

**Imperial College Union  
Disciplinary Review Update  
Governance & Membership Committee / September 2<sup>nd</sup> 2021**

Author(s): Lloyd T. James (President)

Purpose: To make the Committee aware of the current status of the review of our disciplinary procedures.

Decision(s): To approve and consider

### **1. Current Status of Disciplinary Procedures**

Our disciplinary and complaints procedures, set out in the Union's Bye Laws, had not been reviewed for a number of years before a project to do so was undertaken by 2020-21 DPW Shervin Sabeghi. The new procedures, which were approved by Council and Board last July (and reflected in the new Bye Laws 'snapshot') are more detailed and comprehensive than they were previously. They also require the Governance and Membership Committee to make a number of appointments.

### **2. Recommended Appointments**

**Complaints Officer:** This is an appointed member of staff who has responsibility for administering the Complaints procedure, including checking that submitted Complaints are eligible to be considered, and also for clerking disciplinary and appeals panels. I recommend that the Governance Officer be appointed to this role.

**Complaint Handlers:** These are a pool of appointed staff members or Officer Trustees, from whom a relevant individual will be chosen to deal with a submitted complaint. I recommend that the Senior Management Team and the Union President be appointed to this pool, where in the first instance a Director will be the handler of a complaint relevant to their Directorate. The Managing Director will handle complaints when the relevant Director is unable, and the Union President will handle complaints relevant to the conduct of the Officer Team.

**Complaints Appeal Members:** These are designated individuals who may be selected by the Chair of the Governance and Membership Committee to sit on a Complaints Appeal Panel. I recommend that the Senior Management Team and the members of the Governance and Membership Committee be appointed to this pool.

**Investigating Officer:** The procedures stipulate that in the first instance, all disciplinary cases are led by an Investigating Officer who is a member of the Governance and Membership Committee. No procedure for selecting this person is specified (they are a 'Union nominee'). I recommend that the Union President be empowered to act as the Investigating Officer, or to delegate that responsibility to another member of the GMC, in all cases except those in which the President has a conflict of interest.

**Disciplinary Panel Members:** This is a designated list of members of the Board of Trustees who can sit as members of a Union Disciplinary Panel. I recommend that the members of the Governance and Membership Committee be appointed.

**Disciplinary Appeals Panel Members:** This is a designated list of members of the Board of Trustees who can sit as members of an Appeals Panel. I recommend that the members of the Governance and Membership Committee, and the Chair of the Board of Trustees, be appointed.

### **3. Going Forward**

The committee may wish to consider how the change in Disciplinary Procedures affects live disciplinary cases. We also need to consider implementation of the online complaints form which is stipulated in the new procedures.