GOVERNANCE COMMITTEE

The first ordinary meeting of the Governance Committee for the 2017/18 session, was held on Wednesday 26th Sept 2018 in Meeting Room 6, Beit Quad at 5:00pm.

Unconfirmed minutes

Present:	Paul Beaumont (PB)	Governance Chair
	Robert Tomkies (RT)	Union President
	Alex 'Chippy' Compton (ACC)	Union Council Chair
	James Medler (JM)	Deputy President (Clubs & Societies)
	Rebecca Caravello (CC)	Deputy President (Finance and Risk)
	Jarlath O'Hara (JOH)	Managing Director
	Keriann Lee (KL)	Head of Student Voice & Experience
In Attendance:	Jomana Al Ahmad (JA) (Clerk)	Administration Support Manager
Apologies:	Dorothy Griffiths (DG)	External Trustee
	Stephen Naulls (SN)	Student Trustee

	Action
Item 01 **Welcome and Chairs Business** 1. The Chair welcomed the members to the first meeting of the 2018/2019 academic year. Item 02 **Conflicts of interest declaration** 1. No conflicts of interest declared. Item 03 **Apologies** 1. Stephen Naulls 2. Dorothy Griffiths	

Item 04 **Minutes from 10th July 2018**

1. The Committee agreed and confirmed that the minutes have been accurately recorded.

Item 05 **Action tracker**

1. The Committee decided that the funding of constituent union's item will be deprioritised and removed from the action tracker.
2. JOH updated the Committee that the systems team are aware of the action needed for a ticketing system for complaints however they do not have the capacity to work on this in the meantime, RT mentioned that there is a short term fix for this and suggested shifting the action point towards the elections working group.

Item 06 **Union Council/Democracy update**

1. RT updated the Committee that the online training material for reps has been reviewed and is ready to go and face to face training has been organised
2. PB enquired about any work being done to set the right tone for Council
3. RT responded that a seating plan will be implemented, and a Code of Conduct will also be set. ACC added that discussion papers will be brought to Council and asked for suggestions of discussion points from the Committee, RT pointed out that the nature OT reports will also change to cover strategy and pipeline discussions rather than report on completed accomplishments
4. PB enquired about any discussions points that the Committee would like to be addressed at Council, KL mentioned that a system to gather feedback on the elections timetable would be beneficial as this was not done in an effective way in the past. JOH pointed out that delaying the discussion may delay the agreement on the timeline, he added that it is important to set the dates in advance based on most of the feedback from last year and the Union committed to setting the timeline 6 months in advance

5. KL agreed that it is important to have the timelines as setting up the system to measure metrics would require some time 6. RT suggested that clarity behind the reasons for the timelines chosen is crucial 7. JM made a suggestion to have a standard timeline for every year going forward, which avoids the need to discuss timelines every year 8. ACC suggested that Jan/Feb may be the best time to involve Council on selecting election dates for the forthcoming year 9. PB suggested focusing on obtaining feedback from council on the KPIs and metrics to be used to measure the success of elections	**ACC to gather feedback on election metrics from council**

Item 07 **Elections Update (AE18/19 - LE18/19)**

1. KL updated the Committee that the AE elections will commence this week, additionally, the Committee is required to approve the Returning Officer from last year and to discuss the timetable presented in the paper
2. The RO was approved by the Committee
3. ACC mentioned that since this is the first year to split the positions into two timelines, would it be possible to ensure that communication is clear, KL pointed out that the second round of elections will be communicated to CSPs specifically, only the first election will be communicated publicly across the university
4. KL pointed out that the timeline was a tradeoff for activities team and systems team requirements
5. KL mentioned that the decision for the leadership elections timeline was made on the Governance Committee last academic year, and asked for feedback from the committee regarding the timeline
6. JM pointed out that the dates on the leadership elections timeline needs to be amended from 19th Oct and change to 13th March. PB also suggested that the briefing be brought earlier to prepare the candidates
7. CC suggested moving the training online as a webinar to allow for better accessibility, and to make the briefing available as soon as the nominations open, the Committee agreed that this is the best way to conduct training in the forthcoming year

