



Minutes of the Imperial College Union
Trustee Board
18 June 2015
Meeting room 3, 16.30

Present:

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| Lay Trustee - Chair | Julia Higgins (JH) |
| Lay Trustee | Colin Kerr (CK) |
| Council Chair | Paul Beaumont (PB) |
| Alumni Trustee | Andy Heeps (AH) by phone |
| Student Trustee | Thomas Lim (TL) |
| Student Trustee | John Winters (JL) |
| Student Trustee | Hiba Danish Saleem (HDS) |
| Student Trustee | Chris Chukwunta (CC) |
| Deputy President (Clubs & Societies) | Abigail de Bruin (ADB) |
| Deputy President (Education) | Pascal Loose (PL) |
| Deputy President (Finance & Services) | Alex Savell (AS) |
| Deputy President (Welfare) | Chris Kaye (CJK) |

Permanent Observers

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

Observers: Ben Howitt Deputy President Clubs & Societies elect, Richard Cameron Council Chair elect, Lucinda Sandon-Allum President elect, Malcolm Martin Head of Finance and Resources

Apologies: Kate Owen – Lay Trustee, Neil Sakda – Lay Trustee, Tom Wheeler – President

1. CHAIR'S BUSINESS

NOTED:

- a) The Board thanked the Officer and Student Trustees for their contributions to the Board and sub committees over their time as trustees and wished them all the best for the future.

2. DECLARATION OF INTEREST

NOTED:

- a) TL stated that he is currently the Treasurer of Felix and as such has an interest in the Felix Policy.

3. MINUTES OF LAST MEETING – 7 May 2015

NOTED:

- a) The Board agreed to pass the presented minutes, as an accurate reflection of the last meeting.

RESOLVED:

- 1) **To pass the minutes of the last meeting.**

4. MATTERS ARISING

NOTED:

- a) In regards to the action on point 11.0, *JC to investigate the amount for one person to carry in cash when paying in and report back.* an email was circulated stating that MM has contacted Lesley Bravery in College. This email was seeking to clarify what insurance the Union has in place for cash carrying and in particular asked about personal injury insurance. MM is currently waiting for a reply and will report back to Finance and Risk Committee.
- b) The Web Conduct Policy was passed at Clubs, Societies & Project Board and was presented to the Board for information.

The agenda was reordered to consider the Budget and Capital plan as the next agenda items

8. BUDGET AND CAPITAL PLAN

RECEIVED: The budget and capital plan were presented by JC and MM

NOTED:

- a) It is the responsibility of the Board to approve the budget and capital plan however the scrutiny is delegated to Finance and Risk Committee.
 - i. The Chair of Finance and Risk Committee stated that he was impressed with the effort gone in to the production of the budget that the Finance and Risk Committee had considered.
- b) The Union is now in very good financial health and is meeting and even exceeding budget. This has come about through the governance reforms, reforms in the financial procedures and changing the approach to budgeting.
- c) The Union is in a position now where it is balancing building a sustainable future and investing in services and facilities and the Board is able to reassess its risk appetite.
- d) The Union is in its last year of the 3 year assured funding and is about to enter in to negotiations with College. These negotiations will be within the context of the financial environment of higher education funding, the impending capital requirements for the Union and the shift in requirements in the student body which may require a reassessment of services provided.
- e) The process undertaken to get to the fourth iteration of the budget involved a panel of JC, MM, TW and AS receiving and scrutinising presentations from the 13 budget holders. Budget holders took a zero based approach to budgeting.
- f) The budget for 15-16 is anticipating a 3.9% growth in income and 3.8% growth in gross profit.
 - i. There increases in staff costs is due to the cost of living allowance, but this is not yet known as it is still in negotiation with the Unions.
 - ii. The contingency amount remains the same.
 - iii. Savings eventuating through the new draft supplier tender is included in the efficiencies of the 15-16 budget.
- g) The management agreement about the operation of Woodward bar is still in negotiation but an estimated amount has been included in the budget.

