



MINUTES OF THE PROCEEDINGS
of the fifth ordinary meeting of
the **Council** of the
Imperial College Union in the 2013/14 Session

The meeting of the Council was held in the Union Dining Hall on the 11 February 2014 at 6.40pm.

Present:

Council Chair	Richard Bennett
President	David Goldsmith
Deputy President (Clubs & Societies)	Yas Edwards
Deputy President (Education)	Nat Kempston
Deputy President (Finance & Services)	Kieron Creagh
Deputy President (Welfare)	Marissa Lewis
CGCU President	Lejon Chua
ICSMSU President	Steve Tran
GSU Chair	Andreas Thomik
A&E Chair	Alex Savell
RCC Chair	Tom Wheeler
SCC Chair	Michail Ntinalexis
CAG Chair	Sam Page
CGCU Academic Affairs Officer	James Murphy
RCSU Academic Affairs Officer	Mariza de Souza
GSU Engineering Academic and Welfare Officer	Mohammad Hassan Ahmadzadeh
GSU Business Academic and Welfare Officer	Ruxandra Luca
GSU Medicine AWO	Nuha Yassin
LGBT Portfolio Officer	Nia John
Interfaith Officer	Tagore Nakornchai
International Officer	Nida Mahmud
Gender Equality Officer	Sarah Sturrock
Interfaith Officer	Tagore Nakornchai
Campaigns Officer	Chris Kaye
C&GCU (Undergraduate) Ordinary Members	George Butcher
	Yulia Bulgakova
	Thomas Lim
	Timothy Munday
C&GCU (Postgraduate) Ordinary Members	Stefan Nubert
RCSU (Undergraduate) Ordinary Members	Ben Fernando
	Xiaoyu Chen
RCSU (Postgraduate) Ordinary Members	Andrew Tranter
	Giulia Ferlito
ICSMSU (Undergraduate) Ordinary Members	Hiba Saleem Danish
	Shiqu Qiu
ICSMSU (Postgraduate) Ordinary Members	Alan Askari
Permanent observers	
Governance and Administration Manager (Clerk to Council)	Rebecca Coxhead

Apologies: RCSU President Plabon Saha, Media Group Chair Maclej Matuszewski, ACC Chair Chew Liew, OSC Chair Charmain Li, CGCU Welfare Officer Juliet Kernohan, ICSMSU Welfare Officer Sunila Prasad, ICSMSU Ed Rep 4, Biomed & Pharm Lucinda Osborn, RSMU Chair Emily Pennington, , SCC Chair Jia Cheong, RAG Chair Callum Kirk, ICSMSU Education Rep Anju George, GSU Physical Sciences AWO Max Boleininger, ICSMSU Education Rep 356 Rahul Ravindran, Disabilities Officer Moeko Maiguma-Wilson, Gender Equality Officer Sarah Sturrock RCSU (Undergraduate) Ordinary Members Selina Leung ICSMSU (Undergraduate) Ordinary Members John Golden C&GCU (Postgraduate) Ordinary Members Richard Simons
Not present: Silwood Chairs Claire Bankier, Shorok Mombrikotb, GSU Life Sciences AWO Marta Sawicka, RCSU Welfare Officer Douglas Imrie, RSMU Welfare Officer Hayley Meek

1. CHAIRS BUSINESS

NOTED:

- a) The Health & Safety Committee elections took place and RON and Alex Savell were elected in to the 2 posts.
 - i. A Bye Election took place during the meeting and Tim Munday put himself forward as a candidate
 - ii. A vote took place and Tim Munday was elected as a representative.

RESOLVED:

- 1) **To elect Tum Munday as a representative to Health & Safety Committee as the Council representative.**

2. MINUTES – 10.12.13

NOTED:

- a) It was highlighted that resolve 10 on the motion on the criminalisation of student protest was incorrect.

