



MINUTES OF THE PROCEEDINGS
of the second 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 31st 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
C&GCU President	Jacky Kwan
ICSMSU President	Suzie Rayner
RCSU President	Luke Kanczes
A&E Chair	Chandana Shankar
ACC Chair	Henry Abbot
Media Group representative	Matt Colvin
RCC Chair	Dominic Andradi-Brown
OSC representative	Theodore Wou
SCC Chair	Kajann Prathapan
CAG Chair	Heather Jones
RAG Chair	Jack Hewitt
Equal Ops Officer	Dolan Miu
CGCU Welfare Officer	Hilary Andrew
RCSU Welfare Officer	Jiajun Tan
ICSMSU Rep 12 & GEP	Steven Tran
RCSU Academic Affairs Officer	Rosalyn Flower
GSA Engineering Academic and Welfare Officer	Mark Collins
GSA Medicine academic and Welfare Officer	Mai Kadi
CGCU Ordinary Member (UG)	Justin Chan
CGCU Ordinary Member (UG)	Carol-Ann Cheah
CGCU Ordinary Member (UG)	Sahil Dawar
CGCU Ordinary Member (UG)	Toller Hao
RCSU Ordinary Member (UG)	Ryan Browne
RCSU Ordinary Member (UG)	Maciej Matuszewski
RCSU Ordinary Member (UG)	Guan Yeap
ICSMSU Ordinary Member (UG)	Ali Hosin
ICSMSU Ordinary Member (UG)	Shrawan Patel
Permanent observers	
Governance and Administration Co-ordinator (Clerk to Council)	Rebecca Coxhead

Observer: Acting General Manager Alex McKee, Afonso Campos

Apologies: OSC Chair Wenjun Er Media Group Chair Charles Betts, GSA Chair Robert Tang, , GSA Physical Sciences academic and Welfare Officer Edward Yoxall, CGCU Academic Affairs Officer Susuana Laryea, ICSMSU Welfare Officer Neeraj Kalra, ICSMSU Education Rep 356 Shiv Vohra, ICSMSU Education Rep 4, Biomed and Pharm Natalie Kempston, Silwood Park Chair
Not present:, GSA Life Science Academic and Welfare Officer Lisa Hale

1. CHAIRS BUSINESS

NOTED:

- a) The recently elected Ordinary Members were welcomed to the meeting of Council.

2. MINUTES – 10.10.11

RESOLVED:

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

3. MATTERS ARISING

NOTED:

- a) The Deputy President (Welfare) is still awaiting some figures for buddies and as such will report this to the next meeting of Council.

ACTION:

- 1. The DPW to seek figures on the take up of ‘buddies’ and report to the next meeting of Council.**

A 20 minutes guillotine on the presenting of reports was put on by the Council Chair.

4. PRESIDENTS REPORT

RECEIVED: The report was presented by the President

NOTED:

- a) 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) 2 new clubs have been set up, paintballing and ‘Fresher’s not in Halls’.
- b) 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) Posters are now available to be picked up from the Deputy President (Education) office.
- b) Council moved to a vote on accepting the report and it passed unanimously apart from 1 abstention.

RESOLVED:

- 1) To accept the report.**

7. DEPUTY PRESIDENT (FINANCE & SERVICES)

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

NOTED:

- a) Income from Welcome Week will be reported to Executive Committee.
- b) Internal transfers will be online by the end of November at the latest.
- c) Council moved to a vote on accepting the report and it passed unanimously.

RESOLVED:

- 1) To accept the report.**

8. DEPUTY PRESIDENT (WELFARE) REPORT – not presented

NOTED:

- a) The Deputy President (Welfare) apologised that he had not submitted his report as he had prioritised other deadlines over this one.
- b) Council Chair asked Council to move to vote whether to reject the non presented report, the repercussions of which he is required to then present 2 reports to the next meeting of Council.
 - i. The alternative is that a report could be tabled to the current meeting as AOB.
- c) Council moved to a vote on accepting a tabled report as AOB and the vote is as follows.

FOR	15
AGAINST	12
ABSTAIN	3

RESOLVED:

- 1) To consider the report as AOB**

9. GSA REPORT- not presented

NOTED:

- a) Council were asked to move to a vote to reject the non presented report and the vote is as follows:

FOR	7
AGAINST	16
ABSTAIN	8

RESOLVED:

- 1) To reject the report**

10. CAMPAIGN TO HELP A FORMER ICU MEMBER

RECEIVED: The paper was presented by Salman Butt

NOTED:

- a) The petition is stating that Babar Ahmed should be given a fair trial in the UK and not that he is innocent.
 - i. In the Past the Union have had a policy supporting Babar Ahmed.
- b) It was pointed that some of the resolves practically cannot happen.
- c) The President questioned if resolve 6 'To send out emails with a link to the petition and information about Babar Ahmad to every student' was ultra vires and that Council will need to consider this.
- d) It was questioned if College had been consulted on this matter.
 - i. It was reported that the Rector advised to contact UCU (University and College Union) and that the President had emailed them.
- e) In the past, the Union had a policy supporting Babar Ahmed.
- f) The Deputy President (Clubs & Societies) suggested that resolves 3 be removed as this the Union should not be telling ICT to put messages on screens and there are other issues that do affect all students that the Union want to put on the screens, such as publishing SOLE; this should be prioritised over supporting a petition of a non member of the Union.
 - i. Salam Butt agreed to this removal.

