



Minutes of the Imperial College Union
Board of Trustees
8 May 2014
Meeting room 3, 16.30pm

Present:

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| Lay Trustee - Chair | Julia Higgins (JH) |
| President | David Goldsmith (DG) |
| Council Chair | Richard Bennett (RB) |
| Elected Student Trustee | Bukki Adedapo (BA) |
| Appointed Student Trustee | Tian Chew (TC) |
| Appointed Student Trustee | John Winters (JW) |
| Lay Trustee | Colin Kerr (CK) |
| Alumni Trustee | Andy Heeps (AH) |
| Deputy President (Clubs and Societies) | Yas Edwards (YE) |
| Deputy President (Finance & Services) | Kieron Creagh (KC) |
| Deputy President (Welfare) | Marissa Lewis (ML) |

Permanent Observers

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|---|----------------------|
| Managing Director | Joe Cooper (JC) |
| Governance and Administration Manager – Clerk | Rebecca Coxhead (RC) |

Apologies:

| | |
|-------------------------|---------------------|
| Elected Student Trustee | Michael Foster (MF) |
| Lay Trustee | George Palos (GP) |

1. CHAIRS BUSINESS & APOLOGIES

NOTED:

- a) It is envisaged that papers of substance would have been considered and discussed at sub committees before Board meetings so that the sub committees will then pass on recommendations to the Board.
 - i) The coversheet for papers should include a section stating if it has been considered by a subcommittee and what their recommendations are.
- b) Janet Rogan stepped down as a Trustee on 18 March 2014.
 - i) AH was ratified as JR replacement on the Appointments and Remuneration Committee.
 - ii) JR was heartily thanked for her enormous contribution to the Board as her time as Trustee.

RESOLVED:

- 1) **To appoint AH as a member to the Appointments and Remuneration Committee.**

2. DECLARATION OF CONFLICT – NONE

3. MINUTES OF LAST MEETING – 16 JANUARY 2014

NOTED:

- a) The minutes were passed as an accurate record of the meeting

RESOLVED:

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

4. MATTERS ARISING

NOTED:

- a) 9.1 – JC has investigated how College deal with Under 18 students.

ACTION:

- 1. JC to circulate the information in regards to how College deal with Under 18 students.**

The agenda was reordered to consider Any Other Business – CSSA election complaint

19. Any Other Business - CSSA election complaint

NOTED:

- a) JC stated that a complaint has been received in regards to the decision made by the President on a complaint received about the way in which the Chinese Students and Scholars Association (CSSA) election took place.
 - i. The President deemed the election to be unconstitutional and ruled for the election to be held again and appointed KC as the Returning Officer.
 - ii. The issue has highlighted some suggested amendments to the Bye Laws.
- b) The Deputy President Clubs & Societies can close clubs but this will only happen in extreme circumstances.
- c) The Board agreed that the President followed the correct procedure and issued the correct outcome.
- d) JC read out a draft response to be sent to the complainant.
- e) JC to send out the complaint documentation and the draft response which the Board is to agree to.

RESOLVED:

- 1) The Board agreed that the complaint in regards to the CSSA elections and the decision made by the President not be upheld.**

ACTION:

- 1. JC to circulate the draft response from the Board which the Board agreed to in principle.**
- 2. Once agreed, JH to send the response on behalf of the Board.**

The agenda resumed normal order at this point

5. FINANCE AND RISK COMMITTEE

RECEIVED: A verbal update was by CK

NOTED:

- a) Minutes from the last meeting on April 30 were not available however CK gave a verbal update on activity of the meeting.
- b) The March 2014 Management Accounts were considered and overall the financial state of the Union is healthy. Currently showing a year to date positive variance.
 - i. The profit share of the Hbar are still in negotiation.
 - ii. There is timing issues with internal charges which are slightly skewing data.
 - iii. Income streams across all departments are being monitored closely.
- c) In regards to minibus procurement, all possible options, such as different brands, models and leasing, are being investigated.
 - i. It is looking likely that the new fleet may be Peugeot
 - ii. The purchase fits in to the CAPEX budget.

