



Imperial College Union Governance Committee

17 May 2018

AGENDA ITEM NO.	
TITLE	Exec Policy Updates – Policy Review
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EXECUTIVE SUMMARY	Recommendations for the review and moving of ownership of “Exec Policies”
PURPOSE	
DECISION/ACTION REQUIRED	Approval of suggested locations Approval of “Staff & Procedural” ownership at leadership

Background

Imperial College Union is currently in a position where very few of its policies are currently active due to a lack of reviewing and updating for several years now – this has led to a policy review to start creating a framework for lapsed policies to be renewed. One area that was highlighted by this process as a large area of work were Exec Policies. Exec Policies are policies previously owned by the Executive Committee – this committee no longer exists and as such these have no ownership, and most have not been renewed in a long time with no renewal framework in place. The below outlines suggested relocations of these policies and whether they should be renewed.

Ownership

Currently on the Union Website Policies are split up in ownership into the following “bins”:

- Board of Trustees
- Clubs, Societies & Projects Board
- Exec Committee
- Finance and Risk Committee
- Representation & Welfare Board
- Union Council

It is noted that all Board Subcommittees should be present after work done by Chippy Compton last year and that Representation & Welfare Board no longer exists however this is not the remit of this paper and will be updated anyway.

On reviewing the exec policies, it became apparent that although some of the policies clearly could be split into Board and Council committees – there were a significant section that either relate to staffing or operational procedures that were not appropriate for either. These are currently left without ownership, without renewal process and without oversight.

For this reason, we suggest that Leadership Meetings would be the most appropriate place for these to be owned. This provides a body for new staffing policies to go to that is non-existent at the moment allowing scrutiny and preventing unforeseen problems arising. It provides a means for an active renewal framework to be created and work delegated from an informed group. This will also enable a means for other staff policies to be visible publicly – increasing our transparency and informing students of what they can expect in terms of standards from our staff.

Suggested Locations and Reasoning

Policy ID	Policy Name	Renewal Y/N/M	Reviewal Y/N	Suggested Owner	Reasoning and Notes
46	ICU Casual Worker Hour Limits	Y	Y	PARC	Legal Requirement to have in place. Key to check visa situation and college policy on bursary.
28	Expenditure in remote or challenging environments policy	M	Y	F&R	Policy was made to counter something that is no longer in the Constitution and Bye-Laws. Still may be something worth having as a stand-alone policy. Recommend reviewed by Head of Finance & Resources and brought to F&R to decide if needs renewing.
23	Marshalling Policy	Y	Y	F&R	Beyond commercial services – all events on College Property.

29	No Drugs Policy	Y	N	Governance (dis review)	Temporary renewal before incorporating into disciplinary procedures and staff procedures. Sections shift to internal commercial services procedures.
30	No Violence Policy	Y	Y	Leadership	This is a staffing policy – I've suggested leadership as the location for these to be owned and scrutinised. Important that it is publicly available, so students know what to expect from our staff – parts should be incorporated into the reviewed Staff Student Protocol.
51	Petty Cash Claim Procedure & Taxi Allowances	M	N	Leadership	Another staffing policy – not sure that this even happens but not appropriate for board or council
25	Reissuing of Cheques	N	N	NA	Cheques no longer exist
24	Room Booking Policy	Y	Y	Leadership	Incredibly procedural – not really appropriate of board but shouldn't be able to be changed too regularly – leadership gives it accountability.
75	Tankards Policy	Y	Y	Split – Council and Leadership	Aspects of it are very procedural. Council should own the existence of tankards and so on – leadership takes procedure such as how to take a tankard out
79	The Union Bar	Y	N	Board	Important to renew and transfer across – currently up to date
26	Transport Policy – Operational Procedures	Y	Y	Leadership	Renew for now but shift to leadership – this is just an operational procedure – JM and CC are updating this soon anyway
74	Grant Usage	Y	Y	F&R	Worth a once over from JM and CC to incorporate any changed from the new budgeting.
76	Imperial College Union's Stance on the future of Harlington	Y	Y	Board (Council)	Council paper to discuss is important but the nature of the investment vs expenditure is boards remit.
7	Web Policy	Y	Y	Board	Split between disciplinary and F&R – Board already have a version as well so need to merge the two.