

<b>Role</b>	<b>Name</b>	<b>Initials</b>	<b>Attendance</b>
<b>Officer Trustee - Union President</b>	Hayley Wong	HW	Present
<b>Officer Trustee - Deputy President (Education)</b>	Jason Zheng	JZ	Present
<b>Officer Trustee - Deputy President (Welfare)</b>	Nathalie Podder	NP	Present
<b>Officer Trustee - Deputy President (Clubs &amp; Societies)</b>	Dylan Hughes	DH	Present
<b>Officer Trustee - Deputy President (Finance &amp; Services)</b>	Niamh McAuley	NM	Present
<b>Council Chair</b>	Yuki Yuan	YY	Present
<b>Constituent Union President - ICSMSU</b>	Christian Oldfield	CO	Present
<b>Constituent Union President - CGCU</b>	VACANT AT TIME	N/A	N/A
<b>Constituent Union President - RSM</b>	Josephine Onerhime	JO	Present
<b>Constituent Union President - RCSU</b>	Trinity Stenhouse	TS	Present
<b>Constituent Union President - Silwood</b>	Danica Duan	DDu	Present
<b>Management Group Chair - Arts</b>	Celine Driessen	CD	Present
<b>Management Group Chair - Community</b>	Vacancy	N/A	N/A
<b>Management Group Chair - Culture</b>	Vacancy	N/A	N/A
<b>Management Group Chair - Knowledge</b>	Vacancy	N/A	N/A
<b>Management Group Chair - Recreation</b>	Stephanie Yeung	SY	Present
<b>Management Group Chair - Sport</b>	Christian Cooper	CC	Present
<b>LCO - Black &amp; Minority Ethnic Officer</b>	Rebekah Christie	RC	Apologies
<b>LCO - LGBT+ Officer</b>	Devni Peramunugamage	DP	Present
<b>LCO - Disabilities</b>	Jasmine Chan	JC	Present
<b>LCO - Mental Health</b>	Aglaia Freccero	AF	Present
<b>LCO - Gender Equality Officer</b>	Nancy Yang	NY	Present
<b>LCO - Ethics &amp; Environmental Officer</b>	Riqi Zhang	RZ	Present
<b>LCO - Interfaith Officer</b>	Pratik Ramkumar	PR	Present
<b>LCO - International Officer</b>	Lintong Li	LL	Present
<b>LCO - Working Class Officer</b>	Jordan Elliott	JE	Present
<b>Welfare Officer of CU - CGCU</b>	David Zhou	DZ	Present
<b>Welfare Officer of CU - RCSU</b>	Anthea MacIntosh-LaRocque	AM	Present
<b>Welfare Officer of CU - ICSMSU</b>	Hamza Ikhlaq	HI	Absent
<b>Welfare Officer of CU - RSM</b>	Shirley Xu	SX	Apologies
<b>Academic Officer of CU - CGCU</b>	Hugo Stanbury	HB	Present
<b>Academic Officer of CU - RCSU</b>	Runtian Wu	RW	Present
<b>Academic Officer of CU - ICSMSU</b>	Rayyan (Safeer) Islam	RI	Present
<b>Academic Officer of CU - RSM</b>	Shoupan Li	ShLi	Present
<b>Postgraduate Research Academic &amp; Welfare Officer (Engineering)</b>	Kuan-Cheng Chen	KCC	Absent
<b>Postgraduate Research Academic &amp; Welfare Officer (Medicine)</b>	Aryan Niknam Maleki	ANM	Present
<b>Postgraduate Research Academic &amp; Welfare Officer (Science)</b>	Guo Xinyi	GX	Apologies
<b>Postgraduate Taught Academic &amp; Welfare Officer (Business)</b>	Théophile Lesecq	TL	Present
<b>Postgraduate Taught Academic &amp; Welfare Officer (Engineering)</b>	Swapnil Kumar	SK	Present
<b>The PGR Representation Chair</b>	Chengning Yao	CY	Apologies
<b>The PGT Representation Chair</b>	Shangyi Liu	SLiu	Present
<b>Council Representative (UG Science)</b>	Ding Ding	DDi	Present
<b>Council Representative (UG Science)</b>	Stefano Fiocca	SF	Present
<b>Council Representative (UG Engineering)</b>	Ben Ford	BF	Present