- iii. The demand for minibuses is in excess of the current fleet.
 - iv. It was suggested that there needs to be some type of training in regards to using the different minibuses.
 - v. The risk profile of the minibuses is something that should be considered.
 - vi. Finance and Risk Committee are happy with the recommendations which were presented to them.
- d) The external audit begins 20 May and the Union is doing everything possible to increase its assurance.
- e) The Financial Procedures were considered in great detail by the Committee.

6. FINANCIAL PROCEDURES

RECEIVED: The procedures were presented by JC

NOTED:

- a) JH stated that there needs to be an amendment to page 4, point 2.3.2 as it does not reflect what happens:

RESOLVED:

- 1) To change the following:

2.3.2 The committee is appointed in accordance with the Constitution, by Chair of the Board of Trustees and shall contain up to six members, including one External Trustee and one Student Trustees

TO

2.3.2 The committee is appointed in accordance with the Constitution by the Board of Trustees and shall contain up to six members, including one External Trustee and one Student Trustees

- b) Tony Lawrence has seen the draft procedures and he is happy with them.
- c) The Officer Trustees are happy that the changes are an accurate representation of how things work and are easy to put in to place.
- d) The Board thanks all those who were involved in drawing together the document.
- e) The Procedures will be reviewed annually.
- f) Board moved to a vote on passing the Financial Procedures and they were passed unanimously.

RESOLVED:

- 1) To pass the amended Financial Procedures.

7. FREEDOM OF SPEECH AND EVENTS APPROVAL POLICY

RECEIVED: The policy was presented by JC

NOTED:

- a) College have shifted to a more risk adverse approach to events.
- b) The Union policy will have jurisdiction over events of campus if it is being run under a CSP.
- c) A report of events will come to Board at the end of the academic year
- d) The policy is reviewed annually and authority is delegated from the Board to the Finance and Risk Committee.
- e) It was suggested that an index be added to more lengthy reports and policies.
- f) JC stated that he will draft guidelines in regards to producing reports and policies.
- g) The Board moved to a vote on the presented policy and it was passed unanimously.

RESOLVED:

- 1) To accept the Freedom of Speech and Events Approval Policy (see appendix)

8. VOLUNTEERS POLICY

RECEIVED: The policy was presented by JC

NOTED:

- a) The Board moved to a vote on passing the presented policy and it was passed unanimously.

RESOLVED:

- 1) To pass the presented policy.**

9. STUDENTS AMENITIES FUND

RECEIVED: The paper was presented by JC

NOTED:

- a) This year the amenities fund had a change to the authorisation process which gave extra levels of authority.
- b) The Board were asked to consider if they were in principle, in support of the scope set out and if they think it is appropriate.
- c) Hall Seniors will have a level of authority until the Halls Committees are created.
 - i. There may be concerns with Halls Seniors being given extra responsibility when they are essentially volunteers.
- d) There is some clarification required over how to consider VAT.
- e) It was questioned if the Union would be perceived as 'blocking' events that do not meet the Union's policies and procedures around events.
- f) The Trustees are ultimately responsible for the financial prudence of the Union and all activity must adhere to the financial procedures and policies of the Union.
- g) Concern was raised over the potentially political 'backlash' that may arise from any change to the fund.
- h) It was mentioned that the perception may be that the Union is undermining the Wardens.
- i) Anecdotally, the Wardens are in support of the Union generally and there is a good relationship between the 2 parties.
- j) It was highlighted that an Officer Trustee may not feel comfortable challenging a warden or denying their event if procedures haven't been followed.
- k) It was suggested that an open discussion needs to happen with the Wardens to gauge their opinions on the change.
 - i. It was suggested that the Union goes back to Prof Humphris with concern over the relationship with the wardens being put at risk and that the Union wishes to undertake dialogue with the Wardens to seek their assurance that they are happy with arrangements.
- l) There is risk that the amenities fund will 'dry up' if it is an opt in system for students and the students will lose out.
- m) It was suggested to look at the risk if the Union doesn't take it on.
- n) Officer Trustees have this on their agenda and will work with JC.
- o) JC will send an update to the Board once he has further information.

