GOVERNANCE COMMITTEE

The first ordinary meeting of the Governance Committee for the 2019/20 session, was held on Wednesday 11th September in Meeting Room 6, Beit Quad at 2:00pm.

Unconfirmed minutes

|  |  |  |
| --- | --- | --- |
| Present:  |  Dorothy Griffiths (DG)  | Governance Chair  |
|  | Milia Hasbani | Appointed Student Trustee |
|    | Shervin Sabeghi  | Deputy President (Welfare) |
|   | Tom Fernandez Debets | Deputy President (Clubs & Socities)  |
|   | Abhijay Sood | Union President |
|  | Ansh Bhatnagar (via Skype) | Elected Student Trustee |
|  |  |  |
|  | Lloyd James | Council Chair |
| In Attendance:   | Keriann Lee | HoSVC |
|  | Richard Beet | ASO (clerk) |
| Apologies:   | Paul Beaumont | External Trustee |
|  | Jarlath O’Hara | Managing Director |
|  |  |  |

|  |  |
| --- | --- |
| **Item 1 – Welcome and Chairs business**DG welcomed the group to the Governance Committee, and has no chair’s business for attention. Introductions were made for new members. **Item 2 – Conflict of interest** No conflicts of interest declared**Item 03 – Apologies**Paul BeaumontJarlath O’Hara**Item 04 – Minutes from 2nd July 2019**The group agreed that the minutes were an accurate representation of the meeting that was held on 2nd July 2019**Item 05 – Action Tracker and Forward Agenda** 1. RB confirmed updated minutes and corrected typos. Nothing else was added to the action Tracker.
2. AS recommends Policy Framework Review to be added to tracker. (Part of Council Policy updates on action tracker).
3. Goverance & Identity Framework. Andrew Hill paper on CU work to be added to agenda.
4. Update on bye-laws (disciplinary procedures) due for review. KL notes that this review is for GovCom to consider. AS notes this would be discussed by election working group; KL notes no student trustees present in this working group, therefore should be considered at GovCom.
5. LE19 – KL checked stats accuracy for spreadsheet comparing nominations for this year against last year. Confirms data is accurate and has uploaded this information on the website and internal comms.
6. PG engagement and remuneration– AS updated the group. Remuneration for the GSU President will continue to be funded by GSU, but the money will be sent to ICU form now on, which allows the ICU to have a contract with the GSU President – no change to the remuneration they receive aside from a more formal volunteer agreement going forward. AS reports that this not a good solution for long term – the role would best be suited by a permanent position. LJ and MH agree needs further work in conjunction with the GSU Committee, to evaluate workload of the GSU President as well as the goals of GSU itself. The committee noted that this issue can be tackled by the Governance & Identity sub-committee of Union Council, then brought to Governance Committee for consideration and approval.
7. Safeguarding and no drugs policy – DG notes these are priorities for the committee to consider, and therefore should be brought to November’s meet for updates and consideration. The committee clarified that ‘Safeguarding’ and ‘No Drugs’ Policy are separate.
8. Rugby Disciplinary – this matter is now closed. DPFS and DPCS will function as treasurer and secretary respectively on behalf of the rugby team committee, and the president will have no executive powers as per the sanctions. TFD will continue the work with the rugby team on the issue of culture, carrying on the efforts of TFD’s predecessor.
9. There followed a brief policy framework discussion – clarifying composition and ToR for two new UC sub-committees (Services & Sustainability, and Governance & Identity). LJ says these need to be ratified in October UC.

**Item 06 – review ToR**1. The committee reviewed the terms of references as they currently stood. The constitution and bye-laws have been previously updated according to routine review, however Chair notes that a report from the Union President / Managing Director detailing ICU’s compliance with the current regulatory environment, for consideration by the committee, would be prudent to abide by the current ToR (and also functions as evidence that are complying with the regulatory environment). AS noted further that ICU’s contract with IC (known as the Code of Practice) should also be circulated as this forms a key part of our regulatory framework.
2. The Committee agreed that ICU required regular review of its disciplinary policy. Union President will liaise with external Trustees as well as ICU staff. There is also scope for research to encompass external research and the possibility of collaboration with IC. The committee asks for this review to be completed, and a statement to be given at the next Governance Committee.
3. Membership – student trustee details to be updated on the ToR.
4. The Committee agreed that the ToR was otherwise an accurate reflection of its duties and activities.

**Item 7 – Workplan**1. KL clarified and summarized the workplan as written. Areas of focus include awards and recognition, however UC has mandated that ICU press on with the creation of an online petitioning system for the student body. Chair notes that the goal is to have a petition system up and running in time for academic year 2020/21. The committee discussed the possibility of fast-tracking this project, as the benefits for the student body are clear (with respect to improving student engagement with democracy at ICU) however the committee also notes that budgetry and organizational issues (namely the workload Systems team is already experiencing) mean that other projects such as the shop redevelopment must take priority for now.
2. The committee briefly referred back to the forward agenda, in particular Liberation. SS asserts that fixing liberation work is a priority for him and will update the committee in November.
3. The committee noted ABs UC reform paper. AB notes this is ongoing work. Union President notes best way to fit this work into ICU’s governance is to take the reform paper to UC and subsequent sub-committees (Governance and Identity).

