

LUSU STAFF/STUDENT PROTOCOL BYE LAW

- 1.1. Critical to the successful operation of LUSU are positive and harmonious working relations between LUSU members, Officers and staff. This protocol, by clarifying responsibilities and boundaries, seeks to set a framework in which good relations can develop.
- 1.2. LUSU staff are required, under their contracts, to observe and faithfully implement the policies of LUSU Council and at all times to give independent, impartial advice to LUSU Officers and LUSU Council. Instructions to implement such policy shall be given to staff by the Chief Executive, who is their Head of Department.
- 1.3. A line management structure for staff exists, headed by the Chief Executive. It is essential that all staff and officers are aware of and observe this structure and a diagrammatic illustration of it will be issued regularly. If members of LUSU Council have any questions or problems concerning this, they should see the Chief Executive. If staff have any queries they should see their line manager, or the Chief Executive in the case of senior managers.
- 1.4. The Chief Executive has a contractual responsibility for the financial management of LUSU, its staff, administration, commercial operations and long term well-being and development, ensuring that all relevant legislation is adhered to, authorising any leases and contracts, health and safety matters and insurance. They are also responsible directly to the University as Accounting Officer. From time to time it is inevitable the responsibilities and policy decisions of LUSU Council may diverge from those of the Chief Executive and differences of opinion be thrown up. In that situation, refer to the Constitution.
- 1.5. LUSU staff are University employees who are seconded to work under the direction of the Chief Executive, their Head of Department.
- 1.6. No instruction shall be given to the Chief Executive or other LUSU staff by University officers unless specifically set out in legislation or implied by legal liabilities falling on the University.
- 1.7. LUSU staff are linked into the University for strictly contractual/personnel issues via the Chief Executive reporting to the Pro-Vice-Chancellor, who will act as the Head of Department for the LUSU Chief Executive.
- 1.8. LUSU staff should discuss issues and problems internally in advance of notifying the University, through the Chief Executive, of any problems or issues that may arise.

- 1.9. Any complaints concerning LUSU staff shall be made to the Chief Executive and dealt with through University procedures. If complaints concern the Chief Executive, they shall be discussed between the Trustee Board. If they cannot be resolved internally, the Trustees shall have the power to refer the matter to the Pro-Vice Chancellor.
- 1.10. Any staff with cause for complaint concerning officers and members shall raise the matter with the Chief Executive who will discuss the matter with the LUSU Trustee Board. They will decide on appropriate procedures including the possibility of bringing the disciplinary procedures into action.
- 1.11. It is recognised that to achieve a professional working environment both staff and Officers should treat each other with courtesy and mutual respect.
- 1.12. The smooth running and efficiency of the organisation requires all involved in it to be flexible about helping other areas under pressure and are kept informed about matters affecting their area of work.
- 1.13. Any operational problems observed by officers or staff should be brought immediately to the notice of the Chief Executive.
- 1.14. Health & Safety and security are important to all working in LUSU premises, and all officers and staff shall act in such a way as to minimise any problems and risks.
- 1.15. It is the specific responsibility of the Chief Executive to ensure each new employee has a copy of this Protocol.
- 1.16. It is the specific responsibility of the LUSU President to ensure each new officer has a copy of this Protocol.
- 1.17. Staff members will not take part in public discussion of LUSU policy issues, nor give public expression to views contrary to the policies of LUSU.
- 1.18. Staff members will not comment to representatives of the media, which shall include the student media, unless specifically agreed.