

Union of UEA Students Mission 2009-13

1. To create positive change in matters relating to the education of UEA students by effectively representing their collective views.



Student Officer Committee Meeting

5 pm 27 September 2012 in the Board Room

Agenda

- 659 Election of the Chair**
- 660 Minutes of the meeting held on 7 June.** (See pages 3-10)
- 661 Action Log** (See pages 11-12)
- 662 Matters Arising**
- 663 Items for Tweeting and Items for Videoing**
- 664 What We Have Been Doing Blogs** (see pages 13-14)
- 665 GOATing Topics**
Suggested topics from the Communications Officer (see page 15)
- 666 LGBT Survey and Report**
A proposal from the LBGT Officer (The Report, Appendix A, is rather large to send as an attachment so we have uploaded it to the Facebook site, it will be available on the website on Monday 24 September).
- 667 Sports Charter on Homophobia**
Recommendations from the Finance Officer.
- 668 Structure of Liberations Campaigns Committees**
A discussion topic from the Communications Officer.
- 669 Formation of Campaign Sub-Committees**
A discussion topic from the Communications Officer.
- 670 Finance and Budgets**
a) Proposed Student Officer Committee Funding Guidelines from the Communications Officer (see page 16)
b) A report from the Finance Manager concerning Elections, Conferences, Campaigns and Liberations budgets (see Appendix B).

- 671 NUS Zone Conferences**
A discussion topic from the Communications Officer concerning Officers' attendance at the Zones. (see page 17)
- 672 Member of the Joint Consultation and Negotiation Committee**
To appoint an Officer to the above Committee.
- 673 TUC Demo on 20 October and possible industrial action by UEA Unison**
A discussion topic from the Communications Officer.
For a background briefing by NCAFC on the industrial action in higher education go to <http://anticuts.com/2012/09/17/students-and-the-pay-campaign-in-higher-education/>
- 674 Charging Societies and Clubs for Use of the Hive**
A discussion topic from the Communications Officer.
- 675 Strategic Priorities**
A discussion topic from the Communications Officer.
- 676 Student Officer Action Plan**
A discussion topic from the Communications Officer. Please note copies of the latest updated plan will be circulated before the meeting.
- 676 Management Minutes**
To receive minutes of the Management Committee meetings of 11 May, 23 May, 30 May, 28 June, 9 July, 23 July, 6 August, 13 August, 29 August. (See pages 18-43)
- 677 Any Other Business**
- 678 Time, Date and Place of Next Meeting**



Minutes of the Student Officer Committee

7 June 2012

Summary

Key Discussions

- Campaign against the closure of Islamic Centre
- Liberations Campaign Funding
- Religious Activities in Union House
- Proposal by Christian Union to provide quiet room at LCRs endorsed

Key Actions

- SOC to be updated on the results of forthcoming meetings with the Islamic Centre campaigners and with the University
- Chair to investigate rumoured changes to 22 and 40 buses and tweet results
- Closure of Islamic Centre to be GOATing topic
- Chair to investigate liaising with INTO on focus group to discover International Students perception of UUEAS
- Chair to write a "how to" guide on purchase orders and recognised suppliers in time for Residential Training
- £250 allocated to each Liberations Campaign. Names of Campaign Committee members and the method of recruitment would be submitted to the Community and Student Rights Officer in the new academic year
- Wording to draft policy on Religious Activities in Union House agreed and to be submitted to Council in the new academic year



Minutes of the Student Officer Committee 7 June 2012

Voting Members present:

Rob Bloomer (Finance Officer), Jess Lewis (Non-Portfolio Officer), Abbi Forsyth (Non-Portfolio Officer), Bintu Foday (Non-Portfolio Officer), E Fallows (Non Portfolio Officer), Meg Evans (Academic Officer),

Non-Voting Members present:

T Gilder-Smith (Women's Officer), T Killeen (Mature Students Officer), Astrid Heidemann Simonson (International Officer), John Taylor (Post Graduate Officer).

In attendance:

J Bowker (Academic Officer Elect)

Chair

Tash Ross (Community and Student Rights Officer).

Apologies for absence

Yousef Baboul (Ethnic Minorities Officer), Richard Laverick (LGBT Officer), Rosie Rawle (Ethical Issues Officer), Benjamin Brown (Environment Officer), Derek Bowden (Chief Executive), Matthew Myles (Communications Officer).

647 Minutes of the meeting held on 31 May

The minutes of the 31 May meeting were agreed, excepting in Item 637, where it was noted that £500 should read £900.

648 Action Log

SOC noted all actions had been completed except the public statement on the Rio+20 Declaration, the signing of the Sports Charter on homophobia, and the commissioning of the Green Success banner. Chair noted that, on the formal letter to the University over the closure of the Islamic Centre, FTOs had been in so many discussions with the University that this had been difficult to draft as the line to take in the letter had constantly changed. She noted that the letter would be drafted shortly.

B Foday noted she would forward to SOC her report on the Muslim students email survey, shortly.

649 Matters Arising

Chair reported on the week's events in relation to the closure of the Islamic Centre. She noted that Mr Simon Wright MP would be coming to meet students the next day and that he had asked to be able to visit the Chaplaincy to see the new facilities that would be on offer to Muslim students. She characterised Mr Wright's visit as a fact finding mission and that he did not want to be involved in the protest that was scheduled for later in the day. She noted that Anglia TV would be covering the visit and she would be asking Muslim students involved in

the campaign to be available for interview.

Chair noted that the FTOs had raised the closure at their meeting with the Vice-Chancellor and she had, also, raised the issue at a meeting with the Pro- Vice-Chancellor Academic. She believed the Executive Team's stance was that they were under no obligation to provide an Islamic Centre. Tom Ward, the PVC, had spoken of his distaste for spending fee money on religious facilities and had stated his opinion that the majority of students were atheist or agnostic and would not be impressed with University funds being spent on prayer facilities. Chair noted that the FTOs had argued for retaining the Centre or for providing new facilities whilst the University had argued for a multi-faith Chaplaincy. The FTOs had responded to this proposal by arguing that the Chaplaincy would, actually, have to be multi-faith with enough room for non-Christian faiths to practice their religion; a situation that the Muslim students did not feel to be the case with the present arrangements.

