



MINUTES OF THE PROCEEDINGS

The fourth ordinary meeting of the Union Council

The meeting of Union Council was held remotely on Friday 27th March at 14:00

Present

Role	Name
Union Council Chair	Lloyd James (LJ/Chair/THE CHAIR)
Deputy President (Welfare)	Shervin Sabeghi (SS)
Deputy President (Education)	Ashley Brooks (ACB)
Deputy President (Clubs & Societies)	Thomas Fernandez Debets (TFD)
Deputy President (Finance and Services)	Fi-Fi Henry (FH)
Arts and Entertainment Sector Chair	Joseph O'Connell Danes (JOD)
,CGCU President	Fatima Khan (FK)
CGCU Vice President (Education)	Poppy Oldroyd (PO)
CGCU Vice President (Wellbeing)	Miles Gulliford (MG)
Culture Sector Chair	Shuning Xu (SX)
Disabilities Officer	Hilliam Tung (HT)
GSU President	Mohit Devgan (MD)
ICSMSU President	Benjamin Russell (BR)
ICSMSU Academic Chair	Waseem Hasan (WH)
ICSMSU Welfare Officer	Jack Hall (JH)
Interfaith Officer	Amna Ahmed (AA)
International Officer	Amr Alwishah (AA)
LGBT Officer	Freya Hepworth Lloyd (FHL)
PG FoE Council Rep	Igor Gawron (IG)
PG FoE Council Rep	Luke Jamieson (LJ)
Observer: Student Trustee	Bhatnagar, Ansh (AB)
GSU PGT Academic & Welfare Officer (Engineering)	Ewins, Clementine M
RCSU President	Alex Auyang (AAu)
RCSU Vice President (Education)	Michaela Flegrova (MF)
RCSU Welfare Officer	Peter Hull (PH)
Recreation Sector Chair	Christopher Turner (CT)
RSMSU President	Christopher Carter (CC)
RSMSU Vice President (Education)	Alexandre de Saint Germain (ASG)
Sports Sector Chair	Ross Unwin (RU)
UG FoE Council Rep	Hayley Wong (HW)
UG FoE Council Rep	Douglas Adams (DA)
UG FoE Council Rep	Ioannis Ioannidis-Karatsivoulis (IIK)
UG FoM Council Rep	Bartosz Szyszka (BS)
UG FoM Council Rep	Pylin Parkes (PP)
PG FoM Council Rep	Jaye Sahota (JS)
UG FoNS Council Rep	Aishwarya Chidambaram (AC)
UG FoNS Council Rep	Zhidong Zuo (ZZ)

UG FoNS Council Rep	Grace Fisher (GF)
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Observers:

Governance Officer	Victoria Agbontaen
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Apologies:

Union President	Abhijay Sood (AS)
PG FoNS Council Rep	Adrian LaMoury (AM)

Absent:

BME Officer	Deborah Adegoke (DA)
Community and Faith Sector Chair	Jack Lee (JL)
Ethics and Environment Officer	Francesca Siracusa (FS)
Gender Equality Officer	Vinzenz Freigassner (VF)
GSU Vice President (Representation)	Milia Hasbani (MH)
GSU PGR Academic & Welfare Officer (Engineering)	Raya El Laham (REL)
Knowledge Sector Chair	<i>Vacant</i>
Mental Health Officer	Ambika Bharadwaj (AB)
PG FoE Council Rep	Xiaoran Liu (XL)
PG NF Council Rep	Rahul Jugnarain (RJ)
PG NF Council Rep	Eoin O’Kane (EOK)
RSMU Welfare Officer	Arman Sarjou (AS)
Silwood Park President	Conor Nicoll (CN)

