

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 29 November 2012 in the Board Room

Agenda

- 774 Minutes of the meeting held on 22 November** (See pages 3-10)
- 775 Action Log** (See pages 11-13)
- 776 Matters Arising**
- 777 Student Officer Action Plan Update**
- 778 Items for Tweeting and Items for Videoing**
- 779 What We Have Been Doing Diaries**(posted on SOC Facebook page and available at <http://www.ueastudent.com/voice/documents/student-officer-committee>)
- 780 GOATing Topics**
- 781 LGBT Newsletter**
A funding request from the Deputy Chair (See page 14).
- 782 Approval of Dates for General Election**
A discussion topic from the Finance Officer.
- 783 RBS ESSA Grant Scheme**
A discussion topic from the Ethical Issues Officer
- 784 Overview of Current Environmental Policies**
A discussion topic from the Ethical Issues Officer
- 785 Zero Tolerance Fox**
A discussion topic from the Women's Officer
- 786 Campaign Sub-Committee Updates**
- 787 Budget and Spending Update**
(Please see Appendix A)

- 788 Review of Decisions made by Union Council on 22 November and of actions to be taken for the meeting of 6 December**
- 789 Management Committee Minutes**
The minutes of the meeting held on 5 November (see pages 15-17)
- 790 Any Other Business**
- 791 Time, Date and Place of Next Meeting**

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**Minutes of the Student Officer Committee
22 November 2012
Summary**

Key Discussions

- Officers' running in elections involvement in GOATing
- Timetable for UUEAS General Elections
- Attendance at future NUS national demos
- Religious content of UUEAS Christmas cards

Key Actions

- UUEAS tweeting facilities to be made available to PTOs on trial basis
- PTOs to be invited to meet with newly appointed senior University staff
- NUS delegate election and Ethnic Minorities Officer by election to be GOATED
- Revised General Election timetable to be brought to next meeting
- Open letter to be sent to NUS about national demo after consultation with NUCA and City College
- SOC agreed by indicative vote to the concept that all PTOs should be voting members of SOC
- R Laverick elected Deputy Chair of SOC to serve during the Chair's absence



Minutes of the Student Officer Committee 22 November 2012

Voting Members present:

Jess Lewis (Non-Portfolio Officer), Eliot Fallows (Non Portfolio Officer), Sam Clark (Community and Student Rights Officer), Joe Levell (Finance Officer), Rosie Rawle (Ethical Issues Officer), Benjamin Brown (Environment Officer).

Non-Voting Members present:

Richard Laverick (LGBT Officer), Kim Jenkins (Students with Disabilities Officer), Tess Gilder-Smith (Women's Officer), John Taylor (Post Graduate Officer).

In attendance:

Tony Moore (Representation Support Worker), Toby Cunningham (Membership Services Manager).

Chair

Matthew Myles (Communications Officer).

Apologies

Bintu Foday (Non-Portfolio Officer), Josh Bowker (Academic Officer), Abbi Forsyth (Non Portfolio Officer), Trevor Killeen (Mature Students Officer), Astrid Heidemann Simonson (International Officer).

759 Minutes of the meeting held on 8 November

The minutes of the 8 November meeting were agreed.

760 Action Log

SOC noted the completed actions and actions still to be completed.

R Laverick asked that in the action on Colney Lane the wording be changed from "toilets" to "facilities" as the proposal included provision of changing rooms.

Action

Chair apologised for not placing draft regulations on Charity Collections in Union House; he noted this was not time sensitive and would be on the agenda later in the term.

On the investigation into the figures, context and information on funding away events for Societies, Chair asked that this task be re-assigned to the Chief Executive. T Moore advised, as to context, that the policy that the Emergency Resolution had amended had been changing UUEAS practice not an actual

policy; so, in terms of policy, there was no context. J Levell suggested that Societies could now make as many funding requests as they wished and the funding would come from the central Grants pot. He further noted that, in the policy recently passed, there was no specified limit on the number of members allowed to attend Society away events. J Levell noted he was happy to lead on the investigation. J Levell noted he would be leading on the Skills Share action. He further noted that the actions on the Green Impact had now been completed.