RESOLVED:

- 1) To strike resolve 3.**

- g) The President stated that Believes 2 is factually incorrect as Babar Ahmed is not a current member of Imperial College Union.
 - i. It was agreed to have 'former' inserted before 'member' in believes 2.

RESOLVED:

- 2) Believes 2 to read as follows:**

'It is a violation of this former member of Imperial College Union's human rights that he has been in prison without charge nor trial in the UK'

- h) The Deputy President (Clubs & Societies) stated that Resolves 3 needs to be changed to reflect that the Union can book College spaces only and not public spaces and that this can be done through Islamic Society.
 - i. It was agreed to change 'public' to 'College' and specify that bookings will be made through Islamic Society.

RESOLVED:

- 3) Resolves 3 to read as follows:**

'To allow college spaces to be booked in order for volunteers to have laptops where people can sign the petitions through the Islamic Society.'

- i) It was agreed to insert 'and NUS' in to resolves 4.

RESOLVED:

4) Resolves 4 to read as follows:

'To encourage other Students Unions and NUS to publicise this as well'

j) The President stated that any decision made by Council today in regards to this paper will need to go through the Trustee Board as ultimately the liability lies with them and the possibility of this paper being ultra vires.

i. It was pointed that although there is a concern of legal ramifications, University also gives students opportunities to engage in student activism.

k) Council moved to a vote on the passing the amended paper and the vote is as follows:

FOR 24

AGAINST 3

ABSTAIN 7

Passed

RESOLVED:

5) To pass the amended policy (see appendix)

11. EXECUTIVE COMMITTEE NOMINATIONS

RECEIVED: The paper was presented by the President

NOTED:

a) Council moved to a vote on the paper and it was passed unanimously,

RESOLVED:

1) To appoint Richard Simons – RSM Chair, Chandana Shankar –A&E Chair, Steven Tran - ICSMSU Education Rep 12 & GEP and Mikhail Nikitin – Gender Equalities Officer as representatives from Clubs and Societies Board and Representation and Welfare Board to the Executive Committee.

At this point the CAG Chair and the Council Chair left and returned after the agenda item was discussed and the Deputy President (Finance & Services) took the Chair

12. HONORARY LIFE MEMBERSHIP

RECEIVED: The paper was presented by the President

NOTED:

a) It was proposed that the vote be cast by secret ballot.

i. Council moved to a vote on this proposal and the vote is as follows:

FOR 24

AGAINST 3

ABSTAIN 5

Passed

RESOLVED:

1) To cast votes by secret ballot.

- b) Each Sabbatical was considered separately.
- c) It was pointed that this is a token thanks and that students do not see the hard work that Sabbaticals put in behind the scene.
 - i. There is no definition as to what is required for Sabbaticals to be awarded HLM.
- d) It was agreed that point 3 be changed to 'hard work above and beyond the call of duty'.

RESOLVED:

- 2) **HLMs are awarded as recognition of hard work above and beyond the call of duty for the Union during the Sabbatical term. In the history of ICU some previous sabbaticals have not been awarded HLMs.**
- e) Alex Kendall was a great champion of protest against the Life Sciences restructure.
- f) Heather Jones put a lot of effort in beyond her remit of Deputy President (Clubs & Societies) and was very forward thinking.
- g) Ravi Pall was supportive and encouraging to the SCC Treasurer.
 - i. It was suggested that he was open and approachable.
 - ii. Feedback from a previous MG Chair suggested that Ravi was seen to be obstructive and dismissive and at times made students feel patronised.
 - iii. It was reminded that a lot of the work undertaken by Ravi was not able to be reported due to it being sensitive staffing issues.
 - iv. It was questioned if the Summer Ball failure should be held against Ravi.
 - v. Ravi did not deliver himself well to Council and failed to submit reports in a timely manner.
 - vi. It was questioned as to whether Ravi had meet any of his manifestos pledges however it was pointed that a lot of pledges that were unachievable.
 - vii. It was pointed that Ravi was asked to provide a list of manifesto pledges and how they achieved or why they weren't however Ravi did not do this.
- h) Alex Dahinten is held in high regard to College and was recognised by receiving an Outstanding Service Award in College.
- i) Charlotte Ivison stepped in to the role and took it over with no handover and was 'amazing'.
- j) David Smith put in an amazing amount of effort.
- k) Kadhim Shubber, in the role of Felix editor was extremely passionate and committed to the role and put an amazing amount of effort in to Cinema.

At this point Council had a recess from 8.00-8.10pm

13. SUMMER BALL DEBRIEF

RECEIVED: A presentation was given by the Deputy President (Finance & Services)

NOTED:

- a) Attendance figures do not include door sales.
- b) Figures indicate that takings were £125k less than what was budgeted for.
- c) The ball figures is where the figures are discussed.
- d) Attendance was 2500 less than budget.
 - i. It was expected more attendees from Goldsmiths and Kings however this did not materialise.