RESOLVED:

- 1) **To pass the amended minutes as an accurate record of the meeting.**

3. MATTERS ARISING

NOTED:

- a) In regards to the motion to publish voting records of Council, Andrew Tranter stated that he is still investigating the mechanisms to implement this.

4. SAFE SPACE POLICY

RECEIVED: The paper was presented by the Deputy President (Welfare)

NOTED:

- a) The basic presented policy formalises what already happens in practice and sabbaticals and staff have been involved in drafting the policy.
- b) All staff are supported and trained to ensure that the policy is enacted.
- c) The policy holds in any Union run space but College could be lobbied to take on the policy within College run spaces.
 - i. The director of Student Support is investigating on something similar to this.
- d) The implementation plan has been discussed with the commercial services team.
 - i. Concern was raised that the bar staff are expected to also be stewards but they necessarily trained.
- e) Concern was raised that self-defence will be construed as violence.
 - i. Staff are encouraged to use their judgement.
- f) Exclusions from the premises is easy to implement.
- g) Council moved to a vote to accept the policy and it was passed unanimously with 1 against and 2 abstentions

RESOLVED:

- 1) **To pass the Safe Space policy – see appendix**

5. PROVISION OF UNION SUPPORT TO HALLS LOCATED AWAY FROM SOUTH KENSINGTON

RECEIVED: The paper was presented by RCSU Undergraduate Ordinary Ben Fernando

NOTED:

- a) In the opinion of the author, the Union and College's support to outlying halls is limited.
- b) It was queried as to why Wilson hasn't been included where the response was that it is within walkable distance.
- c) It was reiterated that wardens were offered support leading up to Freshers week but they didn't take it up or used the Union as an excuse for their scheduling mistake.
- d) It was highlighted that students are no longer housed at Paragon and as such should not be included in the paper as it is irrelevant.
- e) The Residential Review Panel has meet with Xenia reps and they have had no reports of dissatisfaction.
 - i. Students appeared to enjoy living in Waterloo.
- f) The Deputy President (Finance & Services) agreed that it was a good idea to formalise the election of reps but stated that it is not feasible to give a discount to any groups for Freshers events.
- g) It was questioned as to what the difference is between those not in halls and outlying halls.
- h) Council moved to a vote on the resolutions individually and the votes are as follows:

Resolve 1

FOR	28
AGAINST	1
ABSTAIN	1

Passes

Resolve 2

FOR	21
AGAINST	6
ABSTAIN	1

Passes

Resolve 3

FOR	8
AGAINST	17
ABSTAIN	3

Falls

Resolve 4

- i) The resolve was amended to read ' To make it clear to Halls that they can apply to Community and Welfare Board for funding for petrol for Freshers week events.

FOR	17
-----	----

AGAINST 5

ABSTAIN 6

Passes

Resolve 5

FOR	25
AGAINST	1
ABSTAIN	2

Passes

RESOLVED:

- 1) **To analyse the 2013 (and possibly 2012) student experience surveys in a way that would highlight any issues raised by students in more distant halls that were specific to those halls – DPW**

- 2) To look into having Sabbatical officers attend Hall Committee meetings at more distant halls at least termly, in order to liaise with students, advertise events and ensure adequate representation; and to continue to remind wardens that Union support is available if needed – DPW (to be mentioned at next hall committee meeting)
- 3) To publicise to halls that they can apply to Community and Welfare Board for funding for petrol specially for Freshers Week events – DPFS
- 4) To look into formalising the elections for the Sexual Health, RAG and Union representatives in halls through the Union Elections system – DPFS/Returning Officer

6. UNION STANCE ON STUDENT VOTING IN NATIONAL AND INTERNATIONAL ELECTIONS

RECEIVED: The paper was presented by RCSU Undergraduate Ordinary Member Ben Fernando

NOTED:

- a) It was queried if the European Elections could be included in this stance.
- b) There is a policy on external speakers that would prohibit any controversial speakers from coming on campus.
- c) External organisations that encourage voting are invited to New Year's Fair and this will continue but they have to pay for stalls.
- d) It was highlighted that as a registered charity, the Union cannot support any political party. The Unions status would be seriously compromised.
 - i. This does not prohibit clubs from affiliating to a political party and inviting speakers on to campus.
 - ii. Not all political parties are represented to a club.
- e) It was agreed that it is a good idea to encourage students to vote and the clubs affiliated to a political party will have a motivation to encourage speakers in.
- f) The political spectrum is difficult to define.
- g) It was highlighted that the paper doesn't include EU and International students.
- h) Council moved to a vote on each resolve and the results are as follows:

Resolve 1

FOR	28
AGAINST	0
ABSTAIN	2
Passes	

Resolve 2

FOR	4
AGAINST	24
ABSTAIN	2
Falls	

Resolve 3

FOR	16
AGAINST	2
ABSTAIN	7
Passes	

Resolve 4

FOR	10
AGAINST	3
ABSTAIN	15
Passes	

Resolve 5

FOR	16
AGAINST	3
ABSTAIN	9
Passes	

RESOVLED:

- 1) Mandate the campaigns officer to begin a non-partisan student-led campaign, encouraging students to vote in the run up to may elections. They should liaise closely with the deputy president (welfare) in order to create an effective and appropriate campaign**
- 2) To liaise with groups like bite the ballot or rock the vote to investigate methods of encouraging student voting**
- 3) To invite one of these groups to have a stall at freshers' fair distributing information and voter registration forms**
- 4) To ensure this policy is included in the sabbatical handover to ensure subsequent officers are informed of this stance**

7. RENAMING OF THE DEPUTY PRESIDENT (FINANCE & SERVICES) ROLE

RECEIVED: The paper was presented by the Deputy President (Finance & Services)

NOTED:

- a) Stefan Nubert stated that in his opinion the paper doesn't address the mandate from Union Council 2012-13 and the paper is biased.
 - i. The submission of the paper to the January meeting of Council, which wasn't quorate, was extremely late in its submission.
- b) Nominations have opened and as such it is not possible to change the role.
- c) The name shouldn't just be changed without a role review taking place.
- d) The review of the Union's Financial procedures are ending on the 8th May and this will feed in to the role review.
- e) Role reviews are part of the democracy review.
- f) The Campaign Officer stated the in his opinion, there has been a power shift away for core finance functions from sabbaticals to staff.
 - i. The Deputy President (Finance & Services) stated that procedural 'non decision' making tasks would be shifted but the sabbaticals will still have oversight and levels of authority would not change.
- g) It was suggested that the paper would be best discussed later after the role reviews have taken place.
- h) It was suggested that the role changes last year were vague with no clear direction.
 - i. Role descriptions have enough detail for a Deputy President to undertake the requirements of the role with the opportunity to grow it in the direction that they want.
- i) Any name change should reflect the role and the democracy review findings has already shown that the terminology used by the Union is confusing to our members.
- j) Council moved to a vote on passing the paper and the vote is as follows:

FOR	15
AGAINST	6
ABSTAIN	7
Passes	

RESOLVED:

- 1) To commit the current Sabbatical team to undergo a review of all the current roles and make recommendations to next years team and staff.**
- 2) Not to change the name of the DPFS role.**

ACTION:

1. To include a discussion on the changing of the role of Deputy President (Finance & Services) in the role review.

8. STUDENT TRUSTEE APPOINTMENT

RECEIVED: The paper was presented by the President

NOTED:

- a) Andrew Tranter stated that he took issue with the way in which students were non democratically appointed.
- b) It was highlighted that the benefit of external trustees offer guidance and experience and are the sense check against actions that could.
- c) The Board of Trustees take on all the risk and they must at all times act with the best interest of the Union.
- d) The students who were appointed stood out for wanting to add student input and were well researched in to what they would offer as appointed student trustees to the Union.
- e) Council moved to a vote on ratifying the appointed Trustees and the vote is as follows:

FOR	18
AGAINST	9
ABSTAIN	3

Pass

RESOLVED:

- 1) To ratifying the appointments of:
 - John Winters
 - Tian Wei Chew

9. THE UNION'S SUBMISSION OF EVIDENCE TO THE HOUSE OF LORDS

RECEIVED: The paper was presented by the Deputy President (Welfare)

NOTED:

- a) An email vote on the final version will be circulated by email to Council later in the week.
- b) It was suggested that the statements need to be quantified and the Deputy President (Welfare) stated that she is currently collating this data and will include it.

