



Minutes of the Imperial College Union
Third Governance Committee meeting of 2014/15
21 January 2015
Meeting Room 6, 16.00

PRESENT:

Alumni Trustee	Andy Heeps – Chair (AH)
Officer Trustee	Abigail de Bruin (ADB)
Officer Trustee	Thomas Wheeler (TW)
Student Trustee	Chris Chukwunta (CC)
<u>Permanent Observers</u>	
Central Services Manager	Alex McKee (AMK)
Governance & Administration Manager – Clerk	Rebecca Coxhead (RC)

Apologies: Paul Beaumont Council Chair, Hiba Danish Saleem Student Trustee, Managing Director Joe Cooper

1. **CHAIRS BUSINESS - none**

2. **DECLARATION OF CONFLICTS OF INTERESTS – none**

3. **MINUTES OF LAST MEETING – 19 November 2014**

NOTED:

- a) The minutes were passed at the last meeting of Board of Trustees.

4. **MATTERS ARISING**

NOTED:

- a) All matters are being discussed as part of the agenda.

5. **DEMOCRACY REVIEW UPDATE**

RECEIVED: A verbal update was given by AMK

NOTED:

- a) It was reminded that the purpose of the review is to evaluate the democratic structures and interactions with members and see if they are fit for purpose and how they can be improved.
- b) The timetable has slipped as it was not anticipated how difficult it would be to assemble all members for the initial meeting of the group.
 - i. The timetable will be amended and agreed at the initial meeting of the group.
- c) Strong political leadership is key to getting fully engaged contribution from Council.

- i. The sub committees of Council are good starting points for the conversations of the review to start occurring.
- d) It was asked that an update of the Democracy Review come to the June meeting.

ACTION:

1. **An update of the Democracy Review to come to the June Meeting.**

6. BIG ELECTIONS 2015 PROJECT IMPLEMENTATION PLAN

RECEIVED: The plan was presented by RC

NOTED:

- a) ADB gave an update on the consultations that she has been having with CSP's over 150 members.
 - i. In regards to Rifle and Pistol Club, there are legal restrictions as to who can hold certain positions. It was asked that the club reassure the committee that the elections process is undertaken democratically. ADB stated that she will help to facilitate the booking of a space that will hold all their members.
 - ii. In regards to Cinema, there are different types of members; those who join to get a discount and those who are involved in the projection and logistics of screenings. The size of the Concert Hall also ensures that they are able to hold a democratic election as all members can be in the room to take part in the election. It was agreed that Cinema will not be part of the Big Elections (BE15) on the proviso that they must demonstrate that they can hold a democratic election.
 - iii. A discussion in regards to membership and various levels of engagement will be taking place at Clubs, Societies & Project Board and the ADB to bring a report on the various membership models to the 3 June meeting of the Governance committee.

ACTION:

1. **ADB to take a paper to Clubs, Societies & Project Board to discuss the different types of membership that exists within CSP's and report back to the Committee on the 3 June meeting, the various membership models that exist.**

- iv. MedEd have raised concerns that their events do not start taking place until the summer term and holding them as part of the BE15 is too soon. Some of the practices which MedEd have shown indicate that they are breaking the Bye Laws as well as the 94 Education Act.
- v. Surgical Soc have stated that their activity also happens in the Summer Term and that they can facilitate the election to take place in a large lecture theatre.
- vi. It was suggested that all CSP's need a reminder of how elections need to happen.
- vii. DeLeBeche (DLB) have asked that they not be included in the BE15 as they have a tradition of holding the election and then announcing the results at their Annual Dinner. It was agreed that DLB will continue the plans for their election this year but they will need to be part of the BE16.
- viii. The Committee agreed that TW and ADB can make the decisions in the future as long as they notify the Governance Committee of these.

RESOLVED:

- 1) **TW and ADB to decide on challenges of CSP's over 150 not being involved in BE15 and their decisions to be reported back to the Committee.**
- b) The question was posed in regards to what the scope of the Big Elections is. The purpose of them is to aim for a higher level of engagement and to ensure that the larger clubs are undertaking democratic processes and not breaking the law.

- c) The Union has the software to help facilitate elections for CSP's and ultimately it would be desired that the majority of elections are held online.
- d) It was highlighted that CSP's being included in the BE15 is to ensure that the Union is not breaking the Education Act but also this needs to be seen as a service that is being given to CSP's by delivering the election.
- e) It was suggested that Council and Board will need to discuss the principles of elections as more teaching is moving off South Kensington Campus.
- f) The suggestion of voter fatigue is anecdotal as there is no evidence of this with current turn out and voters completing to the end of the voting process.
- g) The Committee moved to a vote to pass the plan and it was accepted unanimously.

RESOLVED:

- 2) To accept the presented Big Elections 2015 Project Implementation Plan**

7. RATIFICATION OF RETURNING OFFICER FOR BIG ELECTIONS 2015

NOTED:

- a) Jim Dickinson has returned the past 2 Big Elections and it is felt that he is highly competent to act in this role again for BE15.
- b) The Committee moved to a vote on accepting Jim Dickinson as Returning Officer for the Big Elections 2015 and it was passed unanimously.

RESOLVED:

- 1) To appoint Jim Dickinson as Returning Officer for Big Elections 2015.**

8. REVIEW OF DISCIPLINARY PROCEDURES

NOTED:

- a) The last incident where there Disciplinary Procedures were put in to action highlighted that they do not have a provision for disciplining of CSP's.
- b) A discussion with College needs to take place to distinguish what the College role in disciplining and what the role of the Union is.
- c) It was agreed that TW and AH will draft a 'Principles of Discipline' document and TW will start discussions with the Provost with the aim of drafting a Memorandum of understanding in regards to what the Union and colleges roles are in the Disciplinary process.
- d) It was agreed that AH will look at the current Complaints Procedure to ensure that it is fit for purpose.
 - i. It was suggested that Discrimination and Harassment should also be part of the Complaints Procedures.
- e) It was suggested that the Governance committee should received a yearly report for Summary Punishment.

ACTION:

- 1. TW and AH to draft a 'Principles of Discipline' document.**
- 2. TW to start discussions with the Provost with the aim of drafting a Memorandum of understanding in regards to what the Union and College's roles are in the Disciplinary process.**
- 3. AH to consider the current Complaints Procedure and see if it is still fit for purpose.**

9. AWAY DAY

NOTED:

- a) The Strategic Plan will be the major theme of the day and the agenda will also include the Democracy Review and Officer Role Descriptions.

10. ANY OTHER BUSINESS

10.1 GOVERNANCE COMMITTEE DETERMINATION

NOTED:

- a) This process of imposing discipline has highlighted that how discipline is commented to officers is not clear and suggested that guidance be drafted in regards to indicative sanctions.
 - i. Clubs undertake different ranges of activity and the implications will vary greatly.
 - ii. It was suggested that punishment could be quantified by hours of activity rather than weeks.

Meeting Closed 17.45