

THE STUDENT UNION CONSULTATION COMMITTEE

1 CONSTITUTION

- 1.1** The Corporations Students' Union Consultation Committee last reviewed its Terms of Reference on 6 November 2015.

The Corporation formally adopted the following terms of reference on 20 March 2008 in compliance with the Instrument and Articles of Government effective 1 January 2008.

2 OBJECTIVE

- 2.1** The Committee shall ensure that the Corporation is updated on the Students' Union activities, and enable an exchange of views.
- 2.2** The Committee will work with the Students' Union to help deliver services that are relevant, efficient and good value to enhance the student experience.
- 2.3** The Committee will work with the Students' Union to ensure that every student feels; engaged with their education, supported and valued as part of the wider learning environment and are given opportunities to expand and develop to fulfil their individual potential.

3 MEMBERSHIP

- 3.1** The membership shall be appointed by the Corporation and shall consist of:

- The two Staff Members
- The Principal
- Students' Union President
- Student Member
- Four other Members of the Corporation

- 3.2** A quorum shall be four Members present.

- 3.3** The Chair shall be appointed by the Committee from among their number, excluding the Principal and Executive Director, Staff and Student Members.

4 ATTENDANCE AT MEETINGS

- 4.1** Three members of the Students' Union Executive.

- 4.2** The Director of Student Support Services

- 4.3** The members of the Students' Union Executive may be invited at the request of the Students' Union.

- 4.4** The incoming SU Executives to be invited to the last meeting of the SU Consultation Committee to enable an effective handover each year.

- 4.5** The Student Activities Manager may attend at the request of the Committee.

- 4.6** The Clerk to the Corporation will act as Clerk to the Group.

5 FREQUENCY OF MEETINGS

5.1 Meetings shall be held not less than three times a year.

6 AUTHORITY

6.1 The Group is authorised by the Corporation to consider new developments and suggestions put forward by the Students' Union.

6.2 To consult with the Students' Union on relevant issues.

7 DUTIES

7.1 The Group shall:

- consider annual accounts of the Students' Union
- consider finances including oversight of the income and expenditure and budget of the Students' Union
- receive information relating to Student Union activities
- consider new developments
- consult on relevant issues
- make relevant recommendations to the Corporation

8 REPORTING PROCEDURE

8.1 The Clerk to the Corporation shall circulate Minutes of the meeting to all Corporation Members.

8.2 At each meeting the Minutes of the last meeting shall be taken as an agenda item, and if agreed to be accurate, signed by the Chairman as a true record.

8.3 A folder of agenda, reports and minutes will be held in the Clerk's office and made available during normal office hours at the College to any person wishing to inspect it. Minutes of the Committee will be placed on the College's website for a period of not less than twelve months, subject to any confidentiality requirements in accordance with the Instruments and Articles of Government.

8.4 The Clerk will ensure that:-

- i. Restricted and confidential documents and reports should be marked with a declassification review date;
- ii. Annual review is undertaken of items classed as 'confidential' or 'restricted' and recommendations for any declassifications are made for Corporation approval in order to make them publicly available once they either cease to be confidential or where it considers that the public interest in disclosure outweighs the reason for them to remain confidential.

9 PUBLIC ACCESS

9.1 The Corporation shall decide any question as to whether a person should be allowed to attend any of its meetings where that person is not a Member, the Clerk or the Principal and in making its decision, it shall give consideration to any matters of confidentiality in accordance with the Instruments and Articles of Government.