10. SABBATICAL ACCOMMODATION POLICY

RECEIVED: The policy was presented by JC

NOTED:

- a) The Board moved to a vote and it was passed unanimously.

RESOLVED:

- a) To approve the Sabbatical Accommodation Policy (see appendix)**

11. COMMUNICATIONS STRATEGY

RECEIVED: The strategy was presented by JC

NOTED:

- a) It was questioned how the Union would prioritise the support to student events should they occur at the same time.
 - i. A process to clarify how conflict and prioritisations needs to be inserted and it was agreed that the Sabbatical Officers need to be part of this decision making process
 - ii. It was suggested that this doesn't need to sit in the strategy, rather it is best placed in a process document.

ACTION:

1. JC to work with YE to draft a process for allocating support to CSP events.

- b) The Board moved to a vote to accept the presented Communications Strategy and it was passed unanimously.

RESOLVED:

1) To pass the presented Communications Strategy.

12. STUDENT HUBS MOU RENEWAL

RECEIVED: The paper was presented by JC

NOTED:

- a) It is recognised that the Student Hubs compliment the activities of the Union.
- b) JW chairs the Imperial Hub Advisory Group.
- c) The Board moved to a vote on passing the presented documents and they were passed unanimously.

RESOLVED:

- 1) To note the annual Impact Report from Imperial Hub.**
- 2) To renew the Memorandum of Understanding with Student Hubs.**

13. CONSULTATION FRAMEWORK

RECEIVED: The document was presented by DG

NOTED:

- a) Union Council has been part of the consultation process.
- b) There has been a large amount of consultation with departments in the drafting of the document and as such it is expected that they will engage with the mechanism.
- c) The framework will be reviewed annually.
- d) The Union would be the consultative body for large scale College change and the Dep Reps would be the body for departmental changes.
- e) There is a 'risk' element in that there is a time demand from the Union engaging in the consultation.
 - i. The level of commitment of engagement can be assessed on a case by case basis.
- f) Any changes that the Union makes will also follow the framework.
- g) The Board noted the document.

14. PRESIDENTS REPORT

RECEIVED: The report was presented by DG

NOTED:

- a) The discussions with MP's have been very positive.
- b) The Board moved to a vote on passing the presented report and it was passed unanimously.

RESOLVED:

- 1) To accept the presented report.**

15. MANAGING DIRECTOR REPORT

RECEIVED: The report was presented by JC

NOTED:

- a) Postgraduate Graduation day saw an excellent day in retail outlets.
- b) The Big Elections had a very good turnout and overall the period ran smoothly with complaints be minor and dealt with swiftly and efficiently.
- c) The retail redevelopment has been approved and the shop will have a 4 week 'move' period.
- d) NSS turnout was increased on last year.
- e) The Board moved to a vote on passing the presented report and it was passed unanimously.

RESOLVED:

- 1) To accept the presented report.**

16. OPERATING PLAN

RECEIVED: The plan was presented by JC

NOTED:

- a) It was suggested that a different key be included for ongoing projects.
- b) The Board moved to a vote on passing the presented plan and it was passed unanimously.

RESOLVED:

- 1) To accept the Operating Plan.**

17. COUNCIL CHAIR REPORT

RECEIVED: The report was presented by RB

NOTED:

- a) There is an ongoing concern with quorum not being met at meetings.
 - i. Discussion was had at the last meeting in regards to how this could be addressed however there was no solution offered as to how to deal with it.
- b) The Board moved to a vote on passing the presented report and it was passed unanimously.