10. RESIDENTIAL EXPERIENCE REVIEW

RECEIVED: The paper was presented by the Deputy President (Welfare)

NOTED:

- a) The timeframe set by College was extremely short.
- b) The suggested plan was for the Union Response was passed by Executive Committee.
- c) It was suggested that the GradPad section needs to be more damning.
- d) Council moved to a vote on passing the review and it was passed unanimously apart from 3 abstentions.

RESOLVED:

- 1) To pass the Residential Experience Review**

11. PRESIDENTS REPORT

RECEIVED: The report was presented by the President

NOTED:

- a) The consultation mechanism will come to the next meeting of Council
- b) Council moved to a vote on accepting the report and it passed unanimously.

RESOLVED:

- 1) To accept the report.**

12. DEPUTY PRESIDENT (CLUBS AND SOCIETIES)

RECEIVED: The report was presented by the Deputy President (Clubs and Societies)

NOTED:

- a) The Deputy President Clubs & Societies was congratulated on the success of the New Year fair.
 - ii. CSP's were invited to take part but there was a low turn out from them.
 - iii. It is anticipated that this will continue next year.
- b) The Contingency Policy is currently being redrafted which will bring it in line with the new budgeting process.
- c) Council moved to a vote on accepting the report and it passed unanimously.

RESOLVED:

- 1) To accept the report.**

13. DEPUTY PRESIDENT (EDUCATION)

RECEIVED: The report was presented by the Deputy President (Education)

NOTED:

- a) Council moved to a vote on accepting the report and it passed unanimously.

RESOLVED:

- 1) To accept the report.**

14. DEPUTY PRESIDENT (FINANCE & SERVICES)

RECEIVED: The report was presented by the Deputy President (Finance & Services)

NOTED:

- a) A £20k sponsorship contract has just been signed.
- b) It was suggested that more regular monthly offers would be appreciated.
- c) Council moved to a vote on accepting the report and it passed unanimously.

RESOLVED:

- 1) To accept the report.**

15. DEPUTY PRESIDENT (WELFARE) REPORT

RECEIVED: The report was presented by the Deputy President (Welfare)

NOTED:

- a) Council moved to a vote on accepting the report and it passed unanimously.

RESOLVED:

- 1) To accept the report.**

Meeting closed 8.40pm

Approved as a correct record at a meeting of Union Council

on _____ 2013/14

_____ Chair of the Meeting

Safe Space Policy

Proposed by the Deputy President (Welfare) Marissa Lewis

Seconded by Deputy President Clubs & Societies Yas Edwards

The aim of this policy is to create an environment in our venues that all students, staff and visitors feel safe, happy and protected in.

The Safe Space Policy will encompass all Union-run venues and would involve adopting a zero-tolerance approach to the following behaviours towards any members, staff or other persons:

- Violence
- Sexual harassment
- Discriminatory comments and behaviour
- Abuse and unwanted attention

This policy will ensure that complaints of this nature are dealt with in a consistent way which is fair to all parties, that staff are supported and trained to handle these situations, and that we actively encourage reporting of incidents which can be under-reported due to their sensitive nature.

Definitions

Violence

In this context, violence would include all acts of physical intimidation or aggression, including threats of violence.

