

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 18 October 2012 in the Board Room

Agenda

- 710 Welcome**
To welcome Kim Jenkins to SOC on her election as Students with Disabilities Officer.
- 711 Minutes of the meeting held on 11 October** (See pages 2-10)
- 712 Action Log** (See pages 11-12)
- 713 Matters Arising**
- 714 Student Officer Action Plan Update**
- 715 Items for Tweeting and Items for Videoing**
- 716 What We Have Been Doing Diaries** (see page 13)
- 717 GOATing Topics**
- 718 NUS Living Wage Masterclass**
A Funding Request from the Finance Officer. (see page 14)
- 719 Campaign Sub-Committee Updates**
- 720 Budget and Spending Update**
See budget update. (see page 15)
- 721 Management Committee Minutes**
To review the minutes of the meetings held on 10 September and 24 September. (see pages 17-20)
- 722 Items to note on the Union Council Agenda**
- 723 Any Other Business**
- 724 Time, Date and Place of Next Meeting**



Minutes of the Student Officer Committee

11 October 2012

Summary

Key Discussions

- SOC internal communications
- Loyalty Cards
- SOC's response to the University's consultation concerning faith on campus
- Presence of Union banner at TUC demo

Key Actions

- Facebook to be SOC's sole internal communications channel
- No response to the University's consultation on faith on campus to be made by SOC as a body
- The matter of a policy proposal to Council should be left for consideration to the meeting of the faith groups with the Chair of SOC to be held on 22 October
- Agreed funding for members' tube travel to TUC demo agreed
- Agreed funding for International Officer to attending NUS International Officer training
- Agreed funding of £78 for badges and a banner for Save UEA Music's commemorative event to mark the anniversary of their formation

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



Minutes of the Student Officer Committee 11 October 2012

Voting Members present:

Jess Lewis (Non-Portfolio Officer), Bintu Foday (Non-Portfolio Officer), E Fallows (Non Portfolio Officer), Josh Bowker (Academic Officer), Sam Clark (Community and Student Rights Officer), Joe Levell (Finance Officer),

Non-Voting Members present:

Rosie Rawle (Ethical Issues Officer), Benjamin Brown (Environment Officer), T Gilder-Smith (Women's Officer), Derek Bowden (Chief Executive), John Taylor (Post Graduate Officer), Astrid Heidemann Simonson (International Officer), T Killeen (Mature Students Officer).

In attendance:

T Moore (Representation Support Worker).

Chair

Matthew Myles (Communications Officer).

Apologies for absence

Yousef Baboul (Ethnic Minorities Officer), Richard Laverick (LGBT Officer), Abbi Forsyth (Non-Portfolio Officer),

696 Minutes of the meeting held on 4 October

The minutes of the 4 October meeting were agreed.

697 Action Log

SOC noted the completed actions. R Rawle noted she still had to confirm the measurements for the Green Success banner and would then pass the design to the Media Marketing Assistant.

Chair noted, concerning the Class Size and Module Choice question, that he had raised this at the HUM LTQC and had asked that Course Directors email their students for their views. He noted, however, that there was a detailed investigation underway by Learning and Teaching Services and the LTQC Committee had decided to await the report from LTS before taking action.

J Lewis reported that 33 members had signed up and asked any Officers who wished to attend to remember to sign up.

Chair reported that the first three items had been tweeted.

S Clark reported, on Black History Month, that he had liaised with ENTS who were not planning any events but had indicated that they would happily put some on. However, ENTS had indicated that in the past BHM events had been sparsely attended. B Foday noted she had contacted the Afro-Caribbean Society and was still waiting for a

response.

On the GOATing for the PCP, Chair reported that all the 40 students who were GOATed about the PCP indicated that they would be voting in future UUEAS elections.

Chair noted that the Higher Education Achievement Record had been raised in GOATing. E Fallows reported that this would be introduced this year by the University and would record all module results including those in the first year and that students had been unaware of this as they had been assuming that their first year did not count toward their degree classification.

Chair noted that HUM Teaching Directors had been unaware of the implementation of HEAR.

