

GOVERNANCE COMMITTEE

The fourth ordinary meeting of the Governance Committee for the 2018/19 session, was held on Monday 3<sup>rd</sup> June in Meeting Room 6, Beit Quad at 4:00pm.

Unconfirmed minutes

Present:	Dorothy Griffiths (DG)	Governance Chair
By Phone	Paul Beaumont (PB)	External Trustee
	Robert Tomkies (RT)	Union President
	Claudia Caravello (CC)	Deputy President (Finance and Services)
	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)
	Stephen Naulls	Student Trustee
	Alex 'Chippy' Compton (ACC)	Union Council Chair

<b><u>Item 1 – Welcome and Chairs business</u></b>	<b><u>Actions</u></b>
<p>1. As the Committee Chair was not present at the start of the meeting, RT stepped in as interim Chair and welcomed the Committee to the fourth meeting of the academic year 2018/19.</p> <p><b>Item 2 – Conflict of interest</b></p> <p>1. None Declared.</p> <p><b><u>Item 03 – Apologies</u></b></p> <p>1. James Medler 2. Stephen Naulls</p> <p><b><u>Item 04 – Minutes from 21<sup>st</sup> Nov 2019</u></b></p>	

1. The minutes were confirmed as an accurate record of the meeting held on 7<sup>th</sup> Feb 2019.

#### **Item 05 – Action Tracker**

1. RT updated the Committee that JOH is working with College's safeguarding team to update the safeguarding policy, this work has been ongoing for the past month, and it may take some time to complete as we are now producing a full set of safeguarding policies
2. PB suggested adding safeguarding policies to the forward agenda for the first meeting of next year
3. RT updated the Committee that the Rugby Club hearing will now take place in July due to university deadlines/exams
4. PB enquired about the removal of the conflict of interest statement for Council members on the Bye-Laws, RT updated the Committee that the Council Chair decided that this should be removed from the Bye-Laws, however, this hasn't been through to Council to be approved. RT will add this to the Agenda to ensure it is discussed at Council at the next meeting
5. RT updated the Committee regarding the disciplinary policies and processes by mentioning that the Interim advice manager will be assisting in drafting the policy, RT added that a lot of work has been done however, this will be rolled over for completion in 19/20 with recommendations from RT

**JA to update the action tracker**

#### **Item 06 - Democracy/Union Council update**

1. RT updated the Committee that the last Council meeting did not have many paper submissions due to exam season, RT was not present during that meeting so he was not able to provide further updates.

#### **Item 07 – LE19**

1. KL summarised the paper by mentioning that the performance and turnout of the Leadership elections was very good and there is an increase in engagement with PGs, additionally, since the complaints process was changed, this process has been smoother than previous years
2. KL pointed out that the paper outlines how we performed, and the proposed changes for the following year
3. KL mentioned that in terms of candidates, we do not have data to show if diversity has improved but there are indicators to show some improvements in that aspect

4. In terms of the changes to the Bye-Laws we need to make changes to the complaints procedure and it is important to decide on who will lead on this piece of work
5. KL added that going forward, managers in student facing roles should not be responsible for complaints, and some changes to the rules need to be made to add more clarity
6. KL added that the appendix shows a proposal of the changes to be made in terms of the rules
7. CC highlighted that some stats in the paper do not seem to be accurate for both the 2019 and 2018, KL will be looking into this
8. RT enquired about whether we need to look into promoting the DPE role in a better way as fewer people stand for it
9. AS and RT agreed that the seconder rule is a useful hurdle and should not be removed from the documentation, however, there may be a need for a change in the terminology
10. RT also enquired about the proposed rule changes and who will lead on this project
11. KL responded that the unnecessary parts have already been removed, and it just needs approval from Council
12. PB enquired about whether we want to address the appeals process and Bye-Laws with regards to the way complaints are handled, as it the Committee agreed this this will be done following the review of the elections this year
13. KL responded that this should be done, however as Emelie Helsen is currently investigating the experience of the disqualified candidate, this should be done following the end of the investigation
14. RT suggested that this task should be handed on to a staff member who should review the complaints process holistically
15. PB enquired about the difference between key information to officers in the candidates pack and rules set by the DRO in the paper which KL presented
16. KL responded that the list of rules under section 2 is what OTs need to consider while they're running for elections and the complaints form will be measured against the rules
17. KL mentioned that the titles of the information pack and rules list may require changing to add more clarity
18. RT suggested having a working group offline to assess the various documentation, amend them as needed and bring the outcome to the next meeting
19. KL pointed out that the key information needs to be separate to the list of rules