Chair noted the FTOs had met with the Dean of Students, the senior University member of staff who, it appeared, other senior officials were tasking with responsibility for this matter. She noted that Dr Grant had reservations about the appropriateness of both the Centre's two separate gendered facilities and the small size of the women's area for a building on campus and that Dr Grant had noted this would not be the case in the multi-faith milieu of the Chaplaincy. Chair believed that Dr Grant was under the impression that the Hindu Society, which had had issues over facilities, were now satisfied with the arrangements in the Chaplaincy. However, Chair noted that this was at variance with the FTOs' impression of the Hindu Society's take on the matter.

Chair summed up UUEAS' stance as one of being eager to be at the table for discussions with the University but, at the same time, highlighting to the University the fact that it was no surprise that students who had not been consulted, in any way, on the matter, should react with anger and disappointment. She noted that UUEAS would emphasise that if students were kept in the loop they were far less likely to feel isolated and upset. UUEAS supported the need for multi-faith facilities but these had to be adequate to meet the differing needs of students belonging to different religions.

Chair noted that it had been suggested to the campaigners against the closure to deliver their petition to the Registry rather than the Dean of Students, as which University official had made the decision was still unknown and it would be best to direct the petition to the heart of University decision making.

J Taylor wondered whether the University had underestimated the size of the Muslim community when making the original decision or whether the University had taken a conscious decision to ignore the needs of the community.

R Bloomer believed the University had not underestimated the numbers but they felt that with so many non-students attending the Centre it was impossible to estimate the number of student using the facility. He believed the University felt that it was not their responsibility to provide facilities for these non-student members of the local

community. He also noted that the University had registered the views of students who did not use the Centre as they felt unwelcome due to their adherence to a particular variant of Islam.

M Evans noted that it was on record that there were over 500 students self-defining as Moslem but it was impossible to gauge how many used the Centre.

T Killeen wondered whether UUEAS needed to be careful on the question of members of the local community's use of the Centre, if it were to be the case that it was only a relatively small number of students using the facilities then this might validate the University's argument that the Chaplaincy would be an adequate space.

R Bloomer believed there were two sides to the argument: not only whether the Chaplaincy would provide an adequate space but whether that space would be appropriate for non-Christian faiths.

M Evans noted that UUEAS policy stated the Chaplaincy to be an inappropriate space for non-Christian faiths with its current facilities.

Chair noted that there was a tick box on the petition for students who currently used the Centre; so, hopefully, this would enable UUEAS to come up with firm figures for student usage.

Chair believed that, if it became apparent that it would be impossible to renew the planning permission for the Centre, UUEAS should, possibly, focus on finding more appropriate solutions.

J Taylor noted that at the last SOC it had been reported that temporary planning permission had been granted on the understanding that a permanent structure would be built.

Chair noted that Officers would be updated on the results of forthcoming meetings with the campaigners and with the University.

Action

650 Items for Tweeting and Items for Videoing

A Forsyth reported that there were rumoured further changes to the 22 and 40 bus services. Chair will investigate and tweet the results.

Action

651 GOATing Topics

Chair noted that this would focus on the Islamic Centre over the coming week.

A Simonson noted that INTO students would still be on campus during the summer. Chair argued it would be useful to liaise with INTO to establish a focus group on INTO students' perceptions of UUEAS as a summer project.

Action

652 Liberations Campaigns Funding

Chair noted that UUEAS Liberations Officers and campaigns were nominally autonomous and that, for example, next year it would not be a healthy situation for the FTOs, four white straight men, to tell the Women's Officer how she should spend her campaign budget. She believed there had to be a modicum of financial autonomy. She noted that, although this was not in the written constitution, it had been past practice to allocate a sum to each Liberations Campaign.

She suggested that SOC allocated £250 be allocated from the Campaigns Budget to each Liberations Campaign with each Officer and Campaign Committee to take responsibility on how the money would be spent. She noted this proposal would take £1,750 from the Campaigns Budget. Chair noted that last year the money had not been ring-fenced and had ended up being spent as part of the overall budget.

Chair noted Liberations Officers would be able to access the funds via either the Membership Services Manager or a FTO. Chair noted she would be hoping to write a "how to" guide on purchase orders and recognised suppliers in time for Residential Training.

Action

A Simonson noted concerning Campaign Committees that she was working on recruitment and she wondered whether the Committee had to be approved by SOC.

Chair noted that, constitutionally, it was prescribed that there had to be elections to the Committee but, that, in reality, it was often a matter of trying to build a functioning Committee by persuading students to participate. A Simonson suggested that she would submit the names of Committee members to SOC, once they had agreed to serve.

SOC agreed that Committee members and the method of recruitment would be submitted to the Community and Student Rights Officer in the new academic year.

SOC agreed to allocate £250 per Liberations Campaign from the Campaigns Budget.

Action

653 Template for Officers' Funding Requests

Chair apologised to SOC that she had been unable to complete this in time for the meeting. She noted that it would be circulated during the summer.

Action

654 Draft Policy on Religious Activities in Union House

Chair circulated the draft policy she had prepared which she believed could be used as an interim measure before it was sent for consideration at the first Union Council of the coming academic year. Chair noted the distinction in the draft between private use of rooms for a Club or Society and the space that UUEAS provided that all or any student might access and, also, the emphasis that UUEAS was a secular organisation that did not endorse any one faith.

T Killeen noted the proscription of groups from preaching or active attempts to involve students in religious activities might cause problems in relation to religious groups at MEDMart or SocMart.

R Bloomer noted that, for these purposes, the stall, a religious group might book, could be defined as a private space.

Chair believed there was a difference between asking a student whether they were interested in joining a particular group at SocMart and questioning a student's lifestyle by stridently proselytising for a

particular faith.

J Taylor noted that the notes referred to the public space and the resolves referred specifically to the Hive and the LCR. Chair agreed that this anomaly should be removed.

A Simonson wondered whether the ban on religious symbols would extend to an exhibition by Photo Soc, for example, that might include a photograph of a cross by an international student portraying their home culture. She wondered whether the wording might be that the symbol should not have a religious purpose.

R Bloomer believed that the question of intentionality in the portrayal of a religious symbol might be decided upon by an ad hoc sub-committee of SOC.

T Gilder-Smith suggested this might be resolved by stating: "in the cases of art work or cultural history, certain allowances can be made, these to be decided by a sub-committee of SOC."

T Killeen noted his concerns about a blanket ban on any symbols that might be taken to be of religious origin.

T Gilder-Smith believed the limitation as to items fixed to walls was a key part of the policy.

B Foday noted that the poster sale in the Hive often contained items with religious symbols and that a blanket ban would impact on this event.

T Gilder-Smith believed, as to symbols, that the distinction between promotion and depiction should be emphasised.