On the Christian Union's space allocation, J Levell noted he would be taking this to Societies Committee which he anticipated would ask for the CU's allocation to be withdrawn; he would then contact the CU. S Clark reported, on the proposed chill out room, ENTs had advised that this would not increase capacity; however it would not increase event costs either. He noted that there would be a cost in providing seating which, if it were the same as elsewhere in the building, would cost approximately £1.400. Chair asked S Clark to investigate further and for Officers to contact S Clark with any suggestions as to furnishings.

Action

Chair noted that a report on cost implications of attendance at future conferences would be brought to the next meeting.

Action

698 Matters Arising

Chair noted that the issue of SOC communications had been raised at the last meeting. He proposed that a GoogleDoc facility be created where all the SOC documents would be uploaded at 5 pm on a Tuesday. He noted that there were sometimes difficulties with extra documents being too large to be sent by email.

T Killeen argued that adding another medium for SOC communications would only further complicate matters for Officers who would have to log in to yet another site to gain access. He noted, at the last few meetings, participants had reported they had not known where specific documents were to be found. He argued that there should be just one medium.

After a detailed discussion by SOC of the relative merits of different communications methods, Chair summarised the debate as: SOC were in agreement that there should be only one communications channel but were divided as to whether this should be Facebook or email. He, therefore, proposed that this be put to a vote.

SOC voted that Facebook would be its sole internal communications channel.

Action

699 Student Officer Action Plan Update

Chair asked that Officers inform him of their updates before 5pm on

Tuesdays.

B Foday reported she had been liaising with the University over a career fair at UEA London on 6 November. She noted that two coaches, paid for by NBS, would be going from Norwich and that 150 students had signed up.

B Brown noted, in discussions with other members of the Go Green Campaign, it had been raised that none of cups used in the bars were recyclable. He believed that it was important that UUEAS switch to biodegradable cups. S Clark noted that there were not the facilities available for recycling plastics. B Brown believed that alternative corn starch based cups could be used; thus avoiding the need for recycling oil based plastic. He noted there would be a cost implication with quotes of four times the cost of plastic; however, he noted that other SUs used biodegradable cups and he would be investigating as to their approach.

J Levell reported that the whole issue of recycling had been brought up at Management Committee and was under consideration by Senior Managers..

E Fallows noted that the Livewire Union Radio Show was broadcast between 5 and 6 pm and asked any Officers wanting to contribute to contact him.

B Brown reported the success of the On Ya Bike events, particularly the bike maintenance workshops. He would be updating SOAP to include year round publicity for the workshops with the idea that once the requisite numbers had been signed up then workshops would be run in response. He noted that the funding for these would need to be considered in the future.

700 Items for Tweeting and Items for Videoing

A Simonson – the petition on changes to the visa rules for international students in the UK, particularly the post-study work visa. J Taylor believed this should be communicated to the Vice-Chancellor. S Clark noted that the FTOs would be meeting the VC on the following Monday and would raise the matter with him.

R Rawle – launch of the Lens.

Action

701 What We Have Been Doing Blogs

Chair noted that as these were now only posted to the Facebook page; they were not, therefore, strictly 'blogs' and would be titled in future, 'diaries'.

Chair reported that the Student Experience Report had been sent to print. He noted, also, that he had had a useful meeting with the PVC Academic to discuss a possible new UUUEAS post for representation and quality assurance.

J Levell reported that Club and Society training had now been completed.

Chair noted that nominations for the by election for the post of Students with Disabilities Officer post had been high, possibly as a result of the helpful email sent out to all self-defining students by DOS. However, the hustings and voter turnout had been low and he urged

Officers to publicise the poll.

S Clark noted that the CommUnity newsletter had been published and he had received positive feedback from the local, Labour, City Councillor.

702 GOATing Topics

Chair noted that the template topics for the week were elections and democracy and that a time schedule would be posted on Facebook. J Taylor asked that if, during GOATing, Officers met PG students they might raise the topic of PG library provision and the forthcoming elections to the GSA Committee. He would write a short briefing for GOATing.

