

Education Act 1994: Code of Practice implementing Section 22
Bristol SU Annual Statement of Legal Compliance
Aug 2021 - Jul 2022

Education Act 1994: Code of Practice implementing Section 22

The Education Act 1994, section 22(3), requires universities to issue a code of practice, setting out the manner in which the requirements of section 22 (1) and (2) of the Act, relating to the organisation and activities of the Students' Union, are to be put into effect.

Section 1 - The governing body (University) of every establishment to which this Part applies shall take such steps as are reasonably practicable to secure that any students' union for students at the establishment operates in a fair and democratic manner and is accountable for its finances

Set out below are the requirements of the Act, together with the steps taken by Bristol SU and the University of Bristol (UoB) (governing body) to ensure compliance.

Education Act 1994 Section 22, 2	Bristol SU Responsibilities	UoB Responsibilities	Practice in 2021/22
(2a) the union should have a written constitution	<p>Bristol Students' Union (SU) has a governing document, the Articles of Association (Articles) which sets out the current written constitution of the Union</p> <p>Bristol SU also has a set of Byelaws which relate to the democratic structures of the SU.</p>	<p>Under Ordinance 12, the University of Bristol Students' Union is constituted as a charitable company limited by guarantee.</p> <p>The Board of Trustees is required to ensure that a written constitution is in place, which is the Articles.</p>	<p>The Articles were not reviewed in 2021/22. They were last reviewed and amended in Feb 2021</p> <p>The Articles are on the Bristol SU Website</p> <p>The University constitution was last revised in 2020/21 and brought into effect from 1 August 2021. It brings together the provisions in relation to the Students Union in one Ordinance, ordinance 12.</p>

<p>(2b) the provisions of the constitution should be subject to the approval of the governing body and to review by that body at intervals of not more than five years</p>	<p>The SU Trustees review the Articles at least every 5 years, unless it is needed sooner.</p> <p>The Executive & Governance Manager ensures that any amendments to the Articles are approved by the governing body and other appropriate bodies</p>	<p>The University Board of Trustees reviews the Articles at intervals of not more than five years, when the SU reviews them.</p> <p>Any amendments to the Articles require the prior approval of the University's Board of Trustees</p>	<p>The Articles were not reviewed in 2021/22</p> <p>They were last reviewed, amended and approved by Bristol SU Trustees, Student Council and University Board of Trustees in Feb 2021 and sent to all the relevant bodies.</p> <p>The date to review the Articles is included in the SU governance plan</p>
<p>(2c) a student should have the right</p> <p>(2ci) not to be a member of the union, or</p> <p>(2cii) in the case of a representative body which is not an association, to signify that they do not wish to be represented by it,</p> <p>and students who exercise that right should not be unfairly disadvantaged, with regard to the provision of services or otherwise, by reason of their having done so</p>	<p>Bristol SU website publishes that students have the right to not be a member of the Union and can ‘opt-out’ of membership.</p> <p>If any student wants to ‘opt-out’ of SU membership they need to write to the Chief Executive of the SU</p> <p>A record of this is kept by the SU in airtable. We keep their first name, surname and academic email for the year so we can make sure their data isn't processed by our systems when we receive it from the University.</p> <p>Opting out of membership is confined to that Academic Year.</p>	<p>The University are required to ensure that all full and part-time students at the University are entitled to become members of the Union (by becoming a member of the charitable company by which it is constituted), unless they give notice in accordance with the Articles that they choose not to be a member of the Union.</p> <p>The University publicise that students can ‘opt-out’ of membership of the Students’ Union at student registration</p> <p>If opt out at registration we shouldn't receive their data</p> <p>The University are required to ensure the union shall not charge a membership fee</p>	<p>Opt-out of Bristol SU is on the Bristol SU website and was publicised at University registration in 2021/22</p> <p>We had one student contact the SU to opt out of membership in 2021/22</p>

