

## Board of Trustees Lapsed Policies

A note from the Union President

Imperial College Union policies lapse after 3 years (unless otherwise stated). Many policies have not been renewed and there is uncertainty around which policies are still valid. We have reviewed our policies and collated a list of those which have lapsed for Board, Council and subcommittees<sup>1</sup>. Some of these policies should be reviewed before renewal. I believe a discussion around how to move forward in reviewing and shaping these policies in the future would be of benefit. I hope to change the process of policies lapsing in the Governance Review. Some questions the committee might want to consider to shape this discussion:

- Why do policies need to lapse?
- How can we effectively monitor policies and ensure they remain relevant?
- Where does the responsibility of ensuring regular policy review lie...
  - o ...for Board of Trustee (and subcommittees) policies?
  - o ...for Council (and subcommittees) policies?

One of the policies for review is the Disciplinary Policy. This ties in to the Governance Review as the Disciplinary Procedures are within the remit of the Review. I would appreciate a discussion on the Disciplinary Procedure, as outlined in [Section E of the Bye-Laws](#), and the Board [Disciplinary Policy](#) (links also included below). I would like an indication of what aspects the committee would like to see reviewed and modified as part of the Governance Review.

I have added, as an appendix, the plan for renewal of Board policies. At a later meeting, the Committee should discuss how often these policies should be reviewed (if not stated within the policy itself) and I would suggest a rolling annual review to ensure each policy is reviewed every three years (as a minimum). This can be discussed at a later meeting.

Bye-Laws: <https://www.imperialcollegeunion.org/sites/default/files/Bye-Laws%20Nov%202012.pdf>

Disciplinary Policy: <https://www.imperialcollegeunion.org/dbfile/pbf/13>

---

<sup>1</sup> It is worth noting that the responsibilities of the Executive Committee were removed in 2014. As a subcommittee of Union Council, relevant lapsed policies from the Executive Committee will be taken to Union Council for renewal.

## Appendix: Board of Trustees Lapsed Policies

<b>Policy</b>	<b>Action</b>
Associate Membership Policy	Renewed June 2016 however needs minor changes- President to present to (June) Board meeting
Complaints & Discipline Policy	For discussion at Governance Committee
CSP Budgeting Mission Statement	DPCS to review based on updated CSP and CSP Budgeting Policy and present to (June) Board
Felix Policy	This requires updating but falls under the Felix review and should be discussed at Communications Committee
Freedom of Speech and Events Approval	President and DPCS to confirm updates with Activities Team and present to (May) Board
Health & Safety Policy	For discussion at the next Health & Safety Committee and then taken to Finance & Risk Committee
Members Aged Under 18 Policy	For discussion at February Board (no major updates)
Reserves Policy	Should be annually reviewed at Finance & Risk Committee
Retailing of Alcohol Policy	Should be annually reviewed- DPFS to present to (June) Board after discussion at Finance & Risk Committee
Sabbatical Accommodation Policy	For discussion at Appointment & Remunerations Committee
Staff Student Protocol	For discussion at Governance Committee
Volunteers Policy	President and Council Chair to present to (May) Board after consultation with Union Council members
Web Policy	Requires updating- President and DPFS to present to (February) Board