RESOLVED:

- 1) To accept the presented report.**

18. BUDGETING PROCESS FOR CLUBS, SOCIETIES & PROJECTS

RECEIVED: A verbal update was given by YE

NOTED:

- a) Overall the changes to the process made it much more transparent however it made the time commitment for volunteers immense.
- b) The appeals came in and the Deputy President Clubs & Societies and Deputy President (Finance & Services) put recommendations forward to the meeting which were accepted at the meeting of Clubs, Societies & Project Board.
- c) A full review is being undertaken but overall it highlighted that more staff support is required.
- d) The change to the budgeting system will form part of handover.

ANY OTHER BUSINESS

NOTED:

- a) AH stated that the Governance Committee will be reviewing the Bye Laws in the near future and any issues/suggestions should be put through to him.

The meeting closed at 7.15pm
Approved as a correct record at a meeting
of the Trustee Board on

_____ 2013/14

_____ Chair of the Meeting

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Volunteer's policy

Policy statement

It is the policy of the Union that all events organised and hosted by the Union adhere to this policy. For the avoidance of doubt this includes all events organised by Clubs, Societies, Projects, the Constituent Unions, other student groups, Community Connections activities as well as corporate Union events, activities associated with the Union's social enterprises and external events taking place within Union facilities. This policy applies equally to events taking place on campus as well as Union events held elsewhere.

1. Background

- 1.1. The Union's Trustees, as the trustees of a registered charity, have a clear duty to act in the best interests of the charity and ensure that activities are avoided which might place the funds, assets or reputation of the charity at risk. In the context of the Union this applies to all activities of the organisation, the Union cannot distance itself from its recognised student groups.
- 1.2. The Trustees have in place procedures that consider the risk posed by Charity events, and that steps are taken to identify when external speakers might present at an event and that checks are made on people that are planned to speak at an event¹.
- 1.3. Other Union policy is relevant in the context of this policy, specifically the Union's policies around equality and diversity².
- 1.4. This policy supersedes the policy on Events Involving Speakers policy which was passed by the Board of Trustees on 29 May 2013 and the Room Booking policy which was approved by the Executive Committee on 18 April 2011.

2. Context

- 2.1. There are several risks which may face the Union which revolve around freedom of speech. Speakers at events hosted by the Union or its constituent parts, which include all the Clubs, Societies & Projects could:
 - 2.1.1. break the law or be considered by observers or commentators to be breaking the law,
 - 2.1.2. put the Union's reputation or other assets at risk,
 - 2.1.3. be otherwise inappropriate under charity law, e.g. unlawful political activity or breach of public benefit principles,
 - 2.1.4. put the physical security of the venue or the attendees of the event at risk,
 - 2.1.5. put the Union's relationship with the College or external venues at risk.
- 2.2. While many events that may require an evaluation of these risks are held on College campuses, on occasion events which take place off College campuses. The jurisdiction of this policy applies to all Union events regardless of their location. Events involving speakers including debates, presentations, speeches or talks are common examples of events which may take place away from College campuses.
- 2.3. Events which take place away from College campuses may present specific reputational risks without necessarily involving consideration of freedom of speech.

¹ *Managing the risks associated with external speakers*, National Union of Students, July 2011

² Currently this extends to the Equal Opportunities Policy, but could in future include others, for example a No Platform Policy