- h) The risks associated with the budget include the volatile nature of income, disposal of minivans, cost of living assumptions, underwriting Clubs, Societies and Projects events, Charing Cross and H Bar, and the inherent risks of the Union as an organisation.
- i) The follow up actions from the discussion are to incorporate the following:
 - i. Outcome of the cost of living negotiations
 - ii. Outcome of the draft tender contract
 - iii. Incorporate the overall efficiencies amount
 - iv. Outcome of the Woodwood Bar management agreement.
- j) The Board were asked to approve the budget on the understanding that version 5 will be created to include the follow up actions above.
- k) Board moved to a vote on passing the presented budget and capital plan and they were both passed unanimously.

RESOLVED:

- 1) **To pass the presented budget and capital plan on the understanding that there will be a version 5 created that will include the follow up actions listed above.**

The agenda returned to normal ordering at this point

5. MINUTES FROM GOVERNANCE COMMITTEE – 3 JUNE 2015

RECEIVED: The minutes were presented by AH.

NOTED:

- a) The increase in Postgraduate participation in the Big Elections is very positive. Investigation is in progress as to the causes of this increase.
- b) TW is still moving the disciplinary review forward.
- c) Board moved to a vote to accept the presented minutes of the Governance Committee and these were passed unanimously.

RESOLVED:

- 1) **To pass the presented Governance Committee minutes**

6. MINUTES FROM APPOINTMENTS AND REMUNERATION COMMITTEE – 27 MAY 2015

RECEIVED: The minutes were presented by JH

NOTED:

- a) It was suggested that as well as the Officer Trustees undertaking appraisals, student and lay trustees should also be included in receiving appraisals.
- b) It was suggested that Board as a whole should be regularly appraised.
 - i. RC stated that she will investigate if and how other Boards undertake appraisals.

ACTION:

- 1. **RC to investigate if and how other Boards undertake appraisals for members.**

- c) Board moved to a vote to accept the presented minutes of the Governance Committee and these were passed unanimously.

RESOLVED:

- i. **To pass the presented Appointments and Remuneration Committee minutes.**

7. MINUTES FROM FINANCE AND RISK COMMITTEE – 11 JUNE 2015

RECEIVED: The minutes and Management Accounts were presented by CK

NOTED:

- a) Board were asked to ratify the following roles as Bank Signatories and it was unanimously agreed.
 - i. Head of Student Experience
 - ii. President
 - iii. Deputy President (Finance & Services)
 - iv. Deputy President Clubs & Societies

RESOLVED:

- 1) **To approve the following roles as Bank Signatories:**
 - i. **Head of Student Experience**
 - ii. **President**
 - iii. **Deputy President (Finance & Services)**
 - iv. **Deputy President (Clubs & Societies)**

- b) Board moved to a vote to accept the presented minutes and Management Accounts and they were passed unanimously.

RESOLVED:

- 1) **To pass the minutes of Finance and Risk Committee minutes of 11 June and the presented accounts.**

9. FREEDOM OF SPEECH AND EVENT APPROVAL POLICY REVIEW

RECEIVED: The paper was presented by ADB

NOTED:

- a) ADB was commended on the way in which she dealt with difficult issues during her term.
- b) It was suggested that the Annual Report for Event Approvals be received by the Finance and Risk Committee rather than Board.
- c) Once the PREVENT Strategy has been released, the policy will be updated and will return to Board for approval.
- d) The time scales in the policy allow for some flexibility in Union response time to allow for those events which need further investigation time in potentially controversial cases.
- e) Board moved to a vote on the presented policy and it was passed unanimously.

RESOLVED:

- 1) **To pass the presented Freedom and Speech and Event Approval Policy and report.**
- 2) **To delegate authority to the Finance and Risk Committee to receive a termly report on the summary of Event Approvals.**

10. APPOINTMENT OF EXTERNAL AND ALUMNI TRUSTEES, AND A PROPOSED SYSTEM FOR APPOINTING A CHAIR OF THE TRUSTEE BOARD

RECEIVED: The paper was presented by AH

NOTED:

- a) There will be 1 vacancy at January 2016 as CK will be stepping down as Lay Trustee.
- b) With both JH and CK leaving the Board, there is a lost connection to College so it would be beneficial that the replacement trustee to have a connection with College.

