

MINUTES OF THE PROCEEDINGS  
of the seventh meeting of  
the  
**Executive Committee**  
of the  
Imperial College Union  
in the 2009-2010 Session

The meeting of the Executive Committee was held in meeting room 6 of the  
Union Building on the 29<sup>th</sup> April 2010 at 6.00pm

**Present:**

President	Ashley Brown – Chair (AB)
Deputy President (Clubs & Societies)	Jenny Wilson (JW)
Deputy President (Education)	Jonathan Silver (JS)
Deputy President (Finance & Services)	Danny Hill (DH)
John James	Deputy President (Welfare)
Clubs and Societies Board representative	Andrew Mclellan (AMC)
Representation and Welfare Board representative	Chris Darby (CD)
GSA Chair	Ali Mozaffari
<b>Permanent Observer:</b>	
Governance and Administration Coordinator	Rebecca Coxhead (RC)
Operational Manager	Robin Pitt

**Observer:** Finance Manager Yildiz Kaya Forster, Alex Kendal President elect

**Apologies:** ICSMSU President Anil Chopra (AC), RCSU President Katya-Yani Vyas (KV), CGCU President Dan Lundy

**Not present:** Clubs and Societies Board representative Henry Debens, Representation and Welfare Board representative Tim Barrett

**1. CHAIRS BUSINESS**

**NOTED:**

- a) Building works for Phase III have started.
  - i. Db's is now closed for work.
  - ii. Investigations are currently occurring to remove the pillar.
  - iii. Phase III blog is being updated regularly.
  - iv. There have been no complaints from Beit Hall residents yet but have a contingency for this if it does occur; a meeting room in the east wing basement for study purposes.

**2. MINUTES FROM LAST MEETING – 26<sup>th</sup> February 2010**

**NOTED:**

- a) It was clarified that funding for the GSA is to come from Representation and Welfare Board.

**RESOLVED:**

- 1) To pass the minutes as a correct record.

**3. MATTERS ARISING**

**NOTED:**

- a) IScience contingency claim was passed through the Media Executive Committee and then topped up by Clubs and Societies Board.
- b) The server upgrade is taking place this week.
  - i. The new server is being housed in a room in college that has a safeguard on surges.

- ii. It was suggested that the Union should seek compensation from College for the 'blowing up' the Union server. AB to investigate.

**ACTION:**

1. **AB to discuss compensation from College for the server which blew up.**
  - c) There is now an instruction sheet for tarpaulin attachment.
  - d) Representation and Welfare Board budgeting taking place next week. Executive Committee budgeting will occur at the next meeting.
  - e) Managers and payroll are now aware of the staff wages tier.
    - i. This will need to be passed next year to reflect change in wages.
  - f) The prayer room is still in limbo due to College Management Board not being able to draw a consensus.
  - g) Faculty Unions budget request are going to the next meeting of Representation and Welfare Board.
    - i. The Faculty Unions Executive Committee budget submissions will come to the next meeting of the Executive Committee.
    - ii. In regards to Postscript, it was pointed that that budget request for this should be going to Executive Committee. It was suggested that the Representation and Welfare Board should be the first point of consideration for the funding of Postscript.
    - iii. It was agreed that the RCSU should also apply to Representation and Welfare Board in the first instance for Broadsheet.

***The agenda was reordered at this point to consider agenda item 6 as the next item of business***

**6. TRANSPORT POLICY**

RECEIVED: The paper was presented by the President

NOTED:

- a) Executive Committee will be passing sections D-H and Council will approve sections A-C.
- b) One of the major changes is moving control for fines and allocation to Executive Committee.
- c) In regards to the minibus fines, it has been added that a bus being taken without permission.
  - i. It was pointed that it should read 'doors unlocked and windows opened' to be grammatically correct.
- d) All fines collected go to the student hardship fund.
- e) The committee moved to a vote on the Transport policy and the Minibus fines and it was passed unanimously.

RESOLVED:

- 1) **To pass sections D-H of the Transport policy and also the Minibus fines (see appendix)**

**4. JANUARY 2010 MANAGEMENT ACCOUNTS**

RECEIVED: The paper was presented by the Finance Manager

NOTED:

- a) In regards to the Clubs and Societies SGI overspend, this amount includes the Wye debt so the amount is actually approximately £68k.
- b) The temporary staff cost for Reynolds bar is due to the policy that there must be no lone workers.
  - i. This affects the bottom line figures.
- c) Catering has started to turn a profit.
- d) The retail staffing redundancy will keep reflecting in the accounts until the end of the year.
- e) It was questioned if maintenance for Ents had been budgeted for the next year.
  - i. It was assured that this had but been reduced due to having new equipment purchased next year.
- f) Ents sales figures are low.

