

agenda

Meeting:	Student Officer Committee
Date:	Thursday 5 February 2015
Time:	5.00 pm
Location:	Committee Room 1, the Council House
Code	SOC 1355

- 1355 Statements from the Chair**

- 1356 Minutes of the meeting held on 29 January 2015**
(See pages 3-9)

- 1357 Matters Arising**

- 1358 Action Log**
(See page 10)

- 1359 Financial Estimates Steering Discussion**
A presentation from the Chief Executive followed by discussion.

- 1360 Elections Timetable Update**
An updated proposal incorporating the principles agreed at the previous meeting.
(See pages 11-12)

- 1361 Go Global/ survey/ experience leaflet**
A funding request from the International Officer.
(See page 13)

- 1362 Officer Go Around/Reports**

- 1363 Reports on Priority Campaigns/Projects**
(See written report on Priority Campaigns pages 14-18)

- 1364 Decisions made by Union Council**
(See Council key decisions page 19, for full policies passed on 22 January go to <http://uea.unioncloud.org/main-menu/representation/democracy/union-council/union-policy>)

- 1365 Any Other Business**

1366

Time, Date and Place of Next Meeting

To note the next meeting will be held at 5.00 pm on 19 February in Committee Room 1, the Council House.

Minutes

Subject:	Student Officer Committee Minutes
Date:	Thursday, 29 January 2015
Paper:	SOC1356

Key Discussions

- Question of quorum for SOC meetings
- Postgraduate Referendum proposals
- How long campaigning should last and when the voting should close in the UUEAS elections

Key Actions

- The FTOs meeting, as Management Committee, agreed that a meeting could discuss non-binding, consultative items without the required level of quoracy whilst waiting for the meeting to become quorate before, when quorate moving on to discuss substantive items
- Approved the proposals on the Postgraduate Referendum but with the additions of a quorum for the General Meeting and a quorum for the Referendum taken from the relevant sections of the Bye-Laws scaled to the proportion of postgraduate students in the student population
- Appointed T Moore as Deputy Returning Officer for the Referendum
- Agreed principles for formulating the election timetable

Union of UEA Students Purpose:

“To enrich the life of every UEA student”

Minutes of the Student Officer Committee

29 January 2015

Voting Members present:

Josh Wilson (Ethical issues Officer), Liam McCafferty (PG Education Officer), Chris Jarvis (Campaigns and Democracy Officer), Freddie Redfern (Ethnic Minorities Officer), Tom Etheridge (Non Portfolio Officer), Iain Goddard (Environment Officer), Theo Antoniou Phillips (Non Portfolio Officer), Dan Wrigglesworth (LGBT+ Officer), Connor Rand (UG Education Officer), Yinbo Yu (Activities and Opportunities Officer), S Glakousaki (International Officer)

Chair

Holly Staynor (Welfare, Community & Diversity Officer)

Non-Voting Member present:

Jim Dickinson (Chief Executive)

In attendance:

Tony Moore (Democracy and Governance Coordinator), Josh Clare (Head of Student Engagement), C Kidd (Lettings Agency Manager), J Spiro (Head of Advocacy), D Messling (Research, Policy and Projects Co-ordinator)

Apologies:

Liz Cody (Non Portfolio Officer), Tom Southerden (Non Portfolio Officer), Dolly Ogunrinde (Women’s Officer), Max Levene (Students with Disabilities Officer), Dan Wrigglesworth (LGBT+ Officer).

Chair noted that the meeting was inquorate but would consider items that would not require any binding decisions until the expected arrival of Mr McCafferty.

1341 Departmental Presentation: Housing

C Kidd made a presentation on the work of Home Let and Home Run

Questions were asked as to:

Rent setting policy,
Energy suppliers,

Switch-Off Campaign,
Accessibility ,
Extending Home Let to NUA,
Mary Chapman Court,
Housing Socials for Incoming Students,
Visa checking by landlords,

Responses were:

Rent setting policy: we have none but give guidance to landlords as to local market rates;

Energy suppliers: discussed encouraging students to enrol in the City Council's bulk-buy scheme;

Switch-Off Campaign: will look into extending this from campus to Home Let;

Accessibility: no specific rules in place, but we encourage landlords;

Extending Home Let to NUA: will investigate possibilities;

Mary Chapman Court: discussion as to possibility of, if the lease is not-renewed, this being a suitable property for a future Housing Co-op;

Housing Socials for Incoming Students: we do not do these at present unless this is a major shortage of campus accommodation;

Visa checking by landlords: our priority is to remain within the law, we will focus on possible help for landlords on verification and countering discrimination against students in need of a visa.

