



ILEX Professional Standards Ltd

Matters to be reserved to the Board

1. Strategy and Finance	
1.1	Responsible for the overall management of IPS, ensuring compliance with the objects of the Company
1.2	Approval of IPS's long term objectives and strategies. Any decisions relating to their implementation
1.3	Approve or amend budgets, including decisions on allocation of budget between individual programmes, operating costs and any central contingency in the light of guidance from the Chief Executive as to available resources.
1.4	Approve Protocols and methods of working with ILEX and other Stakeholders
1.5	Any decision, which alters a policy formally agreed by the Board
1.6	Decisions relating to legal proceedings against or on behalf of IPS
1.7	Decisions on the adoption of risk management policies.
1.8	Receiving reports on and reviewing the effectiveness of the risk management processes.
1.9	Decisions on the allocation of unforeseen income to a particular budget.
1.10	Review of performance in the light of the agreed strategy, objectives, business plans and budgets and ensuring that any corrective action is taken
2. Regulations and control	
2.1	Responsible for ensuring the registration of the Company and the provision of information to Companies House, as requested
2.2	Making recommendations to ILEX to change/amend the Company's objects, M&As etc
2.3	Approval of standing orders and the schedule of matters reserved for the Board.
2.4	Change or amend Standing Orders or reserved matters
2.5	Approve arrangements for dealing with complaints
2.6	Decisions on the creation, maintenance, terms of reference, leadership and membership of board committees.
2.7	Receive reports from board committees and ratify/reject any recommendations
2.8	Decisions to grant, or vary, power, role, responsibilities and

	authority levels to the Chief Executive; and in doing so specify by implication the ones that the Board reserves to itself.
2.9	Establish, review, amend approve key organisational policies
2.10	Approve protocols and MoUs between IPS and other organisations, review these where appropriate and approve revisions.
3. Appointments	
3.1	Decisions to appoint or remove senior staff following proper procedures agreed by the Board Members. Decisions on the timing of the appointment or removal of Directors.
3.2	Agree procedures for the effective evaluation of the Board and of individual Board Members
3.3	Approval and appointment of professional advisors and consultants and determine their remuneration
3.4	Decisions to appoint or remove the external auditors and to determine their remuneration
4. Contracts and Transactions	
4.1	Decisions to enter into any contracts of a gross value of more than £50,000, subject to the Chief Executive's advice.
4.2	Significant decisions relating to any transaction in which a Board member or a member of staff has a direct or indirect material interest.
4.3	Any matter where a Board Member or member of staff's personal interest might conflict with his, or her, duty to the IPS, e.g. procurement issues.
5. Regulatory Matters	
5.1	Referral of matters or issues to the LSB
5.2	Decisions on what matters should be reserved to the Board
6. Disclosure	
6.1	The approval of the Annual Report and Accounts.
6.2	Decisions on when and how to make key information public
6.3	PR Policy and decisions around image
7. Education	
7.1	To approve new qualifications, their components and associated assessment methodology.
7.2	To approve any substantive changes to qualifications, their components and associated assessment methodology.
7.3	To approve qualification and experience criteria proposed for admission to any new regulated membership grade.
7.4	To approve experience criteria for admission to regulated membership grades.

7.5		To approve the policy for granting exemption from units or qualifications awarded by ILEX.
7.6		To approve the policy for accrediting, monitoring and withdrawing accreditation from centres providing courses for ILEX qualifications.
7.7		To approve CPD regulations and requirements for ILEX members, arrangements for monitoring compliance by members and recognised CPD activities.

Approved: by the Board on 12 February 2009 and amended January 2010

For review: December 2011