<b>Council Representative (UG Engineering)</b>	Rea Tresa	RT	Present
<b>Council Representative (UG Engineering)</b>	Shaheer Chaudry	SC	Present
<b>Council Representative (UG Medicine)</b>	Sasha Lisitsyna	SaL	Apologies
<b>Council Representative (UG Medicine)</b>	Hao Ze Yang	HY	Absent
<b>Council Representative (PG Science)</b>	Mahmood Mubarak	MM	Present
<b>Council Representative (PG Science)</b>	Tianyu Wen	TW	Apologies
<b>Council Representative (UG Engineering)</b>	Yueyang Yu	YueY	Absent
<b>Council Representative (PG Business)</b>	Yilu Shi	YS	Present
<b>Council Representative (PG Business)</b>	Akshaya Anil	AAAn	Present

#### In attendance

Alex Auyang (AA) – Silwood Treasurer

Ameena Hassan (AH) - Felix Editor

Andrew Youngson (AY) - ICL Communications Insight Manager [Item 1 only]

Cat Turhan (CT) – ICU Representation & Advice Manager

Clem Jones (CJ) – ICU Governance & Democracy Coordinator

Dipto Basu (DB) – ICU Policy & Research Officer

### **1. College's Inclusive Writing Guide**

YY welcomed AY as guest to the meeting and asked him to introduce himself. AY explained that the Writing About Ethnicity Style Guide is in place to offer guidance to those in the College community for official comms only, e.g., for writing news articles, not for general correspondence e.g., email.

YY welcomed comments and feedback from Union Council members on the draft guide: -

- i. BF asked if there are plans for ongoing review of the guide. AY noted the guide will be owned by the Design and Editorial team at Imperial, and people can email that team questions or suggestions via [style.guide@imperial.ac.uk](mailto:style.guide@imperial.ac.uk).
- ii. AH noted that a charity called Blueprint for all conducted a survey amongst young people which discovered that some preferred terms are: people from diverse ethnic backgrounds, and those from challenging socio-economic backgrounds. AH asked if these terms were considered, and if so, why they were not mentioned as alternatives. AY noted these had been considered but have been decided against at present.
- iii. AA expressed curiosity about the reason for recommending capitalising the term Mixed. AY noted that, for consistency across identifiers, College staff working on developing the guide discussed capitalising all ethnicities and nationalities e.g., capital W is also recommended for White. AA further asked if most ethnic descriptors are capitalised. AY noted for consistency most are capitalised by the College e.g. capital B for Black is considered a much more widely recognised usage.
- iv. CC queried differing terminology on the Mixed ethnic backgrounds and ethnoreligious groups subpage which begins by using the term/s Jewish person/people/s and then goes on to say “most Jews in the UK”. AY noted the Communications Division had been grateful to have the draft guide reviewed by Jewish Society but didn't know which term was preferred. CC asked then asked if AY could check with Jewish Society, to which AY agreed.

YY then convened small group discussions and asked a spokesperson to feedback: -

#### Group One

RW noted the group had discussed the weather. YY reminded members that feedback should be in relation to the draft Style Guide.

#### Group Two

TL asked on behalf of Group Two when the College was planning to publish the Guide queried if there were plans, for example, to publish on library resources. AY noted that the guide will be publicly available on the website so anyone in the world can see it, whilst noting at the same time that there is only so much the College can publicise the guidance.

#### Group Three

RT noted that the group did not have any specific feedback on things to change but really appreciated having the guide developed, particularly as it can be a sensitive topic that students might not always feel comfortable to seek clarification for.

