<th>Total</th>
<th>Investment Target</th>
<th>Comparative Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK Equity</td>
<td>£ 27.27 47%</td>
<td>£ 5.35</td>
<td>33.64 57%</td>
<td>13.8%</td>
<td>3.3%</td>
<td>17.1%</td>
<td>7.3%</td>
<td>17.3%</td>
</tr>
<tr>
<td>Global Equity</td>
<td>£ 14.35 25%</td>
<td>£ (2.78)</td>
<td>11.57 20%</td>
<td>5.3%</td>
<td>1.7%</td>
<td>7.0%</td>
<td>7.3%</td>
<td>7.6%</td>
</tr>
<tr>
<td>Fixed Income</td>
<td>£ 5.95 10%</td>
<td>£ (5.84)</td>
<td>0.11 0%</td>
<td>-6.1%</td>
<td>4.3%</td>
<td>-1.8%</td>
<td>7.3%</td>
<td>-4.4%</td>
</tr>
<tr>
<td>Property</td>
<td>£ 4.86 8%</td>
<td>£ -</td>
<td>5.42 9%</td>
<td>13.7%</td>
<td>6.0%</td>
<td>19.7%</td>
<td>7.3%</td>
<td>21.6%</td>
</tr>
<tr>
<td>Absolute Return Funds</td>
<td>£ - 0%</td>
<td>£ 6.00</td>
<td>6.34 10%</td>
<td>5.7%</td>
<td>0.0%</td>
<td>5.7%</td>
<td>7.3%</td>
<td>4.3%</td>
</tr>
<tr>
<td>Cash</td>
<td>£ 6.10 10%</td>
<td>£ (3.35)</td>
<td>2.90 5%</td>
<td>0.0%</td>
<td>4.4%</td>
<td>4.4%</td>
<td>7.3%</td>
<td>4.5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>By Portfolio</th>
<th>Opening %</th>
<th>Additions/ (redemptions)</th>
<th>Closing %</th>
<th>Capital</th>
<th>Yield</th>
<th>Total</th>
<th>Target</th>
<th>Comparative Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>£ 58.53 100%</td>
<td>£ (0.62)</td>
<td>£ 63.42 100%</td>
<td>9.6%</td>
<td>2.9%</td>
<td>12.5%</td>
<td>7.3%</td>
<td>13.1%</td>
</tr>
</tbody>
</table>

**Notes.**

1. On 14 October 2005 the College disposed of its holdings in the L&G All Stocks Gilt Index fund and the L&G Fixed Interest Index fund. The realised funds were invested in the L&G UK Index Trust fund.
2. On 30 November 2005 the College disposed of its holding in the Capital International UK Equity fund. £4.0M was invested in the M&G Charifund, £6.0M was placed as an initial investment in the Cambridge Absolute Return Partnership, and the remaining £0.7M was placed with the L&G UK Index Trust fund, and the was liquidated Council 24th November 2006.
3. On 21 April 2006 the College received 250,000 shares in Ceres Power Holdings plc valued at £785,475.
4. L&G UK Index Trust distributes income so net dividends not reinvested - hence performance below FTSE All Share Total Return Index

**Benchmarks used are:**
- FTSE UK All Share - Total Return
- FTSE World ex UK Total Return (GBP)
- UK Bonds - FTSE Actuaries Government Securities - UK Gilt - All Stocks Index - Total Return
- Merrill Lynch Bond Indices - UK High Yield Total Return
- Investment Property Databank - All Property Total Return Index
- Hedge Fund Research - Equal Weighted Strategies GBP index.
INTRODUCTION

1. This Paper has been prepared in the light of progress made on three major projects: Eastside, L Block and Exhibition Road. There are also a number of other projects under discussion in College. The Paper addresses how the College may undertake its major capital investment programme over the next 5 years, and highlights the associated level of debt that would be required.

2. The analysis is based upon the College’s cash flow model, as used in the Council’s debt paper, and the borrowing ceiling of 70% of the market value of the College Fund, as agreed by the Council.

THE CAPITAL PROGRAMME

3. The College staff have prepared a significant building development programme, as set out in the attached Annex, that totals approximately £720M of capital investment over the next 5 - 7 years. Of this, c. £315M is to be “College funded” with £172M to be spent over the next 3 years, which compares with £117M over the last 3 years.

4. The programme has been reviewed by the Portfolio Review Board (PRB), which agreed a number of changes from the original submissions, and has the following highlights:

   a. The Exhibition Road Building, BP or Mechanical Engineering driven, has a College funding requirement of some £55M. It can start on site in the first half of 2008, which reflects the likely planning timescale.

   b. The Molecular Biosciences Building cannot start until after the Exhibition Road complex is completed in 2010/11.

   c. Hammersmith L block, £60M, will get approval in 2006/07. A further £20M of external funding, in addition to the £20M already promised from Wellcome and the MRC, is required.

   d. The J block development at Hammersmith will not start until after L block is completed.

   e. If Eastside, at a capital cost of £65M, is not started in 2007 it will not be started until after 2012.

   f. Due to the dependency of the borrowing limit on the College Fund valuation, there is no slippage to the planned Fund capital expenditure programme.

   g. The Library Phase 2 refurbishment, (£5.2M) will take place in 2007/08.

   h. Plant Sciences relocation will take place in 2006/07.
i. The £7.5M investment for the Kennedy at Charing Cross will be in 2008/09.

j. St Mary's has £9.3M of capital investment in 2007/08 and 2008/09, one year later than originally requested in the Faculty of Medicine business plan.

k. The refurbishment of the Guy Scadding Building may take place in 2007/08, with £4M raised externally and £0.5M funded by the College.

l. The Fisher Hall refurbishment will take place in 2009.

5. The outline programme cash flow projections are attached at Annex A.

ASSUMPTIONS

6. There are a number of key assumptions made in the cash flow model used to arrive at the figures in the Table at Annex A:

a. The Operating cash flow is based upon the Council debt paper model.

b. Cash generated from working capital is flat. Whilst historically we have generated £5 to 10M p.a. of cash from working capital, the assumption is that there is not a significant reversal of the current very high level of research payments in advance, nor is there any significant improvement in our research work in progress position.

c. We are not clear over the amount of money that the Centenary Campaign will raise or where it will be spent. However the following assumptions have been made:

<table>
<thead>
<tr>
<th>In £M</th>
<th>To date</th>
<th>2006/07</th>
<th>2007/08</th>
<th>2008/09</th>
<th>2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>To College Fund</td>
<td></td>
<td>1</td>
<td>14</td>
<td>20</td>
<td>15</td>
</tr>
<tr>
<td>Other (shown as capital reduction)</td>
<td></td>
<td>10</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>122</td>
<td>1</td>
<td>24</td>
<td>30</td>
<td>25</td>
</tr>
</tbody>
</table>

d. £50M of SRIF 4 money is assumed for spend 2008 – 2010.

e. The College Fund grows in line with current projections from £187M at 31 July 2006 to £292M at 31 July 2009. This is crucially underpinned by the anticipated growth in the market value of Innovations and the continued handover and development of non-core property assets. The associated capital costs of such development activity are included in the Capital Plan.

RISKS AND OPPORTUNITIES

7. There are a number of risks and opportunities that have been identified:

8. Risks.

a. The College's income may not grow in line with the current projections. There is greater uncertainty than normal about Research Council grant income given the introduction of FEC.
b. The Centenary Campaign may not deliver £80M as highlighted above.

c. The College Fund may not grow in line with expectations and thus the borrowing ceiling may be lower than projected.

d. There may be a reduction in the current levels of advance payments on Research contracts.

e. The capital projects have not yet been designed or costed in detail and so could increase in cost from the figures used in the projections.

9. **Opportunities.**

a. Working capital does continue to yield £5-10M p.a. of cash, in line with historical trends.

b. SRIF 4 funding could be greater than £50M; it could, in line with our SRIF 3 allowance, be closer to £75M.

c. Cash flow has historically been better, by £15M p.a., than projected.

d. The capital projects have not yet been designed or costed in detail and so could reduce in cost or be valued engineered less expensively.

e. Advance payments could continue at strong levels, given the expansion of the College’s international research activity.

**CONCLUSIONS**

10. Based upon the assumed project timings and the already established external funding commitments detailed in the capital programme above, the College’s debt would peak at £170M in 2008/09, which is within our current borrowing facilities of £173M and importantly is some £30M below the borrowing ceiling. Therefore, on the basis of the above, the College can afford to proceed with a capital expenditure plan, which includes starting the work on Eastside, Exhibition Road, and L Block.

M.P.K.
# THE CAPITAL PROGRAMME

## Approved projects

<table>
<thead>
<tr>
<th>Source of funding</th>
<th>HEFCE</th>
<th>Other External</th>
<th>College funded</th>
<th>Prior yrs</th>
<th>06/07</th>
<th>07/08</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total cost</strong></td>
<td>297,404</td>
<td>132,546</td>
<td>48,013</td>
<td>116,833</td>
<td>51,138</td>
<td>55,357</td>
</tr>
</tbody>
</table>

## Proposed projects

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Estimated cost</th>
<th>Source of funding</th>
<th>Total Co</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HEFCE</td>
<td>Other External</td>
<td>College funded</td>
</tr>
<tr>
<td>Exhib Road (BP / Mech Eng)</td>
<td>80,000</td>
<td>25,000</td>
<td>55,000</td>
</tr>
<tr>
<td>Molecular Biosciences</td>
<td>60,000</td>
<td>60,000</td>
<td></td>
</tr>
<tr>
<td>Hammersmith L Block</td>
<td>60,640</td>
<td>40,000</td>
<td>20,640</td>
</tr>
<tr>
<td>Hammersmith J Block</td>
<td>38,030</td>
<td>38,030</td>
<td></td>
</tr>
<tr>
<td>Prince's Gardens Eastside</td>
<td>65,000</td>
<td>65,000</td>
<td>2,500</td>
</tr>
<tr>
<td>Refurbishment of Fisher Hall</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>College Fund - inc PG Northside</td>
<td>30,900</td>
<td>30,900</td>
<td>2,550</td>
</tr>
<tr>
<td><strong>Total Major Projects</strong></td>
<td>344,570</td>
<td>65,000</td>
<td>279,570</td>
</tr>
<tr>
<td>Minor SK</td>
<td>37,300</td>
<td>10,850</td>
<td>26,450</td>
</tr>
<tr>
<td>Minor Other campuses</td>
<td>28,800</td>
<td>2,700</td>
<td>4,000</td>
</tr>
<tr>
<td><strong>Total Other Projects</strong></td>
<td>132,200</td>
<td>13,550</td>
<td>40,000</td>
</tr>
<tr>
<td>SRIF 4</td>
<td>4</td>
<td>(50,000)</td>
<td></td>
</tr>
<tr>
<td>Centenary Fund</td>
<td></td>
<td>(30,000)</td>
<td></td>
</tr>
<tr>
<td>Other funding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Unapproved</strong></td>
<td>476,770</td>
<td>13,550</td>
<td>69,000</td>
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</table>

## Grand total

<table>
<thead>
<tr>
<th>Source of funding</th>
<th>Total cost</th>
<th>HEFCE</th>
<th>Other External</th>
<th>College funded</th>
<th>Prior yrs</th>
<th>06/07</th>
<th>07/08</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grand total</strong></td>
<td>774,174</td>
<td>146,096</td>
<td>117,013</td>
<td>364,953</td>
<td>51,138</td>
<td>64,657</td>
<td>48,788</td>
</tr>
</tbody>
</table>

## Cashflow

- Borrowing requirement: (95,702) (133,881)
- Borrowing limit (70% value College Fund): 147,048 177,722
- Borrowing capacity / (deficit): 51,347 43,841
WHAT IS THE BACKGROUND/OPPORTUNITY?

1. Members will recall from their meetings in December 2004, February 2005 and September 2006 that the Council had agreed that Imperial was a residential university and, as such, should provide good quality student accommodation close to its main campus. Planning permission was sought for the demolition and rebuilding of both Southside and (an expanded Eastside) Linstead Halls of Residence and this was granted in June 2005.

2. It is now proposed that the Eastside development should be contiguous with that of Southside, commencing as soon as the latter is complete.

3. This Paper proposes that the Council considers approving the Eastside Project in principle and notes the design development requirement until May 2007.

WHY BUILD EASTSIDE AND WHY NOW?

4. The College’s Strategy (2006-2009) confirms that the College will remain primarily a residential university based in London and the South-East and, although undergraduate student numbers will remain static, there is a continuing need to meet the demand for student beds, particularly for new undergraduates, at South Kensington.

5. The College’s Residences Strategy (Annex A) has analysed the demand for bed spaces required to meet the College’s guarantee to first year undergraduates of accommodation in hall and makes an assessment of the availability of beds given the current and future known housing stock. The Residences Strategy assumes that new Eastside beds are available by October 2009.

6. There are a number of benefits in carrying out the Eastside Project:
   a. Improvement to student facilities. (Linstead is dated).
   b. Able to offer increased number of en suite rooms.
   c. Improved vacation lettings income. (Business case at Annex B).
   d. Better land use. (The Tennis Courts are built on).
   e. More student beds nearer to main campus.
   f. Reduction in Long Term Maintenance Liability of £6.5M and running costs.
   g. Creation of a new EYEC (nursery) Unit in the ground floor of the new building, thereby releasing space in Northside Prince’s Gardens for student accommodation.
   h. Completion of the Prince’s Gardens Masterplan.
7. Starting the Eastside Project in 2007 has a number of financial and operational benefits. If it is not begun in 2007 and is delayed to 2010 or 2013, this would increase costs by 33% or 52% respectively due to the compound effect of building cost inflation running ahead of general inflation over the periods in question. The business plan (Annex B) identifies that there is a 28 year payback period for the Eastside Development if the building is started in 2007 and a 30 year payback if the Project is delayed to 2013. Additionally, there is a loss of capital cost saving from only being able to use the Southside team in 2007 and not in 2013.

8. Planning permission for the Prince’s Gardens development expires in June 2010. It is possible that there could be a legal challenge to the Eastside Development if work is not begun until 2010 after expiry of existing planning permission although legal advice to date does not consider this to be highly likely.

9. There are additional benefits if the Project is started in 2007:
   a. Beds will be available before the reduction in intercollegiate halls bed number takes effect due to the College’s withdrawal from the University of London.
   b. There is certainty of Unite Hall availability during year 1 of construction.
   c. The Southside project and construction teams would be available thereby alleviating one of the cost risks.
   d. The possibility of a legal challenge to the planning permission is removed.
   e. The earlier start date is supported by the Knightsbridge Association.
   f. The cost risk of delay would be alleviated e.g. it would avoid any Olympics effect on tender costs.
   g. The College will be able to negotiate the prices with the benefit of knowing Southside costs.

10. A start date in 2007 is proposed and the Council’s approval in principle to proceed is required.

**WHAT ARE WE DOING AT PRESENT?**

11. A review of the original Eastside design (Annex C) has been completed. This established an alternative design model which would create a greater number of single units within Eastside. Such changes have a beneficial effect by meeting the increasing tendency by students to demand single rooms rather than sharing in twins.

12. These design changes mean a change to the previously approved scheme. Both Westminster and the local Residents’ Association have been contacted to establish their view on the proposed changes. Westminster (see Gerald Eve’s note at Annex D) and the Residents’ Association (see meeting note at Annex E) were positive about the proposed changes and there are no serious planning or neighbour impediments foreseen if an application to amend the earlier planning permission is made to the Local Authority in November 2006.

13. The Management Board has already approved £1.01M to date for the initial design development of Eastside, together with a further £2.6M to progress the detailed design of the Project to planning permission in May 2007 and the diversion of a mains sewer so that the enabling works for the main contract can proceed. The Council should note that the College’s expenditure of £2.6M is at risk if the local authority does not grant a revised planning permission in
May 2007. However, the planning risk is not seen as significant (see Paragraph 8 above and Annexes D and E). The total sum approved to date on Eastside is £3.643M.

14. An initial review has identified that the proposal is affordable and the Council should note that a capital plan/affordability paper will be available for consideration at their next meeting on 23 March 2007.

15. RIBA Stage D (scheme design) proposals were completed on 2 November and a cost report has been prepared which has identified that the full cost of this Project is estimated to be in the £62.84M - £64.04M range. This is a total project range which includes building costs, fees, decanting, and VAT. More precise figures will be available when further design work has been completed and tenders returned in May 2007.

WHAT ARE THE NEXT STEPS?

16. Subject to approval in principle by the Council, an application will be submitted to Westminster Local Authority for planning permission on 25 November 2006. It is unlikely that Westminster will be able to reach a definitive decision until 10 May 2007 and in the interim the design will be further developed to RIBA Stage E (detailed design). This will allow for the preparation of tender documents by December 2006, completion of the design & build tendering process by mid-February 2007 and full tender verification and negotiation in April 2007. (A copy of the proposed programme for the Eastside Development is attached at Annex F).

17. By May 2007, the precise cost of all the works packages will be known and approval will be sought at that stage to proceed with construction of Eastside.

WHAT DECISIONS ARE REQUIRED?

18. Floor plans of the proposed Eastside Development and the model of Prince’s Gardens will be available at the Council meeting.

19. The Council is invited to:

   a. Note for information the progression of the Eastside design to tender stage as approved by the Management Board.

   b. Consider and, if thought fit, to approve in principle the development of the Eastside Project at a cost estimated to be between £62.84 and £64.04M.

   c. Note that it is intended that a further paper will be presented to Council at a future meeting in 2007 to seek approval of the construction phase of the Project.

M.P.K.

Annexes(1)

Annex A. Residences’ Strategy
Annex B. Business Case – New Eastside design
Annex C. Eastside Briefing Note - Design Review
Annex D. Gerald Eve’s Record of Meeting with Westminster
Annex E. Record of Meeting with Knightsbridge Association
Annex F. Eastside Master Programme

1. The annexes are not included with these Minutes.
1. This Report is intended to provide the Council with an update on progress on the College’s main capital projects. A summary is attached at Annex A.\(^{(1)}\)

**SOUTHSIDE HALL OF RESIDENCE**

2. This Project remains on time and on budget. A successful topping out was held on 5 October 2006. Cladding is progressing, as is the Mews structure which is constructed up to eaves level. Spend to 31 October was £26M, 50% of total budgeted costs.

**BURLINGTON DANES**

3. The East building and Node has been handed over and GSK are progressing their equipment commissioning activities. The West building is virtually at the point of receiving Home Office validation.

4. Shepherd Construction has submitted a claim and early discussions for settlement have been held. We are working with GSK and MRC to agree on a settlement offer.

**HAMMERSMITH**

5. This Campus development has a number of active and planned projects to facilitate teaching and research. The schedule attached at Annex B provides a synopsis.

**ROYAL SCHOOL OF MINES BUILDING REFURBISHMENT**

6. The £21M Project is split into a number of phases. Recently completed is a new entrance \( {\text{via}} \) the Bessemer Building and the rooms running alongside the corridor interconnecting Dalby Court to Prince Consort Road. Asbestos strip out has commenced in the next phase of the works.

M.P.K.

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\(^{(1)}\) The Annex is not included with these Minutes.
1. Normally, at this time of year the Council is asked to approve the nominations for the award of Fellowships, Honorary Degrees and Associateships that have been agreed by the Management Board. This year though is rather different in that these particular awards will be made in the College’s Centenary year and will also include the first Honorary Degrees to be awarded by the College in its own right. In recognition of this, it was decided that the College should make a larger number of awards than usual, and should also honour the achievements of particularly notable individuals.

**FELLOWSHIPS**

2. The following individuals are recommended to the Council for the conferment of Fellowships during 2007:

**Dame Vivien Duffield.**
- Dame Vivien is a high-profile and effective philanthropist, who channels her donations through The Clore Duffield Foundation. She has been the Foundation’s Chairman since 1979

*Citation:* The conferment of Fellowship on Dame Vivien Duffield is recommended in recognition of her contributions to philanthropic work in education and science.

**Dr Edmund Daukoru**
- OPEC President
- Alumnus, BSc Geology Imperial College 1967, PhD in Geology in London in 1970. Dr Daukoru has over 30 years of experience in his field
- Starting his career with Shell in Nigeria, he has held several positions in Nigeria and The Netherlands before moving on to become the Group Managing Director of the Nigerian National Petroleum Corporation in 1992

*Citation:* The conferment of Fellowship on Dr Edmond Daukoru is recommended in recognition of his contributions to the field of Geology.

**Trevor Phillips**
- Alumnus of Imperial College, BSc ARCS Chemistry 1975, and former President of Imperial College Union
- Appointed Chairman of the Commission for Racial Equality in March 2003

*Citation:* The conferment of Fellowship on Mr Trevor Phillips is recommended in recognition of his outstanding contributions to promoting diversity.
Mr Ratan Tata

- Chairman of the major Tata companies, which include Tata Steel, Tata Motors, Tata Power, Tata Consultancy Services, Tata Tea, Tata Chemicals, Indian Hotels and Tata Teleservices.
- Chairman of two of the largest private sector-promoted philanthropic trusts in India. During his tenure, the Group's revenues have grown over six-fold to more than Rs 90,000 crore

Citation: The conferment of Fellowship on Mr Ratan Tata is recommended in recognition of his contributions to business and industry.

HONORARY DEGREES

3. Following the College’s secession from the University of London in July 2007, it will have the power to confer its own honorary degrees.

Lord Browne of Madingley

- Group CEO of BP plc since 1995, Lord Browne joined the Board as Managing Director in 1991. He first joined BP in 1966 as a university apprentice
- Non-Executive Director of Goldman Sachs (1999-) and Intel Corporation (1997-)
- Lord Browne holds a degree in Physics from St Johns College, Cambridge University and an MS in Business from Stanford University in California
- Knighted in 1998 and made a Life Peer in 2001. He was awarded the Prince Philip Medal by the Royal Academy of Engineering in 1999, for his outstanding contribution to the field of Engineering. He became and President of The Royal Academy of Engineering in October 2006
- He is a Trustee of the Cambridge Foundation, a Member of the Guild of Cambridge Benefactors, Honorary Trustee of the Chicago Symphony Orchestra, Fellow of the American Academy of Arts and Sciences, Trustee of the Eisenhower Fellowships. Lord Browne became President of the British Association for the Advancement of Science (BA) in September 2006

Citation: The conferment of an Honorary Degree of Doctor of Science on Lord Browne of Madingley is recommended in recognition of his contributions to the field of energy.

Mr Bernard Ecclestone

- Formula 1 impresario.
- Linked to the College through our relationship with F1.
- Mr Ecclestone has a degree in Chemical Engineering (Woolwich Polytechnic) and has given to a variety of causes.

Citation: The conferment of an Honorary Degree of Doctor of Science (Engineering) on Mr Bernard Ecclestone is recommended in recognition of his contributions to the field of engineering and Formula 1.
Dr Lisbet Rausing

- Philanthropist and academic
- Senior Research Fellow at Imperial

Citation: The conferment of an Honorary Degree of Doctor of Science on Dr Lisbet Rausing is recommended in recognition of her contributions to promoting human rights and protecting ecosystems and cultural traditions.

Mr Guy Weston

- Chairman of Garfield Weston Foundation
- The Garfield Weston Foundation was established in 1958 by Mr Weston’s grandfather, a Canadian businessman who arrived in the UK in 1932 and founded Associated British Foods
- Currently, Mr Weston is Chairman of Heal’s PLC and Wittington Investments Ltd, a Director of the Thrombosis Research Institute, a non-Executive Director of Carpetright plc, and has worked for R Twining & Co, Jacksons of Piccadilly and The Ryvita Company

Citation: The conferment of an Honorary Degree of Doctor of Science on Mr Guy Weston is recommended in recognition of his contributions to society through his chairmanship of the Garfield Weston Foundation.

Professor Winston Wen-Young Wong

- Founder and Chairman of Grace THW Group, China
- Founder and Director of Trust-Mart Co. Ltd
- CEO of Grace Semiconductor Manufacturing Corp., China
- Alumnus of Imperial College, BSc Physics (1971), MSc Applied Optics (1972), PhD Chemical Engineering (‘optical studies in fire research’,1976)
- Visiting Professor and sponsor of the Winston Wong Chair in Biomedical Circuits at Imperial College

Citation: The conferment of an Honorary Degree of Doctor of Science on Professor Winston Wong is recommended in recognition of his contributions to education and electronics.

The Hon Sir Michael Kadoorie

- Chairman of Hong Kong & Shanghai Hotels and CLP Holdings.
- Current appointments include, Chairman, The Hongkong & Shanghai Hotels Ltd, Chairman, HeliServices (Hong Kong) Ltd, Chairman, Rotair Ltd, Chairman, CLP Holdings Ltd, Director, Sir Elly Kadoorie & Sons Ltd, Director, Hutchinson Whampoa Ltd, Trustee, Kadoorie Foundation

Citation: The conferment of an Honorary Degree of Doctor of Science on The Hon Sir Michael Kadoorie is recommended in recognition of his contributions to business and industry.
Dr Richard Lee

- Benefactor of the Lee Scholarship (£2m for postgraduate scholars of Chinese nationality to study at the College)
- Respected and successful businessman in the SE Asia region
- Alumnus of the College (Chemical Engineering)

Citation: The conferment of an Honorary Degree of Doctor of Science on Dr Richard Lee is recommended in recognition of his contribution to business in South East Asia.