- i. It was suggested that a graphical depiction of the YTD could be produced.
  - ii. The running costs are over budget.
  - iii. Invoices are received and processed late so don't reflect events accurately.
  - iv. Licensing and equipment are major costs.
- g) No operational equipment (cups, plates etc) will come from Phase III funding.
- h) The committee moved to a vote to accept the accounts and they were accepted unanimously.

**RESOLVED:**

- 1) **To accept the accounts.**

**5. HEALTH AND SAFETY REPORT**

RECEIVED: A verbal update was given by the President

NOTED:

- a) The major incident was a member falling down a slope in Wales.
  - i. This was not as much as an issue as the press made it out to be.
- b) The Operational Manager will be receiving fortnightly reports from the building contractors for Phase III once building works begin.

**7. EQUIPMENT ROLLOVER**

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) This process occurs in practice but is not documented.
- b) The reason for allowing equipment rollover to occur is to allow clubs to save for a large piece of equipment over 2 years and not have to enter in to a CEP.
  - i. This also takes in to account when Clubs and Societies committees change and they have different priorities to the previous committee.
- c) This year the deadline will be extended until the 14<sup>th</sup> May.
- d) An explanation will need to be provided for the transfer to take place.
  - i. All internal transfers require an explanation and the sign off of the Deputy President (Finance & Services).
- e) It was agreed that the end of term transfers make it difficult for those with exams and that a week's leeway should be given which will not impact on the processing of the Finance team.
  - i. It was also agreed to add the sentence 'exceptions will be at the discretion of the Deputy President (Clubs & Societies) or Deputy President (Finance & Services)

**RESOLVED:**

- 1) **To agree the following:**

***1. To put in place a deadline of the end of the Spring term to transfer money into equipment purchase which is eligible for roll over. After the end of spring term money may be transferred into equipment grant but will be absorbed akin to the rest of the categories.***

***2. Extend the deadline for this for this year on the assumption that this is made official to the 14<sup>th</sup> May to allow clubs to do this, on the condition of providing details of what it is they were saving for.***

***3. Put in place a deadline for all transfers of any other categories to occur by the 30<sup>th</sup> June as the month of July is very busy for Finance in year end processing. Transfers take up much of the time after the end of term, so it would be ideal if they weren't submitted after the last day. In conjunction with this it will be advertised that this is the case. Exceptions to this will be at the discretion of the Deputy President (Clubs & Societies) or Deputy President (Finance & Services)***

## 8. WYE CAMPUS UNION SOCIETY DEBT

RECEIVED: the paper was presented by Deputy President (Finance & Services)

NOTED:

- a) The committee expressed their surprise and astonishment at how the debt was allowed to get to that amount.
- b) This debt 'write off' will hit the Unions bottom line.
- c) It was questioned if the officers who created the debt in the first instance can be pursued.
  - i. The Senior Treasurer had signed off the expenditure at the time.
- d) It was suggested that College be approached to seek some contribution to the debt.
  - i. The President stated that he will talk to College about trying to recover some of the debt from them.
- e) It was agreed that the paper should not be passed until the President had discussed this with College.

**ACTION:**

1. **AB to discuss with College about funding some of the WCUS debt.**

## 9. WRITING OFF DEAD CENTRES

RECEIVED: the paper was presented by Deputy President (Finance & Services)

NOTED:

- a) The Deputy President (Finance & Services) stated that Silwood should be not considered.
- b) Ferret Fanciers is a test for online purchases.
  - i. The Deputy President (Finance & Services) is to investigate this and get the balance to £0 so this is not reflective on the accounts.

**ACTION:**

1. **The Deputy President (Finance & Services) to seek to get the balance of the Ferret Fanciers to £0**
- c) The committee moved to a vote on accepting the paper and it was passed unanimously.

**RESOLVED:**

- 1) **To write off £358.48 of debt from the dead centres negative balances. The Exec Reserve will bear the cost.**
- 2) **To credit the Exec Reserve with £412.39 from the dead centres positive balances.**
- 3) **To credit Silwood Exec with £318.58 from the Silwood dead centres positive balances.**

## 10. REISSUING OF CHEQUES

RECEIVED: the paper was presented by Deputy President (Finance & Services)

NOTED:

- a) The paper was rejected with the Deputy President (Finance & Services) to bring back and updated paper to the next meeting.

