

Minutes of the Imperial College Union
Trustee Board
15 January 2015
Meeting room 3, 16.30

Present:

Lay Trustee - Chair	Julia Higgins (JH)
President	Thomas Wheeler (TW)
Council Chair	Paul Beaumont (PB)
Student Trustee	Thomas Lim (TL)
Student Trustee	John Winters (JL)
Lay Trustee	Colin Kerr (CK)
Alumni Trustee	Andy Heeps (AH)
Deputy President (Clubs and Societies)	Abigail de Bruin (ADB)
Deputy President (Education)	Pascal Loose (PL)
Deputy President (Finance & Services)	Alex Savell (AS)
Deputy President (Welfare)	Chris Kaye (CJK)
<u>Permanent Observers</u>	
Managing Director	Joe Cooper (JC)
Governance and Administration Manager – Clerk	Rebecca Coxhead (RC)
Apologies:	
Student Trustee	Hiba Danish Saleem (HDS)

1. APPOINTED STUDENT TRUSTEE

NOTED:

- a) Christopher Chukwunta was put forward to the Board to be appointed as a Student Trustee and it was unanimously accepted.

RESOLVED:

- 1) **To recommend to Union Council that Christopher Chukwunta be appointed as a Student Trustee.**

ACTION:

1. **To put forward Christopher Chukwunta (CC) to Union Council to be appointed as a Student Trustee.**

2. CHAIR'S BUSINESS

NOTED:

- a) Chris Chukwunta will join the Governance Sub Committee.

3. DECLARATION OF INTEREST

NOTED:

- a) PB stated that he is a Hall Sub Warden and ADB, CK and PL stated that they live in Halls of Residence which may be pertinent when discussing the Amenities Fund Review.

4. MINUTES OF LAST MEETING – 30 OCTOBER 2014

NOTED:

- a) The Board agreed to pass the presented minutes, as an accurate reflection of the last meeting.

RESOLVED:

- 1) To pass the minutes of the last meeting.**

5. MATTERS ARISING

NOTED:

- a) The Budgeting Mission Statement passed by Board has been included in the training for Club Officers.

6. MINUTES FROM GOVERNANCE COMMITTEE – 19 NOVEMBER 2014

RECEIVED: The minutes and determination were presented by AH

NOTED:

- a) The polices relating to Executive Committee will be taken to the relative sub committees for discussion and to see if they are still fit for purpose before coming to Board.
- b) The Democracy Review Working Group will consult with the relevant parties when appropriate.
- c) In regards to Clubs, Societies and Projects (CSP) elections, the following discussion occurred:
 - i. The Union would be open to legal challenge if it didn't facilitate every member to take part in the democratic processes as this goes against the 94 Education Act.
 - ii. 150 is the average capacity of lecture theatres which is where the figure for CSP's being included in online elections arose.
 - iii. The process has exposed non democratic elections taking place such as the outgoing committee selecting the incoming committee..
 - iv. ADB has been meeting with all the CSP's who were identified as having 150 or more members. CSP's have had to demonstrate that online elections are not suitable and ADB has used her discretion and judgement where the clubs have given reasons not to participate in the online elections – reasons such as specific legal requirements.
 - v. Poor democracy from large clubs is not in fact commonbut the Union is trying to mitigate risk by making democracy accessible to all members though elections being held online.
 - vi. ADB recognises that communication should have occurred earlier and the email did not achieve the best , tone however the Union is now in a position to get the communication out in advance.
 - vii. This is a process of educating the electorate and ensuring the culture is changing.
- d) It was stated that the vote on No Confidence fell at the meeting of Union Council.

RESOLVED:

- 1) To pass the presented Governance Committee minutes and Determination.**

7. MINUTES FROM FINANCE AND RISK COMMITTEE – 16 DECEMBER 2014

RECEIVED: The minutes and Management Accounts were presented by CK

NOTED:

- a) Income targets are being missed in some areas which is then putting the Union behind budget overall however these areas are being monitored and initiatives to bring the income back to budget are being implemented.