Action

J Bowker reported, on PG matters, that he had raised the issue of post viva library access for PG students with the University and that the matter would be resolved.

703 Loyalty Cards

J Levell reported that a UUEAS Loyalty Card tied into the NUS Extra Card would be in place by January.

He asked for Officers thoughts on the scheme and how students would be rewarded and how loyalty to values of the Union and use of commercial services would be integrated into the scheme.

He had been in discussions with a commercial organisation, Salesforce, and had noted the amount of data that UUEAS would be able to track and which would aid demographic and market research.

He noted he would set up a discussion forum for Officers on the SOC Facebook page.

A Simonson noted her own, personal, suspicions of loyalty cards and their ability to track an individual and she believed her suspicions would be shared by some other students. She wondered whether there was the possibility of having a paper written card that was disposable and not subject to tracking.

J Levell took this point but argued that the scheme's ultimate aim was not to track students but to reward them. He noted that he would look into producing a paper, non-track able alternative but administering this as a system would be extremely complex.

A Simonson believed it was important that UUEAS would inform students that data obtained from the use of the card would be stored and analysed.

R Rawle thought it a strange concept that volunteering hours would be subject to a kind of valuation and subsequent reward.

J Levell noted that this was a complex area and that further conversations to ensure the right approach to volunteering in the scheme would need to take place.

704 Report on the Priority Campaigns Poll

Chair thanked the Officers for helping publicise the poll that had registered 16,000 endorsements.

Both J Taylor and A Simonson commented on the massive success in raising awareness of the Priority Campaigns amongst the membership that the polling strategy had brought.

R Rawle asked that next year more information, possibly in booklet form, should be made available to members about the individual campaigns. She noted the importance of ensuring that the information on each campaign was fully up to date.

Action

705 The University's formulation of a Faith Policy

Chair noted that, following their postponement of the closure of the Islamic Centre, the University had decided to think in more strategic terms about issues of faith on campus and now wished to consult with students on these matters. He reported that the University had asked Officers to get representatives of different faith groups to submit written responses of up to 1,500 words detailing what they perceived to be the needs of their particular faith on campus. He noted that the original proposal had involved UUEAS representing the views of faith groups but that the FTOs had decided it was better for the faith group's to present their own views directly.

Chair reported that surveys had shown that there were over 500 students who defined their faith as 'other' than the main religious groupings and he believed it was important these students were consulted.

Chair asked that SOC make a decision whether to make its own response to the University, or submit a policy to Union Council or whether it should simply ask the faith groups to respond without any proposals by SOC to the University. He noted his own recommendation would be that SOC should take a policy proposal to Council that the University should provide a facility on campus that would meet the needs of differing faith groups.

J Taylor believed that it would be difficult for SOC to reach a consensus on a policy proposal.

Chair thought the question for SOC could be simply reduced to whether there was any place for faith on campus or there was a place and that SOC had to ensure that the needs of those UUEAS members who belonged to faith groups were met.

J Lewis argued that a twin track approach should be taken with a general policy proposal to be sent to Council and faith groups to be encouraged to submit responses to the University.

Chair argued that SOC should agree that there was a place for faith on campus and that principle should be the basis of a policy proposal to be sent to Council.

A Simonson argued that SOC's duty was to represent students and that, as International Officer, her constituency contained many students for whom a faith facility represented a safe environment which was of utmost importance for their sense of well-being.

J Taylor agreed as to this need but argued that the policy proposal should come from Council and not from SOC. He was not comfortable with SOC making a decision that there should be facilities for faith on campus as, he argued, a decision like this should be made

by Council.

T Killeen argued that SOC should approach this issue carefully as it not only represented students with faith but also the large number of students with no faith. He believed it was up to the faith groups, themselves, to propose a policy to Council.

B Foday argued that SOC should be able to recommend a policy proposal.

A Simonson argued that the vast majority of students with no faith valued the cultural diversity that having a variety of faith groups on campus brought to life at UEA.