T Killeen agreed this was important as sometimes a group would need to advertise who they were.

J Taylor noted that a blanket ban would mean, for example, that a Jesus Christ Superstar poster would not be allowed.

T Gilder-Smith argued that a key point of the policy would be that all religions would be treated equally. For example, if a Christian group wanted a prayer box in the Hive then all other groups would be allowed to: she believed the policy to be, very much, all or none. She believed that the policy had to be about equality of opportunity rather than censorship.

SOC agreed to the wording of: "display of material that is of a clearly religious nature aimed at promotion of one specific religion in public spaces provided by the Union during public opening times should not occur".

R Bloomer argued that the wording should explicitly exclude events such as SocMart.

SOC agreed to the general re-wording of the resolution and that the new FTO team would bring the draft policy to Union Council in the Autumn Semester.

Action

655 Updates from Campaign Sub-Committees

J Lewis reported that, on Fees and Cuts, she had been working with C Corkery and the Communications Officer on planning a leaflet that would explain UUEAS' policy on fees and cuts by laying out the arguments as to why UUEAS opposed them. She noted the leaflet would detail the history of the campaign and plans for the future and

that a video version would be produced which would be played at SocMart.

656 Campaigns Budget

Chair noted, with the decision made earlier, the budget stood at £6,250.

657 Any Other Business

Chair noted that the FTOs' 'What We Have Been Doing' Blogs would be added to the minutes of SOC meetings and confidential items would be circulated to Officers.

Action

R Bloomer reported that Men's Rugby Club had submitted their Complaint to the Dean of Students and that the FTOs had submitted their evidence and that the matter was now under consideration by Dr Grant.

B Foday asked about the timetable for Officer Training. M Evans noted that she would ensure that the Membership Services Manager emailed this to Officers on his return, the following Monday.

Action

J Taylor noted, in terms of forward planning, that as SportsMart and SocMart took place before most post graduates arrived at university, many post graduates felt excluded. He would be working over the summer on arrangements to resolve this and asked that this be minuted.

He also asked that thanks should be minuted for the fantastic work that outgoing Officers had undertaken over the last year.

Action

R Bloomer reported that the Christian Union had asked to be able to provide, in Welcome Week, a quiet room to be situated in the Bill Wilson Room during LCRs. He noted that he would be meeting with the CU to find out more about what a 'quiet room' entailed. He believed, if this was to be simply a quiet space and not an opportunity for recruitment, then, it would present no problem. He noted that the CU were not a UUEAS Society so this would mean working with an external organisation.

Chair wondered whether the provision of a quiet room might be facilitated by UUEAS, itself.

E Fallows believed that this would be a useful facility for students attending the LCR who did not use alcohol.

SOC endorsed the idea of working with the Christian Union to provide a quiet room.

Action

A Simonson noted, concerning International Arrivals, that the International Students Society had been available in past years to talk to arriving students and to provide some socialisation and getting to

know each other sessions. She believed this was where UUEAS could make a really positive contribution as the information and logistical aspects of the day were very professionally handled by University staff. She had spoken to the membership Services Manager about developing UUEAS' involvement on Arrivals Day and she would update SOC on this, at a later date. She thought there had been some organisational problems with UUEAS' contribution at last year's event. She noted that this year International Arrivals were on 19 and 20 September and if any Officers would like to be involved they should contact her.

Action

T Killeen asked when Officers would have the bigger picture as activities for the start of the new academic year so that they could forward plan.

M Evans noted that the FTOs were meeting the following week to plan FTO activities for Welcome Week. She noted that, as soon as arrangements were finalised, the Communications Officers would send the timetable to Officers.

Action

R Bloomer reported, concerning Officers' hoodies and t-shirts, that Officers should submit their sizes. Chair will email Officers.

Action

658 Time, Date and Place of Next meeting

To be arranged in the week commencing 24 September.



SOC ACTION LOG

| Date Commissioned | Action Required | Status | Assigned To: | Date actioned: |
|-------------------|--|--|--------------|----------------|
| 22 May 12 | UUEAS public statement in support RIO+20 Declaration to be issued | Statement issued on blog | MM | 6/6/12 |
| 31 May 12 | Formal letter on Islamic Centre Closure | Petition & letter of need submitted by ISoc | MM | June 12 |
| 31 May 12 | Report on Muslim students email survey | Collated and sent | BF | 8/6/12 |
| 31 May 12 | Green Success Banner | Banner to be designed and commissioned | RR | |
| 31 May 12 | What We Have Been Doing Blogs | Circulated | MM | 8/6/12 |
| 7 June 12 | Islamic Centre Closure | Circulated | TR | June 12 |
| 7 June 12 | Changes to 40 and 22 bus routes to be investigated and results tweeted | New bus times facebook and tweeted | TR | June 12 |
| 7 June 12 | GOATing on Islamic Centre closure | In regular contact with ISoc University consultation ongoing | ALL | |
| 7 June 12 | A "how to" guide on purchase orders and recognised suppliers for Liberations Campaign to be drafted in time for Residential Training | Addressed in agenda item | TR | Sept 12 |
| 7 June 12 | Template for Officers' Funding Requests | Addressed in agenda item | TR | Sept 12 |
| 7 June 12 | FTOs' What We Have Been Doing Blogs to be added to the minutes of SOC meetings and confidential items to be circulated to Officers. | Completed log drafted and maintained – blog on agenda | TR/AM | Sept 12 |
| 7 June 12 | Timetable for Residential Training | Done | ME/TC | June 12 |
| 7 June 12 | Liaison with Christian Union over quiet room at LCR | Report on situation to be made to meeting | RB | |
| 7 June 12 | Internationals Arrivals | JT, AS & TK all helped | ALL | Sept 12 |
| 7 June 12 | Welcome Week Timetable | Facebooked | MM | Sept 12 |
| 7 June 12 | Hoodies Size | Ordered will arrive 24/9/12 | TR | Sept 12 |

SOC FUTURE ACTION LOG

| Date Commissioned | Action Required | Status | Assigned To: | Date actioned: |
|-------------------|---|--|-----------------------------|----------------|
| 31 May 12 | Sports Charter on Homophobia | Recommendations to be made to meeting | RB/JL/ RL | |
| 31 May 12 | Class Size and Module Choice question from HUM LTQC | To be GOATed at start of Autumn Semester | ALL | |
| 31 May 12 | Committee of Presidents of Faith Societies | MM in process of contacting groups | JL/SC | |
| 31 May 12 | Faith Officer | Possibility of this role to be in Constitutional Review | TR | |
| 7 June 12 | Liberations Campaign Committees | Recommendations to be made to meeting | Liberat ions Officers | |
| 7 June 12 | Religious Activities in Union House | To be brought to Council in the Autumn Semester | MM | |

What have we been doing?