## 11. CREATION OF ENTS COMMITTEE

RECEIVED: The paper was presented by the Deputy President (Finance & Services) and Deputy President (Clubs & Societies)

NOTED:

- a) The ents committee will be a subcommittee of the Executive Committee.
- b) This gives empowerment to students to be involved in Union entertainments and gives opportunity to the 'haters' to make things 'better'.
- c) It was suggested that a Fresher should be on this as they will not have preconceived ideas about the Union.
- d) CSC's may have a vested interest which is why they have been excluded.

- e) The elections for the members will take place in the next round of Union elections taking place shortly.
- f) Events during campaign weeks will still require a submission to the Ents Committee.
- g) The deadlines and timetable will work similarly to the that our CSB 'Tours'.
- h) The committee moved to a vote on the creation of the Ents committee and it was unanimously agreed.

**RESOLVED:**

- 1) To create an Ents Committee as follows:

- Composition:** Chair – Deputy President (Finance & Services)  
Committee Members – 3 students elected in the summer term elections  
Committee Members – 1 first year student elected in the autumn term elections  
Non-Voting Ex-Officio – Felix Editor
- Eligibility:** No members of the Clubs and Societies Board are eligible to be Committee Members.
- Job Description:**
- Attend one meeting per term to review club and society Metric event applications; the committee can be convened more often if required. These meetings will be set a term in advance.
  - Serve as an opinion base, representing student opinion for weekly Union Entertainments, Summer Ball, Freshers Week, End of Term Carnivals, etc.
  - Review reports from past club and society Metric events in order to gather feedback and develop future events.
  - Chair submits a termly report to the Union Executive Committee detailing decisions of the Entertainments Committee.

**ACTION:**

1. To start the process of electing the Ents committee members.

The meeting closed at 7.30pm

Approved as a correct record at a meeting of the Executive Committee on

\_\_\_\_\_ 2009/10

\_\_\_\_\_ Chair of the Meeting

Imperial College Union  
Transport Policy  
*Proposed by the Deputy President (Finance & Services)*  
*Secoded by the Deputy President (Clubs & Societies)*

**A. General**

1. This policy covers the use of the Union's transport fleet including vehicles owned by any constituent part of the Union, and sets out responsibilities and procedures for use of the vehicles, registration of drivers and incident procedure.
2. Parts A, B, and C are the preserve of council while the Executive Committee determines operational policy (remaining parts).

**B. Responsibilities**

3. The President has ultimate responsibility for the transport fleet, strategy, and driver and passenger conduct.
4. The Union shall ensure that the fleet is maintained in a roadworthy condition, and overseeing that minibus drivers are of an acceptable standard.
5. The Union shall be responsible for receiving and recording accounts of vehicle bookings and incidents, and reporting these as required in this policy.
6. The Silwood Park committee are responsible for maintaining and booking any of the Union's fleet in their possession.
7. The driver of a vehicle is legally responsible for the condition of the vehicle and conduct of its' passengers when on the road. If for any reason a driver or passengers are concerned with the condition of the vehicle then it should not be used.

**C. Disciplinary action**

8. The President shall from time to time, in consultation with the members of the Executive Committee issue a set of recommended fines and charges for minor offences, which shall be available to any Member of the Union or registered driver. The fines and charges may be added to the hire charge in instances of carelessness, or paid personally by the concerned driver, all drivers, or some or all passengers as appropriate in cases of more serious negligence.
9. In the case of more serious incidents, indicating dishonesty, substandard driving ability, or behaviour likely to cause a danger to passengers, the President or his or her nominee may:
  - i. deregister and ban a driver for a period of time or indefinitely,
  - ii. require a person to undertake a new test to reregister as a driver, alongside such extra tuition or testing as may be required,
  - iii. deregister and ban drivers within a club or society or group (where the behaviour of the group as a whole warrants it),
  - iv. ban a club or society or group from using the Union's fleet.
10. Action in paragraphs 8 and 9 constitute summary punishment under the Disciplinary Policy and are subject to appeal and written notification, as detailed in that policy.
11. The President or his nominee is responsible for writing to any individual whom action has been taken against under paragraph 8, informing him or her of the decision, other action that has or will be taken, rights of appeal, and reasons for it as soon as is practically possible. This action shall also be reported to the Executive Committee.