RESOLVED:

- 1) To pass the minutes of Finance and Risk Committee 16 December 2014 and the presented accounts.**

8. APPOINTED STUDENT TRUSTEE REPORT

RECEIVED: The report was presented by TW and JC

NOTED:

- a) The length of appointment of Appointed Student Trustees needs to be considered especially as it affects handover and training as one of the key reasons for having Appointed Trustees with staggered terms is to ensure that there is Continuity of experience and expertise
 - i. A more structured handover and induction programme needs to be implemented. JC stated that he will draft this and bring back to Board.

ACTION:

- 1. JC to draft a more structured handover and induction programme for elected and appointed student trustees and present this to Board.**
- b) Bringing the appointment process in line with Your Rep and Council Elections in the autumn term, will allow the appointed trustees to be in place before the end of the of the autumn term.
 - i. The Board meeting timetable may need to be amended to ensure this is possible.

ACTION:

- 2. RC to look at the Board and Subcommittee meeting dates and amended these to fit in around the Appointed Student trustee Timetable for October 2015.**
- c) CC was asked for his impressions of the appointment process. He stated that he was aware of the vacancy through the Union's promotion of this however, receiving an email directly from TW encouraged him to apply for the vacancy.
- d) There is a balance between the effectiveness of emails – digest versus single topic. This is being considered at present.
- e) It was requested that the number of PGT and PGR numbers be broken down in the report in the future.

RESOLVED:

- 1) To pass the Report.**

9. DELEGATION OF AUTHORITY

RECEIVED: The paper was presented by JC

NOTED:

- a) The Delegation of Authority document has been considered by the Governance Committee and no changes were suggested.
- b) The document gives clarity as to what is done by whom and when.
- c) Page 7 refers to Sabbatical Officers which needs to be amended to read Officer Trustees.
- d) It was pointed out that that a Trustee Report should be going to Union Council. PB stated that he will do this for the next meeting of Union Council.

ACTION:

1. PB to compile a Trustee Report to be presented to the next meeting of Union Council.

- e) It was suggested that the Risk Register needs to include Speaker Approval in light of current Government legislation around extremist speakers.
- f) On page 3, it was agreed that Board delegated responsibilities to approve alterations to employee and pay policies should lie with Appointments & Remunerations Committee.

RESOLVED:

- 1) Approve alterations to employee and pay policies (if material) Appointments & Remunerations Committee.**
- 2) To pass the amended Delegation of Authority.**

10. REVERSING OF OFFICER TRUSTEE NAME CHANGES

RECEIVED: The paper was presented by ADB

NOTED:

- a) The removal of Services from the title of Deputy President (Finance & Services) makes it unclear which officer has that remit and which officer a student should contact if they have a query about services specifically.
- b) Concern was raised that the name and role descriptions were passed last year with no consultation with the incoming officers.
- c) The titles Deputy President (Finance & Services) and Deputy President (Clubs & Societies) are historical titles that alumni have attachment to.
- d) PB expressed concern that Council didn't give this issue the level of discussion and debate that a major change should have, nor to the level it had received when the changes were discussed and approved last year. The role descriptions are key to what the officers do day to day and lead the role –not the titles.
- e) Having 'Activities' in the title for both roles blur the lines of the responsibilities of the officers.
 - i. Communications in regards to what each role does needs to be improved to make it explicit who students should contact for queries, however it was pointed out that ultimately officers are Officers first and their specific role and title is secondary
- f) There is no evidence that having elected officers with remit covering commercial services has impacted on commercial success.
 - i. Professional staff are employed to run commercial activities and achieve success with sabbatical oversight feeding in to this however officers do not have the commercial experience that staff do.
 - ii. Staff are motivated to deliver what the members want as this is where the success in commercial activities lies.
 - iii. There is perception that sabbaticals run the bars and it is hope this perception can be changed if the officer's duties are made clear.
 - iv. The new management structure will have different officer interactions.

- g) There needs to be an open and frank conversation about the future titles and role descriptions of the Officer Trustees. This process has been historically a difficult subject for the officers themselves to discuss and resolve as they are very close to the process. A different approach needs to be taken to finding a long-term solution to this problem.
- h) All trustees are financially responsible and officer trustees are there for executive operation and not the day to day running of the organisation.
- i) There is a shifting skill set of officers every year and these will take on projects and pieces of work that are of interest to them and .which they have the skills to undertake. An example of this is the Deputy President (Finance & Services) leading on the Higher Education Funding policy review.
- j) It was agreed that the name change and role descriptions will be discussed at the away day with the aim of agreeing a process for reviewing officer trustee titles and roles with future planning in the forefront of peoples thinking.