In no particular order...

Built a website area for new members. It's pretty cool, check out ueastudentblog.com/newmembers.

Come up with a plan for the year, so that everybody knows exactly what we want to achieve. The Student Officer Action Plan (SOAP) will hopefully be approved at the next SOC.

Made a Union Handbook, for new students. It's useful and fun and nice; get yours from the Student Officer Centre.

Given induction talks to hundreds of new students, so that they know how to change the Union, University and planet Earth. Our focus is just 'representation' – hopefully people will remember. 3 MED students contacted Tony to register their interest in becoming a rep.

Been to training events, so we are clued up on national issues that will affect UEA students.

Made ueastudentblog.com fairly popular, so that there is a good place online for members to find out about interesting/relevant stuff that's happening in the Union. We've had an average of 800+ hits per day so far in September.

Nearly finished the Student Experience Report 2012 which is full of ways that we know that members want the University to improve their time at UEA.

Started the Constitutional Review, so that we have a better Constitution, allowing members to have more control about how the Union works.

Started the creation of a new Strategic Plan so that we know what we want to achieve over the next three years.

Created the first Ticket Rep system so that clubs and societies can earn money by bringing people into the LCR club nights.

Started work on a Loyalty Card Scheme so that members will be able to save even more money using Union outlets.

Created a Community Newsletter so that UEA students get a better reputation in the local community.

Started work on the Zero Tolerance campaign, revisiting the old publicity and thinking of ways to improve the campaign for this year.

Enabled students to give lectures at the Forum, so that they can learn public speaking skills, boost their CVs and share their knowledge.

Met with University staff over attendance monitoring proposals to find out more information and register our opposition.

Met with Simon Wright to hold him to account for breaking his pledge, as well as lobbying him to pressure the government to ease UKBA's immigration regulations.

Worked on constructing a new representation model to present to the University, which will create better representation on academic committees.

Made a video tour of UEA accommodation so that new students living in halls know more about where they're moving in to.

Analysed the Annual Student Survey to produce a report on international students, so that we better understand how to improve the lives of international students at UEA.

Helped to delay the closure of the Islamic Centre, by registering our disapproval of the lack of consultation and the use of the Chaplaincy building and by assisting the Muslim Community in their protests with materials, equipment and advice. The University will now be consulting the Union over their consultation process for the construction of a long-term policy for faith on campus.

Worked with staff to organise Welcome Week events, like Societies/Sports Fairs, a Living Locally social, buskers etc.

Worked with staff to improve our clubs/socs training and handbook, so that our clubs and societies are more aware of their responsibilities and how to achieve things.

Autumn Semester GOATing topics suggestions from FTOs

Week 1: **Welcome to the Union** - you are a member, who we are, what we do. 'Will you vote?' survey.

Week 2: **Campaigns** – Priority Campaigns Poll, 'we are a campaigning organisation'

Week 3: **Elections/Democracy, EDL, Welcome Week Feedback, Islamic Centre** – tbc.

Week 4: **Elections/Democracy, EDL, Welcome Week Feedback, Islamic Centre** – tbc.

Week 5: **Student finance** – hidden course costs, financial support.

Week 6: **National Demo** – get people interested and signing up to a mailing list

Week 7: **Tbc**

Week 8: **NUS Delegate nominations + National Demo**

Week 9: **National Demo**

Week 10: **Housing** – don't panic!

Week 11: **What we've done** – tell members what we've been doing to get them to see the value of the Union and think about running for election

Week 12: **Student support & Advice Centre** – students will be handing in work, preparing for exams etc, so we should tell them about the Advice Centre's expertise in academic appeals.

Student Officer Committee Funding Guidelines

What budgets are available?

Campaigns Budget: £8000 in total; includes £250 for each of the 7 liberation campaigns to use autonomously, £6250 for SOC to use democratically. The Campaigns Budget is for campaigns only.

Training Budget: £6700 available for all of SOC to access. This is to be used for training materials and training events only.

How do I access SOC funding?

Campaigns Budget: All expenditure from the Campaigns Budget must be approved by the Student Officer Committee before the money is spent, unless you are a liberations officer in which case you have autonomous control over your £250 budget. Unless otherwise discussed with a Full-time Officer, you have two options for making the expenditure:

1. Spend the money and claim it back via an expenses form, which you can access from the Finance Office.
2. Request a purchase order from a Full-Time Officer, the Chief Executive or the Membership Services Manager.

Training Budget: All expenditure from the Training Budget must be approved by the Student Officer Committee. For training events, once agreed at SOC the Full-Time Officers will book the space. For everything else, follow the instructions below unless otherwise discussed with a Full-Time Officer.

How do I apply for funding at SOC?

You must submit a written application which outlines:

- Your name/role
 - The costs, broken down if necessary
 - Which budget you are applying from
 - Which members will benefit from the expenditure
 - How members will benefit from the expenditure
-

NUS Zone Conferences 2012

The NUS slogan for the Zones, this year is: "Explore. Dream. Discover". The venue for all the Zone Conferences is the Palace Hotel, Manchester.

The cost for each delegate is £135 + VAT

Society and Citizenship Zone

Sunday 28 October 2012 11:30 - Monday 29 October 2012 13:30

Welfare Zone

Monday 29 October 2012 11:30 - Tuesday 30 October 2012 13:30

Union Development Zone

Wednesday 31 October 2012 11:30 - Thursday 01 November 2012 13:30

Higher Education Zone

Thursday 01 November 2012 11:30 - Friday 02 November 2012 13:30

For more information on the Zones, please go to:

<http://www.nusconnect.org.uk/events/zone-conferences/>



Minutes of Management Committee Meeting

Friday 11th May 2012

Boardroom, Union House

Present: Rob Bloomer (Chair) Lynda Johnson
(Minutes) Derek Bowden Meg Evans

5888 Minutes from previous meeting – 30th April 2012

- The Minutes were agreed by the Committee.

5889 Matters Arising

- DB to meet with NR to discuss fair allocation of hours to door staff.
- DB and RA to meet with Annie Grant to discuss outside seating area (by Hive).