12. The most serious incidents may involve an individual or club or society being referred to the Disciplinary Committee as per the Disciplinary Policy. Action of this nature shall be reported to the Executive Committee.

#### **D. Registration of drivers**

##### ***Requirements for drivers***

13. All registered drivers of Union vehicles must be a registered student at Imperial College (Union Full Member), a member of the College staff or Union staff, or a Union Life or Associate Member.
14. All registered drivers of Union vehicles must also be at least twenty-one years of age and have a held full European Union B category (car) driving licence for two years.
15. Drivers shall sign a declaration stating that they have complied with the requirements for drivers in this policy and any other decision of the Executive Committee. Any endorsements or restrictions on a driving licence must be declared, and driving history provided with this declaration.
16. Individuals shall cease to be registered drivers if they no longer fulfill the terms of paragraphs 13-15.

##### ***How drivers are registered and tested***

17. The Membership Services Department shall appoint a number of individuals who shall be permitted to approve drivers for registration. The Executive Committee shall approve guidelines for the Membership Services Department with respect to individuals applying for driver status.
18. The Executive Committee shall approve a form of assessment which must be undertaken and passed by prospective drivers. This assessment will include a theory element which includes, but is not limited to, the current legislation applicable to minibus driving in the UK.
19. Registration as a driver shall be valid for three years in the first instance. The Executive Committee shall approve a form of reassessment for individuals wishing to extend their driver status beyond this.
20. A list of registered drivers shall be kept by the Union.

##### ***Concerns about drivers***

21. In the event of an incident the procedure in Parts H and C are to be followed.
22. If a person has private concerns of the driving ability or conduct of a registered driver, then they may bring the matter up in confidence with a member of the Membership Services Department.
23. If the concerns are of the driving ability or conduct of a member of the Membership Services Department the matter shall be brought up with the President.
24. No detrimental action of any kind will be taken against a person who makes such concerns known, provided the complaint is made in good faith and without malice. A complainant must make himself known to the responsible authority in paragraphs 22 and 23, but may request their identity be withheld from other individuals. Individuals are however encouraged to put their name to complaints.
25. The relevant member of the Membership Services Department or President as appropriate or their nominee shall consult with the driver concerned and make such investigations as appear necessary. That person shall refer the matter to the President who may take action under part C. If the allegation concerns the President, then the matter shall be referred to the Council Chair, who may take action under part C.

#### **E. Maintenance of the fleet**

26. The Union shall ensure vehicles are insured, taxed, MOT tests are carried out and other legal administrative duties are carried out at the appropriate times. The Union shall remove from use any vehicle that no longer complies with relevant road traffic legislation.

27. The Membership Services Department shall supervise elementary repair work on vehicles, but shall refer any more serious problems to a qualified mechanic or garage, as appropriate and within budgetary constraints.
28. The Membership Services Department shall remove a vehicle from use which in their opinion does not comply with road traffic legislation or is for some other reason unsafe to use.
29. In the event of a vehicle being removed from use, the authority removing it from use must inform the Union and any person whose booking may be rescinded immediately.
30. Users of vehicles have a responsibility to conduct checks at the start of their use of the vehicle, and report any minor faults which are present.

#### **F. Booking vehicles**

31. Vehicles shall be requested through the union website – [www.imperialcollegeunion.org](http://www.imperialcollegeunion.org).
32. Requests for the hire of a vehicle may be made at any time in advance of the start of the proposed hire.
33. Requests for vehicles between October and March will be held in the order in which they were received; bookings will be made on the morning of the day of the proposed booking two weeks hence. If the supply of vehicles is insufficient to meet requests, the Membership Services Department staff will allocate vehicles accordingly in the following priority order:
  - i. Request received after the bookings have been made for the period will only be accepted if there is availability at the time of receipt – existing bookings will not be displaced.
  - ii. Length of booking – longer bookings will get priority over shorter bookings. This is to try to achieve a higher income for the vehicles.
  - iii. Number of customers able to be accommodated (multiple bookings on a bus with are dovetailed will have priority over one booking of equal financial value).
  - iv. Specialist equipment – roof racks and tow-bars. The more essential need will gain priority.
  - v. The order in which the requests were received.
  - vi. Multiple vehicles requested by a single customer for overlapping periods will be booked only if there is still availability after all other requests have been processed.
  - vii. Requests for vehicles between April and September will be processed on a first-come, first-served basis.
1.
  34. Fees for use of vehicles shall be as determined by the Executive Committee.
  35. If any vehicle has been purchased partly with contributions on behalf of a constituent part of the Union, the Executive Committee may determine a booking priority and fees according to the size of external contribution.