The Hon Sir David Kwok Po Li

- Chairman and Chief Executive of the Bank of East Asia (Hong Kong).
- Sir David comes from a family deeply connected to civic society in Hong Kong, though he was born in Britain and lived in Europe for ten years.
- An alumnus, Sir David spent one year at Imperial College studying mathematics before changing to Cambridge.

Citation: The conferment of an Honorary Degree of Doctor of Science on the Hon. Sir David Li is recommended in recognition of his contribution to business in Hong Kong.

Mr Philip Yeo

- Mr Yeo is Chairman of the Agency for Science, Technology and Research, Singapore (A*STAR) and is known as one of the republic’s ‘true pioneers of economic development’ because of his nurturing of the semiconductor, aerospace and specialty chemicals industries in particular
- He has a scholarship-funded industrial engineering degree from Toronto University, an MBA from Harvard and an MSc in systems engineering. He is passionate about education and Singaporean investment in bioengineering, biomedical research, genomics and stem cell research
- He was the Chairman of the Singapore Economic Development Board (EDB) and is the Chairman of the based stem cell research company ES Cell International Pte Ltd (ESI) and has honorary doctorates in medicine from the Karolinska Institutet and engineering from Toronto University
- A*STAR supports overseas PhD programmes and research projects such as the A*STAR-Imperial College PhD Partnership (UK) at A*STAR centres in Singapore

Citation: The conferment of an Honorary Degree of Doctor of Science on Mr Philip Yeo is recommended in recognition of his contributions to economic development and the advancement of education and research in science and technology.

Sheikha Mozah Bint Nasser Al-Missned

- Her Highness Sheikha Mozah Bint Nasser Al-Missned is the Consort of His Highness the Emir of Qatar, Sheikh Hamad Bin Khalifa Al-Thani
- Chairperson of the Qatar Foundation for Education, Science and Community Development
Her Highness’s work has been recognized internationally by two honorary doctorates from Virginia Commonwealth University and Texas A&M University, as well as by appointment from UNESCO as Special Envoy for Basic and Higher Education.

In 2003, UNESCO appointed Her Highness Special Envoy for Basic and Higher Education. In this capacity she is actively promoting various international projects to improve the quality and accessibility of education worldwide.

**Citation:** The conferment of an Honorary Degree of Doctor of Science on Her Highness Sheikha Mozah Bint Nasser Al-Missned is recommended in recognition of her contribution to the advancement of education worldwide.

**Mrs Lily Safra**

Mrs Safra is a generous philanthropist and is Chairman of the Edmond J. Safra Philanthropic Foundation, which she founded with her late husband Edmond, the Lebanese born banker and philanthropist.

The Foundation gives in five key areas: Health (neuroscience), Religion (Judaism), Education, Humanitarianism and the Arts.

Previous support includes: $10m to the Harvard University Centre for Ethics and the Professions (renamed the Edmond J Safra Foundation Center for Ethics), UCL Institute of Neurology (Edmund J Safra Chair in Functional Neurosurgery). Lily Safra serves on the Boards of the Michael J. Fox Foundation For Parkinson’s Research, Foundation for the National Institutes of Health, Museum of Modern Art in New York City, Somerset House Arts Fund, Museum of Jewish Heritage and Israel Philharmonic Orchestra. Mrs Safra is also honorary Chair of the International Sephardic Education Foundation.

**Citation:** The conferment of an Honorary Degree of Doctor of Science on Mrs Lily Safra is recommended in recognition of her philanthropic work.

4. The table attached at Annex A shows the ceremonies at which the various awards will be made.

5. The Council is invited to consider, and if it sees fit, approve the recommendations for the conferment of Fellowships and Honorary Degrees of the College.
<table>
<thead>
<tr>
<th>Name</th>
<th>Award</th>
<th>Citation</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>POSTGRADUATE AWARDS CEREMONY - 9 MAY 2007</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DUFFIELD, Dame Vivien</td>
<td>Fellowship (Medicine ceremony)</td>
<td>Contributions to philanthropic work in education and science</td>
<td>Accepted</td>
</tr>
<tr>
<td>DAUKORU, Dr Edmund</td>
<td>Fellowship (Engineering ceremony)</td>
<td>Contributions to the field of geology</td>
<td>Accepted</td>
</tr>
<tr>
<td>PHILLIPS, Mr Trevor</td>
<td>Fellowship (Natural Sciences ceremony)</td>
<td>Outstanding contributions to promoting diversity.</td>
<td>Accepted</td>
</tr>
<tr>
<td>TATA, Mr Ratan</td>
<td>Fellowship (Engineering ceremony)</td>
<td>Contributions to business and industry</td>
<td>Accepted</td>
</tr>
<tr>
<td><strong>COMMEMORATION DAY - 24 OCTOBER 2007</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BROWNE OF MADINGLEY, Lord (John)</td>
<td>Honorary Degree</td>
<td>Contributions to the field of energy</td>
<td>Accepted</td>
</tr>
<tr>
<td>ECCLESTONE, Mr Bernie</td>
<td>Honorary Degree</td>
<td>Contributions to engineering and Formula 1</td>
<td>Accepted</td>
</tr>
<tr>
<td>RAUSING, Dr Lisbet</td>
<td>Honorary Degree</td>
<td>Contributions to promoting human rights and protecting ecosystems and cultural traditions</td>
<td>Accepted</td>
</tr>
<tr>
<td>WESTON, Mr Guy</td>
<td>Honorary Degree</td>
<td>Contributions to society through chairmanship of the Garfield Weston Foundation</td>
<td>Accepted</td>
</tr>
<tr>
<td>WONG, Dr Winston</td>
<td>Honorary Degree</td>
<td>Contributions to education and electronics</td>
<td>Accepted</td>
</tr>
<tr>
<td><strong>ASIA REGIONAL CONVOCATION, SINGAPORE – 30 NOV 2007</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KADOORIE, The Hon Sir Michael</td>
<td>Honorary Degree</td>
<td>Contributions to business and industry</td>
<td>Accepted</td>
</tr>
<tr>
<td>LEE, Dr Richard</td>
<td>Honorary Degree</td>
<td>Contributions to business in South East Asia</td>
<td>Accepted</td>
</tr>
<tr>
<td>Li, The Hon Sir David Kwok Po</td>
<td>Honorary Degree</td>
<td>Contributions to business in Hong Kong</td>
<td>Accepted</td>
</tr>
<tr>
<td>YEO, Mr Philip</td>
<td>Honorary Degree</td>
<td>Contributions to economic development and the advancement of education and research in science and technology</td>
<td>Accepted</td>
</tr>
<tr>
<td><strong>HMQ VISIT - JULY 2007</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AL-MISSNED, HH Sheikha Mozah Bint Nasser</td>
<td>Honorary Degree</td>
<td>Contributions to the advancement of education worldwide</td>
<td>Accepted</td>
</tr>
<tr>
<td>SAFRA, Mrs Lily</td>
<td>Honorary Degree</td>
<td>Contributions through your philanthropic work</td>
<td>Accepted</td>
</tr>
</tbody>
</table>
1. The Annual Report on Health and Safety covering the 2005/06 academic year (1 August 2005 to 31 July 2006) is attached.

2. The Report was prepared by the Health and Safety Management Committee and was endorsed by the Management Board at its meeting on 27 October 2006. The Report was then considered by the Audit Committee at its meeting on 8 November 2006, alongside the external review of health and safety management at the College, which is referred to in the main body of the Report. The Audit Committee view of health and safety is contained in its Annual Report to the Council.

3. The Council is invited to receive the Annual Health and Safety Report.

KAM
1. Since the last Annual Report on Health and Safety, the College has undergone a major review of its governance arrangements leading to a change in the way health and safety is managed at the College.

2. At its meeting in May 2005 the Management Board agreed that a Health and Safety Management Committee should be established, that it should have the same Chairman as the Health and Safety Consultative Committee, which should report to it, and that, given the importance of health and safety, the Committee itself should report to the Management Board.

3. The Health and Safety Management Committee met four times during its first year and its main task has been to improve the safety culture within the College and take forward the issues raised in the Annual Reports on Health and Safety from Departments, Divisions and Campuses. It has also considered new policies on a number of safety issues and reviewed safety audits undertaken by the Safety Department of selected departments.

4. Members will also be aware that the Audit Committee commissioned a Review of Health and Safety by HASTAM (the subject of a separate paper on the Agenda) and the Management Committee has taken the lead in developing the College’s Management Action Plan (MAP) in response to the Review. Ensuring the successful implementation of the MAP will be the centrepiece of the Committee’s work throughout 2006/07.

5. The Health and Safety Management Committee has two sub-committees reporting to it in the form of the Health and Safety Consultative Committee and the Nuclear Safety Committee. The Consultative Committee fulfils the College’s legal obligation to consult with the Trades’ Unions on safety issues and also acts as a useful forum for the development of College policy on health and safety. The Nuclear Safety Committee provides specialist safety expertise to the Reactor Centre on the Silwood Campus and will submit its first formal report in February 2007.

6. The Health and Safety Consultative Committee met three times in 2005/06, while its first meeting of the 2006/07 session took place on 17 October 2006. The Committee has discussed a wide range of issues brought to its notice by the College Officers with responsibility for Safety, Occupational Health and Fire, as well as by the Trades’ Union representatives. As part of its work the Committee receives a rotating series of reports over the course of the year on various areas of safety such as asbestos, biological safety, chemical safety, radiation and stress.

7. As mentioned above, Departments, Divisions and Campuses are required to submit Annual Reports on Health and Safety to the Committee. The Committee held a joint meeting with the Consultative Committee in September 2006 to consider the reports for 2005/06. The meeting was held on a Faculty basis and members felt this was an excellent mechanism for the sharing of best practice and the spotting of safety trends. The Annual Reports, together with the HASTAM Review and the internal safety audits, will be the main drivers in setting the College’s safety direction for the coming year.

**POLICIES**

8. During the last academic year the Committee has approved new policies on Offsite Working, Biological and Chemical Weapons and Working at Height. It has also approved revised versions of the policies on First Aid, Hazardous Substances and Ionising Radiation.
9. The Committee has agreed an outline response for the College to a flu pandemic and this was taken to the Operations Committee in January 2006 as part of the College’s Business Continuity plans.

AUDIT VISITS

10. While the Audit Committee has taken on the Council’s role in monitoring safety performance, the Governance Review approved by the Council at its meeting in October 2004 said that in “The work of the current Health and Safety Audit Committee, such as the inspections of Departments, should continue but under the aegis of the College management.” The Health and Safety Management Committee has taken on this role and conducted two audits during the 2005/06 academic year.

11. The Committee’s visit to the Division of Biomedical Sciences (BMS) found good overall safety management within the Division but identified several safety management issues that needed to be addressed more widely in the College. Some of these have also been highlighted by the HASTAM Review. Wye Campus was also audited with respect to its provision for and interactions with BMS. The principal findings were that there needed to be clearer safety management systems for students, academic and support staff as well as tenants.

12. For its second audit the Committee visited the Mechanical Engineering Building and looked at the systems in place for the management of safety within the building rather than auditing a specific department. The audit highlighted several issues that needed to be addressed by the Facilities Management Division and these are currently being followed up. An associated issue raised was whether safety needs in relation to building management are adequately addressed at design and value engineering stages of new build and refurbishment projects.

SAFETY ISSUES

13. Review of Health and Safety. As already indicated, the main focus of the Committee over the last two months has been the HASTAM Review of Health and Safety and the resultant MAP. The Committee has established a Working Group to prioritise and carry forward the implementation of the Plan.

14. Laboratory Animal Allergy (LAA). The Committee was pleased to note that Occupational Health’s most recent survey of those members of College working with animals had identified no new cases of LAA. This was attributed to the adoption of best practice by CBS for cleaning, transportation and facility management, as well as the introduction of the compulsory use of dust masks for most animal work.

15. Long Term Maintenance. The Committee has received regular reports on the Long Term Maintenance (LTM) Fund that is used by the College to finance safety-related maintenance work. The budget for this has been reduced from previous years and the Committee is concerned that without additional funding the College may not be able to meet its legal obligations. Of particular concern is the replacement of fire safety precautions where rolling programmes were put in place to spread the cost of the required works.

16. Disability Discrimination Act and Personal Emergency Evacuation Plans. The College convened a group to address the need for Personal Emergency Evacuation Plans (PEEPS) and ensure that these were in place for those requiring them. Any non-compliance under the DDA could result in a civil prosecution brought by an individual or organisation and the Committee registered its concern that the College should have sufficient funds available to allow it to respond to any new issues in a flexible manner.
Council  
24th November 2006

17. **Fire Safety.**

   a. **Fire Incidents.** The Committee is pleased to report that there have been no serious fires over the last year. Whilst all fires are considered potentially dangerous and there were 25 occasions on which the fire brigade was called out, this was a reduction from 35 in the previous year. The alarm activation figures for 2005 showed a decrease of 20.8% over 2004 (from 578 to 478). The main factor in this reduction was a decrease in activations caused by cooking. It is interesting to note that of the 77 activations due to cooking in residences, only 3 were recorded for Beit Hall. This highlights the difference between modern, purpose-built residences and modified buildings and the assistance of wardens and housekeepers in educating students on the importance of fire precautions.

   b. **The Regulatory Reform (Fire Safety) Order 2005.** This Order, which came into effect this month, replaces many existing piecemeal fire safety regulations and introduces a less prescriptive approach to Fire Safety. Fire risk assessments must be carried out on all buildings and these must focus on the safety in the event of fire of all ‘relevant persons’. Assessments are required to pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substances likely to be on the premises. The assessments will help to identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions that need to be taken to protect people against the fire risks that remain. The College’s Fire Service and Safety Department are developing the College’s response.

18. **Pressure Vessels.** The guidance note on the proper maintenance of pressure vessels has been reissued to all HoDs. The Estates Helpdesk will now maintain a register of the vessels and issue reminders to staff when these require testing, while the Facilities Management Division will keep a list of members of staff who will be responsible for keeping the register up to date.

19. **Portable Appliance Testing (PAT).** The Committee continues to monitor the College’s response to the requirement to ensure the safety of electrical equipment. Many departments have their own PAT arrangements in place and the Estates Helpdesk is able to offer support to those departments without the internal resource to carry out such testing. The overall resource implications for the College are significant and action continues to see if any savings that can be made in this area.

20. **Generator at Charing Cross.** The Committee is pleased to report that the long-standing issue of fumes from the NHS backup generator on the Charing Cross Campus is finally being addressed by the Hammersmith Hospitals NHS Trust. For several years members of College staff have been periodically affected by the fumes emitted by the generator when it is tested. The Trust had agreed to install ducting to take the fumes to roof level by January 2008.

**ANNUAL REPORTS FROM DEPARTMENTS, DIVISIONS AND CAMPUSES**

21. Each Department, Division and Campus is required to present an Annual Safety Report to a joint meeting of the Health and Safety Management and Health and Safety Consultative Committees. This year, all of the reports expected were received, with no Department failing to present one.

22. As in previous years, the Meeting, held on 28 September, was divided into four separate sessions grouped approximately along Faculty lines. This enabled common issues to be addressed more easily and facilitated the sharing of best practice between Departments with similar concerns. Heads of Department or a senior academic from the Department were expected to attend to present their Department’s Report. Each session was well attended, with several Heads of Department/Division or Campus Deans present. However, the Committee would like the Management Board to make attendance by Faculty Principals and HoDs mandatory.
23. The Committee continues to feel that this format provides the best way of ensuring proper consideration of the issues arising from the reports and also helps to focus discussion on the key issues. A summary of the actions arising from the meeting will be circulated to HoDs and will be reviewed and updated for each of the subsequent meetings of the Health and Safety Consultative Committee.

ACCIDENTS AND DANGEROUS OCCURRENCES

24. The Health and Safety Consultative Committee receives and reviews accident reports at each of its meetings. Attached to this Report at Annex A is the statistical analysis of the reports for the year compared with those of previous years.

25. Although there are fluctuations between the various categories, overall this year there has seen a small increase of 4% in the total number of accidents compared to last year when there had been a decrease of 11%. The accident rate, which is a truer reflection of the relative number of accidents in the College, has also increased, albeit by only 1.6%. An analysis of the type of accidents reported suggests that this increase in part reflects improved reporting from departments rather than an increase in actual accidents. This is because the reports now include a number of, what might be considered, relatively trivial accidents.

26. The most serious accidents are those that are formally reportable to the Health and Safety Executive (HSE). These include major injuries, injuries resulting in absence from work for more than three days and injuries to ‘members of the public’ (for reporting purposes, both visitors to the College’s campuses and students are considered to be ‘members of the public’). In 2005/06 there were 18 reportable injuries, a decrease of 16% compared to 2004/05, when they were 21 reportable injuries. Details of all the reportable injuries for 2004/05 and 2005/06 are attached at Annex B.

HSE INSPECTIONS

27. During the course of the year, the Health and Safety Consultative Committee received reports on several incidents that had been reported to the HSE. The College has been visited twice by inspectors from the HSE and four times by inspectors from the Environment Agency (mainly in relation to irradiation sources).

S.K.S.
Chairman,
Health and Safety Management Committee
ACCIDENT REPORTS

1. During the year 2005/06 (1 August 2005 to 31 July 2006) 385 accidents were reported to the Safety Department. This represents a small increase of 4% when compared to 2004/05. Of these, 18 were reportable to the HSE, a slight decrease on 2004/05, when there were 21 reportable accidents.

TYPES OF ACCIDENT

2. Accidents have been categorised using the classifications employed by the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The results for the last thirteen years are as follows:

<table>
<thead>
<tr>
<th></th>
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<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact with moving machinery or material being machined</td>
<td>4</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>2</td>
<td>3</td>
<td>7</td>
<td>2</td>
<td>5</td>
<td>3</td>
<td>0</td>
<td>4</td>
<td>1</td>
<td>-75%</td>
</tr>
<tr>
<td>Hit by moving, including flying or falling, object</td>
<td>39</td>
<td>38</td>
<td>35</td>
<td>38</td>
<td>18</td>
<td>23</td>
<td>31</td>
<td>28</td>
<td>26</td>
<td>28</td>
<td>23</td>
<td>37</td>
<td>61%</td>
<td></td>
</tr>
<tr>
<td>Struck by moving vehicle</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>5</td>
<td>150%</td>
</tr>
<tr>
<td>Hit against something fixed or stationary</td>
<td>36</td>
<td>22</td>
<td>18</td>
<td>26</td>
<td>27</td>
<td>27</td>
<td>18</td>
<td>36</td>
<td>30</td>
<td>44</td>
<td>44</td>
<td>34</td>
<td>14</td>
<td>-59%</td>
</tr>
<tr>
<td>Injured whilst handling, lifting or carrying</td>
<td>86</td>
<td>53</td>
<td>49</td>
<td>76</td>
<td>66</td>
<td>60</td>
<td>88</td>
<td>89</td>
<td>95</td>
<td>94</td>
<td>110</td>
<td>96</td>
<td>62</td>
<td>-35%</td>
</tr>
<tr>
<td>Slip, trip or fall on same level</td>
<td>48</td>
<td>45</td>
<td>34</td>
<td>40</td>
<td>38</td>
<td>39</td>
<td>59</td>
<td>59</td>
<td>52</td>
<td>67</td>
<td>74</td>
<td>68</td>
<td>67</td>
<td>-1%</td>
</tr>
<tr>
<td>Fall from a height</td>
<td>2</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>8</td>
<td>4</td>
<td>4</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>10</td>
<td>2</td>
<td>-80%</td>
</tr>
<tr>
<td>Trapped by something collapsing or overturning</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>-100%</td>
</tr>
<tr>
<td>Drowning or asphyxiation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Exposure to, or contact with, a harmful substance</td>
<td>28</td>
<td>25</td>
<td>14</td>
<td>23</td>
<td>29</td>
<td>18</td>
<td>37</td>
<td>35</td>
<td>52</td>
<td>42</td>
<td>54</td>
<td>76</td>
<td>106</td>
<td>39%</td>
</tr>
<tr>
<td>Exposure to fire</td>
<td>15</td>
<td>10</td>
<td>12</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>11</td>
<td>13</td>
<td>19</td>
<td>11</td>
<td>19</td>
<td>13</td>
<td>8</td>
<td>-38%</td>
</tr>
<tr>
<td>Exposure to an explosion</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>0</td>
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<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
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<tr>
<td>Contact with electricity or an electrical discharge</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>2</td>
<td>1</td>
<td>-50%</td>
</tr>
<tr>
<td>Injured by an animal</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>12</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>8</td>
<td>9</td>
<td>5</td>
<td>8</td>
<td>3</td>
<td>4</td>
<td>33%</td>
</tr>
<tr>
<td>Other kind of accident (including)</td>
<td>10</td>
<td>23</td>
<td>33</td>
<td>47</td>
<td>29</td>
<td>31</td>
<td>43</td>
<td>12</td>
<td>56</td>
<td>67</td>
<td>68</td>
<td>39</td>
<td>78</td>
<td>100%</td>
</tr>
</tbody>
</table>
ACCIDENT RATE

3. Although it is important to consider the numbers and types of accidents, a more instructive yearly comparator is the accident rate; this is the number of accidents per 1000 people at risk (staff and students). This shows that the accident rate has been fairly steady recent years.

4. The accident rate for the last five years is as follows:

<table>
<thead>
<tr>
<th>Rate per 1000</th>
<th>1999/00</th>
<th>2000/01</th>
<th>2001/02</th>
<th>2002/03</th>
<th>2003-04</th>
<th>2004-05</th>
<th>2005-06</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of staff and students</td>
<td>15155</td>
<td>16288</td>
<td>16252</td>
<td>16812</td>
<td>17800</td>
<td>17305</td>
<td>17668</td>
</tr>
<tr>
<td>Accident Rate per 1000</td>
<td>19.86</td>
<td>17.68</td>
<td>21.90</td>
<td>22.19</td>
<td>23.20</td>
<td>21.44</td>
<td>21.79</td>
</tr>
</tbody>
</table>

GRAPHS

5. Three graphs are attached:

a. Total numbers of accidents for each year from 1993/94 to 2005/06 as well as the most significant categories of accidents for these years.

b. Total number of accidents for 2005/06 analysed by category.

c. The accident rate for 1999/00 – 2005/06.
Total numbers of accidents for each year from 93/94 to 05/06 as well as the most significant categories of accidents for these years

- Total Accidents
- Hit by moving, including flying or falling, object
- Hit against something fixed or stationary
- Injured whilst handling, lifting or carrying
- Exposure to, or contact with, a harmful substance
- Other kind of accident (including sporting)

Total number of accidents for 2006 analysed by category

- Contact with moving machinery or material being machined
- Hit by moving, including flying or falling, object
- Struck by moving vehicle
- Hit against something fixed or stationary
- Injured whilst handling, lifting or carrying
- Slip, trip or fall on same level
- Fall from a height
- Trapped by something collapsing or overturning
- Drowning or asphyxiation
- Exposure to, or contact with, a harmful substance
- Exposure to fire
- Exposure to an explosion
- Contact with electricity or an electrical discharge
- Injured by an animal
- Other kind of accident (including sporting)
Accident Rate per 1000 for 99/00 to 05/06

- Accident Rate per 1000
**REPORTABLE ACCIDENT SUMMARIES**

1 August 2005 to 31 July 2006

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**Hit against something fixed or stationary** (3 incidents)

05/252R Technician, Estates (Wye) - 22 August. Member of staff’s finger got stuck in between a metal box and a sheet of ply causing a deep cut to their finger. The person was administered 5 stitches to their injury and was signed off work for two weeks by their GP. **Incident was reported to HSE as over three day injury – HSE reference No. 01285327**

05/262R Security staff member, 10th floor, Electrical Engineering building – 2 September. Individual’s finger got caught in handle when door stopped and bounced back. Self-administered pain killer and visited hospital as swelling and pain increased. The person was signed off work for a week to recover. **Incident was notified to HSE as over three day injury under reference No. 01293416.**

05/286R Delivery driver (Parkeray/ISS), Unwin road – courtyard – 26 August. While making a delivery of electrical cable drums to one of the construction projects in RSM, the person sustained a crush injury to their hand when it became trapped between the hydraulic arm and a control guard of their Hi-AB lorry. First Aid was administered and the individual was then sent to Chelsea and Westminster Hospital. **Contractors notified the incident to the HSE as over three day injury.**

**Injured whilst handling, lifting or carrying** (2 incidents)

05/319R Technician, Reactor Centre (Silwood Park) – 24 October. Member of staff strained their back while they were installing uninterruptible power suppliers in an awkward location above a bench. Individual has taken sick leave following the incident. **Staff reminded that the Reactor Manager/ Duty Reactor Supervisor must be informed that non-standard work is taking place and must have risk assessments/ permit-to-work in place in future. Incident notified to HSE as over three day injury – Reference No. 01336958.**

05/375R Technician, Reactor Centre (Silwood Park) - 13 December. Member of staff strained their back while building concrete ramp. The individual consulted their GP and was signed off work for two weeks. **Incident is being investigated to prevent recurrence. Manual Handling assessments within the Department are being reviewed. Incident notified to HSE as over three day injury - HSE Reference No. 01376223.**

**Slip, trip or fall on same level** (12 incidents)

05/247R Visitor attending a wedding reception (Wye) – 13 August. Member of public fell over in portable toilets and injured their toe. Individual believed to be wearing high heels and had consumed alcohol at the time of the incident. **The person was taken to hospital for treatment. Incident was notified to the HSE under reference No. 01274911.**

05/285R Contractor (Aston Webb) – 17 August. Individual tripped and landed on their right foot injuring their big toe. First Aid administered and the person was then sent to Chelsea & Westminster Hospital for further treatment. **The person was advised to wear safety shoes in future. Contractors notified the incident to the HSE as over three day injury.**
05/288R Administrative, Catering & Conferences – 12 October. Individual slipped and fell down missing several steps in Sherfield Building. It was reported that the stairs were wet at the time and the signage was appropriately placed. Individual hurt on their lower back, arm and ankle. Visited Health Centre and was advised to rest at home. *The cleaning contractors were notified of the incident and were advised to improve signage in future.* Incident was notified to the HSE as over three day injury under reference No. 01324234.