- i. The Board has networks of potential replacements and it was agreed that one of the approaches to seek applicants will be to utilise the networks that Board members have to approach people with an Imperial College connection.
- c) AH has no intention to stand as Chair.
 - i. AH may step down as Deputy Chair once the Chair is recruited however it was agreed that having a Deputy Chair is good practice for the future.
- d) It was agreed that AH will act as Deputy Chair and that his term be extended until January 2017.

ACTION:

1. **LSA to take a paper to Union Council seeking to ratify the reappointment of AH**

RESOLVED:

1) To agree the following process:

- i. **The Appointments and Remuneration Committee consider arrangements for the appointment of a fourth External Trustee and Alumni Trustee, in accordance with the Constitution, but in time for the September 2015 meeting of the Trustee Board;**
- ii. **The Alumni Trustee is appointed as Deputy Chair of the Board for the period of 1 July 2015 to 31 January 2016;**
- iii. **The Deputy Chair of the Board, the Union President and the Appointments and Remuneration Committee, supported by the Managing Director shall be invited to make a recommendation to the October 2015 meeting of the Trustee Board regarding the appointment of a Chair;**
- iv. **The Deputy Chair of the Board shall co-ordinate an induction programme for the Chair-designate in conjunction with the outgoing Chair and the Managing Director;**
- v. **The Chair-designate will take over as Chair on 1 February 2016**

11. FELIX POLICY

RECEIVED: The paper was presented by AS

NOTED:

- a) TL declared a Conflict of Interest as he is Felix Treasurer and as such will refrain from voting.
- b) The Union will not fund IScience and this is reflected in the policy.
- c) The Policy is the responsibility of the Board due to the reputational and financial risk borne by the Union.
- d) CC stated that conversations that he has had within his peer group is that Felix adds value to the student community experience.
- e) The presented policy is not clear about how complaints are dealt with and this should be clarified.
- f) It was suggested that the students should be asked if Felix in its current form is fit for purpose and delivers what they expect.
 - i. Asking these questions is politically difficult and could be biased by whoever delivers the questions.
 - ii. An external consultant may be best to undertake this research.
 - iii. Board asked that Felix undertake a survey to seek the opinion of the Union membership about what they want in their student newspaper.
- g) Board is conscience of the risk of having to be reactionary as, due to the policy of editorial independence for Felix, they are unable to take action before the paper is published. It was agreed that the Felix Policy should be considered by the Governance Committee before being ratified by Board.
 - i. RC to schedule an extra meeting of the Governance Committee to meet before the end of July to consider the Felix Policy.

ACTION:

1. RC to liaise with AH to arrange a meeting of the Governance Committee to meet before end of July to consider the Felix Policy.

RESOLVED:

- 1) To refer the presented policy to be considered by the Governance Committee.

12. SABBATICAL HOUSING AND SALARY AMENDMENTS

RECEIVED: The paper was presented by AS

NOTED:

- a) JC stated that he had meet with NS and he had expressed concern that decisions on remuneration was being considered by those who benefit directly from the outcome.
- b) The Constitution, clause 97, 'Conflicts of Interest' explicitly states that decisions on the remuneration of an Officer Trustee cannot be made by those who are benefiting from it. The Officer Trustees may be present to inform the debate but may not count towards quorum and cannot vote on the matter.
- c) NS suggested that the consideration should be undertaken by a panel of external trustees and non-conflicted Student Trustees who will make recommendations to Appointments and Remuneration Committee and then bring a proposal to Board.
- d) Whatever the proposal is that comes to Board, it needs to be completely transparent and hold up to scrutiny by the HMRC and Charity Commission.
- e) It was proposed to seek the opinion of previous Officers and Hall Wardens on the value of placing Officers in Halls and how their contribution to the Halls community is perceived.
- f) JC stated that he will approach NS, KO and Jill Finney to see if they will be part of the panel.
- g) It was agreed that the topic of Sabbatical housing and Remuneration will be considered by a panel of non-conflicted Trustees with a written recommendation to come to the December Board of Trustees.

