

# SCRUTINY COMMITTEE MEMBER 2023/24

Thank you for considering becoming a volunteer member of our Scrutiny Committee at Beds SU. Please read the information provided in this document carefully, as it will outline the opportunity and person specification for this vacancy.

Should you wish to apply, please complete the online application form found [here](#).

Please note that you must be a registered student at the University of Bedfordshire throughout your term as Scrutiny Committee member (i.e. until May 2024) in order to apply.

We want to support candidates that are seeking their first experiences in our sector so we invite you to contact us at any stage of the process to find out more about how the role works or what exactly you would be required to do. We recommend you contact [help@bedssu.co.uk](mailto:help@bedssu.co.uk) and someone will get back to you within 2 working days.

When completing an application for this volunteer post, please use the details provided in this pack to identify how you would be perfect for this position and complete our Scrutiny Committee. We have highlighted the areas that the Scrutiny Committee are specifically looking to be identified in your application.

We endeavour to respond to all volunteer applicants, however, if you have not heard from us within two weeks of the closing date, please assume that you have been unsuccessful on this occasion. These volunteer posts are limited so please do keep us in mind when this post comes up again in the future.

***Beds SU is committed to diversity and inclusion amongst its volunteers, reflecting the communities it serves. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age. As part of this commitment, we aim to have at least 40% of the committee self-identifying as Black, Asian or from an ethnic Minority.***

We are happy to discuss any reasonable adjustments individuals may require to make this opportunity more accessible.

Beds SU, Campus Centre,  
University Square, Luton LU1 3JU

[help@bedssu.co.uk](mailto:help@bedssu.co.uk) | [www.bedssu.co.uk](http://www.bedssu.co.uk)



## **Role Description**

<b>Role Title:</b>	Scrutiny Committee Member (Academic Year 23-24)
<b>Supported By:</b>	Representation & Engagement Manager
<b>Role Type:</b>	Voluntary
<b>Expected Hours:</b>	Total 37 hours spread over Term 1 and 2 – approximate breakdown below: <ul style="list-style-type: none"><li>• 3-hour workshop-style training;</li><li>• 8x 2hour monthly meetings between October – June + 1hour preparation per meeting; ,</li><li>• 10x 1 hour daily meeting during elections voting (March 2024)</li></ul>
<b>Location:</b>	The role will require a mixture of online and remote work via Microsoft Teams (or similar), as well as in-person campus visits (reasonable expenses will be reimbursed).
<b>Payment:</b>	This role is unpaid but reasonable expenses (e.g. train/bus tickets, parking, support with additional childcare needs) will be reimbursed

## **Overall Purpose**

As a student-led and democratic organisation, it is important for Beds SU to engage our student members at all levels. Throughout the year we make decisions, and we want you as our student body to be able to scrutinise what we do and determine the direction of the Union.

The Scrutiny Committee are a group of student members who will help us to develop our democratic processes and resolve democratic disputes. As a member of Scrutiny Committee, you will play a key role by questioning the Sabbatical Officers, ensure that Beds SU is implementing policies approved by students, and overall perform a year-round scrutiny of Union democratic processes, such as the running of our student elections. Above all, it ensures that we'll be led by you, our students; by your interests, needs, and priorities.

The committee membership is made up of up to 20 members. This will include our Sabbatical Officers, Campus Representatives, and NUS Delegates.

**The remaining 6 places will be reserved for students appointed to ensure that we represent as many demographics of our student body as possible (e.g., ethnicity, level/mode of study, fee status, gender, liberation group/delegate, etc.) – as such, we are particularly keen to hear from student belonging to the following groups, to ensure these voices are heard (*\*updated to reflect current membership*):**

- **Part-time students**
- **Postgraduate Research students**
- **Students with mandatory placement experience**
- **UK students from 18–21 age groups**
- **Students with disabilities**
- **Students from the LGBT+ community**

You may be wondering, what's in it for me? Put simply, you will have direct influence and ownership of how we as your SU will act on students' behalf and have a real impact on your own and your peers' University experience.

Individually, you will gain a variety of different skills and experiences, all of which will look fantastic on your CV, such as critical thinking, decision-making, negotiating, teamworking, presentation, and more.

## **Key responsibilities:**

**Member Policies:** Oversee member policy development via past and new submissions of student "petitions" to set out the Union's ideal situation it should be striving for

- A "petition" is setting the direction of the work the Union undertakes by telling us how students think/feel about specific subjects. As part of the committee, you will:
  - review and agree to petitions that do not conflict with SU values, financial and legal compliance, as well as existing policies
  - be to suggest and evaluate actions that the Union takes to progress that cause for the next two years

**Elections:** Oversee elections and consider complaints received

- Throughout the year the SU holds several elections, during these the committee will:
  - be responsible for ensuring the elections are run fairly and deciding on, investigating and sanctioning any reports of candidates having broken election rules
  - ratify job descriptions, timetables and rules for elections over the coming year

**Transparency:** Oversee Annual Members' Consultation/Extraordinary Members' Meetings (where required)

- As a charity we are required to run an Annual Members' Consultation, ensuring that all Union members know how the Union has been acting and making expenditure in their benefit. As the committee, your role will:
  - be to ensure accessibility to all
  - hold the casting vote in the event of a tie

**Accountability:** Oversee the Sabbatical Officer Reports to hold them account and receive updates on their progress.

- On a monthly basis, our Officers are requested to present how they have been making contributing towards their manifesto, campaigns, as well as how they are involved in acting on behalf of students within their Faculties and any relevant member policy-development. As the committee, your role will:
  - be to ensure accessibility of the reports to all students
  - be to ensure positive progress throughout Officers' time in office
  - prompt Officers towards acting in the best interest of students and contributing towards positive change

Oversee and Chair "Question the Exec" to provide every Union member with an opportunity to engage with Beds SU's democratic process.

- The Sabbatical Officer reports will be uploaded on our website in multiple formats to be accessed by our wider student body across campuses, providing them with the further opportunity of submitting a question they may have – a process we call "Question the Exec". As the committee, your role will:
  - consider these questions alongside the overall review of Officer Reports
  - upon request, "Chair" a live-interview format of a "Question the Exec" session

Receive appeals from Sabbatical Officers in receipt of automatic sanctions.

- The SU is run by elected Sabbatical Officers, if parts of their role are not completed, they may receive an automatic sanction. As the committee, you may be asked to consider appeals against these sanctions, where the Officer considers it unfair.
- From time to time, the membership may also indicate that they were not happy with the reports provided by Officers or they did not consider them adequate. As the committee, you may be asked to present student feedback to the Officers and help them to develop reports that provide more information for members.

Receive and review updates provided from Campus Representatives and NUS Delegates as active partners of our student representation.

- Campus Representatives and NUS Delegates will be requested to provide updates on the work they have undertaken in relation to campus and policy work, respectively. As the committee, your role will:
  - be to ensure that positive progress is made throughout these representatives' time in post
  - prompt Representatives towards acting in the best interest of students and contributing towards positive change

**SU Awards Panel:** Receive nominations for each SU Award category to discuss and vote the finalists.

- Our SU Awards celebrates students and staff that have made a real difference to students' experience and enhanced their time at the University of Bedfordshire. As the committee, your role will:
  - engage in a group discussion format that will result in a vote of who you believe should be highly commended from the nominations based on the rationales provided, and thus the finalists.