- ii. There was a belief that more students from Life Sciences would attend due to it changing to a day event.
- e) The Deputy President (Welfare) stated that the Executive Committee last year asked for more attendance figures and passed the budget on the proviso that a strategy to guarantee attendance figures from the other universities would be provided but this never eventuated.
 - i. Imperial College Union went all out to publicise and 'hype' up the event at the other universities.
 - ii. The CAG Chair stated that when the Executive Committee saw the budget last year, they were not in a position to change anything as acts had been booked and contracts signed.
- f) The Trustee Board now have mechanisms in place that will require large scale events to go through risk assessment and a sign off process.
- g) The change to the format should have gone to a campus wide vote.
 - i. The change was reported to Council but there was never a paper for decision.
 - ii. Sabbaticals are able to make changes without Council's approval.
 - iii. The change to the format was to make the event for inclusive and create less annoyance to neighbours during the evening.
- h) It was suggested that a larger working group should be involved this year for planning the ball.
 - i. The Deputy President (Finance & Services) stated that a proposal will be brought to Council once initial plans have been made for the ball and there will be a Summer Ball forum.
 - ii. It was suggested that potentially an online questionnaire at key stages may be a good thing.

14. PROPOSAL TO REQUEST AN INDEPENDENT INQUIRY INTO THE PLANNING AND EXECUTION OF THE FINANCES OF THE 2011 SUMMER BALL.

RECEIVED: The paper was presented by Jenny Wilson

NOTED:

- a) Court has the jurisdiction to undertake investigations.
- b) It was pointed out that if this was a club losing this amount of money, then they would be disciplined.
- c) The loss made by the ball will not affect Clubs and Societies funding.
- d) The President stated that Court had advised the proposer to make initial investigations with the President and this had not taken place.
- e) The Deputy President (Finance & Services) stated that his debrief was objective and independent.
- f) The Trustee Board is meeting in November and will also be receiving the debrief report.
- g) Concern was raised that Ravi Pall sits on the Trustee Board and it may be difficult for a trustee to act with unbiased oversight.
 - i. It was pointed out that Ravi should declare a conflict of interest when the matter was discussed.
- h) It was pointed out that resolve 9 had already been covered in the Deputy President (Finance & Services) debrief.

RESOLVED:

1) To remove resolves 9 'To petition the Court to carry out an independent inquiry in to exactly how much has been lost, and what revenue was earned on the Summer Ball 2011, and how this compares to previous years.'

i) Council moved to vote on the whole paper and the vote is as follows:

FOR 23
AGAINST 6
ABSTAIN 2
Passed

RESOLVED:

2) To accept the proposal to request an independent inquiry in to the planning and execution of the finances of the 2011 Summer Ball (see appendix)

15. RESPONSIBLE RETAILING OF ALCOHOL POLICY

RECEIVED: The policy and presentation was given by the Deputy President (Finance & Services)

NOTED:

a) A guillotine of 15 minutes was suggested on the presented policy and the vote is as follows:

FOR 22
AGAINST 2
ABSTAIN 3
Passed

RESOLVED:

1) To consider the paper for 15 minutes only.

- b) The appendix of suggested amendments was considered point by point.
- c) It was pointed that the suggested changes were made to an older version of the document and it had been updated since.
- d) It was agreed to the moving of the "Consumer Safe Drinking" from page 5 to page 2 of the document to reflect its importance.

RESOLVED:

2) To move "Consumer Safe Drinking" from page 5 to page 2 of the document to reflect its importance.

- e) Council were informed that the Union had the opportunity to have promotional 'ladies' come in to the bars over Welcome Week however it was thought that this was in bad taste and not appropriate.
- 1. In regards to point 4, 'The requirement that any amendments to this policy by the Alcohol Policy Committee are be subject to the approval of Council on page 3', it was stated by the RSM President that there the policy holds a lot of moral opinions that should not just be 'snuck through'.
 - i. It was pointed that Executive Committee is the operational body of the Union and that the policy is essentially a bars operational directive.

- f) The policy is submitted to the licensing authority and the police to show that the Union is undertaking due diligence.
- g) Dirty pints have potential malicious intention which is why they are not permitted.
- h) The dispensation of allowing the consumption of yard glasses is a flaw in the licensing law which was bought about through a lobbying group of ale enthusiast who managed to get allowance for this 'tradition'.
- i) Council moved to vote on the individual points and the votes are as follows:
 - i. On point 2 'the deletion of point (c) on page 2 beginning "All spirits above 38% ABV..."', the vote is as follows:

FOR	11
AGAINST	11
ABSTAIN	6

 Chair had casting vote and he voted against.
Falls
 - ii. The Deputy President (Finance & Services) stated that he agreed with the proposed amendment to point 3.