ACTION:

1. JC to approach NS, KO and Jill Finney to see if they will be part of the panel.
2. The Board to agree the composition of the panel.

RESOLVED:

- 1) To have the Sabbatical Housing and Salary considered by a panel composed of non-conflicted Trustees with their recommendations to be considered by Appointments and Remuneration Committee before being presented to December Board meeting for approval.

13. WEB POLICY

RECEIVED: The policy was presented by AS

NOTED:

- a) The policy has been updated after receiving feedback from members.
- b) The amendment is clarifying under what circumstances the Union will intervene.
- c) Board moved to a vote on accepting the presented Web Policy and it was passed unanimously.

RESOLVED:

- 1) To pass the presented Web Policy (see appendix)

14. OFFICER TRUSTEE REPORT

RECEIVED: The report was presented by the Officer Trustees

NOTED:

- a) The cost of the Union Space review is not yet confirmed but any outlay will be minimal.
 - i. Ideally the new spaces will be available for the beginning of the autumn term.

15, 16, 18 - MANAGING DIRECTORS REPORT, OPERATING PLAN UPDATE & STRATEGY IMPLEMENTATION UPDATE

RECEIVED: The report was presented by JC

NOTED:

- a) Indications are that the Union will be entering into an agreement with College to run the bar at Woodwood however there is no written agreement as yet
 - i. The risk of trading with the public is mitigated by the agreement with College.
 - ii. College will be processing the income in the first year and retain the profit or losses.
 - iii. A management fee will be paid to the Union for managing the bar.
 - iv. The Union will be the licence holder which is a risk however it allows the Union more control over trading.
 - v. Under 18 students will not be resident out at Woodwood which reduces the risk of underage students using the bar.
 - vi. There is a risk around trading with the public and overall operationally the bar will need to reflect that.
- b) Consultation on the strategy implementation is beginning.
- c) It was suggested that the 'red' categories in the Operating Plan be dropped and the outcomes be made less specific so that the Union celebrate the successes that it has achieved whilst not yet meeting the specific numerical targets.

17. COUNCIL CHAIR REPORT

RECEIVED: The report was presented by PB

NOTED:

- a) The Democracy Review is currently "on hold" but it was recognised that Council in its current form needs to be improved.

The meeting went in to closed session at 18.50

The meeting closed at 19.10

Approved as a correct record at a meeting
of the Trustee Board on

_____14/15

_____ Chair of the Meeting

Freedom of Speech and Events Approval 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.

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

- 2.3. Events which take place away from College campuses may present specific reputational risks without necessarily involving consideration of freedom of speech.
- 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

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

- 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.
 - 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 attending 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.

