

By-Law (4): Policy & Review Group

This By-Law sets out the role and powers of the Policy & Review Group, who are responsible for overseeing and reviewing the Policy Process and ensuring Officers are held to account and fulfil their commitments to communication as outlined in Appendix(C).

Duties

1. Policy & Review Group are primarily responsible for:
 - 1.1. Reviewing the Policy Process and reporting on it;
 - 1.2. Finding consensus from student feedback gathered during the **CONSULT** stage of the Policy Process as outlined in By-law [CREATING POLICY]
2. They will also:
 - 2.1. Review & investigate motions of no confidence against any Officer as outlined in By-law [ACCOUNTABILITY];
 - 2.2. Correct minor textual errors in the Constitution and By-laws, including spelling, punctuation, grammar and internal consistency, providing that these do not entail any substantive change to the regulations;
 - 2.3. Review and approve the process by which Campaign Networks and College Student Associations amend their Terms of Reference;
 - 2.4. Amend the name of a Campaign Network and the Part-Time Officer who chairs that Network, following review and approval of the process by which the Network has altered its definition;
 - 2.5. Review and approve the process by which student groups (as outlined in By-law [CREATING POLICY]) consult their members about a proposed Idea;
 - 2.6. Coordinating Referenda, alongside a member of Union staff, as required by By-law [CREATING POLICY] in line with the rules laid out in By-law [REFERENDA];
 - 2.7. Approve decisions by the Returning Officer relating to the coordination of elections as outlined in By-law [ELECTIONS], ensuring the rules and timetable are fair and accessible to all members, and will be likely to maximise participation;
 - 2.8. Ensure Officer Group fulfil their commitments as outlined in Appendix(C) and report to members and to the media when they do not.

Composition

3. Policy & Review Group will be chaired by the Policy Coordinator, who shall:
 - 3.1. Be elected by cross-campus ballot in Spring Term with Officer Group;

- 3.2. Chair Referendum debates and the Annual General Meeting of the Union.
4. There will be four other members of Policy & Review Group, appointed at the beginning of Autumn Term to serve for the rest of the academic year.
5. These members will be recruited by a group consisting of:
 - 5.1. Policy Coordinator;
 - 5.2. Union President;
 - 5.3. One member of each Campaign Network, not serving on the Network committee;
 - 5.3.1.A Campaign Network may decline to send a representative
 - 5.4. The interview panel shall be derived from these members
 - 5.5. A staff member responsible for developing democracy, who will aid the panel in the decision.
6. No member of Officer Group or of a committee of a Consultative Group (as outlined in By-law [CREATING POLICY]) may serve on Policy & Review Group.
7. Officers and members of Consultative Group Committees may, however, be called to report on their activity to consult those they represent.
8. Any full member of the Union may attend any meeting of the Policy & Review Group to observe and may speak at the discretion of the chair.
9. No substantive decisions may be made at any meeting of the Policy & Review Group without the presence of the Policy Coordinator and at least three other members.

Accountability

10. The Policy Coordinator will be held to account in the same manner as other Officers as outlined By-law [ACCOUNTABILITY] with the exception of motions of no confidence and of censure, which will be investigated by Full-Time Officer Group.
11. The other members of Policy & Review Group will be held to account by the Policy Coordinator and Union President with regular performance reviews to assess attendance and quality of preparation for meetings.
12. In the event that a member of the Policy & Review Group fails such a performance review, they may be dismissed and another recruited using the original process.
 - 12.1. In the event that a member of the Policy & Review Group is dismissed, substantive decisions may be made at a meeting during which the Policy Coordinator and at least two other members of Policy & Review Group is present.
13. In the event that there is more than one space vacant on the Policy & Review Group, no meetings can be held until all places have been filled.

Reporting and minutes

14. A member of Union staff shall act as clerk to the Policy & Review Group and shall assist them to record their business.
15. Policy & Review Group will be responsible for publishing both comprehensible summaries and full reports of all of their activity as outlined in By-law [CREATING POLICY].
16. All documents used and/or generated by the Policy and Review Group must be made available to future Policy and Review Groups.