05/316R Technician, Estates (Silwood Park) – 30 September. Whilst walking, individual stepped off footpath to avoid overhanging bushes area and stepped onto grass area but put their foot into a hole adjacent to a small cable duct cover. The person then lost balance and fell down. Individual’s knee joint and leg became inflamed and swollen. Visited their GP and was signed off work to recover. *The hole in the grass was filled in and compacted.* Incident was notified to HSE as over three day injury – HSE reference No. 01339448.

05/318R Contractor – Cleanaway Limited (Wye) – 26 October. Individual slipped and fell down into a manhole whilst emptying a waste wheelie bin. It was reported that a wooden pallet which had been placed over the manhole had been moved (by an unknown person) exposing the void. The person sustained deep laceration and bruising to their shin, back and face. First Aid administered and the person was then taken to hospital for further treatment. An order has been placed for heavy duty manhole cover. *The incident will be reported to HSE by the Contractors.*

05/330R Administrative, Catering & Conferences – 11 November. Whilst the individual was walking alongside the temporary barrier in Prince’s Gardens, they tripped over a 12” high red wooden post (that was planted in the gardens as part of the construction works in the area) and fell down heavily on their shoulder. The person later in the evening attended A&E at St Mary’s Hospital and was confirmed to have broken a collar-bone and possibly one rib. The wooden posts have now been removed from the area. Incident notified to HSE as major injury - 01347614.

05/366R Academic, Mechanical Engineering- 9 December. Whilst unplugging and moving a mains cable to a projector, the person tripped over the cable they were moving. The person was taken to the hospital where they were confirmed of having broken their ankle. The person required an operation to reset the bone. Incident was notified to HSE as major injury – Reference No. 01375299. (HSE advised that they will record this as human error).

06/143R Catering staff member, Senior Common Room – 16 March. Whilst replenishing a dish at the counter during lunch, some sauce was spilt over and before it was cleared the individual slipped and fell banging their forearm. Ice pack applied and the person was sent home to rest. *All staff reminded of the importance of clearing up spillages immediately.* Incident notified to the HSE as over three day injury – 01508600.

06/174R Undergraduate (Mathematics), path leading to Linstead Hall – 21 April. Whilst cycling, tyres slipped on loose gravel causing the person to fall on ground. Visited Chelsea & Westminster Hospital where they received stitches to their face. Estates notified to carry out necessary repair work to the area. Incident was notified to the HSE vide Reference No. 01502462.

06/206R Administrative, CBS – 16 March (accident reported to Safety Department on 15 May). The person tripped on the threshold when the lift they were travelling did not stop at the floor level. Individual previously had two knee replacements and the incident caused a jarring effect on their right knee. *The person self-administered with the pain killers. The person later visited their GP and is currently in process of undergoing surgery for a revision of the knee replacement. The incident has been notified to Occupational Health for their records. The lift has been realigned by the lift engineers.* Incident has been notified to the Health and Safety Executive (Reference No. 01504064).

06/216R Administrative, Library – 17 May. Individual tripped over a slightly raised manhole cover on Ayrton Road and fell down. Incident caused bruises to both knees, hand and elbow. *Security attended and administered first aid.* Later the individual visited Chelsea & Westminster
Hospital where they were advised to see their own GP. The person was confirmed to have a broken bone in their hand and this has been bandaged. Estates have arranged through Crispin & Borst to put tarmac on the raised area around the manhole to prevent reoccurrences. **Incident notified to the Health and Safety Executive (Reference No. 01518387).**

06/266R Technician, Chemistry – 19 June. Member of staff was transferring Acetone from a metal drum to a plastic container using a siphon. While the container was being filled, the technician left the area to turn on the Screening Reactor. On their return, the technician observed that the tubing going to the plastic container had come adrift and acetone was pouring on the floor. The person then rushed towards acetone and in the process they pulled their calf muscle; slipped on the floor hitting their face on a chair. The person sustained a deep gash on their lip. Security administered first aid and later taken to Chelsea & Westminster Hospital for further treatment. Acetone decanting from a drum will not be left unattended in future. **This incident has been reported to the Health and Safety Executive - HSE Reference No. 01542266 as over three day injury.**

**Fall from a height** (1 incident)

05/274R Technician, Blackett Laboratory, Physics - 25 August. Member of staff slipped on their shoe lace when coming down step ladder and fell on floor. This aggravated the person's pre-existing back injury. It was reported that the fall was from less than 1 metre. *Visited their GP.* Incident was notified to HSE as over three day injury – 01304910.
The Remuneration Committee met on 9 October 2006 to review the remuneration of senior staff and to approve any increases.

The current membership of the Remuneration Committee is Lord Kerr (Chairman), Baroness Wilcox, Dr G Gray and Sir Peter Gershon, with the Rector in attendance for part of the meeting. The Committee was serviced by the Director of Human Resources.

The Committee considered in detail the remuneration of the Rector and those senior staff reporting directly to him. They also received information on the current remuneration and recent remuneration histories of senior staff in the College (professorial and senior administrative staff). Increases for these staff had previously been approved by the Rector in consultation with members of the Management Board following a process of discussion between Heads of Departments and Divisions, Faculty Principals and the Directors of the Administrative Divisions. These increases were noted by the Remuneration Committee.

Increases in remuneration approved by the Management Board and the Remuneration Committee were implemented in the October payroll.

The Committee also considered a paper which addressed some of the current issues relating to pay in the HE sector – particularly in relation to local pay bargaining. The Committee noted that the College was in a fortunate position in being able to determine pay locally and agreed that it was unlikely that other institutions, given the natural conservatism of the sector, would follow the College’s example.

C.G.
INTRODUCTION

1. In August 2006 the Imperial College Union (ICU) undertook to review its governance structures and processes with a view to improving the performance, transparency and accountability of the Union.

2. ICU was tasked by the Union Council to conduct a governance review in the 2006-07 academic session following feedback from focus groups, student surveys and stakeholder interviews conducted during the ICU Strategic Review exercise that was completed in the spring of 2005.

3. In response to the findings of the Strategic Review, minor governance changes were proposed by a small working party at the end of the 2005 academic session. Although many of the changes proposed by this working group were relatively logical and reasonable, only a few of them were implemented due to the time pressure and the political climate of the time.

4. Since 2005 two key external issues have developed that require careful consideration this academic year (2006-07):
   a. The incoming Charities Bill, which will force all Students’ Unions in England and Wales to reconsider their governance structures and administrative procedures.
   b. Imperial College’s imminent secession from the University of London, which has prompted the College Secretariat to review all of its statutes, regulations and ordinances (including our constitution) and recommend amendments to our governance procedures.

5. On August 8 2006 the Union Executive Committee voted to conduct the long planned governance review during this term to address all of the governance issues that have arisen from these external influences as well those that were highlighted by the Strategic Review exercise. A Working Group was established and instructed to report its findings to the Executive by the end of September 2006. The Working Group reported in September and its proposals were published for a period of consultation.

6. During October and early November these proposals were modified and detailed constitutional and regulatory changes were prepared for consideration by the Union Council. These changes were unanimously accepted by the Union Council at their second reading on 13 November 2006.

GOVERNANCE REVIEW FINDINGS

7. The Union Governance Review Working Group highlighted several weaknesses in the Union’s present governance system:
   a. There is no clear differentiation between the legislative and Executive elements of the Union’s governance structure.
b. The success of introducing a forum for clubs and societies has highlighted the lack of one for officers more interested in welfare and academic representation.

c. Non-executive officers (ordinary members) form a minority of the membership of the Union Council, which is not considered good practice.

d. Procedural motions are used too often as political tools rather than as a means of keeping order. This behaviour can be off-putting to students and is open to abuse.

e. There is clearly a need for an independent body to consider election complaints, media complaints and disciplinary appeals. Currently these issues are dealt with by the Union Council, which is a large, political and unwieldy body.

f. Poor performance by officers is rarely addressed and there are calls to introduce new powers to hold officers to account.

g. Officers have no means of implementing their manifesto pledges without first going through often anonymous and unaccountable committees.

h. The advent of the Charities Bill has reignited the long standing debate around the status of Imperial College Union.

i. There is now a willingness to clarify the Union’s legal position and responsibilities.

j. The Union’s trading committees are poorly attended and ineffective, indeed quorum was reached on only a few occasions last year.

**GOVERNANCE REVIEW WORKING GROUP RECOMMENDATIONS**

8. The Working group proposed that the following changes should be made to the Union’s governance structures and processes:

a. An independent body (to be known as the “Union Court”) should be created to consider election disputes, resolve media complaints, rule on constitutional disputes, and conduct inquiries when requested.

b. The Union Council should be transformed into a Representatives’ Assembly by removing all non-Executive managers (Clubs & Societies Committee Chairs, Faculty Union Officers, and other Central Union Officers) and increasing the number of non Executive (“ordinary”) members.

c. Union Officers who presently sit on the Union Council should instead sit on two powerful and well resourced activities committees:

   (i) A new Representation & Welfare Board (RWB) for representation, campaigns, halls and welfare officers to manage forums.

   (ii) A Clubs & Societies Board (CSB) for Clubs & Societies Committees and Faculty Union Officers who run all 270 of ICU’s clubs and societies.

d. Imperial’s students should be brought closer to the higher levels of the Union and College by introducing a Rector’s forum, which would take the format of an open meeting with the Rector that all students would be welcome to attend and speak at, and by developing the Union’s web resources to create a democracy webpage and encourage more interaction between students and their representatives.
Council  
24th November 2006

- The election and meetings procedures should be simplified as their complexity can be off-putting to many students.

- Senior Officers should be allocated small personal budgets to fund their own projects. These officers would still follow standard Union financial regulations when spending these funds.

- Officers should be publicly held to account for their past conduct and effectiveness in office during election campaigns. Furthermore, it should be easier to censure or dismiss poor performing officers.

- Several Union Regulations should be deregulated to give the Union the freedom to restructure according to its members’ needs without requiring the formal approval of the Imperial College Council, which meets less regularly than it used to.

IMPLEMENTATION

9. It is proposed that the various amendments to the Union’s Constitution and Regulations should be put to the Imperial College Council in two distinct phases.

10. The first phase, which is presented today, will include amendments to establish the Union Court, restructure the Union’s committees, improve the accountability of Union Officers, amend the Union’s elections and meeting procedures, deregulate selected Union regulations and implement a handful of miscellaneous proposals.

11. The second phase, which will be presented to the College Council at its March 2007 meeting, will deal with the more controversial proposals concerning the legal status of the Union, the membership of the ICU Council and the titles of ICU’s Faculty Unions. These proposals require more time for wider consultation with both Union and College stakeholders and therefore they cannot be presented at this stage.

12. The table below summarises the key amendments that are being presented at this stage. Organisational charts showing the current and proposed Union committee structures are given in Annex A.

13. As these proposed changes will require every regulation to be amended, the entire proposed ICU Constitution (rather than isolated sections) is given in Annex B.

PHASE I AMENDMENTS

<table>
<thead>
<tr>
<th>Amendment</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Amendments to establish a Union Court by:</td>
<td></td>
</tr>
<tr>
<td>a. Creating the Union Court in the ICU constitution and regulation seven.</td>
<td>Const. (11) Reg. 7 (all)</td>
</tr>
<tr>
<td>b. Separating ICU’s sovereignty between the Council and the Court.</td>
<td>Const. (6 &amp; 11)</td>
</tr>
<tr>
<td>c. Granting the Court powers to interpret the Staff Student Protocol and the Union Constitution when Court meetings are in session (the President would continue to be able to interpret the constitution in the Court’s absence).</td>
<td>Reg 7. (66)</td>
</tr>
<tr>
<td>d. Replacing the Union’s disciplinary appeal committee with the Court.</td>
<td>Reg 7. (68-70)</td>
</tr>
<tr>
<td>Amendment</td>
<td>Reference</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td><strong>2. Amendments to the Union’s Committees by:</strong></td>
<td></td>
</tr>
<tr>
<td>a. Renaming the “Student Activities Committee” as the “Clubs and Societies Board” (CSB).</td>
<td>Const. (9.2)</td>
</tr>
<tr>
<td>b. Creating a Representation &amp; Welfare Board (RWB).</td>
<td>Reg 3. (C)</td>
</tr>
<tr>
<td>c. Renaming the “Accommodation Committee” as “Halls Committee”.</td>
<td>Const. (9.3)</td>
</tr>
<tr>
<td>d. Incorporating two CSB members and two RWB members on the Executive Committee, to be appointed</td>
<td>Reg 3. (D)</td>
</tr>
<tr>
<td>by the ICU Council on the recommendation of CSB and RWB committees respectively.</td>
<td>Reg 3. (29-33)</td>
</tr>
<tr>
<td>e. Abolishing the Trading &amp; Retail and Services committees and transferring trading</td>
<td>Reg 3. (1.3-1.4)</td>
</tr>
<tr>
<td>responsibilities to the ICU Executive, minibus responsibilities to the CSB and</td>
<td>(various references)</td>
</tr>
<tr>
<td>Advice Centre responsibilities to the RWB.</td>
<td>Reg 3. (53-61)</td>
</tr>
<tr>
<td>f. Reinstating the “Health &amp; Safety” committee as a President’s Committee (to be chaired by</td>
<td></td>
</tr>
<tr>
<td>the Deputy President for Clubs and Societies). All of the Union’s Constituent Unions and</td>
<td></td>
</tr>
<tr>
<td>CSCs would be represented at this committee.</td>
<td></td>
</tr>
<tr>
<td><strong>3. Amendments to improve the Accountability of Officers by:</strong></td>
<td></td>
</tr>
<tr>
<td>a. Expanding the ambit of disciplinary regulation to cover appointed members and the Court.</td>
<td>Const. (17.1) Reg</td>
</tr>
<tr>
<td>b. Defining responsible authorities at the highest level of the Union. The Court Chair would</td>
<td>5. (A)</td>
</tr>
<tr>
<td>be responsible for the Court members; the Court Chair would be responsible for the</td>
<td>Reg 5. (4)</td>
</tr>
<tr>
<td>Council Chair and the Council Chair would be responsible for the President and Court</td>
<td>Reg 5. (11)</td>
</tr>
<tr>
<td>Chair.</td>
<td>Reg 5. (25)</td>
</tr>
<tr>
<td>c. Introducing new avenues for censure or no confidence motions. The President, Council</td>
<td></td>
</tr>
<tr>
<td>Chair and Court Chair would have the power to instigate such motions without requiring</td>
<td></td>
</tr>
<tr>
<td>20 signatures. The President would have freedom to table a motion against any officer</td>
<td></td>
</tr>
<tr>
<td>for any reason. The Council Chair would only be able to do so if the officer failed to</td>
<td></td>
</tr>
<tr>
<td>report to Council. The Court Chair would only be able to do so if the Court found an</td>
<td></td>
</tr>
<tr>
<td>officer to be in contempt of the rules and regulations of the Union.</td>
<td></td>
</tr>
<tr>
<td>d. Banning Officers who are dismissed from standing for the same position again.</td>
<td></td>
</tr>
<tr>
<td><strong>4. Amendments to simplify Council Meeting procedures by:</strong></td>
<td>Reg 4. (88)</td>
</tr>
<tr>
<td>a. Reducing the number of procedural motions that can be voted on and instead award powers to</td>
<td></td>
</tr>
<tr>
<td>rule on such motions to the Council Chair.</td>
<td></td>
</tr>
<tr>
<td><strong>5. Amendments to reform election procedures by:</strong></td>
<td>Reg 2. (48-54)</td>
</tr>
<tr>
<td>a. Allowing campaigning on the record.</td>
<td>Reg 2. (104)</td>
</tr>
<tr>
<td>b. Reinforcing the notion that candidates are responsible for actions taken on their behalf.</td>
<td>Reg 2. (103)</td>
</tr>
<tr>
<td>c. Inserting a new punishment to allow candidates who are held to be in contempt of election</td>
<td>Reg 2. (33-40)</td>
</tr>
<tr>
<td>rules to be disqualified from standing for all elected office.</td>
<td></td>
</tr>
<tr>
<td>d. Take on board amendments proposed by the Returning Officer of recently held referenda.</td>
<td></td>
</tr>
</tbody>
</table>
## Amendment

<table>
<thead>
<tr>
<th>Amendment</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Miscellaneous amendments to:</td>
<td>Const. (2.2) Reg 1. (A) Reg 3. (76) Const. (9.5.3) Const. (15.6) Const. (20.4)</td>
</tr>
<tr>
<td>a. Replace references to “Permanent Secretary” with “Union General Manager”.</td>
<td>Various refs.</td>
</tr>
<tr>
<td>b. Replace references to “Overseas Students Committee” with “Overseas Societies Committee”.</td>
<td>Various refs.</td>
</tr>
<tr>
<td>c. Add references to democracy, equality and diversity as principles within which the Union pursues its aims and objectives.</td>
<td>Const. (3.2.3)</td>
</tr>
<tr>
<td>d. Change life member status to allow life members to sit on Union committees.</td>
<td>Const. (3.5)</td>
</tr>
<tr>
<td>e. Clarify that if students opt out of Union membership, they may not take part in the democratic mechanisms of the Union.</td>
<td>Const. (3.5)</td>
</tr>
<tr>
<td>f. Rename the “Education Representatives” as “Academic Affairs Officers (Taught Students)” and “Research Representatives” as “Academic Affairs Officers (Research Students). This is purely to standardise the semantics of officer titles and has no impact on these officers’ roles.</td>
<td>Reg 1. (A)</td>
</tr>
<tr>
<td>g. Clarify in the GSA section of regulation three that the GSA represents students who are presently studying PG courses, rather than students who have simply graduated.</td>
<td>Reg 3. (76)</td>
</tr>
<tr>
<td>h. Incorporate a recently lapsed policy into the constitution that grants sabbatical officers ex-officio membership of every committee in the Union except judicial and electoral committees.</td>
<td>Const. (9.5.3)</td>
</tr>
<tr>
<td>i. Clarify the remit of the Union’s two disciplinary policies (between officers and general members).</td>
<td>Reg 5. (A)</td>
</tr>
<tr>
<td>j. Update the lapsed policy clause to prevent disciplinary policy from lapsing.</td>
<td>Const. (15.6)</td>
</tr>
</tbody>
</table>

## Deregulation:

<table>
<thead>
<tr>
<th>Amendment</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Deregulate large parts of the ICU constitution allowing it to change parts of its regulations without requiring permission of the College's governing body.</td>
<td>Const. (20.4)</td>
</tr>
</tbody>
</table>

## DECISION

14. In line with the College’s Statutes, these amendments to the Imperial College Union’s Constitution require the approval of the Council before they can take effect. The Council is therefore asked to consider, and if it sees fit, approve these amendments to the ICU Constitution.

JC 14/11/03
UNION COMMITTEE STRUCTURE

Existing committee structure

**Imperial College Council**

**ICU Council**

**ICU Executive Committee**

- **President’s Committees**
  - Academic Affairs
  - Accommodation
  - CAG
  - Colours
  - Disciplinary
  - RAG
  - Welfare
  - GSA (Standing)

- **Student Activities Committee**
  - CSCs
  - Campus Unions
  - Faculty Unions

- **Trading and Services Committees**
  - Services
  - Trading

Proposed committee structure

**Imperial College Council**

**ICU Council**

**ICU Court**

**ICU Executive Committee**

- **President’s Committees**
  - Colours
  - CAG
  - Disciplinary
  - RAG
  - Health & Safety

- **Clubs & Societies Board**
  - CSCs

- **Representation and Welfare Board**
  - Faculty / Campus Unions
Imperial College Union Constitution

1. Name
   1. The name of the students’ union referred to in this Constitution shall be the Imperial College Union, also referred to as “the Union”.
   2. The Union and its recognised clubs and societies may use the name and arms of Imperial College in their titles and in pursuit of their activities but they may not assign the privilege to any other individual, group, or company without the approval of the College Secretary or his or her nominee. In using the names and arms, the Union and its clubs and societies shall have due regard for Imperial College’s status and reputation.

2. Aims and Objects
   1. The aims and objects of the Union shall be:
      1. To advance the education of its members and promote, without prejudice, their welfare at all times.
      2. To promote and encourage the interest by students in matters outside the College curriculum, especially cultural, social and sporting interests.
      3. To represent the needs and interests of its members to Imperial College, the University of London and other external bodies.
      4. To provide or ensure a range of facilities which advance the interests of the students of Imperial College.
   2. In pursuing its aims and objects, the Union shall govern itself democratically and with regard to the principles of equality and diversity.

3. Membership
   1. The following persons shall be members of the Union, as provided in the following categories. Membership of the Union entitles the holder to make use of all its facilities, amenities and services.
   2. Full Members
      1. All registered students of Imperial College are Full Members of the Union.
      2. Only Full Members are entitled to receive any form of subsidy from the Union, or to participate in the government of the Union, that is, standing for or holding office, voting in any election or meeting, or chairing a meeting of the Union, its Faculty Unions, clubs or societies.
      3. A person who is not a Full Member may only participate in the government of the Union as set out in 3.2.2 above if they are a Life Member or member of the Imperial College staff, and in either case not a member of the permanent Union staff. They shall possess the rights and duties of Full Members only so far as it involves exercising the rights and duties of office and only in the following capacities:
         a. They are appointed as a returning officer, scrutineer or member of an elections or referendum committee, or
         b. They are members of the Executive Committee, Court, disciplinary or disciplinary appellate committee.
      4. No committee shall contain more than one member of the Imperial College staff, nor be chaired by one, unless acting as returning officer.
   3. Associate Members
      1. The Executive Committee may grant Associate Membership to College or Union staff, or to any Further or Higher Education student over the age of eighteen under such conditions as it may set, entitling them to use the facilities of the Union.
   4. Life Members
      1. A person shall be entitled to become a Life Member of the Union upon payment of subscription if they have been: 
a. A Full or Associate Member of the Union for at least one academic year,

b. A Research or Teaching Assistant for at least two academic years,

c. A member of the full time Union staff for at least two years, or

d. A member of the Imperial College staff for at least two years.

2. Life Members may not participate in the government of the Union except to act as returning officer if appropriate in pursuance of those duties permitted under section 3.2.3.

3. Life Membership shall be bestowed upon the Union Honorary Senior Treasurer and other Honorary Senior Treasurers without payment at the Council’s discretion during their tenure.

4. Honorary Life Membership may be awarded without payment of subscription under policy approved by the Council.

5. Only Life Members of the Union are eligible for life membership of any constituent part of the Union.

5. **Opting Out**

1. Any student shall have the right not to be a member of the Union and signify that he or she does not wish to be represented by it.

2. The Union shall liaise with Imperial College to ensure that any student exercising their right shall not be unfairly disadvantaged with regard to the provision of services by reason of having done so. A student opting out of membership of the Union is deemed to have opted out of membership of their Faculty Union, and may not participate in the government of either Union, club, society or other part thereof. The Union shall liaise with Imperial College to ensure that any student exercising their right shall not be unfairly disadvantaged with regard to the provision of services by reason of having done so. A student opting out of membership of the Union is deemed to have opted out of membership of their Faculty Union, and may not participate in the government of either Union.

3. A person who has opted out of membership of the Union may re-join with the permission of the Council.

4. **Affiliation**

1. The Union has the right to affiliate to any organisation which furthers its aims, subject to passing a resolution at the relevant policy making body; the Council being the relevant policy making body for the Union a resolution of the Council.

2. Such an organisation shall not be of a religious or political nature, however clubs and societies may affiliate to a religious or political organisation. The Union and any part of the Union may not knowingly affiliate knowingly to an illegal organisation.

3. If the Union or its clubs and societies decide to affiliate or donate monies raised to an external organisation, they shall publish notice at Council of the decision stating the name of the organisation and details of any monies paid or donated to that organisation.

