

**Imperial College Union Governance Review 2006-07**

# **Sub Groups Terms of Reference**

**Including biographies of Group Members**

**John Collins  
Simon Matthews  
Ben Harris  
Jon Matthews**

**July 2006**



## **Initial Sub Group Meeting Dates**

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**Group #1: The Charities Bill and our Legal Status**

Monday 31<sup>st</sup> July 17:00 Student Activities Centre

**Group #2: ICU's Relationship with the College**

Monday 31<sup>st</sup> July 18:00 Student Activities Centre

**Group #3: Improving Student Involvement in Union Governance**

Monday 31<sup>st</sup> July 18:00 Meeting Room #7

**Group #4: Governing Commercial Services**

Wednesday 9<sup>th</sup> August 16:00 Meeting Room #7

**Group #5: Meeting and Election Procedures & Regulations**

Tuesday 1<sup>st</sup> August 17:00 Meeting Room #7

**Group #6: Committee Structure and Committee & Officer Powers**

Tuesday 1<sup>st</sup> August 18:00 Meeting Room #7

## **Group #1: The Charities Bill and our Legal Status**

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**Leader:** Jonathan Matthews

**Membership:** Peter Haldane, Dave Parry, Dan Snowdon, Rob Park, John Collins

**First Meeting:** Monday 31<sup>st</sup> July 17:00 Student Activities Centre

### **Terms of Reference:**

This group will seek to:

1. Investigate and consider the legal implications of the bill that, if passed, will affect the manner in which ICU must govern, regulate and conduct its affairs.
2. Identify areas of our current constitution that will need to be changed to comply with the bill.
3. Consider the models available to ICU such as forming a body corporate and what the benefits and detriments of these models may be.
4. Consider the implications of any change in our legal status.
5. Consider how these models would impact our current relationship with Imperial College and how College would view any changes.
6. Consider the mechanisms for changing our legal status should it so be decided.

## **Group #2: ICU's relationship with the College**

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**Leader:** John Collins

**Membership:** Peter Haldane, Simon Matthews, Nichola Hawkins, Shiv Chopra, Eric Lai, Siddharth Singh, Hamish Common.

**First Meeting:** Monday 31<sup>st</sup> July 18:00 Student Activities Centre

### **Terms of Reference:**

This group will seek to:

1. Establish how the Union wishes to interact with the College.
2. Examine what support we would welcome from the College.
3. Discuss what the College wants from us.
4. Determine where the boundaries of Union sovereignty should lie with respect to the College Council.
5. Advise the President on negotiations with the College Secretary that are taking place this August.
6. Advise on how the MoU and Union constitution should be amended in response to changes agreed by negotiations with the College. It is likely that this committee would advise on drafted documents produced by the College.

### **Notes:**

The Charity Bill Sub-Group will need to feed recommendations to this group and it is envisaged that they will meet in joint session on occasion.

The first meeting will seek to establish what the Union wants from the College and the second will look at what the College wants from the Union. This group will need to meet frequently during the first half of August when negotiations with the College are expected to take place.

## **Group #3: Improving Student Involvement**

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**Leaders:** Ben Harris (DPEW) and Shama Rahman (DPGS)

**Membership:** Richard Fautley, Alex Guite, Adele Peel, Emma Persky, Mark Flower, Robin Pitt, someone from the bar etc.

**First Meeting:** Monday 31<sup>st</sup> July 18:00 Meeting Room #7

### **Terms of Reference:**

The brief of this sub-group is to understand the extent to which our members are not engaged with the Union, and devise innovative solutions to rectify this problem. It should not be overly concerned by the practicality or political desirability of its solutions, only the extent to which they engage with students. It will do this by:

1. Examining the current level of democratic involvement in the Union, and how this compares to other student unions.
2. Understanding why students choose to not become involved in the Union.
3. Identifying common barriers which prevent greater student involvement, and whether those barriers are structural or cosmetic.
4. Proposing changes to the Union's governance structure which will increase democratic engagement.
5. Looking at ways of improving the dissemination of information regarding Union governance, including improved use of web resources.
6. Proposing means of consulting the wider student body about this governance review.