	<p>Opt-out is also mentioned in the Articles and the Byelaws.</p> <p>If students opt out but still want to use union services Bristol SU will need to process some personal data for the purposes of service provision.</p> <p>Students who have opted out of Student membership may continue to access services and facilities for all current students, although they may need to be granted 'associate member' status to sign up for some things via our website.</p> <p>Bristol SU do not charge a membership fee for being a member of the Union (but do for clubs, societies, and other related activities).</p>	<p>for being a member of the Union (clubs and societies of the Union may levy a membership fee on their members).</p> <p>The University are required to ensure all students are entitled to use the Union services and facilities even if they have opted out of membership of Bristol SU</p> <p>As stated in the Byelaws, students who are not members of the Union are eligible to stand for election as student representatives on Senate.</p>	
<p>(2d) appointment to major union offices should be by election in a secret ballot in which all members are entitled to vote</p>	<p>It is set out in the Articles and Byelaws that:</p> <p>Voting must be by secret ballot All student members are entitled to vote (unless student's studies have been suspended)</p> <p>Bristol SU ensures that this takes place</p>	<p>The University is required to ensure the procedures relating to major union office elections are set out in the Articles and the SU complies with this requirement.</p>	<p>The election to major union offices took place in Mar 2022 by secret ballot</p> <p>DSC approved the Code of Conduct/Election rules for the major union offices 2022 election</p> <p>There were no changes to the Articles in relation to elections</p>
<p>(2e) the governing body should satisfy</p>	<p>Bristol SU ensure that all elections</p>	<p>The University, on behalf of the Board of</p>	<p>The election to major union offices in</p>

<p>themselves that the elections are fairly and properly conducted</p>	<p>(whether carried out by referendum or, secret ballot) are fairly and properly conducted as stated in the Articles and Byelaws.</p> <p>Bristol SU Trustees appoint an external Returning Officer to monitor the conduct of all elections to major union offices to ensure they are fairly and properly conducted.</p> <p>The Returning Officer produces a report after the elections each year which highlights that the elections are fairly and properly conducted. The Trustees receive this.</p> <p>The Liberations & Campaigns team at the SU produce an elections report. The Trustees and University receive this and it gets published on the SU website</p>	<p>Trustees, is required to ensure that the elections are fair, democratic and properly conducted.</p> <p>The SU elections report goes to the:</p> <ul style="list-style-type: none"> • Head of Governance & Executive Support • University Legal Contact of the SU Trustee Board. <p>The Head of Governance & Executive Support reports this to the University Board of Trustees.</p>	<p>Mar 2022 took place with NUS as Returning Officer</p> <p>The Returning Officer monitored the conduct of the elections and ensured the elections were fairly and properly conducted.</p> <p>There were 0 complaints and therefore 0 appeals.</p> <p>The Liberation & Campaigns team produced a report which included the Returning Officers Report. This report was approved by SU Trustees and the Executive & Governance Manager of Bristol SU submitted to:</p> <ol style="list-style-type: none"> a) Head of Governance & Executive Support b) University legal Contact of the SU Trustee Board <p>The Head of Governance & Executive Support informed the University Board of Trustees of the elections</p>
<p>(2f) a person should not hold sabbatical union office, or paid elected union office, for more than two years in total at the establishment</p>	<p>This is provided for in the Articles.</p> <p>Student members must be eligible students on UnionCloud to run in the election, which the SU checks.</p>	<p>The University Board of Trustees is required to ensure this is provided for under the Articles</p>	<p>This information was included in the candidate information in the Mar 2022 elections.</p> <p>As part of the candidate declaration,</p>