Item	Actions
<p>1. Chair's welcome and Chair's business</p> <p>1.1. Chair welcomed the Council to the sixth meeting of the 2019/20 session the first of which will be held remotely until the end of the year due to Covid-19. Chair confirmed if Union members were happy to proceed using Teams for meetings which was agreed.</p> <p>1.2. It was also decided via poll that 2:00PM will be the agreed time for all future remote Union meetings</p> <p>1.3. Chair also agreed that moving forward all other students should contact him and they will be added to future meetings.</p> <p>1.4.</p>	
<p>2. Apologies:</p> <p>2.1. Apologies from Abhijay Sood and Adrian LaMoury.</p>	
<p>3. Minutes of Previous Meeting</p> <p>3.1. Those we sent their apologies need to be completed as opposed to those who were absent.</p> <p>3.2. Minutes were approved by Chair pending changes to absences and duplicated attendees.</p>	
<p>4. Action Tracker</p> <p>4.1. Editing of Byelaws is still TBC. Chair and AS to pick up changes in April.</p> <p>4.2. The discussion around use of money saved due to the strikes had not been addressed due to current circumstances. However, Chair agreed that although it is not priority it should not be forgotten to ensure transparency into where the money is being spent.</p> <p>4.3. Chair is in process of scheduling meeting with relevant people to discuss publicity policy.</p>	<p>Byelaws to be updated by next meeting.</p> <p>Due date for 4.2 to be amended to 1st meeting of new academic year.</p> <p>4.3 Chair to bring updated policy to May meeting.</p>
Matters for Decision	
<p>5. Changing the structure of Academic Representation Network Meetings</p> <p>5.1. MF described the original function of the ERB to be a sub-committee of council but does not function this way. It is used as a forum for discussion of issues within the Union and College.</p> <p>5.2. MF also added that it is mainly attended by Undergrad reps and Undergraduate business is what is mainly on the agenda.</p> <p>5.3. Changes proposed by MF is that she would like ERB to be spilt into two groups; taught academic representation forum and research representation forum and have separate meetings.</p> <p>5.4. Official education and representation Board will be a small forum between faculty reps to pass policies etc. as sub-committee of council.</p> <p>5.5. Faculty reps will meet with the DPE which is not happening often now. Scheduling as ERB means it will ensure these meetings actually happen.</p>	

<p>5.6. MF stated that a benefit of this is UG and PG reps will be meeting and interacting more often. MF explained that this change will hopefully bring about more engagement from PG community and Deputy reps in general by having clear objectives of the representation forums.</p> <p>5.7. ACB added his support of this change and agreed that having a bespoke forum for PG students is a positive move forward for the Union and having something that supports PG's in a more structured way is the right direction to take.</p> <p>5.8. HW questioned that the since faculty Reps have many meetings to attend, adding another meeting may reduce the chance of the meetings being quorate.</p> <p>5.9. MF responded in saying that the number of faculty reps meetings would not increase but the only change would be for department reps. Number of meetings will actually decrease which may encourage people to come. ACB added that once there is an established dedicated forum, the likelihood of attendees greatly increases.</p> <p>5.10. Chair took a vote on ARN paper and proposal was passed by Council.</p>	
<p>6. Training for Student CSP Volunteers</p> <p>6.1. AC noted a lot of work is going into volunteer training but put forward few ideas that should be place implemented when those changes are put in place going forward.</p> <p>6.2. Key points were: Senior volunteers are not trained well and to improve this, volunteer training should be compulsory for at least one financial responsibility holder per CSP.</p> <p>6.3. Sessions should also be delivered by current or previous volunteers, so they are able to share knowledge and experience.</p> <p>6.4. Training should be more contextual and e-activities training will be changed to test the knowledge that is required and useful to add to current quizzes along with case studies.</p> <p>6.5. A forum where people can ask questions, answered by Senior or previous volunteers.</p> <p>6.6. FH agreed that training does need to be reformed and that senior student volunteers should be involved but should not solely responsible for designing, reviewing and delivering volunteer training programmes. It should be a collaborative piece with the Union as they are responsible for delivering training.</p> <p>6.7. FH added that there needs to be quality control on presentations to avoid the spread of misinformation. FH agreed that timings of officer academy sessions do need to be more accommodating, but day sessions are useful and should not be removed altogether. A more flexible approach is welcome, i.e. evenings and weekends.</p> <p>6.8. FH agreed with the idea of the forum but stated it should be implemented later as there is a lot of work that need to be done beforehand in terms of the foundations and ensuring all parties are well informed so conflicting information is not spread. This should also be on the Unions web page.</p> <p>6.9. AC agreed with FH that those amendments can be made.</p> <p>6.10. WH also agreed with FH but had concerns about the Officer Academy becoming mandatory with volunteer roles if you have previously done it. WH added it can become burdensome, especially due to the time</p>	<p>AC to create a group to discuss in more depth and bring update to next council meeting.</p>