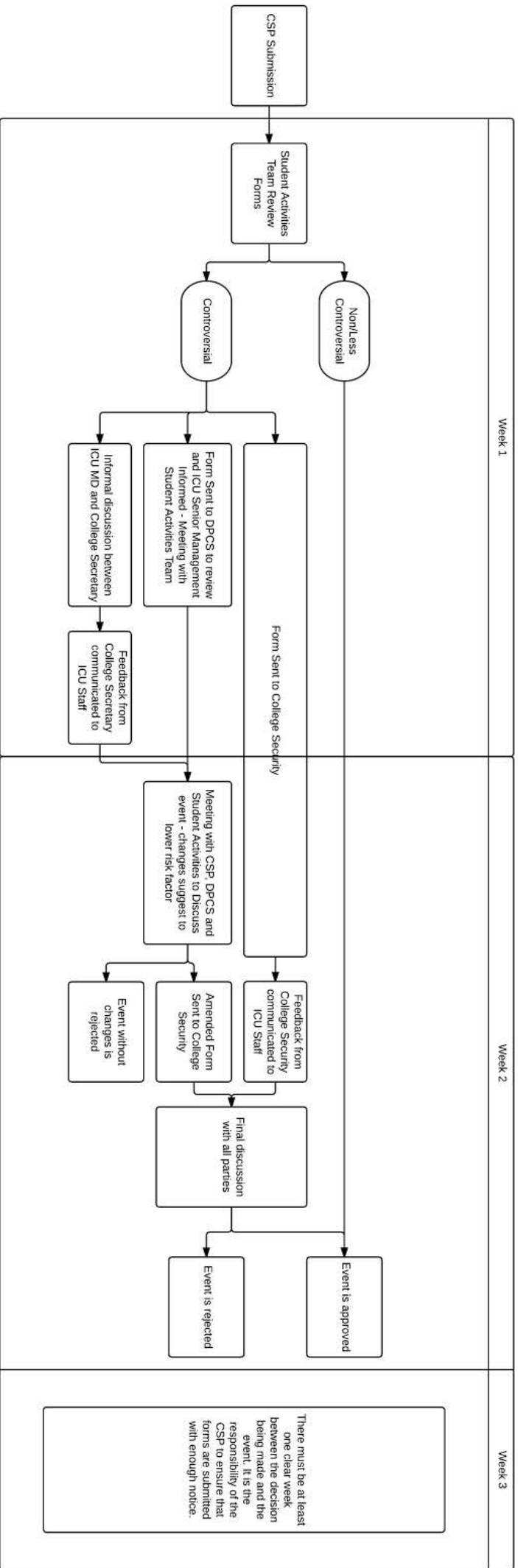
6. Enforcement and reporting

- 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 dispute, 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.

Summary of changes

| | |
|--------------------------|---|
| eActivities Submission | <p>ICU must be informed of speakers and visitors via the eActivities based form.</p> <p>Submission of the information via the room booking process will not be accepted. CSPs will be made aware of this via email, the room booking ticket, and in guidance material</p> <p>The reason behind this was for ease of processing with staff support and the requirement for more information inputted by the CSP.</p> |
| Deadline | <p>The deadline for submission of this form will be 3 weeks (15 working days) before the event.</p> <p>This is to ensure that there is enough time for ICU to process the form, and then for the College to process it.</p> <p>This is the minimum amount of time</p> |
| Appeals | <p>There will be a 1 week (5 working days) appeals opening, for any event that has sufficient mitigating circumstances.</p> <p>The DPCS will review the mitigation submitted and rule on the appeal. If appealed, the form will be included in the process at the point of the decision within the timeline.</p> |
| Guidance | <p>ICU will issue specific guidance to CSPs on this procedure, which will outline previous areas of issue along with recommendations on areas of risk</p> |
| Form Changes | <p>As we have digitised the form, it has allowed us to expand the form to ensure that it includes all information required by Section 14 of Imperial College's Freedom of Speech policy.</p> |
| Room Booking requirement | <p>For all events held on campus, a room booking confirmation should have been received by the CSP before submitting the form.</p> <p>For events off campus, the CSP is expected to have written confirmation of venue booking on request.</p> |
| Publicity | <p>To ensure that events are not disrupted by a later than expected decision, publicity for an event with an visitor will not be authorised to be used until the speaker has been approved by both ICU and the College, or at the CSPs own risk within 2 weeks of the event.</p> <p>Neither ICU nor the College take responsibility for events being advertised before this process is complete and subsequently affected by the decision made.</p> |

| | |
|----------------------|---|
| Timeline | To ensure that CSPs are aware of the processes and timescales involved, we shall produce a timeline showing the processes, bodies and decisions clearly. |
| Review Meeting | <p>If a visitor is to be not approved by ICU, the CSP will be invited to meet with the DPCS and Activities Team to consider a review of the event to mitigate any issues.</p> <p>This review meeting will then determine the final decision of the DPCS and this will be communicated to the College.</p> |
| College Confirmation | <p>We shall seek to request confirmation from the college on each visitor approved by them, so that we can feed the information back to the CSP.</p> <p>The process has been updated to ensure that the College and ICU processes can happen alongside each other, so that the decision made can taking both outcomes into account.</p> |



Union Web Policy

Proposer:
Alex Savell – Deputy
President (Finance &
Services)

Seconders(s):

