

The Durham SU Board of Trustees are ultimately responsible for the good governance of Durham SU, and has prepared interim guidance for the selection of student group Committees in Easter term 2020 in order to facilitate selections in the extraordinary circumstances of the Covid-19 crisis. In Michaelmas term 2020, these regulations will be discussed at Assembly and a revised proposal will then be approved by both Assembly and the Board.

Durham Students' Union is a democratic organisation by default and expects the vast majority of student leadership positions to be elected, however on occasion the nature of certain groups may require all or some of their positions to be selected.

1. Entitlement to selection methods

1.1 As standard, student media groups may hold some or all of their committee position recruitment processes by selection methods, subject the provisions of this policy. All other student groups must follow the processes in the Student Groups Elections Policy.

Groups who have gained approval to hold selection methods for their committee members will have this expressly granted through the Student Groups Delegation Framework as part of annual registration.

1.2 Students may apply for any role being advertised if they are a paid member via the Students' Union website.

1.3 Only student members may apply for any role on the committee. Associate members, including Honorary Life Members (HLM's) are not eligible to apply for any roles.

1.4 Groups will only be authorised to select Committee members as an exception if there is sufficient evidence that the role:

- Requires specialist skills, or the receipt of a qualification essential to be able to carry out the role.
- Responsible for a high-risk activity, such that the role requires assessment against criteria to ensure risk is effectively managed.

1.5 For clarity, it will not be acceptable to select for a role on the basis that the role is responsible for an activity which the current Committee or group wants to be conducted in a certain way.

2. Selection Processes

2.1 All selection processes must be run in a lawful, fair and positive way. Any group intending to run a selection process must attend Durham SU training on fair selection, and will not be permitted to run a selection process until all members of the selection panel have been authorised by the Opportunities Manager.

2.2 All selection methods must comply with any Durham SU policies, and governing documents at all times.

2.3 All roles available for selection must be included in the student group's constitution and have been passed successfully at an AGM or GM.

2.4 A role description and a person specification must be produced for each role prior to advertising and be approved by the committee and the Opportunities Manager.

2.5 Members must be given a minimum of 14 days to submit applications to any particular role.

2.6 The student group secretary should remove any personal data relating to the applicants before providing the applications to the shortlisting panel. Applications must not be shared beyond those involved in the recruitment process and Durham SU staff.

2.7 Applications received will be reviewed by a shortlisting panel made up of a minimum of three members. The shortlisting panel should score applications for suitability against the person specification.

2.8 Those selected for interview should be informed at least 7 days prior to the date of the interview and be given the opportunity to outline any accessibility requirements.

2.9 The interview panel should be the same as the shortlisting panel wherever possible with a minimum of three interview panel members. Interview questions should be geared towards the requirements set out in the person specification.

2.10 Successful applicants should be informed within 48 hours of the interview. All unsuccessful applicants should be informed within 5 days of the interview and be given the opportunity to receive constructive feedback.

3. Disputes, complaints and breaches of the rules

3.1 Any disputes concerning a student group selection process should be referred to the Opportunities Team in the first instance via email to dsu.engagement@durham.ac.uk

3.2 Any complaint must specify the following:

- Name of the person that an allegation is being made against.
- Student Group it is related to.
- The allegation.
- The evidence (Please note that complaints without evidence are unlikely to be considered).

3.3 The Opportunities Manager or a delegated representative will decide whether to dismiss or uphold the complaint. If the complaint is upheld appropriate sanctions may be put in place including removal of panel members/applicants from the recruitment process, the requirement to re-run the process and/or disciplinary action.

3.4 If a complainee remains unsatisfied with the outcome appeals can be submitted to the Director of Services (or their nominated representative) within 14 days. Appeals will only be accepted on the following grounds:

- Procedural irregularity in the initial investigation.
- New evidence has come to light that wasn't available in the original investigation.
- Evidence of bias.

3.5 The Director of Services (or their nominated representative) may dismiss or uphold the appeal. If the appeal is upheld, sanctions given in the previous consideration may be removed and they may require the student group to re-hold the recruitment process. If the appeal is dismissed the original outcome will stand. There will be no further recourse for appeal.