5890 Home Run Lettings – Business Proposal

- JS and TC joined the meeting and outlined the draft business proposal submitted in respect of Home Run Lettings. JS confirmed that this proposal has been discussed with members of the SMT and Annie Grant – all of whom are supportive.
- JS explained how a gap has been identified for a good quality agent and how this service would fit well with the existing service offered by Home Run.
- The draft proposal detailed:
 - The background of Home Run
 - The Changing Housing Landscape
 - Student Rental market in Norwich
 - Home Run Lettings – The Plan
 - Income vs Expenditure
 - Staffing Roles

- Following general discussion about the proposal, it was agreed to present the proposal at the next Trustees meeting.
- Contact has been made with the Union by a Mr Plummer, who is considering developing some land he owns in West Earham, into student flats. His intention is to pass on the management of the flats to a third party. It was agreed this could be a possible venture to pursue in the future.

Action:

- ***JS to investigate further.***

5891

Request for unpaid leave

- RB requested a couple days unpaid leave at the end of July, in order for him to take up a coaching course for Korfball that he has been offered. He confirmed that there would be no detriment to the handover with the new Officer Joe Levell.
- The request was agreed by the Committee.

5892

June meeting with Executive Team

- A request for an Agenda to be formalised for the meeting with the VC on 1st June was put forward. It was confirmed that subjects to be covered would be state of play with hidden course costs and also response for the Corporate Plan.
- DB confirmed that there will be a discussion with members of the Registry on the first set of budget figures and financial analysis, on 28th May.

Action:

- ***ME to request agenda items for meeting with VC on 1st June.***
- ***RB to chase meeting to discuss Corporate Plan.***
- For the meeting with the ET on 18th June, DB suggested putting a film presentation together highlighting how much better the Union could be with additional funding. The film would incorporate information from all the top Unions around the country and what they currently do and how they work. This would support the financial plans to be discussed.

Action:

- ***All Officers to be approached to assist in putting presentation together.***

5893

AOB

- A proposal was submitted by Nick Rayns for the purchase of a Smartphone for a member of ENTS. This opened up a wider dialogue regarding the necessity for a member of staff to have a Smartphone. It was agreed to take the discussion to the next SMT and a decision on the proposal by NR would be agreed at that meeting.
- Request for funding received from the Diving Club for new safety equipment. £3500 requested for line cutters and £1300 requested to replace lost equipment.
Action:
- ***It was agreed to pay £3500 for the safety equipment and £700 towards the cost of replacing the lost equipment.***

5894

Date of next meeting:

- Monday 21st May 2012
Commencing after MMM
Boardroom, Union House



Minutes from Management Committee Meeting

Tuesday 22nd May 2012

Boardroom, Union House

Present: Rob Bloomer (Chair) Meg Evans
Matt Myles Derek Bowden
Lynda Johnson

Apologies: Tash Ross Annie Grant

5895 Minutes from previous meeting - 11th May 2012

- Meeting with members of the Registry will be held on 30th May (not 28th May as previously recorded).

5896 Matters Arising

- Home Run Lettings business proposal was discussed at Trustees and will be reviewed in line with current budget indications. It was deemed a good proposal, but with concerns raised regarding timing of introducing the business, with the current deficit situation within the Union.
- Meg Evans, Tony Moore and Toby Cunningham have been discussing agenda items for the VC meeting. Suggested to have themed discussions.

Action:

- **ME to circulate Agenda.**
- The meeting to discuss the Corporate Plan (with Tom Ward and David Richardson) will take place following the VC meeting.
- External seating for the Hive has now been agreed and finalised.

5897 Proposal for Training - Chloe Bone

- A proposal from Chloe Bone requesting funding to undertake a Chartered Institute of Public Relations Diploma in Public Relations was received and discussed in-depth.
- It was agreed by all members of the MCM that Chloe was to be commended for her enthusiasm and desire to progress her professional learning and development, but concerns were voiced regarding the amount of funding requested (£1,500) in light of the current deficit situation within the Union.
- A wider conversation opened up regarding the introduction of a Marketing Department within the overall strategic plans for the future growth of the Union. This would require the necessity for different skill-sets of personnel and at this stage, it was agreed a far broader scope of marketing expertise would be required rather than PR experience.
- It was agreed to investigate how much there currently is within the training budget and how the limited resources are to be spent on staff training and development going forward.
- It was agreed to reconvene the meeting next week once all the relevant information has been collated, to discuss further and a decision to be made.

Action:

- ***Confirmation of deadline for submission of applications to CIPR to be obtained from Chloe Bone.***
- ***Training budget to be confirmed.***
- ***Outline plan of Marketing Department to be drafted by DB.***

5898

AOB

- MM requested 28th August off as annual leave. It was approved by the MCM, with a request for MM to advise the new Officers accordingly.
- DB confirmed that there were seven requests received for voluntary redundancies. Meetings have been held with the relevant line Managers of staff concerned. Decisions to be made at the beginning of June, whether the requests from staff will be accepted and onward actions.

Action:

- ***Voluntary redundancy requests to be discussed at MCM beginning of June.***
- DB and Fran Poole met with Andrew Burbidge from Estates, to discuss the redevelopment of the retail

outlets. It was confirmed that £600K has been allocated for this project and it will commence summer 2013. A feasibility study currently underway to put together project plan and costs.

- Estates have just won a competition which will enable them to have architectural services free of charge for a project. A "vision statement" of Union House in the future will be drawn up by the architects – totally unrestricted by finances. The vision will take the format of opening up the ground floor into an interactive hub of all membership services, with the first floor being dedicated to administrative functions.
- All bids recently submitted to the Annual Fund were awarded.
- The three submissions from the Union were:
UUEAS Cultural Fund
UUEAS Community Dragons Apprentice
The Dragons Apprentice
- MM requested approval for funding for Welcome Week publicity. Last year the total cost was £17K and this year the total request was for £12.5K.

Action:

- ***DB to discuss further with Toby Cunningham and Lesley Hanner.***

5899

Date of next meeting

- Wednesday 30th May
Commencing 2:00pm
Boardroom, Union House
(reconvened from meeting of 22nd May)
- Thursday 7th June 2012
Commencing 3:00pm
Boardroom, Union House



Minutes of Management Committee Meeting

Wednesday 30th May 2012

Boardroom, Union House

Present:

| | |
|--------------|---------------|
| Rob Bloomer | Matt Myles |
| Tash Ross | Meg Evans |
| Derek Bowden | Lynda Johnson |

5900 Minutes from meeting - 22nd May 2012

- Clarification of costs for the Handbook are as follows: £17K was spent last year on the Handbook and this year the total request for £12.5K covers the Handbook, Welcome Pack, staffing costs and postage.

