

GOVERNANCE & PLANNING CALENDAR AND POLICY REGISTER 2021/22

Type	Document / Policy Name	Approved By	Date	Renew By
Governance	Student & University Partnership Agreement	Board of Trustees	27th February 2015	N/A
		University Governing Body	16th June 2015	N/A
Governance	Bye Laws of Christ Church Students' Union - v1.13	Board of Trustees	5th February 2021	N/A
Governance	CCCU and CCSU Data Sharing Agreement	SU & University Partnership Forum	15th November 2018	N/A
Governance	Club Sport Partnership	Board of Trustees	23rd June 2017	June 2018
Governance	Delegation of Authority 2020/21	Board of Trustees	26th June 2020	June 2021
Governance	Financial Memorandum 2020/21	University Governing Body	22nd September 2020	June 2021
Policy	Risk Management Policy	Board of Trustees	22nd June 2018	June 2021
Policy	Student Media Editorial Policy	Board of Trustees	22nd June 2018	June 2021
Policy	Welcome Events Policy	Board of Trustees	4th September 2020	Sept 2021
Policy	Reserves Policy	Board of Trustees	19th October 2018	October 2021
Policy	Trustees, Officers, and Staff Working Together Policy	Board of Trustees	21st June 2019	June 2022
Policy	Finance Procedures	Board of Trustees	26th June 2020	June 2022
Policy	Equality, Diversity, and Inclusion Policy	Board of Trustees	15th July 2021	July 2022
Policy	Safeguarding Policy	Board of Trustees	28th February 2020	February 2023

Governance	Students' Union Code of Practice	Board of Trustees	22nd June 2018	April 2023
		University Governing Body	26th June 2018	April 2023
Policy	Data Protection Policy	Board of Trustees	26th June 2020	June 2023
Policy	Advice Centre Policy and Procedures	Board of Trustees	5th February 2021	February 2024
Policy	Freedom of Speech Policy	Board of Trustees	5th February 2021	February 2024
Policy	Health, Safety and Wellbeing Policy	Board of Trustees	5th February 2021	February 2024
Policy	Comments and Complaints Policy	Board of Trustees	17th May 2021	May 2024
Policy	Ethical, Environment and Sustainability Policy	Board of Trustees	17th May 2021	May 2024
Policy				
Governance	Articles of Association	Board of Trustees	6th April 2021	April 2026
		Annual General Meeting	6th November 2020	April 2026
		University Governing Body	23rd March 2021	April 2026

[The Democratic Policy Register can be found here](#) - **NEEDS UPDATING - to be done in Summer 2021**

Governance and Democracy Calendar 2021/22

This table details in summary the key governance and democracy dates in 2021/22. These may be subject to change depending on availability.

Board of Trustees	Finance & Risk Sub-Committee	CCCU Finance & Resources	Leadership Team Meetings	Annual Members Meeting DATE TBC	Union Council DATES TBC	Elections DATES TBC
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2021 / 2021	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S			
Jul				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Aug							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
Sep	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
Oct					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Nov	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
Dec			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
Jan						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
Feb	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28									
Mar		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
Apr					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
May							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			

Jun	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
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Leadership Team

The Leadership Team is not a governance committee, but is the responsible authority for the operation of the Union and support of elected officers. The Leadership Team consists of; the four Sabbatical Officers, the Chief Executive Officer, the Head of Engagement & Deputy CEO, and the Head of Business & Development.

Leadership Team meets fortnightly and has the remit of:

1. Oversee and coordinate the operational objectives of the Union, in line with the Union’s strategy and actions of the Board of Trustees;
2. Review the operating policies and procedures of the Union;
3. Coordinate operational objectives against the Union’s operating plan and against PI’s and KPI’s;
4. Receive reports on membership and engagement from MSL;
5. Receive reports on the Union’s budget in line with the Union’s financial plan and the actions of the Board of Trustees;
6. Receive reports from managers as to the progress of the Union against its operating plan;
7. Receive reports from sabbaticals as to progress against their manifestos, other objectives and campaigning plans; and
8. Consider the actions and resolutions of the Union Council, Annual Members’ Meeting, Union on Tour and other democratic forums.

Finance & Risk Sub-Committee Schedule 2021/22

The Finance & Risk Subcommittee has delegated responsibility from the Board of Trustees for ensuring the Union complies with relevant legislation and regulations, that the Union remains solvent and in sound financial health and for analysing and managing the Union’s overall risk profile.