RESOLVED:

- 3) To insert *'We will refuse service of alcoholic products to those who have already drunk too much, encouraging them to have a soft drink or water instead, and in extreme cases (e.g. when they are posing a threat to others or the buildings) ask them to leave the premises***

- iii. In regards to point 4, It was reminded the Executive Committee is the operational body of the Union and Council should be giving oversight.
- iv. Council moved to a vote on point 4, 'The requirement that any amendments to this policy by the Alcohol Policy Committee are be subject to the approval of Council on page 3,' and the results are as follows:

FOR	15
AGAINST	9
ABSTAIN	7

 Passed

RESOLVED:

- 4) To insert "The requirement that any amendments to this policy by the Alcohol Policy Committee are be subject to the approval of Council on page 3,"**
- j) In regards to point 5, the Deputy President (Finance & Services) agreed to the amendment suggested.

RESOLVED:

- 5) Clubs, Societies & Projects section to read as follows:**

The Union's Clubs & Societies Policy stipulates:

- A ban on all Initiation Ceremonies

Additionally, the Union will enact:

- A ban on checklists of drinks to be consumed and the use of apparatus that aids speed drinking
- A limit of 8 units of alcohol on the number of free drinks per person provided at a social

- k) It was pointed that the defining of the limit on the number of free drinks available at a social to be 8 units on page 5 had already been updated.
- l) Voting on point 7, The re-writing of the Consumption of Alcohol section on page 5 , went as follows:
- | | |
|---------|----|
| FOR | 9 |
| AGAINST | 15 |
| ABSTAIN | 1 |
- Falls
- m) In regards to point 8, it was stated that police will not accept College ID as a form of identification due to the ID card not having age of birth on it.
- i. College is not prepared to put date of birth on College ID's due to privacy reasons.
 - ii. Voting on point 9 went as follows:
- | | |
|---------|----|
| FOR | 12 |
| AGAINST | 9 |
| ABSTAIN | 6 |
- Passed

RESOLVED:

- 6) In regards to age verification, the following was agreed:

Examples of appropriate identification include:

- *A photo card driving licence*
- *A passport*
- *A proof of age card bearing the PASS hologram*
- *College ID*

Additionally individuals presenting College ID with a red box will be admitted but refused service.

Anybody who cannot produce acceptable ID will be refused entry/ service.

- n) College moved to vote on the amended paper as a whole and the vote is as follows:
- | | |
|---------|----|
| FOR | 15 |
| AGAINST | 8 |
| ABSTAIN | 9 |
- Passed

RESOLVED:

- 7) To pass the amended Responsible Retailing Policy (see appendix)

ACTION:

1. The Deputy President (Finance & Services) to present the amended policy to Trustee Board.

16. SABBATICAL ACCOMMODATION

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

NOTED:

- a) It was questioned as to why the paper was being presented when the last meeting of Council rejected it.
 - i. The Deputy President (Finance & Services) stated that the last meeting was not a fully populated council as the Ordinary Members had not been elected and he felt that the disparity of payment was not put across in a way that Council understood.
- b) Council moved to a vote to not consider the paper and the vote is as follows:

FOR	12
AGAINST	9
ABSTAIN	7
Passed	

RESOLVED:

- 1) To not consider the paper.**

17. ANY OTHER BUSINESS

17. DEPUTY PRESIDENT (WELFARE) REPORT

NOTED:

- a) Council unanimously resolved that the Deputy President (Welfare) must bring back the report to the next meeting of Council; the report that he attempted to table at the meeting.

RESOLVED:

- 1) The Deputy President (Welfare) to bring the report from Council 31st October to the meeting on the 14th November.**

17.2 RESULTS FROM HLM VOTE

The result from the secret ballot is as follows

Alex Kendall

FOR	17
AGAINST	3
ABSTAIN	6

Heather Jones

FOR	22
AGAINST	5
ABSTAIN	3

Ravi Pall

FOR	12
AGAINST	14
ABSTAIN	4

Alex Dahinten

FOR	27
AGAINST	0
ABSTAIN	3

Charlotte Ivison

FOR 26
AGAINST 0
ABSTAIN 3

David Smith
FOR 26
AGAINST 2
ABSTAIN 3

Kadhim Shubber
FOR 30
AGAINST 0
ABSTAIN 0

RESOLVED:

- 2) To grant Honorary Life membership to Alex Kendall, Heather Jones, Alex Dahinten, Charlotte Ivison, David Smith and Kadhim Shubber**

Meeting closed 9.30pm

Approved as a correct record at a meeting of Union Council

on _____ 2011/12

_____ Chair of the Meeting

Campaign to help former ICU member
Proposed by Salman Butt, Seconded by Yasser Mahmoud (Isoc President)

