



Name of Project:

Democracy Review

Brief Description of Project

To review Imperial College Union's democratic systems and structure to ensure an increase in engagement and student input in the organisation at all levels.

Key Personnel

Project Champion <i>Chief advisor and Strategic Lead for project – must be a Senior Manager or Trustee</i>	Tom Wheeler
Project Leader <i>Responsibility for driving the project</i>	Alex Mckee
Technical Adviser <i>Normally an external consultant/company and / or a member of College staff as necessary</i>	Red Brick Research
Project Team <i>List all Individuals who will be responsible for delivering elements of the project (other than the Project Champion and Project Leader)</i>	Council Chair Joseph Cooper Rebecca Coxhead Andrew Keenan Andy Heeps GSU Representative CU Presidents

Brief Description of Project

1. Background

Imperial College Union completed a review of its governance structure in 2012 and implemented a new Constitution and Bye-laws in 2013.

The Union has not reviewed its approach to, and structure of, its democratic systems for many years.

Although the turnout in our two main elections, autumn and spring, are sector-leading, the day-to-day engagement outside of these is comparatively low.

Students are not aware of the systems and processes for affecting change within the Union and the College.

SV2 of Our Plan commits the Union to a review of its democratic structures.

2. Aims of the project and the objectives of the project.

To investigate, explore and recommend new and exciting ways of enabling our membership to affect change and influence policy.

To review the effectiveness and make-up of Union Council including membership, frequency of meetings and how the Union communicates its purpose and outcomes.

To review how Union Council is conducted to ensure accessibility, effective debate and measurable impact on the students at Imperial.

To review the effectiveness and make-up of the Union's committees including Clubs & Societies Board, Education & Representation Board and Community & Welfare Board.

To review the timing and scope of the Union's three termly election cycles with the aim of increasing the proportion and amount of students engaging.

To review the way in which we communicate the process to affect change to our membership.

To review our approach to communicating the role of Officer Trustees including their titles, remit and role in the organisation.

To review how we engage Postgraduates with the aim of increasing their engagement across our democratic structures.

To develop informal mechanisms for policy and issue debate so that all student officers are able to make informed decisions.

3. Outcomes and benefits that the project will bring to the organisation and stakeholders

Increased understanding and knowledge of the Union's democratic structures and the process for affecting change at the College and in the Union.

Increased engagement in democratic processes at all levels of the Union.

4. Boundaries of the project, by outlining what the project will not cover

This project does not include a review of the Constituent Union's committees and structures, although some recommendations or follow-up work may be decided upon.

Key Milestones

	Milestone	Responsibility	Deadline	Critical Date	Contingent Upon
1	Draft Plan for Union Council discussion	Union President & Central Services Manager	3/2/15	Yes	
2	First proposals and options for new democratic structure and processes	A Union President & Central Services Manager	27/2/15		1
3	Final proposals and options for new democratic structure and processes	Union President & Central Services Manager	14/3/15		2
4	Launch consultation on final proposals with membership	Marketing Department	13/3/15		3
5	Implementation begins	All	19/5/15		2, 3

Financial Information

NON-CAPITAL EXPENDITURE

Description of Item	Total Cost	Month/Year of Expenditure
Shop Vouchers for focus group attendees	50 x £5 = £250	March
Promotional printed material for member consultation	£300	March

Resources

Staffing

10 x days of Central Services Manager time
20 x days of Working Group time
1 x days of Marketing Support

Physical Resources

Use of meeting rooms for focus groups and meetings

Other (please specify)

Stakeholder Information

List all the key stakeholder groups and individuals who will be interested in the project outcomes, will be affected by them, or whose support or approval is essential. Assess their importance and outline how these relationships will be managed in terms of communication, reporting and the management of expectations, and who will be responsible for this.

Stakeholder	Important (low, medium, high)	Approach	Responsibility
Academic Reps	High	Hold focus groups and keep informed of how to interact with the process	DPE, Representation & Campaigns Coordinator
Club, Society & Project Officers	High	Hold focus groups and keep informed of how to interact with the process	DPCS, DPFS, Activities Coordinator
Liberation Officers	High	Hold focus groups and keep informed of how to interact with the process	DPW, Representation & Campaigns Coordinator
Union Council	High	Regular updates, discussions and presentation to Union Council throughout the process	Central Services Manager and Union President
Constituent Unions	Medium	Hold focus groups and keep informed of how to interact with the process	Central Services Manager and Union President
Management Team	Medium	Regular updates on progress at monthly management team meetings	Central Services Manager
Those not currently engaged with our structure	High	Use data analysis to identify those groups that don't currently engage	Central Services Manager

Risk Analysis ↓

List any factors that could present a risk to the project's success or any risks to Imperial College Union posed by the project. Assess their likelihood and severity and how you would prevent them happening or manage them effectively. Use the topic headings suggested below as a guide and add other topic headings as necessary.

Risk Heading	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Risk of final proposals not being passed by Union Council/Stakeholders	2	4	8	<p>We need to understand the expectations of involvement from Council Members when we first present the review.</p> <p>Presenting the process and proposals early and regularly should enable the Working Group to understand any political opposition and address accordingly.</p> <p>Understanding the appropriate level of consultation with, and engagement from, Council Members.</p>
Poor engagement from membership in focus groups/consultation on final proposals	3	2	6	<p>Research and consultation will need to take place through as many channels as possible, this may be time-consuming but is essential to understand the best possible solutions.</p> <p>Communicating the sessions in an exciting way and incentivising students' time where appropriate.</p>

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