

agenda

Meeting:	Student Officer Committee
Date:	Thursday 29th January 2015
Time:	5.00 pm
Location:	Room 009, Queen's Building
Code	SOC 1341

- 1341 Departmental Presentation: Housing**
 A presentation from Charmaine Kidd, Home Run Lettings Agency Manager.
- 1342 Officer Research Requests**
 D Messling, Research, Policy and Projects Co-ordinator will be available to take Officers' requests.
- 1343 Minutes of the meeting held on 15 January 2015**
 (See pages 3-7)
- 1344 Matters Arising**
- 1345 Action Log**
 (See page 8)
- 1346 Financial Estimates Steering Discussion**
 A discussion topic from the Chair.
- 1347 Postgraduate Referendum Update**
 An update from the Postgraduate Education Officer and the Postgraduate Officer.
- 1348 Elections Timetable Update**
 (See pages 9-10)
- 1349 NUS International Student Conference**
 (See page 11)
- 1350 Officer Go Around/Reports**
- 1351 Reports on Priority Campaigns/Projects**
 (See written report on Priority Campaigns pages 12-16)

1352 Decisions made by Union Council

(See Council key decisions page 17, for full policies passed on 22 January go to <http://uea.unioncloud.org/main-menu/representation/democracy/union-council/union-policy>)

1353 Any Other Business

1354 Time, Date and Place of Next Meeting

To note the next meeting will be held at 5.00 pm on 5 February in Committee Room 1, the Council Chamber.

Minutes

Subject:	Student Officer Committee Minutes
Date:	Thursday, 15 January 2015
Paper:	SOC1331

Key Discussions

- Whether election rules might be changed after nominations had opened
- Part-Time Officers staying on after Easter to help in the hand-over to their successors

Key Actions

- Approved funding request for World Cafe
- Approved funding request for Women's Sexual Health Conference
- L Cody, I Goddard and D Ogunrinde joined Elections Working Group
- Agreed that Part-Time Officers could help support their successors in a hand-over until the end of the Exam period

Union of UEA Students Purpose:

"To enrich the life of every UEA student"

Minutes of the Student Officer Committee

15 January 2015

Voting Members present:

Josh Wilson (Ethical issues Officer), Dolly Ogunrinde (Women's Officer), Max Levene (Students with Disabilities Officer), Liam McCafferty (PG Education Officer), Chris Jarvis (Campaigns and Democracy Officer), Freddie Redfern (Ethnic Minorities Officer), Tom Etheridge (Non Portfolio Officer), Liz Cody (Non Portfolio Officer), Iain Goddard (Environment Officer), Theo Antoniou Phillips (Non Portfolio Officer), Dan Wrigglesworth (LGBT+ Officer)

Chair

Holly Staynor (Welfare, Community & Diversity Officer)

In attendance:

Tony Moore (Representation Support Worker), Matt Emery (Head of Venues), Gavin Hudson (Deputy Head of Venues)

Apologies:

Jim Dickinson (Chief Executive), Connor Rand (UG Education Officer), Yinbo Yu (Activities and Opportunities Officer), David Hall (Postgraduate Officer), Tom Southerden (Non Portfolio Officer), John Taylor (Mature Students Officer), Josh Clare (Head of Student Engagement)

1331 Departmental Presentation: Bars/Coffee

M Emery and G Hudson presented the work of the department, highlighting the empowerment of student staff members to undertake tasks including planning and stock control.

Questions were asked as to:

Flies in Unio,
Long queues to buy drinks in the LCR,
Accessibility to the Blue Bar for students with disabilities,
Student staff rotas,

Responses were:

Flies: pest control measures in place
LCR queues: investigating 'instant' products and innovative methods of serving for faster sales
Accessibility to Blue Bar: staff noted that door staff had been instructed to give access to the lift; believed this was a communications issue and would email M Levene to discuss
Student staff rotas: criteria being looked at, aim to make them as fair as possible.

1332 Minutes of the meeting held on 4 December

SOC noted that, due to staff absence, the minutes were as yet unavailable.

1333 Matters Arising

There were none.

1334 Action Log

Chair noted that she had consulted the NUS Officer concerning trans-exclusion in election regulations and they were happy to support this at Conference.

Chair noted that the University had been in touch about a joint statement on the DSA cuts and this should be ready to go at the end of the month; she noted that she would copy M Levene into the correspondence.

1335 World Cafe

C Jarvis noted that the funding would be for the workshop fees and transport expenses for external organisations.

SOC approved the funding request.

1336 Women's Sexual Health Conference

D Ogunrinde noted the conference would coincide with International Women's Day and the funding would cover external speakers' costs. On T Etheridge suggestion, SOC agreed to increase the amount assigned from the Liberations Budget. SOC noted that D Ogunrinde did not need to make a formal request for money from the Women's Budget.