761 Matters Arising

There were none.

762 Student Officer Action Plan Update

R Rawle asked that the present day's protest on ethical banking be added.

S Clark asked that Officers when taking part in events such as the above one should take photos and post them on the Facebook page to raise the profile of action.

763 Items for Tweeting and Items for Videoing

All – National Demo photos

R Rawle – report on ethical banking protest

J Lewis – post-National Demo social in the Blue Bar

S Clark – wins from the Priority Campaigns Poll

B Brown – Climate Change demo on 1 December

Action

Chair noted he would be on holiday from 27 November until 10 December and the SOC as a whole would be responsible for tweeting.

Chair suggested that the PTOs could be given access and training to use the Hootsuite programme where they could send UUUEAS tweets themselves.

S Clark believed this might be a problem as it might lead to confusion with a large number of tweets in different formats being sent.

SOC agreed that the FTOs would produce some guidelines and a trial would be undertaken of Hootsuite being made available to PTOs.

J Taylor asked that Officers when tweeting ensure the accuracy of the information contained in their tweets. He noted that one Deal of the Day had expired by the time it was tweeted.

Action

764 What We Have Been Doing Diaries

J Taylor requested that when senior University personnel were appointed that the PTOs, as well as the FTOs, be given a chance to meet with them.

Chair agreed that this was an excellent point and should be actioned.

Action

765 GOATing Topics

Chair suggested that this should be the upcoming elections and that all the briefing information that Officers might need could be found on the website.

S Clark raised the question of Officers who were running for election as NUS delegates taking part in GOATing.

J Taylor believed that Officers campaigning did the same job as GOATing so this was not a problem.

T Cunningham advised that, precedent dictated, that when Officers were campaigning they did so in their own time and did not wear their Officer uniforms.

Chair asked that, whilst GOATing, Officers not mention that they were running in the elections.

SOC agreed that elections would be the GOATing topic.

Action

766 Nomination Letters for Main Union Elections

T Cunningham advised that, last year, Officers and staff had written to activists they had worked with to suggest they consider standing in the UUEAS elections. He noted that over 150 personalised letters had been sent. He advised that these had the dual effect of recognising the hard work of UUEAS volunteers and of raising the number of candidates standing in the elections and turn out.

J Taylor asked that Officers, also, inform any students they knew who would be graduating in the current academic year and would be going on to post graduate courses to consider standing in the GSA elections.

T Cunningham advised that this could be included in a template letter to UUEAS activists.

SOC agreed that Officers would each suggest two activists and would bring the names and reasons why the activists would be good candidates to the next meeting of SOC. SOC agreed that a spread sheet for listing the names would be posted on Facebook.

Action

767 Approval of Dates for General Election

Chair noted that according to the UUEAS Constitution nominations had to be open for 10 days whilst the dates listed in

the UUEAS Handbook were only for a period of 8 days. He noted that it could not be ascertained why these dates were in the Handbook and that there was no record of a formal approval by SOC of an election timetable: he described this situation as “nightmarish”. He proposed to keep the dates as listed in the Handbook with the exception of extending the period when nominations were open by several days.

S Clark wondered if there was any information as to the reasoning for having the elections in January.

Chair believed there had been a desire to split the NUS delegate elections from the Officer elections but he had no idea as to the reasoning behind the January dates.

S Clark suggested that, rather than be constrained by the Handbook dates, the whole timetable should be reconsidered.

Chair believed that the Handbook dates should be broadly adhered to as activist members would have already used them for future planning.

S Clark believed that, in terms of turn out, January would not be the best time as many students would be off campus.

