



MINUTES OF THE PROCEEDINGS  
of the first ordinary meeting of  
the  
**Council**  
of the  
Imperial College Union  
in the 2011/12 Session

The meeting of the Council was held in the Union Dining Hall on the 10<sup>th</sup> October at 6.40pm.

**Present:**

Council Chair	David Smith
President	Scott Heath
Deputy President (Clubs & Societies)	Monya Zard
Deputy President (Education)	Jason Parmar
Deputy President (Finance & Services)	Michael Foster
Deputy President (Welfare)	Nicolas Massie
CGCU Representative	James Fan
ICSMSU President	Suzie Rayne
RCSU President	Luke Kanczes
A&E Chair	Chandana Shankar
ACC Chair	Henry Abbot
Media Group Chair	Charles Betts (left 7pm)
RCC Chair	Dominic Andradi-Brown
OSC Chair	Wenjun Er
SCC Representative	Rebecca Clarke
CAG Chair	Heather Jones
RAG Chair	Jack Hewitt
ICSMSU Welfare Officer	Neeraj Kalra
RCSU Welfare Officer	Jiajun Tan
ICSMSU Rep 12 & GEP	Steven Tran
ICSMSU Education Rep 356	} 1 vote Shiv Vohra
ICSMSU Education Rep 4, Biomed and Pharm	
RCSU Academic Affairs Officer	Rosalyn Flower
GSA Engineering Academic and Welfare Officer	Mark Collins
GSA Medicine academic and Welfare Officer	Mai Kadi
<b>Permanent observers</b>	
Governance and Administration Co-ordinator (Clerk to Council)	Rebecca Coxhead

**Observer:** Felix Editor Matt Colvin

**Apologies:** GSA Chair Robert Tang, C&GCU President Jacky Kwan, SCC Chair Kajann Prathapan, CGCU Welfare Officer Hilary Andrew, GSA Physical Sciences academic and Welfare Officer Edward Yoxall, CGCU Academic Affairs Officer Susuana Laryea

**Not present:** Equal Ops Officer Dolan Miu, Silwood Park Chair, GSA Life Science Academic and Welfare Officer Lisa Hale

## **1. CHAIRS BUSINESS**

NOTED:

- a) The Honorary Life Membership paper will be considered at the next meeting of Council.

## **2. MINUTES – 16.06.11**

RESOLVED:

- 1) To pass the minutes as an accurate record of the meeting.**

## **3. MATTERS ARISING**

NOTED:

- a) The Summer Ball debrief document will be presented to the next meeting of Council.

## **4. PRESIDENTS REPORT**

RECEIVED: The report was presented by the President

NOTED:

- a) Welcome Week was extremely successful with full capacity of the venue being reached on both evenings of the mingle.
- b) It is anticipated that the NSS Response will be published next week.
- c) Council moved to a vote on accepting the report and it passed unanimously.

RESOLVED:

- 1) To accept the report.**

## **5. DEPUTY PRESIDENT (CLUBS AND SOCIETIES)**

RECEIVED: The report was presented by the Deputy President (Clubs and Societies)

NOTED:

- a) No further information has been received from BUCS in regards to the IC/ICSMSU merger.
- b) If any one is experiencing difficulties with online claims, please let the DPCS know.
- c) In regards to the Space User Agreement has been drawn up with College Conferences, the following is included in this:
  - i. What to expect from 'us' and what to expect from 'them'.
  - ii. Costs of hire.
  - iii. When clubs can be charged (College must let the Deputy President (Clubs and Societies) know when they are charging clubs)
  - iv. College are sending through a PDF of how rooms are supposed to be set up.
  - v. The document currently does not reference cleaning charges.
- d) Council moved to a vote on accepting the report and it passed unanimously.

