



GOVERNANCE COMMITTEE

The fifth ordinary meeting of the Governance Committee for the 2017/18 session, was held on Thursday 17th May 2018 in Meeting Room 6, Beit Quad at 4:30pm.

Unconfirmed minutes

Present:	Dorothy Griffiths (DG) Alex 'Chippy' Compton (ACC) Fintan O'Connor (FOC) Nicholas Burstow (NB) Owen Heaney (OH) Tom Bacarese-Hamilton (TBH) Jarlath O'Hara (JOH)	Governance Chair Union President Deputy President (Welfare) Deputy President (Education) Union Council Chair Deputy President (Clubs & Societies) Managing Director
In Attendance:	Jomana Al Ahmad (JA) (Clerk)	Administration Support Manager
Apologies:	Paul Beaumont (PB) Andrew Keenan (AK)	Alumni Trustee Head of Student Voice & Experience

Item 1 <u>Welcome</u>	Action
1. The Chair welcomed the group to the fifth meeting of the 2017/2018 year.	
Item 2 <u>Conflicts of interest declaration</u>	
1. No conflicts of interest declared.	
Item 3 <u>Apologies</u>	
1. Andrew Keenan 2. Paul Beaumont	
Item 4 <u>Minutes from 19th March 2018</u>	
The Committee agreed and confirmed that the minutes have been accurately recorded.	
Item 5: <u>Matters Arising</u>	
1. The following action points were carried forward to the next meeting <ul style="list-style-type: none"> - Committee to consider options to mitigate the risk caused by the heavy reliance of the voting system on individual staff members, and to provide a plan of approach for DG and PB as the process is captured, ACC to update 	

Committee on action to be taken in July, the deadline is autumn elections

- JA to schedule a final Governance meeting in July to wrap up outstanding issues
- ACC to provide an update on the lapsed Union Policies for the July meeting and have a discussion around how often these policies should be reviewed moving forward
- To maintain the continuous review of Lapsed Union policies, SMG should be responsible for these policies
- A forward Agenda Item to be added to the July meeting is the disciplinary procedures policy

2. Minutes approved.

Item 7- Election review

1. JOH briefly presented the paper which includes various feedback he collated on the March elections and provided recommendations to be implemented for the next leadership elections on March 2019
2. DG commented that the elections review has two objectives, the first is a general review to evaluate the elections and the second is to evaluate the change in timings this year i.e. the reduction of voting and campaigning timeline from two weeks to one week. DG added that the review makes it clear that there were flaws in some processes during the election
3. OH commented that there was a view that the shorter timing favoured those who already had established some popularity, JOH responded that the overall feedback was positive about the change in timing, however there was greater dissatisfaction around the technicalities
4. NB added that it is perceived that the primary target in the change in timing is maximising the voting time, ACC responded that ensuring the campaigning time is sufficient is essential.
5. ACC added that the lack of communication also resulted in some dissatisfaction as processes were mainly communicated through word of mouth
6. DG concluded that the feedback suggests that the future elections should remain shorter as done this year, however the processes needs to be managed more effectively
7. ACC mentioned that there was a recent paper which was circulated to council suggesting a new timetable for elections, the paper suggests that campaigning should begin on Wednesday, voting opens on Friday and closes on the following

<p>agreement between the volunteer and the organisation/Union member to clarify expectations from both parties</p> <ol style="list-style-type: none"> 2. DG added that they key objective should be to make this a simple document which explains what we expect, and what the volunteer can expect from us, this policy must also capture process for communicating underperformance to volunteers 3. DG suggested the standardisation of job descriptions for similar roles, TBH agreed that he will focus on primary roles and ensure there is a standard policy for all of them, however this may be difficult as there are many different types of roles 4. JOH suggested reviewing the health and safety section to ensure it promotes a good health and safety culture to ensure that volunteers take initiative to report health and safety issues 5. TBH posed a question regarding implementation especially for volunteer roles, DG responded that compliance for the policy must be mandatory for elected volunteer roles, and JOH suggested discussing this with EH as she is working on the investors and volunteers initiative 6. TBH confirmed that the document will be complete to be approved by the last Board meeting of the year <p><u>Item 12 – AOB</u></p> <ul style="list-style-type: none"> - TBH outlined recent issue faced by a club and the problem of clashes between our process and the legal process that were needed. - Whilst this did not cause much disruption this time, it was suggested that an amendment/exception be made to ensure that compliance with the law is attained and the process is streamlined. 	<p>TBH to complete the review of the volunteer Policy by June's Board</p>
---	--

Next Governance Committee – TBC