J Levell noted that the Handbook timetable proposed a 10 day period for campaigning; he believed this was far too long for students having to take time out from their studies and for any Officer standing for re-election who would have to take time off work.

SOC agreed that J Levell would consult with UUEAS staff and draw up a revised election timetable and bring it back for consideration at the next meeting.

Action

768 Review of Planning for and Outcome of NUS National Demo

J Levell thanked S Clark, J Lewis and J Bowker for their work on the publicity and organisation. He noted that the transport arrangements had gone smoothly. However, he believed that the demo itself had produced more problems for the NUS than solutions. He believed that the NUS' message had been muddled. He believed that SOC should consider whether to call referenda as to attendance at any NUS future demos.

S Clark believed this could be a decision for Council with an invitation being made for NUS to come to Council to argue the case for attendance.

J Lewis believed that all the problems with the demo lay entirely with NUS with its awful route and planning. She believed that it would be important to support future NUS demos as there was strength in unity but there would have to be more input from the grassroots in the planning of any future demos.

R Rawle wondered whether there was any way for UUEAS to feedback its concerns to NUS.

J Levell noted that the FTOs would draft a joint statement with NUCA and City College expressing disappointment with NUS' organisation of and message to the demo.

S Clark believed that if NUS wanted UUEAS to invest in sending members to London, NUS should be investing in sending representatives to UEA to explain their position.

T Gilder-Smith believed the students who had heckled were saying some unpleasant things.

J Lewis believed one should not take the NUS' line that the vocal criticism of the NUS was not representative of students; on the contrary, she believed it to be representative of the vast majority of those on the march who had been frustrated in their right to peacefully protest outside Parliament.

S Clark believed that given the amount of money and resources that had been spent that future attendance should be decided more democratically than by a simple decision of SOC.

J Levell believed that by basing its decision on the positive nature of the 2010 demo SOC had made a correct decision. However, based on the experience of this demo, although he would personally support a future demo, he would want a wider mandate before SOC decided to agree future support and funding.

R Laverick suggested that UUEAS delegates to NUS National Conference should be mandated to propose that future demos only be called during the summer.

J Levell suggested that NUS should be invited to a Student Democracy Forum where the issues arising from the demo might be addressed. He further noted that the NUS Women's Officer would be visiting UEA on 12 December and that some of members concerns might be put to her then.

SOC agreed that after consultation with NUCA and City College an open letter to NUS will be drafted and published.

Action

769 Campaign Sub-Committee Updates

R Laverick reported that the LGBT+ Campaign committee elections had been held and they now had trans reps which was a positive development. He reported that he had been writing to nightclubs and venues to ask them to state that they would not homophobically discriminate against customers. He noted that the Safe Sex Station had been a success with over 2,000 condoms distributed. He asked that it be investigated where the light switch for Hive balcony was as the Station was very dark during LCRs.

Action

R Rawle briefed SOC on the purpose of the day's

demonstration: its purpose had been to encourage students and the University to switch to a more ethical bank. The demo had also called for the European Commission to keep Tar Sands products out of Europe and for ecocide to be acknowledged as a crime.

T Cunningham advised that UUEAS staff would help with the technical aspect of tweeting the Ethical Investment Campaign's petition.

S Clark noted that he would be preparing a report on progress of the Priority Campaigns for the UUEAS pages in Concrete and that the Ethical Investment Campaign would feature prominently.

770 Budget and Spending Update

R Laverick noted that £669 LGBT+ expenditure had been recorded for May. He had been in office then and had not asked for any funding until September.

J Levell believed the spending would pertain to R Laverick's predecessor's attendance at conference and he advised him to clarify this matter with the Finance Manager,

771 Management Committee Minutes

R Laverick noted his concern that FTOs on non-Christian background would be asked to sign Christmas Cards. E Fallows suggested that they might be changed to 'holiday cards'. R Laverick suggested that care should be taken with the religious content of cards as UUEAS was a secular organisation.

