



GOVERNANCE COMMITTEE

The sixth ordinary meeting of the Governance Committee for the 2017/18 session, was held on Tuesday 10th July 2018 in Meeting Room 6, Beit Quad at 5:00pm.

Unconfirmed minutes

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

Item 1 <u>Welcome</u>	Action
<ol style="list-style-type: none"> The Chair welcomed the group to the sixth meeting of the 2017/2018 year. 	
Item 2 <u>Conflicts of interest declaration</u>	
<ol style="list-style-type: none"> No conflicts of interest declared. 	
Item 3 <u>Apologies</u>	
<ol style="list-style-type: none"> Andrew Keenan Dorothy Griffiths Fintan O’Connor (FOC) Nicholas Burstow (NB) 	
Item 4 <u>Minutes from 17th May 2018</u>	
<p>The Committee agreed and confirmed that the minutes have been accurately recorded.</p>	
Item 5: <u>Matters Arising</u>	
<ol style="list-style-type: none"> JOH updated the Committee that no action has been taken regarding funding in Constituent Unions TBH pointed out that this task was initially the responsibility of the HoSVC, it entailed carrying out research with regards to constituent union funding 	<p>JOH to follow up for first meeting of GC in 2018/19</p>

<p>from faculties, to find the details from presidents about who receives the funding and where these funds are spent on</p> <ol style="list-style-type: none"> 3. The main aim is to Identify if faculties are aware and satisfied with where their funds are going, ACC pointed out that the discrepancies are unknown and what each CU receives and where the funds are spent 4. TBH also mentioned that some officers receive cheques directly and this information is not logged on eActivities, as some faculties will pay directly for events that the Union is not aware of <p>Item 06: <u>Elections Review</u></p> <ol style="list-style-type: none"> 1. JOH apologised for the delay in paper circulation and handed a paper with updates to the Committee members 2. JOH updated the Committee that wording changes were made on the measures of success for Leadership Elections and committee approved the changes made <p>Item 07: <u>plan of approach to the voting system</u></p> <ol style="list-style-type: none"> 1. JOH presented the steps taken to de-risk the voting system as outlined in the paper 2. He mentioned that the systems team carried out comprehensive testing of the voting system, and the remainder of the team is more familiar with the voting system as training has been taken 3. TBH enquired if the Union can receive a certification for safety and PB responded that paid testing services do exist, ACC pointed out that the issues may be with democracy not with losing data 4. ACC asked if there is any progress on writing up a new system and TBH responded that this is currently a high priority for the systems team <p>Item 08: <u>Winter elections: Approve an elections timetable for October</u></p> <ol style="list-style-type: none"> 1. JOH presented this paper by pointing out that the approval for a timeline for Winter Elections is required by the committee 2. PB enquired about whether the timing for displaying posters is regulated by the Union, ACC responded that there are no checks carried out however complaints will allow us to check if this requires monitoring, she added that there is a 24 hour time restriction complaints 3. The Winter Elections timeline was approved by the Governance committee <p>Item 09: <u>Winter election: internal and external metrics for election success</u></p>	
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<ol style="list-style-type: none"> 1. JOH proposed a number of metrics for the committee to discuss and clarified that KPIs are actual targets for measuring the success of elections 2. Firstly JOH posed the question: What types of diversity should the Union look for as a measure for success? He added that the satisfaction of candidates is measured already by the post elections survey 3. PB enquired about whether diversity metrics have been collected in the past, ACC responded that the dashboard does contain various diversity metrics 4. PB suggested looking at previous data to set a target, JOH responded that he is unsure how easy to pull the data is 5. TBH suggested that imperial standard ratios should be set as targets, OH suggested also measuring how many positions does each student vote for 6. PB added that complaints resolution should be a key target based on last time, JOH mentioned that it is also important to communicate the resolution of complaints and separate the two tasks of resolving and communicating 7. TBH pointed out that a useful measure would be gender ratios, EU/Home/international splits/PG/year of study 8. PB pointed out that a proper analysis of membership is needed to set useful targets and suggested asking the systems team to look at metrics over the past few years and analyse it 9. ACC asked if ethnicity should be a measure, PB suggested measuring this through EU/Home/international metrics 10. ACC pointed out that liberation questions will be added to the new voting system, this can allow us to detect ethnicity as another measure for diversity 11. TBH mentioned that the systems team is aiming to finish the project by February, however testing also requires more time 12. PB suggested that the speed of resolution is measured by setting up a ticketing system to submit complaints, JOH agreed and will liaise with the systems team to ask for ticketing the complaints system 13. Additionally a survey to measure feedback for satisfaction of the training received should also be compiled 14. ACC suggested looking at the voters department and which department candidates come from 15. TBH asked that question: what do we want to learn about diversity? For the answer the measures can be set, JOH mentioned that the GSU intend to focus on answering questions around who votes for GSU positions not just which PGs participate overall 	<p>JOH to liaise with the systems team regarding a ticketing system for complaints</p> <p>JOH to liaise with the system team regarding the analysis of previous data</p>
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<p>16. PB concluded by recommending to look at what has not going well in the past, and put a metric to measure based on these findings</p>	
<p><u>Item 10 – Governance review update/handover</u></p> <ol style="list-style-type: none"> 1. ACC presented the paper by mentioning that main points which will be in her handover to the new president, there is a plan for Constitution and Bye-Law changes approval next year, with a request for discussion to be done before the Council meeting to ensure that the approval is not hindered by discussions 2. ACC added that she suggested bench marking the Unions work alongside the NUS 3. In terms of policies, ACC recommended that the Governance Committee should take responsibility of Board policies and review them and have overview of Council policies 4. ACC mentioned that she will work on updating Council policies for next year 5. ACC pointed out that Exec policies have not be renewed and reviewed since the Exec title was ended, she will work on making suggestions of where they should they sit with or add them to her handover 6. ACC mentioned that policies are not communicated properly to people, and suggested to ensure that relevant people are aware of them in the future 	<p>ACC to work on updating Council Policies next year</p> <p>ACC to suggest where Exec policies should sit going forward</p>
<p><u>Item 11 – NUS charity code of Governance</u></p> <ol style="list-style-type: none"> 1. JOH proposed to de-prioritise this Agenda item until full capacity is reached within the SMG team. 2. PB agreed and added that it is important to understand NUS processes and compare them comprehensively so it is better to delay this item until full capacity 	
<p><u>Item 12 – Disciplinary policies</u></p> <ol style="list-style-type: none"> 1. ACC mentioned that a few updates were added to the Disciplinary Policy as outlined in the paper 2. PB made a suggested to review the disciplinary Bye-Law next year as it is also out of date, ACC responded that she will simplify the paper to make it understandable 3. ACC added that it is the first Bye-Law that should be reviewed next year, as the officer trustee management is a key focus for the PARC Committee 4. JOH mentioned that the guidance work should be prioritised on disciplinary Bye-Laws and ACC will be taking this responsibility 5. ACC also mentioned complaints about a union process should be handled by a better procedure as this has proved to be problematic in the past 6. ACC posed the questions: does the Union need an external review on sexual misconduct policy? is a 	<p>JA to add to forward agenda</p> <p>JA to add to forward agenda</p>

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elections working group, additionally, the proposed timelines discussed in the previous meeting will be taken to incoming trustees to discuss next year.	
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Next Governance Committee – TBC