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**Tuesday 18 October 2022 6.00pm to be held online via Zoom**

**Agenda**

**1. Welcome and Apologies**

***Members are reminded:***

* *The meeting will be recorded and also live streamed.*
* *Please be respectful towards each other at all times.*
* *Please use the ‘raise hand’ function if you wish to speak during the meeting.*
* *Please remember to keep yourself muted during the meeting, unless asked to speak.*

**2. Chair’s Introduction**

**3. Election of Deputy Chair**

Student Council needs to elect a Member to serve as Deputy Chair:

*4.2 An election for Student Council Deputy Chair shall be held as the first item of business at the first meeting of the academic year.*

*4.2.1 The Student Council Deputy Chair shall undertake the duties and responsibilities assigned to the Student Council Chair in the Bye Laws in the absence of the Student Council Chair.*

*Members will be invited to nominate themselves at the meeting, and then invited to say a few words (one minute each) about what they think they would bring to the role. Members will then be asked to vote.*

**3. Terms of Reference of Student Council and its Sub Committees** *(appended at end)*

*Student Council needs to note and ratify the Terms of Reference of Student Council.* *These will have been circulated in advance and will be taken as read. Members will be asked for questions, or comments and then will be asked to vote to approve them.*

*The Terms of Reference for the Sub-committees of Student Council will go to the first meeting of the relevant Sub-Committee where its Members will have the opportunity to review and approve them before they come to the next meeting of Student Council.*

**5. Minutes of Previous Meeting** *(appended at end)*

Student Council are asked to note/approve the minutes of the last meeting of Student Council held on 15 March 2022.

*These will have been circulated in advance and will be taken as read.*

**6. Minutes from Sub-Committees** *(appended at end)*

*Most Sub-Committees will have met at this point in the year - if any minutes are available, these will have been circulated in advance and will be taken as read. Members can then ask any questions to the relevant Chairs/members.*

**7. Report from the Scrutiny Panel and Executive Officer Updates**

The Scrutiny Panel will not have met in advance of this meeting as it is still very early in the year. Normally, the Scrutiny Panel meets before each Council meeting and may make recommendations to Student Council - *(Please see proposed Bye-law changes in respect of Scrutiny Panel below)*

The Executive Officers will be asked to give verbal updates on their work so far this year.

**8. Bye-Law Changes**

**a) Should the Union amend its Bye-Laws to reduce the number of subcommittees of Student Council?**

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**Proposer:** Adi Sawalha (QMSU President)

**Seconder:** Saynab Sharif (QMSU VP HSS)

**What do you want?**

Remove the following text from section 14.1 of the Student Council Bye-Law:

vi) Communities Board

viii) Education Board

Add the following text to section 14.1 of the Student Council Bye-Law:

v) Welfare and Liberation Board

**Why do you want this?**

As part of the Democracy Review that was undertaken in 2019/20, several new subcommittees of Student Council were established. The increase in the number of subcommittees means that many part-time officers now attend 2 or more subcommittees in addition to Student Council. Further, some of the subcommittees have substantial overlap in membership and/or topics discussed.

Feedback from part-time officers in 2020/21 and 2021/22 has suggested that the workload associated with the increased number of subcommittees is too high, which leads to many part-time officers having to send apologies to meetings (which has meant that some meetings are not quorate). Further, the overlap between subcommittees has negatively affected engagement, and feedback suggests that part-time officers have found it necessary to prioritise two similar meetings held within a short period of time and only attend one.

By merging Welfare Board and Communities Board to a new Welfare and Liberation Board, we will reduce the workload for the welfare and liberation officers. Officers will no longer have to prioritise between Welfare Board and Communities Board. The new Welfare and Liberation Board will have the same membership as the old Welfare Board and Communities Board, apart from the postgraduate officers, who will no longer attend Welfare and Liberation Board. However, postgraduate officers already have a separate subcommittee (Postgraduate Board), which will continue to exist in its current form, and postgraduate officers will be able to take matters that were previously discussed at Communities Board to Postgraduate Board instead.