772 Any Other Business

J Levell believed it would be a positive step to establish a joint lobby group comprising UUEAS, City College and NUCA. He noted he would keep SOC updated on developments and would post dates of meetings

B Brown asked that a future agenda item should be planning for Go Green Week and the possibility of producing a Go Green Guide for next year's Welcome Pack.

SOC agreed that B Brown would bring a formal funding request to SOC for campaign funding for Go Green Week and that there would be informal conversations outside of SOC about the production of a Go Green Guide to be included in next year's Welcome Pack and that this would be an agenda item for the next meeting.

Action

R Laverick noted that LGBT History Month would be in February and he would welcome ideas or contributions from Officers. He also noted that, unfortunately, UEA Staff Pride was now defunct

which meant a lot of funding and input for LGBT History Month had now disappeared. He asked that Officers think about which members of the University might be lobbied to help access funding and resources.

Chair noted that the FTOs would hold conversations with the University to identify staff members to lobby.

Action

T Gilder-Smith noted that SOC had previously discussed the usage of Zero Tolerance Fox as a publicity aid and asked that this be placed on the agenda for the next meeting.

Action

J Taylor noted that he was in the preparatory stages of designing a survey of the teaching delivered by PG students and he asked that Officers feedback to him any ideas they might have on this.

SOC noted R Laverick's Constitutional Amendment to be heard at Council later in the evening and by an indicative vote endorsed the concept that all student members of SOC should be voting members.

SOC.

SOC elected R Laverick as Deputy Chair to serve during M Myles' absence on holiday.

Action

773 Time, Date and Place of Next Meeting

5 pm, 29 November in the Board Room. SOC will make inquiries about providing video conferencing facilities for T Killeen and A Forsyth.

Action



SOC LIVE ACTIONLOG

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
31 May 12	Green Success Banner	Actioned	Rosie	23 Nov 12
22 Nov 12	Items for Tweeting and Items for Videoing All – National Demo photos R Rawle – report on ethical banking protest J Lewis – post-National Demo social in the Blue Bar S Clark – wins from the Priority Campaigns Poll B Brown – Climate Change demo on 1 December	To be updated at next meeting	All	
25 Oct	Exit interview with departing Ethnic Minorities Officer to be conducted	To be arranged	Matt	
11 Oct 12/ updated 18 Oct 12	Short briefing on PG issues for Officers to be posted	Briefing on PG Issues to be posted	John	
22 Nov 12	NUS Delegation and Ethnic Minorities Officer elections to be GOATed	To be updated at next meeting	All	
22 Nov 12	Officers' updates to SOAP to be added	Actioned New Updates to be reported to meeting	Matt	25 Oct 12
25 Oct 12	DRO training for E Fallows to be held	Actioned	Matt	21Nov 12
8 Nov 12	Coordination between coach companies over pick up points at NUS Demo	Actioned	Jess	21Nov 12
8 Nov 12	GOATing briefing on by elections and NUS demo to be prepared	Actioned	Matt	21Nov 12
8 Nov 12	Schedule of key times for shout-outs to be prepared	Actioned	Sam	21Nov 12
8 Nov 12	Check on whether UUEAS staff need CRB checks for NUS demo	Actioned	Matt	21Nov 12
8 Nov 12	Briefing on NUS demo preparations to be circulated to Officers	Actioned	Matt	21Nov 12
8 Nov 12	Draft regulations on Charity Collections in Union House to be presented at next meeting	To be placed on future agenda	Matt	
8 Nov 12	Informal SOC group to meet and draft plan for Safe Room	To be updated at next meeting	Joe	
8 Nov 12	Figures, context and information for funding away events for Societies to be investigated	Context provided, figures to be updated at next meeting	Joe	
8 Nov 12	Attendance Monitoring SOC Sub-Committee to be formed	To be updated at next meeting	Josh	
8 Nov 12	Possibility of date of birth on campus cards to be investigated	Actioned, investigations underway	Joe	21Nov 12
8 Nov 12	University Counseling Service funding to be investigated	Actioned, investigations underway	Sam/Kim	21Nov 12

