



Minutes of the Imperial College Union
Second Governance Committee meeting of 2014/15
18 November 2014
Meeting Room 6, 16.00

PRESENT:

Alumni Trustee	Andy Heeps – Chair (AH)
Officer Trustee	Abigail de Bruin (ADB)
Officer Trustee	Thomas Wheeler (TW)
Officer Trustee	Pascal Loose (PL)
Council Chair	Paul Beaumont (PB)
Student Trustee	Hiba Saleem Danish (HSD)
<u>Permanent Observers</u>	
Central Services Manager	Alex McKee (AMK)
Governance & Administration Manager – Clerk	Rebecca Coxhead (RC)

1. **CHAIRS BUSINESS - none**
2. **DECLARATION OF CONFLICTS OF INTERESTS – none**
3. **MINUTES OF LAST MEETING – 17 September 2014**

NOTED:

- a) The minutes were passed at the last meeting of Board of Trustees.

4. **MATTERS ARISING**

NOTED:

- a) All matters are being discussed as part of the agenda.

5. **GOVERNANCE COMMITTEE DETERMINATION**

NOTED:

- a) Thanks were given to the input and time put in by members of the Governance Committee and staff to resolving these matters.
- b) The Committee was informed that the ICSMSU Rugby will be appealing the decision.
- c) It was highlighted that the procedures do not explicitly state how to discipline clubs as well as individuals.
- d) RC and TW are working with College in regards to ensuring that College's Ordinance on discipline and appeal match the Constitution, Bye Laws and procedures.

e) AH stated that he will look at the procedures and see if they are fit for purpose.

ACTION:

1. **AH to see if the Procedures for Dealing with complaints are fit for purpose and to consider how discipline of CSP's should be included in the Constitution and Bye Laws Review.**

6. CSP ELECTIONS

RECEIVED: The report was presented by ADB

NOTED:

- a) There is a potential impact of voter fatigue in the Big Elections if too many positions are included which may degrade the voters' decision.
 - i. Any conclusions will be anecdotal as to member's motivation and decisions as to who, how and why they vote.
 - ii. Voters are able to leave the booth and come back to complete their vote at any time during the voting period.
 - iii. Data shows that currently there is not a huge drop off for people not completing all elections.
- b) Clubs who have a membership under the threshold of 'automatic online election' will not be excluded to be given the option to hold their election online.
- c) Closed nominations in some clubs may be detrimental as members see that a position has not candidates and as such they are motivated to stand for the sake of the position not being left unfilled
- d) There is a risk that CSP's may not engage in the process of holding their elections online.
- e) The standard capacity of lecture theatres is 150 and clubs that have membership of over 150 will be automatically included in the Big Elections.
 - i. ADB to inform the CSP's that meet this criteria that they will be included in the Big Elections.
- f) Concern was raised in regards to workload and demand on time by increasing the amount of positions available in the Big Elections.

ACTION:

1. **ADB to inform CSP's with memberships over 150 that they will be included in the Big Elections.**

- g) It was agreed that the electoral roll will be populated as of 26 January 2015. Any students that become registered or memberships bought after that date will not be included on the roll.

RESOLVED:

- 1) **The electoral roll for Big Elections will be populated as of 26 January 2015 and any students that become registered or memberships bought after that date will not be included on the roll.**

- h) The Governance Committee will recommend to Board that all elections included in the Big Elections will be considered under the Major Elections rules.

RESOLVED:

- 2) **To recommend to Board that all elections included in the Big Elections will be considered under the Major Elections rules.**

ACTION:

2. **An Elections Plan to be submitted to the January meeting of Governance Committee.**

7. DEMOCRACY REVIEW PROJECT PLAN

RECEIVED: The plan was presented by AMK

NOTED:

- a) Engagement of members with non-election related democratic activity is low in comparison with how they engage in elections.
- b) Initial research has indicated that members do not know how to instigate change with the assistance of the Union.
- c) It was agreed to remove the explicitly stated sub committees of Council and replace them with 'boards'.
- d) It is agreed that works needs to be done on Constituent Unions but this will not be included in this project.
- e) The whole Officer Trustee team are not part of the working group but they will be consulted and opinions sought throughout the process.
- f) The Postgraduate Strategy also occurring at present will dovetail in to the Democracy Review.
- g) The Committee agreed that the description of the project is appropriate. .
- h) Consulting with Council is vital for its success and its engagement.
- i) The project will be a body of work for the Governance committee but the Board will have the final decision on any changes.
- j) Strong political leadership will be required to ensure that Council has bought in to the changes.
 - i. It was highlighted that Council may be resistant to any change as they have vested interest.
 - ii. There is a concern that the perception of Council may be that staff are leading the changes and as such it was decided that TW will be the Project Champion and JC will act as an advisor.
- k) It was agreed that the review will be discussed at the Boards' Away Day in March.
- l) Unengaged stakeholders will be bought in to the process ones there is a proposal for them to consider.
- m) The Committee agreed to the project plan being the correct direction of work and requested that update be a standing item on the agenda.

RESOLVED:

- 1) To accept the Democracy Review Project Plan.**

8. GOVERNANCE MATRIX

NOTED:

- a) The initial draft of the matrix aims to plan out the body of work for the Sub Committees and make sure that all areas are being covered by these and to free up Board to work more at a strategic level.
- b) Any comments on the matrix to be emailed to AH.

9. GOVERNANCE REVIEW REPORT

RECEIVED: The report was presented by PB

NOTED:

- a) The impact of closing Executive Committee is minimal with the biggest impact being the approval of Constituent Union Constitutions.
 - i. Working Groups will have motivation and interested members involved and will be more effective.
 - ii. Policies are being moved to other Boards.
- b) It is Councils discretion as to how votes are recorded and reported.

10. DELEGATION OF AUTHORITY

NOTED:

- a) The committee were asked to comment on the document and see if they have any amendments they wish to make.
- b) RC to circulate the document electronically and the Committee to feedback comments to RC and AH.

ACTION:

- 1. RC to circulate Delegation of Authority Document and the committee to feedback comments to RC and AH**

11. CONFLICT OF INTEREST/REGISTER OF INTEREST

NOTED:

- a) It was suggested that sometimes Trustees don't consider that their external activities impact on their role on the Board when they are asked to declare their conflict of interest.
- b) It was suggested that their current Registers of Interest be published online.
 - i. RC to investigate what the legal requirements are of what information must be captured.

ACTION:

- 1. RC to investigate what the legal requirements of what information must be captured on the Register of Interests.**

Meeting Closed 17.45