MoA Review Panel Terms of Reference

Outcome requested

The Review Panel is asked to **approve** the updated Terms of Reference.

Key points to note

Included are the MoA Review Panel Terms of Reference as agreed at the March 2019 meeting, and a further suggested update from the QMSU CEO.

Author

M Wojcik, QMSU CEO; N Lewycky, Assistant Registrar (Governance)

Date

20-09-2019
MEMORANDUM OF AGREEMENT
Review Panel
Terms of Reference

1. Context

1.1 A Memorandum of Agreement (MoA) is in place between:-

- Queen Mary University of London (QMUL);
- Queen Mary, University of London Students’ Union (QMSU);
- QMSU Services Limited (QMSU Services), as the wholly owned subsidiary of QMSU.

1.2 The MoA reflects the Code of Practice (CoP) issued by QMUL under S22 of the Education Act 1994. It takes into account the principles of the guidance issued jointly by the Committee of University Chairs and the National Union of Students regarding the role of university governing bodies in relation to Students’ Unions.

1.3 The MoA provides a framework within which QMUL and QMSU can continue to develop their mutually supportive and beneficial relationship. The supporting documents include service level agreements on agreed areas where specific responsibilities are undertaken.

1.4 It has been agreed between QMUL and QMSU that there shall be a Review Panel (the RP) with responsibilities as set out below and which shall operate as set out below.

2. Responsibilities

The RP shall be responsible for:

2.1 reviewing and monitoring the operation of the MoA, CoP, compliance by the parties of their respective obligations under it and all Service Level Agreements and other arrangements agreed under it;

2.2 the determination of unresolved long standing issues and disputes between the parties arising in relation to the MoA, CoP, and any Service Level Agreements or any other arrangement agreed under it;

3. receiving reports as necessary from the Council of QMUL, the Board of Trustees of QMSU, and the Board of Directors of QMSU Services on matters related to the CoP and the operation of the MoA and Service Level Agreements;

3.1 initiating an annual review of the CoP and the MoA; and

3.2 making recommendations and reporting as appropriate to the Queen Mary Senior Executive (QMSE), the Council of QMUL, the Board of Trustees of QMSU, and the Board of Directors of QMSU Services.

4. Composition

4.1 The RP will comprise representatives from QMUL, QMSU and QMSU Services. As minimum, its membership shall comprise:-

- The Vice-Principal Student Experience, Teaching and Learning, QMUL, who will act as Chair
- The Chief Operating Officer, QMUL
- An external member of the Council of QMUL (as nominated by the Chair of Council)
- The President, QMSU
- The Vice-President (Barts and The London), QMSU
- A external member of the Board of Trustees of QMSU or the Board of Directors of QMSU Services (as nominated by the Board of Trustees of QMSU)
- The Chief Executive, QMSU

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1 Guide for members of Higher Education Governing Bodies, Supplementary guide regarding the role of university governing bodies in relation to Students’ Unions, March 2011
• Director of Student and Academic Services

3.2 Other members may be invited to join the RP. The appointment of new members to be agreed by the majority of existing RP members.

4.2 The Secretary to RP will be a member of staff from the Academic Registry and Council Secretariat or such person as the RP shall decide.

5. Meetings

5.1 The Chair, in conjunction with the Secretary, will decide the frequency and timing of meetings. The RP will meet on a termly basis at least twice a year (Autumn and Spring).

5.2 Members of the RP who are unable to attend meetings personally are expected to arrange for a representative to attend on their behalf.

5.3 By agreement, others may be invited to meetings of the RP and/or to contribute to its work.

5.4 A quorum for meeting will be 3 members, comprising at least one representative from QMUL and at least one representative from QMSU.

5.5 Wherever possible, an agenda and the papers for meeting will be distributed 5 working days prior to the meeting.

5.6 Where possible, the RP will act by consensus, but, if this is not possible, it will act by majority vote.

5.7 Minutes or another appropriate record of each meeting will be kept and circulated to all members as soon as practicable following the meeting.