4. The Union shall review the external organisations to which an affiliation fee has been paid or a donation given and report these annually by means of a published report.

5. **Officers of the Union**

1. The Officers of the Union shall be the President and Deputy Presidents, who shall be Sabbatical Officers on conditions approved by Imperial College, and non sabbatical Officers who shall be Full Members of the Union.

2. The titles and duties of the Officers of the Union and the means by which they are elected, censured and dismissed shall be set in Regulations.

3. No person shall hold sabbatical office in the Union for more than two full academic years. No person who held sabbatical office during an undergraduate course may hold sabbatical office until their entire course is completed to the satisfaction of Imperial College.

6. **The Council**

1. The Council shall be the sovereign and governing body of the Union and shall exercise all the powers of the Union, except those relating to the interpretation of this Constitution, its Regulations and any policy, rule, act of omission made under it and the interpretation and resolution of disputes in individual elections or referenda.

2. The Council shall further the aims and objects of the Union and determine Union policy, except where policy is determined by referendum.
3. The Council shall receive such reports from Officers and committees that it may require, with Sabbatical Officers and the Executive Committee reporting to each ordinary meeting.

4. All Full Members of the Union may attend the Council as an observer with full speaking rights and the right to propose and second motions and other business.

5. The membership of the Council, its standing orders and procedures shall be set in Regulations.

6. The Council shall be called:
   1. Once per month or more during term time by the President, or
   2. By the Council Chair upon receipt of a request by:
      a. The Executive Committee, the Council or General Meeting,
      b. Ten members of the Council, or
      c. 100 Full Members of the Union.

7. General Meetings
   1. General Meetings are held to ensure the accountability of the Union to its members.
   2. All Full Members of the Union may participate and vote all aspects of business at a General Meeting. The quorum shall be 200 Full Members.
   3. The standing orders and procedures for the calling and conduct of General Meetings shall be set in Regulations.
   4. A General Meeting shall be called by:
      1. The President,
      2. The Council Chair upon receipt of a request by:
         a. The Executive Committee or the Council,
         b. A petition signed by at least 100 Full Members of the Union requesting a General Meeting, the meeting to be held within five College days of receiving such a petition.
   3. A General Meeting shall discuss a specific item of business only, and may:
      a. Review and refer back policy or operational policy made by the Council or Executive Committee respectively, and
      b. Hold the Sabbatical Officers and Felix Editor to account.

8. Referenda
   1. Referenda shall be the last resort in deciding policy of the Union. The Council may also refer a constitutional or regulatory change for approval by referendum. All and only Full Members of the Union may vote.
   2. A referendum may be called by:
      1. Five percent of the Full Membership of the Union, or
      2. The Council, for policy previously decided by referendum or referred back to it by a General Meeting,
      unless it is called within twenty College days of the end of the Summer Term, whereupon it shall be disregarded.
   3. A motion for referendum shall be on a single issue and have a ‘yes’ or ‘no’ resolution.
   4. A petition for a referendum under 8.2.1 shall include names, years, departments and signatures or College identification numbers (“CIDs”) of the petitioners and shall be received by the President. The constitutionality of the petition must be resolved by the Court prior to the referendum further proceeding if the constitutionality of the petition is not resolved to the satisfaction of the Council, it will be referred to a nominee of the College Council whose decision is final.
   5. No issue shall be put to referendum if it has already been put to referendum:
      1. in the current academic year if it concerns affiliation by the Union to an external organisation, or
      2. in the current or previous two academic years for any other issue.
   6. Sub-sections 8.2 to 8.5 do not apply to a referendum to change the constitution or regulations. No more than one referendum per academic year may be held in relation to any such change, unless it is a re-run of an earlier referendum.
   7. The referendum shall be determined by simple majority whether relating to policy or a constitutional or regulatory change. If less that fifteen percent of the Full Membership vote then the referendum shall be null and void.
   8. Policy decided by referendum shall be immediately binding upon the Union and supersedes any previous policy. Any decision resulting from a referendum may only be reversed by a referendum.
9. If a referendum results in a draw, the Council may authorize a re-run notwithstanding section 8.5, provided it does so at least twenty days before the end of the Summer Term; if the Council does not authorize a re-run, the motion subject to the referendum falls.

9. Committees of the Union
1. There shall be the following standing committees of the Union:
   1. The Executive Committee,
   2. The Clubs and Societies Board,
   3. The Representation and Welfare Board,
   4. Clubs and Societies Committees,
   5. Trading and Services Committees, President’s Committees,
   6. Faculty Unions, and
   7. The Graduate Students’ Association.

2. Delegation
   The Council and its standing committees may establish and thereafter dissolve sub-committees and delegate powers to them or individuals save:
   1. that such establishment or delegation shall not affect the rights, powers or representation of any other standing or sub-committee or individual, and
   2. that a record of delegated power shall be reported by the Chair of the delegating committee to the Council and retained by the President.

3. All Union committees shall follow the standing orders and rules of procedure as set out in Regulations.

4. The chair or president of the standing committees shall be required to make such reports to Council as it may require, which shall be at least once per year.

5. The Sabbatical Officers shall be ex-officio:
   1. Non-voting members of clubs and societies and their committees,
   2. Non-voting members of the Faculty Unions and their committees, and
   3. Voting members of all other Union committees, except the Court, disciplinary, disciplinary appellate, elections and referenda committees.

10. The Executive Committee
1. The Executive Committee shall be responsible for the overseeing the general management of the Union and co-ordinating all the Union’s affairs, including commercial and voluntary matters, in both policy and financial terms.

2. The Executive Committee shall be at all times subject to the superintendence and control of the Council, and shall report its business to the Council for approval.

3. The Sabbatical Officers shall report to the Executive Committee those matters relating to their office to the and the Executive Committee’s remit.

4. The Executive Committee shall:
   a. Advance the aims and objects of the Union,
   b. Implement Union policy,
   c. Set operational policy in line with Union policy,
   d. Oversee the day-to-day running of the Union and the co-ordination of its activities,
   e. Establish policy on staffing issues and oversee staffing matters,
   f. Establish policy on health and safety issues and oversee health and safety matters,
   g. Deal with disciplinary matters in accordance with policy,
   h. Establish principles for the fair allocation of the resources available to the Union,
   i. Monitor financial performance against budget,
   j. Receive the audited annual accounts of the Union and report their findings to the Council,
   k. Monitor the performance of the trading outlets, services and retail facilities of the Union, and
   l. Act as trustees of the Union.

5. The Executive Committee shall meet at least once a year specifically to review the Constitution and Regulations. The Executive Committee shall meet at least once a term specifically to discuss trading and financial matters. The Executive Committee shall:
   a. consist of the Sabbatical Officers and up to twelve other individuals,
   b. have a quorum of six members, and
11. **Trading and Services Committees.**

The Court

1. **The Court shall exercise sovereign power over the interpretation of this Constitution, its Regulations and any policy, rule, act or omission made under it; the Court shall also exercise sovereign power over the resolution of any dispute in individual elections or referenda.**

2. **The Court shall perform such other judicial, investigative or disciplinary roles as may be allocated to it by the Regulations or any policy or rule.**

3. **The Court shall not manage or exercise policy-making powers over any other part of the Union.**

4. **The Court shall direct its own procedure, subject only to the Constitution and Regulations. The Court shall not delegate its functions to any person or body outside its supervision.**

5. **Decisions of the Court bind the whole Union, or such constituent part of it as may be defined by the Court. An interpretation of a rule has the same status as the rule itself.**

6. **Members of the Court shall adhere to a code of conduct approved by the Court and the Council.**

7. **No member of the Court may simultaneously be:**
   
   i. an Officer of the Union or Felix Editor,
   
   ii. a member of the Council, Executive Committee, Clubs and Societies Board or Representation and Welfare Board,
   
   iii. a member of the permanent Union staff, or
   
   iv. an Honorary Senior Treasurer.

8. **The Court may include up to three Life Members and one member of the Imperial College academic, academic-related or senior administrative staff under terms set in Regulations. No such Life Member shall have their life membership suspended or removed unless they are first dismissed from the Court by the Council, or their term expires.**

9. **Regulations may provide for an appeal within the Court and from the Court to the Rector of Imperial College, under such circumstances as set out in the Regulations.**

12. **The Trading and Services Committees shall be responsible for monitoring the performance of the trading outlets, services and retail facilities of the Union. Each Trading and Services Committee shall invite the appropriate staff managers as observers. The appropriate staff managers shall present reports detailing their activities within their responsibility. The Trading and Services Committees may determine commercial policy within their area of responsibility in line with Union Policy and operational policy.**

13. **The Faculty Unions**

1. **The Faculty Unions are the students’ unions for the respective Faculties of Imperial College and an integral part of the Union.**

2. **The Faculty Unions are: The Imperial College Faculty of Engineering Students’ Union, for the Faculty of Engineering; The Imperial College Faculty of Medicine Students’ Union, for the Faculty of Medicine; The Imperial College Faculty of Natural Sciences Students’ Union, for the Faculty of Natural Sciences.** The Faculty Unions’ constitutions shall not contradict this Constitution, its Regulations nor Union or operational policy. Amendments to their constitutions require the approval of the Executive Committee, which shall either accept the amendments or refer them to the Council for approval consideration.

14. **Finance**
1. The President is responsible to the Imperial College Council for the finances of the Union.
2. The day-to-day administration of the Union's finances shall be delegated by the President to a Deputy President with responsibility for finance.
3. The Council shall lay down Regulations for the financial management of the Union, provided that no alteration to these Regulations shall take effect until approved by the Imperial College Council on the recommendation of the College Audit Committee.
4. The Union's accounts shall be approved by the Executive Committee and the College Audit Committee prior to approval by the Imperial College Council, and made available to the public.
5. There shall be a Union Honorary Senior Treasurer appointed by the Council and approved by the Rector, who shall specifically approve the Union's budget and monitor expenditure on behalf of the Imperial College Council, and exercise other duties set in the Financial Regulations.

### 14. Elections

1. **Elections shall be fairly and properly conducted under the terms of the Education Act 1994 and in accordance with the election procedures in the Union Election regulations.**
2. Only Full Members of the Union may vote in Union elections. Further restrictions may apply for certain Union positions as detailed elsewhere in the Constitution and Regulations.
3. All candidates for election, their proposers and their seconders must be Full Members of the Union. Further restrictions may apply for certain Union positions as detailed elsewhere in the Constitution and Regulations.
4. All Full Members of the Union may stand for and vote in Sabbatical Officer and Felix Editor elections, which shall be by College-wide secret ballot.

### 15. Policy

1. Policy of the Union shall be determined by Council and referenda.
2. The Executive Committee shall determine operational policy as directed and bound by the Council.
3. Union policy and operational policy is binding on the whole Union.
4. Policy which gives the Union or any of its constituent parts powers which are not already laid out in this Constitution shall require approval of the Council with a two-thirds majority on two successive meetings between fifteen and forty College days apart, and the approval of the Imperial College Council.
5. The President shall maintain a record of all Union policy and operational policy in force and ensure it is available to any member of the Union.
6. **Union policy (except the Disciplinary Policy), operational policy and policy approved by any standing committee with the authority to do so shall be valid for the remainder of the academic year in which it was adopted and the next three academic years. The President or relevant committee chair should re-present the policy with amendments as appropriate before it lapses, and the Council or committee may vote on whether to continue the policy for the next three academic years. Union policy shall be valid for the remainder of the academic year in which it was adopted and the next three academic years. The President should re-present the policy to Council with amendments as appropriate before it lapses, and the Council will vote on whether to continue the policy for the next three academic years.**

### 16. Personnel

1. The President, as advised by the Permanent Secretary/Union General Manager, is responsible for the appointment and management of the Union staff.
2. The Council shall establish by Regulation a Staff-Student Protocol setting out the divisions of responsibilities between the staff and elected officers, to promote the democratic structure of the Union and its integrity as an employer. It shall be responsibility of the President to clarify and enforce this protocol, **unless the Court is meeting, in which case it is the responsibility of its chair to do so.**

### 17. Discipline

1. Misconduct in the Union is dealt with in the following ways depending on the individual concerned:
1. Misconduct, negligence or failure to maintain the confidence of the Council by Officers of the Union and others holding elected or unpaid appointed office in any part of the Union or misconduct by members of the Court may be dealt with by the Council or its committees under Regulations; this may include censure or dismissal.

2. The Council may by Regulation provide that a person dismissed from office or guilty of misconduct in an election or referendum may be prohibited from election or appointment to that or any other office. Misconduct by students of a non-academic nature shall be dealt with by the Union under Union policy approved by the Imperial College Council, which forms part of the College Code of Discipline for students.

3. Misconduct by Associate or Life Members shall be dealt by the Executive Committee with under Union policy, which may include their expulsion from the Union.

4. Misconduct by Union staff shall be dealt with by the President and Permanent Secretary through the line management structure.

2. The Council may by Regulation provide that a person dismissed from office or guilty of misconduct in an election or referendum may be prohibited from election or appointment to that or any other office.

18. Relationship with Imperial College
1. The relationship between the Union and Imperial College is defined in the Memorandum of Understanding, approved by the Union and Imperial College Councils.
2. The Memorandum of Understanding shall be included in the Regulations.

19. Interpretation
1. Words used in this Constitution and in any Regulation made hereunder have the same meaning as in the Imperial College Charter.

2. The Court interprets this Constitution, its Regulations and any policy, rule, act or omission made under Regulations established by the Council under this Constitution shall not be repugnant to the provisions of this Constitution, nor Union policy be repugnant to the provisions of the Constitutions or its Regulations.

3. If an issue requiring an interpretation arises when the Court is not meeting, the chair of a meeting, or if present, the President may give a preliminary ruling. Constituent parts of the Union may designate a person to give preliminary rulings in respect of their own rules. Preliminary rulings do not bind the Court in the event of an unresolved dispute arising over the interpretation of the Constitution, its Regulations or any policy. The matter shall be referred to the President who shall make a ruling. If the President is unable to resolve the dispute to the satisfaction of the Council, the President shall refer the matter to a nominee of the Imperial College Council whose decision shall be final.

4. An interpretation made by the Court forms a binding precedent upon it. The Court may depart from its own precedents only when the interests of justice require it.

In circumstances where an interpretation is sought from either the President or the nominee of the Imperial College Council it shall be reported to the Union Council and duly recorded in the minutes. Previous interpretations shall provide a basis for future interpretations unless overruled by the Council or the Imperial College Council.

20. Amendment
1. This Constitution may be amended by resolution of the Council, passed by a two-thirds majority at two successive meetings, not less than fifteen and not more than forty College days apart, with the approval of the Imperial College Council.

2. The Regulations may be amended by resolution of the Council, passed by two successive meetings, not less than fifteen and not more than forty College days apart, with the second resolution reading passed by a two-thirds majority, with the approval of the Imperial College Council or its nominee.

3. The Council may at first reading and by a separate resolution at two-thirds majority, replace the second reading of an amendment to the Constitution or Regulations with a referendum to be held not more than forty days later after the first reading nor after the end of the Summer Term.

4. The Disciplinary Procedure, Finance Regulations, Court, Finance Regulations and Memorandum of Understanding, any new Regulation and any part of a Regulation affecting the membership of or voting rights upon the Council, or composition, titles or
Council 24th November 2006

Job descriptions of the Sabbatical Officers require for amendment the approval of the Imperial College Council. Other regulatory amendments made shall be deposited with the Clerk to the Imperial College Council.

5. Notwithstanding section 20.4, an amendment to the internal composition (but not the overall number) of those members of the Council who become members otherwise than by virtue of holding a qualifying post does not require the approval of the Imperial College Council.

6. The Court shall provide its opinion on the constitutional propriety, efficacy and fairness of a proposed constitutional or regulatory amendment to the Council before the second reading or referendum of the same. The Court may, at its discretion, provide an opinion upon the same to the Clerk to the Imperial College Council.

21. Regulations

1. The Regulations of the Union shall be:
   1. Officers of the Union.
   2. Election and Referenda. Regulations
   3. Composition of Union Committees.
   4. Standing Orders for all Union meetings.
   5. Disciplinary Procedure.
   6. Finance.
   7. Union Court.
   8. Memorandum of Understanding.

22. Revocation

1. This Constitution shall be binding on all parts of the Union from the 1st August in the year 2005 24th November 2006.

2. From the 24th November 2006 1st August 2005 all previous constitutions and regulations are revoked.
A. Officers of the Union

1. The Officers of the Union shall be the:

   1. President,
   2. Deputy President (Clubs & Societies),
   3. Deputy President (Education & Welfare),
   4. Deputy President (Finance & Services),
   5. Deputy President (Graduate Students),
   6. Council Chair,
   7. President of the Imperial College Faculty of Engineering Students' Union,
   8. President of the Imperial College Faculty of Medicine Students' Union,
   9. President of the Imperial College Faculty of Natural Sciences Students' Union,
   10. Arts and Entertainments Board Chair,
   11. Athletics Clubs Committee Chair,
   12. Media Group Chair,
   13. Overseas Students Overseas Societies Committee Chair,
   14. Recreational Clubs Committee Chair,
   15. Royal School of Mines Committee Chair,
   16. Silwood Park Union Chair,
   17. Social Clubs Committee Chair,
   18. Wye College Union Society President,
   19. Imperial College Faculty of Engineering Students' Union Education Representative Academic Affairs Officer (Taught Students),
   20. Imperial College Faculty of Medicine Students' Union Academic Affairs Officer (Taught Students) Education Representative,
   21. Imperial College Faculty of Natural Sciences Students' Union Academic Affairs Officer (Taught Students) Education Representative,
   22. Imperial College Faculty of Engineering Students' Union Academic Affairs Officer (Research Students) Research Representative,
   23. Imperial College Faculty of Medicine Students' Union Academic Affairs Officer (Research Students) Research Representative,
   24. Imperial College Faculty of Natural Sciences Students' Union Academic Affairs Officer (Research Students) Research Representative,
   25. Imperial College Faculty of Engineering Students' Union Welfare Officer,
   26. Imperial College Faculty of Medicine Students' Union Medical Students' Union Welfare Officer,
   27. Imperial College Faculty of Natural Sciences Students' Union Welfare Officer,
   28. Community Action Group Chair,
   29. Equal Opportunities Officer,
   30. Welfare Campaigns Officer
   31. Rag Chair.
B. General provisions

2. The Sabbatical Officers shall be the President and Deputy Presidents of the Union, who shall hold sabbatical office on conditions approved by Imperial College. Non-sabbatical Officers who shall be Full Members of the Union.

3. Non-sabbatical officers who hold sabbatical office and the Felix Editor shall also hold sabbatical office on conditions approved by Imperial College.

4. The Officers of the Union members of the Executive Committee have a collective responsibility as trustees of the Union to execute their office according to aims and objects of the Union.

5. An Officer of the Union may resign in writing to the President. The President may resign in writing to the Council Chair and Imperial College's Clerk to the Court and Council.

6. The President is responsible for co-ordinating the work of the Officers of the Union, and for delegating the duties and responsibilities of Officers in the case of vacancies or if an Officer is unable to carry out their duties.

7. No person may hold more than one Officer of the Union post.

C. Register of Interests

8. A Register of Interests shall be kept for Officers of the Union, the Felix Editor, members of the Court and any other person at the discretion of the Council or Executive Committee.

9. The Register shall be available to all Full Members of the Union.

10. The Register shall contain any current part-time external employment, directorships and direct shareholdings, and the Officer's department and year.

11. The Register shall contain all current and former:
   1. courses of study at Imperial College,
   2. employment by the Union or by College,
   3. gifts, and free or discounted tickets received in connection with Union business,
   4. sponsorship by any firm in connection with a course of study or Union business,
   5. positions of office held within the Union or any constituent part,
   6. membership of any Union committee,
   7. membership of any Union club or society, and their committees, and
   8. any employment, membership, or positions within the University of London Union, or any representative student organisation.

12. The Register shall contain any matter not falling in the above categories which could provide information of any pecuniary interest or other material benefit which an Officer receives which might reasonably be thought by others to influence his or her actions, speeches, or votes in committees, or actions taken in his or her capacity as an Officer.

13. Union Officers shall be required to sign the Register as an accurate record of their interests as a requirement of taking office.

14. The Register shall be kept and maintained by the President, who shall be responsible for notifying Officers of the responsibilities and requiring Officers to register.

15. In the event of a dispute on the question of whether a matter is registrable, the Council Chair shall adjudicate and make a ruling, which may be appealed to the Executive Committee Court, whose decision is final, with previous decisions providing a precedent for future ones.

D. Job Descriptions for the Sabbatical Officers and the Felix Editor

16. The President
   The Union President shall:
   i. Execute the policy and further the aims and objects of the Union,
   ii. Be the ultimate representative of the Union,
   iii. Be responsible for the efficient organisation and administration of the Union,
   iv. Be responsible for the activities of the Union,
   v. Be responsible for the Union’s Elections,
vi. Be responsible for constitutional development and preliminary interpretation,

vii. Be responsible for the finances of the Union,

viii. Be responsible for staffing and discipline issues,

ix. Be responsible for the work of the Executive Committee,

x. Chair relevant Union Committees,

xi. Liaise with Union and College staff as appropriate,

xii. Represent the Union on external committees as appropriate,

xiii. Be responsible for Health and Safety across the whole Union,

xiv. Report to Union Committees as appropriate, and

xv. Negotiate extra duties for Union Officers where appropriate.

17. **Deputy President (Finance and Services)**

The Deputy President (Finance and Services) shall:

i. Uphold the policy and further the aims and objects of the Union,

ii. Take on Presidential duties as appropriate,

iii. Be responsible to the President for all aspects of the Union finances,

iv. Be responsible to the President for the Union’s commercial services,

v. Co-ordinate the **Trading, Services, Retail, and House trading forums Committees**, and the finance-related aspects of the **Student Activities Committee Clubs and Societies Board**, and

vi. Liaise with Union and College staff as appropriate,

vii. Represent the Union on external committees as appropriate,

viii. Report to Union Committees as appropriate, and

ix. Negotiate other duties with the President.

18. **Deputy President (Clubs and Societies)**

The Deputy President (Clubs and Societies) shall:

i. Uphold the policy and further the aims and objects of the Union,

ii. Take on Presidential duties as appropriate,

iii. Be responsible for the effective co-ordination and representation of Union Clubs and Societies, in conjunction with the relevant Union committees,

iv. Be responsible to the President for Health and Safety issues within clubs and societies, and chair and administer the Union Health and Safety Committee,

v. Be responsible for the organisation of Freshers’ Fayre,

vi. Liaise with the Clubs and Societies Administrator to ensure that appropriate support is being given to all Union clubs and societies,

vii. Liaise with other Union and College staff as appropriate,

viii. Attend the relevant Union Committees,

ix. Represent the Union on external committees as appropriate,

x. Represent Union Clubs and Societies to the British Universities Sports Association,

xi. Report to Union Committees as appropriate, and

xii. Negotiate other duties with the President.

19. **Deputy President (Education and Welfare)**

The Deputy President (Education and Welfare) shall:

i. Uphold the policy and further the aims and objects of the Union,

ii. Take on Presidential duties as appropriate,

iii. Be responsible for welfare issues and services for all Union members,

iv. Be responsible for co-ordinating the provision of student development and progression within Union activities,

v. Be responsible for keeping College informed of student opinion on academic affairs,

vi. Be responsible for the academic concerns of all Union members,

vii. Be responsible for co-ordinating and publicising all campaigns concerning equal opportunities and welfare issues,

viii. Liaise with the Deputy President (Graduate Students) on all matters concerning graduate students who are registered on postgraduate courses,

ix. Be responsible for organising the training of Union Officers,

x. Assist the President in enforcing the Union's Equal Opportunities Policy,

xi. Liaise with Union and College staff as appropriate,

xii. Attend the relevant Union Committees,

xiii. Represent the Union on external committees as appropriate,

xiv. Report to Union Committees as appropriate, and
xv. Negotiate other duties with the President.

20. **Deputy President (Graduate Students)**
   The Deputy President (Graduate Students) shall:
   i. Uphold the policy and further the aims and objects of the Union,
   ii. Take on Presidential duties as appropriate,
   iii. Be responsible for the effective representation *both to the College and within the Union itself* of *students who are registered on postgraduate courses* *graduate students both to the College and within the Union itself*,
   iv. Be responsible for the effective co-ordination of the Union’s services to, and activities for, *graduate students who are registered on postgraduate courses*,
   v. Champion Support the cause of postgraduate students’ involvement in all relevant areas of Union and College activity,
   vi. Liaise with Union and College staff as appropriate,
   vii. Feed the fish,
   viii. Attend the relevant Union Committees,
   ix. Report to Union Committees as appropriate, and
   xi. Negotiate other duties with the President.