Sexual Harassment

The definition of sexual harassment is any of the following behaviours performed without the consent of the other party:

- Unwelcome sexual gestures or innuendoes
- Wolf-whistling, cat-calling or other offensive sexual noises
- Gropping, pinching or smacking someone's body
- Exposing sexual organs to someone
- Entering a toilet ascribed to a gender you do not identify as

Discriminatory comments or behaviour

All students should be treated equally and not be subject to abuse because of their gender, race, sexual orientation, disability status or any other protected characteristic under the Equality Act.

Violations of this policy would include:

- Verbal expressions of discrimination e.g. direct insults, chants, etc.
- Physical expressions of discrimination e.g. acts of violence or exclusion
- Discriminatory dress including offensive slogans and costume e.g. 'blackface'

Abuse and unwanted attention

Everyone has the right to visit and work in an environment free of intimidation and abuse. As a Union, we would tolerate no physical or verbal abuse towards anyone in our venues. This includes all afore-mentioned violations of the policy.

Consequences of incidents

Incidents can be either brought to the attention of staff working in the venue on the day the incident occurs or they can be raised through a web-form¹. Each term, the Deputy President (Welfare) will collate an anonymised report of these incident reports.

If someone is found to have been in breach of this policy, there are various actions that may be taken against them:

- Verbal warning – in some cases due to misinterpreted social cues, a simple request to stop the behaviour can be sufficient action. This would be the decision of the Designated Premises Supervisor (DPS) or the nominated staff member on the day.
- Ejection from the venue – in cases of harassment or intimidation, it may be appropriate to remove the person from the venue. This would be the decision of the DPS or the nominated staff member on the day.
- Exclusion from the Union's Licenced Premises – it may be appropriate that person may be barred from entering these spaces. This is the decision of the DPS or the manager of the site in which the incident took place. This decision will be upheld by all of the Union's Licenced Premises.

- Union disciplinary procedures – for more serious incidents or repeated incidents, the Union may take disciplinary action, as outlined in Bye-Law E. This would be the decision of the Union President.
- College disciplinary procedures – for serious incidents, it may be appropriate to refer to College disciplinary systems. The decision to refer the case will be made by the Union President.

From here onwards, the term ‘harassment’ will be used to cover all violations of the Safe Space Policy.

1. The web-form is not currently active, but it has been agreed that one will be developed by the Union Communications team.

Beliefs

1. The Union should be a social space that all users feel equally safe and protected in.
2. The Union, as an employer, should take steps to ensure staff members are working in a safe environment.
3. The Union takes all cases of harassment seriously and action must be taken to ensure our Union is free from harassment.
4. Users of our venue should know how to report cases of harassment, be supported through this process, and all complaints should be dealt with in a consistent, fair way.

Resolves

Imperial College Union resolves to adopt and implement the Safe Space Policy

Provision of Union Support to Halls located away from South Kensington

Ben Fernando, UG Rep for the Faculty of Natural Sciences

Seconded by William Jones, Department of Physics

Background: the Author was resident in Xenia as a first year from October 2012 – June 2013 and as a senior from September – November 2013

The Union Notes:

With regard to these halls in particular:

1. Imperial has established undergraduate halls of residence a considerable distance away from South Kensington. Xenia is a 35 minute tube ride away and Paragon, a temporary substitute for Wilson House, was an hour away
2. Students in these halls face commuting costs of up to £1000 per year (Source – tfl.gov.uk) and have a lower participation rate in Clubs and Societies (Source – DPE, April 2013)
3. Senior-Student ratios in Xenia are lower (5 seniors for 150 students, c.f. Fisher Hall about 10 for 152)
4. Travel home from events on campus at night is challenging, with no direct night bus, and can be unsafe – the author has witnessed several violent incidents on night buses whilst returning home including assault and sexually inappropriate behaviour
5. No sabbatical officer has ever chosen to reside in either Xenia or Paragon

With regard to Union support:

