CONGRATULATIONS

On behalf of the Council the Chairman congratulated Professor John Pendry on his appointment in the Queen’s Birthday Honours List as KBE for services to science and Professor Elizabeth Simpson and Mrs Ruth Hunt, both of the MRC Clinical Sciences Centre, on their appointments as OBE. She also congratulated Professors Donal Bradley, Vernon Gibson, Edward Hinds and David Holden on their election as Fellows of the Royal Society.

MINUTES

Council – 14th May 2004

1. The Minutes of the Thirty-sixth Meeting of the Council, held on 14th May 2004, were taken as read, confirmed and signed.
CHAIRMAN’S BUSINESS

Report from the Search Committee

2. The Chairman reminded the Council that the Search Committee had for some time been seeking to identify a successor to Lord Vincent. Without going into the history of the search, she said that it was not easy to find individuals of the international calibre Imperial required and deserved as they were in short supply and were invariably much sought after by others. However, she was delighted to report that the Committee had now identified a suitable candidate and had agreed unanimously to recommend Lord Kerr of Kinlochard as the new Chairman.

3. Lord Kerr’s curriculum vitae was tabled for members’ information while the Chairman explained that he was a graduate – and now a Fellow - of Pembroke College, Oxford and had had a long and extremely distinguished career in the Diplomatic Service, during which he had been the UK’s Permanent Representative to the European Union from 1990 to 1995 and then the Ambassador to the United States. From 1997 to 2002 he was the Permanent Under-Secretary of State at the Foreign and Commonwealth Office and Head of the Diplomatic Service. From 2002 to 2003 he was the Secretary-General of the European Convention, which prepared the EU Constitutional Treaty. He was ennobled in June 2004. The Chairman then confirmed that Lord Kerr had indicated that, if chosen, he would be willing to serve as Chairman and would be available to do so from January 2005.

4. Before inviting comments on the Search Committee’s recommendation, the Chairman reminded Governors that one of the Court’s main powers was “to appoint, on the recommendation of the Council, a Chairman of the Court”, that person being also, by Statute, the Chairman of the Council. Therefore, if the Council approved the Search Committee’s recommendation, this would be in the form of a recommendation to the Court that Lord Kerr be appointed. Approval would then be sought from the members of the Court by correspondence against a specific deadline.

Resolved: That Lord Kerr of Kinlochard be recommended to the Court to be appointed as Chairman of the Court and Council of Imperial College in succession to Lord Vincent of Coleshill.

Chairman’s Review of Governance

5. The Chairman reminded Governors that, following the publication of the Lambert Report, she had written to them suggesting that the Council review its governance arrangements in the light of the Report’s recommendations. She had then held individual meetings with most members and had circulated her conclusions and draft recommendations by correspondence. A formal paper would be presented at the Council’s next meeting in October, but this was, she said, an opportunity for Governors to discuss her preliminary conclusions.

6. Professor Griffiths said that she supported many of the Chairman’s recommendations. However, she was concerned that the proposal to remove the elected staff members from the Council would reduce the level of academic input into the Council’s discussions. She felt it was important that the academic voice should still be heard on the Council. Professor New agreed. The essence of the College was contained in the academic work it conducted and he said it would be a serious step to reduce or remove the academic contribution to the Council’s deliberations.
He also asked how and when it was intended to inform the academic body that its representatives on the Council were to be removed. The Chairman said that, in her view, ultimate responsibility for Imperial rested with the Council and it had to be able to call senior management to account for how the College was run. She did not believe that the elected members were in a position to be called to account in the same way as senior staff and she could not therefore see a continuing role for them on a smaller, more focused governing body.

7. Professor Bell agreed that it was important that members of the Council had expertise and experience in business to bring to their role as Governors. However, he and the other elected members brought a knowledge of teaching and research and the immediate concerns of those involved in the College’s core activities. He did not view his prime responsibility as being to act as a representative of a particular group of staff. Rather, he provided a direct contact for the Council with the day-to-day work of the College. The Chairman acknowledged this, but pointed out that the Faculty Principals were academics of high repute. If they sat on the Council as the senior staff members, they should be able to provide this direct link.

8. Mr. Able congratulated the Chairman on the review and her conclusions and said that it should be possible to ensure that the academic voice could still be heard without increasing the proposed membership of the Council. As an example, he suggested that individual lay members could be linked to particular areas within the College. These members would then have a responsibility to ensure that they were aware of the concerns of staff in those areas. Mr. Able stressed that it was of prime importance to reduce the Council to a more manageable size. Mr. Lowe agreed and said that, with an institution of Imperial’s size and complexity, it was impossible to ensure that everyone had a particular representative on the Council. The Chairman concurred, noting that this was an especial issue in the old universities where governing bodies tried to fulfil a number of roles, including that of providing a representative body. The Lambert Report supported a move away from this multi-functional structure to one that was more focused. She believed that the College needed a Council that concentrated on its main responsibilities and did not also try to include in its membership representatives of particular groups or interests.

9. Sir Peter Gershon said that he supported the Chairman’s conclusions regarding the Council’s main responsibilities, which were in line with the Lambert Report’s recommendations. However, he said, the Lambert Report had also suggested an additional responsibility, that of reviewing the performance of the College. He asked if the Chairman had decided not to include this for a particular reason. The Chairman said that her conclusions had been drawn from her discussions with members rather than from the Lambert Report. It was not an intentional omission and she agreed that this should be an integral part of the Council’s future role. The Rector said that the College should not feel constrained by the Lambert Report. The main issue was to provide a governing body that was appropriate for Imperial and that would allow it to move forward. Turning to the issue of representation, he said that the Senate was the prime academic body in the College and as such had a key role in the College’s structure. He believed that the issue of representation was more relevant for the Senate, as this was where all academic issues should be discussed and resolved.

10. The President of the Imperial College Union, Mr. Arif, thanked the Chairman for the consultative approach she had taken to the review. Although he agreed with the bulk of the recommendations, he said that Imperial already had the lowest level of student representation on its governing body of any university and that, if the Chairman’s proposals were accepted, it would be the only university with no student representation at all. This would therefore be a major step. Mr. Arif went on to say
that the London School of Economics (LSE) had recently reduced the size of its governing body to 20, but had managed to retain two student representatives as well as elected staff members. This showed that it was possible to have a smaller governing body that still included members appointed on a representative basis. The Chairman thanked Mr. Arif for his comments and said that she would look at other universities' constitutions before finalising her proposals for presentation to the Council in October.

11. Welcoming the Chairman’s conclusions, Sir Alastair Morton said that it was important to move away from the idea that members of the Council were appointed as representatives. Each had a personal responsibility as Governors. He also pointed out that lay Governors might well have an academic background and so would understand the concerns of the College’s academic body. Finally, he said, the Chairman’s proposals did not at present define who would be appointed to the Council in the senior staff category. Clarity about these appointments might help to resolve some of the concerns that had been raised. Mr. Gidoomal agreed, saying that the appointment of these staff members would be key and he suggested that a transparent selection process would also assist in getting staff to accept the proposed changes.

12. Mr. Roche said that it would also be helpful to see how the transition to the new body would be handled. The Chairman said that it was difficult at present to define the transitional arrangements as much would depend on how long it took the Privy Council to approve the necessary changes to the College’s Charter and Statutes. She had also chosen not to be prescriptive about possible changes to the Rector’s committees as this was a matter for him. He was conducting a parallel review of these committees and it was possible that he would continue to involve lay members from both the Council and the Court on some of them.

13. Although she supported the proposals strongly, Dr. Vaughan said she had been disappointed that the opportunity had not been taken to consider the future of the Court. She suggested that one of the disadvantages of having such a large Court, the majority of whose members were appointed by external bodies, was that very few of them would ever be appointed to the Council. Indeed, she said, the majority of Council members were likely to come from outside the Court. Rather than ensuring that Court members remained interested in the College, there was a risk that their lack of any real engagement could lead to them becoming alienated from it. The Chairman said that she viewed the Court as analogous to a company’s Annual General Meeting and as such it performed a useful function. Unless Governors felt strongly about this issue she did not intend to make any proposals regarding its future.

14. The Chairman thanked Governors for their general support for her recommendations on the role of the Council and for the issues they had raised in discussion. She would, she said, give further consideration to these before presenting her proposals for formal consideration at the next meeting. In particular, she would look at the inclusion of the review of the performance of the College as a prime responsibility for the Council, the issue of staff representation, the role of the Imperial College Union (although this would have to be taken further in consultation with the Rector), and the likely transition process.

15. Moving on, the Chairman said that the Council had the power to change its sub-committee structure without recourse to the Privy Council. However, any new structure would have to tie in with the roles and responsibilities of the Council itself and with the management committee structure to be adopted by the Rector. She was therefore proposing that there should be just two Council Committees, the Audit
Committee and a combined Remuneration and Nominations Committee. This would allow strategic and financial issues to be considered by the Council itself rather than primarily in the Finance Committee, as was currently the case. The Chairman then stressed that, although Dr. Knight was unable to attend this Council meeting, he had asked her to confirm that he fully supported these proposals.

16. Sir Alastair Morton said that corporate practice in the private sector was placing increasing emphasis on risk management and the audit of both financial and health and safety risks. With the consideration of financial issues returning to the Council, he suggested that the location for consideration of risk management would be equally important. The Chairman agreed but said this was a prime focus for the Audit Committee. She suggested that, provided its membership included someone with the requisite expertise, the Audit Committee could also audit the College’s management of its health and safety risks. The current Chairman of the Audit Committee, Mr. Hearn, said that the Committee already took a keen interest in risk management and that, with a suitably adjusted membership, it could take on health and safety as well.

17. The President of the Imperial College Union, Mr. Arif, welcomed the Chairman’s proposals to wind up the House Committee and the Sport and Leisure Committee. He suggested that, rather than becoming a Rector’s Committee, the Fellowships Committee should report to the Senate as this would make it easier for nominations for Honorary Degrees and other awards to be made. The Rector replied that the current process was transparent and that nominations were invited, and came forward, from across the whole College.

18. Mr. Lowe supported the proposals, but said that the disbanding of the Health and Safety Audit Committee could send the wrong message about the degree of importance the Council attached to that Committee’s work if it was presented out of context. The Chairman agreed that health and safety was of paramount importance to the College. However, the Council’s role was not to manage this itself, but rather to ensure that the College was fulfilling its legal obligations in this regard. Mr. Able noted that the College had a Health and Safety Council in addition to the Council’s Health and Safety Audit Committee and that this would continue to operate. The Council’s responsibility for oversight would then be satisfied by the Audit Committee’s scrutiny of the Health and Safety Council’s annual report on safety in the College. Sir Peter Williams remarked that he was also the Chairman of a company audit committee. In his experience, the concentration on business and health and safety risks of recent years had been beneficial in achieving cultural change. The changes proposed might even improve the focus on health and safety within the College. Dr. Vaughan suggested that the Audit Committee might also take on some of the responsibilities of the former Chairman’s Committee. However, Mr. Hearn felt that these would be better left to the Council.

19. Finally, turning to issues of process, the Chairman said that she believed the Council should meet regularly throughout the year rather than being tied to the College’s term dates and that it should therefore meet once every two months. However, she accepted that the number and timing of meetings would depend on the need to consider financial reports. She also suggested that dates for meetings should be set several years in advance rather than a year at a time and that the Council should have an annual away day early in each year to contribute to the College’s strategic planning process. Finally, she said, the issue of remuneration for Governors had been raised. This was likely to present difficulties as the College was a charity, but the possibility was being considered.

20. Sir Alastair Morton suggested that, given the difficulties currently experienced in
obtaining a quorum, the quorum for the reduced Council should be set at 11 with no other stipulations. He also suggested that the College was entering a period of unprecedented change. In addition to the proposed changes to its governance, a number of new Faculty Principals would shortly be joining Imperial. This was an ideal opportunity for the Chairman and the Rector to consider all of these changes together to ensure that a consistent structure was implemented for the whole College.

**RECTOR’S BUSINESS**

**Staff Matters (Paper A)**

21. The Rector formally presented Paper A, which was received for information.

**Oral Reports**

22. The Rector reported that the opening of the Tanaka Business School by H.M. The Queen on 24th June had been an excellent event for the College and had been very well organised. Moving on, he said that the Higher Education Act had now passed into law and that student fees could therefore be increased to £3,000 per annum from 2006, although they would be capped at this level until 2010. About 30% of all home students would receive some form of support with their fees and universities that charged the full rate of £3,000 would be required to have a bursary scheme to support students from the lowest income groups. He reminded Governors that the College had already prepared its own bursary scheme, the details of which would now have to be finalised.

23. The Rector was pleased to report that student applications were up by 9.6% compared with the same period last year. Applications from overseas students were up by 16%, while home applications had increased by 7%. Happily, he said, it appeared that acceptances were showing a similar increase against the previous year.

24. Continuing, the Rector said that the College would be completing two major IT projects in the coming months. A new Student Administration and Management System (SAMS) was being implemented which, amongst other improvements, would allow students to apply to the College on-line from anywhere in the world. The Research Administration Management Programme (RAMP) would also be entering its critical implementation phase in the next three months. This Project, which was intended to introduce significant improvements in the management of research income, was very important for the College since research contracts accounted for some £200M of its annual income. Finally, the Rector noted that the College had been the only UK university with a team which had won a competition at the Henley Regatta and this had included two students in receipt of the College’s recently introduced rowing scholarships.

25. Mr. Gidoomal asked if the College monitored how many students entered the College with international baccalaureate qualifications. The Academic Registrar, Mr. McClure, replied that the College welcomed students with these qualifications and also monitored their progress. In many cases they out-performed those with more traditional qualifications.
MEMBERSHIP OF THE COURT AND COUNCIL AND OF COUNCIL COMMITTEES (PAPER B)

26. The Clerk introduced Paper B, noting that the Nominations Committee’s recommendations had been formulated before the conclusions of the Chairman’s review of governance had been finalised and that they had therefore been designed to allow the Council a degree of flexibility in making appointments to any future structure, whilst maintaining the quorum on the Council.

Resolved:  
(i) That, exceptionally, Dr Knight be re-appointed to the Council for a further term of office.

(ii) That Mr George Gray and Mr Jeremy Newsum be appointed to the Council in succession to Mr Margetts and Mr Lowe, their first terms of office to commence on 1 October 2004.

(iii) That, as and when new Principals are appointed for the Faculties of Engineering, Medicine and Physical Sciences, they should be automatically appointed to fill the vacancies for Senior Staff Representatives on the Council.

(iv) That Mr George Gray be confirmed as a member of the Finance Committee.

REPORT FROM THE HEALTH AND SAFETY AUDIT COMMITTEE (PAPER C)

27. The Chairman of the Health and Safety Audit Committee, Mr. Roche, introduced Paper C. The Committee had visited the Central Biomedical Services facilities at the South Kensington Campus and had been very impressed with how they were managed. Two members of the Committee had significant experience in this area and they had suggested that the facility represented best practice within an academic institution. However, the Committee had been concerned to hear that there was local resistance to the introduction of best practice at a similar facility at the Hammersmith Campus. These problems were, he understood, being dealt with internally. Turning to the Committee meeting itself, Mr. Roche said that it had received helpful feedback from the Imperial College Union on its audit visit, which had been conducted a year ago. However, it was disappointing that the Union had been unable to improve student representation on departmental safety committees, which was a perennial problem.

REPORT FROM THE FINANCE COMMITTEE (PAPER D)

28. In the absence of the Honorary Treasurer, the Director of Finance, Mr. Cannon, introduced Paper D. The Committee had recommended the College Budget and Capital Investment Plan for approval, although some members had felt that the Budget might have been over-cautious. Some concern had also been raised about the level of unbilled research work. Mr. Cannon said that this was being addressed through the data cleansing exercise currently being carried out for the RAMP Project. There were some 4,200 research projects recorded on the College’s system. These were being reviewed to ensure that data transferred into the new RAMP system were up-to-date and also to see if any expired projects could be removed from the system. Mr. Cannon warned that there was a possibility that this exercise might result in a requirement to make some financial adjustments at the end of the year.
FINANCE MANAGEMENT REPORT (PAPER E)

29. Turning to Paper D, Mr. Cannon reported that the College was now forecasting a surplus of £5.1M for the year. This was mainly due to lower than anticipated levels of expenditure. Moving on, he noted that the excess of payments received in advance for research work over unbilled work in progress had narrowed from over £20M to less than £10M. This shift, which had led to increased pressure on the College’s working capital, was currently being analysed, but was thought to be a result of the increased proportion of charity-funded research being undertaken.

THE CAPITAL INVESTMENT PLAN 2004-09 (PAPER F)

30. In the absence of the Deputy Rector, Mr. Cannon also introduced Paper F. The Plan had been prepared by the Capital Planning Group, chaired by the Deputy Rector, which reviewed progress against the Plan every two months and published an updated version annually. The projects contained in the Plan were, he said, divided into five distinct categories, these being Academic Projects, Residences, Social, Sporting and Leisure Amenities, Long-Term Maintenance and Organisational Effectiveness. One of the largest projects in the Plan was the proposed development of Prince’s Gardens. Thus far the Council had sanctioned initial expenditure to take the Project as far as the submission of a planning application. A detailed presentation on the Project would be made to the Council in due course. Also included in the Plan were IT Projects including SAMS and RAMP, to which the Rector had already referred. Finally, he noted that the Plan included a number of items, which were still being evaluated. These were projects for which funding had not yet been obtained and were therefore considered to be ‘below the line’. As and when funding was identified for them they would be included in the Plan in their own right and would eventually each be individually presented to the Council for approval.

31. Dr. Wilbraham asked if the figures contained in the Plan’s Financial Forecasts were consistent with the College Budget for 2004-05. Mr. Cannon confirmed that they were.

32. Professor Bell noted that the present Southside Building included more than just residential accommodation and asked what would be happening to the other facilities located there. The Director of Estates, Mr. Brooks Wilson, said that the Health Centre would have to be relocated during the building works but that it was intended that it would return to premises in the new building. No decision had yet been taken whether to re-provide the Southside Bar or to replace this with other student amenities.

33. Mr. Roche asked whether the College would be able to meet the requirements of the Disability Discrimination Act in line with the timescales set out in the Act. Mr. Brooks Wilson said that the College had planned a 6-year programme to meet these requirements. Although this was outside the timescale stipulated in the Act, the Regulators appeared to be satisfied that the College was taking action and had an agreed programme for complying with its legal obligations.

Resolved: That the Capital Investment Plan 2004-09, as set out in Paper F, be approved.
COLLEGE BUDGET 2004-05 (PAPER G)

34. Introducing Paper G, Mr. Cannon acknowledged that it might appear odd that the College had, for the last three years, set a deficit budget only to produce a surplus at the end of the year. However, it was an approach that worked and the proposed Budget was, he said, still reasonably conservative. On the face of it, the shift of £11.6M from a projected £5.1M surplus this year to a forecast deficit of £6.5M next year also appeared to be a large one. This was, he said, mainly due to increases in interest payable and in depreciation of College funded assets, together with one-off expenditure on the Support Services Initiative. Importantly though, the College would still have a positive cash flow for the year. Income was budgeted at £450M, when income received within administration and from business services was included. An increase of 10% in Overseas Student fee income was being predicted, which was thought to be achievable. Capital expenditure was expected to rise from £79M this year to nearly £100M in 2004-05.