RESOLVED:

- 1) **To title change and role descriptions for Officer Trustees to be discussed at the Away Day.**

ACTION:

- 1. **JC, ADB and AS to draft a paper on Officer Trustee title and role changes which will be considered at the Away Day.**

11. OFFICER TRUSTEES REPORT

RECEIVED: The report was presented by the Officer Trustees

RESOLVED:

- 1) **To accept the presented report.**

12 & 13. MANAGING DIRECTOR REPORT AND OPERATING PLAN

RECEIVED: The report and operating plan were presented by JC

NOTED:

- a) A timetable is being drafted and developed in regards to funding and strategy which will be discussed at the away day.
 - i. A residential away day will be scheduled for later in the year to do further strategic planning.
- b) The next operating plan will include updated outcomes.

RESOLVED:

- 1) **To accept the presented report and plan.**

14. COUNCIL CHAIR REPORT

RECEIVED: The report was presented by PB

RESOLVED:

- 1) **To accept the presented report.**

15. LAY TRUSTEE RECRUITMENT UPDATE

RECEIVED: A verbal update was given by JH

NOTED:

- a) Peridot have delivered an outstanding service in regards to assisting with the recruitment process and presented a long list of candidates which were top class.

- b) Long listing bought 13 applicants down to six. Shortlisting process then took five forward for interview.
- c) It was reminded that Council still need to ratify the decision of Board.
- d) A third trustee may be appointed as a trustee designate to step in when JH term ends.
- e) Interviews are taking place on 21 January and recommendations will be considered by Appointments & Remunerations Committee meeting on 22 January. As there is no Board meeting until May it was agreed that Appointments & Remunerations Committee recommendation for applicants will be sent to the Board by email for rapid decision. This decision by simple majority will then go to Council on 10 Feb for ratification.,

RESOLVED:

- 1) The Board to make the decision on the appointment of Lay Trustees over email.**

16. MANAGEMENT RESTRUCTURE UPDATE

RECEIVED: A verbal update was given by JC

NOTED:

- a) Applications are currently open for the position of Head of Student Experience and Services and Administration Support Manager however the latter post is for internal applications only.
- b) It is still anticipated that all roles will be appointed by the end of the academic year.

17. POSTGRADUATE ENGAGEMENT STRATEGY PROJECT IMPLEMENTATION PLAN (PIP)

RECEIVED: The plan was presented by PL

NOTED:

- a) The Board were asked to approve the PIP.
- b) The strategy will not be completely developed until the end of academic year with this then being implemented in the following year.
- c) Board approved.

RESOLVED:

- 1) To accept the presented Postgraduate Engagement Strategy Project Implementation Plan.**

18. WELCOME WEEK REVIEW

RECEIVED: The report was presented by JC

NOTED:

- a) It has been recognised that consideration is needed on whether the Mingle is still fit for purpose.
- b) Roadshow which occurs at the Reynolds Bar will not continue in the format that it has been run in the past as it rides close to the line of licencing legislation
 - i. Staff are working with ICSMSU team to implement changes.

19. AMENDITES FUND REVIEW

RECEIVED: The report was presented by JC

NOTED:

- a) The Board noted and agreed the recommendations.
- b) The Union will continue running the scheme.
- c) There will be a separate pot of money for warden and senior training.
- d) College have agreed to continue paying the Union for the service of administering the fund.
- e) Agreed that the approvals be made by operational staff and not officers.
- f) Union Council want students to feel that they are getting value for money and this will come from transparency on how the fund is being spent..
- g) This has bought about closer links with halls which is positive.
- h) It was requested that the report have the date of when it was produced included.

RESOLVED:

- 1) To note the report and agree the recommendations from the Amenities Fund Review.**

20. ANY OTHER BUSINESS

20.1 Communication of Union Values

NOTED:

- a) It was suggested that the Union doesn't communicate its values to its members in an effective way in that many members do not realise that these exist.
- b) There is an opportunity for this to be improved through officer induction and training.

The meeting closed at 17.10
Approved as a correct record at a meeting
of the Trustee Board on

_____14/15

_____ Chair of the Meeting