Chair thought that the way forward would be to decide on two questions. Firstly, SOC could decide whether one of its members should write a written response as part of the University's consultation and then SOC as a whole endorse it. Secondly, whether SOC should encourage members of faith groups to propose policy to Council.

T Killeen noted that every student had been encouraged to respond to the consultation and, therefore, he believed there was no need for SOC to formulate its own response.

A Simonson wondered whether it would be possible for SOC to just ask Council to debate the matter rather than to submit a policy proposal. Chair thought it would be better practice to submit a specific proposal.

J Taylor noted that he was in the process of drafting his own personal response to the University and this would go straight to the University and not via SOC as he believed this not to be an issue for SOC.

Chair noted that as SOC as a body represented all students it was right for SOC to consider whether it should submit a response on behalf of all students. However, he felt that the current discussion showed there was no consensus amongst Officers on this issue. SOC agreed that there should be no consultative response to the University by SOC as a body and that the matter of a policy proposal to Council should be left for consideration to the meeting of the faith groups with the Chair of SOC to be held on 22 October.

Chair noted that Officers were very welcome to attend this meeting.

Action

J Taylor reported, as an addendum to this item, that his search in public documents had revealed that the University had applied to extend the temporary planning permission for the Islamic Centre until June 2014. He further noted that the University's application would now be considered by Norwich City Council.

706 Campaign Sub-Committee Updates

J Lewis reported on the TUC demo that there were some problems as to the drop off point which would be near the O2 Arena and which would involve an onward tube journey. She also noted that there would be a £50 parking fee for the coach.

She noted that SOC would need to consider funding for the onward tube journey,

T Moore advised that a similar situation had arisen last year and SOC had approved funding.

SOC approved funding for members' tube travel and asked J Lewis to liaise with the Travel Shop over purchasing a group ticket beforehand. J Lewis agreed to A Simonson's suggestion to create a specific event Facebook page for the demo with links to the SOC and other pages. J Lewis noted that a campaign meeting had considered the publicity for the November NUS demo and that they had concluded that the NUS slogan, 'EDUCATE, EMPOWER, EMPLOY' was unclear as well as being anodyne, slick and corporate. She noted that the campaign had decided upon a more robust, direct approach with the theme of 'NO MORE LIES'.

S Clark noted that the theme would reflect the lies told by a succession of politicians from Mr Cameron, through those of Mr Clegg on tuition fees to earlier ones told by Mr Charles Clarke. He noted that part of the theme would be 'Cameron's Top Ten Lies About the NHS.' B Brown reported, concerning the TUC demo, that there would be a feeder march for environmental activist groups.

A Simonson asked whether SOC needed permission to take the UUEAS banner to the demo as some students she had spoken to were unhappy with its presence at this type of demo.

Chair noted that the banner would be present because policy passed by Council had mandated SOC to support the demonstration. He believed that if members were unhappy with the policy they should seek to change it through Union Council.

R Rawle reported that 60 students had attended the successful launch of the Ethical Investment Campaign which had featured some great guest speakers including the founder of UK Uncut. She noted that UUEAS would be featured in UK Uncut's latest national press release for its success in changing to a more ethical banking services provider.

J Taylor reported that he had missed last week's SOC because of his commitments to the social events for arriving PG students. These had been extremely successful and would be a regular future arrivals feature. He thanked T Killeen for his hard work and role in making the events so successful.

Chair noted that the campaigns could celebrate their successes by uploading photos and other material to the blog.

707 Budget and Spending Update

A Simonson reported that on the 26 October there would be an NUS training day for International Officers that she would like to attend. She apologised for raising this at this meeting without a written funding request as she had just heard about the event.

SOC approved A Simonson's request.

Action

708 Any Other Business

J Bowker reported that Save UEA Music were to hold a commemorative event to mark the anniversary of their formation. He asked to submit a verbal funding request for £78 for badges and a banner.

SOC approved the request with the funds to come from the Fees and Cuts Campaign fund.

Action

Chair reminded Officers that it was important to adhere to best practice, whenever possible, and to submit written funding requests as agenda items and not to just raise them during a meeting.