## **Group #4: Governing Commercial Services**

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**Leaders:** Jonathan Matthews

**Membership:** Peter Haldane, Sue Bedford, Steve King, Shiv Chopra, Etienne Pollard, John Collins

**First Meeting:** Wednesday 9<sup>th</sup> August 16:00 Meeting Room #7

### **Terms of Reference:**

This group will seek to:

1. Investigate the level to which democratic governance should influence the direction of commercial services within a student led organization.
2. Define the boundaries between governing policy and operational management of our commercial services.
3. Consider the current role and structure of our TSR committees, the need for these committees and why they are historically so poorly attended.
4. Consider what the overarching direction should be for our commercial services and how they can best serve the student body.
5. Investigate the circumstances under which a commercial service can be classified as a welfare operation.

## **Group #5: Meeting and Election Procedures & Regulations**

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**Leaders:** Danny McGuinness

**Membership:** Rebecca Coxhead, Rob Park, Ashley Brown, Dan Sauder, Jon Matthews, John Collins

**First Meeting:** Tuesday 1<sup>st</sup> August 17:00 Meeting Room #7

### **Terms of Reference:**

This group will seek to:

1. Explore means of making elections and meetings more engaging (and less off-putting) for students.
2. Examine the existing procedural motions that are used for General and Council meetings and propose changes where appropriate.
3. Examine the existing election regulations and propose changes where appropriate.
4. Explore means of improving the transparency and accessibility of meeting and election resources through the new Union website.

## **Group #6: Committee Structure and Committee & Officer Powers**

**Leader:** John Collins

**Membership:** Hamish Common, Phil Power, Simon Matthews, Dave Parry, Alexander Guite

**First Meeting:** Tuesday 1<sup>st</sup> August 18:00 Meeting Room #7

### **Terms of Reference:**

This group will seek to:

1. Document the present Union committee structure, encompassing Faculty Unions, CSCs and Campus Unions.
2. Assess whether this structure meets the needs of the student body, identify weaknesses in it and propose improvements. In doing so the committee is advised to draw lessons from governance structures used by similar membership led organisations and advice from external sources.
3. Revisit and appraise proposals that were made by previous governance reviews, particularly those that emerged from the 2005 review that were only partially implemented due to time pressures.
4. Assess the need for a scrutiny committee, examine the role it could play as a scrutiny and disciplinary body within the Union and propose terms of reference for the committee.
5. Examine the roles Sabbatical and other Senior Union Officers play within the governance structure of the Union with particular emphasis on their responsibilities and powers as trustees.
6. Consider introducing veto for trustees, should the Council mandate them to act illegally.

## **Biographies of the Participants**

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The improvised biographies of the people involved in this review that were summarised at the end of the launch meeting by the President were perhaps not as comprehensive and clear as they could have been. In order to clear up any confusion, here is a clearer, written summary of the group members' biographies:

### **The Sabbaticals**

**John Collins:** Incoming ICU President, ICU Council Chairman (2005-06), Faculty Union President and Executive Member (2004-05), RAG Treasurer (2003-04), Member of Council (2002-2006). Likes chocolate.

**Jonathan Matthews:** Incoming Deputy President (Finance & Services), Member of Council (2004-05), Expertise in Charities Bill and governance procedures. Pedant.

**Eric Lai:** Incoming Deputy President (Clubs & Societies), ACC Chair (2004-05). Sportsman.

**Ben Harris:** Incoming Deputy President (Education & Welfare), Faculty Education Officer and Executive Member (2004-05). Used orange juice to get elected.

**Shama Rahman:** Incoming Deputy President (Graduate Students), previously involved with UCL Union, relatively new to Imperial College.

**Shiv Chopra:** Incoming ICSMSU (or FoMSA) President, previously Medic Vice President and clubs activist. Best dressed Sabbatical Officer by far.

**Simon Matthews:** Outgoing Deputy President (Clubs & Societies), Clubs & Societies Review Co-ordinator, GSA Review Co-ordinator, SCC Chair (2004-05), SCC Treasurer (2003-04). Founder of many silly clubs.