RESOLVED:

- 1) To accept the report.**

## **6. DEPUTY PRESIDENT (EDUCATION)**

RECEIVED: The report was presented by the Deputy President (Education)

NOTED:

- a) Last years Deputy President (Education) Alex Dahinten has received the Rectors Award to Outstanding contribution to Student Experience which is wonderful recognition for his outstanding sabbatical year.
- b) The Graduate Schools have now been merged in to 1 school.
- c) There is a meeting tomorrow of the E-learning Strategy Committee.
  - i. 2 systems are being trialled for Blackboard but everything is still in discussion stages.
- d) Council moved to a vote on accepting the report and it passed unanimously.

**RESOLVED:**

- 1) To accept the report.**

## **7. DEPUTY PRESIDENT (FINANCE & SERVICES)**

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

NOTED:

- a) There is further information on the Responsible Retailing Policy on the Deputy President (Finance & Services) blog.
- b) The Ents committee meet just before this meeting of Council and the 'We are Metric' nights that have been approved have the potential to be interesting and successful.
- c) The RSMU President stated that the recently created Bars Night Procedures reduces the ability for clubs to run bar nights and make profit or even break even.
  - i. The loss of ability to buy barrels for bar nights, limiting to 4 tokens per person and the 10% discount is not favourable to clubs.
  - ii. The RSM Welcome Week bar night was budgeted to break even but made a £20 profit (subsidy was given from faculty).
  - iii. The Deputy President (Finance & Services) stated that the 10% discount allows the Union to cover costs where in previous years, the discount given to clubs for bar night did not cover costs and had the Union losing money.
  - iv. The Licensing Solicitor has advised the Union not to sell kegs as this contravenes current licensing law.
  - v. The CAG Chair stated that smaller clubs are being penalised unfairly for the actions of the larger clubs as smaller clubs do not have as large costs as the bigger clubs; costs such as cleaning and staffing.
  - vi. It is difficult to get a break down of actual cleaning costs per event as College do not provide these and as such can not be charged to the clubs.
  - vii. 10% discount is the number that was calculated to give clubs best opportunity to make profit from bar night and the Union to cover costs.
  - viii. It is not possible to compare last year bar nights costs/profit as this was making a loss in the central union.
  - ix. It was suggested that different price bands could be given for different clubs but it would be difficult to define what club sits in each band.
  - x. The CAG chair stated that bar nights have a positive knock on effect for the Union.

- xi. It was suggested that anecdotal evidence shows that clubs are going elsewhere to hold their bar nights.
- xii. Ultimately all profit made in the Union benefit all clubs and it is not an option to lose money on bar nights which benefit a few members.
- xiii. 'Dirty pints' are not permitted as the consumer of a pre prepared dirty pint is oblivious to what is included in this and as such can not make a responsible decision.
- xiv. Council moved to a vote to mandate the Deputy President (Finance & Services) to bring the Responsible Retailing Policy to the next meeting Council. The vote is as follows:

FOR	14
AGAINST	3
ABSTAIN	5

*The Chair cast the deciding for which was FOR and as such the mandate was passed.*

**ACTION:**

- 1. The Deputy President (Finance & Services) to present the Responsible Retailing Policy to the next meeting of Council.**

d) Council moved to a vote on accepting the report and it passed unanimously.

**RESOLVED:**

- 1) To accept the report.**

**8. DEPUTY PRESIDENT (WELFARE) REPORT**

RECEIVED: The report was presented by the Deputy President (Welfare)

NOTED:

- a) The Freshers who are not in halls want to set up a group and the DPW and DPCS are assisting them with this.
- b) The Imperial Helpfinder is currently only available as an application but it is being looked to be accessible through the web also.
- c) It was suggested that more training for buddies would be useful.
  - i. It was questioned as to what the take up of 'buddies were' and the DPW stated that he will investigate this.

**ACTION:**

- 1. The DPW to seek figures on the take up of 'buddies'.**

- d) The Welfare training is being made available on e-learning.
- e) Council moved to a vote on accepting the report and it passed unanimously.

**RESOLVED:**

- 1) To accept the report.**

## 9. FELIX REPORT

RECEIVED: The report was presented by the Felix Editor

NOTED:

- a) If Hangman was online, there may be a high chance of libel for the Union.
- b) The editor of the gaming magazine is contacting the relevant clubs for input.
- c) Council moved to a vote on accepting the report and it passed unanimously.