CEO = Chief Executive Officer

HoB&D = Head of Business & Development

HoE = Head of Engagement

Standing Updates	Lead	Sept	Dec	May	June
Report from the Head of Business & Development	HoB&D				
Finance Report including Management Accounts	HoB&D				
Approval of purchases over £5k	HoB&D				

Finance	Lead	Sept	Dec	May	June
Detailed review of the draft budget	HoB&D				
Review of the Financial Memorandum	CEO				
Review and approve the Financial Procedures	HoB&D				
Review the Reserves Policy	HoB&D				
Review the 3 year financial forecast	HoB&D				
Review of the Audited Accounts and Financial Statements	CEO				
Review the proposal to appoint Auditors and Bankers	HoB&D				
Risk	Lead	Sept	Dec	May	June
Detailed review of the Risk Register & Dashboard	HoB&D				
People	Lead	Sept	Dec	May	June
Health & Safety Annual Report	HoE				
Bi-annual review of the remuneration of Sabbatical Officers	HoE				
Bi-annual review of the remuneration of the CEO	Chair				

Board of Trustees Schedule 2021/22

The Board of Trustees has ultimate responsibility for directing the affairs of the Union, ensuring it is solvent, well-run and delivering its objects. Trustees are also Directors of the Company and many, from time to time, call a Company Law Meeting.

Board Functions	Lead	Sept	Oct	Jan	May	June
Select the Chair of the Board	Deputy Chair					

Reaffirm the roles and responsibilities of the Board	Deputy Chair					
Approve future meetings of the Board and Sub-committees	CEO					
Standing Updates	Lead	Sept	Oct	Jan	May	June
Current Sabbatical Officer Leadership Team	Sabb LT					
Chief Executive Officer	CEO					
Incoming Leadership Team	Sabb LT					
Governance	Lead	Sept	Oct	Jan	May	June
Appointments to the Board (if necessary)	Chair					
Appointments to Finance & Risk Sub-Committee	Chair					
Annual review of the Delegation of Authority	CEO					
Annual review of the Governance & Planning Cycle	CEO					
Approve the Trustees Annual Report	CEO					
Annual Members Code of Conduct review	HoE					
Receive the Annual Statement of Legal Compliance	CEO					
Annual Report of student complaints	HoE					
Policy Review and Approval	Lead	Sept	Oct	Jan	May	June
Union Council Policy ratification (if necessary)	HoE					
Welcome Events Policy						
Trustees, Officers, and Staff Working Together Policy						
Finance Procedures						

Democracy	Lead	Sept	Oct	Jan	May	June
Appointment of the Returning Officer and approval of the Elections Rules	HoE					
Receive the Elections Report	HoE					
Review the Role Descriptions of the PT and Volunteer Officers (not due in 2021/22)						
Fiduciary	Lead	Sept	Oct	Jan	May	June
Approve the Union's Budget	HoB&D					
Approve the Financial Statements	CEO					
Approve the Union's affiliations	HoB&D					
Appoint Auditors and Bankers at the AGM for the following year	HoB&D					
Strategic	Lead	Sept	Oct	Jan	May	June
Report of the previous Annual Plan and KPI's	CEO					
Update on the progress of the Annual Plan and KPI's	CEO					
Approve the Annual Plan & KPI's	CEO					
Generative	Lead	Sept	Oct	Jan	May	June
National Student Survey results	HoE					
Student Life Pulse analysis	HoE					
Horizon scanning and External Predictive Indicators (EPI's)	CEO					
Board and Strategy Development Day	CEO & Chair					
People	Lead	Sept	Oct	Jan	May	June
Chief Executive's appraisal summary	Chair / Deputy					

Review the Role Descriptions of the Sabbatical Officers (not due in 2021/22)	HoE					
Bi-annual review of the remuneration of Sabbatical Officers	HoE					
Staff Engagement Report	CEO					
Equality & Diversity Annual Report	CEO					
Taken as Read and Approved / Noted	Lead	Sept	Oct	Jan	May	June
Receive the minutes of the previous Finance & Risk Sub-Committee	HoB&D					
Receive the Finance Report including Management Accounts	HoB&D					
Receive the Risk Register & Dashboard	HoB&D					
Health & Safety Annual Report	HoE					