



## **BYELAW 6: COMMITTEES**

REVIEWED AND REVISED OCTOBER 2019

## **BYELAW 6: COMMITTEES OF THE UNION**

### **1. General Arrangements**

- 1.1. Union Committees exist to scrutinise the activities and services of the Students' Union on behalf of all Full Members.
- 1.2. Meetings shall be held as agreed by members of each Committee. At least seven days' notice shall normally be provided to all Committee members.
- 1.3. Minutes shall be taken for all Committee meetings. The minutes will detail all members present/absent with apologies and decisions taken. Only decisions that are minuted shall be valid.
- 1.4. Voting shall be by a simple majority of members present.
- 1.5. Quorum shall be at least one half of the members of the Committee shall be present for business to be conducted.
- 1.6. The Chair shall be responsible for the proper conduct of meetings, and for referring matters to other sub-committees, the Trustee Board or Chief Executive as appropriate.
- 1.7. Members of all Committees shall normally be held individually and severally liable for any costs consequent upon implementation of decisions, for which they voted, made contrary to the declared policy or Memorandum and Articles of Association and Schedules of the Students' Union.
- 1.8. Committee members shall attend meetings of the Committee. Any member unable to attend a meeting shall provide an apology to the Chair.
- 1.9. All Committees shall operate within the Memorandum and Articles of Association, Byelaws and the Policies of the Students' Union.

### **2. Finance, Audit & Risk Committee**

#### **2.1. Role and Purpose**

- 2.1.1. The Finance, Audit & Risk Committee shall be responsible for advising the Trustee Board on financial, audit and risk strategy, the solvency of the Union and the safeguarding of its assets.

#### **2.2. Responsibilities**

- 2.2.1. To consider strategic options, determine those to be pursued and consider appropriate business plans for all services;
- 2.2.2. To scrutinise the annual budget ahead of submission to the Trustee Board for approval;
- 2.2.3. To monitor the financial performance of the Union and the achievement of business plans, budgets and financial key performance objectives;

- 2.2.4. To ensure that suitable arrangements are in place to support the economic, efficient and effective use of the Union's resources and expenditure
- 2.2.5. To act in the student members' interests ensuring sound processes and practices are in place to achieve value for money
- 2.2.6. To prepare recommendations to Trustee Board on capital expenditure in accordance with the Unions Financial Procedures
- 2.2.7. To ensure investigations are undertaken into new commercial opportunities and to make recommendations to Trustee Board on these matters.
- 2.2.8. To consider the draft annual financial statements, and make recommendations to the Trustee Board regarding their approval
- 2.2.9. To review the letter of representation, and make recommendations to the Trustee Board regarding its approval
- 2.2.10. To monitor and review the effectiveness of the external and internal audit functions in the context of the Union's overall risk management system and seek to ensure coordination of activity between these functions
- 2.2.11. To consider and advise the Trustee Board on appointment of the external and internal auditors, and any questions relating to their terms of engagement, audit fee or provision of any non-audit services
- 2.2.12. To review the annual external and internal audit plans to ensure consistency with the scope of audit engagement, taking into consideration the nature and scope of the audit process, and discuss with the auditors any problems and reservations arising from their audit
- 2.2.13. To monitor and regularly review the Unions central Risk Register and make recommendations as necessary in relation to risk to the Chief Executive and/or Trustee Board

### **2.3. Membership**

2.3.1. Membership of the Finance, Audit & Risk Committee shall be the:

- President of the Students' Union
- President of Education (Chair)
- President of Wellbeing & Diversity
- One External Trustee elected from the Trustee Board
- One Student Trustee elected from the Trustee Board
- Chief Executive (in attendance)
- Finance & Resources Manager (in attendance)
- The University Director of Finance (or designate) (in attendance)
- An external member with specific expertise (in attendance/optional)

### **2.4. Timing**

2.4.1. The Finance, Audit & Risk Committee shall meet at least four times per year in line with a schedule of business that will be developed and maintained by the Committee

### **3. People and Culture Committee**

#### **3.1. Role and Purpose**

- 3.1.1 To consider issues that may arise in conjunction with the employment of staff by the Union. The Committee will act in accordance with Byelaw 11. Discussions of the Committee will be held 'in camera'

#### **3.2 Responsibilities**

- 3.2.1 To approve and monitor the Students' Union Human Resource Strategy;
- 3.2.2 To approve and/or amend employee policies and procedures;
- 3.2.3 To be involved in the appointment of Managers;
- 3.2.4 To receive staff satisfaction/engagement surveys and agree and monitor action plans following receipt of such surveys;
- 3.2.5 To consider and approve proposed organisational restructures which may result in redundancies (2 staff or fewer) subject to consultation;
- 3.2.6 To receive workforce profile reports, including equality and diversity profiling, for action and planning;
- 3.2.7 To approve applications for salary regarding more than a one-point increase, the annual cost of living increase, and proposals for staffing structure changes.