#### Group Four

SY fed back that Group Four thought that the draft was a well-written guide but had wondered if it might be helpful to have a quick link/button access to a feedback form of sorts at the top of the landing page, so that people could easily access the form to suggest changes to the guide.

#### Group 5

MM noted that the group had discussed the Mixed ethnic backgrounds and ethnoreligious groups subpage and, similarly to CC's previous comment, would like clarity on the student consultation on these terms so far.

#### Group Six

Following on, CC noted the group's request that, if Jewish Society do come back and indicate preferred term(s), it would be appreciated if that information could be indicated at the end of the subpage.

#### Group Seven

NP praised the guides, having seen their progression from embryonic form to today's draft.

NP noted the group really like the addition of the Alt Text as a really good piece of attention to detail. NP further requested the proper stylisation of 'Union Council'. NP also queried the writing out of the email for the style guide without the '@' sign. AY noted this is to detract from bots descending on the email address and using it for spam. YY thanked AY.

### **2. Apologies for Absence**

Noted as above.

### **3. Minutes/Matters Arising**

#### Minutes of the 28<sup>th</sup> June 2022 meeting

Approved subject to the correction of a typo relating to there being little consensus about whether Mr Tinkles' age should be measured in cat or human years.

## Minutes of the 11<sup>th</sup> October 2022 meeting

Approved, subject to the correction of “for one academic year and then reviewing it after one year” to “for a certain amount of time”.

### Action Tracker

The action tracker was considered, and updates provided. Updated version to next meeting.

#### **4. SO Appendices**

NM presented the motion as the motion proposer.

- i. CC asked, if the point of renaming certain Council subcommittees as forums was to indicate that said forums have no policy-making powers, whether the name Constituent Union Forum (CUF) accurately communicates that CUF has power to ratify Constituent Union Standing Orders. A discussion ensued about potential other acronyms for this body (e.g., Constituent Union Committee (CUC) etc.). CC also noted that there were some clauses in Appendix B relating to information about the membership and diversity of certain forums, and asked if Scrutiny Committee should have some role in the oversight of the efficacy of subcommittees of Council. NM noted that it is the role of OTs to convene relevant forums and therefore Scrutiny Committee would have a role in this inasmuch as the committee scrutinises the OTs’ work. AA commented that the fact that this is being discussed may suggest that this is not entirely clear in the Standing Orders Appendix B, and asked why clause 3 in the Terms of References for EVF, SEF and SFF were necessary. NM noted the chair used to have discretion to deny attendance and so clause 3 was to make this clear. YY asked AA if he wished to propose an amendment and AA proposed an amendment to remove the clause 3. NM as motion proposer accepted the proposed amendment and YY moved to a seek Council’s mind on the motion as amended, which was carried by consensus.

#### **5. Scrutiny Committee Membership**

YY noted that the Standing Orders require four members to serve on Scrutiny Committee, and further noted that there had been two expressions of interest (from CC and DDi) in advance of the meeting so two further were needed. YY invited volunteers to raise their hands, and three additional hands were raised (BF, RT, SK). CC proposed that Council further amend Appendix B of the Standing to require five members to serve on Scrutiny Committee. YY sought the mind of Union Council on the proposal and the proposal was agreed by consensus. YY asked if Council was happy to choose BF, CC, DDi, RT and SK to serve on Scrutiny Committee, which was agreed by consensus.

#### **6. Votes of No Confidence**

YY noted that the Motions of No Confidence had been withdrawn by the motion proposer.

#### **7. OT Annual Objectives**

HW presented the paper as its author, noting that as a result of the Democratic Structures Review last year, summary reports on the OTs work would come to Council from Scrutiny Committee moving forwards, however, as the full membership of Scrutiny Committee had

only just been chosen, for this meeting of Council a summary of the OTs objectives for the year had been circulated.