35. Sir Alastair Morton noted that a year end balance of -£4.1M was forecast for the Faculty of Life Sciences and he asked what was being done about this. The Rector said that the Faculty had two Departments, Agricultural Sciences and Environmental Science and Technology, which had each received a grading of 4 in the last Research Assessment Exercise. HEFCE no longer provided funding for 4 rated Departments and this had led to a significant decrease in both Departments’ income. The Faculty was taking steps to improve their research ratings, but in the meantime the Departments had to be kept going. In the longer term, both Departments would have to achieve a 5 or 5* rating if they were to remain viable.

36. Sir Alastair Morton then noted that the Budget included a line for ‘donations’. Mr. Cannon assured the Council that these were donations related to specific items of recurrent expenditure, such as individual Chairs and did not include unrestricted donations or donations relating to capital projects. He also confirmed that depreciation was only applied to those assets that had been funded by the College.

Resolved: That the College Budget for 2004-05, as set out in Paper G, be approved.

REPORT FROM THE SENATE (PAPER H)

37. The Rector presented Paper H.

Resolved: (i) That the revisions to the Academic Regulations, as set out in Paper H, be approved.

(ii) That the Engineering Doctorate (EngD) be added to the Awards of the University of London available to students of the College listed under Paragraph 1.2. of the Academic Regulations.

(iii) That the Associateship of the Imperial College School of Medicine (AICSM) be added to the Awards of the College listed under Paragraph 1.3 of the Academic Regulations.

IMPERIAL COLLEGE UNION ANNUAL REPORT (PAPER I)

38. The President of the Imperial College Union, Mr. Arif, introduced Paper I and gave Governors a presentation on the work of the Union, a copy of which is appended to
these Minutes. The Chairman thanked Mr. Arif for his excellent talk.

IMPERIAL COLLEGE UNION FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2003 (PAPER J)

39. Mr. Arif presented Paper J, explaining that it was a requirement of the Education Act 1994, and of the College’s own Statutes, that the Union’s Annual Accounts should be presented to the Council. These audited accounts had, he said, been approved by the Union Council and had also been received by the Audit Committee.

40. Although the Accounts were well presented and showed the Union to be in good financial health, Sir Peter Gershon asked if the College would potentially be liable for any deficit if there was a failing in the Union’s management in any one year. The Clerk said that, under the Statutes, the Union was considered to be an integral part of the College, albeit one that was independently managed. This meant that the College would indeed be liable to meet any such shortfall.

PROPOSED AMENDMENTS TO THE IMPERIAL COLLEGE UNION’S CONSTITUTION (PAPER K)

41. Mr. Arif went on to introduce Paper K, remarking that the proposed changes, which had all been approved by the ICU Council, were mainly intended as a ‘tidying up’ exercise and to resolve a few outstanding issues from the previous review of the Constitution in 2000-01.

42. The Rector said that the Management Board had considered the proposed amendments to the Constitution so that it could advise the Council. Although the majority of the changes were supported, the Board had, he said, been disappointed that the Union was now proposing to revert to the former names for two of the Faculty Unions. In particular, the name proposed for the Faculty of Engineering Students’ Union was inconsistent with current College policy in that it perpetuated the title of the City and Guilds College. The Management Board had therefore recommended that the Union be asked to reconsider this particular proposal.

43. Mr. Arif said that the proposal was being made in recognition of the fact that, regardless of its title in the Constitution, students within Engineering continued to use the title of the “City and Guilds Union”. Similarly, medical students continued to use the title “Imperial College School of Medicine Union”. Furthermore, he said, it was no surprise that it was these two unions which wanted to revert to their former names as they were the most active unions and the ones with which their students identified most strongly. The current situation was confusing for many new students as these unions had, in effect, two names – their formal name in the Constitution and the name which all their members and other students continued to use.

44. The Rector said that he believed the current loyalty to the Constituent Unions’ old names was a relatively short-term issue. People often resisted change, he said, but change still took place. He believed it would be a retrograde step for the Constituent Unions not to be properly aligned with the College’s Faculty structure. Professor Leppington, the acting Principal of the Faculty of Engineering, agreed, saying that the proposal appeared to be ill-advised. Over time students, and particularly new students, would become more accustomed to using the correct title for the Faculty of Engineering Union. Reverting to the former title would serve to perpetuate its non-alignment with the Faculty and would simply cause confusion for incoming students.
45. The Chairman said that, as the Clerk had noted during the discussion of the Union’s Accounts, under the Statutes the Union was an integral part of the College. She thought it would therefore be appropriate for the Union to move with the College and for it to be properly aligned with the College’s Faculty structure. In the light of this, she agreed with the Management Board’s recommendation that the Union be invited to re-consider this particular amendment to its Constitution. Mr. Arif acknowledged that the Union was part of the College, but said that the Statutes also stated that the Union should conduct and manage its own affairs. He said that, rather than identifying with the Union or with Imperial College, students commonly took part in activities through smaller bodies such as clubs and societies and the Constituent Unions. Their primary identification was therefore with these smaller bodies. Furthermore, he said, the Engineering Union had now had its new name for two years and throughout this time students had continued to use its older name.

46. The Chairman advised Governors that, as two members had left the meeting, it was now no longer quorate and any resolutions after this point would have to be taken by Chairman’s Action and would then have to be formally ratified at the next quorate meeting of the Council. With the exception of the proposed name changes for the Engineering and Medical Faculty Unions, the Council agreed to approve the amendments to the Imperial College Union’s Constitution. The Union was asked to reconsider these particular amendments and to report back to the Council at its next meeting in October.

Resolved: (i) That, with the exception of the proposed changes to the names for the Engineering and Medical Faculty Unions, the amendments to the Imperial College Union’s Constitution, as set out in Paper K, be approved.

CLERK’S BUSINESS

Proposed Amendments to Regulation A6 (Deans) (Paper L)

47. At the Rector’s request, Paper L was withdrawn pending further consideration by the Management Board.

ANY OTHER BUSINESS

Chairman’s Action

48. The Chairman reminded Governors that at this point in its final meeting of the academic year the Council normally re-established the Vacation Powers Committee to take action on its behalf until the next scheduled meeting of the Council in October. However, the conclusions of her Review of Governance had included the recommendation that the Vacation Powers Committee be disbanded. In the light of the Council’s earlier discussion of the Review and its general agreement to its conclusions, the Chairman suggested that she should instead take any action required before the next meeting by Chairman’s action in line with the procedures set down in Regulation A11 - Reserved Areas of Business and the Delegation of Powers of the Council. Governors agreed this suggestion.

Valete

49. On behalf of the Council, the Chairman expressed her appreciation and thanks to the
following retiring Governors for whom this was their final meeting of the Council:

- Mr Rob Margetts.
- Mr Hugh Lowe.
- Professor Peter Bearman, who would be retiring from his post as Deputy Rector and from the College at the end of September.
- Professor Frank Leppington, who would be retiring from his post as Principal of the Faculty of Physical Sciences and from the College at the end of September.
- Professor Barry Kay, who had decided not to stand for re-election to the Court and Council.
Imperial College Union
Update

Presentation to College Council–
9 July 2004
Mustafa Arif, ICU President

Aims and Objects

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.
The Union

• 1500+ officers
• 300+ clubs and societies
• 250 p/t staff
• 30 f/t staff
• 6 sabbaticals
• Turnover: £4.3 million
  – College grant (£950k)
  – Clubs and societies (£1.4m)
  – Trading (£1.8m)

Representative Role

• Grounded in student activities
  – Common to University of London
  – Opposite of Oxbridge ("political" SUs)

• Formalised relatively recently
  – 1994 Education Act
Education Issues

- 24 hour library
  - Worked with Library Services on proposal
  - Focus on creating a central study area
- Postgraduate representation
  - PhD rep network in place in Engineering
  - PhD rep network being established for Science faculties
  - PG Associations being re-established at Hammersmith and Wye

Political issues

- Higher Education funding
  - Students opposed to “top-up” fees and HE expansion agenda
  - Welcome new student support arrangements
- International students
  - Visa charges
  - Healthcare
- London elections
  - GLA hustings held at ICU
Student Activities

- Sabbatical elections
  - E-voting trial
  - Each post contested
- Sporting Successes
  - Gutteridge Cup (ICU RFC)
  - Henley Royal Regatta (ICU Boat Club)
- IC04 Festival, June 2004
  - Celebrating clubs and societies

Services

- Bars & Catering
  - Changing demographics
  - Less students drink and drink less
- Mini-bus / van rentals
- Retail
  - Online regalia shop
HONOURS

Professor Sir John Pendry FRS, Professor of Theoretical Solid State Physics, in the Department of Physics, has been awarded a Knighthood for his services to science in the Queen's Birthday Honours List 2004.

PRO-RECTOR FOR RESEARCH

Professor Christopher L. HANKIN, Professor of Computing Science in the Department of Computing, has been appointed to the new post of Pro-Rector for Research with effect from 1 June 2004, for a period of five years.

PRINCIPAL FOR THE FACULTY OF MEDICINE

Professor Stephen SMITH, currently Executive Dean of the Faculty of Medicine at Glasgow University, has been appointed as the new Principal of the Faculty of Medicine, in succession to Professor Sir Leszek Borysiewicz. The appointment is effective from 1 August 2004.

FELLOWS OF THE ROYAL SOCIETY

The following have been elected as Fellows of the Royal Society:

Professor Donal BRADLEY, Professor of Experimental Solid State Physics, in the Department of Physics.

Professor Vernon GIBSON, Sir Edward Frankland BP Chair of Inorganic Chemistry, in the Department of Chemistry.

Professor Edward HINDS, Professor of Physics, in the Department of Physics.

Professor David HOLDEN, Professor of Molecular Microbiology, in the Division of Investigative Sciences.

PROFESSORS

Professor Nigel Peter BRANDON, previously Senior Lecturer in the Department of Chemical Engineering and Chemical Technology, has been appointed to the Chair in Sustainable Development in Energy, in the Department of Earth, Science and Engineering with effect from 1 June 2004.

Professor Paul John KLUMPES, currently Professor of Risk Accounting at Nottingham University Business School, has been appointed to the Chair in Accounting in the Tanaka Business School with effect from 1 September 2004.
Professor William Robert Maurice PERRAUDIN, currently Professor of Finance at Birkbeck College, University of London, has been appointed to the Chair in Finance in the Tanaka Business School with effect from 1 August 2004.

Professor Gavin Robert SCREATON, previously Honorary Consultant Physician in the Nuffield Department of Medicine at John Radcliffe Hospital, Oxford, has been appointed to the Chair in Medicine in the Division of Medicine with effect from 1 May 2004.

Professor Adrian Peter SUTTON, FRS, currently Professor of Materials Science in the Department of Materials at Oxford University, has been appointed to the Chair in Nanotechnology in the Department of Physics with effect from 1 January 2005.

READER

Dr Peter David WEINBERG, currently Reader in Cardiovascular Physiology at the University of Reading, has been appointed as Reader in Cardiovascular Mechanics in the Department of Bioengineering with effect from 1 October 2004.

VISITING PROFESSORS

Dr David BOONZAIER, Chief Medical Officer at the University of Cape Town Medical School, South Africa, has been appointed as Visiting Professor in the Department of Bioengineering with effect from 1 May 2004 until 30 April 2005.

Dr Haile DEBAS, Professor of Surgery, Dean of the School of Medicine and Vice Chancellor, Medical Affairs at the University of California, USA, has been appointed as Visiting Professor in the Division of Primary Care and Population Health Sciences with effect from 1 July 2004 until 30 June 2005.

Professor David ROSENBLUM, Professor of Software Systems and Director of London Software Systems in the Department of Computer Science at University College London, has been appointed as Visiting Professor in the Department of Computing with effect from 1 April 2004 until 31 March 2007.

Professor Pascal VERDONCK, Professor of Cardiovascular Mechanics and Biofluid Dynamics at the University of Ghent, Belgium, has been appointed as Visiting Professor in the Department of Chemical Engineering and Chemical Technology with effect from 1 April 2004 until 31 March 2005.
INTRODUCTION

1. As members will be aware, in the light of the recommendations contained in the Lambert Report, the Chairman is currently conducting a review of the College’s governance arrangements. It is likely that this Review will result in proposals for significant changes to the composition of the Council. However, any such changes will have to be approved by the Privy Council before they can take effect, a process which has proved to be extremely lengthy in the past. In the meantime the Council still needs to be a functioning body and, in order for it to be so, there needs to be a degree of certainty that a quorum can be obtained at each of its meetings. Consequently, it is important that the membership of the Council is maintained, even if it is likely that its size and structure will change at a relatively early stage during the terms of office of any new members. At the same time the opportunity can be taken, where possible, to appoint new Governors whose experience and expertise are likely to be of value in the future, reshaped governing body.

2. In the light of this, the Nominations Committee has considered nominations for appointment to the Court and to the Council and has also considered any existing and/or forthcoming vacancies on the Committees of the Council. The Nominations Committee’s recommendations under each heading are set out below.

MEMBERSHIP OF THE COURT

3. There are 12 members of the Court who will complete their current term of office on 30 September 2004. The majority will, however, be eligible for re-appointment to the Court for one further term. In addition to this, there are also 9 existing vacancies for appointed members. The Nominations Committee agreed that the existing members eligible for re-appointment should be approached to ascertain their willingness to continue as members of the Court. Subject to their responses, the Nominations Committee also agreed to recommend to the Court that these existing members be re-appointed for a further term of office. However, because of the review of governance currently being conducted by the Chairman, the Committee recommended that any existing vacancies on the Court should be left vacant for the time being.

4. The Court also includes 24 members elected by and from the academic staff of the College. The current terms of office of 4 of these members expire in 2004, and there are 6 existing vacancies. A call for nominations was circulated to all the academic staff of the College.

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1. In July 2000, the College proposed a number of changes to its Charter and Statutes, including changes to the membership of the Court. Privy Council approval for these changes was not obtained until May 2003.

2. The Council currently has 32 members and the quorum is 20. Even during periods when there are no vacancies, there have been difficulties in obtaining a quorum for certain meetings (the Council meeting on 13 February 2004 was inquorate and all the resolutions passed at that meeting had to be ratified at the following meeting on 26 March 2004). The more vacancies there are on the Council, the harder it will be to consistently meet the quorum for meetings.
College in February. As fewer nominations were received than there were vacancies, there was no need to hold elections and all the nominees have been duly appointed to the Court.

**MEMBERSHIP OF THE COUNCIL**

5. **Co-opted External Members.**
   
a. The terms of office of the following co-opted external members of the Council are due to expire on 30 September 2004:

   - Dr MP Knight
   - Mr HB Lowe
   - Mr RJ Margetts

b. Both Dr Knight and Mr Margetts will have completed two or more periods of office and will therefore only be eligible for re-appointment to the Council in exceptional circumstances. Although Mr Lowe is eligible for re-appointment, he has indicated that he does not wish to continue as a member of the Court and Council when his current term of office expires. Dr Knight is the Honorary Treasurer and Chairman of the Finance Committee and has played a large part in developing the College’s financial strategy. The College will in due course be appointing a new Chairman and it is therefore essential that there is a degree of continuity in the appointments of Deputy Chairman and Honorary Treasurer to support the new Chairman. In these exceptional circumstances, the Nominations Committee agreed to recommend that Dr Knight be re-appointed as a member of the Council for a further term of office.

c. As previously agreed by the Nominations Committee, the College has widened its search for candidates for appointment to the Council, and nominations forms were circulated to all members of the Court, to members of the College’s Management Board and Operations Committee and to Heads of Department/Division within the College. The Nominations Committee considered the 14 nominations that had been received and agreed to recommend that Mr George Gray and Mr Jeremy Newsum should be recommended for appointment to the Council. Mr Gray’s and Mr Newsum’s CVs are attached for information.\(^3\)

6. **University of London Representative.**
   
a. The University of London is responsible for appointing one member of the Council. Following the resignation of Dame Judith Mayhew-Jonas from the Court and Council earlier this year, this position is now vacant. The University’s own procedures require that its appointees to college governing bodies should have a current connection with the University. In practice, this means that the University will wish to appoint a current member of staff from another college to this vacancy on the Court.

b. Since it is possible that one of the outcomes of the Chairman’s review will be to recommend that the future governing body should not include representation from the University, the Nominations Committee agreed to recommend to the Council that this position is kept vacant for the time being.

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\(^3\) Not included with these Minutes
7. **Senior Staff Representatives.**

a. The Council includes six representatives appointed from among the senior staff of the College.\(^4\) There is an existing vacancy in this category caused by the resignation of Professor JD Perkins as the Principal of the Faculty of Engineering. Two further vacancies will arise in September when Professor Sir Leszek Borysiewicz takes up his appointment as the Deputy Rector in succession to Professor PW Bearman, and Professor F Leppington retires from the College.

b. The Council has previously agreed that the best way to ensure that appointments in this category “provide for representation of the breadth of disciplines within the College” is to appoint the Faculty Principals to these positions. The Nominations Committee therefore have recommended that, as and when new Principals are appointed for the Faculties of Engineering, Medicine and Physical Sciences, they should be automatically appointed to fill these vacancies on the Council.

8. **Academic Staff.** The Council includes six positions elected by and from the academic staff of the College. The current term of office of Professor AB Kay is due to expire this year and, although he is eligible for re-appointment, he has decided not to stand for re-election. An election will therefore be held to appoint a new member of the Council from among the elected representatives of the Medical constituency on the Court.

**COMMITTEES OF THE COUNCIL**

9. There are a small number of existing and forthcoming vacancies on the current Council Committees. However, having discussed the proposals for the future of Council Committees which were likely to emerge from the Chairman’s Review, the Nominations Committee decided to make no recommendations for appointments to the Committees other than that, subject to the Council’s approving his appointment to the Council, Mr George Gray should be confirmed as a member of the Finance Committee.

**RECOMMENDATIONS**

10. The Council is asked to consider, and if it see fit, approve the following recommendations from the Nominations Committee:

a. That exceptionally Dr Knight should be re-appointed to the Council for a further term of office.

b. That Mr George Gray and Mr Jeremy Newsum should be appointed to the Council in succession to Mr Margetts and Mr Lowe, their first terms of office to commence on 1 October 2004.

c. That, in view of the likelihood of changes to the structure of the Council, no action should be taken for the time being to fill the vacancy created by the resignation of Dame Judith Mayhew-Jonas.