Chair reported that on the day before there had been an incident in the Hive. This had involved a protest against an accountancy firm, Grant Thornton. He noted that the FTOs would be conducting an investigation and would be interviewing those Officers who were present.

709 Time, Date and Place of Next Meeting

The next meeting will be at 5 pm on Thursday, 18 October.



SOC LIVE ACTION LOG

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
31 May 12	Green Success Banner	RR in discussions to commission	RR	
31 May 12/updated 4 Oct	Class Size and Module Choice question from HUM LTQC	Question to be surveyed by LTS. SOC agreed this would be more appropriate medium	ALL	4 Oct 12
27 Sep 12/updated 4 Oct	Number of students signed up to attend TUC demo to be reported	To be updated at next meeting	Jess L	
11 Oct 12	Space allocation of Christian Union to referred to the Societies Committee.	Joe will reporting back from Societies Committee	Joe	
11 Oct 12	Furnishings for proposed Chill Out Room to be investigated.	To be updated at next meeting	Sam	
11 Oct	Items for Tweeting and Items for Videoing A Simonson – the petition on changes to the visa rules for international students in the UK, particularly the post-study work visa. R Rawle – Launch of the Lens B Foday – Black History Month in general or promoting events	To be updated at next meeting	MM	
4 Oct 12	Analysis to be made of which further conferences, Officers might need to attend, the financial costs and budgetary impact.	MSM has been asked to investigate and report	MM	
11 Oct 12	Facebook to be sole SOC communications channel	Actioned	Matt	15 Oct 12
11 Oct 12	Petition on changes to the visa rules for international students in the UK to be raised at meeting with the VC	Josh to update at next meeting	Josh	
11 Oct 12	What We Have Been Doing Blogs to be renamed 'diaries'	Actioned	Tony	15 Oct 12
11 Oct 12	GOATing timetable and short briefing on PG issues to be posted	To be updated at next meeting	Matt/John	
11 Oct 12	Discussion forum on Loyalty Cards to be set up - disposable non-track able cards option to be investigated	To be updated at next meeting	Joe	
11 Oct 12	Tube tickets for TUC demo to be ordered	To be updated at next meeting	Jess	
11 Oct 12	A Simonson to register for International Officer training	To be updated at next meeting	Astrid	
11 Oct 12	Save UEA Music banner and badges to be ordered	Actioned	Josh	15 Oct 12

SOC FUTURE ACTION LOG/Autumn Semester

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
31 May 12	Committee of Presidents of Faith Societies	Matt meeting Presidents on 22 October	Matt	

31 May 12	Faith Officer	Possibility of this role to be in Constitutional Review	SC	
7 June 12	Religious Activities in Union House	To be brought to Council in the Autumn Semester		
27 Sep 12	Elections to Liberations Campaign	To be in Constitutional Review	Matt	
4 Oct 12	Question of mandating only FTOs to attend NUS Zone Conferences	To be in Constitutional Review		

SOC FUTURE ACTION LOG/Spring Semester 13

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
27 Sep 12	Officers Hoodies to be ordered immediately after elections	To ordered in March 13	JL	
4 Oct 12	PTOs attendance at NUS Zone Conferences to be factored into Budget	To be discussed with Finance Manager during budget preparations.		

SOC FUTURE ACTION LOG/Autumn Semester 13

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
27 Sep 12	FTOs' timetables during International Arrivals	Practicability of keeping FTO Timetables free to be assessed	AM	
11 Oct 12	Possibility of info booklet on Priority Campaigns to be investigated – with info checked that it is up to date	To be decided on at planning stage of PCP		

What Have We Been Doing? Term 1 Week 4

The first Societies Committee was on Friday, where issues and grant requests were considered.

We had the first **University Council** of the year, and Joe and Matt attended to represent the views of students. We will be checking what is confidential and what is no longer confidential so that we can report back.

We are working out how we are going to make an **International Student Forum**, where international students can meet to discuss issues and how to celebrate international culture.