#### **G. Motorised mascots**

36. The former Constituent College Unions' motorised mascots (which include the car "Boanerges", the bike "Derrick", the truck "Clem" and the fire engine "Jezebel") are bound by this policy, but are also the responsibility of their respective clubs.
37. These mascots all remain permanently inviolate.
38. These vehicles are exempt from Parts D, E and F (driver registration, maintenance and booking). Appropriate driver registration and maintenance procedures shall be administered by their respective clubs. The respective clubs may make additional requirements upon drivers and their respective driver registration procedures are subject to approval by the Executive Committee.
39. The respective clubs are exempt from reporting incidents 41 *i*), *iv*), and *viii*) to the Union (though they may if they wish) with respect to their motorised mascots.



40. The respective clubs shall have a clear policy passed by their main policy-making body on the use and administration of their motorised mascots, including:

3.

- i. holding the President of the club as ultimately responsible to the Sabbatical Officers for all use and administration of their mascots,
- ii. a line management and accountability structure for health and safety, finance, bookings and vehicle maintenance,
- iii. qualifications required of drivers (see paragraph 38) and their assistants,
- iv. who is permitted to use the vehicles and under what conditions, and
- v. dealing with minor incidents referred to in paragraph 39.

## H. Incidents

41. An 'incident' shall be defined as:

- i. A vehicle breakdown,
- ii. An accident or situation that could easily have resulted in an accident
- iii. Use of the emergency equipment,
- iv. Any damage to the exterior or interior of the vehicle
- v. Any criminal driving offence or parking offence,
- vi. Consuming alcohol or smoking in the vehicle,
- vii. Use of a Union vehicle without permission, or on un-agreed terms,
- viii. Non-payment of charges for use,
- ix. Complaint from another road user,
- x. Failure to report an incident in this paragraph, and
- xi. Any other incident that may give rise to action under the Union Disciplinary Policy, or breach of Health & Safety regulations.

42. Incidents include:

- i. An incident involving a minibus, van, or other motorised vehicle owned or leased by the Union, and
- ii. An incident involving use of a motorised vehicle on any activity organised by the Union, or its clubs and societies.

43. It is recognised that these incidents may not all be the responsibility of the driver or group using the vehicle. It is also recognised that the driver of the vehicle has a duty of care to the passengers and is responsible for incidents directly related to his driving, though this does not absolve the duty of passengers not to distract the driver or otherwise misbehave.

44. An incident as defined in paragraph 41 must be reported by the driver to the Union in soon as possible, but within twenty four hours.

45. The details of any incident and the driver at the time shall be recorded in writing by the driver on the appropriate form.

46. In the event of a more serious incident, or any incident listed in paragraphs 41 *iv* to 41 *xi*,

- i. the President and Deputy President (Finance and Services) shall be informed,
- ii. the President or his or her nominee shall make further investigations as to the circumstances of the incident, and may on the advice of the Membership Services Department take further action under Part C.

47. All incidents except those of a trivial nature, or exempt under paragraph 38, shall be reported to the Executive Committee.

## Minibus fines

Offence	Charge
Failure to report use of spare bulb/fuse kit	£10
Leaving any rubbish in vehicle	£10
Failure to return vehicle hire form within two working days	£10 (and £5 for every day thereafter)
Loss of fuel or car park card	£10
Leaving doors unlocked or windows opened	£10 (per window in the case of windows)
Failure to return the keys within two working days	£10 (and £5 for every day thereafter)
Leaving fuel tank part empty	£30 per quarter tank
Failure to report use of fire extinguisher	£20
Failure to report use of first aid kit	£20
Failure to report use of spare tyre	£20
Failure to report accident or breakdown	£50
Returning a vehicle late/ picking up vehicle early	£20 plus costs incurred by any subsequent users plus additional hire time
Parking in incorrect parking bay	£10
Losing a set of keys	Replacement costs (around £50) plus £30
Breaking a lock	Replacement costs for all locks and keys (around £350) plus £30
Breaking a fuel cap	Replacement costs (fuel cap and keys) plus £30
Using the wrong fuel	Garage Bill & recovery costs plus £30
Crashing and/or Damage	Garage Bill plus £30
Failure to return the roof rack cover within two days	£10 (and £5 for every day thereafter)
Failure to turn vehicle lights off	£15
Using a vehicle without permission (technically theft)	£100 plus costs incurred by any subsequent users plus additional hire time