\(^4\) This membership category is defined in the Statutes as “6 representatives of the Pro Rectors, Provosts, Deans, Principals, Vice Principals and such other persons as may be prescribed by Regulation, the representatives to be selected in a manner prescribed by Regulation so as to provide for representation of the breadth of disciplines within the College.”
d. That as and when new Principals are appointed for the Faculties of Engineering, Medicine and Physical Sciences, they should be automatically appointed to fill the vacancies for Senior Staff Representatives on the Council.

e. That, subject to the Council’s approving his appointment to the Council, Mr George Gray should be confirmed as a member of the Finance Committee.

K.A.M.
IMPLEMENTATION OF THE COLLEGE’S ANIMAL ALLERGY POLICY AND VISIT TO CENTRAL BIOMEDICAL SERVICES

1. The Health and Safety Audit Committee Meeting on 26 May 2004 was preceded by a review of the implementation of the College’s Animal Allergy Policy and a visit to the Central Biomedical Services (CBS) facility at the South Kensington Campus.

2. The College’s Policy, which was approved in 2002, states that:

   “a. The College will take all reasonable steps to control hazardous exposure to laboratory animal allergens so as to protect the health of staff, students and others who may be exposed to these allergens in their work.

   b. The College will continue to strive to reach industry standards for the containment of allergen for all work with laboratory animals.

   c. All work relating to the holding and use of laboratory animals in College will be managed in accordance with Codes of Practice and Standard Operating Procedures governing the work.

   d. The College will operate a health surveillance programme for all persons working in CBS facilities or departmental laboratories where animals are used to enable early identification of anyone developing allergic problems. Additional control measures will be introduced to protect these individuals from symptomatic disease.

   The College will make every effort to re-deploy to other work staff or students with laboratory animal allergy where additional controls are ineffective in preventing progression of allergic problems.”

3. The Policy and its implementation were audited by the College’s Occupational Health and Safety Departments between October 2003 and January 2004. It was clear from this audit that the organisation and management of the College’s animal houses was key to the control of laboratory animal allergy. The most significant source of allergen is the stock cage and most aero-allergens are generated during basic husbandry procedures and the handling and disposal of cages and soiled bedding.

4. CBS, which is a Department of the Faculty of Medicine, is responsible for managing the College’s animal houses and has facilities on 5 sites. Most research work involving animals takes place within secure CBS units and it is CBS staff who induct and train new researchers in animal handling and health precautions. Some work is also conducted in designated laboratories (i.e. laboratories within academic departments and divisions which have been designated as suitable for animal work to take place). CBS staff also advise on the set-up of designated laboratories and provide the equipment used for the transport of animals to designated laboratories.
5. The five CBS units at the different sites vary in size and age. The three main sites at Hammersmith (1800m²), South Kensington (1800m²) and St Mary’s (900m²) were commissioned in 1996, 1999 and 2003 respectively. Two sites at Charing Cross (1400m²) and Royal Brompton (300m²) are more than 25 years old. In addition staff from Imperial work in units which are not managed by CBS at Chelsea and Westminster, the Kennedy Institute and Harefield and Northwich Park Hospitals. There are persisting cultural differences between these multiple sites, which determine practices and management, and the relationship of the staffs of the units with the scientists whose work they support. Two specific issues were brought to the attention of the Committee: the high stocking density at the Hammersmith; and the resistance to the adoption of the IVC system in some places.

6. Laboratory animal allergy (LAA) continues to be a problem with 5-10 new cases detected by screening questionnaire every six months. It was reported that between a third and a half of staff recruited from other institutions may have LAA. Some 650 staff at Imperial are under surveillance for LAA, although not all have active symptoms. Policies and procedures, especially staff training, the use of the IVC system, and monitoring of the practices of researchers, are all in place to reduce the risk of LAA. These require the understanding and support of the Heads of Departments and Principal Investigators.

7. Following the review of laboratory animal allergy procedures, the Committee visited the CBS unit at South Kensington. Members were extremely impressed with the Facility and with how it was managed. The unit was compared favourably with best practice in industry and members felt that it probably represented the state-of-the-art for an animal house in an academic institution. The CBS unit at South Kensington uses an enclosed caging system with individually ventilated cages (IVC), which appears to have a significant effect on the control of aero-allergens. Although CBS is gradually introducing IVCs across its facilities, as resources allow, it is being hampered in some instances by user resistance to IVCs at certain campuses. Another problem for CBS is that maintenance of the unit’s ventilation system is the responsibility of the College’s Estates Division rather than CBS itself. As the Estates Division does not currently have a documented pro-active maintenance programme for these systems, the College is unable to demonstrate its compliance with COSHH regulations.

8. CBS was commended for what it had achieved at the South Kensington Campus. However, the Committee recognised that residual cultural differences between the sites was affecting the extent to which other CBS units were able to implement best practice. In this regard, there were particular concerns that the zoning policies favoured by some academics at the Hammersmith Campus were resulting in uneven stocking densities and poor control of the release of aero-allergens. The Committee expressed its strong support for the use of IVCs as a means of reducing aero-allergens and of ensuring the health and safety of the animals, CBS staff and researchers working in CBS units. It was agreed that addressing the problems caused by cultural differences at the other campuses had to be a key responsibility for Heads of Department and Principal Investigators. The Committee also agreed that a schedule of regular, documented maintenance for CBS ventilation systems was required and recommended that this issue be resolved with the Estates Division.

HEALTH AND SAFETY AUDIT COMMITTEE MEETING

9. The following items were discussed at the Health and Safety Audit Committee Meeting on 26 May 2004.

10. **Audit Visits.**

    a. Before each of its meetings the Committee normally visits a Department or Division to review its management of health and safety. A report of each visit,
including any recommendations made by the Committee, is subsequently presented to the Committee and is fed back to the visited Department or Division and to the appropriate Faculty Principal. However, the Committee had been concerned for some time that there was no formal mechanism for feeding back to the Committee whether Departments took any action as a result of its recommendations. It was therefore agreed that, one year after each visit, the Department concerned would be asked to provide a report on any action it had taken in response to the Committee’s recommendations.

b. At this meeting, the Committee received feedback from the Imperial College Union on action taken since its audit visit in May 2003. The original visit had identified three main areas for consideration by the Union, these being the need for continuity during the handover of sabbatical officers, the introduction of improved monitoring procedures, and the need to encourage student representation on departmental safety committees.

c. The Committee was advised that the Union is combating the continuity problem through greater involvement of permanent staff and increased training opportunities and has also improved its monitoring arrangements. The Committee was, however, disappointed that the Union had not been able to improve student representation on committees and that it was attempting to refer this issue back to Departments.

HEALTH AND SAFETY COUNCIL MEETINGS

11. The Committee also reviewed the Minutes and Papers of the College’s Health and Safety Council Meeting held on 2 March 2004. There was some concern that the gap between the meeting of the Health and Safety Council and this meeting of the Health and Safety Audit Committee was nearly three months and that the issues that had been discussed by the College Committee were now somewhat out-of-date.

12. The Committee agreed that its meetings for 2004-05 should be better co-ordinated with the meetings of the College-level Committee. From now on these will normally take place just two weeks after the meetings of the Health and Safety Council.

REPORTS TO THE COMMITTEE

13. For the first time the Committee received separate reports from the Safety Director and the Director of Occupational Health, which included details of recent accident reports. A copy of the Higher Education Injury, Disease and Dangerous Occurrence Statistics Report for 2003 was also tabled. This Report collated statistics from 113 universities, including the College. Although all the data is anonymised, it is clear that Imperial’s performance is in line with national averages. The Committee agreed to consider these statistics in more detail at its next meeting.

NEXT MEETING

14. The Committee’s next meeting will be in November 2004 and will be held in conjunction with an audit visit to the Wye Campus. Further meetings will be held in March and June 2005.

A.D. Roche
ENDOWMENT FUND

1. The Chairman reported on meetings held with Princeton, Yale and Harvard on the governance and investment rules for their Endowment Funds. Whilst the scale of these operations is immense and in a different league from Imperial’s, the applicable principles of governance, management and investment are relevant. A detailed paper is in the process of preparation.

COLLEGE BUDGET 2004/2005

2. The Director of Finance presented the College Budget for 2004/2005, noting that it resulted in a planned operating deficit of £6.5M. The Committee discussed the basis on which the budget was developed, noting that in the last three years the College had set prudent budgets, with actual operating results turning out better than budget. It was noted that the budget had been developed along similarly prudent lines for the forthcoming year and that the deficit element matched the level of funding set aside for strategic investment. On this basis the Committee agreed to endorse the budget and requested that the Finance Director take it forward to Council for approval.

CAPITAL INVESTMENT PLAN

3. The Committee received the latest edition of the College’s Capital Investment Plan from the Deputy Rector. The Committee noted that the Plan continued to be dominated by the SRIF programme, but that the major issues relating to expenditure from the College’s own funds were the completion of the Burlington Danes project and the developing strategy for residences in Princes Gardens. In addition, a major development in the Plan was a fuller consideration of the capital costs associated with the development of Information and Communications Technologies. The Committee recommended that the Deputy Rector take the Capital Investment Plan forward for approval by the Council with the full support of the Committee.

FINANCE DIRECTOR’S REPORT

4. The Director of Finance presented a report for the ten months ended May 2004. The main issue was the revised full year forecast, which now indicates an operating surplus of £5.1M, a £9M positive variance against budget. It was reiterated that the main cause was the significant increase in overseas student fee income, and the fact that expenditure remained behind plan. However, it was noted that expenditure may come closer to budget over the last two months of the Financial Year. In terms of financial management, the Committee expressed their ongoing concern regarding the level of unbilled work on the research ledger. It was noted that a major data cleansing exercise was being undertaken pending the transfer of financial information onto the Oracle Grants system and that this work had already highlighted areas where potential write-offs would occur. However, the
magnitude of the review work still required would mean that the final results would take some time to feed through into improved billing. The Committee agreed that this process should be given priority across the Faculties, Finance Division and Research Services to avoid the risk of the good work achieved in bringing the debtor book back under control being undone through increasing levels of unbilled work. The Director of Finance undertook to provide a more detailed review of the implications of the data cleansing and the implementation of the RAMP project for the next meeting.

CAPITAL PROJECTS REPORT

5. The Committee received an updated Capital Projects Report from the Director of Estates. The Committee noted that the anticipated occupation date for the Sports Centre remained outside the original forecast, and requested that, until this was resolved, this too should be highlighted as an “amber” project. The Committee was updated on the Southside project with particular reference to the planning position and the levels of costs involved to date.

M.P.K.
PAPER E

FINANCE MANAGEMENT REPORT (1)
for the ten months ended 31 May 2004

A Note by the Director of Finance

FULL-YEAR FORECAST

1. The current year forecast has been updated following the Planning Round process and as a result the full-year surplus from operating activities is now forecast at £5.1M, some £1.1M better than last reported. The main changes since the last forecast are:

   a. A £1.0M improvement in the faculty forecast results. (Medicine contributed £1.2M and Engineering £0.3M; Life Sciences is down by £0.4M, Physical Sciences is down by £0.1M and the Business School is up by £0.1M).

   b. A £0.5M reduction in the Central Support Services cost forecast.

   c. Deferments to next year in the planned spend of £1.3M of Strategic Investment Fund monies and £0.5M of funds generated by the sale of intellectual property.

   offset by:

   d. The inclusion in the forecast of an unbudgeted spend of £1.0M for restructuring within faculties. Several outline proposals were included in faculties’ planning submissions and it is assumed here that a significant portion of them will be firmed up before this year-end.

   e. Reversal of the £1.3M forecast reduction in the College spend which was included in the March report in recognition of the lower than budget expenditure.

2. There is no change in the exceptional income forecast.

3. The forecast of a £5.1M surplus is based on Planning Round submissions from both faculties and support services, most of which anticipate a sharp increase in the spend rate in the remaining months of the year. Although experience suggests that some increases in spend are likely in those months, it seems unlikely that the full-year costs will reach forecast levels. The College surplus may therefore be higher than the £5.1M forecast – but this is before provisions which may require to be made.

FACULTIES

4. Expenditure from general funds is £106.4M for the 10 months to date. This spend rate equates to £128M for the full year. The forecast is £131M which seems unlikely to be fully spent, although costs amounting to £1.4M are yet to be charged to faculties and there are also plans for refurbishment work to be carried out during the summer break which could cost up to £1.0M.

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(1) Finance Management Report not included with these Minutes.
5. Research income (turnover) forecasts look a little high if the 10 months to date turn out to be representative of the outcome for the full year. On present trends, an outcome of around £162M would be expected, whereas the forecast is for £167M (£168M in the figures attached, less £1M which Engineering has very recently re-forecast). For the same reason, the full-year contribution to overheads seems likely to be somewhat below forecast.

CENTRAL SUPPORT SERVICES

6. Year to date costs total £58.0M, some £0.9M below budget. The full year forecast for all Support Services is £72.1M. If the 10 months to date were to be indicative of the full year, the outcome would be only about £70M. However, as with the faculties, there are plans to carry out refurbishment and long-term maintenance work during the summer break which could add a further £0.5M - £1.0M to Support Services costs.

BALANCE SHEET

7. Net borrowing has increased from £12.1M to £23.5M, the movement being as expected. Net borrowings are likely to continue to increase until August/September, when the student fee income for the next academic year starts to be received.

8. Total invoiced debts have fallen from £53.8M to £45.0M, a historically very low level. This may be partly due to good credit control activity, but it is also due to delays in billing research WIP, which are being addressed. Over-12 month debt has remained constant at £4.6M, which is similar to the level a year ago.

9. Research payments received in advance have fallen from £53.5M to £45.2M and at the same time unbilled research WIP has fallen only from £37.4M to £35.5M. Over the last few months an increased pressure on working capital has arisen as the excess of payments received in advance and unbilled work in progress has narrowed from over £20M to less than £10M. This change is thought to be due to a shift in the mix of contracts being accepted.

CAPITAL EXPENDITURE

10. Capital expenditure in the 10 months to date totalled £56.8M, of which £30.2M relates to externally sponsored projects and £26.6M to those funded by the College. The updated forecast is for a further £17.6M to be spent in the remaining two months, which is perhaps on the high side. Projects with significant expenditure this year include:

<table>
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<th>Spent this year</th>
<th>Total to date</th>
<th>To complete</th>
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<tbody>
<tr>
<td></td>
<td>£M</td>
<td>£M</td>
<td>£M</td>
</tr>
<tr>
<td>St Mary's Medical School refurb.</td>
<td>7.6</td>
<td>21.6</td>
<td>1.9</td>
</tr>
<tr>
<td>Biochemistry rejuvenation</td>
<td>6.6</td>
<td>9.9</td>
<td>3.5</td>
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<tr>
<td>Physics Building refurbishment</td>
<td>3.2</td>
<td>6.7</td>
<td>0.4</td>
</tr>
<tr>
<td>Burlington Danes</td>
<td>4.1</td>
<td>6.9</td>
<td>48.2</td>
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</table>

<table>
<thead>
<tr>
<th>College Sponsored:</th>
<th>Spent this year</th>
<th>Total to date</th>
<th>To complete</th>
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<tbody>
<tr>
<td>Faculty Building</td>
<td>9.2</td>
<td>12.9</td>
<td>1.8</td>
</tr>
<tr>
<td>GeoSciences &amp; Engineering refurb.</td>
<td>3.6</td>
<td>7.0</td>
<td>1.5</td>
</tr>
<tr>
<td>Tanaka Business School</td>
<td>9.5</td>
<td>27.6</td>
<td>0.5</td>
</tr>
</tbody>
</table>
FUNDING

11. The borrowings projection has been updated to incorporate the improved operating results but at the same time the extra borrowings required to fund the research WIP as noted above have also been factored in. The overall result is little changed from the previous forecast. It excludes Southside expenditure (except for £3.5M) as this has not yet been approved.

A.S.D.C.
A Note by the Deputy Rector

1. The College's Capital Investment Plan represents a snap-shot of the state of the College’s intentions with regard to Capital Projects at the time of its presentation to Council.

2. It should be stressed that approval of the Plan is not synonymous with the approval of every Project that appears in the Plan:
   a. Each Project costed at over £5M, even if included in the Plan, requires the specific approval of the Finance Committee and Council before work can begin.
   b. Projects in the Plan with a total of up to £5M require final approval by the Rector.

3. It should also be noted that, in cases where a Project does not appear in the Capital Plan, but development work is required prior to its inclusion therein, or funding is necessary to carry out a complete Project not yet sanctioned by the Council, the Finance Committee has the authority to approve expenditure in excess of £1M and below the threshold of £5M.

4. The core expenditure on Capital Projects over the next two years relates to completing Projects in round two of SRIF, the Sports Centre, the implementation of major IT systems, such as RAMP, and commencing work on the Burlington Danes development and Southside Hall.

5. The narrative of the Plan and the supporting financial information has received the approval of the Management Board, and has been passed for recommendation to Council by the Finance Committee. Council is invited to approve the Plan for 2004-09.

P.W. Bearman
THE CAPITAL INVESTMENT PLAN 2004-09

BACKGROUND

1. The Capital Investment Plan sits alongside the College’s Strategic Plan and reflects the mission and strategic intent of the College insofar as they relate to Capital Projects. A Capital Project involves significant one-off expenditure by the College in order to enhance or create an asset for long-term use. In many cases Capital Projects will be initiated to meet the strategic needs of the College in relation to its physical Estate and its main ICT systems and infrastructure. However, Capital Investment is not limited to Estates and ICT undertakings.

2. The Capital Plan is overseen by the Capital Investment Planning Group, which comprises the Deputy Rector, the Director of Estates, the Director of Finance, the Director of Strategy and Planning, the College Secretary and a Faculty Principal. It meets regularly to discuss, review and update the Capital Investment Plan and it reports to the Management Board. Its Terms of Reference are:
   1. To prepare the Plan for submission to Council annually in July.
   2. To monitor the implementation of the Plan.
   3. To review the Plan and revise it accordingly.

3. Over the course of any given year, review of the implementation of one year’s Plan will be taking place alongside preparation for the following year’s Plan, which will be due to come into effect on 1st August. Preparation for the following year’s Plan includes a review of the Plan from the previous year, whereby lessons learned during that period feed into and lead to improvements in its successor. The Faculties, Property Advisory Committee, Management Board and Finance Committees all contribute to the process of review and revision.

4. The document is thus a rolling plan, the content of each updated edition representing a snapshot of the position at the time of writing. In addition to detailing existing and new Projects, it outlines relevant changes to the College’s academic priorities and other policies, any extra funding that might be available, additional liabilities, and changes to any pertinent legislation or regulations. It should be noted that the Projects proposed during the 2004-05 Planning Round are still being evaluated and are not incorporated into this edition of the Plan. A summary of the financial implications of the Plan is attached at Appendix 1.