#### **3.3 Membership**

- 3.3.1 Membership of the People and Culture Committee shall be the:

- President of the Students' Union (Chair)
- President of Education
- President of Wellbeing & Diversity
- One External Trustee elected from the Trustee Board
- One Student Trustee elected from the Trustee Board
- Chief Executive (in attendance)
- Staff representative(s) appointed by the Chief Executive (in attendance)
- An external member with specific expertise (in attendance/optional)

- 3.3.2 Only those individuals stated in the membership list will be able to attend meetings of this committee. Full Members who are not on the list cannot attend.

#### **3.3 Timing**

- 3.4.1 The People and Culture Committee should meet at least once a term. The members of the People and Culture Committee can also call a meeting of the Committee at any time during the year should an issue arise necessitating a meeting.

## **4. Health and Safety Committee**

### **4.1. Role**

- 4.1.1. The Students' Union Health and Safety Committee shall be responsible for reporting and making recommendations to the Trustee Board on the strategic and general management of the Students' Union's Health & Safety policies and procedures.

### **4.2. Responsibilities**

- 4.2.1. To oversee the implementation of the Students' Union Health and Safety Policy;
- 4.2.2. Oversight of the development and implementation of the safety management systems for the whole of the Students' Union, including procedures and safe systems of work;
- 4.2.3. To ensure compliance with Health and Safety legislation and to achieve best practice wherever possible;
- 4.2.4. Agreeing a common route for communicating the committee's findings which can be monitored and performance managed;
- 4.2.5. To act on behalf of and to advise the Trustee Board on matters of health, safety and environmental policy, structure and communications; and to recommend any action necessary to ensure the health and safety of staff, students and members of the public (including contractors and visitors to the Students' Union premises);
- 4.2.6. To keep under review the Students' Union legal obligations with regards to health, safety and environmental statutory requirements and to identify through regular monitoring and bring to the attention of the Trustee Board where the basic standard is not being achieved;
- 4.2.7. To receive reports on health and safety audits, accident statistics, communications with enforcing authorities and to make recommendations to relevant department of any corrective action required;
- 4.2.8. To receive updates on changing legislation and to review and assist in the development of policies and procedures to enable the Students' Union to meet all statutory requirements;
- 4.2.9. To consider accident statistic reports and to consider recommendations to reduce and/or control the risk;
- 4.2.10. To monitor staff training and development programmes as they relate to health, safety and environmental issues to ensure appropriate training is provided to enable all staff to safely discharge their duties
- 4.2.11. Where a situation arises that is not covered by the terms of reference, the Health and Safety in Employment Act 1992 and its subsequent amendments and default provisions shall apply.

### **4.3. Membership**

4.3.1. Membership of the Students' Union Health and Safety Committee shall be the:

- President of the Students' Union
- President of Education
- President of Wellbeing & Diversity (Chair)
- One External Trustee elected from the Trustee Board
- One Student Trustee elected from the Trustee Board
- Chief Executive (in attendance)
- Operations & Business Development Manager (in attendance)
- Student Opportunities Manager (in attendance)
- University Health & Safety Officer (or designate) (in attendance)
- An external member with specific expertise (in attendance/optional)

#### **4.4. Timing**

4.4.1. The Health and Safety Committee will meet three times a year. The meetings should be placed between the timings of the University's Health and Safety Committee to ensure that any appropriate messages can be cascaded down the structure or required work completed

4.4.2. The Health and Safety Committee should meet immediately following and serious incident to review such an incident

### **5. Elections Committee**

#### **5.1. Role and Responsibility**

5.1.1. To be convened by the Deputy Returning Officer during an election period.

5.1.2. To organise all matters concerning the publicity, voting and counting of elections.

#### **5.2. Membership**

5.2.1. Membership of the Elections Committee shall be:

- The Returning Officer
- The Deputy Returning Officer(s) (Chair)
- One External Trustee elected from the Trustee Board
- Chief Executive (if not acting as Deputy Returning Officer)
- Student Opportunities Manager (if not acting as Deputy Returning Officer)
- The University Secretary or designate (in attendance)

5.2.2. Only those individuals stated in the membership list will be able to attend meetings of this committee.

#### **5.3. Timing**

5.3.1. The Elections Committee will meet as and when it is required during the elections period.

### **6. Appointments Committee**

## **6.1. Role and Responsibility**

- 6.1.1. To consider the appointment of Student and External Trustees, and any other roles that may require appointing.

## **6.2. Membership**

- 6.2.1. Membership of the Appointments Committee shall be the:

- President of the Students' Union (Chair)
- Two non-Sabbatical Trustee members of the Executive Committee elected by the Executive Committee
- The University Secretary or designate (in attendance)

- 6.2.2. Only those individuals stated in the membership list will be able to attend meetings of this committee. Full Members who are not on the list cannot attend.

## **6.3. Timing**

- 6.3.1. The Appointments Committee will meet as and when it is required.

# **7. Scrutiny Panel**

## **7.1. Role and Responsibility**

- 7.1.1. To scrutinise members of the Executive Committee and hold them to account for the delivery of their remit and manifestos.
- 7.1.2. To review activity reports from the members of the Executive Committee, which should be received at least two weeks ahead of the Scrutiny Panel meeting.