Sam is working on **producing a Community video** in the same way that Bournemouth University did, to accompany the Community Newsletter, so that the reputation of students in the community is improved.

The Strategic Plan is starting to take shape in its early stages. Sam's been leading the project, and we've been looking at a general framework and a timeline. The next step is to approach Senior Managers with our thoughts, and then we'll be consulting members. We hope to have the plan entirely finished by the end of November to be approved by Union Council!

Go Global is not a week this year, it's a year-long initiative with the aim of celebrating culture from around the world.

The **consultation process over the University's faith policy** is underway, and we're trying to convene a faith committee to discuss the provision of faith on campus.

AMS have had **ten students apply to be course reps**, so we'll be running an election. This is fantastic news – course reps are incredibly important for student experience.

From: J Levell (Finance Officer)

16 Oct 2012

A proposal that SOC agree funding for the Ethical Issues Officer to attend this event: please note the event is free, the funding would be for transport to London.

NUS Living Wage Masterclass

NUS is hosting our second living wage Masterclass on Monday 22nd October at NUS HQ between 9:30am – 4pm. It's a joint training between NUS and Citizens UK, supported by Unison and importantly, it's FREE!

NB: The training is the Monday after TUC's demo, 'A Future That Works', on Sat 20th Oct, so you might like to make the trip for a couple of days and do both.

As some will remember from the previous session, we'll be drawing on expertise in community organising and how this approach is an effective campaigning model on the living wage and other issues. The training will build upon what you learnt in the last session, and is also suitable for newcomers. So if there are others at your union you think would be interested, please pass this on.

In the session, you'll learn how to;

- develop and plan the next steps of your campaign
 - evaluate your campaign
 - effectively negotiate with partners and campaign targets
 - plan activities for national Living Wage Week in November
 - get your SU Living Wage accredited
-

1 Representati on BUDGET	2 May 12	3 June 12	4 July 12	5 Aug 12	6 Sept 12	7 Oct 12	8 Nov 12	9 Dec 12	10 Jan 13	11 Feb 13	12 March 1	13 April 13	available to spend
Staff costs - Training	-	3000	-	4000	-	-	-	-	-	-	-	-	7000
Staff costs - Uniform	-	-	-	600	-	-	-	-	-	-	-	-	600
Admin - General expenses	-	-	-	300	100	200	-	200	-	200	-	-	1000
Rep'n - Elections and Expenses	150	-	-	-	1000	500	1350	800	400	400	400	-	5000
Rep'n - Travel & Care Expenses	-	-	-	-	-	100	180	100	100	120	200	200	1000
Rep'n - Conference expenses	700	400	300	-	100	530	1630	200	960	380	1100	400	6700
Rep'n - Union Affiliations	-	-	-	-	-	100	-	-	-	-	-	-	100
Rep'n - Campaigns	300	1200	150	-	750	500	2150	270	400	230	1600	450	8000
Rep'n - NUS Affiliations	1553	1553	1554	1560	1560	1560	1560	1560	1560	1560	1560	1560	18700
Freshers Welcome	-	-	-	-	1000	-	-	-	-	-	-	-	1000
2703	6153	2004	6460	4510	3490	6870	3130	3420	2890	4860	2610	##	49100
Spent to date as at 20/9/2012													
Staff costs - Training	110	76	-	1,471	-	-	-	-	-	-	-	1,657	5,343
Staff costs - Uniform	-	-	-	-	60	-	-	-	-	-	-	60	540
Travel expenses	-	236	-	207	-	-	-	-	-	-	-	443	(443)
Admin - General expenses	-	-	-	894	-	-	-	-	-	-	-	894	106
Stationery & printing	72	28	-	-	3	-	-	-	-	-	-	104	(104)
LGBT Campaign group Photocopying	-	-	-	-	40	-	-	-	40	-	-	(40)	-
Telephone	76	86	104	85	21	-	-	-	-	-	-	372	(372)
Rep'n - Elections and	174	83	-	-	455	-	-	-	-	-	-	711	4,289