	<p>The SU Liberation & Campaigns Team communicate this information to potential candidates, who sign a candidate declaration which includes the line "I am currently a Full Member of Bristol SU" (this does not include Associate Members or those whose studies are currently suspended)</p> <p>As part of the candidate declaration, candidates confirm that they have not held paid elected office at Bristol SU for more than 1 year</p>		<p>candidates confirmed that they have not held paid elected office at Bristol SU for more than 1 year</p> <p>Bristol SU staff checked the students were eligible students.</p>
<p>(2g) the financial affairs of the union should be properly conducted and appropriate arrangements should exist for the approval of the union's budget, and the monitoring of its expenditure, by the governing body</p>	<p>Bristol SU Trustees monitor the SU finances through the monthly Management Accounts</p> <p>Bristol SU Trustees approve the budget annually.</p> <p>Bristol SU Trustees approve the annual accounts and report annually.</p>	<p>Bristol SU Associate Director of Finance submits the budget to the University:</p> <ul style="list-style-type: none"> a) Chief Operating Officer b) Head of Governance & Executive Support <p>The Chief Operating Officer presents the budget to the University Board of Trustees on behalf of Bristol SU</p> <p>In accordance with the Articles, the University Board of Trustees annually approve the budget for the Union in respect of each financial year before, or at the earliest possible date after, the start of the financial year.</p>	<p>The University Finance Contact attended the finance items at Bristol SU Trustee meetings in 2021/22</p> <p>The University Finance Contact received the monthly management accounts in 2021/22.</p> <p>Bristol SU Trustees approved the 2021/22 budget in 2020/21</p> <p>The University and University Board of Trustees approved the 2022/23 budget.</p> <p>Bristol SU Trustees approved the 2021/22 annual accounts and report in Oct 2022.</p>

		<p>Bristol SU Associate Director of Finance submits the annual accounts and report to the University:</p> <ul style="list-style-type: none"> a) Chief Operating Officer b) Head of Governance & Executive Support <p>as soon as is reasonably practicable following the approval by Bristol SU Trustees. This is then presented to the University Board of Trustees</p> <p>The financial management of the Union is monitored on behalf of the University Board of Trustees by the</p> <ul style="list-style-type: none"> • Chief Operating Officer • University Finance Contact of the SU Trustee Board (the Group Finance Director) 	<p>The University and University Board of Trustees received the 2021/22 annual report and accounts in Nov 2022.</p>
<p>(2h) financial reports of the union should be published annually or more frequently, and should be made available to the governing body and to all students, and each such report should contain, in particular</p> <p>(2hi) a list of the external organisations to which the union has made donations in the period to which the report relates, and</p> <p>(2hii) details of those donations</p>	<p>Bristol SU publishes the annual accounts and report on an annual basis (in SORP format) on the Bristol SU website. These are made available to all students.</p> <p>The annual accounts and report is externally audited and sent to the:</p> <ul style="list-style-type: none"> • University • Companies House • Charity Commission <p>There is a section in the report on</p>	<p>The University is required to ensure Bristol SU complies with the requirements of the Companies Act and Charities Act in keeping financial records and the audit of accounts.</p>	<p>The 2021/22 annual accounts and report was:</p> <ul style="list-style-type: none"> • Approved by Bristol SU Trustee Board • Received by the University Board of Trustees • Submitted to and published on Companies House website • Published on the Bristol SU website <p>They will be submitted to the Charity Commission with the Annual Return in</p>

	external organisations and it would be listed if the SU has made a donation in the period to which the report relates		<p>Mar/Apr 2023</p> <p>Bristol SU Standing Committee awarded a grant of £750 to Bristol Student Housing Co-op, as per note 12 of the accounts. No other grants or donations were made to external organisations. RAG society make donations to charity, from funds raised specifically for this purpose and not from SU funds.</p>
(i) the procedure for allocating resources to groups or clubs should be fair and should be set down in writing and freely accessible to all students	<p>The grants criteria and the process are set out in student-friendly language on the SU website.</p> <p>The Union's Byelaw 9, Student Groups sets out the Union's entitlement to award grants, and confirms the Officer oversight of those decisions</p>	The University is required to ensure that the procedure for allocating resources to groups or clubs should be fair, set down in writing and accessible to all students	<p>Section 9 of the byelaws was reviewed and amended in Feb 2022.</p> <p>It includes updated clauses on how assets and funds are redistributed in the event a group disaffiliates or fails to affiliate.</p>
<p>(j) if the union decides to affiliate to an external organisation, it should publish notice of its decision stating</p> <p>(ji) the name of the organisation, and</p> <p>(jii) details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation,</p> <p>and any such notice should be made available to the governing body and to all students</p>	<p>Bristol SU publishes notice of NUS affiliation at the Annual Members Meeting for approval</p> <p>Affiliations must be approved annually at the Annual Members Meeting, as set out in the Byelaws and Articles</p>	<p>The University is required to ensure that Bristol SU makes its decision to affiliate to an external organisation available to students</p> <p>The AMM information is made available to the University and students via the Bristol SU website</p>	<p>NUS affiliation was approved at the AMM in 2022</p> <p>An NUS referendum will take place in Mar 2023.</p>