- i. AH asked if NM could expand on her objectives. NM noted that the paper was a shorter summary version of the full manifesto objective plans submitted to the Board of Trustees. AH noted said plans were not yet available on the website. As a point of information, CJ noted he would do this following the meeting and apologised for the delay caused by additional workload currently. NM noted the aim of the first objective is to generate a Union Strategy for Sustainability and Ethical Finances and push for a sufficient College Strategy that is comparable to the strategies of other universities. NM further noted the aim of the second was to collaborate with the College who are rolling out their own allergen labelling booklets for all outlets to provide that service at our Venues & Shops. NM additionally noted the third objective looked to improve PG services offered by union venues by reviving regular events like a pub quiz at h-bar; regular events at Beit for postgraduates; and improving our communications specifically to postgraduates. Finally, NM noted the fourth and fifth objectives respectively involve reviewing what the Union is providing for students regarding events, beverages, and food, and reviewing the systems the union uses for CSP budgeting process.

## **8. ICSMSU President Report**

CO presented the report as its author. CO noted that one highlight among many from the term so far was 1100 people attending Heaven Nightclub during Fulham Palace Run 2022 for an event.

- i. DH asked for clarification on whether the CU are receiving direct sponsorship from an organisation called Society App. CO clarified that they are, DH suggested he and CO could discuss in more detail outside of the meeting.
- ii. HW commended the CU on the work undertaken to date, noting it is very hard for CUs to plan for the long-term and the CU has managed to do this well.
- iii. JE asked, regarding the pledge club captains and presidents have to sign, how it will be made sure that club committees uphold this pledge throughout the year. CO noted that the CU would be alert to allegations of non-compliance. DH added that he and CO will be working together on the CSP culture review project together this year.

## **9. Felix Editor Report**

AH presented the report as its author.

- i. AA asked what specifically happened to the "Felix Bible". AH noted that a hard copy of the Felix handover document known as the "Felix Bible" got in an office clean up and most likely unfortunately ended up being disposed of with trash, meaning the Union sadly no longer has the 5-year-old handover document.
- ii. NM spoke to address the issue raised in A.2.4 and noted the Interim Director of Marketing & Communications is the point of contact for the west basement servers. NM further noted, regarding A.3.4, that the College aware of issues and are doing an estate-wide survey to address them.
- iii. NM noted she had raised an inaccurate statement in A.2.5 ahead of the meeting, noting that the reason the constitution update was not passed

through AE board last year was not due to AGMs not reaching quorum, but rather because of other reasons. AH noted the report has been updated in the files tab of the Union Council MS Team to correct this.

- iv. JZ asked when will Felix be publishing a retraction from issue 1810 regarding the inaccurate statement that the President and Provost (amongst other highly paid earners at the College) would be given a £400 one-off payment to help with the cost-of-living crisis. AH noted it will be in Friday's issue.
- v. RW asked if Felix includes any kind of advertisement for submissions to Phoenix. AH noted such advertisements had been in the last two editions.
- vi. CD requested a correction to sec. A.2.5, noting the Arts & Entertainments meeting discussed did have quoracy prior to the Vice Chair of Media's election.
- vii. DH asked for clarification regarding the recognition of Felix as a 'trending business' as mentioned in sec. A.1.9. AH noted it is a term used by Instagram.

## **10. RSMU Report**

JO introduced herself and presented the report as its author.

- i. RW noted the challenge of postgraduate inclusion as mentioned in the report and asked if the CU had any ways of addressing the issue presently. JO noted that under the CU's constitution, RSMU can delegate powers of vacant roles to other committee positions and so the CU will continue to endeavour for greater postgraduate involvement in this way while the RSMU postgraduate ordinary member position remains vacant.
- ii. AM noted the mention of RSM women in STEM events (under Goal 1) in the report and wondered if JO was considering, like other dep socs, extending these events to cover to woman and non-binary individuals instead. JO noted that the event, historically called the women in STEM dinner, is open to everybody and is usually in March to coincide with international women's day. JO further noted that this is not about making it so that only women can come to the event, but rather is for celebrating achievements of women in science, and JO stated that can include non-binary people in the celebration.
- iii. DH noted that RSM Netball, Football and Hockey grant budgeting errors from last academic year were being corrected (processed through ADF and approved) and the amounts for these CSPs are on the way.
- iv. NP asked about improving the CU's interactions with faculty staff. JO noted that RSM is looking to bring back events which involve both students *and* staff to develop the relationship further.