Summary of history

1. Babar Ahmad was an imperial college alumnus and staff member working in ICT
2. He is a London-born British citizen
3. He was arrested in 2004 under the controversial, no-evidence-required Extradition Act 2003
4. This was after Scotland Yard had arrested and released him earlier without charge, a case which has received significant attention following the Metropolitan Police's admission in March 2009 that Babar Ahmad was indeed subject to an Islamophobic and brutal assault in 2003, for which £60,000 was received in compensation.
5. The Imperial College Union shortly after his arrest passed a motion to officially be involved in the Free Babar Ahmad campaign.
6. Babar Ahmad denies any involvement in terrorism
7. He has now been in prison for over seven years in the UK without being charged for a crime
8. He has lodged a final appeal against extradition at the European Court of Human Rights which is due to decide on it shortly. If extradited he faces the rest of his natural life in solitary confinement in a maximum security US 'Supermax' prison
9. Parliament's Joint Committee on Human Rights has called for the US-UK treaty to be renegotiated so that Babar Ahmad should be put on trial in the UK. This requires 100,000 signatures on the petition website (below) in order to make this eligible for debate in Parliament.
<http://epetitions.direct.gov.uk/petitions/885>
10. This petition has become one of the top ten petitions to get something debated in parliament.
11. It is worth noting that this petition does not call for any discrimination, positive or negative, for the case of Babar Ahmad, rather it calls for him to receive a trial for any crime that he is accused of in the UK.
12. There are several other people in a similar situation to Babar Ahmad, from different backgrounds, who will also receive a trial in the UK if this is passed in parliament.

Believes

1. The right to a trial in front of one's peers is a basic right of justice for anyone accused of a crime
2. It is a violation of this former member of Imperial College Union's human rights that he has been in prison without charge nor trial in the UK
3. This is not a matter of race, religion or culture; rather it is an issue of basic Justice that most human beings would agree to in principle.

Resolves

1. To encourage all students and staff members to sign this petition in particular
2. To put pressure on the UCU to take this on as a national campaign since Babar Ahmad was a staff member at Imperial College London.
3. To allow college spaces to be booked in order for volunteers to have laptops where people can sign the petitions through the Islamic Society.
4. To encourage other Students Unions and NUS to publicise this as well
5. To send out emails with a link to the petition and information about Babar Ahmad to every student

Proposal to request an independent inquiry in to the planning and execution of the finances of the 2011 Summer Ball.

Proposed by Chris Darby

Seconded by the Deputy President (Welfare) Nicolas Massie

Council Notes:

1. The Summer Ball in 2011 made a loss in excess of £100,000, despite selling over 1000 tickets.
2. The format of Summer Ball in 2011 was a departure from previous years, and much higher turnout was expected.
3. Whilst Felix covered the loss made by the event, the articles in Felix have incorrect information, and reference meetings for which no minutes are available on the Union website.
4. Despite requesting the information immediately after the loss was apparent, Trustee Board have still yet to receive a full financial or written report for the event.

Council Believes

5. The Summer Ball is an integral part of the student experience and should be a key date in the Imperial College Union diary. Whilst it is a loss-making event, it should not cost the membership of the Union £100,000.
6. If we wish to continue hosting large events like the Summer Ball, we need to have a better strategy in place to manage the financial risk associated.
7. The Union should always do its best to ensure Felix is well informed, and Felix should always strive to provide accurate information.
8. Whilst a full report is expected at this council, serving as an internal review, a second, independent opinion would be highly valuable to ensure future development and identification of where the processes in place may have been lacking.

Council Resolves

9. For Court to investigate if any breeches of procedure took place with respect to financial responsibility. If no breeches occurred, Court should consider making suggestions as to how we can avoid such a great loss in the future.

Imperial College Union
Responsible Retailing of Alcohol Policy
A paper by the Deputy President (Finance & Services)

Introduction

We recognise the need for social responsibility, and that a significant part of our commercial business is in the entertainment and alcohol retail sector. We play a part in the communities in which we operate - both the College community and wider London community.

The provision of a safe and secure environment in our outlets is a key business objective. We have a responsibility to provide this environment to our members and wider customer base, and it is a commercial strength that we do so.

With regard to our licensed trade operations, the issue of social responsibility is one inextricably linked with alcohol consumption. In response to this, we have developed policy in four key areas:

1. Responsible Retailing
2. Health & Safety
3. The Prevention of Crime & Disorder
4. Dispersal

An Alcohol Policy Committee will ensure the Code of Practice is adopted, adhered to, and further developed. The panel will consist of the Union's:

President
General Manager
Deputy President (Welfare)
Deputy President (Finance & Services)
ICSMSU President
Commercial Services Manager
Bars Operations Leader
Central Services Manager
Entertainments Manager

The panel will be chaired by the Deputy President (Finance & Services) and will be responsible for developing and reviewing the various policies. Reviews will take place at least annually, and following any major incident. Meetings may be called by any member of the committee.

1. Responsible Retailing

Responsible retailing encompasses the key elements of our alcohol code of practice. We consider the (our) supply of alcohol and the (consumer) demand for alcohol. On the supply side we recognise we have a responsibility to consider issues under our control such as a drinks service policy, pricing, promotions and advertising. We believe all responsible retailers have an obligation to consider these issues. On the demand side our only real influence on consumer demand is the provision of information to consumers. As a Students Union we have an enhanced role to play here from a general welfare provision to our members. Our main focus is in providing information to consumers and reminding them of issues related to the consumption of alcohol (and going out generally).