21. **Felix Editor**
   The Felix Editor shall be responsible to Council for:
   i. The running and management of Felix in accordance with the Felix Constitution, the Code of Practice for ICU Publications, Annexe F of the Memorandum of Understanding and its other provisions for Union media, College Code of Practice (Freedom of Speech) and Section 43 of the Education (No.2) Act 1986 and any subsequent amendments of the above,
   ii. The proper financial management of Felix and adherence to budget,
   iii. Ensuring that the editorial responsibilities of fair play and honesty prevail whilst defending the concept of editorial freedom,
   iv. The recruitment of such assistance as is necessary, from the student body of Imperial College in the first instance, and
   v. Any inaccuracies appearing in Felix articles which have been presented implicitly or explicitly as facts.

E. **Job Descriptions for Other Union Officers**

22. **The Presidents of the Faculty Unions**
   The Presidents of the Imperial College Faculty of Engineering Students’ Union, Imperial College Faculty of Medicine Students’ Union and the Imperial College Faculty of Natural Sciences Students’ Union, in addition to any duties laid down by their respective Faculty Union, shall:
   i. Represent the interests of their members at the appropriate Union, *Constituent College Faculty* and College Committees,
   ii. Be responsible for the development and *preliminary* interpretation of their constitutions,
   iii. Be responsible to the Deputy President (Finance and Services) for all aspects of their union’s finances,
   iv. Be Responsible to the Deputy President (Clubs and Societies) for the duty of care and Health and Safety of their members,
   v. Be responsible to the Deputy President (Education and Welfare) for the education and welfare issues of their members,
   vi. Be accountable to Council for the activities of their union, and
   vii. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

23. **The Chairs of the Clubs and Societies Committees**
   The Chairs of the Arts and Entertainments Board, Athletic Clubs Committee, Graduate Students’ Association, Media Group, *Overseas Students Overseas Societies* Committee, Recreational Clubs Committee, Royal School of Mines Committee, Silwood Park Union, Social Clubs Committee, and the President of the Wye College Union Society, in addition to any responsibilities laid down by their respective committee, shall:
i. Represent the interests of their members at the appropriate Union and College Committees,
ii. Be responsible to the Deputy President (Finance and Services) for all aspects of their committee’s finances,
iii. Be Responsible to the Deputy President (Clubs and Societies) for the duty of care and Health and Safety of their members,
iv. Be accountable to Council for the activities of their committee, and
v. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

The Chairs of the Silwood Park Union, Overseas Students Overseas Societies Committee and the President of the Wye College Union Society shall in addition:
vi. Represent the views of students at their respective campuses, or overseas students as appropriate, to the appropriate committees and individuals in the Union and the College.

24. The Community Action Group Chair shall:
   i. Be responsible for implementing and furthering the aims and objectives of the Community Action Group,
   ii. Be responsible to the Deputy President (Finance and Services) for all aspects of the Community Action Group’s finances,
   iii. Be Responsible to the Deputy President (Clubs and Societies) for the duty of care and Health and Safety of those involved in the Community Action Group,
   iv. Be accountable to Council for the activities of the Group, and
   v. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

25. The Council Chair shall:
   i. Chair Council and other relevant Union committees,
   ii. Uphold the duties and responsibilities detailed in the Constitution and Regulations,
   iii. Be independent and impartial in all proceedings and duties as Council Chair, and
   iv. Carry out such duties and responsibilities as may, from time to time, be laid down by the Council or the Executive Committee.

26. The Equal Opportunities Officer shall:
   i. Be responsible for those issues which specifically relate to Equal Opportunities and organise relevant educational and training events and briefings, and report accordingly,
   ii. Sit on appropriate Union Committees,
   iii. Represent the Union’s views on the relevant College Committees,
   iv. Assist the President in enforcing the Union’s Equal Opportunities Policy, and
   v. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

27. The Rag Chair shall:
   i. Be responsible for implementing and furthering the aims and objectives of Rag,
   ii. Be responsible to the Deputy President (Finance and Services) for all aspects of the Rag’s finances,
   iii. Be Responsible to the Deputy President (Clubs and Societies) for the duty of care and Health and Safety of those involved in Rag,
   iv. Be accountable to Council for the activities of Rag, and
   v. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

28. The Welfare Campaigns Officer shall:
   i. Be responsible for suggesting areas of interest to the Union that relate to welfare support,
   ii. Be responsible for researching sources of information and implementing campaigns relating to areas of interest to the Union that relate to welfare support, and report accordingly,
   iii. Be responsible to the Deputy President (Education and Welfare) for the research and implementation of campaigns,
   iv. Sit on appropriate Union Committees,
   v. Represent the Union’s views on the relevant College Committees,
vi. Implement welfare campaigns as determined by the Welfare Committee, and
vii. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

29. The Faculty Academic Affairs Officers (Taught Students) Education Representatives shall:
   i. Be responsible for representing students views to the Union, College and other groups as necessary,
   ii. Assist the Deputy President (Education and Welfare) in the co-ordination of academic representation of taught students in the Faculty,
   iii. Represent the Union’s views on the relevant College committees,
   iv. Attend the relevant Union committees,
   v. Be responsible to the Deputy President (Education and Welfare) for the academic representation of taught students in the Faculty, and
   vi. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

30. The Faculty Academic Affairs Officer (Research Students) Research Representatives shall:
   i. Be responsible for representing students views to the Union, College and other groups as necessary,
   ii. Assist the Deputy President (Education and Welfare) in the co-ordination of academic representation of research students in the Faculty,
   iii. Represent the Union’s views on the relevant College committees,
   iv. Attend the relevant Union committees,
   v. Be responsible to the Deputy President (Education and Welfare) for the academic representation of research students in the Faculty, and
   vi. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.

31. The Faculty Welfare Officers shall:
   i. Be responsible for suggesting areas of interest to the Faculty and the Union that relate to welfare support,
   ii. Be responsible for researching sources of information and implementing campaigns relating to areas of interest to the Faculty and the Union that relate to welfare support, and report accordingly,
   iii. Be responsible to the Deputy President (Education and Welfare) for the research and implementation of campaigns,
   iv. Sit on appropriate Union Committees,
   v. Represent the Union’s views on the relevant College Committees,
   vi. Implement welfare campaigns as determined by the Welfare Committee, and
   vii. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.
Regulation Two - Elections and Referenda

A. General provisions

1. All elections in Imperial College Union, Faculty Unions, outlying campuses affiliated to the Union, clubs and societies shall be held according to these regulations.
2. In any Union rule, the word "election" or any derivative thereof shall mean an election under these regulations.
3. Only Full Members of the Union may participate or vote in any part of an election, though Life Members may act as returning officer.
4. All elections and referenda shall be conducted by secret ballot, except that an election held at a meeting with a single candidate (apart from New Election) may, if no elector dissents, proceed to elect summarily the person to office.
5. All elections shall be determined by Single Transferable Vote with Quota System as defined by the Electoral Reform Society.
6. The President is responsible to the College Council to ensure elections are fairly and properly conducted under the terms of the Education Act 1994.
8. In these regulations, "constituent part" means any committee (except the Council), Faculty Union, club or society.

B. Eligibility to participate

9. All Full Members of the Union may stand and vote in an election unless otherwise prescribed. All Full Members of the Union may vote in a referendum.
10. No person holding sabbatical office may propose or second a candidate in an election, though all other Full Members of the Union may propose or second a candidate in an election, unless limited under sections 10 or 11.
11. The right to stand, nominate and vote in elections for the officers of the Faculty Unions, clubs and societies may be restricted to their full members only.
12. Silwood and Wye may restrict eligibility to stand, nominate and vote to those students on courses of study predominantly at those campuses.

C. Nominations and Timetable

13. All elections require nominations to be publicised one week in advance and be placed on a public notice-board for at least one week, with the name, department, year and signature or College identification number ("CID") of the candidate, proposer and seconders.
14. Nomination papers shall include the name and contact details of the returning officer.
15. Elections for Officers of the Union, Felix Editor, any position granting membership of the Council or Executive Committee and other posts as determined by the Executive Committee or Council have additional requirements:
   1. Notice and publicity for the election should produced five College days in advance of nomination papers being placed up,
   2. Nomination papers should be up for at least ten College days for Sabbatical and Felix Editor elections and at least five College days for other elections, and
   3. Twenty seconders are required for Sabbatical Officer and Felix Editor elections, with at least ten and fourteen seconders are normally required for other elections.
16. Elections during the first Council of the academic year require nomination papers to be up by the first within the first ten College days of term, notwithstanding section 14.2.
17. The election shall be held within ten College days of nomination papers coming down.
18. The Council may by two-thirds majority suspend time limits in this part for particular elections, with a separate resolution required for each election.
19. In the event of a vacancy, nomination papers shall go up within ten College days of the vacancy occurring.

D. Sabbatical elections

20. The Sabbatical Officers and Felix Editor shall be elected by a College-wide secret ballot. All Full Members are entitled to stand and vote for these positions, with the exception of the position of Deputy President (Graduate Students) who is elected by the Full Membership from amongst those Full Members who are graduate students by the Full Membership.

21. The election shall normally be held in the Spring Term on dates approved by the Council.

22. The Council shall determine whether the elections are to be held by paper ballot or electronic voting.

23. In a paper ballot, voting will be permitted between 10.00 and 17.00 on two consecutive College days, though Elections Committee may extend these hours if appropriate. The positions of the ballot boxes shall be at the discretion of the Elections Committee.

24. In electronic voting, the Council will determine a period of time during which votes may be cast, including two consecutive College days between 10.00 and 17.00, and not exceeding five days.

25. In the event of a vacancy in mid-session, an election shall take place within twenty College days of the vacancy occurring.

E. Elections for non-sabbatical posts

26. Elections for all non-sabbatical Union Officers except for officers of the Faculty Unions and Chairs of the Club and Society Committees shall be by and from the Full Membership at Council or by a College-wide secret ballot held no earlier than the sabbatical elections as may be prescribed.

27. Elections for Faculty Union Presidents shall be by secret ballot in the relevant departments, by and from all full members of the respective Faculty Union. Other Faculty Union posts shall be elected at a meeting or by departments-wide secret ballot as may be prescribed.

28. Elections for Chairs and other officers of the Club and Society Committees shall be by the committee and from the Full Membership.

29. Elections for club and society officers shall be at a general meeting of the club or society by and from all full members of the club or society.

30. Elections for ordinary members on the Council shall be by a College-wide secret ballot at the start of the academic year, by and from the Full Membership.

31. The Council or relevant policy-making body may prescribe that an election is held by electronic ballot or departments-wide secret ballot notwithstanding any rule to the contrary. This does not change the composition of eligible candidates or electors in it. Nominees on the Executive Committee shall be determined by meetings of the same year’s membership of the relevant Committees. Nominations to other Committees shall also be made by the same year’s officers and committee members but only after the Executive Committee’s membership is confirmed and it has made its own appointments.

32. The Union’s delegates for the University of London Union’s Council will be the President and those Deputy Presidents whom Council request to go. The remaining delegates shall be elected by and from the Full Membership by College-wide secret ballot at the start of the year by and from the Full Membership.

F. Referenda

33. The Constitution provides for the elementary rules of referenda. Other parts of these regulations only apply to referenda where specifically provided for.

34. Upon receipt of a petition through the President, the Court shall consider its constitutionality and that of the subject matter of the referendum. In a policy referendum, the Court may make orders to require further steps to be taken to complete a petition, or quash an unconstitutional petition or proposed policy. In doing so the Court may make orders to require further steps to be taken to complete a petition, or quash an unconstitutional petition or proposed policy. In a constitutional or regulatory referendum, the referendum question may summarise the proposed changes with the full changes and neutral explanation made publicly and easily available.

35. The Court shall determine the wording of the referendum question. In doing so it may, with the approval of those the Court deems responsible for organising the petition and as an alternative
to quashing a proposed policy, amend it to the extent that it becomes constitutional, with the approval of those the Court deems responsible for organising the petition. In a constitutional or regulatory referendum, the referendum question may summarise the proposed changes with the full changes and neutral explanation made publicly and easily available.

36. Once constitutionality is resolved, the Executive Committee shall authorise notice to be given of the referendum within five College days.

37. The referendum shall be held between twenty and twenty-five College days of notice having been given. If notice has been published within twenty College days of the end of a term other than the Summer Term, the Executive Committee may direct the holding of the referendum in the first twenty College days of the next term.

38. A referendum committee shall act as the equivalent of the elections committee. The referendum committee shall initially be the Executive Committee, and the President the returning officer. Individual members may recuse themselves from membership or be removed by the Court. The referendum committee or the Council may appoint new members or a returning officer with the approval of the Court.

39. The referendum committee may appoint campaign managers for each side, who shall be responsible for their campaigns, and may make rules for the running of the referendum.

40. All College and Union media must be equally available to both sides of the referendum.

G. Campaigning and Publicity

General publicity
41. The returning officer is responsible for ensuring the election is publicised in advance of nominations.

42. In any election or referendum publicity including, but not limited to Felix, Media Group media, Faculty Union newsletters, club and society newsletters shall be equally available to all candidates. All media conducting interviews or discussions must notify all candidates in writing three days before the interview or discussion is due to take place.

43. All media or newsletter reports or comments must mention the names of all candidates standing for a post within the body of the report, in the case of elections, or attempt to produce a balanced debate on both sides of the argument in the case of referenda. In any case reports and comments should be fair and accurate.

Candidates' publicity
44. No candidates' campaign publicity may appear prior to the close of nominations, in the case of elections, or before notice of a referendum is published, in the case of a referendum.

45. All publicity material is to be covered by a suitable receipt. The maximum amount that may be spent on an election or referendum campaign will be decided by the returning officer or elections committee and notified to the candidates at close of nominations.

46. No form of Union or College insignia shall appear on any candidate’s publicity material.

47. Campaign publicity, including flyers, shall be removed from the line of sight and six metres of all ballot boxes.

Campaigning on the record
48. Candidates are permitted to refer to other candidates in their publicity only to the extent permitted below:
1. **Statements made by candidates**,  
2. **Conduct by candidates previously or currently in office, related to their office**,  
3. **A disciplinary hearing in relation to a candidate**.

49. **Any reference must fulfil the following conditions:**
   1. A reference must be relevant to a candidate’s integrity or ability,
   2. No reference may be made which is merely scandalous or intended only to vilify, insult or annoy,
   3. No reference may be made to any personal trait of character, except in so far as it is clearly implicit in demonstrated by other statements or conduct,
   4. No reference may be made to another candidate’s political views, except in so far as they relate to students in their interests as students,
   5. No reference may be made to another candidate’s religious views.

50. Any reference to a statement or fact must be supported by substantial and independent evidence, for example meeting minutes, publications, reports, written publicity or hustings comments. The burden of proof is upon the person seeking to assert the facts or statements, to the extent that the returning officer or elections committee must be sure that they are true.

51. Reference may only be made to a disciplinary hearing and charges made in it if the candidate was found guilty of misconduct, censured or dismissed and no appeal is outstanding. The returning officer must deem it in the student interest for it to be revealed, and may make any restriction on revelation of detail about it.

52. If a candidate referred to in any publicity disputes the truth of such a statement and provides evidence or an explanation which results in the burden of proof no longer being met, or demonstrates that the other regulatory restrictions applied, the publicity may then be disallowed. A returning officer may choose to hear both candidates’ arguments in any fair way he or she wishes.

53. **Publicity which is disallowed must be removed within 24 hours. If it involved any comment in a publication, it must be retracted or correcting comment put in within 24 hours, or in the next publication.**

54. **No new publicity referring to other candidates may be authorised within 48 hours of ballot boxes opening. This advance time may be extended by the returning officer or policy.**

**H. Hustings and debates**

55. There shall be hustings in all Union elections, to which all candidates are invited to speak and answer questions.

56. The returning officer (or elections committee if there is one) shall determine the date and format of hustings, which shall be chaired by the returning officer or a nominee.

57. The chair of hustings shall ensure that each candidate is treated equally in the proceedings, and that questions are directly or indirectly relevant to the potential performance of the candidate in the post being elected.

58. **In referenda, the referendum committee shall organise at least one public, fair and balanced debate which shall take place not less than two and not more than five College days prior to the vote.**

**I. New Election**

59. The returning officer shall appoint a New Election campaign manager and allocate a budget (as permitted within budgetary policy) up to the same level as the other candidates.

60. In the event of:
   1. New Election winning, or
   2. a decision to re-run the entire election including nominations, nominations shall be re-opened within ten College days and the election repeated.

61. In the event that New Election commits an unfair practice as described in section 87 it may be additionally ordered that the election is re-run without recourse to new nominations within five College days of reaching such a conclusion.

**J. Supervision of Elections**

62. There shall be a Returning Officer for each election who shall be responsible for the fair and efficient conduct of that election.
63. The Returning Officer shall maintain neutrality at all times, and may not participate in the election in any manner except as Returning Officer.

**Appointment of Returning Officer**

64. The Returning Officer shall be:
   1. In elections at a committee, the chair of the committee, unless otherwise prescribed,
   2. In elections held during the Council, Executive Committee or Student Activities Committee, Clubs and Societies Board, the President or a nominee as approved by the committee,
   3. For Sabbatical Officer and Felix Editor elections, the President or a nominee approved by the council, and
   4. For Faculty Unions, clubs and societies, their President or Chair, unless otherwise prescribed.

65. In the event of a dispute over the appointment (even if ex-officio) of a returning officer, the matter will be referred to the supervisory authority (as defined in sections 67 to 70) who may confirm the appointment or nominate an alternative.

**Definition of "Supervisory Authority"**

66. The supervisory authority is there to oversee elections and step in, in exceptional circumstances, to ensure an election is run fairly.

67. In this regulation, the term "supervisory authority" shall be taken to mean:
   1. the committee or senior policy-making body of the constituent part of the Union in which the election is held, or officer with their delegated powers,
   2. the President,
   3. the Executive Committee, and
   4. the Council (whose decision is final).

68. An authority is exercisable as a standing order or policy, or just invoked for a particular election.

69. An authority listed lower down in section 67 overrules a previous one on appeal. A more senior authority may amend or rescind another authority’s requirements or add to them, and may act whether or not a more junior authority has previously acted.

70. If the President is the returning officer, a candidate or otherwise not impartial, his position as an authority in 67.2 shall be struck out for that election.

**Elections Committees**

71. In Sabbatical Officer and Felix Editor elections, and other elections as may be prescribed or ordered, an elections committee shall supervise the elections and reserve certain duties of the returning officer to itself, including:
   1. counting the votes,
   2. ratifying an election,
   3. ordering a re-run, and
   4. disqualifying a candidate.

An elections committee may also over-rule any decision of the returning officer.

72. The returning officer shall convene and chair the elections committee, which shall meet regularly during the course of the elections. The elections committee shall review all progress and decisions of the returning officer each meeting.

73. For Sabbatical Officer and Felix Editor elections, the elections committee shall consist of the returning officer and four other members of the Council, who are not members of the Executive Committee, chosen at random.

74. In any non-sabbatical election, the supervisory authority may require an election committee to be convened. It shall have two, four or six members (excluding the chair) appointed in such manner as the supervisory authority determines.

**Challenges on impartiality of election committee members**

75. A challenge on the impartiality of a member of:
   1. a non-sabbatical elections committee shall be adjudicated on by the supervisory authority, and
   2. the elections committee in Sabbatical Officer and Felix Editor elections shall be adjudicated on by the Executive Committee, with an appeal to the Council whose decision is final.

**Observers and scrutineer**
76. A candidate has the right to send an observer, or at the discretion of the returning officer be present himself at the count.

77. The supervisory authority may request a completely independent observer (who does not need to be a Full Member of the Union) as scrutineer to oversee any part of the election proceedings. Sabbatical elections shall normally have a scrutineer appointed by the College.

Delegation

78. The returning officer (or elections committee if there is one) may appoint deputies or assistants and allocate duties to them.

79. In Sabbatical Officer and Felix Editor elections, no deputy or assistant may sit on the elections committee, but may observe meetings at the discretion of the committee.

Restriction of rights

80. The Returning Officer, any deputies or assistants and members of an elections or referendum committee may not vote or participate in any part of the election except in furtherance of their duties, notwithstanding section 8.

81. People employed under the direction of the Returning Officer may not participate or influence the result of the election, apart from actually voting.

K. Objections and Unfair Practices

82. Objections should be dealt with at the earliest possible opportunity and every effort made by the returning officer or election committee to resolve the dispute.

83. Objections may be based on unfair practices by candidates or the unconstitutional running of the election by the returning officer.

84. Depending on the type of objection, they are dealt with in the following manner:
   1. objections to the appointment of the returning officer or elections committee are dealt with under part J (supervision of elections).
   2. objections to all other matters are dealt with in the remainder of this part.

Statements of intent

85. After voting has ceased and before the count has started, the returning officer shall require candidates to declare that they have no recourse to complaint against the actions of the returning officer or elections committee for the fair and constitutional running of the election.

86. In sabbatical elections, the above declaration shall be made in writing and include a statement of intent stating that should they win the election, they shall take up that position, providing they achieve the academic requirements of the College.

Unfair practices

87. It is an unfair practice to:
   1. infringe the Union Constitution, regulations, elections or referenda policy,
   2. disobey instructions of the returning officer, elections or referendum committee or Court in carrying out their duties under 876.1,
   3. take unfair advantage of any publication or other publicity that is not contained within the allotted budget,
   4. do permanent damage to any Union or College area as a consequence of a campaign,
   5. make any attempt to influence the impartiality of the returning officer, elections committee, referendum committee, Court or Union staff,
   6. deliberately sabotage any campaign other than one’s own,
   7. infringe College rules,
   8. intimidate any participant in the election,
   9. overspend the allotted campaign budget, or not produce suitable receipts,
   10. loiter within ten metres of any ballot box during voting, or
   11. tamper with any ballot box used in the election or with the submission of electronic votes.

88. An unfair practice may result in action being taken under the Disciplinary Policy as well as action within the terms of this regulation. Unfair practices in referenda or sabbatical elections may be referred by the President directly to the College Discipline Committee.

89. A candidate is wholly responsible for any act or omission made by another on his or her behalf.
A candidate who is disqualified from an election is automatically further disqualified from being elected to or holding any elected office in the Union indefinitely. Such a candidate is also disqualified from acting as a returning officer or member of an elections committee.

A person who acts as an agent for a candidate who is disqualified from the election as a result, or partly as a result of the person’s misconduct may be similarly disqualified.

The Court may replace the decision of the returning officer, elections or referendum committee, or internal appeal process with any other decision. If the Court orders a re-run it may in addition exercise any powers of a supervisory authority, over-ruling any other such authority in the process.

Any order to disqualify a candidate’s agent may only be made by the Court, and the returning officer or elections committee may refer any case to it for this purpose.

No disqualification will act to remove a person from a post he or she already holds, unless that of returning officer or member of an elections committee. The Council may remove an indefinite disqualification.

Deposits

90. The elections committee in Sabbatical Officer, Felix Editor and other elections as authorised by the Executive Committee or Council may require a cash deposit (up to a maximum set by the Council) from each candidate in security for fair behaviour during the elections.

91. The cash deposit as authorised shall be required from each candidate at the close of nominations.

92. The deposit may be partially or totally withheld by the elections committee for unfair practices detailed in section 86.

Enforcement and remedies

93. In the event of an objection to any part of the election except the count, the count shall not begin until the objection has been resolved.

94. The returning officer (or the elections committee if there is one) shall be able to:
   1. ratify the election or referendum,
   2. order the election or referendum to be re-run,
   3. partially or totally withhold a candidate’s deposit (see section 91),
   4. disqualify a candidate (subject to appeal as in sections 97-99 below), or
   5. disregard all the papers in a ballot box, or submission of electronic votes from a particular source (this decision must be taken before the count commences).

95. The election or referendum shall be re-run (under section 93.2) if the election has been run unconstitutionally. If a breach during an election occurred during nomination papers being up, the papers may be placed up again for between two and five College days after they would have normally been taken down. No new nominations shall be sought if the breach occurred after nomination papers were taken down.

96. If ballot boxes or the submission of electronic votes were tampered with, the returning officer may disregard the entire ballot box, or submission of electronic votes, as long as the number of affected votes does not exceed one-fifth of all votes cast.

97. The returning officer may (and must if the votes affected exceed one-fifth of all ballots cast) order the election or referendum to be re-run under section 93.2.

Appeals panel

98. In the event of an objection not being resolved by action of the returning officer, elections or referendum committee, the matter may be referred to the Court.

99. If the election is held by a Faculty Union, committee, club or society, the Court may delay involvement until any internal appeals process is exhausted.

100. The Court may replace the decision of the returning officer, elections or referendum committee, or internal appeal process with any other decision. If the Court orders a re-run it may in addition exercise any powers of a supervisory authority, over-ruling any other such authority in the process. In the event of an objection not being resolved by action of the returning officer or elections committee, the matter shall be referred to an appeals panel. If the election is held by a Faculty Union, committee, club or society, no appeal may be made under this section until any internal appeals process has been exhausted. The appeal shall be lodged with the President in
writing, stating the grounds and previous action to resolve the appeal. An appeals panel shall meet within five College days of being lodged.

**Setting aside election or referendum results**

101. The Court may, if satisfied there were serious irregularities or that confidence in the propriety of an election or referendum was gravely diminished, set aside the result of a completed election or referendum and order that any or all parts of it be repeated, including nominations or the count.