1. The Union believes that the presence of senior officers in halls of residence is ‘vital to maintaining the connection between the officers and the student body’ (Source - DPE’s request to live out, 11 June 2013), however no officer has ever lived in Xenia and none are believed to have lived in Paragon last year
2. No Sabbatical has visited Xenia in the last two years (at least not whilst the freshers were in residence) and to the knowledge of the author none visited Paragon either.
3. After the 2012 Mingle the Union provided minibuses to shuttle students between Beit and Xenia
4. Due to communication issues between the wardens and the Union Paragon students were unable to attend the Mingle 2012 as a hall
5. Due to issues with the minibus tests the wardens were not able to take the minibus tests during the leadup to Freshers’ Week 2013. As a result, those who were not already trained could not take on shuttling duty
6. Halls are offered the opportunity to choose the day that they attend the Mingle on a first-come, first-served basis
7. For students in more distant halls, travel back from the Union on a Sunday night is harder than on a Saturday night due to the tubes stopping earlier and the reduced frequency of night buses.
8. The Union has attempts to communicate with hall committees in order to offer support and arrange representation, however this has proved difficult

The Union Believes:

1. That all members of the Union should have equal access to Union Services and Facilities
2. Where possible, members of the Union who are at a disadvantage with regard to ease of access should be accommodated
3. Some students in these halls say that they feel cut off from the union and campus events, especially during the first few weeks of term

The Union Resolves:

Suggested nominees for each role are in italics

1. To analyse the 2013 (and possibly 2012) student experience surveys in a way that would highlight any issues raised by students in more distant halls that were specific to those halls – *DPW*
2. To look into having Sabbatical officers attend Hall Committee meetings at more distant halls at least termly, in order to liaise with students, advertise events and ensure adequate representation; and to continue to remind wardens that Union support is available if needed – *DPW (to be mentioned at next hall committee meeting)*
3. To publicise to halls that they can apply to Community and Welfare Board for funding for petrol specially for Freshers Week events – *DPFS*
4. To look into formalising the elections for the Sexual Health, RAG and Union representatives in halls through the Union Elections system – *DPFS/Returning Officer*

Union Stance on Student Voting in National and International Elections

Ben Fernando – UG Rep for the Faculty of Natural Sciences

Seconded by Nia John – LGBT Liberation Officer

Background – The UK Local Council Elections, including those for Greater London, fall on May 24 this year. All UK students living away from their home address are eligible to vote at both their home and term-time addresses. This date coincides with the European Parliament elections, at which all EU citizens are eligible to vote. The next General Election is scheduled for 7 May 2015, in which all UK and resident Commonwealth students are eligible to vote.

No specific examples of policies affecting students are given in this paper such that it appears as non-partisan as possible.

The Union Notes:

- The Electoral Commission estimates that around 56% of UK national 18-24 year olds are registered to vote
- They estimate that the voter turnout in the 2010 General Election for the same demographic was approximately 44% of those registered to vote, or around 25% of those in the demographic as a whole
- That any campaign encouraging students to vote will be strictly non-partisan

The Union Believes:

- That the voices of the student unions carry less weight on national level issues because of the perceived lack of interest from students and younger people in politics
- That many decisions regarding the future of the Union's members are widely accepted as being taken without due consultation of the relevant age groups. This is evidenced by the lack of student representatives in the Browne report, the last major government report to discuss the future of higher education in the UK.
- That the Union should encourage students to vote in order to ensure adequate representation of the student body at a local, national and international level
- That the perceived political apathy of Imperial Students is not reflected in the attendance of political events on campus (i.e. this is would be a worthwhile campaign)
- That not being a member of the NUS allows us to encourage students to vote without any suggestion of political bias

The Union resolves to:

- Mandate the Campaigns Officer to begin a non-partisan student-led campaign, encouraging students to vote in the run up to May elections. They should liaise closely with the Deputy President (Welfare) in order to create an effective and appropriate campaign
- To liaise with groups like Bite the Ballot or Rock the Vote to investigate methods of encouraging student voting
- To invite one of these groups to have a stall at Freshers' fair distributing information and voter registration forms
- To ensure this policy is included in the Sabbatical handover to ensure subsequent Officers are informed of this stance