The advertising of alcohol, events, and promotions spans both the supply and demand side in the context that advertising is our opportunity as a supplier to influence customer demand. Although we recognise that the price of alcohol sold in the on license sector is generally much higher than students could purchase alcohol for from the off sector if they wished to, we believe that we have a duty to lead the sector in this area. We believe that control over advertising, and issues such as time-span of promotions are further effective levers to encourage responsible consumption. As such our drinks service policy and alcohol promotion policy are detailed and also represent a level we believe is leading in the industry.

Consumer Safe Drinking

Our main consumers are students. It is our view that they are adults, and we are not here to dictate or control their actions or choices. We also recognise that there are plenty of alternatives to the Student Union as a venue. Our general policy is one of awareness and education. We do not wish to “preach” or take a “moral high ground”. We do aim to use our knowledge of how to market effectively to students, to get key messages across regarding their safety and well-being, by providing relevant and timely information and reminders.

Drinks Service Policy

- We will not sell spirits in quantities greater than a double normal serve measure in one glass other than in a recognised cocktail.
- We will not serve spirits mixed into the same glass other than in a recognised cocktail.
- We will not serve spirits into draught alcohol products e.g. put a whiskey in a pint of lager.
- We will not normally stock any product over 50% ABV. Where we do, it will be only with the approval of the Alcohol Policy Committee.
- Mobile service is defined as the offering of a specific promoted drink brand (away from the bar area) dispensed immediately by the server. We recognise that the mobile service of shooter drinks, for example the use of tequila belts, could be considered part of a binge drinking mentality. However, when used responsibly these add a fun element to events appreciated by the majority of customers. The following measures apply to this specific type of service:
 - a) Staff briefed to preclude those who have already consumed enough alcohol
 - b) Activity not to be undertaken after 2am
 - c) All spirits above 38 % abv will only be served diluted 50/50% with an appropriate non alcoholic mixer
 - d) Service limited to a single measure

- e) There will be no competition elements that involve volume or speed drinking incentives
- f) Alcohol will never be dispensed directly into a customer's mouth
- g) If this activity is being undertaken by a third party they will be required to sign a disclaimer committing to abide by the above.
- We will refuse service of alcoholic products to those who have already drunk too much, encouraging them to have a soft drink or water instead, and in extreme cases (e.g. when they are posing a threat to others or the buildings) ask them to leave the premises
- We will review this policy via the Alcohol Policy Committee.
 - Amendments made to this policy by the Alcohol Policy Committee shall require the approval of the Union Council to become effective

Alcohol Promotions Policy

- All central promotional activity agreed with suppliers will comply with the Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks (4th edition), and therefore should not in any direct or indirect way:
 - a) Have the alcoholic strength, relatively high alcohol content, or the intoxicating effect, as a dominant theme;
 - b) Suggest any association with bravado, or with violent, aggressive, dangerous or anti-social behaviour;
 - c) Suggest any association with, acceptance of, or allusion to, illicit drugs;
 - d) Suggest that consumption of the drink can lead to social success or popularity;
 - e) Encourage illegal, irresponsible or immoderate consumption, such as drink-driving, binge-drinking, or drunkenness;
 - f) Urge the consumer to drink rapidly or to "down" a product in one;
 - g) Have a particular appeal to under 18s;
 - h) Incorporate images of people who are, or look as if they are, under twenty-five years of age, unless there is no suggestion that they have just consumed, are consuming or are about to consume alcohol;
 - i) Suggest that the product can enhance mental or physical capabilities.
- In line with the BBPA (British Bar and Pub Association) Social Responsibility Standards, promotions or promotional materials will not:
 - a) Condone, encourage or glamorise excessive drinking or drunkenness or encourage anti-social behaviour. Effects of intoxication should not be referred to in any favourable manner.
 - b) Be linked to sexual imagery implying sexual success or prowess;
 - c) Refer to consuming alcohol to recover from previous over-indulgence;

- d) Be disrespectful of contemporary, prevailing standards of taste and decency, and avoid degrading or gratuitously offensive images, symbols, figures and innuendoes. Promotional material should not be demeaning to any gender, race, religion, age or minority group.
 - e) Appeal, through images / symbols, primarily to those under the legal purchase age. Characters should only be used if it is clearly established that their primary appeal is to adults. Use of any cartoon character popular with children is unacceptable.
 - f) Contain any direct or indirect references to drug culture or illegal drugs.
 - g) Have any association with violence or anti-social behaviour.
- Additionally, in response to the Mandatory Code for Alcohol Retailers (April 2010), we will avoid:
 - a) Any promotional activity which implies drinks being 'downed in one' or which incentivises speed drinking.
 - b) Any promotion that relies on an unpredictable event e.g. 'first goal scored', and therefore encourages urgent and / or unplanned alcohol consumption.
 - c) Promotions that involve drinking games.
 - d) All-inclusive promotions – including large quantities of, or all drinks, in the admission fee.
 - e) Links with any tobacco related products in (drinks) promotions e.g. match boxes, cigarette lighters, ashtrays etc. (Note: we will provide for use but not as part of a drinks promotion).
 - f) Activity that presents alcohol abstinence, or choosing soft drink alternatives, in a negative light.
 - g) Sampling activity involving staff under the age of 18.
 - h) Sampling activity which offers more than 1.5 units of alcohol per person.
 - Examples of good promotions include:
 - a) Round-buying promotions of two or more
 - b) The inclusion of responsible drinking messages and alcohol units where appropriate
 - c) Promotions that are run over periods of time to ensure prizes such as drinks vouchers can be redeemed later, not just on the day they are won
 - d) All promotional activity will incorporate a soft drinks offer
 - e) Any time-limited promotion should be for 2 hours or longer