8 Nov 12	Finance Officer to meet with Environment Officer and Ethical Issues Officer over actions to take on Green Impact	Actioned	Joe/Benj/Rosie	21Nov 12
8 Nov 12	Policy Lapse Review to be made available to Officers	Actioned	Matt	21Nov 12
8 Nov 12	Skills Share to be publicised	Actioned	Matt	21Nov 12
8 Nov 12	Officers' email addresses to be made available on the UUEAS website	To be updated at next meeting	Matt	
22 Nov 12	Staff to be asked to help assist tweeting of Ethical Investment petition	To be updated at next meeting	Toby	
22 Nov 12	Lighting above Safe Sex Station to be investigated	To be updated at next meeting	Toby	
22 Nov 12	Access to UUEAS tweeting to be made available to PTOs for trial period	To be updated at next meeting	Matt	
22 Nov 12	PTOs to be invited to meet with newly appointed senior University staff	Ongoing – updates to be made when developments occur	Matt	
22 Nov 12	Upcoming elections to be GOATed	To be updated at next meeting	Matt	
22 Nov 12	Officers to provide names of 2 possible candidates for future elections to be sent personalized letters: spread sheet of details to be posted on Facebook	To be updated at next meeting	ALL/Matt	
22 Nov 12	Revised General Election timetable to be drafted and on agenda for next meeting	To be updated at next meeting	Joe	
22 Nov 12	Open letter to NUS on national demo to be drafted and published after consultation with NUCA and NCC	To be updated at next meeting	Joe	
22 Nov 12	Joint lobby group with NUCA and NCC to be established, SOC to be updated on progress	To be updated at next meeting	Joe	
22 Nov 12	Funding request for Go Green Week and possible action on Go Green Guide in Welcome Pack to be on agenda for next meeting	To be updated at next meeting	Benj	
22 Nov 12	FTOs to investigate which University staff to lobby over LGBT History Month	To be updated at next meeting	Sam	
22 Nov 12	Zero Tolerance Fox to be on agenda for next meeting	Actioned	Tess	27 Nov 12
22 Nov 12	Possibilities of Skype facilities for next meeting to be investigated	To be updated at next meeting	Richard	

SOC FUTURE ACTIONLOG/Autumn Semester

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
25 Oct 12	By-election to be held for Ethnic Minorities Officer post	To be held alongside NUS Delegation elections	Eliot	
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	FTOs	
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	Matt	

25 Oct 12	Question of Council quorum	To be in Constitutional Review	Matt	
25 Oct 12	If Tube tickets required for London demos – advisability of pre-purchasing at London Tube stations noted	To be implemented at any future demos	Tony	
25 Oct 12	SOC to be briefed on developments in the Loyalty Card Scheme	SOC to be updated as developments occur	Joe	
25 Oct 12	Chief Executive to be asked to liaise with Estates over gender neutral facilities to be included in the upgrading of Colney Lane	Long term project – updates to be made when developments occur	Joe	
22 Nov 12	SOC Voting Rights to be extended to all PTOs	To be in Constitutional Review	Matt	

SOC FUTURE ACTIONLOG/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.		
8 Oct 12	Earlier notification of and flexibility of timetable of Officer Training	To be part of planning for residential training	Toby	

SOC FUTURE ACTIONLOG/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	Tony	
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	All	
25 Oct 12	Possibility of pre-meet for Union Council before first meeting	To be discussed at residential training	Tony	

LGBT+ Newsletter Funding Proposal

Name/Role: Richard Laverick (LGBT+ Officer)

Proposal: Funding for 4 month editions of the LGBT Newsletter (Feb, Mar, Apr, May). The first edition in January is to be paid from the LGBT+ Campaign budget (2/5ths of the budget!) as a way of reducing the impact on the main campaign budget. The Newsletter will be full colour, double side single sheet of A4 which will be inserted into concrete. We are aiming for 500 copies per issue, especially leading up to the LGBT Conference if we are to keep on track for winning an award.