<p>(k) where the union is affiliated to any external organisations, a report should be published annually or more frequently containing</p> <p>(ki) a list of the external organisations to which the union is currently affiliated, and</p> <p>(kii) details of subscriptions or similar fees paid, or donations made, to such organisations in the past year (or since the last report)</p> <p>and such reports should be made available to the governing body and to all students</p> <p>(l) there should be procedures for the review of affiliations to external organisations under which</p> <p>(li) the current list of affiliations is submitted for approval by members annually or more frequently, and</p> <p>(ii) at such intervals of not more than a year as the governing body may determine, a requisition may be made by such proportion of members (not exceeding 5 per cent.) as the governing body may determine, that the question of continued affiliation to any particular organisation be decided upon by a secret ballot in which all members are entitled to vote</p>	<p>Bristol SU publishes notice of all affiliations to an external organisation in its annual accounts and report, stating the name and details of any financial transactions. This is available on the SU website</p> <p>NUS affiliation gets taken to the AMM each year and the outcome is recorded in the minutes which are published on the Bristol SU website</p> <p>If NUS affiliation didn't get approved at the AMM, a referendum would then take place.</p> <p>The Byelaws also specify that a referenda be called every three years on affiliation to NUS and this takes place during the major union offices elections in Mar</p>	<p>The University is required to ensure that no affiliation to any organisation may be made or continued unless it is approved at least once in every calendar year by a referendum or otherwise in accordance with the Education Act.</p> <p>The annual accounts and report is published on the Bristol SU website for students and sent to the University and University Board of Trustees.</p>	<p>The affiliations were listed in the annual accounts and report 2021/22</p>
<p>(m) there should be a complaints procedure available to all students or groups of students who</p> <p>(mi) are dissatisfied in their dealings with the</p>	<p>Bristol SU has a Complaints Policy and a Student Code of Conduct, which are separate from the University</p>	<p>The University has a separate Complaints Policy</p> <p>The University is required to ensure</p>	<p>The Complaints Policy has been reviewed and some changes were made and approved by Trustees in Feb 22</p>

<p>union, or</p> <p>(mii) claim to be unfairly disadvantaged by reason of their having exercised the right referred to in paragraph 2ci or 2cii above</p> <p>which should include provision for an independent person appointed by the governing body to investigate and report on complaints</p>	<p>The SU Complaints Policy and Code of Conduct are on the Bristol SU website and available to all students.</p> <p>The Executive and Governance Manager is the SU Complaints Officer who manages the complaints process</p> <p>Some Bristol SU staff have been trained as investigating officers to investigate complaints</p> <p>Bristol SU also uses an independent organisation to investigate and report on complaints if needed</p>	<p>Bristol SU has a Complaints Policy which is followed and reviewed every few years to ensure compliance</p> <p>The University could provide an independent person to investigate and report on complaints relating to the SU if necessary</p>	<p>Bristol SU also has a student Code of Conduct, which is available on the SU website. It was last reviewed in 2019 and is being reviewed in 2022/23.</p>
<p>(n) complaints should be dealt with promptly and fairly and where a complaint is upheld there should be an effective remedy.</p>	<p>Bristol SU ensures that the Complaints Policy governs the procedure for complaints</p> <p>SU staff know where to find the Complaints Policy and how people can complain.</p> <p>Bristol SU ensures that timelines for individual complaints seek to resolve promptly (where they can) and fairly, with effective remedies</p> <p>Students wishing to make a complaint complete an online form</p>	<p>The University is required to ensure that Bristol SU has a fair Complaints Policy and procedure that ensures complaints are dealt with promptly (where they can) and effectively</p>	<p>An assurance report on how complaints are being managed is sent annually to Bristol SU Trustees</p> <p>There is also a day tracker in Airtable, the complaints database, to help with prompt resolution</p>