S Glakousaki noted that, according to evidence she had received from her constituents, discrimination was already taking place.

1342 Officer Research Requests

D Messling, Research, Policy and Projects Co-ordinator, noted that a key part of role was providing research support for Officers, in providing 'ammunition' for lobbying or campaigning.

Research requests:

I Goddard: University energy usage

T Antoniou Phillips: Turn-out at Council

S Glakousaki: Visa requirements: clearing/non-clearing students.

C Rand noted that L McCafferty had arrived after the time stipulated in the Bye-Laws for a meeting to become quorate.

C Jarvis argued that the stipulation applied purely to Union Council meetings where changes to the Constitution or the Bye-Laws could be decided and that it would be in order for SOC to continue the meeting now that it had become quorate.

J Dickinson advised that any question of interpretation of the Bye-Laws was in the hands of the Trustee Board and that the present matter might be decided upon by the Full Time Officers meeting as Management Committee, a sub-committee of the Board.

Chair convened the Full Time officers as an ad hoc meeting of Management Committee; C Rand, L McCafferty, Y Yu and C Jarvis voted to confirm their interpretation that the present meeting of SOC

should proceed as a quorate meeting.

1343 Minutes of the meeting held on 15 January

S Glakousaki noted she had posted her apologies on Facebook and these had not been recorded; with this addition the minutes were agreed.

1344 Matters Arising

T Etheridge raised the difficulties of accessibility to Union House at the weekend.

Chair noted this matter had been raised at Management Committee.

1345 Action Log

Chair noted, concerning trans-exclusion in election regulations, that the deadline for resolutions to NUS Conference was the following Friday and she would be looking to meet this deadline.

1346 Financial Estimates Steering Discussion

This item was postponed until the following meeting.

1347 Postgraduate Referendum Update

L McCafferty circulated a paper to the meeting with proposals on the rules and timeline for the Referendum.

L McCafferty noted that Council had mandated him to run a referendum on a merger between UUEAS and the UEA. He noted that SOC had then set up a working group to see how the Referendum should be run.

L McCafferty reported the working group had reached agreement on what the question should be and some of the details of the running of the Referendum but there had been no agreement reached on quite a few aspects of the process. He believed that the group would not be able to reach agreement on the 'nuts and bolts' questions; he attributed this failure to the lack of consensus within the group as to whether the Referendum should, in fact, take place.

J Clare advised that there had been multiple working group meetings since Council had passed the policy.

L McCafferty noted there had been agreement that the GSA side would produce a set of rules for the running of the Referendum in time to be sent to the Registrar and for the SOC agenda and that these had not, in fact, been produced; which meant there would now be a possibility that the Referendum might not take place in the current academic year. He noted that, in order, to avoid this possibility he had, himself, drafted a set of referendum rules to fit the unique characteristics of a

referendum for solely postgraduate members.

C Jarvis voiced his concern that the paper did not, in fact, refer specifically to the special case of a postgraduate referendum as there was no specific quorum for the general meeting or for the ballot.

Chair asked for clarification as to the implications of SOC making a decision on the proposals without any members of the GSA present. L McCafferty noted that the policy had mandated him, individually, to organise a referendum and he had formed the working group for wider consultation. He noted his belief that events had demonstrated that it would be impossible to fulfil his mandate through the working group so he was bringing the matter to SOC for a decision to be made.

S Glakousaki argued that the proposals should include a specific quorum for the general meeting and for the ballot.

I Goddard asked for more detail on why it was thought the working group would not reach an agreement.

C Jarvis noted there had been a number of deadlines agreed and the GSA members of the group had failed to meet them. He noted the importance of holding the Referendum before the main UUEAS elections.

SOC noted the numbers for quorum at a referendum in the Bye-Laws and what the percentage would mean in terms of the number of postgraduate students.

T Etheridge noted that the Referendum would be indicative and his assumption that its result could be disregarded by Union Council. L McCafferty agreed this to be the case and that the GSA, also, could reject the results.

L McCafferty, in clarification to the Chair, noted that, if approved, he would take the proposed ad hoc rules for approval by the Registrar and that the timeline would be the same as that for an ordinary referendum.