CRITERIA

5. Although serious thought is given to all of the proposals under consideration in the Plan, the College does not have either the funds or the staff and other resources to undertake each of these. Proposals are prioritised using the following basic principles:

   a. All Projects should be in line with the College’s strategic aims.

   b. As a first priority the College should finish any Projects that it has already committed to and begun.

   c. The College would expect to carry out Projects where funding is wholly external.
d. The College should actively fundraise for Projects in the Plan and should give careful deliberation to Projects where funding could be partly external.

e. The College should carry out the work necessary to ensure that it is in compliance with Health and Safety regulations and the Disabilities Discrimination Act.

f. The College should give priority to Projects where it will be more expensive in the long term to do nothing, for example where buildings are in a serious state of dilapidation.

g. The College should give due consideration to Projects where planning permission has been granted but will be withdrawn if work does not begin by a certain date.

h. The College should consider the risks associated with the size of a Project and whether it might be better carried out in partnership with one or more external organisations.

i. The College should aim to achieve the greatest space efficiency when agreeing to Projects that will affect the Estate.

j. The College should take into account the recurrent costs that will result from undertaking a Project.

6. These priorities have been used to justify the Projects currently underway, as listed in Appendix 1, the Financial Forecast to the Capital Plan.

**PROGRESS AGAINST PREVIOUS EDITIONS**

7. The Capital Investment Plan has, in the past few years, seen a number of key Projects completed. In summary, major achievements with Academic Projects have been the opening of the new premises of the Tanaka Business School, the rejuvenation of the St Mary’s Campus and the completion of all remaining works funded by the first round of the Science Research Investment Fund (SRIF 1). Non-academic Projects recently completed include the Faculty Building and Bernard Sunley Hall. Further detail of these undertakings is as follows:

**ACADEMIC PROJECTS**

8. a. **Tanaka Business School.** The new premises for the Business School were completed to schedule and within budget in March 2004, thus achieving a key part of the College’s academic strategy. Incorporated in this Project was the creation of a new main entrance and frontage for the College on Exhibition Road. This impressive building, designed by Foster and Partners, promotes the College as a modern, world-leading academic institution and forms an appropriate location for the Business School, as it leads the way in high-tech management education for the 21st Century. The College welcomed Her Majesty The Queen in June to formally open the Tanaka Business School.

b. **St Mary’s Research Building.** The refurbishment of the St Mary’s Research Building is well advanced and a significant proportion has been completed. This has
been a major undertaking for the College and has resulted in much improved facilities. The St Mary’s Development Trust, chaired by Sir Roger Banister, is one of the charities and institutions that have donated funds for this rejuvenation of the Research Building, along with HEFCE, SRIF and JIF. The remainder is being paid from internal College resources.

c. **Royal School of Mines Buildings (RSM).** At the end of the 1990s the cost of refurbishing the whole of the RSM complex was estimated to be about £100M. Since this level of funding was not available at that time, the College decided to phase the work over at least a 10-year period, accepting that the total cost might be higher. The fourth floor of the Aston Webb wing has been refurbished and is now occupied by the Department of Environmental Science and Technology. Phase I of work to enhance the facilities available to the Materials Department has now been completed, as has the refurbishment for the Department of Earth Sciences and Engineering. Also, three floors of the Goldsmiths’ wing have been refurbished as part of the Tanaka Business School development.

NON ACADEMIC PROJECTS

9. a. **Development of a College Faculty Building.** The Faculty Building opened at the beginning of May 2004, bringing together the Faculty headquarters staff and the main central administrative functions. The building houses approximately 300 people in Dalby Court and it is intended that this development will facilitate the day-to-day interactions necessary for the achievement of challenging strategic and operational goals.

b. **Bernard Sunley Hall.** Following the refurbishment of Willis Jackson Hall, which was completed in 2002, similar work took place to modernise Bernard Sunley Hall. This was opened on schedule in September 2003.

c. **Sports Grounds.** With the Medical mergers, the College acquired a number of sports grounds. Following an assessment of the College’s requirements for outdoor sporting facilities, it was decided to put the Cobham Sports Ground on the market. The disposal of this Ground took place in December 2003 and generated £3.5M for the College. As part of the agreement, the College is able to use the site for another year without charge.

CATEGORIES OF FUNDING

10. The Projects contained in the Plan are divided into five distinct categories. Each of these can be treated separately insofar as the criteria for investment differ between them. These five categories are:

a. **Academic Projects.**

b. **Residences.**

c. **Social, Sporting and Leisure Amenities.**

d. **Long-Term Maintenance Projects.**
e. Organisational Effectiveness\(^{(1)}\).

11. Detail about each is provided below.

**ACADEMIC PROJECTS**

**PRINCIPLES**

12. The College’s commitment to “… remain amongst the top tier of scientific, engineering and medical research and teaching institutions in the world”\(^{(2)}\) continues to be the major driver affecting academic space. In its Capital Investment strategy the College will continue, wherever possible, to give the highest priority to Projects designed to further its pursuit of academic excellence.

13. In the main this investment will concentrate on improving research facilities. On the teaching side, there are currently no plans to increase the number of lecture room facilities, but the type, variety and configuration of available rooms may be reviewed. The main requirement in this area is to improve the specification of existing lecture theatres and improve facilities for students.

14. Experience has shown that new and refurbished buildings are almost always more expensive to run than those they replace because of the more extensive air handling and other services installed in them. While this is obviously not unique to Academic Projects, particular care needs to be taken to ensure that these additional recurrent costs are factored into departmental budgets. In this regard, the new Faculty organisation enables accountability and responsibility within the College to be more clearly defined and more effectively delegated.

**PROJECTS**

15. The Academic Projects in the Plan, funded from internal College resources and external donations, are as follows:

a. **Paddington Waterside.** This Project represents a strategically important area of development for the College, whereby the Royal Brompton Hospital and the College’s facilities on that Campus will relocate to Paddington. The NHS is leading the Project and, as part of this scheme, has agreed to make provision for the College’s activities in a New Imperial Building (NIB). The College will contribute to the funding, in recognition of the improved quality of facilities and an increase in space that it will receive, but it is anticipated that the NHS will pay the majority of the total cost. The precise timing of the construction of the NIB is dependent on the timescale agreed for the development of the hospital site, but this is likely to be beyond the end-date of this Plan.

b. **Royal School of Mines Buildings (RSM).** While much of the first stage of the refurbishment of these buildings is now complete, this programme has been further boosted by an injection of £19 million from SRIF II. This is being used to complete the move of the Department of Materials into the Goldsmiths Wing,

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1. Through capital programmes which seek to improve the overall efficiency of the College, including projects in IT and communications.
2. Imperial College Strategic Intent
releasing space in the Bessemer Building to develop an Institute of Biomedical Engineering.

c. **Burlington Danes.** This Project will form an important part of the College’s strategy to provide modern laboratory facilities and central biomedical services to support biomedical science on the Hammersmith Campus. GlaxoSmithKlein will occupy an area of the Development, and have therefore agreed to provide part of the funding. The MRC will also contribute to the total cost of £55M and a proportion of the College's share will be funded by SRIF. Work on the Development began in March 2004 and is due to be completed by May 2006.

d. **Biochemistry Building.** The refurbishment of the Biochemistry Building is progressing well, with the most visible achievement to date being the new façade. Funding for this Project was obtained through HEFCE, SRIF 1 and 2 and the Wolfson Foundation.

**THE SCIENCE RESEARCH INVESTMENT FUND (SRIF)**

16. The first round of the Science Research Investment Fund (SRIF I) provided an additional source of funding towards Capital Projects. The College received an allocation of £46.1M for SRIF I to be invested in its research infrastructure. A requirement of SRIF I funding was that it had to represent no more than 75% of the total cost of all Projects to be undertaken as part of the SRIF I initiative. In the event, the College committed more than the required contribution of £15M and the total allocation for SRIF 1 was £68M.

17. Funding for SRIF I began in March 2002 and HEFCE required all SRIF I monies to be spent by March 2004. The College’s SRIF Programme achieved this deadline.

18. In the second phase of SRIF, SRIF II, the College was allocated £63M from HEFCE. Importantly, for SRIF II, institutions have to finance only 10% of the total cost of Projects funded under the initiative. Therefore, the College is supporting SRIF II with an additional £7M from its own reserves. SRIF II is a two-year programme that commenced in April 2004 and Projects have to be aligned with the Estates and Research Strategies of the College. The Projects funded under SRIF II are detailed in Appendix 2.

**PROJECT CAPITAL ALLOCATIONS ROUND 3 (PCA 3)**

19. This HEFCE Initiative has brought in £6.4M of funding to the College. Academic projects that will receive part of this capital include a teaching laboratory upgrade for Biology, Biomedical and Biochemistry undergraduates and the refurbishment of a laboratory in Chemistry. Estates Infrastructure Projects will also benefit from this initiative, and will include work on the Steam and Water Infrastructure and the Primary Electrical Distribution System. Details of all these projects are given in Appendix 3. Another portion of the funding will be used for compliance with the Disabilities Discrimination Act (DDA) as noted in paragraph 31.

**STUDENT RESIDENCES**
PRINCIPLES

20. There are two main principles underlying the College’s Capital Investment in student residences. The College intends to remain a residential university and, as such, its policy of guaranteeing accommodation in halls of residence for first-year undergraduates and full-time exchange students (and of according priority to certain other groups) will continue. Furthermore, the intention is that the proportion of student accommodation close to the South Kensington Campus will be progressively increased. In accordance with HEFCE Guidelines, the residential estate should be run as a separate, ring-fenced, cost-centre but the College struggles to fund major refurbishments from the income provided by residences. In the case of Beit, for example, the extensive refurbishment was funded from internal College resources.

PROJECTS

21. The College’s programme of works to provide quality student residential accommodation continues through the following Projects:

a. **Evelyn Gardens Strategy.** As noted in Paragraph 9, the refurbishment of Bernard Sunley Hall was completed in September 2003. Similar work is yet to take place on Fisher Hall.

b. **Prince’s Gardens Strategy.** The College intends to submit a planning application to demolish Southside Hall and replace it with a modern hall of residence. As part of the Project, the College would provide a unified square in Prince’s Gardens, which would entail the redevelopment of the gardens and Linstead Hall, as well as that of Southside Hall. The complete Project should produce an increase of over 300 bed spaces, which will be important to the College’s Strategy of concentrating an increased proportion of student accommodation and facilities close to the South Kensington Campus. Rebuilding Southside Hall is the current priority in this Project, since its state of repair requires urgent attention. The proposed design involves a radical improvement in facilities: all bedrooms will have en suite bathrooms and there will be a communal area, incorporating kitchen facilities, for every 20 students. The plans for the ground floor of the building are yet to be finalised, but it is hoped that a substantial proportion of this space will be allocated to revenue-generating activities. Assuming that planning permission is granted, work will begin in August 2005 and the new Southside Hall should be available for occupation by October 2007. The total cost of the Southside redevelopment will be some £49M. Funding is expected to come from a combination of internal College resources and donations.

22. The number of bed spaces available against the anticipated demand is shown at Appendix 4. The number of first year undergraduates and full-time exchange students requiring accommodation under the guarantee had not historically risen above an 88% of admissions until 2000-01, when it rose to a high of 95%. Therefore, to err on the side of caution and to ensure that bed spaces are available for every first year undergraduate and full-time exchange student, anticipated demand is set at 95% of these students being admitted to the College.

23. The College relies for about 12% of its beds on the accommodation in the Inter-Collegiate Halls managed centrally by the University of London. However, their location is unpopular with Imperial students and in 2003/04 the College was unable to fill its quota,
resulting in a reduced allocation\(^3\) from the University for 2004/05. This increases the need for the College to look for opportunities outside of its own residential estate if it wishes to increase the number of bed spaces available for its student body.

24. It is a part of the Residences Plan, therefore, to investigate options for obtaining access to additional student accommodation, in favourable locations, through housing associations and other reliable sources of low cost housing. For example, the College has nomination rights to a number of postgraduate places through its relationship with the Du Cane Housing Association. It is the intention that there will be no overall significant net decrease in the number of College bed spaces. Disposals of major blocks of student residential accommodation, for example the outlying halls such as Clayponds, Pembridge Hall or Wilson House, can only take place if they are balanced by the acquisition of an equivalent number of other bed spaces. However, each proposal will have to be judged on its own merits and it would be imprudent to make any assumptions about disposals in the near future.

**SOCIAL, LEISURE AND SPORTING AMENITIES**

**PRINCIPLES**

25. It remains imperative that the Capital Investment Plan gives due consideration to improving the general environment of the College, including the development of non-academic facilities. The College is committed to maintaining the momentum for developing student and staff facilities.

**PROJECTS**

26. The following are the Projects being prepared to achieve this goal:

a. **Sports Centre.** The College’s Strategic Plan stresses the need to correct the paucity of indoor sports facilities at South Kensington and, as a result, the decision was taken to construct a new Sports Centre in Prince’s Gardens. Building work began in April 2004 and the Centre is due to open for business in September 2005. The new development will be constructed on top of the existing swimming pool and on the line of the existing terraced houses to fill in the ‘gap’ left in the original terrace demolished in the 1960s. Funding will come from four major sources: the proceeds from the sale of the Cobham Sports Ground, a grant from the Harlington Trust, the anticipated income stream from the new Centre, including the income from 12 flats to be built above the Sports Hall, as validated by a business plan, and from internal College resources. Because of planning restrictions on their commercial use, the flats can only be used to house College staff or Academic Visitors.

b. **Quality of the Environment.** The poor quality of some of the College environment means that current and potential staff, students and sponsors may be deterred. At South Kensington, the completion of the Tanaka Business School has resulted in a substantial improvement to the Main College Entrance from Exhibition Road, and the Project has also upgraded the entrance to the Mechanical Engineering Building. The Faculty Building provides a substantial extension to Upper Dalby Court and a connection, via an inclined walkway, to the Queen’s Lawn.

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\(^3\) In 2003/04, the College’s quota of beds in the intercollegiate halls was 354. In 2004/05 this will be reduced to 250.
Preliminary discussions have taken place with architects to develop Upper Dalby Court into an attractive ‘piazza’ area.

LONG-TERM MAINTENANCE PROJECTS

PRINCIPLES

27. The College’s long-term maintenance backlog stands at some £142M, including liabilities under the Disabilities Discrimination Act (DDA) and safety glazing legislation. Capital Projects since 2000, SRIF 2 and disposals have reduced the LTM liability from £166M, as it stood in 2000. A summary is presented in Appendix 5. Estates are currently updating the 2000 Condition Survey.

28. Most of the funding allocated to long-term maintenance is prioritised on the basis of, firstly, the need to comply with health and safety legislation and, secondly, condition surveys.

   a. **Health and Safety Ranking.** The health and safety categories used are, in decreasing order of priority:

      5. Life-threatening conditions will exist if work is not carried out.
      4. Life-threatening conditions if risk event occurs.
      3. Illegal conditions – does not comply with current regulations.
      2. Necessary Health and Safety work.
      1. Non-Health and Safety work.

   b. **Building Condition Ranking.** The Building condition rankings are:

      D. Inoperable or serious risk of failure/ breakdown.
      C. Operational but major repair or replacement needed soon.
      B. Sound operationally safe but exhibits minor deterioration.
      A. As new.

   c. Assessments for funding are made on both of these categories at the same time such that, for example, a 4D will be more likely to receive funding than a 2D.

29. Based on HEFCE guidelines, the College’s actual annual spend on backlog long-term maintenance should be some £16M. Based on what the College can reasonably afford, the sum allocated to long-term maintenance for the year 2004/05 from the vote allocation will be £3.0M. However, this figure does not take account of the significant inroads being made into the maintenance backlog by refurbishment projects. Many of the SRIF Projects are contributing to a reduction in the long-term maintenance requirement. The guidelines for SRIF II place an emphasis on improving the physical infrastructure of universities and the College’s Projects listed in Appendix 2 address a number of key maintenance issues. These include a new roof at St Mary’s, new ventilation for laboratories at Hammersmith, a new building at Charing Cross, which would relieve the College of the high maintenance costs of using the Tower Block, and a start on replacement of basic distributed services for hot water, steam and cooling at South Kensington.

30. The College’s specialist advisers, such as the Safety Director and the Fire Officer, play an essential role in ensuring the correct prioritisation of Projects for the long-term maintenance programme.
31. As part of PCA 3 (see paragraph 19), the HEFCE has allocated a sum of money to higher education institutions so that they can further respond to the requirements of the Disabilities Discrimination Act. The College has been awarded £873K over the period of April 2004 to March 2006. This compares with the £5.8M identified by external consultants as required to complete the work categorised as essential (namely priority one\(^4\)). Estates have established a Disability Access Group, including the College’s Disabilities Officer, to allocate the HEFCE money, similar in structure to the Long Term Maintenance allocation system described above. This is an action recommended by the Disability Rights Commission. A large proportion of the work planned by the Group will take place over the coming year and will include fitting access ramps, wheelchair lifts, induction loops (for the audibly impaired) and disabled toilets.

32. A survey has been carried out to examine the re-glazing required on safety grounds throughout the College. Refurbishments and developments take this into account, but further work in this area will be necessary at some point. A College strategy for toilet replacement also needs to be considered and the new Work at Height Regulations may impact on the College’s activities.

**ORGANISATIONAL EFFECTIVENESS**

**PRINCIPLES**

33. Improving the effectiveness of the College is a primary goal of the Strategic Plan. To do so, it is recognised that there must be, amongst others, clear management structures, coordination of administration across the College and improved efficiency in the conduct of standard procedures. Consequently, to help achieve these objectives, a number of capital Projects are being progressed. It is hoped that, together, these Projects will ensure effective College-wide communication and optimise the access to and use of information to support the College’s strategic intent.

34. The cost and project-based nature of construction work dictates that the College’s building works dominate the Capital Investment Plan, but it is important that other Capital Projects, such as those in the information technology and telecommunications areas, are not overlooked. The College considers its physical IT infrastructure to be an integral part of building services, and all current and future Capital building Projects therefore have a strategy for installing or upgrading this infrastructure, similar to the way in which electricity, heating and water services are provided. This enables the College to ensure the provision of a robust and reliable IT service, but it does not account for areas of the College that have no imminent need of refurbishment.

35. Space usage across the College needs to be carefully considered to achieve greater efficiency. For example, on the South Kensington Campus the completion of the Faculty Building (which has resulted in the freeing up of space within the Sherfield Building), the occupation of the Huron Building (58 Prince’s Gate) and the refurbishment of the Royal School of Mines Building mean that such a review is particularly relevant at this time. The Director of Project Management and Communications will oversee this review and will report on his findings later in the year. It is essential that space efficiency, both in physical and financial terms, is assessed when the College considers the validity of new Projects and that the strategic benefits are weighed up against the specific requirements of a single Project. In order to help meet this objective the College has established a Space Planning Advisory Committee under the chairmanship of the Deputy Rector.