- 2.4. This policy binds all activities of the Union, which includes commercial activities and external events taking place within Union facilities.
- 2.5. The Union must manage these risks with reference to the following obligations:
 - 2.5.1. The activities of Clubs, Societies & Projects and other recognised student groups involve a diverse range of ideas, interests and opinions. They involve the invitation of a number of speakers and guests each year.
 - 2.5.2. The Union should facilitate safe space for all its members and must ensure all its events and activities abide by its policies on equality and diversity.
 - 2.5.3. All events on campus are subject to Imperial College London's Code of Practice on Freedom of Speech. Imperial College London is bound by Section 43 of the Education (No 2) Act 1986 which means it must do all that is practicable to ensure that freedom of speech is secured for members of the College community and visitors³. In addition the Union has additional responsibilities to consider as outlined in section 2.1.
 - 2.5.4. The right to freedom of speech is not absolute and must be "within the law". Relevant legislation that applies to speakers and related issues include:
 - 2.5.4.1. Equality Act 2010,
 - 2.5.4.2. Public Order Act 1986,
 - 2.5.4.3. Racial and Religious Hatred Act 2006,
 - 2.5.4.4. Terrorism Acts 2000 and 2006,
 - 2.5.4.5. Protection from Harassment Act 1997
 - 2.5.5. The Human Rights Act 1998 secures various rights including freedom of thought, conscience and religion (Article 9), freedom of expression (Article 10), freedom of assembly and association (Article 11).
 - 2.5.6. Union Trustees have a clear duty to act in the best interests of the Charity and to abide by the provisions of the Charities Act 2011
 - 2.5.7. For events which take place outside the United Kingdom compliance with local legislation must also be ensured.
- 2.6. The Union President is ultimately responsible for the enforcement of the provisions outlined within this policy. Implementation of the policy is delegated to Union staff.

3. Procedural framework

- 3.1. All Clubs, Societies & Projects and other recognised student groups must notify, using established systems, the Union of the speakers and topics that are being discussed at the events they are holding, together with information about attendees.
- 3.2. Identical information must be provided for any of the Union's commercial events or events organised by external clients.
- 3.3. Room bookings will not be processed and events will not be permitted to go ahead unless the correct processes and information have been provided within the correct timescales.

4. Processes

- 4.1. Requests for Union and College rooms and other spaces are made through a variety of routes:
 - 4.1.1. The majority of requests from student groups are usually received via the Union's online room booking request system.
 - 4.1.2. Union spaces may also be booked through members of Union staff, this includes all bookings taken by the Union from external clients and members of College staff.

³ *Freedom of Speech Code of Practice*, Imperial College London. Available online: <http://www3.imperial.ac.uk/secretariat/collegegovernance/provisions/policies/freedomofspeech>

- 4.1.3. The College's Conferences & Events Office controlled spaces are booked via paper forms available through the Student Hub.
- 4.1.4. It is expected that other College Departments do not directly make bookings for Clubs, Societies & Projects and other Union recognised student groups. Where requests are received by a department for rooms which are not available to be booked under the Union's room booking system or through the College's Conference & Events Office, they should liaise with the Union on a case by case basis.
- 4.1.5. The Union will not process or be responsible for making bookings for individual students or groups of students who are not associated with a recognised Union activity.
- 4.2. There is a defined approval process for each of these routes. This is usually:
 - 4.2.1. Union staff. Role: Process the booking request
 - 4.2.2. College Departmental administrators. Role: Approve use of College Departmental space (where required)
 - 4.2.3. Deputy President (Clubs & Societies) or their nominee. Role: Research speaker(s) and topic(s) to determine the risk of Union and College policies or the law being broken. Refer research to College Security or College Secretary where risks are identified. Recommend and implement control measures. This work will be done in conjunction with or delegated to members of Union staff.
 - 4.2.4. College Security. Role: Provide further research on speaker and topic and decide on security arrangements and implementation of control measures.
- 4.3. The Union will automatically inform the College Secretary if an event is felt to fall under Section 2 of the College Code of Practice on Freedom of Speech, namely: *"Any meeting or other activity on College premises where there is a real likelihood that the speaker may not be able to enter or leave College premises safely and/or deliver his or her speech or that a breach of the peace may occur will be deemed to fall within the requirements of this code."*
- 4.4. Bookings or requests for the approval of additional speakers shall not usually be accepted less than two weeks before the date of the event taking place. Permission will usually not be granted in these circumstances.
- 4.5. The details of the event required must include:
 - 4.5.1. the title of the event,
 - 4.5.2. date and intended locations,
 - 4.5.3. organisers name & contact details,
 - 4.5.4. anticipated number of attendees,
 - 4.5.5. details of any non-standard seating arrangements,
 - 4.5.6. whether the event will be filmed or recorded, and how this will be distributed,
 - 4.5.7. details of the scope of advertising.
 - 4.5.8. Depending on the space being booked, this information will either be captured through the online room booking request system, or via a paper form (either from the Union or the Conferences & Events Office depending on the space).
- 4.6. Details of any speakers are required are as follows:
 - 4.6.1. full name and organisation including any other known affiliations (specifically political and religious)
 - 4.6.2. contact details
 - 4.6.3. title of talk and subject matter
 - 4.6.4. if the speaker has attended an event at Imperial College before, if so when
 - 4.6.5. other establishments the speaker has spoken at before and whether there have been incidents of protest, public order, illegal activities, significant publicity or where permission to speak has been refused
 - 4.6.6. any notable details about the event including:
 - 4.6.6.1. known security threats