102. An application to the Court to set aside such an election or referendum must be made within three weeks of the election results being declared, or the end of the Summer Term following it, whichever is sooner. No application may relate to an issue that was materially resolved by the Court in an earlier hearing.

**Disqualification**

91. A candidate who is disqualified from an election is automatically further disqualified from being elected to or holding any elected office in the Union indefinitely. Such a candidate is also disqualified from acting as a returning officer or member of an elections or referendum committee.

92. A person who acts as an agent for a candidate who is disqualified from the election as a result, or partly as a result of the person’s misconduct may be similarly disqualified.

103. A candidate who is disqualified from an election is automatically further disqualified indefinitely from being elected to or holding any elected office in the Union indefinitely. Such a candidate is also disqualified from acting as a returning officer, scrutineer, observer or member of an elections or referendum committee.

104. A person who acts as an agent for a candidate whom is disqualified from the election as a result, or partly as a result of the person’s misconduct may be similarly disqualified.

105. Any order to disqualify a candidate’s agent may only be made by the Court. The returning officer, elections, Disciplinary or Appeals committees may refer any case to the Court for this purpose.

106. The referendum, Disciplinary or Appeals committees may refer any person to the Court in relation to misconduct in a referendum in order to be similarly disqualified.

107. Any order to disqualify a candidate’s agent may only be made by the Court, and the returning officer, elections, Disciplinary or Appeals committees may refer any case to it for this purpose.

79. In serious circumstances the result of an election as declared by the returning officer may be set aside and all or part of it repeated.

80. An objection must be made within ten College days, or the end of the academic year, whichever is earlier. No objection may be made on a matter which was materially resolved at the final level of appeal under section 86.

81. The objection shall be made to the Executive Committee, which subject to final appeal to the Council may order

1. the re-opening of nominations and repeating the election if it was run unconstitutionally, or

2. a re-ballot if the count was run unconstitutionally, or significant irregularities found in the voting process.
Regulation Three - Composition of Union Committees

A. The Council

The Chair of Council

i. Council Chair.

Sabbatical Officers

ii. President,

iii. Deputy President (Clubs & Societies),

iv. Deputy President (Education & Welfare),

v. Deputy President (Finance & Services),

vi. Deputy President (Graduate Students).

Non-sabbatical Officers

vii. President of the Imperial College Faculty of Engineering Students' Union,

viii. President of the Imperial College Faculty of Medicine Students' Union,

ix. President of the Imperial College Faculty of Natural Sciences Students' Union,

x. Arts and Entertainments Board Chair,

xi. Athletic Clubs Committee Chair,

xii. Media Group Chair,

xiii. Overseas Students-Overseas Societies Committee Chair,

xiv. Recreational Clubs Committee Chair,

xv. Royal School of Mines Committee Chair,

xvi. Silwood Park Chair,

xvii. Social Clubs Committee Chair,

xviii. Wye College Union Society President,

xix. Equal Opportunities Officer,

xx. Community Action Group Chair,

xxi. Rag Chair,

xxii. Welfare Campaigns Officer,

xxiii. Imperial College Faculty of Engineering Students' Union City and Guilds College Union Welfare Officer,

xxiv. Imperial College Faculty of Medicine Students' Union Imperial College School Medicine Students' Union Welfare Officer,

xxv. Imperial College Faculty of Natural Sciences Students' Union Welfare Officer,

xxvi. Imperial College Faculty of Engineering Students' Union Education Representative Academic Affairs Officer (Research Students),

xxiv. Imperial College Faculty of Medicine Students' Union Imperial College School Medicine Students' Union Education Representative Academic Affairs Officer (Taught Students),

xxv. Imperial College Faculty of Natural Sciences Students' Union Education Representative Academic Affairs Officer (Taught Students),

xxvi. Imperial College Faculty of Engineering Students' Union Research Representative Academic Affairs Officer (Research Students),
xxvii. Imperial College Faculty of Medicine Students’ Union Research Representative Academic Affairs Officer (Research Students),

xxviii. Imperial College Faculty of Natural Sciences Students’ Union Research Representative Academic Affairs Officer (Research Students),

xxix. Imperial College Faculty of Engineering Students’ Union City and Guilds College Union Welfare Officer,

xxx. Imperial College Faculty of Medicine Students’ Union Imperial College School of Medicine Students’ Union Welfare Officer,

xxxi. Imperial College Faculty of Natural Sciences Students’ Union Royal College of Science Union Welfare Officer,

Ordinary Members

xxxii. a. Fifteen Union Councillors elected proportionately from undergraduate and postgraduate by Faculty ballots: Faculty constituencies,

b. Four Faculty of Engineering Undergraduates, two Faculty of Engineering Postgraduates Four Faculty of Natural Sciences Undergraduates, one Faculty of natural Sciences Postgraduates Three Faculty of Medicine Undergraduates, one Faculty of Medicine Postgraduate One Union Councillor elected by non-Faculty Students.

The President shall review the allocation of councillors annually to ensure that it remains representative of the proportions of students in each constituency.

Permanent Observers

xxxiii. The Felix Editor,

xxxiv. The Court Chair and Deputy Court Chair,

xxxv. The Permanent Secretary Union General Manager, and

xxxvi. The Honorary Senior Treasurer.

B. The Executive Committee

1. The Executive Committee shall consist of:
   1. the Sabbatical Officers,
   2. the Presidents of the Faculty Unions,
   3. two members nominated by the Student Activities Committee Clubs and Societies Committee Chairs, elected by the Council as ordinary members on the recommendation of the Clubs and Societies Board,
   4. one member nominated by the Academic Affairs Committee, and one member nominated by the Welfare Committee two members of the Representation and Welfare Board, elected by the Council as ordinary members on the recommendation of the Representation and Welfare Board.

2. Each member is of equal status to every other member. No member is the representative of any group within the Union or the College.

3. The Executive Committee shall be chaired by the President or their nominee.

4. The Honorary Senior Treasurer and Permanent Secretary Union General Manager shall attend as permanent observers.

5. Appropriate staff members determined by the President, as advised by the Permanent Secretary Union General Manager, shall have permanent observer status and shall present reports detailing activities within their areas of responsibility.

6. The Executive Committee shall meet at least once a year specifically to review the Constitution and Regulations.

7. The Executive Committee shall meet at least once a term specifically to discuss trading and financial matters.

8. The Executive Committee may require any person within the Union except members of the Court or the Council Chair to attend, answer questions and produce relevant documents. The Executive Committee may authorise the searching of any premises within the Union.
9. The Executive Committee’s powers and responsibilities are set out in section 10 of the Constitution, and include the approval of operational policy.

C. **The Clubs and Societies Board**

10. **The Trading and Services Committees**

**Overview**

The Trading and Services Committees shall be responsible for monitoring the performance of the trading outlets, services and retail facilities of the Union.

Each Trading and Services Committee shall invite the appropriate staff managers as observers. The appropriate staff managers shall present reports detailing their activities within their responsibility.

The Trading and Services Committees may determine commercial policy within their area of responsibility in line with Union Policy and operational policy.

**General**

There shall be three Trading and Services Committees: the Trading, Services and Retail Committees.

Each committee shall be chaired by the Deputy President (Finance and Services) or his or her nominee, and shall have a quorum of six voting members.

Each committee shall invite the Permanent Secretary, and Union Honorary Senior Treasurer or their nominees as permanent observers.

Each committee shall meet at least once per month during term time, and report its business for approval by the Executive Committee and then the Council.

**Trading Committee**

Responsibility for monitoring the performance of the Union’s bar, catering, retail and entertainment provision shall be delegated to the Trading Committee.

The Trading Committee shall approve commercial policy on the operation, marketing and integration of the Union’s bar, catering, retail and entertainment provision, provided it does not conflict with Union or operational policy.

The Trading Committee shall consist of:

The Sabbatical Officers,

A representative from each Faculty Union, and

Two members nominated by the Executive Committee.

Appropriate staff members determined by the President, as advised by the Permanent Secretary, shall have permanent observer status and shall present reports detailing activities within their areas of responsibility.

**Services Committee**

Responsibility for monitoring the performance of the Union’s services and communication, including the office services, transport and welfare advice shall be delegated to the Services Committee.
The Services Committee shall approve commercial policy on the provision, operation and marketing of the Union’s services, and methods of improving communication between committees, officers and staff and the Union as a whole, providing it does not conflict with Union or operational policy.

The Services Committee shall consist of:

The Sabbatical Officers,

Two members nominated by the Executive Committee,

Two members nominated by the Student Activities Committee,

One member nominated by the Welfare Committee, and

One member nominated by the Academic Affairs Committee.

Appropriate staff members determined by the President, as advised by the Permanent Secretary, shall have permanent observer status and shall present reports detailing activities within their areas of responsibility.

The Student Activities Committee

Powers and responsibilities

The Student Activities Committee Clubs and Societies Board oversees all student activity in the Union, excluding commercial and welfare matters, and including the clubs, societies, Rag, Community Action Group and the central activities of Faculty Unions and Club and Society Committees. It does not oversee commercial, welfare or academic matters.

11. The Student Activities Committee Clubs and Societies Board shall allocate funding to the clubs, societies, Rag, Community Action Group and the central activities of the Faculty Unions and Club and Society Committees, according to Union or operational policy, in particular the Union’s policy on the fair allocation of resources.

12. The Clubs and Societies Board may determine policy governing the management, governance and finance of the areas of the Union within its jurisdiction, subject to Union policy and operational policy. The Student Activities Committee shall consider and set student activities policy on the management, governance and finances of clubs, societies, Rag, Community Action Group and the central activities of Faculty Union and Club and Society Committees provided it does not conflict with Union or operational policy.

13. The Student Activities Committee Clubs and Societies Board shall consider best practise on the running of student activities. It shall also be a forum for the resolution of disputes among clubs and societies.

14. The Student Activities Committee Clubs and Societies Board shall report its business for approval by the Executive Committee and then the Council.

Membership

15. The Student Activities Committee Clubs and Societies Board shall consist of:

1. The Sabbatical Officers,
2. A representative appointed by each Faculty Union,
3. A representative appointed by the Overseas Students’ Committee Overseas Societies Committee,
4. A representative appointed by the Silwood Park Union,
5. A representative appointed by the Wye College Union Society,
6. The Chairs of the other Clubs and Societies Committees,
7. The Community Action Group Chair, and
8. The Rag Chair.

16. The Student Activities Committee Clubs and Societies Board shall be chaired by the Deputy President (Clubs and Societies) or their nominee.
17. The Permanent Secretary/Union General Manager and other appropriate staff members determined by the President, as advised by the Permanent Secretary/Union General Manager, shall have permanent observer status.

Meetings

18. The Student Activities Committee/Clubs and Societies Board shall meet at least once per month during term time.

19. An emergency meeting of the Student Activities Committee/Clubs and Societies Board may be called by:
   9. A Sabbatical Officer,
   10. Five members of the committee/board,
   11. The committee/board itself, the Executive Committee or the Council, or
   12. Thirty Full Members of the Union.

D. The Representation and Welfare Board

Powers and responsibilities

20. The Representation and Welfare Board shall co-ordinate, manage and act as a forum for issues relating to student welfare, academic affairs, accommodation, representation, campaigns, diversity and equality.

21. The Representation and Welfare Board shall allocate funding for the better provision of such services and campaigns as it deems fit, subject to Union or operational policy, in particular the Union’s policy on the fair allocation of resources.

22. The Representation and Welfare Board shall determine policy within its operation, subject to Union policy and operational policy. It may only approve any policy stating the views of the Full Membership or committing the Union to a political position with the approval of the Council.

23. The Representation and Welfare Board shall report its business for approval by the Executive Committee and the Council.

Membership

24. The Representation and Welfare Board shall consist of:
   1. The Sabbatical Officers,
   2. Presidents of the Faculty Unions,
   3. Equal Opportunities Officer,
   4. Welfare Campaigns Officer,
   5. A representative appointed by the Overseas Societies Committee,
   6. The Faculty Welfare Officers,
   7. The Faculty Education Representatives/Academic Affairs Officers (Taught Students),
   8. The Faculty Research Representatives/Academic Affairs Officers (Research Students),
   9. A representative appointed by the Halls Committee.

25. The Representation and Welfare Board shall be chaired by the Deputy President (Education & Welfare), and may co-opt other non-voting members.

26. Staff members determined by the President, as advised by the Deputy President (Education & Welfare) and the Union General Manager may attend and present reports.

Meetings

27. The Representation and Welfare Board shall meet at least once per month during term time.

28. An emergency meeting of the Representation and Welfare Board may be called by:
   1. A Sabbatical Officer,
   2. Five members of the committee/board,
   3. The committee/board itself, the Executive Committee or the Council, or
   4. Thirty Full Members of the Union.

Halls Committee

29. The Halls Committee shall be a standing sub-committee of the Representation and Welfare Board, and may consider and co-ordinate any issue relating to the provision of accommodation and related services to Imperial College students within the College.

30. It shall consist of:
   1. The Sabbatical Officers,
   2. One representative for each College Hall of Residence, and
   3. A representative appointed by the Overseas Students’ Societies Committee.

31. The College Residence Manager or his or her nominee shall be a permanent observer.
32. **It shall be chaired by the Deputy President (Education & Welfare) and have a quorum of seven voting members.**

33. **It shall meet upon the request of the Representation and Welfare Board, a Sabbatical Officer or six members.**

### E. The Clubs and Societies Committees

#### Names

34. The Clubs and Societies Committees shall be the:

1. Arts & Entertainments Board,
2. Athletics Clubs Committee,
3. Media Group,
4. **Overseas Students Overseas Societies Committee,**
5. Recreational Clubs Committee,
6. Royal School of Mines Committee,
7. Silwood Park Union,
8. Social Clubs Committee, and the
9. Wye College Union Society.

#### General

35. The Clubs and Societies Committees shall provide for the co-ordination and development of student activity within their clubs and societies or central activities.

36. The Clubs and Societies Committees may elect, mandate, censure and dismiss their officers. They are the governing committees of their clubs and societies, and their decisions are binding upon clubs and societies administrated by them.

#### Representation

37. In addition, Silwood Park Union, Wye College Union Society and **Overseas Students Overseas Societies Committee** shall consider welfare and academic affairs issues relating to graduate students, students at those respective campuses, or overseas students respectively, as well as local issues or the promotion of international culture as appropriate.

#### Constitutions or Standing Orders

38. The Silwood Park Union and the Wye College Union Society shall operate under their own constitutions, and, as such, section 37 does not apply to them except as it may be incorporated into their own constitutions and standing orders.

39. Club and Society Committees (except Silwood Park Union and Wye College Union Society) do not have constitutions, but shall adopt standing orders which shall detail the following:

1. The aims and objects of the committee,
2. The officers of the committee and their job descriptions,
3. The composition of the committee and its sub-committees,
4. Procedure for ordinary and emergency meetings,
5. Procedure for the election, mandating, censure and dismissal of officers, and
6. Any other matters within the competence of the committee.

40. Constitutions or standing orders shall be approved by the Executive Committee upon recommendation by the **Student Activities Committee Clubs and Societies Board.** A decision to approve or reject a standing order amendment may be overturned by the Council.

41. The Chair or President of the Club and Society Committee shall make **preliminary** interpretations of their constitution or standing orders, which shall be reported to and reviewed by the committee. Where an interpretation involves a Union rule, the matter shall be referred to the Union President.

### F. The President’s Committees

#### Names

42. The President’s Committees shall be the:

1. **Academic Affairs Committee,**
2. 1. **Accommodation Committee, Colours Committee,**
3. 2. **Community Action Group,**
4. **Health and Safety Committee, and the**
5. 4. **Rag Committee, and the Welfare Committee.**
43. The Council may create other President's Committees for different purposes.

**Academic Affairs Committee**

44. The Academic Affairs Committee shall consider any matter concerning the academic courses at the College, concerns relating to particular Departments, Schools or Centres, and issues affecting the academic concerns of students as a whole.

45. It shall consist of:
   1. The Sabbatical Officers,
   2. A representative appointed by the Overseas Students Committee,
   3. The Faculty Union Education Representatives of Academic Affairs Officers (Taught Students), and
   4. The Faculty Union Research Representatives of Academic Affairs Officers (Research Students).

46. It shall be chaired by the Deputy President (Education and Welfare), and have a quorum of six voting members.

47. It shall meet once per month during term time. An emergency meeting may be called by a Sabbatical Officer or six members.

**Accommodation Committee**

48. The Accommodation Committee shall consider the provision of accommodation to Imperial College students both within and outside the College.

49. It shall consist of:
   1. The Sabbatical Officers,
   2. A representative appointed by the Overseas Students Committee,
   3. A representative appointed by the Graduate Students' Association, and
   4. One representative from each Hall of Residence in the College.

50. The College Residences Manager or his or her nominee shall be a permanent observer.

51. It shall be chaired by the Deputy President (Education and Welfare), and have a quorum of six voting members.

52. It shall meet twice per term. An emergency meeting may be called by a Sabbatical Officer or six members.

**Colours Committee**

44. The Colours Committee shall consider recommendations for the Colours and Awards of the Union, in accordance with Union policy.

45. It shall consist of the:
   1. Sabbatical Officers,
   2. Presidents of the Faculty Unions, and the
   3. Chairs or Presidents of the Club and Society Committees.

46. It shall be chaired by the President, with a quorum of six members, and meet as required under Union policy.

**Community Action Group**

47. Community Action Group shall provide the opportunity for Full Members of the Union to carry out voluntary work in the local community.

48. It shall consist of:
   1. A Chair,
   2. A Treasurer,
   3. A Secretary,
   4. A Publicity Officer,
   5. A co-ordinator for each project approved by the committee,
   6. The Sabbatical Officers, and
7. Such additional members as the committee may co-opt.

53. The officers of the committee (except the Chair) shall be elected at and by an Annual General Meeting of the committee, to be held after the election of the Chair. Vacancies may be filled at another meeting.

54. It shall be chaired by the Community Action Group Chair, and have a quorum of half the committee.

55. It shall meet at least once per term. An emergency meeting may be called by the Chair or five members.

56. The committee shall adopt or amend by a two-thirds majority standing orders, setting out the job descriptions of its officers. The committee may censure and dismiss its officers, excluding the Chair, under section 21 of Regulation 5 (Disciplinary Procedure).

Health and Safety Committee

53. The Health and Safety Committee shall consider and monitor Health and Safety issues in the Union and shall advise on the adequacy and suitability of current Health and Safety policies and practices.

54. It shall consist of:
   1. The Sabbatical Officers,
   2. A representative appointed by each Faculty Union,
   3. A representative appointed by each Club and Society Committee.

59. The Union General Manager, any staff member appointed as Departmental Safety Officer and other posts determined by the President, particularly including those responsible for commercial services, shall be permanent observers.

60. It shall be chaired by the Deputy President (Clubs and Societies) and shall have a quorum of six voting members.

61. It shall meet at least once per term. An emergency meeting may be called by a Sabbatical Officer, or three members or permanent observers.

Rag Committee

62. The Rag Committee shall co-ordinate and promote charity events within the College and raise money for charity.

63. Charities shall be chosen for allocation of monies to be raised at a meeting in the Summer Term after the new committee has been elected and upon the recommendation of the incoming committee.

64. It shall consist of:
   1. A Chair,
   2. A Treasurer,
   3. A Secretary,
   4. A Web Editor,
   5. A Magazine Editor,
   6. A Publicity Officer,
   7. The Sabbatical Officers,
   8. A representative appointed by each Faculty Union, and
   9. Such additional members as the committee may co-opt.

65. Only members of the committee who are not co-opted may vote to add or remove co-opted members.

66. The officers of the committee (except the Chair) shall be elected at and by an Annual General Meeting of the committee, to be held after the election of the Chair. Vacancies may be filled at another meeting.

67. It shall be chaired by the Rag Chair, and have a quorum of half the committee.

68. It shall meet at least once per month during term-time. An emergency meeting may be called by the Chair or five members.

69. The committee shall adopt or amend by a two-thirds majority standing orders setting out the job descriptions of its officers and a code of conduct for members. The committee may censure and dismiss its officers, excluding the Chair, under section 21 of Regulation 5 (Disciplinary Procedure).

62. Only members of the committee who are not co-opted may vote to add or remove co-opted members.
The officers of the committee (except the Chair) shall be elected at, and by an Annual General Meeting of the committee, to be held after the election of the Chair. Vacancies may be filled at another meeting.

It shall be chaired by the Rag Chair, and have a quorum of half the committee.

It shall meet at least once per month during term-time. An emergency meeting may be called by the Chair or five members.

The committee shall adopt or amend standing orders by a two-thirds majority, setting out the job descriptions of its officers and a code of conduct for members. The committee may censure and dismiss its officers, excluding the Chair, under section 21 of Regulation 5 (Disciplinary Procedure).

**Welfare Committee**

The Welfare Committee shall consider the organisation and development of welfare activities in the interests of the students at Imperial College.

It shall consist of:

1. The Sabbatical Officers,
2. The Equal Opportunities Officer,
3. Welfare Campaigns Officer,
4. Faculty Union Welfare Officers,
5. A representative appointed by the Overseas Students Committee, and
6. A representative appointed by the Graduate Students' Association.

It shall be chaired by the Deputy President (Education and Welfare), and have a quorum of six voting members.

It shall meet at least once per term. An emergency meeting may be called by a Sabbatical Officer or five members.

**G. The Faculty Unions**

**General**

The Faculty Unions, shall consider welfare and academic affairs issues relating to students at those respective faculties and shall provide for the co-ordination of student activities within their Faculty.

The Faculty Unions may elect, mandate, censure and dismiss their officers. They are the governing committees of their clubs and societies, and their decisions are binding upon clubs and societies administered by them.

The Faculty Unions are:

a. The Imperial College Faculty of Engineering Students’ Union, for the Faculty of Engineering.

b. The Imperial College Faculty of Medicine Students’ Union, for the Faculty of Medicine.

c. The Imperial College Faculty of Natural Sciences Students’ Union, for the Faculty of Natural Sciences.

**Constitutions**

Faculty Unions have constitutions that shall detail the following:

1. The aims and objects of the Union,
2. The officers of the Union and their job descriptions,
3. The composition of the Union and its sub-committees,
4. Procedure for ordinary and emergency meetings,
5. Procedure for the election, mandating, censure and dismissal of officers, and
6. Any other matters within the competence of the Union committee.

73-74. Constitutions shall be approved by the Executive Committee. A decision to approve or reject a constitutional amendment may be overturned by the Council.

74-75. The Presidents of the Faculty Unions shall make preliminary interpretations of their constitutions, which shall be reported to and reviewed by the committee. Where an interpretation involves a Union rule, the matter shall be referred to the Union President.

H. The Graduate Students Association

General

43-76. The Graduate Students’ Association shall co-ordinate and oversee all welfare and academic affairs issues relating to graduate students registered on postgraduate courses, shall champion support their causes throughout all parts of Imperial College Union and shall provide for the co-ordination of student activities targeted at towards graduate students.

75. The GSA may censure and dismiss any of its non ex-officio officers and may mandate any member of its committee.

45.77. There shall be the following officers of the GSA who shall be elected by cross-campus secret ballot:

1. Treasurer,
2. Secretary, and
3. Activities Co-ordinator

Constitutions Standing Orders

77. The GSA shall have standing orders which shall detail the following:

1. The aims and objects of the Association, committee and its sub-committees,
2. The officers of the committee, their job descriptions,
3. The composition of the committee and its sub-committees,
4. Procedure for ordinary and emergency meetings,
5. Procedure for the election, mandating, censure and dismissal of its officers, and
6. Any other matters within the competence of the committee.

78. The GSA’s standing orders shall be approved by the Executive Committee. A decision to approve or reject a constitution standing order amendment may be overturned by the Council.

79.80. The Deputy President (Graduate Students) shall make preliminary interpretations of the constitutions standing orders of GSA sub-committees, which shall be reported to and reviewed by the GSA Executive committee. Where an interpretation involves a Union rule, the matter shall be referred to the Union President.
Regulation Four - Standing Orders for all Union meetings

A. General

Jurisdiction
1. These standing orders apply to all Union committees and meetings with formal authority or those set up established under any Union rule, including Faculty Unions, other standing committees, clubs and societies. General Meetings and the Council shall also follow the additional provisions in Part C.

Membership
2. Membership of the Union’s statutory committees are defined in Regulation 3, or standing orders thereunder. Membership of other Union committees may also be defined in other regulations, constitutions, standing orders and policy.
3. No resolution of a committee shall be struck down solely due to any vacancy or invalidity later found in the election or appointment of members.

B. Procedures

Notice and Procedures
4. Notice and papers for all scheduled meetings of the Union should be circulated a week in advance of the meeting.
5. All items of business for the meeting should be submitted at least a week in advance of the meeting, so they can be circulated in advance.
6. In the case event of an emergency meeting being called, every effort shall be made to notify members, submit and circulate papers well in advance.
7. Minutes shall be circulated to all members within a week of the meeting having taken place.
8. Should any member of a committee be unable to attend a meeting of that committee, the member should send their apologies.