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\(^4\) Defined as total inaccessibility, severe limitation or non-provision. The overall cost to the College to comply with the DDA including other priorities is estimated at £9.73M.
PROJECTS

36. The College is currently involved in three major Projects in the IT field:

a. **RAMP Project.** Following a comprehensive review of all aspects of the administration of research grants and contracts at Imperial, a major change management project (RAMP – Research Administration and Management Project) is being undertaken. In addition to the redesign of business processes and restructuring of the organisation of research administration, information systems to meet the demands of academic and support staff have been identified, and are now being implemented. A ‘front-end’ system relating to applications and proposal tracking, provided by InfoEd, will feed into a grants management system. In turn, the Oracle Grants Management System will integrate with the College’s existing Oracle Financials suite to provide a complete grants management package. Key benefits will include automated invoicing and enhanced reporting options. The Project will be entering into a critical phase over the next few months, as work progresses towards full implementation.

b. **ICIS.** There has been significant progress in the past year with the ICIS i-Business Solutions Project. 2004 saw the introduction of the New Chart of Accounts, web-based student fee payment, electronic communication of purchase orders with key suppliers, and enhanced functionality in core Finance and HR business applications.

c. **Support Services Initiative (SSI).** As part of the SSI, ICT will concentrate on two major streams of work, related to HR and Finance, which will improve efficiency throughout the College. Further initiatives for the SSI include i-intelligence, data warehousing, document management and security settings in ICIS. The total cost of these projects is £4.2M.

d. **SAMS Project.** In Summer 2000, the College agreed to replace the existing REGIC Registry software with the Oracle Student System. After delays beyond the College’s control, the project to implement a Student Administrative and Management System (SAMS) began in Spring 2003. The system for dealing with graduate admissions will be in place by the end of June 2004 and attention will then shift to the implementation of Student Records, due to be completed in August 2004. The final stage will be to bring in the system for undergraduate admissions, expected for October 2004.

e. **Academic Related Programme.** Closely integrated with additional SAMS functionality to be delivered over the next two years, including student recruitment, are other academic related projects. Pilot departments have recently started to use new software to enable timetabling processes to be reformed throughout the College. The main roll-out for the timetabling system will take place from January 2005, with full implementation complete by early 2006. Within the Conference Office, a new room booking system will be brought in for implementation during November 2004 – February 2005. Improved systems will also be developed to support the next Research Assessment Exercise.
PROJECTS BEING EVALUATED

37. Listed below are a number of Projects being evaluated by the Estates Division. These are expected to appear in future editions of the Plan. Some have been described earlier in this document.

a. **Sherfield Redevelopment.** The completion of the Imperial College Faculty Building (see paragraph 9) has resulted in part of the Sherfield Building, which used to house most of the College’s central administrative Divisions becoming vacant. Some of this space is therefore available for other administrative departments, which need to relocate in order to release space on the Northside and Southside of Prince’s Gardens. As part of this process, there are plans to concentrate the most important administrative functions dealing directly with students in one area of the Sherfield Building. Space will remain to re-house non-laboratory-based academic activities. In carrying out such developments, there may be the opportunity to increase the massing and efficiency of the Sherfield Building.

b. **Kennedy Institute at Charing Cross.** It is planned to extend academic facilities at Charing Cross with a new building for the Kennedy Institute. Some units currently located in the Laboratory Block at Charing Cross will be re-housed to this building. The design work required to take the project to stage D, needed to obtain planning permission, is being funded from part of a donation provided by the Kennedy Trustees. It was agreed by the College Executive Committee in 2003 that this project will be funded by SRIF3, up to a maximum of £15M. The total cost of the project is anticipated to be £33M and the remainder of the funding is to be raised through further donations.

c. **Upper Dalby Court Plaza.** As noted in paragraph 26, preliminary discussions have been held with architects about developing the Upper Dalby Court into an attractive ‘piazza’. By creating small retail outlets in this area, it would be possible to generate external income. Works are also required to improve the walkway.

d. **Linstead Hall (Eastside).** As noted in paragraph 21, there are plans to redevelop Linstead Hall following the rebuilding of Southside, as part of the Prince’s Gardens Strategy to create a unified square in this part of the College’s estate.

e. **Incubator Unit.** Although the College has an excellent record of forming spin out companies, it lacks a purpose built incubator unit. This omission is rectified in plans to establish an incubator unit within the Bessemer Building. It would have a mix of office space and wet laboratories and would be staffed by a small permanent team providing administrative services. The London Development Agency has indicated that it is willing to offer a grant of £3M and the College would be required at least to match this amount.

THE OVERALL INVESTMENT PLAN

38. The overall Plan has been prepared by interlacing the various components in an interactive fashion that has balanced costs, priorities and timings and is consistent with the College’s Strategic Plan. The result is shown by the charts at Appendix 6, which together detail the programme of investment.
FINANCE STRATEGY AND THE CAPITAL INVESTMENT PLAN

39. The issue of affordability has to be seen in the context of the College’s financial position overall. The recurrent demands of the academic departments and the associated support activities must be balanced with the College’s longer-term needs. In order to monitor the consequences of the College’s Capital Investment, the forecast cash flow over the Plan period is analysed and regularly updated. This analysis ensures that the optimal level of investment is maintained without impacting upon the ability of the College to achieve its recurrent budget targets. Furthermore, this process sets out the level of internal funds required and thus ensures that the borrowing limit (currently £100M) is not breached. The five-year cash flow forecast based on the current proposed budget and Capital Investment Plan is summarised in Appendix 7.

40. The College’s ability to make significant Capital Investments is dependent on a number of financial factors, the most critical being:

   a. Sources, availability and value of external funding – the College augments its Capital Investment programme by using its own funds in conjunction with major sources of external funding. The major opportunities in this area are government backed capital programmes, such as SRIF, institutional and charitable funders, which support capital programmes, corporate alliances and individual donors. The nature of these funding sources precludes the ability to make long-term forecasts, but the opportunities available in these areas are kept under constant review in order to maximise returns to the College.

   b. Sources, availability and amount of internal funding – historically the internal funding of the College’s Capital Investment was solely from building up capital reserves from operational and exceptional surpluses. However, the College has now adopted a more sophisticated policy to make funds available through a blend of long term borrowings, planned surpluses and through the exploitation of non-core assets. The College recognises that this change in policy requires a revision to management of the asset base that supports the investment programme. To this end an ‘Endowment Fund’ approach is being developed to ensure that the liabilities are recognised and the assets are managed to meet the liabilities and developed to permit future capital investment.

   c. The full cost of the investments over the life of the assets created – in order to ensure that the costs of the Capital Investment Plan are manageable in the longer term, the recurrent effects of the Capital Investments have to be factored into the ongoing planning process for the academic and operational activities of the College. Constant review of the cost of Capital Investment in terms of the base project costs, the impact on staffing levels and the effect on infrastructure costs enable the Plan to be developed on an increasingly accurate basis.

41. The financial strategy of the College, in terms of planning the level of recurrent and capital expenditure, is dependent on the quality of the information available for determining the relative expectations in each of the areas set out above. Therefore each aspect is the subject of regular review to ensure that the overall level of investment is optimised without the risk of creating unacceptable future financial liabilities.
Council
9th July 2004

Appendices: (5)

Appendix 1: Financial Forecast to the Capital Plan
Appendix 2: SRIF II Projects
Appendix 3: PCA 3 Projects
Appendix 4: Available Bed Spaces and Demand Based on the Capital Investment Strategy for Residences.
Appendix 5: Existing Estate – Condition and Legislative Requirement.
Appendix 6: Capital Investment Plan - Programme of Investment.
Appendix 7: Capital Investment Plan - Effect on Borrowing Requirement.

5 Appendices not included with these Minutes.
PAPER G

COLLEGE BUDGET – 2004-05 (1)

A Note by the Director of Finance

1. As in previous years, the process for preparing the 2004-05 College Budget has involved a detailed Planning Round exercise involving all academic, academic support and administrative functions. The outcome, after some iteration, was presented to and endorsed by the Management Board at its meeting on 25 June.

2. A shortened version of the presentation given on that occasion is attached as Annex A. The figures for 2003-04 are based on estimates provided in the course of the Planning Round with some subsequent amendments.

3. The Council is invited to consider and, if it sees fit, approve the College Budget for 2004-05.

A.S.D.C.

(1) Not included with these Minutes.
1. The Minutes of the Meetings of the Senate held on 25 February 2004, 5 May 2004 and 16 June 2004 are attached. The following points are drawn to the attention of the Council for information and, where appropriate, action.

2. **Minutes 638, 663, 664, 687 and 688 - Reviews of Undergraduate Teaching.** The Senate approved reports by the Undergraduate Studies Committee on undergraduate teaching in the Department of Chemistry, the Department of Electrical and Electronic Engineering, the Department of Materials, the Department of Aeronautics and the Humanities Programme. The Senate was pleased to note that the assessors, all of whom were external to the College, had commented positively on the teaching in all the departments reviewed.

3. **Minutes 644 and 660 - Student Induction and Arrangements for Start of Session.** The Senate approved proposals from the Imperial College Union and the Academic Registrar for arrangements for the start of session, to include an extended induction period for new students, for October 2004 and subsequent years. For the 2004-2005 session only the Senate agreed that the Faculty of Medicine should be allowed to teach continuing undergraduate students on the first three days of the autumn term, and certain clinical medical students thereafter.

4. **Minutes 647 and 690 - Review of Senate Sub-Committees: Proposed Establishment of Undergraduate and Postgraduate Education Committees.** The Senate considered a number of recommendations from a working group which had been established to advise on the proposal from the Support Services Initiative Steering Committee that two strategic committees should be introduced to support undergraduate and postgraduate education. The working group had also reviewed the inter-relationships between Senate sub-committees. The Senate agreed to recommend to the Management Board that a single strategic education committee should be established. It also approved recommendations for the revision of the Senate sub-committee structure, to include the merger of the Undergraduate Studies Committee and the Graduate Studies Committee into a single Quality and Academic Review Committee.

5. **Minute 662 - Quality Assurance Agency Developmental Engagement with Chemistry.** The Senate noted that reviewers from the Quality Assurance Agency (QAA) had visited the Department of Chemistry and had concluded that they had confidence in the academic standards set and achieved in the Department and in the quality of learning opportunities that support students in the Department.

6. **Minute 662 - Institutional Audit.** The Senate noted the outline arrangements for the QAA institutional audit of the College due to take place in the summer term 2005.

7. **Minutes 665 and 689 - Reviews of Research Training.** The Senate noted the satisfactory reviews of research training in the Department of Agricultural Sciences and in the Division of Medicine conducted by the Graduate Studies Committee.

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1 Not included with these Minutes.
8. **Minute 666 - Engineering Doctorate.** The Senate approved a proposal for the establishment of an Engineering Doctorate in Non-Destructive Evaluation, subject to agreement by the University of London to modification of the University's Ordinances to allow examination by portfolio.

9. **Minute 674 - Academic Regulations.**

   a. The Senate supported a proposal from the Engineering Studies Committee to revise the Academic Regulations so that the number of re-entries to examinations permitted for undergraduate engineering students be reduced from three to two, thereby bringing the regulations for engineering students into line with the regulations for undergraduate science students.

   b. The Council is invited to consider, and if it sees fit, approve these revisions, which are summarised in Annex A to this report.

   c. The Council is also invited to consider, and if it sees fit, approve:

      (1) The addition of the Engineering Doctorate (EngD) to the Awards of the University of London available to students of the College listed under paragraph 1.2 of the Academic Regulations (Senate Minute 666 refers);

      (2) The addition of the Associateship of the Imperial College School of Medicine (AICSM) to the Awards of the College listed under paragraph 1.3 of the Academic Regulations (Senate Minute 670 refers).

10. **Minute 701 - Bologna Task Force.** The Senate noted with some concern developments in relation to the recognition of the College’s undergraduate and Master’s degrees in Science and Engineering in Europe consequent upon the implementation of the Bologna Process. The Senate agreed to recommend that the new Strategic Education Committee should address this issue and recommended the establishment of a Task Force to explore the implications and possibilities of revising those of the College’s degree programmes that are most likely to encounter opposition in gaining full Bologna compatibility.

11. **Minute 703 - Research Degree Submission Rates.** The Senate was pleased to note that the overall PhD submission rates for the College for those students who began their research between 1 February 1999 and 31 January 2000 had improved from 60% for the previous year to 67%. The Senate acknowledged the contribution of the Graduate Schools to this welcome improvement.

R.B.S.
PROPOSED AMENDMENT TO ACADEMIC REGULATION 13.7

Paragraph 13.7 of the College’s Academic Regulations is currently as follows:

“13.7 Re-entry

13.7.1 With the exception of candidates for course-unit degrees a candidate who at his/her first entry does not complete successfully an examination for a first degree, or, where appropriate, any part of an examination for a first degree, may re-enter for the relevant examination, on such conditions as may be prescribed in the Requirements for the particular degree, on not more than three occasions.

13.7.2 A candidate for a course-unit degree who at his/her first entry does not successfully complete 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 as may be prescribed in the Requirements for the degree, on not more than two occasions.

13.7.3 When such re-entry to an examination would involve further attendance at the College, a candidate may re-enter the relevant examination only with the permission of the Head of Department.

13.7.4 Re-entry to an examination will be at the next following examination for which the candidate is eligible except where the Board of Examiners has granted permission for a candidate to defer re-entry until a subsequent examination as prescribed in the relevant Course Requirements.”

The Council is invited to approve the replacement of this paragraph with the following new paragraph 13.7 to take effect from October 2004:

“13.7 Re-entry

First Degrees

13.7.1 With the exception of candidates for the degrees of MBBS/BSc in the Faculty of Medicine a candidate who at his/her first entry does not complete successfully an examination for a first degree, or, where appropriate, any part of an examination for a first degree may, subject to the original or strictly comparable course still being examined at the College, re-enter for the relevant examination on such conditions as may be prescribed in the Requirements for the degree, on not more than two occasions.

13.7.2 A candidate for the degrees 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.

[13.7.3 and 13.7.4 are unchanged]

Master’s Degrees

13.7.5 The provisions for candidates for Master’s Degrees are specified in the General Requirements for Master’s Degrees.

MPhil and PhD Degrees

13.7.6 The provisions for candidates for MPhil and PhD Degrees are specified in the in the Regulations prescribed by the University of London for the degrees of MPhil and PhD."
PAPER I

IMPERIAL COLLEGE UNION ANNUAL REPORT

A Note by the President of the Imperial College Union

INTRODUCTION

1. In accordance with the Education Act 1994(1) the College’s Memorandum of Understanding with the Union includes the following requirement for the Union to publish an Annual Report:

“57. The ICU shall also publish an Annual Report for submission to its members at an Annual General Meeting and for subsequent submission to the College Council. The Report shall contain:

a. A statement that the ICU operates in a fair and democratic manner and that it has properly accounted for its finances.

b. A report on the ICU’s finances including procedures for allocations to student clubs and societies, a report of any charitable collections, a list of the external organisations to which the union has made any donations in the period to which the Report relates and a report of its current affiliations.

c. A report on the conduct and outcome of elections of ICU Officers.”

ANNUAL REPORT

2. A copy of the Union’s Annual Report for 2003-04 is attached at Annex A. (2)

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1. Education Act 1994: 22.(2)(h) “financial reports of the union should be published annually or more frequently, and should be made available to the governing body and to all students, and each such report should contain in particular - (i) a list of the external organisations to which the union has made donations in the period to which the report relates, and (ii) details of those donations.”

2. Not included with these Minutes.
A Note by the President of the Imperial College Union

INTRODUCTION

1. The Education Act 1994 sets out a number of requirements for universities’ relationships with their students’ unions. These include the requirement that:

   “the financial affairs of the union should be properly conducted and appropriate arrangements should exist for the approval of the union’s budget, and the monitoring of its expenditure, by the governing body”.

2. This responsibility is reflected in Statute 11 “Students’ Union” of the College’s Charter and Statutes. Statute 11(3) states:

   “Without prejudice to Statute 11(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 Regulations. The Union shall present to the Council its audited annual accounts.”

3. It is also reflected in the Union’s own Financial Regulations, which require that “the Union annual accounts shall be approved by the [Union] Council and College Audit Committee prior to report to the College Council”.

ICU FINANCIAL STATEMENTS

4. In accordance with Statute 11(3) a copy of the audited Financial Statements are attached at Annex A.¹

5. These Statements were presented to the Audit Committee at its meeting on 16 June this year. The Committee congratulated the Union on recent revisions to the Statements, which were felt to be much clearer than had previously been the case. The Committee also took the opportunity to query the contractual status of the Union’s external auditors, Baker Tilly, who have acted in this capacity for the last six years. The Committee was informed that the ICU intends to re-tender for its external auditors next year. Re-tendering had been considered for this academic year but was considered unwise with the change in Union Manager this summer.

¹ Not included with these Minutes.
INTRODUCTION

1. Under the College’s Charter and Statutes amendments to the Imperial College Union’s Constitution and Regulations must be formally approved by the Council before they can take effect. The Education Act 1994 also requires governing bodies to review the constitutions of their students’ unions at least every five years. The last full review of the ICU constitution was conducted in 2000-01, when a number of major changes were proposed. Further amendments to the Constitution were approved in 2001-02 in order to mirror the changes in the College’s structure by replacing the former “Constituent College Unions” with the “Faculty Students’ Associations”.

2. Although it has not conducted a full review of the Constitution and Regulations this year, the ICU is proposing a number of further changes. These have been approved by the ICU Council. A summary of the proposed amendments is set out below. The revised ICU Constitution and Regulations are attached at Annex A.

MEMBERSHIP OF THE UNION

3. At present, only full-time students are Full Members of the Union. Part-time students have Associate Member status with no voting or representational rights and are ineligible for subsidies for Union activities. It is possible that this lack of representation for part-time students will be commented on unfavourably in next summer’s new style QAA Institutional Audit. The ICU is therefore proposing to extend Full Membership of the Union to include all students registered at the College.

4. College staff can play a very positive role in student clubs and societies. At present many are prevented from doing so by restrictive membership rules that require staff to have been at the College for two years before joining the Union. The ICU has voted to allow all College staff to join the Union as Associate Members.

5. The ICU also has a system of Reciprocal Membership with other students’ unions. This was originally intended to allow students access to each others’ bars and entertainments. However, in effect, this allows non-Imperial students automatic rights to join the Union’s clubs and societies. The maintenance of these agreements in Regulations is also felt to be inflexible with the result that this Regulation is largely ignored. The ICU is proposing to abolish the concept of Reciprocal Membership from the Constitution and Regulations. It will instead enter into separate written reciprocal access agreements for the use of ICU facilities.

STAFF OBSERVERSHIP OF COMMITTEES

6. Currently certain members of Union staff have Permanent Observer status on Union Committees by virtue of their position. These observer positions are enshrined in the
Regulations. The Union staff who are Permanent Observers have full speaking and attendance rights at such meetings but do not vote. At the same time, the Constitution leaves all staffing matters in the hands of the President, on the advice of the Union Manager. The Union’s staffing structure is constantly changing given the small and dynamic nature of the organisation.

7. The ICU is therefore proposing to introduce a degree of flexibility into the Regulations so that they do not need to be changed every time there is a change to the Union’s staffing structure.

COMPOSITION OF THE STUDENT DEVELOPMENT COMMITTEE

8. Earlier this session at the Union’s request the Council agreed to a suspension of the ICU Regulations pertaining to the membership of the Student Development Committee, pending this review. The ICU is now proposing to make those changes permanent.

