

## **Community & Welfare Board Agenda**

*The fifth Ordinary Meeting of the Community & Welfare Board for the 2018-19 Session will be held on Tuesday 28<sup>th</sup> May*

*Location: Meeting Rooms 3, Beit Quad*

### **Attending:**

Deputy President (Welfare)  
RCSU Vice President (Wellbeing & Welfare)  
Black & Minority Ethnic Officer  
Mental Health Officer  
Materials Department Wellbeing Rep

Becky Neil  
Shervin Sabeghi  
David Tyoember  
Tasneem Mahmud  
Jessie Harrison

### **Observers:**

Council Ordinary Member (PG Science)

Lloyd James (LJ)

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### **Formal Business**

1. Chairs business
  - a. Deputy President (Welfare) (DPW) introduces members of the board
2. Minutes of last meeting
  - a. Approved.
3. Matters arising
  - a. N.A

### **Matters for Report**

4. Updates from Deputy President (Welfare) (**verbal**)
  - a. Wellbeing strategy – endorsed by Provost Board but not approved, due to requiring more details re specific planning and costs etc.
  - b. Parts of the strategy to be taken forward and implemented now.
  - c. Signposting – will be put together for the end of academic year.
  - d. Access and participation plan – submitted and endorsed by the union.
5. Updates from Constituent Union Welfare Officers (**verbal**)

- a. RSMU Student Welfare Officer
  - i. Field trip discussed from last meeting has taken place.
- 6. Updates from Liberation & Community Officers (**verbal**)
  - a. Mental Health Officer
    - i. 200 responses collected for survey
    - ii. Results to be analysed and published; produce a summary report which will be distributed.

### **Matters for Discussion**

- 7. Policy discussion (Lloyd James)
  - a. Paper as described.
  - b. Currently over 80 ICU policies have not been reviews and thus lapsed.
  - c. Suggestion to remove and redraft if subject still relevant, CWB consulted on areas relevant to its remit.

#### Comments from discussion

- a. There are too much policies – which have mostly become irrelevant.
- b. Lack of awareness of policies – either do not know they exist or does not read them; we only look at policy when “something goes wrong”.
- c. Lots of policy make sense at time of writing, but as many has become embedded into everyday practice, is there still a need for an explicit policy document?
- d. Would be good to keep policy documents as this would mean that should the union wish to stop doing something, it would have to undertake lots of discussion and engagement to end the policy.
- e. Can we consolidate and combine various separate policies? Equal opportunity policy for example have many parts already covered by other documents or procedures.
- f. We need to distinguish between policy positions and agreed actions of Union Council or sub-committees.
- g. How to ensure adherence or compliance to policy? Currently a lack of monitoring mechanism, awareness and easy access to policy documents. Need to update language to make it more accessible.
- h. Add something to officer training?
- i. Name/associate policies with a particular role for more direct responsibility and accountability for actions.

#### Next steps

- a. JL to review policies and discuss with chair.
  - b. Proposals to go to next year’s CWB.
- 8. Welcome week campaign ideas (Deputy President (Welfare))

- a. Keep the “stay safe” campaign from last year.
9. Defining the “student experience” (Deputy President (Welfare))
- a. Provost’s academic strategy, overall college strategy, and union strategy all being drafted at the moment. All of these will include something around “student experience”.

Comments from discussion

- a. Well-rounded individual.
  - b. An individual who is “aware” – culturally, personally, societally.
  - c. Student experience is subjective and different for each individual with different expectations and goals.
  - d. Self-fulfilment – did you enjoy, learn, develop?
  - e. Value for money.
  - f. Focus a bit more on collaboration and communication?
10. Preparing for handover (Deputy President (Welfare))
- a. Template to be sent out to complete for successors.
  - b. Meetings for liberation officers.
  - c. Suggestion that we should do face to face meeting handovers as much as possible, and that this would be more useful than just sending the document.
  - d. Potential for a handover checklist? A reminder rather than a formal form/tickbox exercise.
  - e. It would be useful to share contact details of the previous postholder with the incoming person – however GDPR?
  - f. Processes – booking catering, rooms etc should be included in the liberation officer training. Currently training for LOs is potentially too vague, and not focused enough on practical skills. “Felt really inspired” but not tangible – “what do I do now?”
11. Reflections on the year (Deputy President (Welfare))
- a. Rep survey to be sent out.
  - b. Look at other universities and try to bring ideas to Imperial, felt definitely developed event organisation skills.
  - c. Would be good to have same infrastructure to support Los as for CSPs re activities and events.
    - i. Plan for next year to have pool of volunteers to support LOs to run events. Union resources will also be put in place to support LOs.
  - d. Felt that this year there were a lot more interesting discussions compared to last year’s CWB meetings.
12. Making CWB more effective (Deputy President (Welfare))
- a. More discussions, less rep reports – suggestions for a pre-meeting survey/opportunity for reps to submit any updates which is then

circulated to all attendees as a newsletter/bulletin, rather than update verbally during meeting.

- b. CWD induction for newcomers
- c. Need to work out a solution to ensure LOs are not made to attend too many meetings.
- d. Meeting schedules – it was raised that union meetings and departmental meetings are not planned cohesively – currently bunched together all within a few weeks, then followed by a few weeks of not a lot.

### **AOB**

- a. Mitigating circumstances
  - a. Process is now centralised across college.
  - b. Feedback that the form is difficult to fill in especially for iBSc courses as the form is now generalised for all departments.
  - c. Not everyone has yet move to new system – iBSc bioeng.

**Meeting Concludes at 19:30**