SOC approved the funding request and increased from £100 to £150 the amount available from the Liberations Budget.

1337 Officer Go Around/Reports

T Antoniou Phillips: team leader training

F Redfern: researching the possibility of changing his job title from 'Ethnic Minorities' to 'Black Students' Office. (Several Officers believed

this would have to be preceded by an awareness campaign amongst the membership)

D Wrigglesworth: Norwich Pride work including presentations in local schools; compiling gender neutral toilets' campus map.

L Cody: liaising with UUEAS staff on joint honours, looking to draft a proposal for two advisers for each joint honours student, one from each School.

M Levene: planning to attend University group looking at access on campus.

D Ogunrinde: implementation of sanitary products policy, planning for Reclaim the Night March in Norwich, planning women's self-defence classes, attendance at Women's Officer Activists conference, examining University's mental health services, working on Lad Culture.

1338 Reports on Priority Campaigns/Projects

Chair: consulting with University on DSA cuts

C Jarvis: UUEAS forum with campus trade unions met to discuss joint campaigns; focus was on Living Wage and the launch of Unison's campaign

L McCafferty: reported that the FTOs had met and reviewed progress on the Priority Campaigns and a written report would be brought to the next SOC meeting.

1339 Any Other Business

L McCafferty: report that the timeline for the referendum on the future of the GSA was now Week 4; he noted he was hoping to reach agreement over the referendum process at forthcoming meetings with the GSA Committee but if he failed in this he would bring the matter back to SOC for consideration.

Chair noted that the University would not be running a Well-Being Week so UUEAS would organise one by itself, on the week commencing 2 February. Chair noted that this would include advertising the benefits of sleep and would involve a trial of the Nap Room as mandated by the Sleepy Time policy.

C Jarvis asked Officers to double check the proposals on Policy Lapse for the next meeting of Council.

J Wilson noted he had spoken, before Christmas, about forming a working group to examine how to improve the election rules to make UUEAS' elections more accessible. He noted time was short before the elections.

SOC debated whether the election rules could be changed after nominations had opened. C Jarvis believed they could and that the cut-off point would be before candidate training took place.

I Goddard, D Ogunrinde and L Cody volunteered to join the group.

I Goddard noted he thought it would benefit UUEAS if PTOs continued their work as Officers until the end of the Exam period rather than

finish at Easter so that there would be an adequate period of hand-over to the incoming Officers.

SOC agreed that this would be helpful and would require no constitutional change as the incoming Officers would hold voting rights and the outgoing Officers would stay to shadow them and provide support.

D Wrigglesworth noted that LGBT+ History Month would be coming up and asked Officers to contact Societies who were making contributions to contact Pride so that they could be well-publicised.

I Goddard noted that he had not known that O Steward had resigned from SOC.

L McCafferty apologised as he noted he should have announced this prior to the meeting. He noted he did not know whether Mr Steward had submitted a resignation letter and he would check this out.

T Moore advised that, as per the GSA constitution, on Mr Steward's resignation as President his place had been taken by D Hall, the GSA Secretary who had therefore become ex-officio Postgraduate Officer.

1340 Time, Date and Place

5. 00 pm, 29 January in 0.09, the Queens Building.

Action Log for 29 January 15

Date Commissioned	Action Required	Status	Assigned To:	Date to be actioned by:
5 June 14/2 October/23 Oct	Constitutionality of reserved places on Union Council for Rep Organisers to be investigated	Proposal to brought to SOC from Student Engagement	Chris	Jan
16 October 14	Letter to be send to NUS concerning trans-exclusion in election regulations	Liaising with NUS	Holly, Dan, Dolly	November
16 October 14	Public statement to be made on DSA Cuts in collaboration with NUA and City College	Liaising with University over joint declaration with NUA/City	Holly, Max, Chris	November
16 October 14	University to be lobbied over student accommodation in city centre	Lobbying continuing	Holly	November
15 January 15	Report on progress on the Priority Campaigns	Actioned: agenda item	Chris	29 Jan
15 January 15	PTOs to be asked to stay on during exam period to support successors	Ongoing	All	April 15
15 January 15	Check to be made if PG Officer submitted resignation letter	Actioned: presented to Council	Liam	29 Jan

Revised Elections Timeline:

DATE	EVENT
Monday 19 th January 2015	Nominations Open forms available from Union House reception and online to josh.clare@uea.ac.uk
Friday 20 th February 2015	Nominations Close all forms to be handed in to Union House reception or submitted online before the 5pm deadline
Monday 23 rd February 2015	Training Workshop Come along to a workshop to find out all you need to know about running in an election.
Thursday 26 th February 2015	Training Workshop Come along to a workshop to find out all you need to know about running in an election.
Friday 27 th February 2015	Training Workshop Come along to a workshop to find out all you need to know about running in an election.
Friday 27 th February 2015 - noon	Manifesto deadline
Monday 2 nd March 2015 - noon	Campaigning opens
Saturday 7 th March (Online Only)	Voting opens
Monday 9 th March	Ballot Boxes open on Campus
Friday 13 th March	Voting closes
Friday 20 th March	Deadline for all complaints regarding the election