General Meetings, Council and Executive Committee
9. The President shall draw up and circulate the agenda, papers and minutes for General Meetings, the Council and Executive Committee.

Chairing Meetings
10. All meetings shall be chaired by a Full Member of the Union except those where provision is made under section 3.2.3 of the Constitution.
11. The Chair shall check the meeting is quorate before opening proceedings.
12. The Chair shall determine the order of the speeches, and all questions and contributions shall be made through the Chair.
13. The Chair shall check the meeting is quorate before opening proceedings. The meeting may pass a motion to overturn the Chair’s ruling by simple majority.
14. The Chair shall act to maintain the order of the meeting.

Chair’s action
15. The Chair of a committee does not hold a default right to act on behalf of the committee.
16. Chair’s action may only be taken under a standing or particular authorisation from the committee on a particular matter, and must always be reported back to the committee and approved by them at the next meeting.
**Agenda items**

17. The meeting **or, if approved, its chair may move, add to or delete items from the agenda during the course of the meeting.**

18. No person may exercise a veto on admissibility of agenda items, unless in exercise of a clearly defined standing order.

**Voting**

19. Only Full Members of the Union may vote in any Union meeting **except those where provision is made under section 3.2.3 of the Constitution.**

20. Resolutions of the meeting are decided by a majority of the members voting, abstentions being ignored. Policy or standing orders may require varying majorities to approve particular items.

21. The Chair may not vote in any meeting, except when the meeting is equally divided.

22. At any time during the course of a debate, the meeting may decide to go straight to a vote or not to vote on an issue.

**Special types of voting**

23. Any person present may request a count is held, the result of which shall be minuted.

24. At the request of a third of the meeting (except General Meetings), there shall be a roll-call vote: a count shall be held and a list of those voting each way and abstainers recorded in the minutes.

25. At the request of two-thirds of the meeting (except General Meetings), there shall be a ballot vote: a secret ballot shall be held, co-ordinated by a returning officer nominated by the Chair.

26. If a meeting is split precisely between roll-call and ballot vote, roll-call vote takes precedence. **Motions relating to election appeals, censure and dismissal shall always be by secret ballot.**

**Proxy Votes**

27. Any voting member of a committee (including general meetings of the Union or any constituent part) may request another Full Member of the Union to attend and vote in their place.

28. Notification of alternate membership must be presented in writing at the meeting.

29. No person shall hold more than one proxy vote.

30. **Notwithstanding section 27, no person may proxy a vote under any circumstances within the Court when in committee or in session.**

**Joint posts**

31. Persons holding a joint position hold only one vote between them. In the event of disagreement on a vote their vote shall be recorded as an abstention (though a roll-call vote shall record their respective intentions).

32. Where a chair or president jointly holds one vote on a committee with another officer or officers, the chair’s or president’s vote has precedence.

**Elections**

33. **In an election where the meeting forms the electorate, proxies (subject to a maximum of one proxy per voter) are permitted and joint posts have one vote between them, though the meeting’s standing orders may make alternate provision.** Sections 49–20 – 32 (voting procedure) do not apply to voting in an election held at a meeting. In any conflict of rules on election and meeting procedures, election procedures have priority.

**Quorum**

34. The presence of half the committee’s voting members, vacant posts being ignored, constitute a quorum unless standing orders determine otherwise.

35. No meeting except general meetings shall start if quorum is not reached. Any Full Member of the Union shall have the right to challenge quorum. Resolutions made and elections held prior to quorum being called stand.

**Automatic resignation of members**

36. Should a non **ex-officio** member of a committee fail to attend or to send apologies to the satisfaction of the committee to two consecutive meetings, the member shall be deemed to have resigned their place on the committee (though the committee may later resolve to restore their place).

37. Ordinary members of the Council who do not attend two consecutive ordinary meetings (irrespective of apologies) shall be deemed to have resigned and their post vacated.
Guillotines
38. A meeting may by two-thirds majority implement a guillotine (a time of day or length of time after which the meeting closes). Guillotines may also be set for individual agenda items.
39. At the time the guillotine comes into force, the item under discussion goes to an immediate vote without further discussion of any kind. If an amendment is being discussed, the amendment is voted on followed immediately by a vote on the main motion, with no further amendments being accepted.
40. When a guillotine for the end of the meeting comes into force, all business after the item under discussion falls.
41. The meeting may by two-thirds majority suspend or revoke a guillotine.

Observer Status
42. Any Full Member of the Union shall have the right to observe and speak at any open meeting of the Union. Life, Honorary and Associate Members may attend and speak with the Chair's permission.

Closed Session
43. A meeting of the Union may be held in closed session when only members and permanent observers of the committee may attend. The meeting may, at its discretion, allow other individuals to observe. Proceedings in closed session shall remain confidential unless otherwise prescribed.
44. The Executive Committee must discuss all disciplinary matters concerning individuals and staffing matters in closed session and these should only be released when required by law.
45. The Union Disciplinary Committee and the Union Appeals Committee may hold their hearings in closed session, except when required by law. They may make their deliberations in closed session.
46. In all other circumstances, a meeting may only be held in closed session with the prior approval of the Council or the Executive.

Staff
47. Union staff may attend meetings when permanent observers or at the invitation of the Chair with speaking rights only.

Disorder
48. The Chair may require an observer to leave upon repeated disorder or breach of standing orders.
49. The meeting may require a member to leave upon repeated disorder or breach of standing orders, having provided the person with an opportunity to proxy their vote.
50. If grave disorder should arise, the Chair, acting on their discretion can declare the meeting adjourned, and quit the Chair; and by that declaration the meeting is immediately adjourned, and no business may subsequently be transacted.

C. Provisions for Council and General Meetings

General
51. All provisions in Part B also apply to the Council and General Meetings.
52. Policy-making bodies and general meetings of any constituent part of the Union may choose to adopt these standing orders with appropriate modifications.

Involvement
53. All Full Members of the Union have speaking rights and may propose and second motions and amendments and play a full part in proceedings, except that only members of the Council may vote in Council meetings.
The Chair
54. The Chair shall normally be the Council Chair.
55. In the event of no Chair being elected the Chair shall be taken by the President. If the President is absent or relinquishes the Chair for any reason it shall be taken by such person as the President shall decide. The Chair operates with the same authority and under the same restrictions regardless of the person holding the Chair.
56. The Chair shall have general power to direct the proceedings of the meetings, and his or her ruling on any point shall be final, except under certain procedural motions.
57. The Chair may address the meeting to explain these standing orders or to answer a question addressed to the Chair as a point of uncontested fact.
58. The Chair shall not participate in debate. If the Chair desires to speak on a motion or amendment they shall vacate the Chair for the duration of that motion.
59. The Chair shall not propose any motion or amendment except a procedural motion, or to request another person to consolidate a debate into a vote on a motion or amendment.
60. Members shall always address themselves to the Chair. When the Chair replies, any member speaking or offering to speak must give way, and all must remain sitting in order that the Chair's word may be heard.
61. It shall be the duty of the Chair to see that the meeting is in order, that the remarks are relevant to the matter under debate, that no defamatory remarks are made about another member of Council and that no new material is introduced in a summing up speech.

Motions, amendments, reports and points
62. Any Full Member present may:
   1. Propose or second a motion,
   2. Propose or second an amendment to a current motion,
   3. Table a report, or
   4. Propose a procedural motion.
63. Only one motion or amendment may be debated at any one time.
64. Motions and amendments require one proposer and one seconder. Reports are tabled by the person submitting the report, and procedural motions may be brought during discussion of any motion, amendment or report.
65. No member may speak more than once on the same motion, amendment or report, unless the are the proposer, have been deferred to by the proposer, or at the Chair's discretion.
66. A tabled motion or amendment may only be withdrawn with the consent of the meeting.
67. Upon accepting any motion, the Chair shall invite discussion to the motion or amended motion. At the termination of such discussion the proposer of the motion or amendment has the right of reply immediately after which the question shall be put, save that no new subject matter shall be introduced in such replies.
68. In the event of there being no discussion once a motion, amendment or report has been proposed and seconded, the Chair shall:
   1. Formally ask if there is any opposition or questions, and
   2. Warn the meeting that if there is no opposition or questions the motion, amendment or report shall be declared as carried. In the event of there being still no opposition or questions, the Chair shall declare the same.

Amendments
69. At any time after a motion has been proposed and seconded and before the proposer starts summing up, a member may propose an amendment to that motion. Amendments must be seconded and require acceptance as valid amendments by the Chair.
70. Every amendment shall be relevant to the motion.
71. Once an amendment is before the meeting it must be dealt with before returning to discussion of the motion, as follows:
   1. If the amendment is carried discussion now continues on the amended motion,
   2. If the amendment is defeated, discussion reverts to the original motion.
72. If an amendment is carried, the motion as amended displaces the original motion and itself becomes the substantive motion whereupon any further amendment relating to any portion of the substantive motion may be moved. After the votes on succeeding amendments have been taken, the surviving proposition shall be put to the vote as the main question and if carried shall then become a resolution of the meeting.
On an amendment being carried, the proposer of the original substantive motion still has the right of reply to debate except that he may waive this right in favour of the proposer of the amendment.

Reports

A member presenting a report shall move that 'The report be accepted', or that 'The report be received'. A discussion shall be held, and if the report is tabled to 'be accepted' a vote shall be taken on approval of the report. Reports tabled for the meeting's specific approval must be tabled to 'be accepted'.

The meeting may not amend a report, but may invite the person presenting it to do so. A report tabled to be accepted shall be either approved or referred back for consideration. Approved reports do not form a resolution of the meeting in themselves. An item of the report shall be approved separately as a motion to the meeting to form such a resolution. The meeting may not amend a report, but may invite the person presenting it to do so. Approved reports do not form a resolution of the meeting in themselves. An item of the report shall be approved separately as a motion to the meeting to form such a resolution.

A report by an officer or representative which he or she is required to table to Council or General Meeting by the Constitution, Regulations, prior Union policy or their resolution shall be either approved or rejected by that meeting. A meeting may only reject a report (or lack thereof) submitted under a policy or resolution if it was in force before and at the start of the meeting.

If a General Meeting is called to hold a Sabbatical Officer or Felix Editor to account, that person must submit a report to it, which may be accepted or rejected by the meeting.

If such a report is not submitted to the Council or General Meeting, or it is submitted late, a good reason may be demanded for the nil or late report to not be rejected.

If a report is not discussed or voted upon at a Council meeting for any reason except deciding specifically not to discuss it, it may be added to the agenda of the subsequent meeting at the discretion of the Council Chair.

Rejected reports

If a report is rejected after a vote, the person responsible for it will be required to re-present it with such amendments as that person shall choose to make at the next meeting of the Council, so long as the following conditions are satisfied:

1. The chair informs the person that he or she must re-present the report and the consequences of it again being rejected,
2. The next meeting must be between one and seven weeks later,
3. The 1st August must not intervene before the next meeting,
4. An intervening Emergency meeting or meeting within one week does not count as the "next meeting", unless, in the case of an Emergency meeting, it is called specifically to hear the re-presented report, and
5. The report was not by a member of the Court and in that capacity.

If, in respect of 80.1, the person was not in attendance when the report was rejected, or the requirement to re-present the report was not mentioned, the chair or a nominee must use his or her best endeavours to inform the person before the start of the next meeting.

A requirement to re-present a report does not affect any separate requirement to make any other report to the Council.

If the conditions in 80.1 – 80.5 are not satisfied, or the next meeting of the Council approves or does not vote upon the re-presented report, the requirement to do so lapses.

The re-presented report may be discussed and voted upon in the same manner as a normal report. If it is rejected a motion of censure in relation to the author of the report will be immediately added to the agenda directly after the rejected report.

If the person whose re-presented report is rejected has previously been censured in the same academic year in the post for which he or she was the author of the report, that censure also being in existence at the beginning of the meeting in which the re-presented report was rejected the motion shall instead be of no confidence.

Procedural motions

If the person whose re-presented report is rejected has previously been censured in the same academic year in the post for which he or she was the author of the report, the motion shall
Procedural motions have differing conditions as follows:

1. Motions with asterisks (*) have no discussion before being accepted or refused.
2. The chair rules on all motions, except motion d (challenge to the Chair) and those requiring the meeting's approval (+, ++).
3. Motions with a percentage sign (%) are decided by the Chair alone and cannot be overturned by motion 'd'.
4. Motions with two pluses (++) require a two-thirds majority.
5. Motions with a hash (#) are irreversible once accepted.
6. Motion i (&) requires only one-third of those members present and voting (that is, it requires two-thirds of the meeting to vote a roll-call vote down).
7. Motions with a tilde '˜' may not be used at general meetings.

88. The motions are as follows, in decreasing order of precedence:
   a. Point of order, *
   b. Point of information, *
   c. Point of privilege, *
   d. To vote on a ruling of the Chair, +
   e. An objection to consideration of a question or motion,
   f. To suspend or revoke a guillotine, ++ #
   g. To recess the meeting, #
   h. To vote on a question in specific parts, * #
   i. To vote on a question as a public roll-call vote, & ˜
   j. To vote on a question as a secret ballot vote, ++ ˜
   k. To reconsider something already voted on, * ±±
   l. To consider something out of its scheduled order, * ±
   m. To move to a vote, ± #
   n. To stop a question being considered, and not vote on it, ± To adjourn the meeting, + #

89. On motion d, the proposer shall then state his reasons for the challenge, the Chair shall state the reasons behind his decision, and the meeting shall then vote by show of hands without further discussion.

90. Only points of order, information and privilege may interrupt another speaker. No procedural motions or amendments may be proposed on these points.

91. A vote on a procedural motion must not itself be held by roll-call or secret ballot.

92. Any final vote or disputed amendment to a motion under the Disciplinary Procedure in Regulation 5, closure of a Court inquiry or rescinding of a disqualification from elections or office must be held by secret ballot.

93. Points of order (motion a) shall the draw the Chair's attention to an error in procedure or lack of decorum in debate. They may not be raised during a vote except when directly connected with the vote.

94. Points of information (motion b) may be raised to the speaker holding the floor, in order to offer or request simple information. They are accepted at the absolute discretion of the speaker alone. No points of information may be raised on a summing up speech.

95. Points of privilege (motion c) concern the rights and privileges of the meeting or a member, which may concern reputation, the staff-student protocol, or other matter requiring the urgent attention of the meeting.

96. An adjournment of the meeting (motion n) closes the meeting, to meet again at an arranged time. A recess (motion g) permits a break in the meeting (of such length as the meeting decides), even during discussion of a motion, amendment or report.

Voting

97. Members must think before voting.
Regulation 5 - Disciplinary Procedure

A. Jurisdiction

1. This Regulation deals with misconduct, negligence or failure to maintain the confidence of the Council by Officers of the Union, others holding elected or unpaid appointed office in any part of the Union (including the Felix Editor) or misconduct by members of the Court under section 17.1.1 of the Constitution.

2. Misconduct may be dealt with concurrently under this Regulation and other jurisdictions within section 17.1 of the Constitution. Regulation deals with the failure of the Officers of the Union, any other elected student officers or representatives in any constituent part of the Union, or the Felix Editor (collectively referred to as “officer or representative”) to exercise the duties and responsibilities of office, as per section 17.1.1 of the Constitution.

3. All other unacceptable behaviour will be dealt with as per section 17.1 of the Constitution. Officers and representatives may only be censured or dismissed under the terms of this regulation.

B. Minor Matters

Warnings

4. The authority and responsibility for issuing disciplinary warnings to Officers of the Union shall be the President or his or her nominee, though the Council Chair shall deal with cases involving the President, Felix Editor and Court Chair, and the Court Chair with other members of the Court and the Council Chair.

5. A warning shall take the following forms:
   1. A verbal warning, which may take the form of an informal or formal discussion of the problem. This shall be reported to the Executive Committee and any other relevant committees.
   2. A written warning, which will take the form of a letter written by the President or the Council Chair and copied to the Executive Committee and any other relevant committees.

6. The President, Council Chair or Court Chair issuing the warning must inform the Union Officer being warned of his or her rights of appeal.

7. The presidents and chairs of the Union’s standing committees, clubs and societies shall deal with minor cases involving their officers and members.

C. Censure and No Confidence Motions

Jurisdiction

8. The Council may censure or dismiss any officer or representative in the Union.

9. The policy-making bodies of the Faculty Unions, Club and Society Committees, Rag, Community Action Group, clubs and societies may censure or dismiss their officers and representatives (including those that are Officers of the Union). These committees’, clubs’ or societies’ standing orders shall not contradict sections 21 or 22 but may further restrict or prohibit censure or dismissal.

10. The Sabbatical Officers and Felix Editor may only by censured or dismissed by the Council.

Procedure for motions to the Council

11. Motions of censure or no confidence shall be proposed to the Council by one of the following people and methods:
   1. By a Full Member of the Union, seconded by twenty Full Members of the Union. The petition shall include the signatures and printed names, departments and years of the petitioners.
2. By a nominee of the Council Chair, if the Council has twice rejected a report submitted by any person required to do so under regulations 4.80 to 4.85. If no-one wishes to be the proposer, the Council Chair shall be the nominal proposer, but remain under the same restrictions with respect to participation in the debate.

3. By the President, in relation to any person except the Council Chair, the Felix Editor or a member of the Court.

4. By a nominee of the Court under its regulations. The Council Chair may be the default proposer as before. The Executive Committee may do so when acting under regulation 7.3.

12. All motions of censure or no confidence, except those arising from a rejected re-presentation of a report, must clearly state in writing the grounds of the complaints, including details of any part of the Constitution, Regulations or Policies alleged to have been breached and shall be presented with its supporting petition to the President or the Council Chair (whichever would be the appropriate authority in Part B), at least seven College Days before Council.

1. Clearly state in writing the grounds of the complaints,
2. Include details of any part of the Constitution, Regulations or Policies alleged to have been breached,
3. Include in the case of members of the Court, instead of 12.2 above, the provision of its Code of Conduct breached,
4. Be presented with its supporting petition to the President, Council Chair or Court Chair (whichever would be the appropriate authority in Part B), at least seven College Days before Council.

13. A motion of censure or no confidence must name individual officers or representatives. It must include details of previous warnings under Part B, or lack of them.

14. No motion of censure may lie against a person already censured.

15. Upon receipt of the motion of censure or no confidence unless automatically generated by a twice rejected report, the President, Council Chair or Court Chair will take all reasonable steps to inform the officer or representative of the grounds of the complaint, the procedures laid out in this document and the date of the meeting.

16. If more than one motion of censure or no confidence is submitted to any meeting, they may be considered as a single motion, but if separately submitted may be considered separately, at the discretion of the proposers of the motions.

17. The following amendments to the standing orders for Council shall have effect:
1. The substantive intent of motion of censure or no confidence may not be amended, although supporting arguments may be amended,
2. The officer or representative may bring their own representative (who may be any member of the College, but not a lawyer acting in a legal capacity), and either person may address the meeting and have full right of reply,
3. The Council shall have due regard for the gravity of the motion,
4. A motion of no confidence may be amended to a censure (notwithstanding 17.1), but a motion of censure may not be amended to no confidence,
5. The Council may choose to vote on a single motion against several individuals separately for each individual,
6. The vote shall be held by secret ballot, notwithstanding regulations 4.24 to 4.26 and 4.88,
7. The motion must be passed approved by a two-thirds majority of those present and voting, and more than half those present and eligible to vote,
8. A motion which having been voted on and rejected, may not later be reconsidered by the Council (notwithstanding Regulation 4.88.k),
9. A motion that is not discussed for any reason at the meeting is assumed to have fallen, except when the Council specifically adjourns to reconsider the motion.

18. On the passing of the motion, the officer or representative shall be informed by the Chair of the result of the motion and of the right of appeal, and if he or she is absent, all reasonable steps shall be taken to inform him or her of the result of the motion.

19. On the passing of a motion of censure the officer or representative shall be informed that further complaints may only be dealt with by a motion of no confidence.

20. On the passing of a motion of no confidence the officer or representative shall, if they do not hold sabbatical office, be dismissed immediately. If the motion is passed against a person holding sabbatical office, the officer or representative shall be suspended from duty on full pay and accommodation for one month, or until the end of their term in office (whichever is sooner). The officer or representative shall then be dismissed.
Procedure for censure and no confidence at other bodies

21. Procedures for censure and no confidence against an officer of a committee, club or society should be laid out in its constitution or standing orders. As a minimum, they should provide for:
   1. a necessity for a petition with a proposer and at least ten seconders,
   2. at least one week’s notice to be given of a motion,
   3. a hearing with a right of reply,
   4. a necessity for approval of the motion by at least a two-thirds majority of members present and voting, and
   5. a course of appeal to a higher body.

22. The Council or Executive Committee may make additional requirements and limits on committee, club or society censure and dismissal procedures.

23. If a proposal for a censure or no confidence is made by the Court it shall be treated for all purposes as having been validly proposed to any committee entitled to hear it. A proposer may or may not be appointed. Any rules of the committee to whom it is proposed regarding advance notice of such motions must be complied with. The Court may then make further directions requiring the appropriate committee to hear it at the next available meeting. No emergency meeting to hear such a motion may be called after the end of the Summer Term.

Removal from membership of a committee

24. The Council may without notice and by simple majority dismiss any or all ordinary or co-opted members from any committee (but not individuals from their posts). This includes ordinary members of the Executive Committee but not the Council itself.

Disqualification from office

25. A person dismissed from office by the Council or any other committee may not be elected to or hold that office again. In the case of a Sabbatical Officer a person may not hold any Sabbatical Officer post again. The Council may remove this disqualification.

D. Appeal Procedure

26. Any person warned by under section 5 may appeal to the Council whose decision is final.

27. Any person censured or dismissed by the Council may give notice of appeal within two College days to the President, Council Chair or the Court Chair, as appropriate. The person must then successfully petition a General Meeting according to the Constitution within five College days. It shall then meet at a time and place agreed between the person censured or dismissed and the President, Council Chair or the Court Chair, as appropriate, and its decision is final. If the General Meeting cannot be petitioned in time, or closes as inquorate before the vote is held, the appeal is dismissed.
Regulation Six - Union Financial Regulations

This regulation governs all financial matters relating to the Union. Although these Regulations contain no specific sanctions for non-compliance, deliberate, negligent or repeated disregard of their provisions may result in disciplinary action being taken against the person concerned, under the terms of their employment contract with the Union, or, in the case of students, under the Union Disciplinary Procedure. Where appropriate, criminal proceedings may also be considered.

The President is ultimately responsible for the finances of the Union. The responsibility for the day to day administration of the finances of the Union is delegated by the President to the Deputy President (Finance and Services). Day-to-day responsibilities allocated to the Permanent Secretary Union General Manager in this regulation may be delegated to suitable members of staff with the approval of the President. The Union annual accounts shall be approved by the Council and College Audit Committee prior to report to the College Council.

Use of Union Funds

1. The Union subvention from College, monies raised by trading outlets and any other funds generated by Union-wide initiatives may not be used for:
   1. Loans, grants or subsidies to individual students,
   2. Donations or payments to persons and bodies outside the Union except for subscriptions to national or regional student bodies approved by Council or payment for supplies and services rendered. In particular, no part of such funds shall be used to support or further the aims or activities of any body, group or campaign of a political nature, nor be paid to any voluntary body or any other educational institution or any group of persons at any educational institution,
   3. The benefit of individuals in any way that would not be equally available to the membership as a whole,
   4. Donations to charitable causes, except where the Union authorizes fund-raising events and donates the proceeds to charitable causes, provided that the object of the fund-raising is made clear to the donors, or
   5. Ultra vires payments as defined by the Attorney General.

Budgets

2. The Executive Committee shall propose a consolidated income and expenditure budget, and a capital expenditure budget, for each financial year not later than the end of the summer term in the previous year.
3. The proposed budgets shall be approved by the Honorary Senior Treasurer, after ratification by the Council.
4. The approved budgets (or individual items within them) may be varied only with the authorisation of the President for amounts up to £10,000 and the Executive Committee for all amounts in excess of this. The President may delegate authority to vire to appropriate Officers or Committees, save that no Officer may exercise such authority in excess of the limits of authority defined in parts 14-21 of this regulation.
5. The Executive Committee shall monitor the performance of the Union against budget during the financial year and may review the budgets in line with forecasts.

Budget Holders’ Responsibility

6. It is the responsibility of every budget holder to ensure that expenditure committed from his/her budget complies with the Union financial procedures. Budget Holders must also ensure that the handling of income complies with the Union financial procedures.

Bank Accounts and investments

7. Neither the Union nor any constituent part of the Union nor any individual acting on behalf of such a part may operate a separate bank account other than that authorized in advance by the Executive Committee, in accordance with operational policy.
8. The Executive Committee shall be authorized to invest any surplus funds or reserves after taking reasonable professional advice.

Payment Authority
9. All payments (cheques and other paper/electronic financial instruments) must be signed or otherwise authorized by the relevant Honorary Senior Treasurer.
10. All payments for amounts in excess of £1,000 shall be counter-signed by the President.
11. In the absence of the relevant Honorary Senior Treasurer, one of three nominees from the other Honorary Senior Treasurers may sign on his/her behalf.
12. In the absence of the President, one of three other nominees may sign on his/her behalf.
13. The Executive Committee shall approve the nominee signatories on the recommendation of the Honorary Senior Treasurer and President respectively.