OPENNESS OF MEETINGS

9. As a general rule all Union meetings are open to all members of the Union. Some meetings are held in “closed session”, for example the Executive Committee when discussing staffing matters. There are, however, no rules for how and when meetings may be held in closed session. The ICU is therefore proposing to introduce some transparency into the holding of meetings in closed session.

FACULTY UNIONS

10. As noted above, the amendments to the Constitution approved in 2001 created a faculty based structure in succession to the former Constituent College Unions. These changes were somewhat controversial at the time and, although the changes have now bedded down, there are still some outstanding issues regarding the nomenclature of the Faculty Unions.

11. Whilst the successor bodies to the Constituent College Unions were named “Faculty Student Associations” in the Constitution, most students and College staff tend to refer to them as the “Faculty Unions”. None of these Associations use their correct titles, as set down in the Constitution, and two in particular have continued to use their previous Constituent College identities. The ICU is therefore proposing to formally adopt the most commonly used names for each of the Faculty Unions.

12. When the former Royal College of Science Union was abolished, its Departmental Societies were transferred into the administration of a new Departmental Societies Committee. The ICU now proposes to stand down this Committee and to transfer these Societies back to the relevant Faculty Union.

MINOR CHANGES

13. The ICU has also taken this opportunity to correct some minor typographical, spelling and grammatical errors, as well as cross-referencing errors generated through previous iterations.
APPROVAL PROCESS

14. The ICU is established under the College’s Charter and Statutes, which state that “there shall be a Union of Students of the College entitled “the Imperial College Union” which shall for all purposes be treated as an integral part of the College” (1). The approval process for amendments to the Union’s Constitution is also set out in the Statutes as follows:

“(3) Without prejudice to Statute 11(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 Regulations. 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.”

15. The Council is therefore invited to consider, and if it sees fit, approve the proposed amendments to the ICU Constitution.

1. Statute 11(1).
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.

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, except those in 3.3.1 below.
      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 in the Union, its Faculty Student Association, Faculty Unions, clubs or societies.

3. **Associate Members**
   1. Part time students, external students and distance learning students on registered courses at Imperial College are Associate Members of the Union.
   2. The Executive Committee may grant Temporary 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. **Reciprocal Members**
   1. The Executive Committee may enter into an agreement with another students' union to enable the reciprocal use of the facilities of the two unions by the full members of those unions. Their full members shall be Reciprocal Members.
   2. The Regulations shall include a list of students' unions with which such agreements have been made.

5. **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.
   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.

6.5. 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 Students Association Faculty Union, and may not participate in the government of either Union.

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.
2. Such an organisation shall not be of a religious or political nature. The clubs and societies may affiliate to a religious or political organisation. The Union and any part of the Union may not affiliate knowingly to an illegal organisation.
3. If the Union or 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 and publish annually a report listing the external organisations to which an affiliation fee has been paid or a donation given.

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.
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 with 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 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. Annual General Meetings
1. The Annual General Meeting shall be held in the first five weeks of the Summer Term and shall
   a. Receive reports from the Officers of the Union,
   b. Elect such Officers of the Union and other officers as set in Regulations or policy, and

5. Emergency General Meetings
   1. An Emergency General Meeting may be called by
      a. The President,
      b. The Executive Committee,
      c. The Council, or
      d. The Council Chair upon receipt of a petition signed by at least 100 Full Members of the Union requesting an Emergency General Meeting, the meeting to be held within five College days of receiving such a petition.
   2. An Emergency 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,
      b. Hold the Sabbatical Officers and Felix Editor to account, and
      c. Act on behalf of the Annual General Meeting if its business was not completed.

8. Referenda
   1. Referenda shall be the last resort in deciding policy of the Union. 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 of the petitioners and shall be received by the President. 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 had 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. The referendum shall be determined by simple majority. If less that fifteen percent of the Full Membership vote then the referendum shall be null and void.
   7. 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. Committees of the Union
   1. There shall be the following standing committees of the Union:
      1. The Executive Committee,
      2. Club and Society Committees,
      3. Trading and Services Committees,
      4. President’s Committees, and the
      5. Faculty Students Association Faculty Unions.
   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 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 Student Association Faculty Unions and their committees, and
   3. Voting members of all other Union 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 matters relating to their office to the Executive Committee.
    4. The Executive Committee shall
       a. Advance the aims and objects of the Union,
       b. Implement the 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. Deal with disciplinary matters in accordance with policy,
       g. Establish principles for the fair allocation of the financial resources available to the Union,
       h. Monitor financial performance against budget, and
       i. Receive the audited annual accounts of the Union, and report their findings to the Council.
    5. The Executive Committee shall meet at least once a year specifically to review the Constitution and Regulations.
    6. The Executive Committee shall
       a. consist of the Sabbatical Officers and up to twelve other individuals,
       b. have a quorum of six members,
       c. meet at least every two weeks during term time, and
       d. report its business to the Council for approval.
    7. The Union Manager and the Union Finance Manager shall be a permanent observer of the Executive Committee.
    8. In matters of urgency, the Executive Committee may act on behalf of the Council with its authority, provided all such actions are reported to and approved by the Council at its next meeting.
    9. An emergency meeting of the Executive Committee may be called by
       a. The Council,
       b. The President, or
       c. Three other members of the Executive Committee,
       with it meeting within two College days of being called.

11. Trading and Services Committees
    1. The Trading and Services Committees shall be responsible for monitoring the performance of the trading outlets, services and retail facilities of the Union.
    2. 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.
    3. The Trading and Services Committees may determine commercial policy within their area of responsibility in line with Union Policy and operational policy.

12. The Faculty Student Association Faculty Unions
    1. The Faculty Unions are the students’ unions for the respective Faculties of Imperial College.
    2. The Faculty Unions are:
       1. Faculty of Engineering Students Association The City & Guilds College Union, for the Faculty of Engineering.
2. The Faculty of Life Sciences Students Association, Imperial College Faculty of Life Sciences Students' Union, for the Faculty of Life Sciences.
3. Faculty of Medicine Students Association, The Imperial College School of Medicine Students' Union, for the Faculty of Medicine.
4. The Faculty of Physical Sciences Students Association, Imperial College Faculty of Physical Sciences Students' Union, for the Faculty of Physical Sciences.

1. The FSA Faculty Unions’ constitutions shall not contradict this Constitution, its Regulations and 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.

13. 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. 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.
2. 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.
3. 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 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 Union 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.

17. Discipline
1. Misconduct in the Union is dealt with in the following ways depending on the individual concerned:
1. Misconduct or negligence by Officers of the Union and others holding elected office in any part of the Union may be dealt with by the Council or its committees under Regulations; this may include censure or dismissal.

2. 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, Reciprocal or Life Members shall be dealt by the Executive Committee under Union policy.

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

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 thereunder have the same meaning as in the Imperial College Charter.

2. 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. 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. 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 passed by a two-thirds majority, with the approval of the Imperial College Council or its nominee.

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. Reciprocal Membership
   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 2004.

2. From the 1st August 2004 all previous constitutions and regulations are revoked.
Regulation One - Officers of the Union

A. Officers of the Union

1. The Officers of the Union shall be:
   1. President,
   2. Deputy President (Finance & Services),
   3. Deputy President (Clubs & Societies),
   4. Deputy President (Education & Welfare),
   5. Council Chair,
   6. President of the Faculty of Engineering Students Association City & Guilds College Union,
   7. President of the Faculty of Life Sciences Students Association Imperial College Faculty of Life Sciences Students’ Union,
   8. President of the Faculty of Medicine Students Association Imperial College School of Medicine Students’ Union,
   9. President of the Faculty of Physical Sciences Students Association Imperial College Faculty of Physical Sciences Students’ Union,
   10. Arts and Entertainments Board Chair,
   11. Athletics Clubs Committee Chair,
   12. Departmental Societies Committee Chair,
   13. Media Group Chair,
   14. Overseas Students Committee Chair,
   15. Recreational Clubs Committee Chair,
   16. Royal School of Mines Committee Chair,
   17. Silwood Park Chair,
   18. Social Clubs Committee Chair,
   19. Wye Union Society President,
   20. Faculty of Engineering Students Association City & Guilds College Union Education Representative,
   21. Faculty of Life Sciences Students Association Imperial College Faculty of Life Sciences Students’ Union Education Representative,
   22. Faculty of Medicine Students Association Imperial College School of Medicine Students’ Union Education Representative,
   23. Faculty of Physical Sciences Students Association Imperial College Faculty of Physical Sciences Students’ Union Education Representative,
   24. Faculty of Engineering Students Association City & Guilds College Union Research Representative,
   25. Faculty of Life Sciences Students Association Imperial College Faculty of Life Sciences Students’ Union Research Representative,
   26. Faculty of Medicine Students Association Imperial College School of Medicine Students’ Union Research Representative,
   27. Faculty of Physical Sciences Students Association Imperial College Faculty of Physical Sciences Students’ Union Research Representative,
   28. Faculty of Engineering Students Association City & Guilds College Union Welfare Officer,
   29. Faculty of Life Sciences Students Association Imperial College Faculty of Life Sciences Students’ Union Welfare Officer,
   30. Faculty of Medicine Students Association Imperial College School of Medicine Students’ Union Welfare Officer,
Faculty of Physical Sciences Students Association
Faculty of Physical Sciences Students’ Union Welfare Officer,
Community Action Group Chair,
Equal Opportunities Officer,
Welfare Campaigns Officer
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, and 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 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, 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, and
   7. membership of any Union club or society, and their committees,
   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, 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 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. Report to Union Committees as appropriate, and

xiv. 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 Committees, and the finance-related aspects of the Student Activities Committee,

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 administer the Union Health and Safety Committee,

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

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 co-ordinating and publicising the development of welfare services for all Union members,
iv. Be responsible for the co-ordinating and publicising all campaigns concerning equal opportunities and welfare issues,
v. Be responsible for co-ordinating the provision of student development and progression within Union activity,
vi. Be responsible for keeping College informed of student opinion on academic affairs,
vii. Be responsible for the academic concerns of all Union members,
viii. Be responsible for organising the training of Union Officers,
ix. Assist the President in enforcing the Union's Equal Opportunities Policy,
x. Liaise with Union and College staff as appropriate,
xi. Represent the Union on external committees as appropriate,
and
xii. Negotiate other duties with the President.

20. 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
21. The Presidents of the Faculty Student Associations
The Presidents of the Faculty of Engineering Students Association City & Guilds College Union, Faculty of Life Sciences Students Association Imperial College Faculty of Life Sciences Students' Union, Faculty of Medicine Students Association Imperial College School of Medicine Students' Union and the Faculty of
Physical Sciences Students Association, Imperial College Faculty of Physical Sciences Students' Union, in addition to any duties laid down by their respective Faculty Students Association Faculty Union, shall

i. Represent the interests of their members at the appropriate Union, Constituent College and College Committees,

ii. Be responsible for the development and interpretation of their constitutions,

iii. Be responsible to the Deputy President (Finances 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.

22. The Chairs of the Clubs and Societies Committees
The Chairs of the Arts and Entertainments Board, Athletic Clubs Committee, Departmental Societies Committee, Overseas Students Committee, Media Group, Recreational Clubs Committee, Royal School of Mines Committee, Silwood Park Committee, Social Clubs Committee, and the President of the Wye 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 (Finances 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 Committee, Overseas Students Committee and the President of the Wye 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.

23. 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 (Finances 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.

24. The Council Chair shall

i. Uphold the duties and responsibilities detailed in the Constitution and Regulations,

ii. Be impartial in all proceedings and duties as Council Chair,
iii. 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 (Finances 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 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,
   vi. Carry out such duties as may, from time to time, be laid down by the Council or the Executive Committee.
30. The **Faculty 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 coordination 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
   vi. Attend the relevant Union committees.
   vii. 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 Student Associations (FSAs), 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 shall be determined by Single Transferable Vote with Quota System as defined by the Electoral Reform Society.
5. The candidate ‘New Election’ stands fully nominated for every post.
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.
7. In these regulations, “constituent part” means any committee (except the Council), FSA Faculty Union, club or society.

B. Eligibility to participate

8. All Full Members of the Union may stand and vote in an election unless otherwise prescribed.
9. 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.
10. The right to stand, nominate and vote in elections for the officers of the FSA Faculty Unions, clubs and societies may be restricted to their full members only.
11. 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

12. All elections require nominations to be publicised a week in advance, placed on a public notice-board for at least a week, with the name, department, year and signature of the candidate, proposer and seconders.
13. Nomination papers shall include the name and contact details of the returning officer.
14. 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 be produced five College days in advance of nomination papers being placed up,
   2. Nomination papers should be up for ten College days, and
   3. Twenty seconders are required for Sabbatical Officer and Felix Editor elections, with ten seconders normally required for other elections.
15. Elections during the first Council of the academic year require nomination papers to be up by the first College day of term, notwithstanding section 14.2.
16. The election shall be held within ten College days of nomination papers coming down.
17. The Council may by two-thirds majority suspend time limits in this part for particular elections, with a separate resolution required for each election.
18. In the event of a vacancy, nomination papers shall go up within ten College days of the vacancy occurring.

D. Sabbatical elections

19. The Sabbatical Officers and Felix Editor shall be elected by a College-wide secret ballot in which all Full Members are entitled to stand and vote.
20. The election shall normally be held in the Spring Term on dates approved by the Council.
21. The Council shall determine whether the elections are to be held by paper ballot or electronic voting.

22. 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.

23. 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.

24. 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

25. Elections for all non-sabbatical Union Officers except the FSA Faculty Union Presidents and Chairs of Club and Society Committees shall be by and from the Full Membership at the Annual General Meeting. Vacancies in these posts may be filled by election at the Council.

26. Elections for FSA Faculty Union Presidents shall be by secret ballot in the relevant departments, by and from all full members of the respective FSA Faculty Union. Other FSA Faculty Union posts shall be elected at a meeting or by departments-wide secret ballot as may be prescribed.

27. Elections for Chairs and other officers of the Club and Society Committees shall be by the committee and from the Full Membership.

28. 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.

29. Elections for ordinary members on the Council and Trading, Services, and Retail Committees shall be at the first meeting of the Council in the academic year, by and from the Full Membership.

30. The ordinary members of the Executive Committee shall be elected by and from the Council with restrictions as detailed in Regulation 3 Part B. The elections for ordinary members of the Executive Committee shall begin after the results are declared for elections for Ordinary Members of the Council.

31. 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 at the first Council of the year by and from the Full membership.

F. Referenda

32. The Constitution provides for the elementary rules of referenda. Other parts of these regulations only apply to referenda where specifically provided for.

33. Upon receipt of the petition and any dispute as to its constitutionality resolved (as per the Constitution) the Executive Committee shall authorise notice to be given of the referendum within five College days of the petition being received.

34. The referendum shall be held between twenty and twenty-five College days of notice having been given.

35. If notice has been published within twenty College days of the end of a term, the Executive Committee may hold the referendum in the first twenty College days of next term.

36. The Executive Committee shall act as the elections committee, and the President as returning officer. The President may appoint another returning officer if approved by the Council.

37. The Executive Committee shall organise a fair and balanced debate which shall take place not less than two and not more than five College days prior to the vote. All College and Union media must be equally available to both sides of the referendum.

G. Campaigning and Publicity

General publicity

38. The returning officer is responsible for ensuring the election is publicised in advance of nominations.

39. In any election or referendum publicity including, but not limited to Felix, Media Group media, FSA 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.
40. All media or newsletters 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

41. 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.
42. 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.
43. No form of Union or College insignia shall appear on any candidate’s publicity material.
44. Campaign publicity, including flyers, shall be removed from the line of sight and six metres of all ballot boxes.

H. Hustings

45. There shall be hustings in all Union elections, to which all candidates are invited to speak and answer questions.
46. 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.
47. 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.

I. New Election

48. 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.
49. 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.
50. In the event that New Election commits an unfair practise as described in section 73 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

51. There shall be a Returning Officer for each election who shall be responsible for the fair and efficient conduct of that election.
52. 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

53. 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, 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.
54. 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 section 5652), who may confirm the appointment or nominate an alternative.

Definition of "supervisory authority"

55. The supervisory authority is there to oversee elections and step in, in exceptional circumstances, to ensure to election is run fairly.
56. 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).

57. An authority is exercisable as a standing order or policy, or just invoked for a particular election.

58. An authority listed lower down in section 56.2 over-rules 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.

59. If the President is the returning officer, a candidate or otherwise not impartial, his position as an authority in 56.2 shall be struck out for that election.

**Elections Committees**

60. 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.

61. 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.

62. 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.

63. 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**

64. 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**

65. A candidate has the right to send an observer, or at the discretion of the returning officer be present himself at the count.

66. 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**

67. The returning officer (or elections committee if there is one) may appoint deputies or assistants and allocate duties to them.

68. 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**

69. The Returning Officer, any deputies or assistants and members of an elections committee may not vote or participate in any part of the election except in furtherance of their duties.

70. 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**

71. 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.

72. Objections may be based on unfair practices by candidates or the unconstitutional running of the election by the returning officer.

73. 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
74. 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.
75. 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 practises
76. It is an unfair practise to
1. infringe the Union Constitution, regulations or elections policy,
2. disobey instructions of the returning officer or elections committee in carrying out 76.1,
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 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, and to
11. tamper with any ballot box used in the election or submission of electronic votes.

77. An unfair practise may result in action being taken under the Disciplinary Policy as well as action within the terms of this regulation. Unfair practises in referenda or sabbatical elections may be referred by the President directly to the College Discipline Committee.

Deposits
78. 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.
79. The cash deposit as authorised shall be required from each candidate at the close of nominations.
80. The deposit may be partially or totally withheld by the elections committee for unfair practises detailed in section 76.77.

Enforcement and remedies
81. 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.
82. The returning officer (or the elections committee if there is one) shall be able to
1. ratify the election,
2. order the election to be re-run,
3. partially or totally withhold a candidate’s deposit (see section 80),
4. disqualify a candidate (subject to appeal as in sections 86-91 below), or
5. disregard all the papers in a ballot box, or submission of electronic votes from a particular source (this decision is to be taken before the count commences).
83. The election shall be re-run (under section 82.2) if the election has been run unconstitutionally. If the breach 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.
84. If ballot boxes or 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.
85. The returning officer may (and must if the votes affected exceed one-fifth of all ballots cast) order the election to be re-run under section 82.2.

Appeals panel
86. 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.
87. 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.
88. 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.
89. In elections, the appeals panel shall be the Executive Committee, with further appeal to the Council, whose decision is final.

90. In referenda, the appeals panel shall be the Council, with General Meeting having the right to refer back a decision to the Council as per the Constitution. The decision of the Council after ten College days, or in any case after General Meeting has referred a matter back once shall be final.

91. The appeals panel or its appellate committee may exercise any rights vested in the returning officer or elections committee and review or amend any of their decisions.

**Setting aside election results**

92. 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.