### **Union Staff**

**Lt. Col. Peter Haldane:** Permanent Secretary (a.k.a. Union Manager) and staff team leader, heavily involved in the Union Building project, past experience in contingency planning, government and the armed forces. Yachtsman.

**Dave Parry Esq:** Head of Finance, past Sabbatical Officer, past head of College Treasury, expertise in charity bill, trustee law, just about everything really. God of Finance.

**Robin Pitt:** Head of Student Services, past head of Membership Management at Goldsmiths Union, winner of many volunteering awards. Guitarist.

**Sue Bedford:** Head of Commercial Services, previously Shop Manager, overall responsibility and expertise in retail, catering, bars and entertainments.

**Philip Power:** Student Activities Co-ordinator (reporting to Robin Pitt), past RCC Chair and ICU Executive Member, winner of many colours and awards, trustee of the Scout Association. Technically a Miner.

**Rebecca Coxhead:** Our dedicated Governance and Administration Co-ordinator who works on a daily basis with many aspects of ICU's governance system.

### **Student Volunteers**

**Alex Guite:** Starts his PhD in Physics this autumn. Past Faculty President (2004-05), Faculty Union activist and supporter, Chief of Staff to the outgoing DPCS and probably the incoming DPEW, Council Member (2004-06), journalist and broadcaster. Political activist.

**Adele Peel:** PhD student in maths. Graduate Student Association Executive member, active member of Union Council, past Faculty Union Representative, has been involved in various Union projects such as the masterplan in the past.

**Dan Sauder:** PhD student in physics. Also Graduate Student Association Executive member, past Council member and now incoming RCSU Research Officer.

**Nichola Hawkins:** Masters student in biology. Past senior officer of Wye College Union Society, past ICU Executive and Council member, trustee of the Wild Flower Society. Likes white chocolate.

**Richard Fautley:** Undergraduate biochemistry student. Incoming RCSU Vice President, past RCSU Education Representative, active in clubs and societies.

**Ashley Brown:** PhD student in computing. Incoming Live! Editor, Council Member (2005-06) wactive in numerous clubs and societies, heavily involved in C&GCU.

**Eirini Spentza:** Starts her PhD in civil engineering this autumn. Council Member (2005-06), Faculty Welfare Officer (2005-06), Departmental Society Chair (2004-05). In Greece this summer so only likely to get involved in the autumn.

**James Yearsley:** Undergraduate physics student, ICU Media Chair, Clubs and Societies Review steering committee member.

**Mark Flower:** Starts his PhD in Mechanical Engineering this autumn. Council, Executive and SAC Member (2005-06), RCC Chair (2005-06), general clubs and societies legend. Likes canoes.

**Emma Perskey:** Computing undergraduate, one of the most active students on the Union Council this year, also Equal Opportunities Officer (2005-06) and a has a lot of experience of Student Union and NUS politics. Not bad for a fresher (Ok, so this is her second degree...)

**Sid Singh:** Past C&GCU President (2005-06) and incoming C&GCU Chairman, one of the most active and outspoken Executive members last year, and we mean that in a "nice" way (sort of).

**Steve King:** ISE undergraduate, past Dramsoc technical director (2004-05) with experience of the commercial side of the Union.

**Danny McGuinness:** Outgoing ICSMSU President and Incoming Council Chair.

### **External Participants**

**Hamish Common:** Past ICU President (2000-01), Past C&GCU President, now a practicing barrister, the last ICU President to undertake a governance review (and do it properly).

**Etienne Pollard:** Past DPFS (2000-01), highly active in ICU at many levels, helped Hamish with his review in (2000-01), currently works for McKinsey.

**Dan Snowdon:** Incoming ULU Sabbatical (Vice President for Education & Welfare), expertise in the charity bill and student governance, has been heavily involved in Queen Mary Student Union in the past.

**Rob Park:** Has attended three London universities: Imperial, Queen Mary and Birkbeck, past RCSU Officer (Honorary Secretary), past Sabbatical (ULU), now Council chairman for ULU. A stalwart of student democracy and strong advocate for student lead organisations.