## **7.2. Membership**

- 7.2.1. Membership of the Scrutiny Panel shall be:

- Chair of Executive Council (Chair)
- Three full student members (recruited via formal recruitment process led by the staff team of the Students' Union)
- Chief Executive (in attendance)
- Student Opportunities Manager (in attendance)
- Any full member of the Union (in attendance)

- 7.2.2. Meetings of the Scrutiny Panel will be open to full members of the Union who will be permitted to ask questions regarding the activities of the members of the Executive Committee at meetings of the Scrutiny Panel.

## **7.3. Timing**

- 7.3.1. The committee shall meet a minimum of three times per year

## **8. Discipline Committee**

### **8.1. Role**

- 8.1.1. To be convened by a Sabbatical Trustee to discuss matters that may arise through the execution of the disciplinary process for full members
- 8.1.2. Discussions of the committee will be held 'in camera'.

### **8.2. Membership**

- 8.2.1. Membership of the Discipline Committee shall be:
  - A Sabbatical Trustee not already involved in the matter (Chair)
  - Two members of the Executive Committee
  - The Chief Executive or delegated member of staff (in attendance)
  - The defendant (in attendance)
  - Any other individuals deemed appropriate by the Committee (in attendance)
- 8.2.2. Only those individuals stated in the membership list will be able to attend meetings of this committee. Full Members who are not on the list cannot attend.

### **8.3. Timing**

- 8.3.1. The Disciplinary committee shall meet as required when a disciplinary matter arises or when a Sabbatical Trustee requires the committee's involvement in a matter.
- 8.3.2. The committee will meet within 10 working days after being called, unless this is not feasible and/or agreed otherwise with the defendant.
- 8.3.3. The committee will issue its outcome to the defendant within five working days of meeting, unless a further meeting is required if so the defendant will be informed of this.

## **5.4 Appeals**

- 5.4.1 If a student or student group wishes to appeal the outcome of the Discipline Committee they may do so within five working days of being issued the outcome.
- 5.4.2 Appeals may only be lodged if:
  - 5.4.2.1 the student can show that either the process of investigation and/or the disciplinary hearing did not follow procedure or natural justice;
  - 5.4.2.2 new or significant information has come to light that could not reasonably have been provided previously;
  - 5.4.2.3 the decision that has been made is perverse or unfair.
- 5.4.3 Any appeals should be made in writing to the Chief Executive who will then support the convening of a Discipline Appeals Committee



## **9. Discipline Appeals Committee**

### **9.1. Role**

- 9.1.1. To be convened by the Chief Executive to discuss an appeal that may arise through the execution of the disciplinary process
- 9.1.2. Discussions of the committee will be held 'in camera'.

### **9.2. Membership**

- 9.2.1. Membership of the Discipline Committee shall be:
  - A member of the Executive Committee not already involved in the matter (Chair)
  - Two further members of the Executive Committee not already involved in the matter
  - The Chief Executive or delegated member of staff (in attendance)
  - The defendant (in attendance)
  - Any other individuals deemed appropriate by the Committee (in attendance)
- 9.2.2. Only those individuals stated in the membership list will be able to attend meetings of this committee. Full Members who are not on the list cannot attend.

### **9.3. Timing**

- 9.3.1. The committee shall meet as required when an appeals matter arises.
- 9.3.2. The committee will meet within 10 working days after being called, unless this is not feasible and/or agreed otherwise with the defendant.
- 9.3.3. The committee will issue its outcome to the defendant within five working days of meeting, unless a further meeting is required if so the defendant will be informed of this.

## **10. Service Development Committee**

### **10.1. Role and responsibilities**

- 10.1.1. The Students' Union Service Development Committee shall be responsible for reporting to and making recommendations to the Trustee Board on the strategic and general management of the Students' Union's student facing services, activities policies and procedures.
- 10.1.2. To approve and review changes to commercial services and member activities
- 10.1.3. To develop, approve and review sports, societies, volunteering and activity policies and strategies
- 10.1.4. To make proposals to the Board about changes and developments to commercial services, member services and activities
- 10.1.5. To oversee political and representative procedures, policies and activities
- 10.1.6. To recommend best practice for the development of all services and activities
- 10.1.7. To oversee and review Marketing and Communications strategies and plans
- 10.1.8. To monitor staff training and development regarding service delivery

### **10.2. Membership**

- 10.2.1. The membership of the Service Development Committee shall be the:

- President of the Students' Union (Chair)
- President of Education
- President of Wellbeing & Diversity
- One External Trustee elected from the Trustee Board
- One Student Trustee elected from the Trustee Board
- Chief Executive (in attendance)
- Staff representative(s) appointed by the Chief Executive (in attendance)
- An external member with specific expertise (in attendance/optional)

10.2.2. Only those individuals stated in the membership list will be able to attend meetings of this committee. Full Members, who are not on the list, cannot attend.

## **11. Timing**

- 11.1.** The Services Development Committee shall meet at least twice per year. The members of the People and Culture Committee can also call a meeting of the Committee at any time during the year should an issue arise necessitating a meeting.