93. 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.

94. 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 (Finance & Services),
iv. Deputy President (Clubs & Societies),
v. Deputy President (Education & Welfare),

Non-sabbatical Officers
vi. President of the Faculty of Engineering Students Association City & Guilds College Union,

vii. President of the Faculty of Life Sciences Students Association Imperial College Faculty of Life Sciences Students’ Union,

viii. President of the Faculty of Medicine Students Association Imperial College School of Medicine Students' Union,

ix. President of the Faculty of Physical Sciences Students Association Imperial College Faculty of Physical Sciences Students’ Union,

x. Arts and Entertainments Board Chair,
xi. Athletic Clubs Committee Chair,
xii. Departmental Societies Committee Chair,
xiii. Media Group Chair,
xiv. Overseas Students Committee Chair,
xv. Recreational Clubs Committee Chair,
xvi. Royal School of Mines Committee Chair,
xvii. Silwood Park Chair,
xviii. Social Clubs Committee Chair,
xix. Wye Union Society President,
xx. Equal Opportunities Officer,
xxi. Community Action Group Chair,
xxii. Rag Chair,

xxiii. Welfare Campaigns Officer

xxiv. Faculty of Engineering Students Association City & Guilds College Union Welfare Officer,
xxv. Faculty of Life Sciences Students Association Imperial College Faculty of Life Sciences Students’ Union Welfare Officer,
xxvi. Faculty of Medicine Students Association Imperial College School of Medicine Students’ Union Welfare Officer,
xxvii. Faculty of Physical Sciences Students Association Imperial College Faculty of Physical Sciences Students’ Union Welfare Officer,
xxviii. The Faculty of Engineering Students Association City & Guilds College Union Education Representative,
xxix. Faculty of Life Sciences Students Association Imperial College Faculty of Life Sciences Students’ Union Education Representative,
xxx. Faculty of Medicine Students Association Imperial College School of Medicine Students’ Union Education Representative,
B. The Executive Committee

2. The Executive Committee shall consist of:
   1. the Sabbatical Officers,
   2. the Presidents of the Faculty Student Association Faculty Unions, and
   3. Six Ordinary Members.

3. Two of the six Ordinary Members shall come from the following Two categories respectively:
   1. Chairs of Clubs and Society Committees, which are: the Chairs of the Arts & Entertainments Board, Athletics Clubs Committee, Departmental Societies Committee, Overseas Students Committee, Media Group, Recreational Clubs Committee, Royal School of Mines Committee, Silwood Park, Social Clubs Committee, and the President of the Wye Union Society,
   2. Academic representatives, which are: the Faculty Education Representatives and the Faculty Research Representatives.

4. Remaining Ordinary Members may be drawn from the full membership of the Council.

5. The Executive Committee shall be chaired by the Council Chair, or the President in his or her absence.

6. 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 Trading and Services Committees

Overview

7. The Trading and Services Committees shall be responsible for monitoring the performance of the trading outlets, services and retail facilities of the Union.

8. 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.

9. The Trading and Services Committees may determine commercial policy within their area of responsibility in line with Union Policy and operational policy.
General

10. There shall be three Trading and Services Committees: the Trading, Services and Retail Committees.

11. 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.

12. Each committee shall invite the Union Manager, Finance Manager, Marketing Manager and Union Honorary Senior Treasurer or their nominees as permanent observers.

13. 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

14. Responsibility for monitoring the performance of the Union’s bar, catering, entertainment provision and gaming and vending machines shall be delegated to the Trading Committee.

15. The Trading Committee shall approve commercial policy on the operation, marketing and integration of the Union’s catering, entertainment provision and gaming and vending machines, provided it does not conflict with Union or operational policy.

16. The Trading Committee shall consist of:
   1. The Sabbatical Officers,
   2. A representative from each Faculty Students Association Faculty Union, and
   3. Four ordinary members elected by Council from the Full Membership of the Union.

17. The appropriate staff members determined by the President, as advised by the Union Manager, shall have permanent observer status and shall present reports detailing activities within their areas of responsibility. Bar Manager, Events Manager and Catering Manager shall also have permanent observer status, and shall present reports detailing activities within their area of responsibility.

Services Committee

18. 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.

19. 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.

20. The Services Committee shall consist of:
   1. The Sabbatical Officers,
   2. A representative from each Faculty Students Association Faculty Union, and
   3. Four ordinary members elected by Council from the Full Membership of the Union.

21. The appropriate staff members determined by the President, as advised by the Union Manager, shall have permanent observer status and shall present reports detailing activities within their areas of responsibility.

   The Office Manager, Union Advisor and Resource Centre Administrator shall also have permanent observer status, and shall present reports detailing activities within their area of responsibility.

Retail Committee

22. Responsibility for monitoring the performance of the Union Shop and Newsagent shall be delegated to the Retail Committee.

23. The Retail Committee shall approve commercial policy on the operation of the Union Shop and Newsagent, providing it does not conflict with Union or operational policy.

24. The Retail Committee shall consist of:
   1. The Sabbatical Officers,
 Council  
9th July 2004

2. A representative from each Faculty Students Association Faculty Union, and
3. Four ordinary members elected by Council from the Full Membership of the Union.

25. Appropriate staff members determined by the President, as advised by the Union Manager, shall have permanent observer status and shall present reports detailing activities within their areas of responsibility.

25. The Retail Manager shall also have permanent observer status, and shall present reports detailing activities within his or her area of responsibility.

D. **The Student Activities Committee**

**Powers and responsibilities**

26. The Student Activities Committee oversees all student activity in the Union, excluding commercial and welfare matters, and including clubs, societies, Rag, Community Action Group and the central activities of Faculty Students Association Faculty Union and Club and Society Committees.

27. The Student Activities Committee shall allocate funding to the clubs, societies, Rag, Community Action Group and the central activities of Faculty Students Association Faculty Union and Club and Society Committees, according to Union or operational policy, in particular the Union’s policy on the fair allocation of resources.

28. The Student Activities Committee shall consider and make recommendations on policy relating to clubs and societies before approval by the Executive Committee or Council. It may exercise any policy powers delegated to it.

29. The Student Activities Committee shall consider best practice on running of student activities. It shall also be a forum for the resolution of disputes among clubs and societies.

30. The Student Activities Committee shall report its business for approval by the Executive Committee and then the Council.

**Membership**

31. The Student Activities Committee shall consist of:
   1. The Sabbatical Officers, and
   2. The Chairs or Presidents and Honorary Junior Treasurers of the Faculty Students Association Faculty Unions;
   3. Clubs and Societies Committees,

32. The Student Activities Committee shall be chaired by the Council Chair, or the Deputy President (Clubs and Societies) in his or her absence.

33. The Chairs or Presidents and Honorary Junior Treasurers shall exercise one vote between them.

34. The Union Manager and other appropriate staff members determined by the President, as advised by the Union Manager, shall have permanent observer status, Finance Manager and the Student Activities Coordinator shall be permanent observers.

35. The Deputy President (Clubs and Societies) shall be responsible for compiling and circulating the papers and setting the agenda. The Deputy President (Finance and Services) shall be responsible for administering all aspects of the committee relating to finance and allocation of funding.

**Meetings**

36. The Student Activities Committee shall meet at least once per month during term time.

37. An emergency meeting of the Student Activities Committee may be called by
   1. A Sabbatical Officer,
   2. Five members of the committee,
   3. The committee itself, the Executive Committee or the Council, or
   4. Thirty Full Members of the Union.
E. The Clubs and Societies Committees

Names
38. The Clubs and Societies Committees shall be the:
   1. Arts & Entertainment Board,
   2. Athletics Clubs Committee,
   3. Departmental Societies Committee,
   4. Overseas Students Committee,
   5. Media Group,
   6. Recreational Clubs Committee,
   7. Royal School of Mines Committee,
   8. Silwood Park,
   9. Social Clubs Committee, and the
   10. Wye Union Society.

General
39. The Clubs and Societies Committees shall provide for the co-ordination and
development of student activity within their clubs and societies or central activities.
40. 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
41. In addition the Silwood Park Committee, Wye Union Society and Overseas Students
Committee shall consider welfare and academic affairs issues relating to 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
42. The Silwood Park Committee and the Wye Union Society shall operate under their
own constitutions, and as such section 43 does not apply to them except as it may
be incorporated into their own constitutions and standing orders.
43. Club and Society Committees (except Silwood Park and Wye 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 matter within the competence of the committee.
44. Constitutions or standing orders shall be approved by the Executive Committee
upon recommendation by the Student Activities Committee. A decision to approve
or reject a standing order amendment may be overturned by the Council.
45. The Chair or President of the Club and Society Committee shall make
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
46. The President’s Committees shall be the:
   1. Academic Affairs Committee,
   2. Accommodation Committee,
   3. Colours Committee,
   4. Community Action Group,
   5. Health and Safety Committee,
   6. House Committee,
Council  
9th July 2004

7. Research Students Group,
8. Rag Committee,
9. Student Development Committee, and the
10. Welfare Committee.

47. The Council may create other President’s Committees for different purposes.

Academic Affairs Committee

48. The Academic Affairs Committee shall consider any matter concerning the academic courses at the College, concerns in particular Departments, Schools or Centres, and issues affecting the academic concerns of students as a whole.

49. It shall consist of:
   1. The Sabbatical Officers,
   2. A representative appointed by the Overseas Students Committee.
   3. Faculty Students Association
   4. Faculty Union
   Education Representatives, and
   5. Faculty Students Association
   Research Representatives.

50. It shall be chaired by the Deputy President (Education and Welfare), and have a quorum of six voting members.

51. It shall meet once per month during term time. An emergency meeting may be called by a Sabbatical Officer or six members.

Accommodation Committee

52. The Accommodation Committee shall consider the provision of accommodation to Imperial College students both within and outside the College.

53. It shall consist of:
   1. The Sabbatical Officers,
   2. A representative appointed by the Overseas Students Committee,
   3. A representative appointed by the Postgraduate Group, and
   4. One representative from each Hall of Residence in the College.

54. The College Residences Manager or his or her nominee shall be a permanent observer.

55. It shall be chaired by the Deputy President (Education and Welfare), and have a quorum of six voting members.

56. It shall meet twice per term. An emergency meeting may be called by a Sabbatical Officer or six members.

Colours Committee

57. The Colours Committee shall consider recommendations for the Colours and Awards of the Union, in accordance with Union policy.

58. It shall consist of:
   1. The Sabbatical Officers,
   2. The Presidents of the Faculty Students Association
   3. Faculty Union
   Education Representatives, and
   4. Chairs or President of the Club and Society Committees.

59. It shall be chaired by the President, with a quorum of six members, and meet as required under Union policy.

Community Action Group

60. Community Action Group shall provide the opportunity for Full Members of the Union to carry out voluntary work in the local community.

61. 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.

62. The officers of the committee (except the Chair) shall be elected at, and by an Annual General Meeting of the committee, to be held before the Union’s Annual General Meeting. Vacancies may be filled at another meeting.
63. It shall be chaired by the Community Action Group Chair, and have a quorum of half the committee.

64. It shall meet at least once per term. An emergency meeting may be called by the Chair or five members.

65. The committee shall adopt or amend standing orders by a two-thirds majority, 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**

66. The Health and Safety Committee shall consider and monitor Health and Safety issues in the Union, and shall advise on the appropriateness and adequacy of current Health and Safety policies and practices.

67. It shall consist of:
   1. The Sabbatical Officers,
   2. A representative appointed by each Faculty Students Association, and
   3. A representative appointed by each Club and Society Committee, except Silwood Park and Wye Union Society.

68. The Union Manager and not less than three other appropriate staff members determined by the President, as advised by the Union Manager, shall have permanent observer status.

69. It shall be chaired by the Deputy President (Clubs and Societies) and shall have a quorum of six voting members.

70. It shall meet at least once per term. An emergency meeting may be called by a Sabbatical Officer or three members or permanent observers.

**House Committee**

71. The House Committee shall consider the management, maintenance and usage of the Union Building, and management and usage of other areas in the College which are the management responsibility of the Union under the terms of the Memorandum of Understanding; it shall be allocated a budget for these purposes.

72. The House Committee shall consider Health and Safety issues in relation to its areas of responsibility. The House Committee shall not consider those aspects of the trading and retail facilities of the Union that fall under the Trading and Retail Committees.

73. The House Committee shall consist of:
   1. The Sabbatical Officers, and
   2. Four ordinary members elected by the Council from the Full Membership.

74. Appropriate staff members determined by the President, as advised by the Union Manager, Finance Manager, Student Activities Co-ordinator and Events Manager shall have permanent observer status.

75. It shall be chaired by the Deputy President (Finance and Services) and shall have a quorum of five voting members.

76. It shall meet at least twice per term. An emergency meeting may be called by a Sabbatical Officer or three members.

77. The Deputy President (Finance and Services) shall report its business to the Executive Committee and then the Council for approval.

**Research Students Group**

78. The Research Students Group shall consider the welfare, academic, involvement and other issues related specifically to postgraduate students, whether on taught or research degrees.

79. It shall consist of:
   1. The Sabbatical Officers,
2. Faculty Students Association Faculty Union Research Representatives, Faculty Students Association Faculty Union Research Representatives,
3. Such additional members as the committee may co-opt.

80. It shall be chaired by the President, with a quorum of five voting members.
81. It shall meet at least once per term. An emergency meeting may be called by a Sabbatical Officer or four members.

Rag Committee

82. The Rag Committee shall co-ordinate and promote charity events within the College and raise money for charity.
83. 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, upon the recommendation of the incoming committee.
84. 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 Students Association Faculty Union, and
   9. Such additional members as the committee may co-opt.
85. Only members of the committee who are not co-opted may vote to add or remove co-opted members.
86. 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 Union’s Annual General Meeting. Vacancies may be filled at another meeting.
87. It shall be chaired by the Rag Chair, and have a quorum of half the committee.
88. It shall meet at least once per month during term-time. An emergency meeting may be called by the Chair or five members.
89. 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).

Student Development Committee

90. The Student Development Committee shall consider the acquirement by Imperial College students of non-academic skills, the training necessary to acquire skills, and the provision of support to monitor skills development.
91. The Student Development Committee shall co-ordinate the provision of training and skills development in the context of student involvement in Union activity, both in clubs and societies, and welfare and academic representation.
92. It shall consist of:
   1. The Sabbatical Officers,
   2. The Faculty Students Association Education Representatives,
   3. The Faculty Students Association Research Representatives,
   4. The Presidents of the Faculty Students Associations, and
   5. The Chairs or President of the Clubs and Societies Committees.
   2. A representative appointed by each Faculty Union, and
   3. Four ordinary members elected by the Council from the Full Membership.
93. Appropriate staff members determined by the President, as advised by the Union Manager, shall have permanent observer status. The Student Activities Coordinator shall be a permanent observer.
94. It shall be chaired by the Deputy President (Clubs and Societies), or the Deputy President (Education and Welfare) in his or her absence, and have a quorum of six voting members.
95. It shall meet at least twice per term. An emergency meeting may be called by a Sabbatical Officer or six members.

**Welfare Committee**

96. The Welfare Committee shall consider the organisation and development of welfare activities in the interests of the students at Imperial College.

97. It shall consist of:
   1. The Sabbatical Officers,
   2. The Equal Opportunities Officer,
   3. Welfare Campaigns Officer,
   4. Faculty Students Association Welfare Officers,
   5. A representative appointed by the Overseas Students Committee, and
   6. A representative appointed by the Research Students Group.

98. It shall be chaired by the Deputy President (Education and Welfare), and have a quorum of six voting members.

99. It shall meet at least once per term. An emergency meeting may be called by a Sabbatical Officer or five members.

G. **The Faculty Students Association Faculty Unions**

**Names**

38. **The Faculty Students Associations shall be the:**
   1. Faculty of Engineering Students Association,
   2. Faculty of Life Sciences Students Association,
   3. Faculty of Medicine Students Association, and
   4. Faculty of Physical Sciences Students Association,

**General**

39. **The Faculty Students Association 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.

40. **The Faculty Students Association 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.

**Constitutions**

41. **Faculty Students Association Faculty Unions** have constitutions that 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 matter within the competence of the committee.

42. Constitutions shall be approved by the Executive Committee. A decision to approve or reject a constitution amendment may be overturned by the Council.

43. The President of the **Faculty Students Association Faculty Union** shall make 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.
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 set up under any Union rule, including Faculty Students Association, 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 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.
11. The Chair shall determine the order of the speeches, and all questions and contributions shall be made through the Chair. The Chair shall check the meeting is quorate before opening proceedings.
12. The meeting may pass a motion to overturn the Chair’s ruling by simple majority.
13. The Chair shall act to maintain the order of the meeting.

Chair’s action
14. The Chair of a committee does not hold a default right to act on behalf of the committee.
15. 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
16. The meeting may by two-thirds majority move, add to or delete items from the agenda during the course of the meeting.
17. No person may exercise a veto on admissibility of agenda items, unless in exercise of a clearly defined standing order.

Voting
18. Only Full Members of the Union may vote in any Union meeting.
19. 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.
20. The Chair may not vote in any meeting, except when the meeting is equally divided.
21. 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**

22. Any person present may request a count is held, the result of which shall be minuted.
23. 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.
24. 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.
25. If a meeting is split precisely between roll-call and ballot vote, roll-call vote takes precedence.

**Proxy Votes**

26. 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.
27. Notification of alternate membership must be presented in writing at the meeting.
28. No person shall hold more than one proxy vote.

**Joint posts**

29. 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).
30. 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**

31. Sections 19 – 28 (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**

32. The presence of half the committee’s voting members, vacant posts being ignored, constitute a quorum unless standing orders determine otherwise.
33. 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**

34. 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).
35. If a person resigning under the previous section holds ordinary membership of a committee (rather than a post qualifying them to sit on it) then their position is deemed vacant and an election held.
36. 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**

37. 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.
38. 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.

39. When a guillotine for the end of the meeting comes into force, all business after the item under discussion falls.

40. The meeting may by two-thirds majority suspend or revoke a guillotine.

Observer Status

41. Any Full Member of the Union shall have the right to observe any open meeting of the Union. Life, Honorary and Associate Members may attend with the Chair’s permission.

Closed Session

42. 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.

43. 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.

44. 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.

45. In all other circumstances a meeting may only be held in closed session with the prior approval of the Council or the Executive.

Staff

46. Union staff may attend meetings when permanent observers or at the invitation of the Chair with speaking rights only.

Disorder

47. The Chair may require an observer to leave upon repeated disorder or breach of standing orders.

48. 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.

49. 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

47. All provisions in Part B also apply to the Council and General Meetings.

48. Policy-making bodies and general meetings of any constituent part of the Union may choose to adopt these standing orders with appropriate modifications.

Involvement

49. 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

50. The Chair shall normally be the Council Chair.

51. 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.
52. 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.

53. 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.

54. 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.

55. 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.

56. 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.

57. 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

58. 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 to
   4. propose a procedural motion.

59. Only one motion or amendment may be debated at any one time.

60. 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.