I Goddard asked for clarification as to whether the working group had agreed the proposals.

L McCafferty confirmed that the question had been agreed but that there had been no explicit decision as to agreement on a specific timeline; he believed the group's working assumption had been that if the decision was made to go ahead then the timeline posed no particular problem. He noted that when he and C Jarvis had, subsequent to the last group meeting, asked for the GSA group members' approval of the present proposal; they had replied that they did not think that the Referendum should go ahead at the present time.

C Jarvis clarified that the question had been agreed, the assumption was that the timeline would be agreed but there had been no agreement as to the Referendum rules.

L McCafferty confirmed that the GSA group had been asked for their version of the rules but had not submitted one.

C Rand argued that SOC would have to come to a view as to whether the working group was, in effect, preventing an Officer fulfilling a mandate from Union Council.

L McCafferty argued as to the issues of a quorum for a general meeting discussed earlier that this would be a strange requirement for what would be an indicative and not a legislative process.

SOC discussed what number would be proportionate if it was decided to have a quorate PG general meeting and concluded that it would be twenty members.

T Etheridge noted his concerns that UUEAS appeared to be making unilateral decisions as to the future of the GSA.

L McCafferty noted that within the GSA constitution there was no provision for making policy or for binding their officers to a policy and this posed a difficulty for proposing any change including the present proposal.

I Goddard noted he had heard the GSA members of SOC had not been informed of the present meeting.

L McCafferty noted he had informed the GSA members that the proposals needed to be approved in time for the present meeting.

T Moore advised that he was sure that these Officers had been sent an email agenda and he assumed they had received notification via the Facebook group.

SOC approved the PG Education Officer's proposals on the Postgraduate Referendum but with the additions of a quorum for the General Meeting and a quorum for the Referendum taken from the relevant sections of the Bye-Laws scaled to the proportion of postgraduate students in the student population. SOC noted the precise working would be arrived at as a Chair's Action and would be published on the SOC Facebook page.

SOC appointed T Moore as Deputy Returning Officer for the Referendum.

1348 Election Timetable Update

T Etheridge noted his concerns as to keeping the campaign period relatively short as, presently, it was too extended for those candidates on intensive courses.

SOC noted the possible problems with Derby Day and Go Global dates. SOC noted the following principles for designing the timetable:

- To be mindful in drafting of important dates in students' diaries
- A careful balance of the needs of electors and candidates in determining the duration of the campaign
- Precise timing to guarantee the availability of DRO/RO and to

provide a reasonable climax to the process

J Wilson thought it would be too late for this year but he hoped that for the following year the planning and decision making for the election timetable would be transferred from SOC, a potentially self-interested group, to a working group composed of UUEAS staff and students who had declared that they would not be standing for office.

SOC agreed in principle that campaigning should open on Thursday, 5 March and that voting would close on Friday, 13 March.

SOC agreed that a revised timetable incorporating the above principles would be brought to the next meeting.

1349 NUS International Student Conference

SOC approved a funding request for a maximum of £225 to send the Activities and Opportunities Officer to the NUS International Student Conference.

At this point and Officer had to leave and the Chair declared the meeting inquorate.

Action Log for 5 February 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	PTOs to be asked to stay on during exam period to support successors	Ongoing	All	April 15
29 January 15	3 Principles to be incorporated into new election timetable	Actioned	Josh Clare	February 15

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
Thursday 5 th March 2015 - noon	Campaigning opens
Saturday 7 th March- 9am (Online Only)	Voting opens
Monday 9 th March- 9 am	Ballot Boxes open on Campus
Friday 13 th March- 12 Midday	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: International students Go Global/ survey/ experience leaflet

Amount of money requested: £79

Budget requested from: International student Officer budget

Details of project (500 words max)

Week 7 is Go global and in an attempt to provide more ways of expression to international students and not only a party, a survey will be created, in order to gain more information on what international students would like to know when they are coming and when they are leaving UEA.

This will enable to create a good strategy for the union welcoming group, and also a good strategy in the 'International students leaving workshop' we are planning with DoS.

Also a hash tag will be in place for students to share their experiences. All these will be advertised in the leaflet/card as a Go Global, International SU. 5000 leaflets are 79£, 1000 were £69 so decided to go for 5000.

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

We aim to learn from their experiences and needs in order to improve for the next years, according to the feedback.

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