

**Governance Committee**

The second ordinary meeting of the Governance Committee for the 2019/20 session, was held on Monday 18th November in Meeting Room 3, Beit Quad at 4pm.

Unconfirmed minutes

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| **Present:** | Dorothy Griffiths (DG)  | Governance Chair  |
|  | Abhijay Sood (AS) | Union President |
|  | Lloyd James (LJ) | Council Chair |
|  | Thomas Fernandez Debets (TFD) | Deputy President (Clubs and Societies) |
|  | Shervin Sabeghi (SS) | Deputy President (Welfare) |
|  | Ansh Bhatnagar (AB) | Elected Student Trustee |
|  | Milia Hasbani (MH) | Appointed Student Trustee |
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| **In Attendance:** | Thomas Newman (TN) | Head of Student Experience |
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| **Apologies:** | Keriann Lee (KL) | Head of Student Voice and Communication |
|  | Jarlath O’Hara (JOH) | Managing Director |

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| **Item 01 – Welcome and Chair’s Business**1. The Chair welcomed the group to the second Governance meeting of the 2019/20 session.

**Item 02 – Conflict of interest declaration**1. Declared before Item 06.

**Item 03 – Apologies** 1. Jarlath O’Hara (JOH) and Keriann Lee (KL)

**Item 04 – Governance Committee meeting minutes from 11th November 2019** 1. TFD’s name to be changed to Thomas Fernandez Debets (TFD)
2. ***Item 5.6*** – clarification that the GSU president is funded by the Graduate School
3. Otherwise, the group agreed that the minutes were an accurate representation of the meeting that was held on 11th September 2019.

**Item 05 - Action tracker and forward agenda**1. AS to take CU Support paper to Governance & Identity
2. **Bye-Laws and Constitution need updating**

**Item 06: Student ban from ICU premises:***This agenda item was removed from the minutes due to the sensitive nature of the conversation and the fact it was decided it was inappropriate for this committee to take any stance or action on this matter given the context. An anonymized account can be made available upon request.***Item 07: Regulatory compliance**1. AS notes that this is done at two levels. The first, which relates to this committee’s ToR, is with respect to the compliance of our constitution and bye-laws being legally compliant. These documents are ratified at the Board of Trustees and vetted by the Central Secretariat: therefore, there is no risk of exposure on that front. With respect to further compliance, Warwick University have comprehensive documentation around this.

**Item 08 – Safeguarding policy***Safeguarding policy not discussed.***Item 09: Liberation** 1. SS provides update on Liberation at ICU and presents paper. After researching other SUs’ work, a liberation reform working group was created (5 members of the Community & Welfare Board and 1 faculty welfare rep). Aim to have a proposal approved by the January Council meeting to be able to elect new roles in LE20.
2. The committee was unsure whether these changes would then need to be approved by the Board of Trustees and it was decided this could be done electronically if required.
3. DG notes that there is a problem with the culture at Imperial and that there is a need to get to a place where we can address the culture. As such, it is a shame Union bureaucracy seems to be getting in the way of setting up the networks described by SS.
4. TFD made a suggestion that the required actions should be taken, and the roles could be elected at either the LE20 or the Summer By Elections, as will be appropriate.
5. DG concludes by underlining the need for action to be taken regarding Liberation and encouraging SS to undertake the work mentioned in the paper and that the more bureaucratic aspects of the implementation could be ironed out further down the line.

**Item 10: Complaint system** *Thomas Newman (TN), Head of Student Experience, enters the room*1. AS and TN present the approach to the new complaints procedure.
2. TN clarifies that no Head of Department or Officer Trustee would be involved for local resolutions; if complainant is unhappy with the outcome, it can be escalated to stage 2; if still unhappy, decision can be appealed, at which point it would either go to this committee or the Board of Trustees.
3. A complaint could also go straight to stage 2 based on its nature (this forms part of the considerations to communicate to the Systems team and the member of staff who will triage the complaints as they come in).
4. For each stage, still need to look at who is responsible.
5. Disciplinary procedure should be based off the College’s and the “No Further Action Required” option has been added.
6. A code of behaviour still needs to be written and cases where a police investigation takes place are yet to be considered (nor have the comms with College in such a case)
7. SS informs that Imperial Expectations exist for staff-related EDI matters but that similar standards might need to be written as he is unsure whether they exist within the College. These should align with any relevant work conducted by the College.
8. COIs are to be taken into account when designing the app for the complaints process, especially for those managers who are most student-facing. The app should be able to cross-reference managers to complaints.
9. TN highlights that logging the complaints will allow better monitoring of recurring issues and ensuring the complaints go to the right people.
10. SS suggests this committee could review a selection of complaints to quality-check the process and the controls put in place.
11. DG thanks TN for his work and points out that the process is, in principle, approved but TN will need to bring suggestions regarding the responsibilities at each stage after some proof-testing.
12. Further conversations required around disciplinaries and information on how members could go about submitting complaints still needed.

**Item 11: Elections** 1. Though this was not discussed in detail given KL’s absence, LJ pointed out that we ought not to remove the seconders as part of the nomination process.
2. MH agrees and mentions we should enforce an active seconding system
3. Committee unanimously rejects the suggestion

**AOB**1. Conversation around the lack of Governance Officer and the decision to vacate the role before a replacement was found and the difficulties this has brought.

  | **AS to update constitution with increased number of trustees, Sports Hub and changes that were implemented following the LE19****TFD to update action tracker****AS to share this document and bring a similar document to the next meeting****AS to report at next meeting****SS to update at the end of the Winter term****TFD to upload Microsoft Power Point presentation to Teams****Policy needs writing and bye-laws updating****AS to write bye-law and policy and test it with committee members as well as students from Council** |

***Next Governance Committee meeting: Tuesday 18th February 2020***