5901 Matters Arising

- ME to circulate Agenda for meeting with VC.
- Voluntary redundancy requests to be discussed at MCM on 11th June.

5902 Review of proposal for training – Chloe Bone

- The Committee re-opened discussions regarding the proposal submitted by Chloe Bone for funding of £1,500 to undertake a CiPR Diploma in Public Relations.
- It was confirmed that the training budget held within HR currently stands at £7K, which has to cover all training costs throughout the Union. There is currently no training policy.
- The value of a CiPR qualification to the Union was questioned and it was agreed that every encouragement should be given to both Chloe and all staff members, to undertake personal development and training, but in the right context studying the most appropriate qualification beneficial to the position and the Union.

- It was highlighted that one of the SUEI recommendations was to develop staff and offer training and the Committee agreed that this should be commenced as soon as feasible, with a relevant training strategy being identified.
- After lengthy discussions it was agreed that the proposal submitted by Chloe Bone, whilst commendable, was not the most appropriate direction of training required for her position and the Union at this moment in time.

Action:

- ***DB to meet with Toby Cunningham, Chloe Bone and Jackie Saville, to review training needs for the future and discuss departmental training which will be integrated into a training strategy for the whole Union.***

5903 AOB

- Jackie Saville (Head of Human Resources) joined the meeting at this point.
- JAS outlined proposed student recruitment for the position of Home Run Housing Administrator, to commence in two weeks and will be 20 hours per week for 16 weeks.
- She brought to the attention of the Committee that the hourly rate required by the department for this post was at Grade 3 (HERA evaluated).
- JAS expressed concern that a temporary student would not have the skill-set required for this post and therefore, would be remunerated at a higher rate than other student staff. Examples were given of pay differentials in other areas of the Union.
- The Committee agreed that the post-holder would need to meet all the criteria of the job description / person spec.
- It was noted that the timeframe for getting someone in post was very.

Action:

- ***It was agreed to run the advert internally at Grade 3 and see what applications are received that meet the requirements of the Person Spec.***
- ***Should no suitable applicant be identified, consideration would be given to advertise externally.***
- The Committee discussed a recent incident where a member of staff posted a derogatory comment about students at the Union on his personal Facebook page.

- Diane Anderson (Entertainments Central Support Manager) spoke to the staff member about the incident.
- **Action:**
- ***It was agreed that no further action would be taken against the staff member, but Nick Rayns (Ents and Bars Manager) and Jackie Saville (Head of HR) would ensure that they were fully aware of the Social Media Policy and advise them that this type of incident would not be tolerated in the future.***
- ***Social Media Policy to be reiterated to all staff at the Staff Day on 13th July.***
- DB visited City College and met with SU outgoing and incoming Presidents. Positive meeting and hope to collaborate on events, sports, clubs etc moving forward. MM to follow-up and involve other Officers.
- DB to meet with Head of Higher Education Clive Turner for further discussions.

5904 Date of next meeting:

- Monday 11th June 2012
Commencing 3:00pm
Boardroom, Union House



Minutes from Management Committee Meeting

Thursday 28th June 2012

Boardroom, Union House

Present: Rob Bloomer (Chair) Lynda Johnson
(Minutes) Derek Bowden Tash Ross
Matt Myles Meg Evans

Apologies: Annie Grant

5905 Minutes from previous meeting – 30th May 2012

- The Minutes were agreed by the Committee.

5906 Matters Arising

- DB confirmed that he had spoken with Toby Cunningham regarding the MC decision regarding the proposal received. A training programme will be developed for all staff members, which will tailor training according to needs for individual roles within the organisation.
- It was confirmed that the Home Run Administrator was now in post.

5907 HR Updates

- Jackie Saville (Head of HR) joined the meeting.
Voluntary Redundancy Applications
- JAS confirmed that out of the seven applications received for voluntary redundancy, six had been accepted. She stated that letters of acceptance for voluntary redundancy had been sent to the parties concerned, together with their relevant calculations of payments that they will receive. It was reiterated that

they were statutory payments only and no money will be given in lieu of notice.

- The Communications Officer expressed his concern that he was not aware of the process that had been followed and was not up to speed on the situation, as he had only just returned to work following a period of sickness absence. He stated that he felt he should have been involved in the discussions.

- JAS outlined the personnel who had been accepted for VR and the anticipated dates of their departure. There was just one application that was declined.

Proposal – Student Activities “Hub”

- A proposal was outlined to the MCM regarding student activities, for which Toby Cunningham (Membership Services Manager) joined the meeting. The functions of reception and student activities would be amalgamated into one central “hub” which would enable all services to be delivered from one place.
- TC requested permission to discuss the proposal with the staff concerned and this was agreed by the MCM.

Action:

- ***TC to email working document regarding whole proposal to Management Committee members and will update MC once negotiations with the staff concerned have taken place and an initial cost has been identified for the work to be undertaken downstairs.***
- TC left the meeting.

Request for maternity cover

- JAS confirmed she had received a request from Richard Alderson to employ a Bar Supervisor for a maternity cover. He would like this post to be in place from September for a period of six months, with a salary of approximately £10K. RA had discussed cover with staff already in post, but he expressed his concerns as their contract of employment would entitle them to be paid time and a half together with time off also.
- The request to recruit a maternity cover Bar Supervisor was agreed by the MCM.

5908

Update – Lettings Agency

- JS provided revised figures to be presented to Finance Committee on 29th June. To be discussed further at next meeting of Trustees.

5909 “Make Poverty History”

- The sum of £368:97 to be sent to “Make Poverty History” campaign.

5910 Annual Leave – Joe Levell

- Requested 19th and 20th July. This was agreed by the Committee.
- Requested 8th – 19th August (10 days).

Action:

- *It was decided to defer this decision to a MCM at the beginning of August, whereby the new Officers would be in post to make the decision.*

5911 Raising price of Sports Association Membership

- The Committee discussed the request to increase the price of S.A.M. from £35:00 to £50:00. It was confirmed that the increase in subscription would gain £48K. The agreed alternative to an increase in subscription would be a commensurate reduction in expenditure within clubs and societies.
- Concerns were raised regarding effect of an increase and it was agreed a stronger marketing message was needed outlining what you get with S.A.M.