**RESOLVED:**

- 1. To accept the report.**

## 10. CGCU REPORT

RECEIVED: The report was presented by the CGCU Representative

NOTED:

- a) It was questioned as to why the faculty grant has been reduced when this has not happened in other faculties.
- b) The £20 per person subsidy for the Freshers Dinner was pointed to benefit few members.
  - i. James Fan stated that this had been agreed with the Faculty.
- c) Council moved to a vote on passing the report and the votes are as follows:

FOR	18
AGAINST	3
ABSTAIN	0
Passes	

**RESOLVED:**

- 1) To pass the report.**

## 11. ICSMSU REPORT

RECEIVED: The report was presented by the ICSMSU President

NOTED:

- a) In regards to the proposed BUCS merger, the ICSMSU President stated that ICSMSU clubs exists due to the different timetables of medics not fitting in to that of Imperial students.
  - i. Also the merger is against the ethics of BUCS which is about competitive participation.
- b) Council moved to a vote on accepting the report and it passed unanimously.

**RESOLVED:**

- 1) To accept the report.**

## **12. RCSU REPORT**

RECEIVED: The report was presented by the RCSU President

NOTED:

- a) The RCSU President questioned the morals of mascot hijacking during a charity sale.
  - b) It was pointed that the RCSU gives no subsidy for their Freshers Ball.
  - c) Council moved to a vote on passing the report and the votes are as follows:

FOR	19
AGAINST	2
ABSTAIN	0
- Passes

**RESOLVED:**

- 1) To pass the report.

## **13. RSMU REPORT**

RECEIVED: The paper was presented by the RSMU President

NOTED:

- a) The USB sticks were very well received by Freshers.
- b) There is a large number of under 18's in the RCSU which are being worked with in regards to underage drinking not taking place.
- c) Council moved to a vote on accepting the report and it passed unanimously.

**RESOLVED:**

- 1) To accept the report.

## **14. SABBATICAL ACCOMODATION**

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

NOTED:

- a) The Deputy President (Finance & Services) declared that the outcome of the paper, if passed, will benefit him due to him living out of halls.
- b) Tax was not taken in to account when the policy was amended.
- c) The Trustee Board has referred the decision back to Council.
  - i. It was pointed that the current meeting of Council does not have the elected Ordinary Members.
- d) The Deputy President (Clubs and Societies) questioned if the changed were incentivising Sabbaticals to live out of halls and that it is important for Sabbaticals to keep in touch with students by sharing accommodation with them.
- e) It was pointed that the change will give Sabbaticals the same value living in or not as currently there is a large financial disparity of Sabbaticals living in or out.
- f) The point of the paper is not about the financials, but out the principles of Sabbaticals being paid less for living out for doing the same role as those living in halls.

- g) The Deputy President (Clubs and Societies) stated that Sabbaticals living in Halls do a different job to those living out as they are also undertaking a pastoral role when in halls.
- h) Sabbaticals should be given the opportunity to live out as individual circumstances do sometimes not allow Sabbaticals to live in halls and they should not be penalised for this.
- i) Council moved to a vote to refer this paper to next Council and the vote is as follows:
 

FOR	8
AGAINST	9
ABSTAIN	4

 Falls
  
- j) Council moved to a vote on passing the amended policy and the votes are as follows:
 

FOR	5
AGAINST	8
ABSTAIN	6

 Falls

**15. EQUAL OPPORTUNITIES POLICY**

RECEIVED: The policy was presented by the Deputy President (Welfare)

NOTED:

- a) The policy has been amended to reflect the change in the Publicity Policy.
- b) Council moved to a vote and it was passed unanimously.

RESOLVED:

- 1) To pass the presented policy (see appendix)**

**16. ANY OTHER BUSINESS**

16.1 BABAR AHMED

NOTED:

- a) Salam Butt stated that 1000000 are required on a petition to get Babar Ahmed extradited for trial in the UK.
- b) It was suggested that a paper come to the next meeting of Council stating what the union can assist with in this campaign.

