



GOVERNANCE COMMITTEE

The fourth ordinary meeting of the Governance Committee for the 2017/18 session, was held on Monday 19<sup>th</sup> March 2018 in Meeting Room 6, Beit Quad at 5:00pm.

Unconfirmed minutes

Present:	Dorothy Griffiths (DG)	Governance Chair
	Alex ‘Chippy’ Compton (ACC)	Union President
	Andrew Keenan (AK)	Head of Student Voice & Experience
	Paul Beaumont (PB)	Alumni Trustee
	Fintan O’Connor (FOC)	Deputy President (Welfare)
	Nicholas Burstow (NB)	Deputy President (Education)
	Owen Heaney (OH)	Union Council Chair
	Tom Bacarese-Hamilton (TBH)	Deputy President (Clubs & Societies)
In Attendance:	Jomana Al Ahmad (JA) (Clerk)	Administration Support Manager
Apologies:	Jarlath O’Hara (JOH)	Managing Director

Item 1 <b><u>Welcome</u></b>	Action
<ol style="list-style-type: none"> <li>The Chair welcomed the group to the fourth meeting of the 2017/2018 year.</li> </ol>	
<b>Item 2 <u>Conflicts of interest declaration</u></b>	
<ol style="list-style-type: none"> <li>No conflicts of interest declared.</li> </ol>	
<b>Item 3 <u>Apologies</u></b>	
<ol style="list-style-type: none"> <li>Jarlath O’Hara</li> </ol>	
<b>Item 4 <u>Minutes from 22<sup>nd</sup> November 2017</u></b>	
<p>The Committee agreed and confirmed that the minutes have been accurately recorded.</p>	
<b>Item 5: <u>Matters Arising</u></b>	
<ol style="list-style-type: none"> <li>The following action points were carried forward to the next meeting                     <ul style="list-style-type: none"> <li>Committee to consider options to mitigate the risk caused by the heavy reliance of the voting system on individual staff members, and to provide a plan of approach for DG and PB as the process is captured</li> </ul> </li> </ol>	

- ACC to provide an update on the lapsed Union Policies for the May meeting and have a discussion around how often these policies should be reviewed moving forward
- TBH to review Volunteer Policy to include a Volunteer agreement
- AK to lead on surveying candidates after the elections to obtain their views on the changes
- Include Constituent Unions as standing item on Governance Committee agenda
- JOH to pick up the potential funding aspect for Constituent Unions

2. Minutes approved.

**Item 6 Discussion: Governance Review Update**

1. ACC updated the Committee that changes to the constitution have now been provisionally agreed with College and, should these changes pass at Union Council, changes to Bye-Laws would no longer require approval by College Council. ACC added that she is currently working on updating the Bye-Laws, however the complexity of this task is reduced as they no longer need to be approved by College.
2. PB enquired on whether any issues are anticipated with moving Constitution sections to Bye-Laws and removing College approval of Bye-Laws and whether College had confirmed that they were content with this. ACC confirmed that Constitution changes had been done in consultation with College.
3. PB asked whether a legal opinion had been sought and ACC confirmed that this was to be sought soon.
4. DG enquired about the next steps in terms of the Governance review, ACC responded that these changes will be presented to Council on 20<sup>th</sup> March and will also be presented to Board later. Finally they will be presented to College Council in May.
5. ACC added that she will continue to work on updating the Bye-Laws including the disciplinary procedures and will meet with the newly hired Democracy Coordinator to discuss ideas on improving engagement

**Item 7: Discussion: Leadership Elections 2018**

1. AK reported that a review will be submitted on the Leadership Elections and JOH will take a lead on the review, he added that JOH has drafted some

<p>topics and asked the committee for any specific topics they wish to add</p> <ol style="list-style-type: none"> <li>2. DG suggested to firstly evaluate the revised timetable and the effect this had on the elections, including the rationale behind the change of the timetable and feedback from candidates about the shorter timescale</li> <li>3. FOC added that the review must also include an assessment of the planning process leading up to the elections and the timeframes of the planning process</li> <li>4. AK mentioned that some of the topics drafted by JOH include: timelines and deadlines, planning around delivery, the plan for communications and an assessment of the training sessions which took place</li> <li>5. FOC added that it would also be useful to look at the different dependencies and evaluate the contribution of the different stakeholders</li> <li>6. NB suggested that Communications be added as separate point to review and AK confirmed that he will discuss the Committee's suggestions regarding the Elections review with JOH</li> <li>7. The Committee agreed that the review should be ready to present to the Committee in the next Governance meeting in May 2018 (Date TBC)</li> </ol>	<p><b>AK to discuss the Committee's suggestions on the Elections review with JOH</b></p> <p><b>JOH - Leadership Elections review to be complete by the next Governance meeting in May</b></p>
<p><b>Item 8 <u>Policies for Review and Renewal</u></b></p> <ol style="list-style-type: none"> <li>1. DG noted that a review of Policies must take place at the first Governance meeting every year to ensure that Policies are updated in a timely and consistent manner</li> <li>2. PB added that Council Policies are currently not up to date online</li> <li>3. OH asked the Committee for feedback/suggestions on his recommendations of the Policies presented in paper C, AK pointed out that it is important to ensure that the Policies are reviewed stringently to avoid overloading the OTs with a large number of tasks/projects</li> </ol>	
<p><b>Item 9 <u>Any Other Business</u></b></p> <ol style="list-style-type: none"> <li>1. DG requested that the papers are labelled alphabetically for future meetings.</li> <li>2. AK mentioned that the next Communications Committee will address two agenda items which are also on the Governance agenda and suggested that DG liaises with JF regarding dates</li> <li>3. PB will circulate the ACC Mens Rugby Club Appeal</li> <li>4. DG requested to organise the next Governance meeting in May, JA will action this.</li> </ol>	<p><b>JA to schedule next Governance meeting</b></p>

19<sup>th</sup> March 2018

Governance Committee

Next Governance Committee – 17<sup>th</sup> May 2018