Current Election Timetable:

DATE	EVENT
Monday 19 th January 2015	Nominations Open forms available from Union House reception and online
Friday 20 th February 2015	Nominations Close all forms to be handed in to Union House reception or submitted online before the 5pm deadline
Monday 23 rd February 2015	Training Workshop Come along to a workshop to find out all you need to know about running in an election.
Thursday 26 th February 2015	Training Workshop Come along to a workshop to find out all you need to know about running in an election.
Friday 27 th February 2015	Training Workshop Come along to a workshop to find out all you need to know about running in an election.
Friday 27 th February 2015 - noon	Manifesto deadline
Monday 2 nd March 2015 - noon	Campaigning opens
Wednesday 4 th March 2015 - noon	Voting opens (online)
Monday 9 th March 2015 - noon	Voting closes
	Deadline for all complaints regarding the election

Project/Campaign Title: NUS International student conference as part of the Sections conference

Amount of money requested: max 225£ (train tickets price fluctuations)

Budget requested from: ?

Details of project (500 words max)

The annual International student conference as part of the Sections conference is coming up, in the End of February, Thursday 26th to Friday 27th. This is a request form for Yinbo to attend the conference.

As part of the conference different workshops will run regarding international students and employment, fees, & funding, sponsor system, and responding to international students in crisis. Yinbo as an International student who is an FTO can attend this conference and gain the mentioned benefits. And most importantly, we can share the workshops, attend as many as possible and feedback to each other (workshops happen at the same time).

Breakdown of cost:

Train tickets: 67£ train tickets for (with coachcard, as it stands now, from Norwich to MK train station, NUS provides coach for transfer to the event area).
Conference fee: 125 £

How will this benefit our members? (300 words max)

The event is to create the policies and elect the next year's NUS International Officer (Yinbo will not be a voting member), and to provide information on how to support international students. With our union's presence we will represent the 30% of our UEA students and their rights.

Number of members directly benefited: 30% (roughly) of UEA students

Number of members benefited by extension:

How will you ensure this benefits hard to reach/liberation/underrepresented groups? (300 words max)

This request is for an opportunity to represent liberation groups.

Cost of Living Campaign

Of the four campaigns, this and the employment campaign are the broadest in terms of their aims and the diversity of issues that are included within them. As such, there have been varied levels of success in the different aspects of the campaign, with some small wins and some internal successes having already been achieved.

Campaign Objective		Where are we at?
Campaign team of 10-15 students to work on the cost of living campaign		Early attempts at forming campaign teams for all the priority campaigns were extremely unsuccessful.
No "real terms" accommodation fee increase		UEA are planning to increase accommodation fees by 3%, split differently across different types of accommodation. Discussion with the University have demonstrated that they have no intention to shift from this position, and so engaging in a process of negotiation through meetings will achieve little in terms of securing any move towards an accommodation freeze.
Ensure there is student representation on the body that sets accommodation fees		Over the last 7 months, Chris, Holly and Jim have repeatedly attempted to enter into proper discussions with the University about the rent level of accommodation. Over this time it has become apparent that much of the decision was already pre-determined before we were even in the room. Ongoing negotiations should take place regarding how we will ensure we are represented in future.
Identify all Home Run and Home Let properties that have an EPC below an E rating to be removed from our accreditation scheme		These have now been identified and will be taken out of our accreditation scheme from the 2015/16 housing list.
5% increase in the proportion of house stock provided by UEA is affordable		UEA has refused to provide an institutional definition of 'affordable' and therefore entering negotiations about affordability of accommodation has thus far been impossible.
50 properties in the home run/home let scheme have better installation installed		Through the introduction of the 'Green Standard', we will be pushing the standard up over a long period of time. At this stage it is difficult to tell the impact this as had. Over the next year, it will be possible to measure

		whether this has had a tangible impact on the number of properties that are insulated.
Hidden course costs to be “upfront and minimised”		As part of ongoing lobbying, a number of successes have so far been achieved, including securing free lab coats and goggles for all science students. Further lobbying will be ongoing.
Introduce a university wide student printing allowance		Printing costs have risen so far this year. However, Jonathan Colam French is supportive of the initiative and has proposed a printing allowance to the Executive Team on a number of occasions, and therefore there is traction within the institution
Establish blackboard as the primary source of accessing course materials as the norm across all schools		...

DSA Cuts

Changes in government policy has reduced the level of priority given to this issue thus far. However, with it having been integrated into the student manifesto and the general election campaign, it could feature prominently within that.