By removing Education Board, we will reduce the workload for education officers. Matters that were previously discussed at Education Board will now be referred to the Faculty Boards (BLSA, HSS and/or S&E depending on the topic) or Student Council.

If a need for these subcommittees arises in the future, section 14.3 of the Student Council Bye-Law means that Student Council has the power to re-establish the subcommittees.

**What impact will this have?**

There’ll be fewer meetings for the elected officers to attend, which is expected to increase attendance at the remaining meetings. Further, the overlaps between subcommittees will be reduced, making it easier for elected officers and students to understand the subcommittee structure and take their agenda items to the most relevant subcommittee.

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**B) Motion to amend the Scrutiny Panel Bye-Law**

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**Proposed by:** Azzah Abubacar (Student Council Chair)

**Seconded by:** Adi Sawalha (SU President)

This motion is designed to implement the changes to the working of the Scrutiny Panel, as recommended by a review conducted by the 2021-22 Student Council Chair amongst members who had served on the Panel, and passed on to the 2022-23 Student Council Chair. The question concerning the quota system has not been addressed, as this was not a firm recommendation.

**Scrutiny Panel Review**

Based upon discussions at this year’s meetings and practical experience, we would suggest the following changes to the workings of the Scrutiny Panel going forward.

**Membership**

Select pool of volunteers from Student Council at beginning of year in the normal way, select a pool of volunteers drawn from Course Reps and members of Student Groups at the beginning of the year, and then allocate members to each Panel meeting so that they know which dates to keep free. In-year, reps were drawn from Course Reps and Officers of Student Groups who therefore had some knowledge of the Students’ Union’s work, this is something that worked well and should be continued next year. Drawing up the membership of each panel at the start of the year so members knew who was attending and when, also worked well.

**Quota System**

Maybe this could be abandoned - Panels pretty well-balanced anyway over the year and why select only one demographic to receive a quota?

**Timescale**

Greater gap (maybe two weeks) between Scrutiny Panel and Student Council to allow for follow-ups and reporting.

**PTO Reports**

Suggest PTO reports should go to the relevant Sub-Committee of Student Council now that these are up and running, where Reps with similarly themed roles can hold each other to account. Too many for Panel members to consider and many too short to be meaningful without context (PTOs not in attendance). Then suggest each Panel meeting looks at the minutes from a particular Sub-Committee/Sub-committees to take a general overview on their work.

**Commendations/Censures/No-confidence**

Suggest that recommendations of commendation, censure and no-confidence are similarly delegated to Sub-Committees (with the support of the relevant staff members).

A tracked-changes draft of the proposed amendments is as follows:

**Bye-Law 9 Scrutiny Panel**

1. **Membership**
	1. The Scrutiny Panel shall be composed of 3 members of Student Council, and 4 members of the Student Body.
		1. The membership of the Panel shall change at every meeting and every member must be given notice of selection at the beginning of the academic year.
		2. The 3 Student Councilors will be drawn at random from a pool of volunteers from Student Council, excluding the Executive Officers.
		3. The 4 members of the Student Body will be drawn at random from a pool of volunteers recruited from amongst the Course Reps and Officers from Student Groups.
		4. At least 50% of the Student Councilors (including the Chair) and 50% of the Student Body members who form the panel must self-define as women.
	2. Quoracy for the Panel will be 2 members of the Student Body and 2 members of Student Council including either the Student Council Chair or Deputy Student Council Chair.
	3. The Panel shall be chaired by the Student Council Chair who will not have a casting vote, but shall bear all the other responsibilities of a Panel Member.
		1. In the absence of the Chair, the Deputy Student Council Chair shall chair the Panel.
	4. A member of staff allocated by the CEO shall attend to take minutes, and provide a staff perspective if and when required by a Panel Member. They will not be able to make recommendations to Student Council, or have a vote.
	5. A Panel Member shall be dismissed at the discretion of the Chair if they break the Code of Student Conduct.
	6. The Chair shall only be dismissed from the Panel if first dismissed from their position as Chair of Student Council.
2. **Responsibilities**
	1. The Panel shall meet to discuss and feedback on the work of the Executive Officers and the Executive Committee.
	2. The Panel shall report its findings at the next meeting of Student Council via an oral summary given by and at the discretion of the Chair.The Executive Officers’ reports, as considered by the Scrutiny Panel, shall be appended to the Student Council papers.
	3. For Executive Officers the panel will use the following information:
3. A report written by the Executive Officer which must be at minimum half a page in length and a maximum length of 3 pages;
4. Minutes of the Executive Committee;
5. A 5 minutes presentation by the Executive Officer to the Panel followed by a 10 minute Question and Answer session at the discretion of the Chair;
6. The extent to which the policies, mandates and actions by students and Student Council allocated to the Executive Officer have been completed;
7. The Action Plan of the Executive Officers;
8. Any feedback, comments or questions provided by students.
	* 1. Board of Trustees. If there are concerns regarding the work of the Sabbatical Officers in their role as Trustees, these should be passed to the Chair of the Board of Trustees, or to the Deputy Chair of the Board if the concern is regarding the President. This does not remove the rights of Student Council to remove the Sabbatical Trustees as per the Articles of Association.
	1. The Panel shall make the following recommendations to Student Council, but does not have the power to pass the recommendation itself:
9. Commendation – Given to those who have demonstrated exceptional work;
10. Satisfaction – Given to those who have demonstrated satisfactory work;
11. Censure – Given to those who have not satisfied the requirements of the Panel in meeting their responsibilities;
12. No Confidence – Given to those who have either already been Censured and would again be Censured by the Panel, in which case they will be given an automatic recommendation of No Confidence. Or if they have performed their responsibilities so exceptionally poorly that the Panel feels that the position should be opened again for election without a Censure being given first - a recommendation of No Confidence given by the Scrutiny Panel shall satisfy the requirement of a secure ballot as required by the Union’s articles of Association.
	1. Any recommendation of Censure or No Confidence must first include a welfare check to be carried out by a member of Staff allocated by the CEO between the meeting of the Panel and the next Student Council meeting.
	2. The content of a Welfare Check shall be decided by the Panel, but may include contacting the Representative as to why a report was not submitted, or they may mandate the member of staff allocated by the CEO to meet the person physically or via video call.
	3. The Panel should also indicate what it would change its recommendation to if the Welfare Check reveals mitigating circumstances. Chairs Action will then be taken to change the recommendation.
	4. All recommendations from the Panel must be voted on by Student Council at its next meeting in order to ratify them.
13. **Meetings**
	1. Meetings of the Panel shall take place a minimum of 10 working days before each meeting of Student Council.
	2. The agenda of the meeting, together with the reports from the Executive Officers, should be made available to the Panel at the latest 3 days before the meeting.
14. **Scrutiny of Student Council Members**
	1. Scrutiny of Part-time Officers who are members of Student Council shall be the responsibility of the Student Council Sub-committees on which they serve.
	2. Part-time Officers should report on their work to the relevant sub-committee/s of which they are members, in a format approved by the relevant sub-committee. The Sub-committee shall also consider:
		1. A record of attendance at, or apologies sent to, Student Council, its Sub-committees and the Annual Members Meeting. This will be compiled by the appropriate member of staff;
		2. Any feedback, comments or questions provided by students;
		3. In exceptional circumstances, if requested by the Panel, a 5 minute presentation by the Student Councilor to the Panel followed by a 10 minutes Question and Answer session, which may be extended at the discretion of the Chair.
	3. Sub-committees are responsible for considering the work of their members, and may make following recommendations to Student Council, but do not have the power to pass the recommendation itself:
15. Commendation – Given to those who have demonstrated exceptional work;
16. Satisfaction – Given to those who have demonstrated satisfactory work;
17. Censure – Given to those who have not satisfied the requirements of the Panel in meeting their responsibilities;
18. No Confidence – Given to those who have either already been Censured and would again be Censured by the Sub-committee, in which case they will be given an automatic recommendation of No Confidence. Or if they have performed their responsibilities so exceptionally poorly that the Sub-committee feels that the position should be opened again for election without a Censure being given first.
	1. Any recommendation of Censure or No Confidence must first include a welfare check to be carried out by a member of Staff allocated by the CEO between the meeting of the Sub-committee and the next Student Council meeting.
	2. The content of a Welfare Check shall be decided by the Sub-committee, but may include contacting the Part-time Officer as to why a report was not submitted, or they may mandate the member of staff allocated by the CEO to meet the person physically or via video call.
	3. The Sub-committee should also indicate what it would change its recommendation to if the Welfare Check reveals mitigating circumstances. Chairs Action will then be taken to change the recommendation.
	4. All recommendations from the Sub-committee must be voted on by Student Council at its next meeting in order to ratify them.
	5. The Scrutiny Panel may choose, from time to time, to review the minutes of Sub-committees to ensure that they are exercising effectively their responsibility of holding Part-time Officers to account.

