

## **Review Panel**

The Review Panel is seen as a body of critical friends, who have a responsibility to review the performance and the effectiveness of the SU Officers, both individually, and as a team, whilst co-operating with them on Union-wide issues.

### **Objective**

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The core functions of the Review Panel are to:

- Work with the SU Officers on Union-wide issues and policies.
- Ensure the SU Officer team is progressing the Students' Union's top issues and its Strategic Plan, in accordance with the SU's Mission, Aims and Vision.
- Review the performance and effectiveness of the SU Officers.

### **Composition**

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The Review Panel shall comprise:

The Chair of the Sub-Group Executive committees:

- Academic
- Postgraduate Association
- International Students
- Media
- Societies
- Sports
- Diversity & Support

The elected representative from the following areas

- Volunteering
- Development
- Student Enterprise

Secretary:

- Executive Support & Facilities Manager

In attendance:

- All SU Officers

The Chairs of the Sub-Group Executive committees and the three elected area representatives will be required to name an alternative from their respective Sub-Group Executives, who will attend if the Chair/elected representative is not able to do so.

The representative from each Executive committee must normally be the Chair or the officially elected representative. However, in the event that the Chair is unable, for good reason, to attend a specific meeting of the Panel, in order to ensure that that Sub-group Executive is represented, the Chair may, exceptionally, nominate a deputy.

The Panel will additionally co-opt 3 members. These posts will be advertised by the SU so that a wide pool of candidates is available for the Panel to appoint from.

### **The Chair**

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The Chair of the Panel is appointed by the Board of Trustees on the recommendation of the Review Panel. The Chair may hold office for a maximum of five years, which will normally be consecutive. The Panel will be required to recommend reappointment each year but should it choose, following a unanimous vote, to remove the Chair, this should be supported with sound reasons. The Chair may resign at any time.

At the end of the five year term or following the resignation of the Chair, the Panel will select and recommend for approval to the Board a Chair for the next term of office.

The Chair must have previously held a senior democratic office within the SU (e.g. SU Officer, Chair of a Sub-Group Executive/elected representative sitting on this committee) so that they have a good understanding of the SU. They may also have been a co-opted member of the Review Panel. The Chair shall not have been a member of the SU within the previous 2 years. The Chair does not have voting rights except where the vote is tied when s/he will make the casting vote. It is, furthermore, the Chair's responsibility to make decisions, on behalf of the Board, on matters of process.

### **Meetings**

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The Review Panel is to meet at least once a semester.

A week prior to each meeting, the SU Officers and the Chairs/representatives of each individual sub-group, the latter in consultation with their members, will each submit a report, in writing to the Review Panel. It is at the discretion of the Panel whether these reports are produced consecutively or simultaneously.

The reports should be restricted to the points below and will be circulated to both the members of the Review Panel and the Officers.

- the individual SU Officer's job description
- the individual SU Officer's and the team's KPIs (to be agreed by the SU Officer team at the beginning of its term of office)
- The SU's Three Year Plan
- the standards of behaviour for SU Officers
- the Top Ten issues
- the individual SU Officer's manifesto

Any additional points not covered by the report should be brought to the attention of the Review Panel Chair by the representative of the relevant sub-group, prior to the meeting.

### **Reporting**

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The minutes of the meeting will be confidential to the Panel. A report from the Chair will be received by the Board of Trustees and will be published on the SU's website.

SU Officers are not expected to disclose confidential personal matters to the Panel.

### **Procedures in the event of concerns about performance**

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In the event that the Review Panel feels that there is cause for concern about the performance of an SU Officer, it may recommend targets and standards for that SU Officer along with a timescale within which these should be met. These targets and standards must be consistent with the overall aims and objectives of the SU

### **Quoracy**

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There must be at least 7 members present at all meetings of the Review Panel. If a decision is made to refer to Disciplinary Panel this should, preferably be by consensus but failing that the majority vote will carry.