	The SU Complaints Officer responds and sends to investigating officers to investigate complaints		
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Education Act 1994 Section 22, 4	Bristol SU Responsibilities	UoB Responsibilities	Practice in 2021/22
<p>22.4 The governing body of every establishment to which this Part applies shall as regards any students' union for students at the establishment bring to the attention of all students, at least once a year</p> <p>a) the code of practice above (section 3)</p> <p>b) any restrictions imposed on the activities of the Union by the law relating to charities.</p> <p>c) where the establishment is one to which section 43 of the M1 Education (No. 2) Act 1986 applies (freedom of speech in universities and colleges), the provisions of that section, and if any code of practice issued under it, relevant to the activities or conduct of the union.</p>	<p>The Executive & Governance Manager publishes this Education Act 1994: Code of Practice implementing Section 22 and Bristol SU Annual Statement of Legal Compliance on the Bristol SU website annually.</p> <p>The code of practice and free speech code are references on the 'meet the SU' webpages and we will draw student attention to this in our annual email about AMM.</p> <p>Bristol SU ensures, as part of the re-affiliation process, that student group presidents (or equivalent) confirm that they:</p> <ul style="list-style-type: none"> • Understand the student Code of Conduct • Agree to uphold it • Agree to ensure members understand and abide by it <p>Bristol SU ensures the SU Development Team review and approve all constitutions annually, addressing any stated activities that are not permitted.</p>	<p>The University is required to have a free speech statement and policy available to all students and to provide an annual Prevent return to the Office for Students.</p> <p>The University co-created the University Free Speech Policy/Process with Bristol SU and it is available on the University of Bristol website</p> <p>Under section 22.4b of the Education Act 1994, the University is obliged to draw to the attention of students the restrictions imposed on the activities of the Student Union by the law relating to its charitable status.</p> <p>The University is required to ensure that resources provided to the Union through the University of Bristol should be used only for charitable purposes, in representing and furthering the interests of students.</p>	<p>All financial resources provided to the Union were used for the SU's charitable purposes in 2021/22. UoB Board of Trustees scrutinises the budget and annual accounts.</p> <p>The Executive & Governance Manager published this document on the Bristol SU website in Feb 2022.</p> <p>The University Governance & Executive Support published this document on the University website</p>

	<p>Bristol SU co-created the University Free Speech Policy/Process, which is available on the SU website</p> <p>Bristol SU published 'Free Speech and External Speaker – Key Information' explaining in student-friendly language Bristol SU's policy and practice around Freedom of Expression. This addresses standards and requirements expected in student-friendly free speech FAQs. It links to the University Freedom of Expression Code of Practice, which we operate under.</p>		
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Education Act 1994 Section 22, 5	Bristol SU Responsibilities	UoB Responsibilities	Practice in 2021/22
<p>22. 5 The governing body of every establishment to which this Part applies shall bring to the attention of all students, at least once a year, and shall include in any information which is generally made available to persons considering whether to become students at the establishment</p> <p>a) information as to the right referred to in subsection 2ci and 2cii, and</p> <p>b) details of any arrangement it has made for services of a kind which a students' union at the establishment provides for its members to be provided for students who are not members of the union</p>	<p>Bristol SU website publishes that students have the right to not be a member of the Union and can 'opt-out' of membership.</p> <p>Bristol SU students opting out of SU membership will be unable to vote or stand in Bristol SU elections and may not hold Committee positions reserved for full members. All other SU services and opportunities are available to them.</p> <p>Bristol SU has arrangements in place via Associate Memberships, for people who are not student members, to have access to some SU provisions.</p>	<p>The University is required to ensure the SU publicises the option for current or potential students to opt-out of being a member of the SU</p>	<p>An internal process for students who opt-out has been created to ensure staff know the process and that students know what opting out of membership to the SU means and what services/facilities they can access</p>