Meeting closed 8.00pm

Approved as a correct record at a meeting of Union Council

on \_\_\_\_\_ 2011/12

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

## **Appendix**

### **EQUAL OPPORTUNITIES POLICY**

Passed by Representation and Welfare Board 23rd June 2011

#### **Statement of intent**

1. Imperial College Union as an employer, a service provider and a representative body for students is committed to a policy of equal opportunities for all. The Union wishes to develop and maintain an environment that encourages all to contribute fully to the life and work of the Union and which is supportive of the dignity and self-esteem of individuals.
2. Any election, selection, promotion and training of officers and staff will be based solely on merit, competence and skills. Unfair discrimination and harassment are not permitted in any area of Union activities.
3. All staff, job applicants, students and other people having dealings with the Union will receive equal treatment regardless of race, colour, sex, nationality, ethnic origin, marital status, disability, parental status, religious and political belief, socio-economic background, HIV status, trade union membership, sexual orientation, gender reassignment, pregnancy and maternity, age, degree status, degree subject and degree year (all subject to the law). Unequal treatment upon these grounds constitutes unfair discrimination.
4. All Union business including that within Clubs, Societies and Projects shall be conducted in English only excepting where an alternative is used specifically for educational purposes and does not inhibit the ability of any student to participate.
5. It is the shared responsibility of all staff and students to help foster an environment free of unfair discrimination and harassment. However the burden falls upon the shoulders of the permanent staff and Union Officers to ensure that Imperial College Union is free from institutional bias, hatred, unfair discrimination and harassment.
6. The Union also recognises its role under law (particularly section 43 of the Education (No.2) Act 1986, the Human Rights Act 1998 and the Equality Act 2010) to secure freedom of speech, within the law, for its members, guests and visitors, and not to deny use of its premises on any ground connected with the beliefs or views of an individual or of any member of a body, or the policy or objectives of that body; to the extent permitted by law.
7. It is recognised that some clubs, societies and projects may provide activities or enter competitions which discriminate on certain grounds (such as separate men's and women's teams or age requirements). Such discrimination shall be considered fair, but only to the extent that it is permitted by law and is reasonable.
8. It is recognised that, in exceptional circumstances and as a consequence of the Union's duty of care for its members, there may be a requirement to prohibit individual involvement of students in some activities where the student's actions, through negligence, recklessness or lack of skill could cause danger to themselves or others.

#### **Implementation**

##### ***Policy***

9. The Deputy President (Welfare) has overall responsibility to the President for the formulation and monitoring of this Policy.



10. Imperial College Union will ensure that all Union staff are made aware of the Policy - all permanent staff will be issued with a copy and it will be referred to in the student staff handbook and at training. All new staff members will be provided with a copy of this Policy in their employment packs. Students will be made aware of this policy on regular occasions - via the Student Handbook, posters and other awareness events. All clubs and societies will be provided with a copy of this Policy.
11. The Equal Opportunities Officer (whose remit is described in the Constitution), with assistance from the Welfare Officers (whose remit is described in Point 36 of the Representation Policy), will monitor discrimination on campus and promote equality among the student body via campaigns and liaison with affiliated clubs, societies and projects.
12. Imperial College Union will ensure that all published material is consistent with this Policy.
13. Any member or employee of the Union who fails to comply with this policy may be dealt with under the "Removal of officers", "Removal of members" and staff disciplinary procedures outlined in the Clubs and Societies Policy, under the Union Disciplinary and Complaints Regulation, Disciplinary or College policy
14. Any club, society or project which fails to comply with this Policy or which promotes aims and objectives in conflict with this Policy shall be suspended by the process outlined in the Clubs and Societies Policy and will cease to be granted the use of Union resources and facilities, including those under its control.
15. The Representation and Welfare Board should review this Policy every year, and this review reported to the Council. This Policy needs to be re-tabled at the Council in November 2011.