<p>commitments and not being able to financially approve items can be restrictive to your ability to work and perform well. RU stated that it needs to be mandatory for one person on the committee to have attended at one point during their university tenure. AH agreed with this stance.</p> <p>6.11. RU thanked AC for bringing this to council and agreed with FH that having a forum should be considered further down the line. RU added that senior volunteers already have a heavy workload and adding multiple training sessions may not be feasible, practical or allow for productivity.</p> <p>6.12. RU would like to mandate that handovers are mandatory but is unsure of a feasible option.</p> <p>6.13. Chair suggested that due to different points of discussion within this, management group chairs and other interested parties should have an in-depth discussion about this and bring an update to next meeting Council.</p>	
<p>7. Training for Management Group Volunteers</p> <p>7.1 HT stated the summary of this paper was to introducing training for MG volunteers as there currently is not any. Previously, CU volunteers would sit in on OT training, but this was not done this year and something official going forward should be put in place.</p> <p>7.2. HT noted they want to focus on extending e-activities training section to ensure there is a place tailored for MG officers to approve financial responsibility items.</p> <p>7.3 HT would like to ensure that MG volunteer training is also considered, and they are sufficiently trained. If MG officers are trained correctly then they will be able to interject and catch any errors in order to reduce the workload of the finance team.</p> <p>7.4 TFD added it is important to recognise that the student experience the Union want to deliver cannot be done without the student volunteers. TFD said he has been working with the student development team to review training and acknowledged that a lot of training is missing. However, there is a lot of work going into e-learning due to the feedback they have had and they are hoping to use the feedback to deliver more in person training.</p> <p>7.5. TFD is happy to be mandated to co-ordinate with AC and HT to see how information can be shared and provisions put in place for the next academic year.</p> <p>7.6 Chair suggested that instead of voting on the paper, to go away and have a wider discussion on training. HT agreed.</p>	<p>HT, TFD and AC to have a wider discussion on training and come to the next council meeting with a brief outline on agreement going forward.</p>
<p>8. Sick Pay Parity</p> <p>8.1. AB noted that since he had written his paper a lot had changed due to Covid-19 and was written in the context of there still being a lot of students in halls but a lot of it still applies. The reasoning behind this paper is due to the recent talk about the outbreak and that when staff do not have the financial security to follow public health advice, they are putting themselves and public at risk.</p> <p>8.2. AB noted that Imperials outsourced cleaning companies sick pay policy is the minimum legal amount which is statutory sick pay. However, Imperial offer a more generous policy for staff directly employed by them. AB added this paper is the Union taking a stance to adopt the sick pay policy for all staff and to lobby to the College to ensure this, whether insourced or outsourced.</p>	

<p>8.3. Chair questioned AB on who he would want to action and lobby the College and what timescale he was expecting this to be completed in. AB stated this should be a priority and put forward SS to lobby the College on this matter.</p> <p>8.4. SS stated that there are more pressing priorities that OT's are lobbying the College for and is unsure where this would fit in during this time. SS added that the furlough scheme will be helpful at this time and workers will still receive 80% of their salary as they are most likely unable to attend College to carry out their cleaning jobs.</p> <p>8.5. Chair added that cleaning staff are represented by Union and they have an ongoing campaign to have their standards raised so it is clear this is what they would want these issues addressed and it is not outside of Council remit to bring it to College.</p> <p>8.6. AB added there is a difference between furloughed and sick pay as furloughed staff are being asked not to work for several months whereas sick pay may just be for a few weeks. Government scheme may not apply here as many of these staff are on zero-hour contracts.</p> <p>8.7. WH questioned whether Union are being asked by the cleaners for support as he is weary that Union may push for something without consulting the affected people.</p> <p>8.8. Chair suggested that in the short term view we should vote whether during this crisis that all Imperial College workers should be on Imperial sickness absence policy. AB agreed on this.</p> <p>8.9. SS however, questioned its practicality and timing with lobbying this to College. FH agreed that mandating an OT to lobby College within the next 28 days means another student group will be disadvantaged.</p> <p>8.10 Chair put vote to Council and splitting resolves 1 & 2 individually. Resolve 1 – accepted. Resolve 2 – rejected.</p>	
Matters for Report	
<p>9. President Report</p> <p>9.1. AS sent his apologies for the meeting but had previously provided his papers. Chair asked Council if there were any questions regarding this paper.</p> <p>9.2. RU questioned the London living wage in the paper. FH advised this is being included as part of Block Grant negotiations.</p>	
<p>10. DPE Report</p> <p>10.1 DPE noted that prior to Lockdown there were emergency meetings with the education committees, staff, HODs and faculty reps and it was decided to go ahead with remote assessment for the upcoming exams.</p> <p>10.2 DPE noted that no final decisions have been made regarding having access to the labs and he understands there are several students with lab-based work to complete. There may be opportunity for labs to postpone a few months or to defer which may not be agreeable to most.</p>	
<p>11. DPW Report</p> <p>11.1 DPW noted that in terms of halls, he will be working with student services to discuss how support can be provided to students still left in halls.</p>	

