

## Scrutiny Committee

Approved: Trustee Board 5<sup>th</sup> September 2018

<b>Membership</b>	<ol style="list-style-type: none"><li>1. The Scrutiny Committee shall be composed of at least 5 members.</li><li>2. Membership will be drawn from those students who are involved with Student Executives and other representative roles within the Union.</li><li>3. Scrutiny Committee members must not be Trustees of the Union</li><li>4. At least two members of the committee must self-define as women</li><li>5. Union Council shall approve membership of the scrutiny committee<ol style="list-style-type: none"><li>5.1. The final composition, eligibility, term of office and procedures for selection of scrutiny committee members shall be contained in a scrutiny committee guidance document.</li></ol></li></ol>
<b>Scrutiny Committee</b>	<ol style="list-style-type: none"><li>6. The responsibility of the Scrutiny Committee will be to:<ol style="list-style-type: none"><li>6.1. Oversee the work of the Officer Trustees</li><li>6.2. Monitor the activities of the Trustee Board on behalf of Union Council</li><li>6.3. Act as a critical friend to support the Sabbatical Officers priority plans for the year ahead by sometimes recommending alternative or additional courses of action.</li><li>6.4. Receive details, where relevant, of Sabbatical Officers political expenditure</li><li>6.5. Ensure that every Officer is performing adequately in their role and to provide support and suggestions for improvement.</li></ol></li><li>7. Every Officer Trustee shall provide a written report detailing their work since the previous meeting and the progress they have made towards their priorities. The format of the report shall be outlined in the scrutiny committee guidance document.</li><li>8. The Committee shall also receive information of the days of leave, Time of in Lieu (TOIL) taken by the Officer during the relevant period. As well as details of expenditure, where relevant, on the year priorities, policies they are responsible for implementing or other expenses incurred as shall be determined from time to time.</li><li>9. The Scrutiny Committee shall discuss each report with the Sabbatical Officer and any other matters the Committee believes to be pertinent.</li><li>10. Sabbatical Officers may bring a friend or representative to their meeting with the scrutiny committee.</li><li>11. Meetings of the scrutiny committee shall ordinarily be open for members of the union to attend. In exceptional circumstances the scrutiny committee may exclude members from the meeting and sit in private. The scrutiny committee guidance document shall provide guidance on when a private sitting may be necessary</li><li>12. Following the conclusion of the interview, the Committee members shall individually rate the performance of the Officer according to the following scale:<ol style="list-style-type: none"><li>Outstanding (4 points)</li><li>Good (3 points)</li><li>Needs improvement (2 points)</li><li>Poor (1 point)</li></ol></li><li>12.1. The scrutiny committee guidance document may set out in further detail a framework for arriving at each rating</li><li>12.2. The ratings of the Committee members shall be averaged and rounded to the nearest point on the scale. This shall be the Committee's view of the performance of the Officer.</li></ol>

	<p>12.3. After every meeting, the Committee shall report to Union Council scores of each Sabbatical Officer, along with comments explaining how the Committee came to its position and any recommendations for improvement or additional support for the Officer.</p> <p>13. At the first Scrutiny Committee of the year the Sabbatical Officers shall submit their individual and collective priorities for the year ahead. This should include an indication of cost and time lines.</p> <p>14. In the case where the Scrutiny Committee believes that disciplinary action is required, it may propose a motion of Reprimand, censure or no confidence to Union Council</p>
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