

GOVERNANCE COMMITTEE

The third ordinary meeting of the Governance Committee for the 2018/19 session, was held on Thursday 21st November in Meeting Room 6, Beit Quad at 5:00pm.

Unconfirmed minutes

Present:	Paul Beaumont (PB)	Governance Chair
	Robert Tomkies (RT)	Union President
	Alex 'Chippy' Compton (ACC)	Union Council Chair
	Claudia Caravello (CC)	Deputy President (Finance and Services)
	Jarlath O'Hara (JOH)	Managing Director
	Dorothy Griffiths (DG)	External Trustee
	Stephen Naulls (SN)	Student Trustee
	Abhijay Sood	Student Trustee
In Attendance:	Keriann Lee (KL)	Head of Student Voice & Experience
	Jomana Al Ahmad (JA) (Clerk)	Administration Support Manager
Apologies:	James Medler (JM)	Deputy President (Clubs & Societies)

<u>Item 1 – Welcome and Chairs business</u>	Actions
<p>1. The Chair welcomed the Committee to the third meeting of the academic year 2018/19.</p> <p>Item 2 – Conflict of interest</p> <p>1. None Declared.</p> <p><u>Item 03 – Apologies</u></p> <p>1. James Medler</p> <p><u>Item 04 – Minutes from 21st Nov 2019</u></p> <p>1. The minutes were confirmed as an accurate record of the meeting held on 21st Nov 2019.</p> <p><u>Item 05 – Action tracker</u></p> <p>1. ACC updated the Committee that she has identified a number of Council policies that require updating and</p>	

Student Staff are currently assisting with the this process

2. RT added that there are a number of policies that have been updated/changed, however no record if they have passed through Council or not
3. RT mentioned that a list of policies that need to be shared on the website has been consolidated, with a recommendation to review some of them/ check their relevance
4. RT has also updated all the end dates on all Board policies
5. RT mentioned that JM has been working on a new structure for CSPB subcommittees and this has passed Council, a paper will be brought to Board regarding this on 20th Feb
6. RT mentioned that the need for COI to be signed by Council members was reviewed, and this is not required by law, however it is currently present in the bye-laws, RT and ACC suggested removing it from the bye-laws. The Committee approved this change

JA to update the Action tracker

Item 06 – Council Updates

1. ACC updated the Committee that Council attendance has reduced, therefore, she is re-enforcing the laws in the bye-laws and constitution relating to members losing their vote if they miss a number of meetings in a row, which is helping in improving attendance
2. A positive point to note was that the Silwood chair has been attending all meetings
3. PB enquired about the quality of discussion, ACC responded that a major paper came to council on the sports hub, which did not generate a lot of discussion, additionally, Council members are constantly challenging things, however the discussions in the beginning of the year were better
4. RT mentioned that he is concerned about the level of scrutiny to the work of OTs at Council
5. ACC added that another main issue is that people are not reading papers, and since there are many papers submitted, there is limited time Council can realistically spend on each paper
6. Currently, there is not a strong accountability towards trustees
7. PB suggested having smaller agendas, ACC responded that there is no guidance on which papers should be accepted to Council, however she is generally pushing people to submit papers to sub committees first before coming to Council, she added that this may improve next year with the new subcommittee structure
8. AS enquired about attendance of ex officio members,

ACC mentioned that the lack of attendance is mainly from ex officio members and not members of Council

Item 07 – Elections 18/19

1. KL presented the paper by mentioning the main areas of improvement as the project management approach and the student facing aspects of the elections
2. KL mentioned that corrections have been made to the timelines based on feedback from last year
3. KL added that the biggest changes are the in the complaints and appeals procedure:
 - Sanctions are now enforceable, and there is an avenue for appeals, additionally a new workflow has been devised for sanctions
 - The RO can make decisions depending on the situation, and there's a 3 step process. Additionally, Microsoft Flows is going to be used as a tool to automate responses to appeals
 - KL added that the respondent will only be contacted if the complaint against them is upheld
 - In terms of disqualification, there is an appeals route that goes through the Governance Committee
 - Finally, the RO has the power of disqualification through Governance, but only if Governance delegate the power of disqualifications to ROs
4. PB mentioned that all appeals for elections have been removed from the bye-laws, however the current bye-laws state that the power to disqualify a candidate is reserved by the Governance Committee:

'The following powers shall be reserved by the Governance Committee having taken advice from the Returning Officer:

 - 4.1. Disqualifying a candidate,**
 - 4.2. Ordering a re-run, and**
 - 4.3. Setting aside ballot papers.'**
5. RT pointed out that an appeals process has been put in place based on requests from Council
6. SN commented that candidates should have the right to appeal a 2-hour ban as this may drastically change the result for candidates
7. PB mentioned that the RO can set their own appeals process, but that this was not a formal matter required by the bye-laws. It was important however that we maintain within the bye-laws clause that mentions the Governance Committee reserves the powers for disqualifications
8. Therefore, the appeals process can deal with

disciplinary issues and temporary suspension, however the Governance Committee should still be involved in terms of disqualification

9. PB added that at this stage we cannot remove the mentioned bye-laws clause at this stage, therefore this process must stay in line with the current bye-laws
10. PB suggested that complaints from students should have their own process and do not need to come to the Governance Committee, however, if the RO recommends disqualification, it must be passed to this Committee for approval, additionally, the RO can seek advice at any point from the Governance Committee
11. DG recommended that we must also put a short turnaround for processing any complaints to ensure that any temporary suspensions are not implemented unnecessarily
12. PB suggested setting a time limit for sending a complaint on a temporary suspension decision, if no complaint is received within a specific time period, a lunch-time suspension can go ahead
13. PB also suggested having daily stand-up meetings to deal with any complaints
14. The draft agreed work flow would be:
 - For anything up to temporary suspension, the RO implements their own appeals process, whereby a candidate could appeal to the RO against the RO's initial decision.
 - For disqualification, the RO informs the candidate that they intend to recommend to the governance committee that they are disqualified. The candidate has the opportunity to submit evidence to the governance committee, which could be considered "their appeal" against the RO's proposal.
15. RT volunteered to draw the final work flow for appeals and suspensions, and to share this with the Governance Committee for a final approval
16. ACC pointed out that the bye-laws mentions charging people fines, which is not a good disciplinary procedure as people are impacted differently with this law
17. PB also suggested reviewing the bye-laws next for year when the leadership elections 19/20 are complete

Item 08 – Union Policies

1. RT updated the Committee that he and ACC has made recommendations as to which Committees the policies listed as 'Exec policies' should be listed under
2. RT also recommended that some policies such as the operational procedures policy should be moved from

RT to send the finalised workflow for complaints/ disqualifications to the Committee for approval

Committee to review the bye-laws following the LE19/20

RT to upload and update the policies and their owners, and notify the relevant Committees of these changes

<p>Exec to Leadership, and he will be presenting this suggestion to leadership</p> <ol style="list-style-type: none"> 3. DG suggested having one owner for the tankards policy instead of two 4. PB suggested the following actions: to upload all policies online with their respective owners, notify the relevant committees of their policies and make it an action to renew the no drugs policy at the Governance Committee 	<p>JA to add renewal of no drugs policy to the forward agenda</p>
<p><u>Item 09 – PG Engagement</u></p> <ol style="list-style-type: none"> 1. RT updated the Committee that there has been a recent paper submitted to Council regarding GSU restructure, this is to ensure a more productive GSU and that the Committee next year continues all the positive work which took place this year 2. The paper has passed through Council and constitutional changes have been made as a result 3. Additionally, JM was able to assist in a proposal for a fund allocated to GSU during the CSP budgeting which allows them to have extra resource, if the money is not used it will roll back into the CSP Budget 4. RT added that the top 5 roles will be rolled out in the leadership elections and there are discussions about the roles which should be rolled out in the autumn elections 	<p>JA to add agenda point to the next meeting</p>
<p><u>Item 10 – Disciplinary Policies</u></p> <ol style="list-style-type: none"> 1. RT updated the Committee that there is currently no progress due to the elections and policy review, however it is now a top priority for RT and he will update the Committee on progress during the next meeting 	
<p><u>Item 11 - Safeguarding Procedures</u></p> <ol style="list-style-type: none"> 1. PB updated the Committee that the safeguarding policies are now more stringent based on the Charity Commissions recent communications 2. Currently, the only policy relating to this is the under 18s Policy and the student staff protocol also touches on this policy 3. DG recommended consulting College for advice on how this policy can be encompassing of all vulnerable people 4. RT recommended that this action is passed to JOH as the safeguarding officer in the Union 5. DG suggested reviewing all the current Union policies and checking if they meet the new requirements, they 	<p>JOH to review all current safeguarding policies and seek consultation from College to ensure that the Union policies protect all vulnerable groups</p>

must address protecting all vulnerable students and staff and must address mental health

Item 12 - AOB

1. RT updated the Committee on the rugby sanctions implications
2. All documentation on the rugby club disciplinary process to be circulated to the whole Committee following the meeting
3. RT raised an issue regarding an Alumni disciplinary case which may need come to Board before or after the meeting on 20th Feb
4. RT also mentioned that the Finance Society will be sending an appeal to the Governance Committee to an apology request after some clashes with the Caribbean Society regarding room bookings

**RT to update
committee on Rugby
club**

Next meeting 20th March 2018