	There is specific reference for students who are suspended and their rights in the byelaws		
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Definitions within the Education Act:

Section 6 - In sections 2,4 and 5 above the expression “all students” shall be construed as follows

- a) in relation to an association or body which is a students’ union by virtue of section 20.1, the reference is to all students at the establishment
- b) in relation to an association or body which is a students’ union by virtue of section 20.2, the reference is to all undergraduate, or all graduate, students at the establishment or to all students at the hall of residence in question, as the case may be
- c) in relation to an association or body which is a students’ union by virtue of section 20.3, the reference is to all the students who by virtue of section 20.1 or 20.2 are comprehended by that expression in relation to its constituent or affiliated associations or bodies

Section 7 - In this section the expression “members” in relation to a representative body which is not an association, means those whom it is the purpose of the union to represent, excluding any student who has exercised the right referred to in subsection 2.c.ii.

Section 8 - In subsection 2.j to 2.l the references to affiliation to an external organisation, in relation to a students’ union for students at an establishment, include any form of membership of, or formal association with, an organisation whose purposes are not confined to purposes connected with that establishment.

Section 9 - Subsection (2)(d) and (l)(ii) (elections and affiliations: requirements to hold secret ballot of all members) do not apply in the case of an open or distance learning establishment, that is, an establishment where the students, or the great majority of them, are provided with materials for private study and are not required to attend the establishment to any significant extent or at all.

Bristol SU Annual Statement of Legal Compliance 2021 - 2022

The Chief Executive has ensured that the organisation has applied its processes and internal systems of control in a manner that gives satisfaction, to the extent that it is possible to do so from the facts and matters available, so that:

- Bristol SU has sufficient understanding of its relevant statutory and contractual obligations
- There are appropriate systems, processes and internal systems of control in place to enable Bristol SU to deliver its services to members and meet its relevant statutory and legal obligations and allows Bristol SU to identify, manage and review its risks.

Legal Compliance	Assurance Statement 2021 – 2022
Companies House	<ul style="list-style-type: none"> • Bristol SU registered at Companies House as a company (06977417) limited by guarantee and incorporated on 30 Jul 2009 • Change of Trustees took place in June 2022 and Companies House were notified • Confirmation Statement submitted on 30 Jul 2022 with no updates • Signed Annual Accounts and Report 2021/22 filed to Companies House on 1 Nov 2022 • Bristol SU abides by company law to: act within our power, exercise independent judgement, exercise reasonable care, skill & diligence, avoid a conflict of interest and not accept benefits from third parties. Trustees are reminded of this in training, induction and throughout board meetings
Charity Commission Charities Act 2011 Trustee Act 1925 Counter Terrorism and Security Act 2015	<ul style="list-style-type: none"> • Annual Report and Audited Accounts 2021/22 were prepared by Crowe and are compliant with the Statement of Recommended Practice (SORP). • The 2020/21 Charity Commission Annual Return was submitted on time on 9 May 2022 along with the 2020/21 Annual accounts. • Annual Return and Audited Accounts for 2021/22 will be submitted to the Charity Commission in Apr 2023. • Change of Trustees happened in Jun 2022 and Charity Commission were notified • The Trustees ensure SU activities are within the charitable objects as set out in the Articles and are reminded of this during training and at meetings. • Ultra vires training and guidance is delivered to students and trustees • Campaign activity undertaken is not party political in nature