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**9. Motions**

1. **Separate EC/Assignment Deadline Extension Process for Disabled Students and those with SpLDs**

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**Proposed by:** Laila Staubmann

**Seconded by:** Amna Anwar

**What do you want?**
I want the Students’ Union to lobby the University to give disabled and spdl students a separate EC/Assignment Deadline Extension application process, which does not require evidence.

**Why do you want it?**
The current process suggests that Extensions are only valid in the case of "sudden and unexpected" illness. This policy is deeply ignorant to the fact that students with SpLDs or disability often chronically struggle with meeting deadlines, such as a student with ADHD, depression or a physical disability, resulting in discriminatory punishment and mark deduction. This is particularly true as the EC process often requires evidence for every submission, so disabled/SpLD students in need of multiple submissions are forced to do even more work approaching doctors every single time they need an extension. Many universities, such as Sussex, UEA, and Goldsmiths, have successfully implemented a separate process for students who are under DDS, where they need to fill out a form and will be granted a 2 week extension to. The current process excludes disabled people and prevents them from engaging with their studies.

**What impact will this have?**
QMUL prides itself on its inclusive environment, but the support for the large number of disabled/SpLD students is deeply lacking. This would provide a level playing field for all, helping students who need it to engage better with their studies and ensure that they can meet their deadlines without being forced to do extra work for being disabled/SpLD.

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**10. Policy Renewal**

# *Policy Renewal*

* 1. *Policy passed more than two academic years earlier shall be presented to Student Council with a recommendation from the Executive Committee to renew, embed or lapse.*
	2. *Any policy that is renewed will be debated again after 2 years.*
	3. *Any policy that is embedded will be considered permanent policy until Student Council brings it back for debate to retain or lapse.*
	4. *Recommendations shall require the approval of a simple-majority of Student Council to be passed and should be done in 1 vote for all policies at the same time.*
		1. *Student Councillors should make clear to the Chair any individual recommendations they would like to be debated separately, the Chair shall bring these forward for debate before being voted on. The rest of the recommendations shall then be voted on in 1 vote.*
	5. *A Union member may, at any time, bring policy that is considered to be out of date to the attention of Student Council to be debated.*
	6. *Policies which exceed the 2-year limit for any reason shall be brought forward for debate at the next meeting of Student Council.*

The following policies are now due for review and may be lapsed, renewed of embedded:

*These have been discussed by the Executive Officers, who have made recommendations for each - Adi can lead on this and the Executive Officers can take any questions.*

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| **Policy** | **Recommendation** |
| **The Union should have a policy on Union Development** | **Lapse** – the majority of these actions have been completed, and the remaining ones have been superseded by later policies |
| **QMSU should lobby the university to change the QMUL bursary payment dates** | **Lapse** – this has been achieved and no further actions are required |
| **QMSU should live-stream student council and AMMs** | **Embed** – this is now normal practice in the Students’ Union |
| **No crown on BL clothes** | **Embed** – this is now normal practice in the Students’ Union |
| **Investigate Mental Health Support** | Lapse – this has been completed |

**9. AOB**

**Annual Members Meeting** - the date proposed is **Monday 14 November 2022** at **6pm** and all Student Council Members are expected to attend.