



Imperial College Union Governance Committee

11 September 2019

<b>AGENDA ITEM NO.</b>	8
<b>TITLE</b>	Annual Work Plan for Governance Committee 19/20
<b>AUTHOR</b>	Keriann Lee, Head of Student Voice & Communications
<b>EXECUTIVE SUMMARY</b>	An outline of the major items the Governance Committee will consider as part of its schedule for the year in fulfilment of its Terms of Reference, along with an outline of two major pieces of operational work in this area.
<b>PURPOSE</b>	To agree the annual schedule of work in conjunction with the Terms of Reference
<b>DECISION/ACTION REQUIRED</b>	Approval

<b>Main Agenda Items</b>	<b>Work Plan</b>	<b>Meetings</b>	<b>TOR</b>
Elections	Appoint Returning Officer and review outline of Autumn Elections	September	To oversee the delivery of the annual election cycle, including the appointment of a Returning Officer and by receiving election reports
	Agree Leadership Election and Summer Election Dates	September	
	Agree changes to Elections	As required	
	Review conduct of Elections	September, November, April	
	Review disqualification cases	March; extraordinary meetings	
Union Council and Democratic Governance	Monitor Union Council Reform Plan	November	To support and advise on the good governance and delivery of democratic decision-making processes such as Union Council
	Approve staffing and administrative support plan for Union Council	September	
	Approve Policy Renewal Framework	September	
	Renew No Drugs and Safeguarding policies	November, March	
	Review Sub-committees of Board of Trustees	November	
Disciplinary	Approve recommended changes to disciplinary procedure	November	To ensure our disciplinary processes are examples of best practice and are compatible with the College's disciplinary policies and procedures.
	Review disciplinary cases	As required	
<b>Major Agenda Items</b>	<b>Work Plan</b>	<b>Meetings</b>	<b>TOR</b>

Supporting the Business Plan	Monitor 19/20 plans to adequately engage PG students	Standing	Other matters as delegated by the Board of Trustees
	Monitor project to review and improve the Union's Rep Structures and Support model <sup>i</sup>	September	
	Monitor progress of the development of a petitions system for student-led campaigns <sup>ii</sup>	September	
	Monitor and review the development of a Liberation agenda	November	

<sup>i</sup> **Review of Representation Support Structures**

This project proposes to review the representation structures and improve the support model for senior volunteers of the Union, in order to achieve a more effective student voice. The project will be delivered by the manager of the Representation Team (formerly Education & Welfare) with the leadership of the Head of Student Voice & Communications. The project will involve close working with Officer Trustees and senior reps across the Union to achieve best outcomes.

It is expected to be the main area of progress achieved in this area of the Union this year. The project falls under the *Pathways to Engagement* pillar of the *Leadership Manifesto 2019-20*.

Project scope includes:

**Training and Development** - to ensure more even delivery of training and ensure learning outcomes are properly identified and met

**In-role Support** – to identify professional, administrative, operational, and other support needs of each rep while in-role, with a view to standardising and embedding provisions

**Communications** – to ensure adequate and predictable communications between the Union and reps; between reps and their constituents; and among reps in the network.

**Reward & recognition** – to develop a rewards and recognition framework for reps that is fair and motivating.

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## ii **Petition and Campaigns System**

This project involves the development of a petition system to allow for a proportionate response to student led campaigns based on the levels of grassroots engagement.

This project is based on a [Council mandate](#) from 2018 which outlined how the petition system should work:

- Once a petition garners 200 signatures, it should be brought to the next Union Council meeting for consideration.
- If Council vote to not support the petition, the next stage applies. Once a petition garners 1000 signatures, the Union will be expected to act upon the aims of the petition to the best of their ability.
- When the petition is addressed to College, the Union will be expected to take a public stance on the matter.
- Although it is expected of the Union to support the petition, Trustee Board will retain power and will have to come to a decision on whether to support or to ignore the petition (as Trustee Board have the power to overrule a Council vote). Trustee Board should come to a decision within 10 working days.
- Reasons for the decision should be provided at the Union President's next Union Council report.

The project was started in 18/19 but was deprioritised due to resource issues in the Systems Team. It has been reintroduced as part of part of plans to improve the *Pathways to Engagement* and will be actioned by the team in term two this year.