	<ul style="list-style-type: none"> • A Risk Register is reviewed and amended at least quarterly by Senior Management Team and monitored by Trustees. • Declarations of interest are declared annually on the Declaration of Interest Register and updated as and when by Trustees. Any conflicts of these declaration are noted at each Trustee meeting. • An External Speaker Policy is in place and relevant staff have a good understanding of it. • Trustee meeting decisions and actions are on the Trustee Action Register and monitored by the Trustees, Clerk and relevant staff. • The Chief Executive is aware the financial statements show a true and fair view and all material information of which they are aware was passed to the auditors as part of the annual accounts process. • Procedures are in place to ensure the charity’s funds are used only for purposes set out in the Articles. • Charity commission recommend the following policies in place to protect people who come into contact with Bristol SU – Safeguarding, Staff Code of Conduct, Health and Safety, Disciplinary, Whistleblowing, Complaints and these policies are in place at Bristol SU, along with an Equality, Diversity and Inclusion Policy
<p>Health and Safety at Work Act 1974 other Health and Safety legislation</p>	<ul style="list-style-type: none"> • Bristol SU Health and Safety policy has been reviewed in Dec 2022 ready for approval by Trustees in Jan 2023. This will be due it’s next review in Dec 2024. • Bristol SU employs the services of a Health & Safety company Acorn to provide expertise and impartial advice. • A Health and Safety Committee comprising of key staff H&S leads exists to report on and monitor compliance on an ongoing basis – the group re-formed post-Covid and has been meeting regularly for a while. • Bristol SU addresses H&S in collaboration with the UoB’s facilities team and Health and Safety team. • Key Health and Safety information is included in Trustee reporting. • Bristol SU has a Code of Conduct, a Complaints Policy and voluntary trip registration for clubs and societies • The reaffiliation process prompts groups to tell us how they conform to the standards of their NGB (national governing body) where applicable.

<p>Employment Legislation including:</p> <ul style="list-style-type: none"> • Equal Pay Act 1970 • Minimum Wage Act 1998 • Equality Act 2010 • Employment Rights Act 1996 • Working Time Directive 1999 • Working Time Regulations 2003 • Information and Consultation of Employees Regulations 1999 • Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 • Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 • Employment Relations Act 1999 • Transfer of Undertakings (Protection of Employment) 2006 • Data Protection Act 1998 • Health and Safety at Work Act 1974 • Public Interest Disclosure Act 1998 • Trade Union and Labour Regulations Act 1992 • The Pensions Act 1998 • The Protection From Harassment Act 1997 • Agency Workers Regulations 2010 • The Occupational and Personal Pension Schemes (Automatic Enrolment) Regulations 2010 • The Equality Act 2010 and the United Nations Convention on disability rights 	<ul style="list-style-type: none"> • All terms and conditions, policies and procedures are constructed with reference to relevant legislation and are reviewed and updated regularly. A schedule for policy updates can be found on the Policy Register – they have all been reviewed within the last 18 months. • Bristol SU pays staff a minimum of the Living Wage and all employees are offered the same rates of pay for comparable positions. • Employment contracts give staff at least, and often enhances, the legal minimum terms and conditions in relation to all employment rights. • We have a relationship with Atkinson HR who work as an external consultant when needed. • Both Bristol SU's Associate Director of People and Culture and the People Manager are members of the CIPD. • Bristol SU Payroll is outsourced to a new provider called Dataplan. • All practices are compliant in line with GDPR. • As far as is practically possible Bristol SU does not encourage workers to undertake more than 48 hours per week averaged over 17 weeks. • Employment related procedures have been drawn up with appropriate awareness of discrimination and diversity.
<p>ARLA (association of residential letting agents)</p> <p>PRS (property redress scheme)</p>	<ul style="list-style-type: none"> • Bristol SU Lettings staff are registered with The Association of Residential Letting Agents (ARLA), though the agency itself is not. • Bristol SU Lettings is a registered agent under the property redress scheme, this is renewed annually and is a mandatory requirement of the lettings industry