Action:

- *It was agreed to defer making a decision and for the situation to be discussed at the start of handover with the new Officers. The decision to be finalised by the new Officers.*

5912 AOB

- MM highlighted the framework he had created for new members area of the blog. He requested funding of circa £280:00 for start-up costs to make the font and undertake printing.
- Meeting recently held with members of Ents and Bars to discuss ideas to improve club nights and trial moving from a Tuesday to a Wednesday night. It was suggested to use student promoters to promote new events.
- Comment received from member of staff that they felt the new ice-cream stand in the Paper Shop was not being advertised sufficiently. The Communications Officer requested information of a comparison of how

much income the new ice-cream stand is generating, compared to Ronaldo's.

Action:

- ***MM to investigate and update at next meeting.***
- ME requested Thursday 5th July off as annual leave. This was agreed by the Committee.

5913 Date of next meeting

- Monday 9th July 2012
Commencing 3:00pm
Boardroom, Union House

- The Chair asked for an update in respect of the HR Administrator post. DB responded it was still open, with one member of staff having been interviewed.
- MM requested half a day annual leave on 17th July. This was agreed by the Committee.

- TR and ME requested 12th, 13th and 16th July off as annual leave. This was agreed by the Committee.
- Sam Clark requested 19th and 20th July off as annual leave. It was agreed that the Officers do not have to take annual leave for their graduation.

5917 Date of next meeting

- Monday 23rd July 2012
Commencing 3:00pm
Boardroom, Union House



Minutes of Management Committee Meeting

Monday 23rd July 2012

Boardroom, Union House

Present: Rob Bloomer (Chair) Joe
Levell
Tash Ross Sam Clark
Meg Evans Josh Bowker
Lynda Johnson Matt Myles

Apologies: Derek Bowden Annie Grant

5918 Minutes from previous meeting – 9th July

- The Minutes were approved by the MCM.

5919 Matters Arising

- Handbook Team
MM confirmed that the money had been approved, if required, for the handbook team. As yet a decision had not been made whether the handbook team would be returning.

5920 S.A.M. (Sports Association Membership)

- The Chair refreshed the MC of discussions previously held on 28th June, in respect of raising S.A.M. from £35:00 to £50:00.
- A lengthy discussion ensued with all the Officers highlighting their concerns about increasing the membership and gave their views on anticipated feedback should an increase be applied.

- Concerns were noted that the situation should have been addressed a lot earlier with the input from sports clubs and other representatives.
- Suggestions ranging from sponsorship to stronger marketing for S.A.M. were put forward to try and find ways to substantiate either spending less or charging more.
- Finally the Committee agreed to raise the membership by £5:00 (from £35:00 to £40:00) and agreed to wait for the block grant.

Action:

- ***S.A.M. to be raised from £35:00 to £40:00.***
- ***JL to lead on consultations with sports clubs / Union Council and sports representatives next year, before any further increase is agreed, with a view to increasing S.A.M. as proposed.***
- ***FTO's to take decision to Trustees as change of budget.***

5921 T-Shirts / Shirts for Officers

- The Officers discussed whether they would like to wear polo shirts or t-shirts as official "uniform". After discussions, they agreed to wear polo shirts and have hoodies (for the cold weather). In a change from traditional navy blue, the Officers agreed to have bright red polo shirts. They felt this would make them more identifiable as Officers. Again the polo shirts will bear the Union logo and individual names and titles.

Action:

- ***Samples of red polo shirts and hoodies to be obtained for review by Officers.***

5922 Studio Improvements for Waterfront

- The MCM reviewed the request from Leander Platten for circa £2500 to be spent on new studio equipment for the Waterfront.
- It was felt the improvements to the new stage at the Waterfront will have positive effects for future business.
- The Management Committee approved this request.

5923 Joe Levell - Annual

- JL requested 8th – 19th August off as annual leave. The MC approved this request.

5924 New boats for sailing club

- The MC discussed the request submitted by Toby Cunningham to purchase a Laser 2000 sailing boat at a cost of £3.5K.
- It was confirmed that the maintenance of the boats will be out-sourced and investigations to be made whether the original agreement to provide sailing courses using the power boats is still in force.
- The Management Committee approved this request.

5925 AOB

Ents / Club Nights meeting

- It was brought to the attention of the Officers that a recent meeting which was to discuss new ideas to promote club nights / improve Tuesday / Wednesday nights at the LCR was not attended by any Officers and concerns were raised that input from members of staff was not being heard.
- It was agreed to bring these meetings back on-track and ensure the meetings include representation from the Officers, together with bar staff, Ents staff and Derek Bowden.

- The MC requested that at the next MC meeting Nick Rayns attend the meeting, along with representatives from the bars, to give an update of current discussions.

Action:

- **NR to produce up-to-date report following first two meetings.**
- **NR and representatives from bar staff and Ents staff to attend next MCM to discuss progress.**

New Chair of MCM

- The Chair advised that the next MC meeting would be represented by the new Officers only and they would need to elect a new Chair.
- Following discussions, it was agreed to nominate Derek Bowden as the new Chair of the MCM.

Action:

- **DB to be asked to Chair MCM's.**

5926

Date of next meeting

- Monday 6th August 2012
Commencing 4:00pm
Boardroom, Union House



MINUTES FROM MANAGEMENT COMMITTEE MEETING

MONDAY 6TH AUGUST 2012

BOARDROOM, UNION HOUSE

Present: Derek Bowden Matt Myles
 Sam Clark Joe Levell
 Josh Bowker

Apologies: Annie Grant

5927 Minutes from previous meeting – 23rd July 2012

- The Minutes were agreed by the MC.

5928 Matters Arising

- It was agreed that whilst S.A.M. would be increased to £40 from £35 savings would be made in overall expenditure to ensure that the budgeted deficit level was achieved. This would result in an expenditure reduction of circa £34K.
- It was also agreed that a more detailed review of club nights would be rescheduled for a forthcoming meeting.
- Following debate amongst the Student Officers, it was agreed that future MCM's would be chaired by Josh Bowker.

5929 Approval for recruitment

- The Membership Services Manager joined the meeting and outlined various changes that are proposed to take effect within the re-organisation of the Membership Services Dept. Approval was given by the Management Committee.
-

5930 Approval for staff changes

- Approval was given by the Management Committee for the suggested staff changes, presented by the Membership Services Manager.

5931 Discretionary Increment – An Advice Worker

- Approval was given for a one-off fixed discretionary salary increase.

5932 Unbudgeted Expenditure for H&S

- Approval was given for the four areas of expenditure outlined in the Facilities Manager's proposal. CE suggested that he confirmed the necessity of two additional walkie-talkies before approving this item.

