Governance Committee– Actions Tracker

Meeting(s)	Minute	Action	Responsible	Progress Review Date	Item Completion Date
Matters Arising					
6th September 2017	Governance Committee Terms of Reference Item 5	Appoint Returning Officer and agree outline for Autumn Elections plan.	Head of Student Voice & Communications	September 2017	November 2017
6th September 2017	Item 5	Discuss and agree outcomes of Governance Review	Union President / Head of Student Voice & Communications	September 2017	November 2017
6th September 2017	Item 5	Discuss disciplinary procedures	Head of Student Voice & Communications	End of AY 2017/18	Final Governance Committee meeting
6th September 2017	Item 5	Monitor progress of Governance Review	President/ Head of Student Voice & Communications	March 2018	Ongoing
6th September 2017	Item 5	Agree outline of Summer Elections plan	Head of Student Voice & Communications	March 2018	April 2018
6th September 2017	Item 5	Complete Governance Review including collaboration with College Council	President/ Head of Student Voice & Communications	End of AY 2017/18	Final Governance Committee meeting
22nd November 2017	Item 4	Consider options to mitigate the risk caused by the heavy reliance of the voting system on individual staff members, and to	Managing Director	End of AY 2017/18	Verbal update to final Governance Committee meeting

		provide a plan of approach for DG and PB as the process is captured			
22nd November 2017	Item 6	Review Volunteer Policy to include a Volunteer agreement	Deputy President (Clubs & Societies)	End of AY 2017/18	June Board
22nd November 2017	Item 8	JOH to pick up the potential funding aspect for Constituent Unions	Managing Director	End of AY 2017/18	May 2018
17th May 2018		Add to forward agenda - Approve elections timetable - Internal and external metrics for elections success - NUS charity code of Governance First governance meeting of AY18/19 - PM elections project plan - Defining the role of the governance committee, vs council, vs Board - Review governance documentation once a year	Admin support officer		final Governance Committee meeting

17th May 2018	7.10	Research other university Unions practice around elections timetables	Head of Student Voice & Communications		final Governance Committee meeting
17th May 2018	7.13	Gather feedback from council on the suggested timelines for elections	Council Chair		final Governance Committee meeting
17th May 2018		Review wording in recommendations as suggested in meeting minutes	Managing Director		final Governance Committee meeting
17th May 2018	7.19	Oversee the production of a guidelines document for DROs	Managing Director		
17th May 2018	6.8	Handover on updating Bye Laws and constitution	Union President		final Governance Committee meeting
17th May 2018	8.1	Amend timelines in forward planners to incorporate the discussions on 17th May meeting	Head of Student Voice & Communications		final Governance Committee meeting