Clubs, Societies & Projects

The Union's Clubs & Societies Policy stipulates:

- A ban on all Initiation Ceremonies

Additionally, the Union will enact:

- A ban on checklists of drinks to be consumed and the use of apparatus that aids speed drinking
- A limit of 8 units of alcohol on the number of free drinks per person provided at a social

If these rules are breached disciplinary procedures will be invoked as per the Union Constitution. Staff will be trained to recognise behaviour that breaches the above, and given guidelines for reporting any such behaviour.

Consumption of Alcohol

The Union has strict guidelines on the consumption of alcohol. The following actions are prohibited:

- Mixing of multiple drinks into one glass or creating a “dirty pint” for someone else to consume
- Pouring alcohol directly into someone’s mouth
- Downing large quantities of alcohol in one go (e.g. downing excessive numbers of drinks)

If a customer is caught doing or attempting to do any of the above they will be warned that it is prohibited and that if they attempt to do it again they will be asked to leave the premises.

Alcohol Safety Issues

Customers observed by Security inside, outside or leaving our premises are informally assessed. If their demeanour causes sufficient concern, that person will be treated initially as a casualty, be assessed further, and given appropriate assistance. This could include first aid, assistance getting home, or locating a friend to accompany them. Aggravating features to cause concern are people leaving alone, or when challenged, the casualty cannot positively identify a companion. Where we suspect someone’s drink may have been spiked we will also treat it as a criminal act, investigate further to gain evidence, and involve the emergency services.

Welcome Week

We are not naive to the point of thinking many of our students will not have drunk alcohol prior to coming to University. However, we need to recognise that it is the first time many of them won’t have had to return home to face parents at the end of the night, and the freedom this gives can lead to a less responsible approach to their drinking behaviour. Consumer campaigns during this busy period, however, are generally low impact.

We will put a heightened awareness on bars and security staff to be aware of those who are drinking too heavily and to limit service in that case to soft drinks, or refuse entry or service.

Age Verification

ICU will operate a Check 21 age verification policy. This policy applies in relation to the sale or supply of alcohol on ICU premises.

For this policy the responsible person is the designated premises supervisor for each bar/venue. Staff serving alcohol must require any individuals who appear to the responsible person to be under the age of 21 years of age to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and a holographic mark.

Examples of appropriate identification include:

- A photo card driving licence
- A passport
- A proof of age card bearing the PASS hologram
- College ID

Additionally individuals presenting College ID with a red box will be admitted but refused service. Anybody who cannot produce acceptable ID will be refused entry/ service.

The Union will ensure that staff are made aware of the existence and content of this policy.

2. Health & Safety

The Union's commitment to Health and Safety is covered by a wide variety of internal policies and procedures, the elements that relate to the responsible retailing of alcohol are summarised here.

Operations Manual

Under development

Health and Safety Management System

All outlets will have individual Health and Safety Management Manuals that include the following:

- Departmental Fire Risk assessments.
- Monthly Fire precaution check lists
- Control of Substances Hazardous to Health (COSHH) Procedure. All cleaning products must be stored and used according to the manufacturers' instructions. All products must be stored in their original correctly marked containers and not decanted into other containers. Staff must be trained in the correct usage of the chemical products used in their area of work.
- Accident and Near Miss Reporting. All accidents (staff and customer) must be reported in the accident book or via other approved routes to record the incident.
- Outlet-specific Risk Assessments

Venue Checklists

Before every central Union event a walk of the venue is undertaken and a checklist is completed to ensure that the venue is safe to open. This includes:

- Fire checks of all equipment and exits to be reviewed on a monthly basis by the Central Services Manager
- Licensing checks to ensure all documentation is accurate available and up to date
- Security checks this includes checking of all secure areas team briefing and recording and checking of all SIA badges in a log Book

Glass Collecting Policy

We will operate a strict glass collecting policy included in the Operation Manual:

- Baskets must be used to collect glasses and bottles, and glasses must not be stacked more than 5 high when collecting.
- All broken bottles and glasses must be disposed of in the sharps bin in the glass-wash, not in bin bags or bottle skips.
- Glasses will be collected at regular intervals by staff specifically deployed for that purpose and the number of staff will be decided in relation to the volume of trade.
- All outlets will assess the need for designated glass collectors on each shift and will allocate the task accordingly to a proportion of the staff.

