

IMPERIAL COLLEGE LONDON

ORDINANCE A4

**STATEMENT OF PRIMARY RESPONSIBILITIES AND
DELEGATION OF POWERS OF THE COUNCIL**

STATEMENT OF PRIMARY RESPONSIBILITIES

1. The Council's principal responsibilities are:
 - a. To approve the mission and strategic vision of the College, its long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of the College's stakeholders.
 - b. To safeguard the good name and values of the College.
 - c. To appoint the President as the College's chief executive, and to put in place suitable arrangements for monitoring his or her performance.
 - d. To appoint other executive members of the Council as specified in the Statutes.
 - e. To delegate authority to the President, as chief executive, as advised by the President's Board, for the academic, corporate, financial, estate and human resource management of the College. And to establish and keep under regular review the policies, procedures and limits within such management functions as shall be undertaken by and under the authority of the President.
 - f. To assess risk to the College and to position its management and mitigation
 - g. To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls, risk assessment, and procedures for handling internal grievances and for managing conflicts of interest.
 - h. To ensure that processes are in place for regular monitoring and evaluation of the performance and effectiveness of the College against its approved plans and key performance indicators, and that where possible and appropriate, these are benchmarked against other comparable institutions.
 - i. To conduct its business in accordance with best practice in higher education corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life.

- j. To be the principal financial and business authority of the College, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall responsibility for the College's assets, property and estate.
- k. To be the College's legal authority and, as such, to ensure that systems are in place for meeting all the College's legal obligations, including those arising from contracts and other legal commitments made in the College's name.
- l. In accordance with the College's Charter and Statutes, to act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the College.
- m. To ensure that the College's Charter and Statutes are adhered to at all times, with appropriate advice available to enable this to happen.
- n. To be the employing authority for all staff in the institution and to be responsible for establishing the College's human resources strategy.
- o. To establish processes to monitor and evaluate the performance and effectiveness of the Council itself.
- n. To appoint a Clerk to the Council and ensure that, if the person appointed has managerial responsibilities in the institution, there is an appropriate separation in the lines of accountability.

DELEGATION OF POWERS

2. The delegation of Powers of the Council is defined in Statute 3(6) of the College's Statutes as follows:

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

3. Pursuant to Statute 3(6), the Council has determined that the following matters may not be delegated to its committees or its officers except by resolution of the Council:

- a. Final approval of the College's Strategic Plan.
- b. Final approval of the College's Annual Budget.
- c. Final approval of the College's audited Annual Financial Statements.
- d. Final approval for any capital project with a total value of more than £30M.

- e. Final approval of purchases or disposals of assets, land or buildings exceeding £30M in value, other than Non-Core Assets held within the Endowment.
- f. Final approval, prior to drawdown, of any borrowing facility exceeding £30M.
- g. Final approval of the College's Investment Policy.
- h. The appointment of the President.
- i. The appointment of the Provost and the other members of the Senior Staff appointed to the Council.
- j. The appointment of the Chairman of the Endowment Board;
- k. The appointment of the Clerk to the Council and of the College Secretary.

CHAIRMAN'S ACTION

- 4. Pursuant to Statute 3(6) the Chairman shall have delegated powers to act on the Council's behalf between its scheduled Meetings on:
 - a. Items of routine business that would not normally merit discussion at a meeting of the Council;
 - b. Matters relating to the implementation of policies that have already been approved by the Council.
- 5. Where an issue arises which, in the view of the Chairman, is too urgent and important for consideration to be deferred until the next scheduled Meeting of the Council, the Chairman shall have delegated authority to take action on the Council's behalf. Such action may, at the discretion of the Chairman, take the form of:
 - a. Calling a Special Meeting of the Council;
 - b. Consulting with the Members of the Council by correspondence;
 - c. Taking Chairman's action.
- 6. In all cases, the Chairman will exercise great care before taking action on behalf of the Council, and will consult with the Clerk to the Council on the most appropriate course of action. Chairman's action on matters of importance will be taken only where delaying a decision would disadvantage the College.
- 7. Where the Chairman has exercised his or her delegated authority to act on behalf of the Council, a written report on the action taken will be made to the next scheduled Meeting of the Council which shall give its formal endorsement or otherwise to the action.

Approved by the Council: 23 March 2007

Effective from 8 July 2007

Revisions approved by the Council: 13 July 2007

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Revisions approved by the Council: 12 May 2017

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