**KL to check the accuracy of the stats mentioned in the paper**

**RT to set up a working group to look at the information to candidates and rules regarding the elections process**

**4.45pm DG joined the meeting**

20. AS enquired about whether there is a report on summer elections, KL mentioned that she is currently looking into putting a proposal to leadership to revise the model of elections in the Union, more details will be provided during the next Committee
21. AS commented ensuring that any changes to elections should involve consultation with the key stakeholders
22. RT added that he will look into the updates needed to the Bye-Laws in terms of complaints prior to the next meeting

**RT to look into the updates needed to the Bye-laws prior to the next meeting**

**Item 08 – Policy renewal framework**

1. RT updated the Committee that this framework arose from the fact that the incoming Council Chair has expressed interest in the renewal of Council policies and categorizing all the policies that we need to review or archive
2. RT has reviewed Policies and delegated the ownership of these policies to different subcommittees, temp staff have also been going through all Council policies and minutes to assist with this process
3. RT presented a tool which enables easy policy renewal for each subcommittee with an ability to set a prioritisation criteria
4. Therefore, RT produced an interface that allows us to continuously update policies in the future
5. RT also proposed a criteria to prioritise the policies by adding scores, highest priority policies can then be filtered according to its score
6. RT added that the tool provides a structure for the work that the next Council Chair needs to do next year
7. DG enquired about when we propose to finish updating all the out of date policies according to this framework
8. RT responded that this depends on the Committee and the number of policies it is responsible for reviewing. RT mentioned that he will also be adding a RACI matrix to add a responsible person for the policies and a file storage system for each Committee
9. As Council has a large number of policies, this may take a long time, however it is evident that some policies are not relevant and may be archived immediately
10. DG thanked Rob for his work and mentioned that it is poor governance to have policies out of date, therefore, we should aim to finish renewing all policies within a year
11. RT responded that this could be done, and stressed the importance of delegating tasks/policies out to relevant stakeholders

12. PB commented that we should be more ambitious as many policies could be easily updated/archived, if there is a high focus on this task at the beginning of the year, it could be done within a few meetings
13. PB added that there are many policies which are operational/not fundamental and would not take long to renew
14. RT responded that the larger Board policies may take long to renew as they are no longer fit for purpose, however, he agrees that a large proportion of the policies can be renewed quickly
15. AS suggested having a strong push at the start of the year to renew as many policies as possible, and spend more time in the rest of the year on the policies that require an in-depth review
16. AS also suggested ensuring that the policies lapse in different month to make the process of renewal easier in the future
17. AS commented that we should commit to get as much done as possible before the first Governance meeting and look at the policies which will need longer for the remainder of the year

**KL left the meeting**

**Item 09 – PG Engagement**

1. RT mentioned that there is a post-graduate summer ball taking place this weekend for the first time
2. RT pointed out that discussions regarding the format of the PG president's remuneration are currently taking place with College, an update on this will come to the next meeting

**Item 10 - AOB**

1. PB emphasised that an update on the safeguarding and no drugs policy should be brought to the next Committee meeting
2. Additionally, PB suggested bringing the work plan/forward agenda to the next meeting for review as well as the terms of reference

**JA to add the policy renewal framework to the agenda of the first meeting of the AY 19/20**

**RT to update the Committee regarding the discussions on the PG remuneration**

**JA to update the forward agenda**