- 4.6.6.2. media interest
- 4.6.6.3. risk of protest or the attendance of unauthorised persons at or in the vicinity of the event
- 4.6.6.4. potential for controversial or illegal aspects of the talk or for the incitement of controversial or illegal actions by the speaker
- 4.6.6.5. potential for public order difficulties
- 4.6.7. Weblinks should be provided wherever possible.
- 4.7. If any high profile or controversial guests or audience members are anticipating an event the following information must be provided:
 - 4.7.1. full name and organisation including any other known affiliations (specifically political and religious)
 - 4.7.2. contact details
 - 4.7.3. details of personal security arrangements
 - 4.7.4. if the speaker has attended an event at Imperial College before, if so when
 - 4.7.5. other events at other establishments the person has attended before and whether there have been incidents of protest, public order, illegal activities, significant publicity or where permission to speak has been refused
 - 4.7.6. any notable details about the person including:
 - 4.7.6.1. known security threats
 - 4.7.6.2. media interest
 - 4.7.6.3. risk of protest or the attendance of unauthorised persons at or in the vicinity of the event
 - 4.7.6.4. potential for controversial or illegal action, or for the incitement of such action
 - 4.7.6.5. potential for public order difficulties
 - 4.7.7. Weblinks should be provided wherever possible.
- 4.8. Information regarding speakers and/or attendees must be provided for any event taking place away from a College campus.
- 4.9. If this information or any other requested by the Union or the College is withheld or not promptly provided when requested an event may be cancelled or a speaker refused permission to attend.
- 4.10. Decisions on granting permission for an event to go ahead will be made by the Deputy President (Clubs & Societies) or their nominee. Appeals on decisions of a nominee of the Deputy President (Clubs & Societies) can be made to the Deputy President (Clubs & Societies). Appeals on decisions of the Deputy President (Clubs & Societies) can be made to the Union President or their nominee.

5. Assessment and management of risk

- 5.1. Risk will be assessed based on the following:
 - 5.1.1. Whether there is a risk of disorder or unlawfulness arising from the speaker or attendees at an event
 - 5.1.2. Compliance with Imperial College's Code of Practice on Freedom of Speech and the 1986 Education Act.
 - 5.1.3. Whether there is a risk of breaking the Union's Equality and Diversity policies.
 - 5.1.4. The reputational and physical risk to the Union and the impact on its charitable purpose.
 - 5.1.5. The reputational and physical risk to the College and the impact on the Union's relationship with it
- 5.2. A procedures document will be in place which provides extra detail regarding the processes which will be used to inform the decisions required by section 5.1. This document will be reviewed bi-annually by the Finance & Risk Committee.