Costs breakdown:

In house printing: double side A4 colour - 20p per sheet.

@ 500 copies per month - £100 per month

@ 250 copies per month - £50 per month

Total Costs:

4 Months of printing = £400 for 500 per month, £200 for 250.

Budget: Campaigns

Members benefiting and the benefit: All members of the union, and concrete audience. Provides community and encouragement for LGBT+ students, as well as extending that community to 'Straight allies' and informing/education the whole union on LGBT+ issues. Going forward we hope to make this part of next year's budget for regular sustainable issues in Oct, Nov, Dec, Jan, Feb, Mar, Apr, May (Total of 8 months costing £800). There are over 600 'registered' LGB or other students at UEA.

- A query was raised regarding allowing staff a free space on the coaches. It was stressed that members should have priority for spaces on the coaches.
- SC to email all staff advising of decision and requesting confirmation of who will be attending, in order to review spaces available on the coaches.

5993 Travel Shop Supervisor

- A proposal submitted by Fran Poole, Retail Services Manager, was discussed. The proposal requested the Travel Shop Supervisor be awarded a discretionary increment.
- Concerns were raised why the member of staff originally had the position of Travel Shop Manager made redundant and subsequently took on the role of Travel Shop Supervisor following the restructure within the Travel Shop, when clearly the member of staff is still undertaking exactly the same duties, alongside additional responsibilities.
- It was agreed to request a more detailed proposal from the Retail Services Manager outlining the rationale behind the request, prior to a decision being taken.

5994 Meeting VC/PVCs to discuss Three Year Plan

- It was confirmed that the first date the VC and PVCs were available to meet collectively was 15th January 2013.
- The next update meeting the Officers have scheduled with the VC and Lucy Mouland is 23rd November. In attendance at this meeting will be SC and MM. DB asked the Officers if they were happy to discuss the three year plan at this meeting.
- It was agreed should there be sufficient time, the three year plan will be presented on the 23rd November.

5995 AOB

- JL requested to change his annual leave from 22nd November to 26th November. This was agreed.
- Concerns were raised by all the Officers with regards to lack of information regarding the restructure of MSD and the new activities hub. It was agreed to hold a meeting with DB, Head of HR, Membership Services Manager and the Officers, to go through all the model and plans, prior to advertising the posts.
- Issues highlighted recently about damage within Congregation Hall, allegedly caused by some members of clubs and societies that had hired the hall. JL investigating with the clubs/societies involved. University requesting damages are paid for.
- Recent incident reported where men's hockey club behaved quite "boisterously" on a coach returning from BUCS. The

cause of their behaviour was deemed to be alcohol induced. No formal complaint was logged. JL to discuss further with hockey team president.

- MM requested annual leave from 27th November – 8th December inclusive. This was agreed by the MC.
- A request was put forward for Anthony Moore to receive a Smartphone. It was advised that Line Managers must put forward a business case for staff to receive a Smartphone and this will be reviewed by the SMT.
- JL advised that currently the mileage allowance for sports team members is 15p per mile, should they wish to travel to matches/events in their own transport, rather than on the transport provided. Staff who travel on Union business in their own vehicle receive 45p per mile. A request was put forward for the mileage allowance to be raised for sports team members. JL to investigate how much this will cost the Union and bring to next meeting.
- A proposal was taken to SMT to increase the holiday entitlement for grades 1-4 from 20 days per annum to 21 days. This was approved by the SMT and agreed by the MCM.

5996 Date of next meeting:

- Monday 19th November 2012
Commencing 10:30am
Boardroom, Union House