Expenses															
Rep'n - Travel & Care	76	30	-	32	30	7	-	-	-	-	-	-	-	175	825
Rep'n - Conference expenses	748	252	248	930	106	-	-	-	-	-	-	-	-	2,284	4,416
Rep'n - Union Affiliations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100
Rep'n - Campaigns	274	-	-	-	298	-	-	-	-	-	-	-	-	572	7,428
Rep'n - NUS Affiliations	1,555	1,555	1,555	2,227	2,227	2,227	2,227	2,227	2,227	2,227	2,227	2,227	2,227	24,702	(6,002)
Freshers Welcome	-	-	-	-	77	-	-	-	-	-	-	-	-	77	923
3084.7	2346	1906.6	5845.1	3315.9	2233.9	2226.5	2226.5	2226.5	2226.5	2226.5	2226.5	2226.5	##	32,091	17,000
Student rep handbook								397							
Course rep brochure								193							
Union council Handbook								304							
894															
Includes															
SU 2012, Josh and Sam								744							
LGBT								669							
NUS Affiliation Invoice 2012.12 under query as have been charged £26,718 vs £18,750 last year															

- With regards to the Union, a proposal was put forward from Nick Rayns, Entertainments and Bars Manager, that the student be excluded from all licenced premises within Union House (LCR, Red and Blue Bar) until 9th December 2012. The student will be allowed access to all other areas of Union House, including the Hive, where alcohol is not served.
- The question of how bar staff will recognise the student if he attempts to enter any of the licenced premises was discussed. It was suggested to have a photo of the student in the staff area of the bars (out of public view) and for all bar staff to be advised of the situation. It was agreed to get the Bar Manager's view on this.
- The MC discussed whether the student should be allowed to purchase alcohol from the UFO. It was agreed to also ban the student from purchasing alcohol from the UFO.
- A letter confirming these decisions to be sent to the student concerned from Nick Rayns.

Action:

- ***Bar Manager to advise of best solution for circulating notice of ban of a student from the bars, to bar staff.***

5965

Bar Staff Training

- A member of bar staff raised a concern with one of the Officers, regarding the lack of training new bar staff receive. This has been evident by recent incidents whereby new bar staff did not know what certain drinks were or how to mix certain drinks. There were also incidents reported of the length of time it took to get served at the bars – in some cases waiting for almost 30 minutes.
- It was agreed that RA and JAS structure a thorough training programme for all new bar staff.

Action:

- ***RA and JAS to structure training programme for all new bar staff and report on progress at next MCM on 8th October.***

5966

Extension of contract for Intern

- The contract has now been approved by the MC and extended.

5967

AOB

- The University raised a query why we were distributing the Epoch Times – a free Chinese newspaper. MM outlined the origins of how the Union agreed to distribute this newspaper and he confirmed there had been no previous complaints about this. Following discussions, it was agreed to continue to distribute the Epoch Times and monitor how many copies are taken.

Action:

- ***DB to confirm decision to Annie Grant.***

- DB requested that Lesley Hanner be invited to the MCM once a month to report on current situation with budgets.

- It was agreed useful for a statement of the budgets / accounts to be submitted once a month for review at MCM. This was agreed by the MC.
- DB requested that LH attend future Trustee Board meetings, in her capacity of Finance Manager.

Action:

- ***This was agreed by the MC and will be taken to Trustees for discussion and approval.***
- DB requested that LH be able to attend the Trustees meeting on 4th October to discuss the budget. This was agreed by the MC.
- The cleaning staff raised a concern with SC regarding the shot glasses in the bar shattering and splintering when they are dropped. This makes it difficult to clean up the pieces and risk getting cuts to the skin.
- The MC discussed the situation and the possibility of obtaining shot glasses that are made from a softer plastic or alternative material, to avoid this problem.

Action:

- ***RA to look into alternative shot glasses.***
- Prior to ordering a new gavel for Union Council, JB to enquire if there are any spare within the University.

Action:

- ***JB to contact University.***

5968

Date of next meeting

- Monday 8th October 2012
Commencing after MMM
Boardroom, Union House