- 5.3. Wherever possible the organiser of an event will be given the chance to change aspects of the event to conform to this or other policies.
- 5.4. If College Security are of the opinion that the physical security of the building, attendees or College members cannot be guaranteed the event must be cancelled. Appeals against decisions of College Security should be made to the College Secretary.
- 5.5. Conditions may be placed on events by the Deputy President (Clubs & Societies) or their nominee before they are granted permission to go ahead. These include but are not limited to:
 - 5.5.1. Ticketing the event
 - 5.5.2. Pre-registration of attendees
 - 5.5.3. Restricting entry to:
 - 5.5.3.1. Members of a society
 - 5.5.3.2. Students of Imperial College London
 - 5.5.3.3. Students and staff of Imperial College London
 - 5.5.3.4. Students at a Higher Education Institution
 - 5.5.4. Extra Security or stewarding, the costs of which will in principle fall on the organiser of the event.
 - 5.5.5. Imposing a Chair designated by the Deputy President (Clubs & Societies) or their nominee
 - 5.5.6. Putting a requirement on the format of the event – for example, that there is a question and answer session, or opportunity for debate of the topic.
 - 5.5.7. Putting requirements or restrictions on the advertising and promotion of the event
 - 5.5.8. Having a Union observer at the event
 - 5.5.9. Specifying certain seating, entry/exit or other venue configuration requirements.
 - 5.5.10. Requiring the speaker(s) to submit their speech beforehand, or sign a statement demonstrating their understanding of their responsibilities and obligations.
 - 5.5.11. Imposing a no audio recording, photographs or videos ruling.
- 5.6. Appeals to restrictions placed on events by a nominee of the Deputy President (Clubs & Societies) may be made to Deputy President (Clubs & Societies). Appeals to restrictions placed on events by the Deputy President (Clubs & Societies) may be made to the Union President or their nominee.
- 5.7. Additionally the College's Code of Practice on Freedom of Speech, outlines the conditions that the College Secretary may put in place for events on Imperial College premises.
- 5.8. Furthermore restrictions may be placed on an event by the College or by an external venue.
- 5.9. Consideration should be given to whether there are individuals or groups on campus who could be consulted or informed of visiting speakers or certain topics being discussed.

6. Enforcement and reporting

- 6.1. The Union's disciplinary measures within Bye Law E may be implemented against the event organiser and/or committee member(s) of the responsible student group in the event of disrepute, disorder, breach of Union or College policy, non-compliance with imposed restrictions or unlawfulness arising from the speaker or attendees. College or police action may also be consequences.
- 6.2. The Deputy President (Clubs & Societies) or their nominee will periodically update the Trustee Board on decisions that have been made in relation to this policy.
- 6.3. An annual report will be presented to the Trustee Board detailing notable decisions or levels of restrictions imposed, together with information about events which were cancelled or where any difficulties were encountered.
- 6.4. This policy will be reviewed annually by the Trustee Board.

Sabbatical Accommodation Policy

1. Imperial College Union strongly supports the use of rooms in halls of residence by senior officers of the Union as it is vital to maintaining the connection between officers and the student body, and allowing officers to work effectively for the Union.
2. Holders of sabbatical positions, including the Sabbatical Officers, ICSMSU President and the Felix Editor, will be offered a room in price band 'D', available in Beit, Prince's Gardens or Evelyn Gardens, subject to approval from Residences.
3. If officers wish to decline their offer of a hall room for any period, they may do so only with the prior permission of the Appointments and Remuneration Committee. The designated room will be re-allocated by Residences, so an officer who has declined a room will not be able to take a room in halls at a later date.
4. If officers wish to live in accommodation other than their designated halls room, they may only do so with the prior permission of the Appointments and Remuneration Committee and will be afforded no assistance from the Union in obtaining that accommodation.
5. Rooms will only be allocated to officers prior to the start of the academic year. If a position is filled during the academic year the officer will not be able to live in halls of residence.
6. As details of officers taking up rooms are required by Residences considerably prior to the start of the academic year, preferences must be submitted to the Governance & Administration Manager by the 1st May. If an officer-elect does not accept their offer of a room or is out of contact every effort having been made to contact them by the time details are needed by Residences, they will be deemed to have rejected their offer.
7. The Union shall pay the full rent for holders of sabbatical office living in halls or shall pay an honorarium equal to 75% of the average rent of price band 'D' rooms, should rent not be payable to College, on behalf of sabbatical officers.
8. Officers in halls may during their time living in halls be required to move rooms during the summer vacation period.
9. The President is responsible for running and enforcing this policy and will rule in the event of a dispute.