-

Contributors:
Union Systems
Administrators

Policies affected/related: CSPB Online Conduct Policy, Safe Space Policy, Union Disciplinary Procedures

Policies superseded: Union Web Policy

1. Objectives:

- 1.1. This policy aims to cover all online content that the Union offers to its membership, including but not limited to: e-mail accounts, social media, mailing lists and websites
 - 1.1.1. It defines the Online Facilities that the Union agrees to provide and the structure by which we will administrate these services
 - 1.1.2. It also gives some guidelines as to the requirements for allowable content and software, such as adhering to security guidelines
 - 1.1.3. It does not include discussion of appropriate content and behaviour which is delegated to the Online Code of Conduct drafted by CSPB

2. Authority:

- 2.1. The Deputy President (Finance & Services) [DPFS] will have primary responsibility for the provision of Online Facilities, however, this will usually be delegated:
 - 2.1.1. This will generally be to a member of Staff through the appropriate management structure
 - 2.1.2. For any appeal of the decision made regarding online provision the DPFS should be the first port of call. There is always however the option of raising this further through the Union Complaints Process if necessary
 - 2.1.3. As such, where the Union is referred to below this will generally refer to the DPFS or their delegate, though may in some cases refer to any duly mandated Sabbatical or member of staff
 - 2.1.4. The DPFS or their delegate will have the authority to revoke any of the facilities below if, in their opinion, this policy or any other policy of the Union has been broken or if there is an imminent or serious legal or reputational risk to the Union
 - 2.1.4.a. This includes particularly the Online Code of Conduct and Safe Space policy
 - 2.1.4.b. In certain situations this may also lead to an escalation to a Disciplinary Procedure as set out in the relevant policy
- 2.2. Union Systems Administrators
 - 2.2.1. The Union will appoint a number of Systems Administrators (SysAdmins) who may be volunteers
 - 2.2.1.a. The SysAdmins will report to the DPFS who will take reasonable steps to ensure they are adequately supported
 - 2.2.2. These SysAdmins will be empowered to oversee all Union centrally-hosted websites for Student Groups
 - 2.2.2.a. Hereafter, the term 'Student Groups' includes Clubs, Societies, Projects, and Management Groups.
 - 2.2.2.b. The powers awarded to SysAdmins include the management of access permissions for Student Groups to any centrally-run and administered Union Server used for the hosting of Student Group websites.
 - 2.2.3. They will have the power to set out and enforce, in consultation with the DPFS and other interested parties, sensible guidelines (in Appendix A – Procedural) on how Student Group websites must be administrated. Such guidelines will be advertised to all Student Groups that make use of the provided services and notice substantive change given.
 - 2.2.3.a. This will generally include guidelines on how to ensure

websites are secure and do not expose the Union Servers to undue risk

2.2.4. The SysAdmins will have the ability to suspend or remove any and all access to centrally run and administered Union Servers used for the hosting of Student Group websites should users contravene any Union Policy, the guidelines listed in Appendix A, the Online Code of Conduct or pose any other imminent or serious legal or reputational risk to the Union

2.2.4.a. Any such action should be reported to the DPFS and the individuals concerned with the reason for this

2.2.4.b. Any public Student Group website hosted on a server other than a centrally run and administered Union Server must provide a mechanism for the SysAdmin to take that website offline

2.3. Online Code of Conduct

2.3.1. All online behaviour, when it can reasonably be considered to be associated with the Union or a part thereof, will be expected to abide by a code of conduct to be approved by CSPB and reported to the Board of Trustees

2.3.1.a. This includes Social Media, and Student Groups and Clubs will be required to allow Union representatives reasonable access to such items upon request

2.3.1.b. All such presence will also be considered as though on Union Space, with the associated implications from policy and other rules

3. Service Provision

3.1. The Union commits to 3 main services

3.1.1. E-mail addresses

3.1.2. Mailing Lists

3.1.3. Websites

3.2. It will also provide a number of ancillary services that will all be considered to be bound by this policy, including the main union website which will generally have space to advertise member events and groups

4. Minimum Service Expectations

4.1. The Union will commit to supply each Club, Society or Project with a minimum of 1 email account, 1 mailing list and hosting for a website on the Union Servers upon request