61. 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.

62. A tabled motion or amendment may only be withdrawn with the consent of the meeting.

63. The Chair shall upon accepting any motion, 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.

64. 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

65. 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.

66. Every amendment shall be relevant to the motion.

67. 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.

68. 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.

69. 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

70. 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’.

71. 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.

72. 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.

Procedural motions

73. In addition to original motions, amendments and reports, the procedural motions
below may be proposed.

74. 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 two pluses (++) require a two-thirds majority.
   4. Motions with a hash (#) are irreversible once accepted.
   5. Motion h (&) 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).
   6. Motions with a ‘c’ may not be used at general meetings.

75. 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,
   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, & c
   j. To vote on a question as a secret ballot vote, ++ c
   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, +
   o. To adjourn the meeting, + #

76. 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.

77. Only points of order, information and privilege may interrupt another speaker. No
procedural motions or amendments may be proposed on these points.

78. 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.

79. 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.

80. 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.

81. 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

82. Members must think before voting.
Regulation 5 - Disciplinary Procedure

A. Jurisdiction
1. This 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.
2. All other unacceptable behaviour will be dealt with as per section 17.1 of the Constitution.
3. 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 or the Felix Editor.
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 or Council 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 Student Association, Faculty Unions, Club and Society Committees, Silwood Park, Wye, 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 by a Full Member of the Union and shall be seconded by twenty Full Members of the Union. The petition shall include the signatures and printed names, departments and years of the petitioners.
12. All motions of censure or no confidence 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.
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 the President or Council 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 motion must be passed by a two-thirds majority of those present and voting, and more than half those present and eligible to vote,
   7. A motion which having been voted on and rejected may not later be reconsidered by the Council (notwithstanding Regulation 4.75.k),
   8. 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 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 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 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 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.

Removal from membership of a committee

23. 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.

D. Appeal Procedure

24. Any person warned by under section 5 may appeal to the Council whose decision is final.
25. Any person censured or dismissed by the Council may give notice of appeal within two College days to the President or the Council 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 or Council 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). The Union annual accounts shall be approved by the Council and College Audit Committee prior to report to the College Council.

1. **Use of Union Funds**

   The Union subvention from College, monies raised by trading outlets and any other funds generated by Union-wide initiatives may not be used for:
   
   a. loans, grants or subsidies to individual students,
   
   b. 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,
   
   c. the benefit of individuals in any way that would not be equally available to the membership as a whole,
   
   d. donations to charitable causes, except where the Union authorises 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
   
   e. ultra vires payments as defined by the Attorney General.

2. **Budget Holders' Responsibility**

   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.

3. **Bank Accounts**

   a. 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 authorised in advance by Welfare Officer. Such accounts must be operated in accordance with Executive Committee policy.
   
   b. All Captains/Chairs/Presidents shall notify Executive Committee, at the first meeting of the year, of all bank accounts held and the names of cheque signatories.
   
   c. All cheque signatories other than Honorary Senior Treasurers shall be agreed in advance by the Deputy President (Finance and Services).

4. **Cheque signatories**

   a. For the Club and Society Committees (CSCs) listed in Section 13 of the constitution, each Honorary Senior Treasurer shall act as the sole cheque signatory for expenditure up to £750, and shall be joint cheque signatories with the President for all expenditure above £750.
   
   b. All other cheques shall be signed by the President and one of the three designated Union cheque signatories.
   
   c. In the absence of the President, the Union General Manager or one other of the three designated Union cheque signatories may sign on his/her behalf.
5. **Limits of Authority**
   a. No unauthorised member or employee may sign a contract or otherwise commit expenditure on behalf of the Union or any part thereof.
   b. Expenditure up to £150 may be authorised by a Club or Society Captain/Chair/President from their budget.
   c. A **Faculty Students Association** President or the Chair of a CSC committee or the Chair of a President’s Committee listed in Section 13 of the constitution may authorise expenditure up to £750 from their budget. In the absence of the Captain/Chair/President, the relevant Honorary Junior Treasurer may authorise expenditure on his/her behalf.
   d. The Managers of the Union trading outlets may authorise stock purchase and recurrent expenditure consistent with their budgets, and capital expenditure up to £750.
   e. The Deputy President (Finance and Services) shall authorise all other expenditure.
   f. In the absence of the Deputy President (Finance and Services), the Deputy President (Clubs and Societies) may give authorisation on his/her behalf, subject to subsequent notification to the Deputy President (Finance and Services) in writing. Such authorisations must be carried out in accordance with Executive Committee policy.
   g. In the absence of both the Deputy President (Finance and Services) and the Deputy President (Clubs and Societies), the Deputy President (Education and Welfare) may give authorisation on his/her behalf, subject to subsequent notification to the Deputy President (Finance and Services) in writing. Such authorisations must be carried out in accordance with Executive Committee policy.

6. **Orders**
   Orders of goods or services shall only be placed using an Imperial College Union order form.

7. **Loans to Staff**
   Loans to staff must not be made without the written permission of the Union Manager. Arrangements for repayment of such loans must be put in place before the funds are advanced.

8. **Long-term Commitments**
   Only the President jointly with the Union 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 part 5 of this appendix.

9. **Events**
   a. The limits of authority as defined in part 5 of this appendix shall be applied to the total of all expenditures relating to events organised on behalf of the Union.
   b. Prior authorisation shall be given in writing as set out in Executive Committee policy.
   c. The prior written approval of the Union Manager shall be sought for events where the total of all expenditure exceeds £1,500.

10. **Cash holding**
    No constituent part of the Union may hold cash without the prior written authorisation of the Deputy President (Finance and Services).

11. **Borrowing**
    The Union shall not borrow any external funds without the prior written authorisation of the Union Honorary Senior Treasurer.

12. **Guarantees and indemnities**
    The Union shall not give any guarantees or indemnities without the prior written authorisation of the Union Honorary Senior Treasurer.
13. **Supplies on credit**
   Goods and services shall not be issued on credit without prior approval from the Deputy President (Finance and Services).

14. **Inventories**
   It is the responsibility of all Union Officers and Club or Society Chairs to ensure that a full inventory of items of value, as defined by Executive Committee, is kept by that Club/Society/Union Committee/Faculty Students Association/Faculty Union, and shall be given to the President. The inventory shall be updated at the beginning of each academic session, and the President shall be informed when new or replacement equipment is purchased.

15. **Disposal of Union Assets**
   Equipment belonging to the Union or any constituent part thereof, shall not be sold without the prior written authorisation of the relevant budget holder, the President and a Deputy President. Authorisation shall only be granted after consultation with the Union Manager by the President or Deputy President (Finance and Services).

16. **Union Honorary Senior Treasurer**
The appointment of the Union Honorary Senior Treasurer shall be determined by Council on the advice of the Deputy President (Finance and Services) and approved by the Rector or his/her nominee and s/he shall:
   a. approve and monitor the expenditure of the Union budget on behalf of the Governing Body,
   b. act as cheque signatory for the main Union bank account and be empowered to sign cheques in the absence of other Honorary Senior Treasurers,
   c. ensure, on behalf of the College, that the Union Financial regulations are observed,
   d. be an observer of Executive Committee, Trading, Services and Retail Committees, and
   e. 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.

17. **Committee and Faculty Students Association/Faculty Union Honorary Senior Treasurers**
The appointment of an Honorary Senior Treasurer shall be determined by the Council on the advice of the relevant Faculty Students Association/Faculty Union/Committee President/Chair and s/he shall:
   a. act as cheque signatory to the relevant bank account,
   b. oversee all expenditure and bring any possible anomalies or discrepancies in the financial management of that Faculty Students Association/Faculty Union/Committee to the attention of the relevant President/Chair and the Union Honorary Senior Treasurer, and
   c. ensure that all books and financial records pertaining to the relevant account are submitted to the Union Finance Manager within 15 days of the end of the financial year.
### Regulation Seven – Reciprocal Agreements

A Reciprocal Member shall be accorded the amenities of Imperial College Union and other facilities available to Union Members, subject to the approval of the College or other organisation concerned, save that no Reciprocal Member shall be entitled to participate in the government or be represented by the Union or represent the College in athletic sports. A valid Student’s Union identification card is necessary whilst on the premises. The Reciprocal Member shall be bound by the rules and regulations of Imperial College Union.

Imperial College Union currently holds Reciprocal Membership Agreements with the following Student’s Unions/Guilds/Associations of Universities, Colleges of Higher Education etc.

| Barking College of Technology | Loughborough University | Open University |
| Birmingham University         | Lowestoft College of Education | Oxford University |
| Bolton Institute              | Manchester Metropolitan University | Queen Margaret College |
| Brunel University             | High Wycombe College | Queen Mary and Westfield College |
| Cambourne School of Mines     | Hitchin College of Higher Education | Reading University |
| Cambridge University          | Hull University | Royal Free Medical School, London |
| Cardiff University            | Institute of Cancer Research | Royal Holloway College |
| City University               | King’s College, London | Salford University |
| Dundee University             | L’Institute Français | Sheffield University |
| Edinburgh University          | Lancaster University | SOAS |
| EF International School of English | Leeds University | Southampton University |
| Essex University              | Leeds Metropolitan University | SSEES |
| Falmouth School of Art and Design | London College of Music | St. Thomas and Guy’s Hospital |
| Glasgow Caledonian University | London School of Economics | St. Mary’s Twickenham |
| Glasgow University            | Nene College | St. Nicholas Montessori College |
| Goldsmiths College, London    | NE Wales Institute of Higher Education | |
| Heriot-Watt University        | Education | |
INTRODUCTION

1. In December 2001, the Council approved amendments to Regulation A6 resulting from the creation of Faculties. In essence, these amendments provided for the Deans of the Royal College of Science, the Royal School of Mines, the City and Guilds and the School of Medicine to be re-aligned with the Faculties, thus creating the two Deans of the Faculty of Engineering, the Dean of the Faculties of Life Sciences and Physical Sciences, and the two Deans of the Faculty of Medicine. This re-alignment also took account of the home Departments of the currently appointed Deans: The Deans of the Royal School of Mines and of the City and Guilds at that time were both Engineers, the Dean of the Royal College of Science was a Chemist and the Medical Deans were Medics.

THE CURRENT POSITION

2. The Deans then in post transferred to the new Deanships in accordance with the transitional arrangements included in the Regulations. In September 2003, the term of office of the Dean of the City & Guilds expired and Professor RI Kitney was appointed to the vacancy for a Dean of Engineering.

3. The term of office of the other Dean of Engineering (formerly the Dean of Royal School of Mines), Professor AJ Monhemius, is due to expire on 31 August this year. This has provided an opportunity to give further consideration to the best fit of the Deans with the Faculties so as to ensure that all academic staff are represented by an appropriately appointed Dean and to provide an adequate number of Deans to undertake the responsibilities assigned to them.

4. A question has also arisen regarding the electoral constituencies for these posts. The Regulation now states that the term “constituency refers to the Faculties of Engineering, Life Sciences, Physical Sciences and Medicine”. This definition would appear to exclude those academic staff outside the Faculty structure from taking part in elections.

PROPOSED CHANGES

5. At its meeting on 25 June the Management Board considered a number of options for the alignment of the Deans with the Faculties and decided that there should be a single elected Dean for each of the Faculties of Engineering, Life Sciences and Physical Sciences, with the Faculty of Medicine retaining its two Deans. It also decided that an additional Dean should be appointed to serve a new constituency consisting of the Tanaka Business School and the Humanities Programme.

6. The procedures for the definition and election of Deans are established by Regulation A6 (Deans), which will now need to be amended in line with the new structure agreed by the Management Board. At the same time, it has been decided to clarify the
election arrangements by including an extended definition of the constituencies for the election of Deans.

7. Furthermore, because the existing Deans have been assigned to the Faculties in accordance with the present Regulation, there will also be a need to amend the transitional arrangements. The new arrangements for each Faculty will be as follows:

   a. **Engineering.** As he was elected to this post, Professor Kitney should continue as the Dean of Engineering. However, on the expiry of Professor Monhemius's term of office as the other Dean of Engineering on 31 August 2004, this post will disappear.

   b. **Life Sciences and Physical Sciences.** Professor Phillips is currently the Dean of the Faculties of Life Sciences and Physical Sciences. On the expiry of his term of office on 31 August 2005, elections will be held for the appointment of separate Deans for the Faculty of Life Sciences and for the Faculty of Physical Sciences.

   c. **The Tanaka Business School and the Humanities Programme.** An election should be held for the Dean of the Tanaka Business School and the Humanities Programme as soon as these amendments have been approved.

**APPROVAL**

8. The Council asked to consider and, if it sees fit, approve the proposed amendments to Regulation A6.

K.A.M.
This Regulation applies to the Deans of the Faculties of Engineering, Life Sciences, Physical Sciences and Medicine and to the Dean of the Tanaka Business School and the Humanities Programme, excluding the ‘Campus Deans’.

In the following text, the term “constituency” refers to the Faculties of Engineering, Life Sciences, Physical Sciences and Medicine.

Introduction

1. Deans are full-time Professors of the College who, having been elected by the senior academic members of their constituency, enjoy the confidence of their colleagues and may therefore be expected to act as a conduit for academic opinion which complements that coming through the normal management structure.

2. Deans are not members of ‘line management’ and do not, for example, stand between the Rector, the Principals of the Faculties and Heads of Department or Heads of Division. Thus Deans have an essentially non-executive role as spokesmen or spokeswomen and advisors, although a number of specific administrative responsibilities are also assigned to them.

3. Subject to the transitional arrangements there will be two elected Deans for each of the Faculties of Engineering, a single elected Dean for the Faculties of Life Sciences and Physical Sciences together, an elected Dean for the Tanaka Business School and the Humanities Programme and two elected Deans for the Faculty of Medicine, one being a clinical Professor and one being a non-clinical Professor.

Constituencies

4. The Constituency for the election of the Dean for the Faculty of Engineering shall comprise the Faculty of Engineering, that is the Departments of Aeronautics, Bioengineering, Chemical Engineering and Chemical Technology, Civil and Environmental Engineering, Computing, Earth Science and Engineering, Electrical and Electronic Engineering, Materials, Mechanical Engineering, the Institute for Biomedical Engineering and IC-Parc.

5. The Constituency for the election of the Dean for the Faculty of Life Sciences shall comprise the Faculty of Life Sciences, that is the Departments of Agricultural Sciences, Biological Sciences, and Environmental Science and Technology.
6. The Constituency for the election of the Dean for the Faculty of Physical Sciences shall comprise the Faculty of Physical Sciences, that is the Departments of Chemistry, Mathematics, and Physics, the Centre for the History of Science, Technology and Medicine and the Institute of Mathematical Sciences.

7. The Constituency for the election of the Dean for the Tanaka Business School and the Humanities Programme shall comprise the Tanaka Business School and the Humanities Programme.

8. The Constituency for the election of the Deans for the Faculty of Medicine shall comprise the Faculty of Medicine, that is the Divisions of Biomedical Sciences, Diagnostics and Investigative Sciences, Medicine, Neuroscience and Psychological Medicine, Paediatrics, Obstetrics and Gynaecology, Primary Care and Population Health Science, Surgery, Anaesthetics & Intensive Care, the National Heart and Lung Institute, the Kennedy Institute of Rheumatology, and the Clinical Sciences Centre.

Election of Deans

9.4 Deans shall be elected by the full-time Professors, Readers and Senior Lecturers of their respective constituencies. In the case of the Faculty of Medicine, a Vice-Principal will be eligible to vote whether or not the holder of the office is a full-time Professor, Reader or Senior Lecturer of the College.

10.5 Deans shall serve for a period of three years commencing on 1 September. A former Dean is eligible for re-election after one period out of office except that, where an outgoing Dean has served for less than one half of the normal period of three years having been elected to complete a term of office relinquished early by another Dean, he/she is eligible for the ensuing period of office. A Dean may not hold office concurrently as Pro Rector, Principal, Head of Department or Division, Deputy Principal or Vice-Principal.

11.6 The election for a Dean shall be conducted by the Director of Human Resources during the second term of the final year of office of the retiring Dean. Notice of election is given to the Senate at its Spring Term meeting when the date by which nominations are required is announced. The Director of Human Resources issues a letter to the electorate on the day following the Senate Meeting giving notice of the election and the date by which nominations must be received.

12.7 Each candidate shall be proposed and seconded by members of the relevant electorate who must first obtain the consent of the nominee. If there is more than one nomination, voting shall be by secret ballot using official voting slips and envelopes issued by, and for return to, the Director of Human Resources. Each elector is allowed to vote for one candidate only. The Director of Human Resources shall declare the result on the basis of the number of votes cast and announce it on the first working day following the closing date.

13.8 In the event of a tie, the Director of Human Resources shall:

a. Ascertain whether one or other of the candidates wishes to withdraw;

b. If not, conduct a second election amongst the same electorate, with only those who have tied being included as candidates;
In the event of a second tie, the Director of Human Resources will conduct a second ballot amongst the Pro Rectors and the existing Deans only.

14.9 If a casual vacancy occurs, the Director of Human Resources shall proceed to hold an election as soon as practicable. The incoming Dean will then complete the term of office of the retiring Dean and may be subsequently eligible for election for a further term of three years (see Paragraph 510 above).

Specific Duties of All Deans

15.10 Deans have specific roles, which are recorded in College policy documents.

Committee Membership

16.11 Deans are ex officio members of the Court, Senate, Academic Promotions Committee and the Fellowships Sub-Committee of the Council and attend Heads of Department/Division meetings. A Dean is also eligible for nomination to be a representative of the Pro Rectors, Principals, Deans and Vice-Principals on the Council and may be co-opted on to other committees.

17.12 Deans, except those of the Faculty of Medicine, are ex officio members of the Graduate Studies Committees. The appropriate Deans chair the Engineering Studies, Medical Studies and Science Studies and the Faculty Post-Graduate Committees.

Other Matters

18.13 In accordance with their role as stated in Paragraph 1 above, Deans may be asked, by the Rector, from time to time to sit on, or chair, committees or working parties and to undertake other ad hoc tasks.

Transitional Arrangements

19.14 These Regulations shall take effect from 1 January 2002.

20.15 The person who immediately before 1 January 2002 was elected as Dean of the Royal College of Science shall be deemed to have become the Dean of the Faculties of Life Sciences and Physical Sciences until his current term of office expires. On the expiry of this term of office, elections will be held for the appointment of separate Deans for the Faculty of Physical Sciences and for the Faculty of Life Sciences.

21.16 The persons who immediately before 1 January 2002 were elected as the Deans of the Royal School of Mines and the City & Guilds College shall be deemed to have become the Deans of the Faculty of Engineering until their current terms of office expires. On the expiry of the term of office of the Dean of the City & Guilds College, an election will be held for the appointment of the Dean of the Faculty of Engineering.

22.17 Those persons who immediately before 1 January 2002 were elected as Deans of the Imperial College School of Medicine shall be deemed to have become the Deans of the Faculty of Medicine until their current term of office expires.