5933 Notebook vs iPad

- MC approved the purchase of a replacement notebook.

5934 Request from Men's Football Club

- MC agreed to make an advance payment to the men's football club to cover the cost of replacement kit. This will be deducted from the annual funds available to the club. It was further agreed that we need to develop a policy with regard to capital funding in instances where kit or equipment provided was taken by students at the end of the year.

5935 Giving to the Union

- Pending conversations between the CE and Lynne Simpkin, it was agreed to progress with the Virgin Money giving option.

5936 AOB

- Joe Levell outlined some of his thoughts regarding the development of a discount/loyalty card to be used by students. The CE brought the group up to speed with regard to conversations that are already taking place within the SMT, with regards to a loyalty card programme. It was agreed that the Finance Manager would outline progress to-date at the next MCM.

5937 Date of next meeting

- Monday 13th August 2012
Following MMM
Boardroom, Union House

- JAS presented the Redundancy Policy to the MCM for ratification. She explained how UNISON have requested that all Union policies are aligned to University policies as much as possible.
- The Redundancy Policy is a standard policy, with the amendment of protecting remuneration for staff within one salary grade for a year, not for one year on same salary as previously written.
- It was requested that the policy includes reference to the Constitution where it states "current legislation".
- The Management Committee approved this policy.

5942 HR Update

Voluntary Redundancies

- JAS updated the MC with regards to the voluntary redundancy status.
- All six applicants who were accepted for VR have received their financial package information and agreed an exit date.
- Queries were raised by one applicant who has opted to leave in one year's time. The queries raised related to receiving notice payment as well as working for an additional year, together with a request for holiday payment as it was stated it was not possible to take holidays prior to the date of departure, due to departmental working needs.
- The MC discussed in depth this situation and what solution could be put forward to resolve the issues.
- It was agreed to pay the holiday pay for all staff members who are taking voluntary redundancy.
- The MC confirmed that there would be no notice period paid to the member of staff who has opted to exit the organisation on 31st May.

Action:

- ***JAS to write to staff members confirming same.***

Proposed re-organisation of the Finance Dept

- JAS presented a proposal from the Finance Manager to employ a Management Accountant. This post will replace the current post of Payroll Clerk / Finance Assistant. This change has been created by the implementation of electronic systems for rostering and payroll and also some internal staff restructuring following an accepted voluntary redundancy application.
- JAS confirmed that initial "at risk" discussions had commenced with the staff member concerned and they

are currently undertaking a four week work trial within the HR Department.

- It was confirmed that an internal member of staff had applied for the HR Administrator position and had been interviewed. Due to the position being ring-fenced in-line with HR procedures following restructuring and potential risk of redundancy, it has not been possible yet to make an offer of employment for this post.
- Following discussions around all the implications of the proposal, the Management Committee approved the proposal.

5944 Recruitment in Post Office

- JAS requested agreement to advertise the forthcoming vacant position in the Post Office internally. The position will be vacant following the departure of the member of staff taking voluntary redundancy at the end of September.
- It was confirmed that a member of staff has been approved to cover the post in the interim.
- The Management Committee agreed this request.

5945 Loyalty Card Scheme

- Lesley Hanner joined the meeting and updated the MC on progress with introducing a loyalty card scheme.
- She confirmed that Colin Hammond was in discussions with Fidelity and a presentation will be taken to the SMT shortly.
- Coventry are currently using this Fidelity system and it was agreed beneficial to join up with Coventry and also discuss with NUS.

5946 AOB

- JAS confirmed that interviews were scheduled for the afternoon of 14th August, for the position of temporary Bar Supervisor. She requested an Officer to sit on the interview panel. Sam Clark volunteered.
- Officers met with David Richardson for introductions. Future discussions regarding the revamp of the front of Union House to include an Officer.

5947 Date of next meeting

- Wednesday 29th August 2012
Commencing 2:00pm
Boardroom, Union House



Minutes from Management Committee Meeting

Wednesday 29th August 2012

Boardroom, Union House

Present: Derek Bowden Josh Bowker
 Joe Levell Matt Myles
 Sam Clark

Apologies: Annie Grant

5948 Minutes from previous meeting – 13th August 2012

- The Minutes were agreed by the Management Committee.

5949 Matters Arising

- Club Nights
DB confirmed that Damon Pritchard and Laura Huckle will liaise with regards to investigate ways to give money back to societies.
- JAS wrote to staff members who had been accepted for voluntary redundancy advising that they would receive holiday pay. No response received from any of the staff members concerned.
- Colin Hammond to attend next SMT meeting and discuss loyalty cards in more depth.

5950 Bar Supervisors - Re-grading

- A proposal to re-grade Bar Supervisors was presented by Richard Alderson. The MC discussed the responsibilities of each Supervisor and it was noted that each Supervisor has a specialism.

5951 Purchase of a gavel

- A request was submitted to purchase a gavel for use in Union Council meetings.

- DB asked whether the University use one and whether Council need to approve its use at meetings.
- It was confirmed that it was acceptable to use a gavel in meetings and that a NUSSL approved supplier must be used.

Action:

- ***The MC agreed in principle to this request, but asked JB to research more about the most appropriate gavel to purchase.***
- ***To be brought back to future MCM for final approval.***

5952 i-Pads

- It was identified that JL and JB both have i-Pads, with MM receiving one within the next few weeks for University Council.
- SC is the only Officer without an i-Pad and it was confirmed that University Senate will not receive any i-Pads for another four years.
- Following discussions about the efficient and effective use of an i-Pad for Officers, it was deemed appropriate and fair for SC to also receive one.
- A query was raised which budget an i-Pad could be purchased from.

Action:

- ***JB to ask Mark Baldry to obtain a quote for another i-Pad similar to the ones held by the other Officers. Once approved, purchase to be made.***

5953 AOB

Office Printers

- JL raised whether it would be a financial saving to obtain a new printer. He confirmed that this would allow more cost savings in respect of printing for SOC as current toner cartridges are over £250.
- DB queries why it was necessary to have colour printers in individual offices.

Action:

- ***JB to ask Mark Baldry to investigate more cost effective printers – both colour and black and white.***

Bar Prices

- A proposal was submitted from Richard Alderson to increase bar prices effective 1st September 2012.
- DB highlighted that the Union absorbed the tax increase on alcohol last year and should prices not be

increased accordingly this year, there will be potential high financial losses.

Action:

- ***The MC agreed the increase in bar prices.***

5954

Date of next meeting

- Monday 10th September 2012
Commencing 10:30am
Boardroom, Union House