<p>Licensing Act 2003</p>	<ul style="list-style-type: none"> • Bristol SU holds a Premises Licence for a range of activity within the building. • The day to day operations of the Balloon bar and AR2 are delegated to UoB Hospitality Services. • Every year we apply for a time limited licence for the Welcome Fair on Durdham Downs
<p>Data Protection Act 1998 /GDPR 2018</p>	<ul style="list-style-type: none"> • Bristol SU has a data protection policy • The data sharing agreement with the University was updated in 2020 • European legislation came into effect in this area in May 2018 and Bristol SU have thought through the implications. • Bristol SU are a registered data controller. • New Privacy Statements were put in place May 2018 and updated in May 2021, with separate updated policies for The Basket and Bristol SU Lettings (as these are captured on different sites). They were circulated to the membership. • A data audit and review of good practice has been undertaken. • Data Protection Training module is included in staff induction. • Regular ‘refresher’ training is scheduled for all staff.
<p>The Children Act (1989) and (2004) & statutory guidance Working Together to Safeguard Children 2013</p> <p>The Protection of Freedoms Act 2012</p>	<ul style="list-style-type: none"> • Relevant Bristol SU staff are required to undertake DBS checks, which are updated every three years. • All volunteers working with children or adults at risk via Bristol SU Volunteering opportunities have an appropriate DBS in place prior to commencing volunteering, which Bristol SU staff process. • We now partner with an external DBS provider, which increases our capacity to monitor and maintain compliance, it also reduces the time to process applications meaning volunteers get their clearance sooner. • Our Safeguarding Policy, signed off by trustees, is up to date • Safeguarding leads have undertaken training, and will refresh every two years
<p>Insurance</p>	<ul style="list-style-type: none"> • Insurance was included in UoBs policy for 2021 – 2022 and are agreed annually. Some are specific to the SU, and the building. In others we are included in the general policy. • The insurers are Zurich Municipal (UoB Policy) and Chubb (Directors' Liability Policy) • Buildings cover included within the £45m UoB insurance for the Richmond Building. • ‘Contents’ £798k

	<ul style="list-style-type: none"> • Business interruption £924k • Money £1m, £10k in a safe • Libel and Slander (not including Epigram) included in the main UoB policy £5m • Public Liability £50m, Employers Liability £50m • Crime protection (financial loss) £1m • Staff personal accident (including death in service) £6m • Directors and Officers Liability £5m (indemnity insurance) • Engineering Safety Liability £5m • Full cover for the Union’s wide range of activities, services and assets • Full details available. There is a significant excess on some of the policies - but the total cost represents very good value. • There is a separate policy with Aviva covering Death in Service Benefit
Bribery Act 2010	<ul style="list-style-type: none"> • Anti-Bribery Policy approved by Trustee Board, to be reviewed for May FARG meeting. • Guidance included in the Staff Handbook and Treasurer Training • Financial Controls framework in place to control expenditure
HMRC (Employer Registration)	<ul style="list-style-type: none"> • The Union is registered as an employer with HMRC • Payroll administration was outsourced to UoB for the first 5 months of the year. From January 2023 payroll administration will be outsourced to Dataplan, who will also be our agents for PAYE. • Payroll compliance is checked during the annual audit.
HMRC (VAT Registration)	<ul style="list-style-type: none"> • The Union is registered for VAT • Payments are made along with quarterly VAT returns. • All VAT returns and payments for 2021/22 were made within prescribed timescales. • Advice on complicated VAT issues is obtained from our External VAT consultants (Centurion VAT).
HMRC (Corporation Tax)	<ul style="list-style-type: none"> • The Union's taxable trading income did not exceed the threshold of £80,000 in 2020/21, and there was no corporation tax liability. • The nil Corporation Tax Return for 2020/21 was submitted before the deadline of 31 July 2022. • The 2021/22 draft Corporation Tax Return calculations have been reviewed by Crowe as part of the audit. Again, the trading threshold of £80,000 was not met, and there’s no liability. The return will

	be submitted before the due date of 31 Jul 2023.
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The Education Act 1994: Code of Practice implementing Section 22 and the Bristol SU Statement of Legal Compliance was reviewed and updated in Jan 2023 by Bristol SU Management Team, the Head of Governance and Executive Support and the University Legal Contact. It was approved by Bristol SU Trustee Board in Feb 2022. It is also published on the University website.



Signed:

Ben Pilling, Chief Executive

Date: Feb 2023