Limits of Authority
14. No unauthorized member or employee may sign a contract or otherwise commit expenditure on behalf of the Union or any part thereof.
15. No authorized member or employee may sign a contract (or otherwise legally binding agreement) without having first consulted the Permanent Secretary/Union General Manager and having gained their consent as to the terms of the contract or agreement.
16. Expenditure up to £200 may be authorized by a Club or Society Chair from their budget. In the absence of the Chair, the Treasurer of the Club or Society may authorize expenditure on his/her behalf.
17. A Faculty Union President, the Chair of a CSC or the Chair of a President’s Committee may authorize expenditure up to £1,000 from their budget. In the absence of the Chair/President, the relevant Honorary Junior Treasurer may authorize expenditure on his/her behalf.
18. Operational managers may authorize expenditure consistent with their budgets, subject to approval by the Permanent Secretary/Union General Manager for orders or contracts in excess of £10,000.
19. The Deputy President (Finance and Services), or in his/her absence one of the other Deputy Presidents, shall authorize all other expenditure up to £100,000.
20. The Executive Committee shall authorize all expenditure over £100,000 up to £1,000,000.
21. The Council, on the recommendation of the Executive, shall authorize all other expenditure.

Orders
22. Orders of goods or services shall only be placed using an Imperial College Union order form or in accordance with a duly authorized contract.

Loans to Staff
23. Loans to staff must not be made without the written permission of the Permanent Secretary/Union General Manager. Arrangements for repayment of such loans must be put in place before the funds are advanced.

Long-term Commitments
24. Only the President jointly with the Permanent Secretary/Union General Manager shall sign a contract which commits the Union to any obligation that extends beyond the current financial year. Such contracts shall only be signed with the prior written authorisation of the relevant budget holder. Such authorisations shall be made within the limits set out in parts 14-21 of this regulation.
25. Appointment of staff (except those employed on a ‘casual’ or ‘zero-hours’ contract basis) and any variance to their contracts shall be authorized by the Honorary Senior Treasurer.

Events
26. The limits of authority as defined in parts 14-21 of this regulation shall be applied to the total of all expenditures relating to events organized on behalf of the Union.
27. Prior authorization shall be given in writing as set out in operational policy.
28. The prior written approval of the Permanent Secretary/Union General Manager shall be sought for events where the total of all expenditure exceeds £2,000.

Cash holding
29. Other than trading outlets for legitimate operational purposes (as determined by the Executive Committee), no constituent part of the Union may hold cash without the prior written authorization of the Deputy President (Finance and Services).
30. Cash takings shall be deposited with the Union’s bankers within three working days of receipt and no expenditure may be incurred from cash receipts.

31. Members and employees may carry or hold cash or other valuables with due regard to the limits set from time to time by the Union’s insurers.

**Borrowing**

32. The Union shall not borrow any external funds without the prior written authorisation of the Union Honorary Senior Treasurer.

**Guarantees and indemnities**

33. The Union shall not give any guarantees or indemnities without the prior written authorisation of the Union Honorary Senior Treasurer.

**Supplies on credit**

34. Goods and services may be issued on credit in accordance with approval procedures and credit limits set by operational policy.

**Inventories and Asset Management**

35. The Union shall maintain a full inventory of all its assets valued (individually or in aggregate) in excess of £200.

36. It is the responsibility of all Union Officers, Club or Society Chairs and Managers to ensure that they maintain a register of such items and inform the Permanent Secretary when such items are purchased or disposed of.

37. Equipment valued in excess of £200 belonging to the Union or any constituent part thereof, shall not be sold, re-allocated or otherwise disposed of without the prior written authorisation of the relevant budget holder and the President. Authorisation shall only be granted after consultation with the Permanent Secretary by the President.

**Union Honorary Senior Treasurer**

38. The appointment of the Union Honorary Senior Treasurer shall be determined by Council on the advice of the Executive Committee and approved by the Rector or his/her nominee and s/he shall:

1. Approve and monitor the expenditure of the Union budget on behalf of the College Council,
2. Act as payment authority for the main Union bank accounts and be empowered to act on behalf of the other Honorary Senior Treasurers in their absence,
3. Ensure, on behalf of the College, that the Union Financial regulations are observed,
4. Be a Permanent Observer of the Council and Executive Committee, and the Trading and Services Committees,
5. Ensure that all books and financial records pertaining to the Union are submitted to the Clerk to the College Council within 45 days of the end of the financial year,
6. Be responsible for ensuring that any anomaly or discrepancy in the financial management of the Union is reported to the Deputy President (Finance and Services). If no satisfactory outcome results, the matter shall be reported to the President and, if appropriate, to the College Internal Audit section and the Rector.

**Committee and Faculty Union Honorary Senior Treasurers**

39. The appointment of an Honorary Senior Treasurer shall be determined by the Council on the advice of the relevant Faculty Union/Committee President/Chair and s/he shall:

1. Act as payment authority to the relevant bank account,
2. Oversee all expenditure and bring any possible anomalies or discrepancies in the financial management of that Faculty Union/Committee to the attention of the relevant President/Chair and the Union Honorary Senior Treasurer, and
3. Ensure that all books and financial records pertaining to the relevant account are submitted to the Permanent Secretary within 15 days of the end of the financial year.
A. Jurisdiction

1. The Court has jurisdiction over and in the following areas within the Union:
   1. Interpretations,
   2. Disputes in individual elections or referenda,
   3. Union publications, in a role equivalent to that of the Press Complaints Commission,
   4. Inquiries, and
   5. Other such judicial, investigative or disciplinary functions as may be allocated by any policy or rule.
2. The Court shall not manage or exercise policy-making powers over any other part of the Union. The Court shall direct its own procedure, subject only to the Constitution and Regulations.
3. The Executive Committee has jurisdiction to act in a role equivalent to that of the Press Complaints Commission in response to any complaint made by the Court or any member of it in a personal capacity. When doing so it may, in addition to its normal jurisdiction, make an order under paragraphs 50.10 and 50.11 and 57.4.

B. Membership

4. The Court shall consist of members appointed in the following manner:
   1. One member of each Faculty Union elected by the Council, each person being a Full Member of the Union,
   2. Three Full Members of the Union nominated by the Executive Committee and approved by the Council,
   3. Three Life Members of the Union nominated by the Executive Committee and approved by the Council,
   4. One member of the academic, academic-related or senior administrative staff of Imperial College, of a rank equivalent to that of Senior Lecturer or above, nominated by the Council and approved by the Rector.
5. Those who are not members of any Faculty Union will be treated for the purposes of this election as members of the Faculty Union which otherwise has the smallest number of Full Members.
6. The term of office for the Full Members of the Union runs for one year from the 1st August following election. The term of office for Life Members runs for three years from the 1st August following election, each such member appointed in consecutive years. A term of office may be renewed.
7. Renewal of terms for those originally nominated by the Executive Committee shall be subject to the approval of the Council, but not the re-nomination of the Executive Committee. A Full Member whose status as a registered student ceases must be nominated and approved as one of the Life Members to continue membership of the Court.
8. Life Members, or those Full Members who may be appointed as Life Members upon expiry of their student registration at the College, may not attend the Council during the discussion or vote upon approval of their nomination or renewal of membership, but may submit written comments to the Council. The Council may suspend this rule.
9. Upon the first approval of nominations of Life Members, they shall be divided by lot at the Council, one serving a one year term, the second a two year term and the third a three year term. If fewer than three are initially appointed then the first appointed shall serve three years, the second two years and the third one year. If two are appointed at the same meeting their terms will be determined by lot.
10. Life Members appointed to the Court upon its inauguration shall serve for the remainder of the academic year in addition to their term.
11. Any vacancy is filled by the same process as the annual nominations and elections. If the vacancy arises by the time of or after the Council meets to elect or approve nominations for the next year, the Council may choose to extend the term of service of a newly elected or approved member, so that he or she starts immediately. If several people within one category are newly
approved by the Council for currently vacant posts, the Council may choose to decide by lot from those who wish to do so and are not ineligible by virtue of currently holding another disqualifying post, whose term of service will start immediately.

12. If a Life Member position falls vacant during the three year term, the replacement member’s term shall expire at the same time as the original member’s.

13. If the Council has not elected or approved three or more members of the Court (except the staff member of Imperial College) by the 1st November in an academic year then the remaining members of the Court may, in committee, appoint further members from within the eligible candidates for each vacant post. Standing orders may provide for restrictions in the functions of temporary members. The election or approval of new members by the Council rescinds a temporary appointment by the Court.

14. Each member is of equal status to every other member. No member is the representative of any group within the Union or the College.

C. Administration

15. The Court shall appoint a Chair and Deputy Chair from amongst its members. If the Chair is a Life Member of the Union, the Deputy Chair must be a Full Member of the Union, and vice-versa. No staff member of the College may become Chair or Deputy Chair.

16. The Court shall adopt, with the approval of the Council, a code of conduct which its members shall adhere to. The code of conduct shall set out the ethical principles and rules upon which its members must operate. The code shall include the circumstances in which members are disqualified from hearing a case. The code may impose restrictions on the rights of members of the Court within the rest of the Union.

17. The Court may adopt standing orders within which it shall operate.

18. Standing orders governing the following matters also require the approval of the Council:
   1. Appeals within the Court or to the College,
   2. Delegating the Court’s authority (which must in any event be to a body under its supervision), except to the Mediation Board,
   3. Regulating the directions for searches, the compulsion of evidence and production of documents or items,
   4. Imposing any time limit upon applications or appeals, except a time guillotine within a hearing,
   5. Imposing further restrictions upon when cases may be requested,
   6. Prescribing when members of the Court may request a hearing in a case in a personal capacity.

19. The Court may meet ‘in committee’ to deal with its own administrative business, and must meet as such if appointing its Chair and Deputy Chair, adopting or amending the code of conduct or standing orders. An amendment to the code of conduct or standing orders requires the approval of a two-thirds majority of those present and voting. If conducting a hearing it shall meet ‘in session’.

20. Regulations 2, 4 and 5 shall apply to the Court in respect of its internal procedure with such modifications as may be made in its standing orders. No such standing order shall alter the Council’s jurisdiction in Part B of this Regulation or the jurisdiction of the Council, Council Chair or Court Chair under Regulation 5. An internal motion by the Court to censure or dismiss a person from membership of it (but not the Chair, Deputy Chair or internal official merely from post) must nevertheless comply with Regulations 4 and 5, be held in committee, and be chaired by the Council Chair or a nominee who is not a member of the Court.

21. No person may proxy a vote under any circumstances within the Court when in committee or in session.

D. Commencement of a case

22. The authority of the Court under regulation 7.1 may only be exercised when in session.

23. A hearing in a case may be requested by the following people or bodies in the following circumstances, though standing orders may impose restrictions:
   1. An interpretation, review or declaration may be requested by any member of the Union or constituent part of the Union,
   2. A request for an adjudication in a role equivalent to that of the Press Complaints Commission may be made by any person or organisation mentioned or referred to in a Union publication, or by the Mediation Board,
3. An appeal in an election or referendum dispute may be made by any candidate or elector in it,
4. An inquiry may be requested by the Council, Executive Committee, 50 Full Members of the Union or any constituent part of the Union,
5. A review of any proposed constitutional amendment, regulation, policy or act may be requested by any member of the Union or constituent part of the Union,
6. A case in another jurisdiction created by any policy or rule shall be summoned in whatever way that policy or rule determines, or by standing orders.

24. An interpretation, review or declaration may also be made by the Court if acting in another of its jurisdictions. If the Court determines that another jurisdiction (except inquiries) is appropriate it may exercise it instead of or in addition to the one for which it was summoned.
25. No member of the Court may participate in a request for any kind of case, except under specific circumstances set out in standing orders.
26. The Court shall make any decision relating to the commencement of a case in committee, unless standing orders determine otherwise.

E. Appointment of panels

27. When the Court is in session, it shall be composed of a panel drawn from the membership of the Court, appointed according to standing orders.
28. A panel, unless it is one person sitting alone, must contain at least one Full Member of the Union.
29. The appointment of a panel, once made, cannot be rescinded by any person or body outside the panel.
30. Multiple applications to the court to hear a matter may be consolidated into one case. The Court may direct in a case that an issue should be severed and dealt with in a separate hearing or case.

F. Directions

31. The Court, in session, composed of the appointed panel, may make directions for the management of a case, subject to the standing orders.
32. Directions may be made administratively by the Court, but may be reviewed in the hearing itself.
33. Such directions may govern the agenda, time limits, advance notice, adjournments of or bringing forward hearings, submissions or evidence received, agreement of facts, narrowing any contested issue, excluding irrelevant issues, consolidation or severance of cases, or any other matter. A direction may specify the consequences of a breach.
34. The Court may make specified compulsory directions:
   1. Any person holding an elected or appointed post in the Union including staff may be required by direction to attend a Court hearing and answer questions. No person shall be required to incriminate himself or herself.
   2. The Court may require by direction the production of any document or item, or copies thereof, created or held by the Union or any person holding elected or appointed office including staff within it in their capacity as such.
   3. The Court may make a direction for the searching of any premises administered by the Union under the Memorandum of Understanding. Such a direction may only apply to the offices of permanent staff with the consent of the President or Union General Manager. A search direction may be made without notice to the person or constituent part of the Union to which it applies.
35. The Court may only make one of the specified compulsory directions if there is no other way in which the information can be obtained, and their contents are likely to affect a final or interim determination.
36. The specified compulsory directions shall be made subject to such rules and guidance as set out in standing orders, and may only be made after such standing orders are established.
37. A person subject to a specified compulsory direction may request a hearing and make comments or submissions about whether the direction should remain or be amended. The President may attend any such hearing involving staff.
38. The fact that material is confidential or sensitive does not exclude it from the Court’s jurisdiction, unless it is wholly a staff matter as defined in Part K.
39. A breach of a specified compulsory direction may result in the Court, after a hearing, making orders under Part J. A breach of any type of direction may result in issues or evidence being excluded, further directions made, or a hearing being discontinued.

40. The Court may direct that a hearing or part of a hearing is in closed session only if:
   1. Staff matters are being discussed,
   2. A member of the Union staff is giving evidence in his capacity as a member of staff, unless he or she consents to being heard in public,
   3. A decision or act under the Disciplinary Policy is being reviewed, and a defendant student or body does not wish it to be in public,
   4. The Court is of the view that the quality of a person’s evidence would be improved by it being given in private, due to its sensitivity or their vulnerability,
   5. It relates to a without notice application for a direction to search premises or other purpose, or
   6. In cases of grave disorder.

G. Hearings

41. The Court, in session, shall run one or more hearings in a case and come to a determination. The Court may dispense with a hearing only if dealing with a proposed constitutional amendment, regulation, policy or act, or under other circumstances set out in standing orders.

42. A hearing must be in public unless the Court directs it or part of it to be held in closed session. Reasonable steps must be taken to inform any person or body who may be directly affected by any potential order of the hearing and its purpose.

43. If an issue before the Court becomes the subject of legal action, referral to the Imperial College Council, Visitor, Office of the Independent Adjudicator for Higher Education, or another relevant external authority, the Court may adjourn the hearing until after its resolution or discontinue the hearing. Legal action may be treated as commencing upon a criminal charge or summons, or civil claim form being issued.

44. The Court may choose to discontinue a case without coming to a determination if an issue becomes pointless or academic. The Council may require an inquiry to be discontinued.

H. Determinations and reports

45. A determination shall be made at the end of the case, unless it was discontinued.

46. The deliberations of the panel in coming to a determination shall be in closed session and remain permanently confidential. No person may seek to influence any member of a panel with respect to a determination after the deliberations begin.

47. No person or body may instruct any member of a panel how to rule on a determination.

48. The determination shall be public and available to any Full Member of the Union, and any other person whom it affects. In sensitive cases, the names of individuals or bodies may be replaced with a pseudonym and irrelevant details omitted. In a case where a person or constituent part of the Union is subject to any form of penalty, they may demand that their name is shown, unless in doing so the privacy or rights of another would be unduly affected.

49. An interim determination may be made by the Court in any matter if it is in the interests of justice to do so. An interim determination, which may include interim orders, may be made during a case before it is concluded (though it may have the effect of concluding it). A case which continues afterwards shall, upon conclusion, have another final determination.

50. A declaration becomes a binding precedent upon the Court, from which it can only depart in the interests of justice. The opinions of those in the majority, and the circumstances in which orders were made, becomes a persuasive precedent which may form a basis for future determinations.

I. Orders

51. In a determination, the Court may make no order, or make one or more of the following orders:
   1. A declaration of what the Constitution, its Regulations and any policy or rule means, and its consequences,
   2. Quash a policy, rule, decision, act or omission, or any part thereof, found to be unconstitutional or unlawful,
   3. Suspend a policy, rule, decision, act or omission, or any part thereof, found to be unconstitutional or unlawful, until the next meeting of the committee that approved it, or
   4. Remit a decision back to a person or part of the Union with its opinion or ruling,
5. Require a committee which improperly avoided or dismissed a motion to reconsider it, and may set aside any time limit if fair to do so,
6. Summon an emergency meeting of any committee except the Council,
7. Mandate an officer, post-holder or committee to act in accordance with the Constitution, its Regulations and any policy or rule, or prohibit them from breaching it,
8. Replace the decision of a returning officer, elections or referendum committee with any other that they would have been authorised to make, or to dismiss an appeal,
9. Authorise a more senior budget holder to spend out of a subsidiary budget,
10. A declaration that a publication complaint was upheld, dismissed or that sufficient remedial action was offered,
11. That a publication against which a complaint is upheld must print or publish the result and reasoning behind it with due prominence,
12. Any order which the Press Complaints Commission is entitled to make in respect of a member publication, except for awards of money,
13. Any other order which a Regulation, policy or rule permits, or
14. Any order which is necessary or expedient to give effect to another order which the Court is entitled to make.

52. Any order is discretionary. The fact that a breach of a rule has been found does not require the court to make further orders. In addition to or instead of any order, the Court may make recommendations to any person or body.

53. The Court may apply a time limit to any order, or make it subject to conditions.

54. The Court may not make any order:
   1. Relating to any matter outside the jurisdiction of the Union under the Constitution and Memorandum of Understanding,
   2. Requiring, in the opinion of the Court, the Union or any person to act unlawfully, including any contractual breach or tort,
   3. Directly requiring any person to authorise or not authorise anything under the Finance Regulations,
   4. Amending a decision of a returning officer, elections or referendum committee which occurred before the start of that academic year, or
   5. In respect of any matter for which a time limit has expired under the Regulations or standing orders.

55. The Court may not make any mandatory or prohibiting order:
   1. in respect of the Council,
   2. in respect of a person’s choice of vote,
   3. upon a member of the Union staff; any such order being made upon the President instead, or
   4. in respect of an act which a person with responsibility for Health & Safety in the Union reasonably declares would impose legal liability on them or the Union, and whose declaration is not countermanded by a more senior authority.

56. The Council, or a policy-making body within its jurisdiction, may by policy authorise the Court to make an emergency order or direction in specified circumstances, and to the extent that the policy prescribes.

J. Compliance

57. Any person may request that the Court reconvenes to examine whether a determination or direction was or is being complied with. The Court may also do so of its own motion.

58. The Court may make a further determination, which may include no order, or in any case where it decides that an previous order was not complied with, the following:
   1. Amend or rescind any current order,
   2. Impose any new order,
   3. Impose a mandatory or prohibiting order upon a more senior person or body in the Union,
   4. Propose a motion of censure or no confidence to the Council or any other committee entitled to pass it, or
   5. Make a penal order.

59. Any order made under the above sub-paragraphs 58.1-58.3 must have been one which the Court would have originally had the jurisdiction to impose, unless made under a policy or rule which provides for further types of orders upon a breach.

60. If a proposal for a censure or no confidence is made, it shall be treated for all purposes as having been validly proposed to any committee entitled to hear it. A proposer may or may not
be appointed. Any rules of the committee to whom it is proposed regarding advance notice of such motions must be complied with. The Court may then make further orders requiring the appropriate committee to hear it at the next available meeting. No emergency meeting to hear such a motion may be called after the end of the Summer Term.

61. A penal order may be imposed upon any constituent part of the Union apart from the Council, Executive Committee, commercial services or individual members or staff. It may include suspension, freezing of budget (subject to the President or Deputy President (Finance & Services) authorising expenditure for the performance of a legal obligation) and a prohibition on use of room bookings or other Union facilities.

62. A penal order made in relation to a breach of a specified compulsory direction may apply to any constituent part of the Union allowable above, for which an individual breaching a direction is the chair, treasurer, secretary or other senior post-holder if the breach is relevant to that constituent part of the Union.

63. A penal order may be reduced or rescinded by the Council.

K. Staff matters

64. The Court’s jurisdiction shall not extend to matters which are wholly staff matters as defined by the Staff Student Protocol.

65. The Court may hear evidence and require evidence, documentation and items from members of staff in closed session which may involve staff matters, but only to the extent that it assists in determining any disputed fact or rule which is not a staff matter.

66. The Court shall interpret the meaning of the Protocol. Any such declaration shall only be made after the President or Union General Manager has had the opportunity to make submissions or comments. The Court Chair or panel chair shall be responsible for clarifying and enforcing this protocol when the Court is sitting or in administrative matters relating to the Court.

67. Any staff matters remain confidential, and any later determination shall omit or anonymize any such reference.

L. Appeals

68. The Court may, with the approval of the Council, establish within it a panel of appellate members of proven and substantial ability and integrity to be entitled to sit on an internal appeal as chair and the majority. Standing orders shall govern the ambit and procedure for an appeal. No internal appeal shall be heard until a panel and appellate standing orders are established.

69. An appeal may be made within two weeks of the conclusion of any internal appeal process by and with the consent of the Union President to the Rector of Imperial College if, and only if, the Court:
   1. Makes a final or interim order formally quashing or suspending for unconstitutionality any decision of the Council, or the Executive Committee when acting on the Council’s behalf under section 10.7 of the constitution, or
   2. Grants leave to do so.

70. The Rector’s appellate jurisdiction shall be subject to the following rules:
   1. No appeal shall lie against a decision by the Court not to make a relevant order as set out in 69.1, and to any or any part,
   2. A decision having the effect of changing the determination must be reasoned.

M. Mediation Board

71. The Mediation Board shall operate under the supervision of the Court, and may mediate in a complaint about Felix or any other Union publication or media outlet.

72. The Mediation Board shall consist of the Media Group Chair, the editors or managers of each publication governed by the Media Group, and such other publications or media organisations within the Union or other members of the Media Group nominated by the Court. It shall be chaired by a member of the Court, nominated by the Court. It may co-opt other members.

73. The Mediation Board shall conduct its business according to the Court standing orders.
PROPOSED AMENDMENTS TO THE STUDENT COMPLAINTS PROCEDURE AND THE PROCEDURES FOR DEALING WITH STUDENT DISCIPLINARY OFFENCES

A note by the Academic Registrar

BACKGROUND

1. The Procedure for Dealing with Complaints by Students (Annex A) was last amended by Council in March 2005.

2. The Procedures for dealing with Student Disciplinary Offences (Annex B) were last amended by Council in March 2006.

3. The 2005 annual report from the Office of the Independent Adjudicator (OIA) has recommended that all university complaints procedures include a time limit. This has been suggested for two reasons:

   a. It would prevent students from beginning or revisiting complaints if they were able to access new evidence through the use of the Freedom of Information and Data Protection Acts.

   b. The OIA itself already has a three year time limit on any complaints brought to its attention.

RECOMMENDATION

4. It is recommended that the wording for the time limit set out below in italics be approved and inserted at the end of Paragraph 14 in the Student Complaints Procedure and Paragraph 34 in the Student Disciplinary Procedures:

   “Once a student has completed the College’s internal appeals or complaints procedures, the College will issue the student with a Completion of Procedures Letter. If the student is still dissatisfied, the student may direct their complaint to the Office of the Independent Adjudicator within three months of the date on which the Completion of Procedures Letter was issued. Information on the complaints covered by the Office of the Independent Adjudicator and the review procedures is available at: http://www.oiahe.org.uk/docs/OIA_New_Rules.pdf. The College reserves the right to reject a complaint when it is issued more than three years after the substantive event (s) to which it relates”.

F.V.M.
1. As previously agreed, each year the Council reviews the dates of its Meetings for the next three years while also agreeing those for a fourth year in principle.

3. Attached at Annex A is a revised schedule for Council Meetings for the years 2007-08 to 2010-11. The Council is invited to consider, and if it sees fit, approve the dates for future meetings as set out in Annex A.

**PROPOSED RESOLUTION:**

That the dates for Council Meetings for the years 2007-08 to 2009-10, as set out in Paper Q, be approved.

K.A.M.
## Proposed Dates for Council Meetings 2007 – 2011

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<th>Month</th>
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<th>2008-09</th>
<th>2009-10</th>
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