## **11. Silwood Union Report**

CJ noted that as Silwood elections just took place a few weeks ago the committee had asked to give their report at the next meeting, and so a summary of committee members elected was included in the paper pack for information instead.

## **12. RCSU Report**

TS introduced herself as the RCSU President newly elected in the Autumn Elections and presented the report as its author, highlighting that free tickets for students on the Bursary scheme had been introduced for The Autumn Ball. TS also noted she was in the process in emailing other CU presidents re: term 2 socials.

- i. HW commended the CU, and in particular the VPE and VPW, for their great work to date. Regarding the desire to develop an alumni network HW suggested it would be helpful for TS to speak to as they have a strong charity arm.
- ii. JE asked whether the CU had considered broadening out the offering of discounted tickets for the CU's events even further e.g. making them available to students who may be facing challenges but who are not eligible for the bursary (such as International Students). TS noted there are challenges to this relating to data restrictions on accessing student data. NP noted she had worked with College on a similar issue and it's possible to ask the College to contact relevant students on the Union's behalf.
- iii. AA asked if there had been any efforts to find the top part of Theta, the mascot, which has been missing for 2 years. TS noted it is on the agenda. AA asked if this could be added to the Union Council Action Tracker.
- iv. NM asked a question regarding the Finances and Societies section in which the report stated the budget for the year is a £21k deficit. TS noted this was a terminology error and was meant to refer to outgoings.
- v. DH asked about the mechanism for how bursary tickets were allocated. TS noted a survey link was sent out for students to input their CID, and then randomiser on internet was used to pick out 100.
- vi. JZ queried the section of the report saying the CU sold 1000 tickets. TS noted the activities part of the report was written a few weeks ago when the CU did not have access to the union shop order summary; what the CU did have access to was the eventbrite which said 1000 reservations had sold out. YY asked TS to send CJ an updated report with this clarification for the record.

### 13. AOB

- i. JZ noted that the College is currently in the process of hiring a new Vice Provost (Education and Student Experience), and as part of the recruitment process he will be chairing a student panel, likely to be held in early January. JZ asked Union Council if anyone who would be particularly interested in being a member of the panel to contact him via email.
- ii. JZ also noted that UCU have just announced the dates for their strikes [see <https://www.ucu.org.uk/article/12609/Biggest-ever-university-strikes-set-to-hit-UK-campuses-over-pay-conditions--pensions>]. JZ noted an extraordinary meeting of Council may be called by the President to consider a position on the matter, given that the strike dates are prior to the next Council meeting.
- iii. RT stated still feeling unclear about the CGCU President and Vice President Situation, given that the motions on the agenda had been withdrawn. HW noted that the CGCU President has resigned and therefore the role would be included in the Autumn Byelections, with nominations opening midday on 9<sup>th</sup> November. HW further noted that due to potential members discipline issues being raised, the Vice President position remains unchanged at present until due confidential process has been concluded.
- iv. BF asked which minibuses recall the recent email from the Student Opportunities & Development team was referring to. DH clarified that has only been one minibuses recall, which was issued in 2019. DH added that none of the current Student Activities & Opportunities staff were present at ICU at the time of the recall which and therefore the issue is now being picked up.
- v. AH asserted that the MOT certificates for minibuses contain[ed] records on outstanding recalls and therefore could have been have found on the

vehicles' MOT certificate[s]. DH stated that the online MOT check service does not inform the user of an outstanding recall; there is a separate service for this. AH clarified that she was referring to information included on the hard copy version of MOT certificates. DH responded that he believed this not to be the case but would look into and clarify the issue to Council in due course.

vi. YY reminded members to please submit matters for AOB to CJ and herself at least 24 hours in advance of the meeting. YY thanked everyone for their attendance and participation and closed the meeting at 8pm.