#### ***Subordinate Union rules***

16. Any Union policy (except that of the Council), subordinate constitution or other Union rule which contravenes this policy may be struck down by the Union Court. The Union Court may draw to the Council's or Trustee Board's attention any of its policies or resolutions which breach or appear to breach this policy.

#### ***Employment practices***

17. Day-to-day implementation of this Policy in respect of staff falls to the Operations Manager.
18. Imperial College Union can only enforce this Policy within the bounds of applicable law.
19. The Union will advertise all posts in accordance with College HR Policy. ..
20. All job advertisements will carry the statement " Imperial College Union is committed to a policy of equal opportunities in employment.
21. No application form for employment will require information that could be used to discriminate against applicants on the grounds stated in section 2, except in a detachable and voluntary form for the sole purposes of monitoring the composition of applicants by reference to age, sex and marital status.
22. The composition of applicants regarding age, sex and marital status will be monitored, as will the composition of the Union's staff.
23. A flexible hours working arrangement will be adopted for all posts, where such an arrangement does not impinge on the availability or quality of Union services.
24. Imperial College Union will consider job sharing for all appropriate posts.
25. Where possible the provision of childcare for the children of staff will be pursued in negotiations with College.

26. The Union commits to making all employees aware of the support they are entitled to, such as parental leave.
27. The attention of all members of selection panels will be drawn to the requirements of this Policy and no one shall be appointed to such a panel who does not accept it.

## **Harassment**

### ***Statement of intent***

28. Imperial College Union is committed under its Constitution to advance the education of its members and to promote, without prejudice, their welfare at all times.
29. It is the responsibility of all staff and members to ensure that individuals do not suffer from any form of harassment and that they are supported in any way necessary.
30. However, a larger burden must fall on Union officers and senior managers with regard to ensuring the Union is free from bias and harassment and to ensure that those who may have suffered harassment are offered support and advice with taking the complaint forward.
31. Imperial College Union holds any case of harassment as serious. Action may follow under the Union Disciplinary Policy, or the case may be referred to College. The Union Disciplinary Policy provides a mechanism for a fair appraisal of the complaint, support for those suffering and punishment for those deemed to have harassed others. Such mechanisms will also be flexible enough to deal with cases where false allegations may have been made maliciously or mischievously. The Union Disciplinary Policy will be used against those found to have made such false allegations.

### ***Defining harassment***

32. **Racial harassment** - is committing or inciting any hostile or offensive act or expression by a person against another which is motivated by racial or ethnic difference. Such behaviour includes derogatory name calling, insults, and racist jokes, racist graffiti, verbal abuse and threats, physical attack, and ridicule of an individual because of cultural differences.
33. **Sexual harassment** - occurs in a variety of situations that share a common element i.e. the inappropriate introduction of sexual activity or comments into any situation. It often involves relationships of unequal power and may contain elements of coercion. Sexual harassment includes: unwanted sexual advances, sexually explicit remarks or innuendoes, intentional physical contact, the display of pornographic, sexually offensive or inappropriate material, verbal threats or abuse, and other actions which cause the person to feel threatened or humiliated. Members of either sex can experience sexual harassment.
34. **Other forms of harassment** - can include bullying or repeated reference to personal traits, appearance or on the grounds referred to in the Statement of Intent.. Actions designed to undermine an individual's professional competence or confidence are unacceptable. Such actions may include public or persistent unwarranted criticism or exclusion from normal activities. The distinction between strong management / leadership and bullying is that, whilst the former is intended to promote desired work performance, the latter is intended to hurt or undermine the individual.
35. These are examples of well-observed forms of harassment, however they are not meant to be exhaustive. Differences in culture or attitude, and misrepresentation of certain social signals, can mean that what is perceived as harassment by one person may not seem so to another.
36. This Policy shall take behaviour that is intimidating to the recipient and would be regarded as harassment by any reasonable person as the defining feature of harassment.