4.2. Any additions to this will be considered based on the following criteria:

4.2.1. Is there a demonstrable need

4.2.2. Is the request sustainable or does it have an exceptional circumstance

4.2.3. Does it set a precedent which will significantly tax resources (including staff time)

4.2.4. Has the Student Group relied in the past on the provision of such a service

4.3. Other Student groups such as campaigns will be considered under the above criteria

4.4. The Union will publish on its website, normally at <http://imperialcollegeunion.org/about-us/contact-us> and in any relevant training documentation the details of who to contact with Union ICT issues

5. Additional Information

5.1. E-mail Accounts

5.1.1. Placing of an individual's name on an account will only be

considered where there is a clear representational benefit to advertising this

- 5.1.2. Resetting of passwords will only be done for the appropriate holder of the account; for most accounts this will be the Chair, Treasurer or Secretary of the Student Group only
 - 5.1.2.a. Excessive requests for password changes may lead to revocation of access until the incumbent holder of the account changes
- 5.1.3. For any other change of name or e-mail address the account holder must provide a valid reason, such as an official name change of the Student Group, a current typo or inconsistency, etc
- 5.1.4. The Union reserves the right to impose a standard format for new e-mail addresses
 - 5.1.4.a. Where reasonable all new e-mail addresses should have the prefix "icu." or the name of their constituent Union e.g. icsmsu.doctors@imperial.ac.uk
 - 5.1.4.b. Exceptions to this can be made at the Union's discretion
- 5.1.5. In extremis, the Union may revoke access to or change the password of an e-mail account.
 - 5.1.5.a. Such circumstances include; a Disciplinary Investigation being commenced against the holder of a Union e-mail account, breach of this policy or any other policy of the Union, imminent or serious legal or reputational risk to the Union
 - 5.1.5.b. Under such circumstances the Union may access e-mails but must inform the current holder of the account
- 5.1.6. Use of non-college email accounts
 - 5.1.6.a. Non-college e-mail accounts should not generally be used for Union (to include Student Group) correspondence
 - 5.1.6.b. Exceptions to this can be made by the Union, for example for storage of e-mails, where necessary for access to media sharing such as Dropbox or Google Drive, for historical reasons, or for exceptional circumstances
 - 5.1.6.c. These should be reported to the Union who will keep a register of such accounts

5.2. Mailing Lists

- 5.2.1. The provision at time of writing is using Mailman, which is administrated by College
 - 5.2.1.a. However, this provision and its administration may change if a different system is deemed more appropriate by the Union (such as Mailchimp)
 - 5.2.1.b. For some circumstances distribution lists may be used instead where this is decided between the student group and the Union
- 5.2.2. The Union reserves the same rights to mailing lists as with e-mail accounts. The Union specifically reserves the following rights to mailing lists:
 - 5.2.2.a. The right to impose a standard format
 - 5.2.2.b. The right to reasonable access and to change passwords where necessary
- 5.2.3. In addition, Union mailing list owners will be required to accept any request by the Union to add an e-mail account to their mailing list or for moderator or admin rights

5.3. Union Websites

- 5.3.1. Student Group websites should generally be hosted on a centrally managed Union server
- 5.3.2. The Union must approve any domain name redirect that a club or student group may wish to use
 - 5.3.2.a. The Union may impose stipulations, stated in Appendix A, on how such a domain name is purchased, owned and operated
 - 5.3.2.b. Any change in these stipulations for existing domains will only be

made in consultation with Student Groups affected.

5.3.2.c. Email to Student Group e-mail addresses can be received via such a domain and accounts can be operated as redirects to Student Group e-mail addresses

5.3.3. Under exceptional circumstances the DPFS or Union President may grant an exception to 5.3.1 or 5.3.2.a allowing for an external server or for a new or specific Union server to be used by a Student Group

5.3.3.a. Any such server must provide administrator access to the Union SysAdmins as laid out in 2.2.4.b.

5.3.4. The Union will keep a record of all such domain name and server exceptions

Appendices

A. Procedural

