

IMPERIAL COLLEGE LONDON

ORDINANCE A5

CONFIDENTIALITY AND THE DECLARATION OF MEMBERS' INTERESTS

CONFIDENTIALITY

1. The Minutes of the Council will be made available to the Members of the College after they have been confirmed by the Council and signed by the Chairman.
2. Papers presented at meetings of the Council remain confidential to members of the Council until the Minutes of the Meeting at which they were considered are published. Papers which contain information which is commercially sensitive or confidential, or which are concerned with reserved areas of business will remain confidential until such time as the Chair of the Council or the Clerk determine otherwise.
3. Subject to the above, members of the Council may discuss items on the agenda of a Council meeting with non-members in a general way and on a confidential basis prior to that meeting.

DECLARATION OF MEMBERS' INTERESTS

4. Members of Council and/ or of Council Committees and senior officers of the College are required to make an annual Declaration of Interests with respect to their own financial and non-financial interests and those of their close family, spouse or partner. A nil return shall be made where appropriate. Any subsequent material changes to the information supplied must be notified to the Clerk to the Council as soon as they occur.
5. The Register of Interests will be held in the Clerk's Office and may be consulted by prior arrangement.
6. Any member who believes that he or she may have a direct or indirect personal or financial interest in any matter under discussion at a meeting of the Council or of the Court or of a Council Committee shall state that interest at the earliest opportunity, normally to the Chairman or to the Clerk or Secretary prior to the meeting or, if necessary, at the appropriate point during the meeting, whether or not such interests have been recorded in the Register of Interests. Such declarations shall be recorded in the Minutes.
7. Members declaring an interest should withdraw from the meeting when the relevant business is reached unless the Chairman invites them to stay. If members are invited to stay in the meeting, they may contribute to the discussion but are not entitled to vote unless the Chairman indicates otherwise. A member shall not be precluded from participating in

discussion of any item of business solely because he or she is an employee or student of the College; nor shall the restriction on involvement in matters of personal financial interest *per se* prevent any member from considering and voting on proposals to insure the Council and its members against any liabilities which it or they might incur.

8. Members should decline to participate in any committee or working party or other body where there is a possibility that a conflict of interest may arise on a regular basis.

Approved by the Council 23 March 2007

Effective from 8 July 2007

Revisions approved by the Council: 7 February 2014