Campaign Objectives		Where are we at?
Union Council policy on DSA cuts		This was passed in the first term of the year.
Joint campaign with NUA and City College.		A meeting is scheduled for February 6 th with the Sabbatical Officers from NUA and City College to discuss how we can collaborate on this issue and others in the General election
Secure funding from the Community Organising Innovation Fund		An application was submitted to NUS to receive this funding, but was unsuccessful.

Ensure DSA cuts are stopped		NUS lobbying last year was successful in winning a postponement of the cuts. After the General Election it will be clear whether or not DSA cuts will still be on the table. This makes it even more important to ensure DSA does not fall out of the public debate.
A "plan B" of ensuring UEA protects services and that there be no negative effects should changes to funding be introduced		Early discussions have happened with DOS on this.
Establish a campaign group of 15 students		Early attempts at forming campaign teams for all the priority campaigns were extremely unsuccessful
300 activists involved in the lobbying of MPs		This could be incorporated into the General Election campaign.
All Norwich PPCs making a pledge to protect DSA		Two PPCs in Norwich South have responded to our manifesto pledging to protect DSA, with two others having pledged to maintain some form of DSA, albeit reformed and potentially watered down.
University to take a public stance against DSA cuts		Discussions have happened with DOS to take this stance.

Employment

At this stage, it seems likely that this campaign will have been the most successful by the end of the year, with the distinct possibility that all campaign aims will have been met. The development of UNISON's Living Wage campaign, which is worker led and student supported gives us the chance to directly support a campaign which looks to be strong and successful.

Campaign Objectives		Where are we at?
UUEAS to become a Living Wage Foundation employer		This was completed in August
UUEAS to become a WageMark accredited employer		We are registered with Wagemark and will be accredited once we have submitted our accounts
Succesfully lobby the University to introduce the Living Wage for all employees		UNISON's Living Wage campaign has now launched, and is getting wide reach and traction within the student body. There are detailed plans to build, develop and escalate the campaign within the activists attending meetings.
15-20 activists leading the campaign on the living wage		A number of students have participated in the meetings UNISON have been running on the Living Wage – substantially lower than 20, but this should grow over time.
Collaborate with other groups to win the living wage as the norm across Norwich		This process hasn't yet been started.
Revise employment rights literature		This has been done, and they have been re-designed and are now more detailed and more readable
Provide advice literature on internships		This will be launching in Student Money Week and has been drafted by the Advice Team.
300 students reached to promote rights at work		Little active promotion of our materials has been done. However, UNISON will be delivering a workshop on Trade Unions at the World Café on the 28 th .
1000 student reached through social media about rights at work		Very little done in this regard.
An employment charter will be introduced for		Liam has been working extensively on this, and a number of key areas of

PGs who teach		the University are on board.
500 students attend an ethical careers fair		Josh Wilson is working with the Careers Service on their 'make a difference' fair. Details to follow soon.
10 students lead the ethical careers fair project		"

Postgrad and International Fee Cap

Due to changes in both University and government policy through the fixing of fees for international students at 3% increases per year and the announcement of postgraduate loans, we should rethink how to approach this, as much of what was set out at the start of the year is no longer directly relevant.

Campaign Objectives		Where are we at?
A cap is introduced on Postgraduate fees		
International student fees do not rise more than in line with inflation from year to year		
International fees are fixed for the duration of a course		

Key Actions of Council's Annual Meeting 22 January

- Approved constitution for: **The Judo Club**
- Accepted Trustee Board's recommendation that UUEAS **incorporate** as a Company Limited by Guarantee
- Approved UUEAS' **Annual Report and Accounts** and the recommendation that the contract for UUEAS' **Auditors** be put out to tender
- Agreed technical changes to the Constitution and Bye-Laws so that **Schools that had, or would be, subject to merger** would retain their full number of representatives on Council and that **intercalating students** would be regarded as full members of UUEAS
- Approved all UUEAS' current **affiliations to external organisations** en bloc and, after a debate, in a separate vote, to **Stop the War**
- Approved all the proposals on **policy lapse** with the exception of agreeing that the policies on **Car Parking** and **Live Wire Broadcasting** be retained and, after debate, agreeing that the policy to lobby the University to stop using **Veolia** to process its hazardous should also be retained
- Approved policy to research the feasibility of using UUEAS' reserves to set up a student **Housing Coop**
- Approved a UUEAS' **Ethical Investment Policy**
- Approved change to the Bye-Laws that aims to **strengthen the representation on Council of Schools**; all by-elections for places on Council will take place at the same time in the run-up to the first meeting of each academic year
- Approved policy to oppose provisions in the **Counter-Terrorism and Security Bill**, in particular the requirement for Universities and academics to monitor students
- Approved policy to **oppose any form of Islamophobia** on campus
- An amendment to the **Election Regulations** was withdrawn