**Item 08 –policy renewal framework.**1. AS and LJ summarized their update on policy renewal for the committee. An objective is to streamline policy, removing unnecessary and outdated policies where appropriate, and in particular focus on differentiating between actual policy, and motions (i.e. specific actions for ICU)
2. LJ notes that there is the objective of creating processes to better monitor UC matters to ensure that motions are not confused with policy. MH notes some work has been done already (action tracker etc.)
3. LJ notes all existing policies have now lapsed, and he is in the process of working through the policies as they stand and identifying what is relevant and needs to be maintained, and what can be dropped. LJ notes the objective is to see all policies dedicated to a particular sub-committees, rather than general UC; in order to improve execution and monitoring of such policies.
4. For second UC meeting of the year, LJ will present to UC this policy update, outlining streamlining efforts, delegations to sub-committees. UC will be asked to ratify these changes. Then over the course of the year the sub-committees will be asked to review the policies that are assigned to them, in particular they will be asked to review their remits to ensure policy accomodates their requirements.
5. AS added that they wished to ensure that policies can be grouped where relevant, i.e. a sporting society should be governed by a body of policy specific to their function, rather than relying on various policies spread out across different categories of policy.
6. Committee notes that there needs to be a clear process for both ensuring policies are updated in a proper fashion (i.e. summaries of policy changes available in timley fashion for consideration by GovCom and so on) and further that UC can be satisfied that professional services are able to facilitate the administration of policy updates on behalf of CSPs, i.e. updating policy on the website. Committee notes that once the policy renewal has been completed, this mechanism will be available to CSPs.
7. AS notes that ASO (RB) is best placed to support that process, along with Hannah. Chair and KL note that a clear procedure needs to be developed and agreed.
8. DG thanked AS and LJ for their ongoing work on policy renewal framework.

I**tem 09: Elections**1. KL summarised the report as written to GovCom. Clarified changes that have taken place and the rationale behind them. More focus on communication to student body.
2. KL clarified that student trustees will not take part in LE working group to prevent conflicts of interest.
3. DROs – normally recruited internally, and the same will take place this year. Responsible for onboarding of reps once they are elected. KL will see if best to recruit internally or externally.
4. KL noted jump to 33% turnout, affected by record PG turnout; and better integration of promotion of the election with Welcome Week. This year will wish to achieve the aprox. Same level of turnout.
5. KL noted ongoing focus on candidate satisfaction survey. TFD asks if feedback should open directly after voting / before results; and if opening feedback after results would produce better engagement – students tend not to engage with these sorts of surveys. GovCom agreed this should be kept in mind.
6. Complaints – spreadsheet / workflow for facilitating complaints has been updated. Potential for Systems to produce an app, but this is ongoing. The committee noted that sometimes app may not be a necessary solution, as students have demonstrated that they do not need enabling devices to make complaints to ICU regarding elections.
7. The Committee discussed election dates with respect to the window of time students have for making complaints. KL clarified rational behind current process / approach to the complaints process. GovCom considered alternative facilitation such as dedicated phoneline, however this has been done before. KL notes that due to the issue of spurious claims being made, it is better to use the online system so things are in written form and can be evidenced.
8. KL summarised the Election Working Group’s idea for complainants to submit their intent to make a complaint via existing online means before the deadline, then they can submit full information at a later point. KL to take this new deadline to AE Working Group.
9. Governance Committee agreed that once dates are confirmed, a meeting will be organised before complaints to prepare. (Friday 13th 10:00).
10. GovCom approves the timetable for Autumn Elections 2019.
11. GovCom approves Returning Officer for Autumn Elections 2019.

**AOB –** no other business. | **Actions****RB to update action tracker / AS and LJ to action this.****RB to update action tracker.****AS to look into this. To bring to GovCom in November for review.****Review by committee in 21st Nov (final deadline January). RB to add to action tracker****LJ To follow up with JOH. RB to update action tracker.****AS and JOH to produce report for next committee. Going forward to take place at first committee next year. RB to update forward agenda.****AS to liaise with PB / manager of student experience. To be completed ASAP.** **RB to update****RB to update workplan as well as action tracker to include ToR review (See above)****SS to update in Nov. RB to remove item from forward agenda.****RB to remove council reform from forward agenda. RB to update action tracker.** **LJ and AS to update UC on policy renewal framework, and to update GovCom.****RB to schedule calendar event on Friday 25th (AE19) or Friday 13th March (LE20).**  |

***Next meeting set for Monday 18th November***