### ***Dealing with harassment***

37. Some forms of harassment can be remedied by approaching the person, explaining the nature of the complaint and stating that such behaviour is unacceptable.
38. If such behaviour does not stop, then the complainant can advise the person that they will make a note of the details and dates of any relevant incidents (to include the way in which the behaviour may have affected his/her day-to-day activities) with a view to bringing a formal complaint if the behaviour does not stop.
39. Should the complainant wish to take things further (for example if the behaviour does not stop after advice from the complainant or the complainant does not wish to speak to the alleged harasser due to fear of approaching them) they should approach the Equal Opportunities Officer, or the Union Adviser for confidential advice. Faculty Union Officers and Central Union Welfare Officers should act as points of contact in this regard and should work with the Equal Opportunities Officer to resolve any cases.
40. If the first approach does not result in satisfactory progress the complainant is encouraged to approach either the Deputy President (Welfare) or the Union President.
41. In cases of alleged harassment as an employee of the Union it may be appropriate to first approach the Union Operations Manager for confidential help and advice.
42. Those approached are required to deal with all complaints of harassment with all possible speed. Investigations should be handled in a professional, independent fashion, remain objective and handled confidentially with respect to the rights of both the complainant and the alleged harasser. The officer approached is encouraged to seek consent from the complainant to liaise with the Deputy President (Welfare) for help and advice in proceeding with the complaint.
43. Any initial discussions with the alleged harasser will not take place without the permission of the complainant nor will the complainant's name be released without prior agreement from the complainant. Further investigation under the Union Disciplinary Policy or Disciplinary and Complaints Regulation will require that the complainant's name be made available to the alleged harasser.
44. If the complaint is considered serious and the majority of the alleged actions occurred in Union areas, then complainant should be passed onto the Union President and action will be taken under the Union Student Disciplinary Policy or Union Disciplinary and Complaints Regulation.
45. If the complaint is serious and the alleged harasser is a member of the College staff, the complainant would be encouraged to follow the appropriate action laid down in College's Equal Opportunities Statement with full support from Imperial College Union.
46. Incidents of physical assault in Union areas will be dealt with under the Union Disciplinary Policy. Serious incidents or those occurring elsewhere that have been brought to our attention by the complainant will be followed up with College and could potentially result in a College Discipline Hearing.
47. It should be stressed that should the complainant feel unable to approach the alleged harasser, any subsequent action / investigation should not normally be impeded by such a decision.
48. Imperial College Union will seek to be part of the College's network of support advisers - intended to provide trained confidential and informal support to members and staff who feel they are being harassed. Those participating in the scheme will include the Deputy President (Welfare) and the Union Adviser. .

## **Disability**

### ***Statement of intent***

49. Imperial College Union is committed to protecting the rights of disabled people to work and use the Union as any other member of Imperial College Union's staff and membership. As part of this protection the Union may make "reasonable adjustments" if the employee arrangements or premises places disabled people at substantial disadvantage compared with those who are not disabled.
50. Imperial College Union recognises the definition of disability as laid down in the Equality Act 2010- a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. As such the Union will not discriminate in terms of employment, service provision or representation for any reasons relating to disability.
51. The Union should foster an environment free of any negative bias, discrimination or harassment with regards to disability within the bounds of this Policy.

### **ICU Representation and Welfare Board**

52. The Representation and Welfare Board should regularly review this Policy in context with other Union Policies and events and aid the Deputy President (Welfare) in its review and the subsequent reporting to Council on an annual basis as laid down in section 12.

## **Lawful Discrimination**

### ***Statement of intent***

53. Imperial College Union is committed to providing services to its members which are accessible, free from unfair discrimination and free from harassment.
54. Under limited circumstances it is necessary to limit access in order to provide services which are free from harassment.
55. Central Union Committees will consider individual cases of lawful discrimination on a case by case basis.

### ***Services that are single sex are deemed acceptable when:***

56. The service is provided for reasons of privacy or decency and is meant to avoid serious embarrassment which would be caused if members of the opposite sex were present,
57. Services are provided by student groups, voluntary groups or charities whose primary purpose is to provide services to one sex,
58. Services are offered by a religious organisation, to comply with the doctrines of that religion, within the bounds of UK law.