Smoking in Licensed Trade Outlets

- Smoking in enclosed public spaces was banned on 1 July 2007 (in England and Wales). This legislation came about as a result of the dangers of passive smoking. The Union obviously complies with the law, and in this respect has banned smoking from all enclosed spaces.
- We recognise also that in future outdoor developments we want to take account of the needs of non-smokers as well as smokers, and such developments should consider whether a reserved non-smoking area is possible and desirable. Such developments should also consider the experience of non-smokers in accessing the outdoor areas, e.g. will they have to walk through a dense smoking area. Furthermore, the development of outdoor areas needs to be for all users of the area if applicable and possible, and also take account of the fact that the likely number of smokers will decrease over the coming years.
- Unfortunately we cannot accept the use of electronic cigarettes indoors as they are too difficult to distinguish from the real thing. We believe this could lead to unfair confusion for both our staff and other customers.

Training Summary

We have a commitment to the development of our staff throughout all levels of the organisation, and believe training and development strengthens our operation as well as ensuring compliance with legal and self imposed service standards.

- All bar staff are given a minimum of 2 hours induction training prior to working on any of our bars; this includes training on the policies included in this framework document, and on the legal (and operational) need to refuse service. It also provides methods of refusing service to increase staff confidence in doing so. They are also trained to pass the situation onto their Manager or Supervisor after refusing service
- Bar Managers and Deputies also complete the BIIAB National Certificate for Door Supervisors Units 1 and 2; Roles & Responsibilities and Conflict Management.
- Additional training and pre-session briefings take place, with a focus on drink awareness, during campaign periods including the critical Welcome Week period.

Risk Assessments for Key Events

Whilst presented as different events, operationally most of our events are built to the same framework. We will have risk assessments in place for our outlets and operations in general; however some specific events are of a scale, complexity or nature that makes a specific risk assessment desirable.

Auditing

All of our outlets that retail alcohol will be externally audited by an independent company once a year. In addition to this we will undertake two night-time audits to check our compliance with licensing law. By doing this we believe that we are able to spot potential issues before they occur ensuring that we are compliant.

3. The Prevention of Crime & Disorder

The prevention of crime and disorder is one of the four Licensing Act (2003) objectives. In that context, many of the other sections of this alcohol policy aim to tackle issues relating to crime and disorder where there is a possible causal link to alcohol sales. The majority of specific crime and disorder issues are covered in our security procedures.

CCTV

The Union has a CCTV surveillance system and a Code of Practice for its operation. The system covers most of the main internal areas and some of the external areas of the Union building, and records on all cameras 24 hours a day. All images are automatically stored for a minimum of 30 days. The Code of Practice ensures that the Union's operation of the system complies with the Data Protection Act 1998. The CCTV system is intended to contribute to the provision of a safe and comfortable environment in the following ways:

- Reduce the fear of crime and offer reassurance to the public and staff members
- Facilitate the apprehension and prosecution of offenders
- Assist with the prevention and detection of crime, acts of terrorism and disorder committed inside the Union building
- Deal with any safety concerns

Noise Control

Noise pollution from licensed venues takes two main forms; noise breakout, and noise from customers (typically) returning home or moving on to another venue. We include "operational noise", such as glass being emptied into skips, as noise breakout on the basis we have a direct control over this type of noise from our operation. Further detail on customer noise is included under the Dispersal section of this document.

Customer Noise

Customer noise is noise resulting from those who are entering or leaving our outlets, typically referred to as boisterous behaviour e.g. shouting or singing, but can also be as simple as people talking loudly on their mobiles as they walk home in the early hours. We have no direct control over this noise. However we recognise we can play a part in the reduction of any inconvenience to the community resulting from this type of noise. We can possibly have an influence over the customers in our venues, but also in terms of good neighbourly behaviour; we can educate students who use our venues with a benefit in general when not using our venues.

4. Dispersal

Our Student Union building is a complex one with a variety of operations including bars, nightclubs, retail outlets, meeting rooms and offices. Activities are both licensable and otherwise, and we need to take a holistic view of the building not just the licensed activities. Different activities take place on different days with different finish times, and there is no such thing as a standard week. As a result we apply only three key principles to dispersal:

- We will not usually close our activities and outlets such that the whole building empties within a 30-minute timeframe, where the whole building was open. That is to say we will attempt to consider and apply the principle of staggered closing hours between our various outlets.
- Where any outlet or event involves the sale of alcohol, either as the primary purpose, or in the case of entertainment venues as a secondary service; the sale of alcohol should normally cease 30 minutes prior to the closure of the outlet (but not necessarily the termination of the event).
- Background music and lighting levels should be used to aid a gradual dispersal. The best way to achieve this in terms of timings will need to be assessed for each event dependant on the nature of the event. For example, at a carol concert, keeping the bar open for 30 minutes after the concert (the main event) has finished, and then the building open for a further 30 minutes “drinking up time” would aid gradual dispersal. In the case of a student disco event, closing the bar 15 minutes before the club music (the main event) finishes and then having no music or low level music and higher lighting levels for the remaining 15 minutes of “drinking up time” aids dispersal.

Information about local taxis and public transport will available throughout the Union.