8. JOH asked if it would it be possible to move the manifestos deadline to the start of campaigning and the Committee agreed with this change 9. The committee agreed that the opening and closing of voting should be from 1pm to 1pm 10. The Committee Chair delegated the discussion and decision of results publication to the working group 11. The Governance Committee approved the full timeline with above amendments, delegating the decision on results publication timeline to the working group.	**KL to make the suggested changes to the timeline**
Item 08 **Candidate Training and development** 1. EH joined the meeting and presented the changes to be done to the candidate training by mentioning that candidates' roles will be restructured for clarity purposes, and a review of the information in the training material will be carried out to improve the language and make sure it is inclusive 2. PB updated EH that the decision to move training online was made earlier and agreed that the role descriptions require reformatting 3. RT requested that the GSU president role to be added to the list of descriptions to be restructured 4. EH mentioned that the deadline for completion will be around the deadlines set by leadership elections working group 5. JOH asked the committee if the officer roles descriptions should be reviewed, ACC pointed out that every year for the last five years OTs have written suggestions about changes that they recommend, however none of this has been applied to the descriptions 6. RT to look into reviewing the roles descriptions and feedback to the next Committee meeting	**EH to add the GSU president role to the list** **RT to look into reviewing OT role descriptions**
Item 09 **Data analysis for LE19** 1. KL pointed out that initially, the Committee set out a plan to start using the data of the Union to improve election statistics, however, the body of work for this project is too high for AY 18/19 and suggested that	

this is delayed to AY 19/20, PB suggested adding this to March 19 on the forward agenda	**JA to add data analysis to the March Agenda**
Item 10 **Constitution and Bye-laws** 1. RT updated the committee that the new Constitution and Bye-Laws will be brought to the 3rd Union council meeting for approval 2. PB suggested that it is brought to the 2nd meeting to seek initial feedback on whether it will be passed and then take it to Board to approve in October 18 3. PB suggested that the dates are forwarded to external trustees to ask them to attend the meeting and assist in shaping the conversation around this topic 4. RT mentioned that 13th Nov 18 is the 3rd Council meeting date	**RT to bring the Constitution and Bye-laws to the second Union Council meeting for initial feedback**
Item 11 **Disciplinary Procedure** 1. RT updated the Committee that the Disciplinarily procedures will be completely re-written, and he believes that they must be intuitive and very clear with diagrams and charts where applicable, he added that College has recently published and new disciplinary policy and this will be a helpful reference 2. JOH suggested adding and clarifying the OT and SABB disciplinary procedures 3. PB suggested bringing the Policy to Council for discussion and RT commented that he is planning to do so 4. PB suggested including a checklist for the procedure to improve clarity	
Item 12 **Policies** 1. RT briefly mentioned that he has recently finalised the review of the Defamation code of Practice and it will be taken to the next Board meeting for approval 2. PB suggested making a small change by removing 'the independent part of the Union' section, and pointed out that he is happy for the policy to go to Board if College governance have reviewed it	**RT to make the amendment suggested by the Chair**

1. RT added that the Student policy will be pushed to the next meeting as the review has not been completed as yet. Item 13 **Terms of reference** 1. PB mentioned that the committee should reconsider the minimum number of members of the committee, and the Committee agreed that this should be 5 members 2. The Committee agreed that the remit of the Committee will remain the same 3. JOH pointed out that the number of attendees must be defined to make the meeting Minimum of each member to make it chorus 4. PB queried whether Board should define these numbers for all subcommittees 5. PB added that Board should own the terms of reference for each committee to ensure that each committee is addressing the issues they need to address, the Committee members agreed that Board should own T&C's Item 14 **AOB** 1. None	**RT and JOH to bring the T&C discussion points to the next Board meeting**