6. Amendments

6.1 These terms of reference may be amended at any time by agreement between QMUL, QMSU and QMSU Services.

Approved March 2019
MEMORANDUM OF AGREEMENT
Review Panel
Terms of Reference

1. Context

1.1 A Memorandum of Agreement (MoA) is in place between:
- Queen Mary University of London (QMUL);
- Queen Mary, University of London Students' Union (QMSU);
- QMSU Services Limited (QMSU Services), as the wholly owned subsidiary of QMSU.

1.2 The MoA reflects the Code of Practice (CoP) issued by QMUL under S22 of the Education Act 1994. It takes into account the principles of the guidance issued jointly by the Committee of University Chairs and the National Union of Students regarding the role of university governing bodies in relation to Students' Unions¹.

1.3 The MoA provides a framework within which QMUL and QMSU can continue to develop their mutually supportive and beneficial relationship. The supporting documents include service level agreements on agreed areas where specific responsibilities are undertaken.

1.4 It has been agreed between QMUL and QMSU that there shall be a Review Panel (the RP) with responsibilities as set out below and which shall operate as set out below.

2. Responsibilities

The RP shall be responsible for:

2.1 reviewing and monitoring the operation of the MoA, COP, compliance by the parties of their respective obligations under it and all Service Level Agreements and other arrangements agreed under it;

2.2 the determination of unresolved long standing issues (2) and disputes between the parties arising in relation to the MoA, COP, and any Service Level Agreements or any other arrangement agreed under it;

3. receiving reports as necessary from the Council of QMUL, the Board of Trustees of QMSU, and the Board of Directors of QMSU Services on matters related to the CoP and the operation of the MoA and Service Level Agreements;

3.1 initiating an annual review of the CoP and the MoA; and

3.2 making recommendations and reporting as appropriate to the Queen Mary Senior Executive Team, (QMSET), the Council of QMUL, the Board of Trustees of QMSU, and the Board of Directors of QMSU Services.

4. Composition

4.1 The RP will comprise representatives from QMUL, QMSU and QMSU Services. As minimum, its membership shall comprise:

- The Vice-Principal Student Experience, Teaching and Learning Education, QMUL, who will act as Joint Chair;
- The Chief Operating Officer, QMUL or representative;
- An external member of the Council of QMUL (as nominated by the Chair of Council);
- The President, QMSU who will act as Joint Chair;
- The Vice-President (Barts and The London), QMSU;
- An external member of the Board of Trustees of QMSU or the Board of Directors of QMSU Services (as nominated by the Board of Trustees of QMSU).

¹ Guide for members of Higher Education Governing Bodies, Supplementary guide regarding the role of university governing bodies in relation to Students' Unions, March 2011.

2 Current issues covered in the monthly QMUL QMSU meetings.
43.2 Other members may be invited to join the RP. The appointment of new members to be agreed by the majority of existing RP members.

4.3 The Secretary to RP will be a member of staff from the Academic Registry and Council Secretariat, or such person as the RP shall decide.

4.4.4 The Students’ Union Secretary & Governance Advisor will be in attendance.

5.5 Meetings

5.45 The Chair, in conjunction with the Secretary, will decide the frequency and timing of meetings. The RP will meet at least three times twice a year (Autumn, and Spring & Summer).

5.25 Members of the RP who are unable to attend meetings personally are expected to arrange for a representative to attend on their behalf.

5.25.5 By agreement, others may be invited to meetings of the RP and/or to contribute to its work.

5.45.6 A quorum for meeting will be 3 members, comprising at least one representative from QMUL and at least one representative from QMSU.

5.45.7 Wherever possible, an agenda and the papers for meeting will be distributed 5 working days prior to the meeting.

5.45.9 Minutes or another appropriate record of each meeting will be kept and circulated to all members as soon as practicable following the meeting.

6.6 Amendments

6.45 These terms of reference may be amended at any time by agreement between QMUL, QMSU and QMSU Services.

Approved March 2019