<p>11.2 DPW added that the #icuConnect is a campaign to help people feel connected during this time and will be working with faculty reps to improve welfare related matters during this period. No further questions for DPW.</p>	
<p>12. DPCS Report</p> <p>12.1. DPCS noted that during Covid-19 he has been contacting clubs looking at how they can support clubs individually, especially as there is no insurance cover for most of these clubs.</p> <p>12.2. DPCS added that updates are provided to clubs and societies every Tuesday.</p>	
<p>13. DPFS Report</p> <p>13.1 DPFS noted that the services and sustainability board is not quite working as it is. Discussions have been had about how this can be re-shaped.</p> <p>13.2 Summer Ball will still go ahead as planned and the final date for decision of cancelation will be 18th May. Most of the funds will be able to be re-cooped if cancelled by this date. Around £9K will be lost</p> <p>13.3 Empty positions at the Union will most likely remain vacant for the near future as the Covid-19 situation is assessed.</p> <p>13.4. DPFS added she is working closely with DPCS regarding club refunds and finances as a lot of their events are being cancelled or postponed.</p>	<p>DPFS to bring update to next council meeting on S & S Board reshaping.</p>
<p>Any Other Business</p> <ol style="list-style-type: none"> 1. AC raised point of elections and some of the issues with rules and disqualification of opponents. AC proposed a working group to review election rules and processes. Chair asked Council if any member of Council opposed this proposal – no oppose. 2. Chair clarified that the concerns on the elections is that there is uncertainty on online publicity, procedures are enforcing rules, non-compliance etc. 3. RU noted there's a survey asking student opinion on remote exams and 97% of students do not agree with College stance on this. SS agreed that Union should work with Departmental reps for each department as the solution will not be the same for each individually. 4. SS added there agreed there would not be whole scaling down of grades for students. RU said that Union needs to ensure College is communicating this to students as they have not yet done this. 5. SS noted there are 3 main things being focused on and pushed for; safety net, clarity for final year students and mitigations that will be put in place. 6. Chair put vote forward to extend meeting for 10 minutes – majority vote agreed. 7. AB added that there are a lot of mitigating factors to be considered i.e. libraries being closed, not having access to a quiet space, exams starting at 4am due to time zone differences etc. Therefore, the Union should take a stance against remote exams. 8. FK noted that it is concerning that Reps are deciding to do their own thing instead of coming to the Union which highlights underlying trust issues within the Union. 9. AA commented that it is up to the discretion of the department whether exams are open book or not. However, Union should take the 	<p>AS & Chair to send email to council confirming any interest in this discussion.</p>

<p>stance that exams are open book to make it fair for all students and prevent mass cheating. The consensus from students that AA has spoken too is that open book exams is the preference.</p> <p>10. ASG added College stance is that time zone difference is not a mitigating circumstance and that there is nothing that is going to satisfy all students.</p> <p>11. WH agreed open book policy is most logical and practical but it should be faculty specific and completed in conjunction with faculty reps.</p> <p>12. GF added that there is no full way to satisfy all students. GF questioned whether there are any statistics from the survey that can be used to be on record to go to the College with.</p> <p>13. Chair agreed were unlikely to reach a resolution on this topic in this session and the best course of action would be to have a one-off meeting for interested parties to have a detailed discussion on this in a separate forum.</p>	<p>Chair to schedule meeting for a separate discussion on Council stance on remote exams.</p>
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Next meeting: 12th May 2020.