

## Scrutiny Committee

**Approved: Trustee Board 22<sup>nd</sup> June**

<b>Membership</b>	<ol style="list-style-type: none"><li>1. The Scrutiny Committee shall be composed of 5 members of Student Executives, elected by Union Council, who must not be Trustees. At least two members of the committee must self-define as women.</li></ol>
<b>Scrutiny Committee</b>	<ol style="list-style-type: none"><li>2. The responsibility of the Scrutiny Committee will be to:<ol style="list-style-type: none"><li>2.1. Oversee the work of the Officer Trustees</li><li>2.2. Monitor the activities of the Trustee Board on behalf of Union Council</li><li>2.3. Scrutinise the Sabbatical Officers priority plans for the year</li><li>2.4. Receive details, where relevant, of Sabbatical Officers political expenditure</li><li>2.5. Ensure that every Officer is performing adequately in their role and to provide support and suggestions for improvement.</li></ol></li><li>3. Every Officer Trustee shall provide a written report, not to exceed 1000 words, one week before every meeting of the Scrutiny Committee, detailing their work since the previous meeting and the progress they have made towards their priorities.<ol style="list-style-type: none"><li>3.1. 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>3.2. The Scrutiny Committee shall interview each Sabbatical Officer on their report and discuss any matters the Committee believes to be pertinent. Interviews shall be private and only the Committee members, the Committee Secretary, the Officer being interviewed and their friend or representative may attend.</li><li>3.3. Following the conclusion of the interview, the Committee members shall individually rate the performance of the Officer according to the following scale:<ul 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></ul></li><li>3.4. 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><li>3.5. 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.</li></ol></li><li>4. 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.</li><li>5. 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</li></ol>