

**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 6 December 2012 in the Board Room

### **Agenda**

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- 792 Membership**  
To welcome Hussam Hussein on his election as Ethnic Minorities Officer.
- 793 Minutes of the meeting held on 29 November** (See pages 3-10)
- 794 Action Log** (See pages 11-13)
- 795 Matters Arising**
- 796 Student Officer Action Plan Update**
- 797 Items for Tweeting and Items for Videoing**
- What We Have Been Doing Diaries**(posted on SOC Facebook page and available at <http://www.ueastudent.com/voice/documents/student-officer-committee> )
- 798 GOATing Topics**
- 799 NUS National Conference Delegation and Ethnic Minorities Officer By Elections**  
A verbal report from E Fallows, DRO.
- 800 Election Dates Report**  
A report from the LGBT+ Officer (See pages 14-17).
- 801 Trade Union Awareness Amongst Young People**  
A short verbal presentation from A Etches, ex-UUEAS member on a proposal raised during AOB at the 29 November meeting
- 802 Campaign Sub-Committee Updates**

- 803 Budget and Spending Update**  
(Please see Appendix A)
- 804 Review of Union Council Agenda for the meeting of 6 December**
- 805 Management Committee Minutes**  
The minutes of the meeting held on 22 November (see pages 18-19)
- 806 Any Other Business**
- 807 Time, Date and Place of Next Meeting**

**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.



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

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**Key Discussions**

- Arrangements for Tweeting
- Election Planning Process
- ESSA Grants Scheme
- Overall implementation of UUEAS policy
- Policies that mandate certain Officers rather than SOC to take actions
- Management Committee minutes

**Key Actions**

- Return to old system for tweeting agreed
- Funding request of £400 for LGBT Newsletter agreed
- Agreed, in principle, to move election dates back, report on cost implications requested
- Question of RBS funding of ESSA Grant Scheme to be taken to Council
- Policy Review Day to be arranged at start of next semester
- Use of Zero Tolerance 'fox' to be discontinued
- FTOs asked to take care in approval of Management Committee minutes especially when employment matters are concerned
- Asked for report on plans for Activities Hub



## **Minutes of the Student Officer Committee 29 November 2012**

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### **Voting Members present:**

Bintu Foday (Non-Portfolio Officer), Jess Lewis (Non-Portfolio Officer), Eliot Fallows (Non Portfolio Officer), Sam Clark (Community and Student Rights Officer), Joe Levell (Finance Officer), Abbi Forsyth (Non Portfolio Officer), Rosie Rawle (Ethical Issues Officer).

### **Non-Voting Members present:**

Kim Jenkins (Students with Disabilities Officer), Tess Gilder-Smith (Women's Officer), John Taylor (Post Graduate Officer), D Bowden (Chief Executive).

### **In attendance:**

Tony Moore (Representation Support Worker).

### **Chair**

Richard Laverick (LGBT Officer).

### **Apologies**

Josh Bowker (Academic Officer), Matthew Myles (Communications Officer), Benjamin Brown (Environment Officer), Trevor Killeen (Mature Students Officer), Astrid Heidemann Simonson (International Officer).

Chair noted that SOC would be following, for this and future meetings, the procedure as passed by Union Council on 22 November, that if matters were decided by a vote, all Officers should be entitled to vote.

### **774 Minutes of the meeting held on 22 November**

D Bowden advised that UUEAS had been misspelt as 'UUUEAS' on one occasion; with this change the minutes of the 22 November meeting were agreed.

### **775 Action Log**

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

E Fallows reported, on the current election, that the target turnout was 350 and, currently, 110 votes online and 30 paper ballots had been cast.

J Levell reported, on funding for away events for Societies, that there would be no extra money available for funding but that no cap had been imposed, either. He noted that grant requests

would be considered by Societies Council.

J Levell noted he would be contacting NUCA and City College as to the draft letter to Liam Burns, NUS President, that would express concerns over the planning and organisation of the National Demo and contain recommendations any future demos.

SOC agreed to postpone consideration of the Go Green Guide in the Welcome Pack until the Communications Officer returned from holiday.

S Clark noted there had been no progress on the actions over LGBT History Month.

Chair noted that T Killeen had contacted him to say that he could not get an adequate signal for a Skype presence at the meeting.

**776 Matters Arising**

There were none.

**777 Student Officer Action Plan Update**

SOC noted that J Bowker would be responsible for updating the plan, in M Myles' absence and noted completed actions from R Rawle on the banner drop and B Foday on the UEA London Careers Fair.

**778 Items for Tweeting and Items for Videoing**

J Taylor – Nominations open for GSA and Mature Students Forum  
R Rawle – Get Fractious Demo, Food Coop and Critical Mass cycling action

**Action**

S Clark asked that Officers should come to the Office to tweet as only 4 users could be using Hootsuite at the same time and it could, also, be ensured that the right format was employed.

R Rawle thought it ridiculous to have to be physically present in the Office to tweet and negated the whole point of the exercise.

SOC agreed to return to the previous system and that Officers would send items for tweeting to J Levell in M Myles' absence.

**Action**

**779 What We Have Been Doing Diaries**

Chair noted that these had been late in being updated to the Facebook page. There were no comments.

**780 GOATing Topics**

S Clark suggested Housing as the next topic. He noted the massive interest in the pop-up housing events.

SOC agreed that Housing would be the next week's GOATing topic with S Clark to prepare a short briefing to include times of future pop—up events.

**Action**

**781 LGBT Newsletter**

Chair noted that he was waiting to hear the result of a funding bid of £1,000 he had made to an external charity, Vinspired; so he might not need the funds in the present request to SOC. However, as a fail-safe, he asked for funding for 500 copies to be inserted into 4 editions of Concrete. SOC agreed the funding request of £400.

**Action**

**782 Approval of Dates for General Election**

J Levell noted new proposed dates had been posted on the SOC Facebook page, with only one extra day of campaigning added, which he believed would have a minimal impact on those students taking part.

S Clark noted that these dates had been dictated by what had been placed in the Handbook. He noted that he had only been invited to one Election Planning Meeting, the last one. J Levell noted that he had been invited to only some meetings. S Clark noted that he wished he had known about the dates earlier as he believed elections held so early would reduce turnout. He further noted that nominations would only be open for ten days whilst, in the past, they had been open for six weeks. He believed the decision on the elections had been a poor one and there was a need to formalise the election planning process.

J Levell noted that M Myles had placed the dates on Facebook because there were time constraints imposed by the need to send material off to meet print deadlines. J Levell believed this decision to have been disappointing.

R Rawle wondered why it had not been made clear to SOC at its last meeting that a print deadline was imminent.

D Bowden advised that he was not aware of the exact reasons for going to print but he believed the feasibility and cost implications of moving the election dates could be looked at because the end of January was not ideal.

S Clark noted there were the implications of extra staff time and the availability of the LCR but he believed SOC should seriously consider changing the dates.

B Foday believed that the present Officers would need to ensure that a robust election planning process would be in place for the next academic year.

J Lewis argued that SOC should not be put off changing the

dates because of the extra staff work implications as Officers would be perfectly willing to take on the extra work.  
E Fallows asked that working students who had booked time off for the elections should be told of any change.  
SOC agreed that it be noted in the Action Log that election dates for 2013-4 would be an agenda item for the last SOC of 2012-3.  
SOC agreed, in principle, that the election dates be moved back.  
SOC agreed that D Bowden would report back to the next meeting with the details of the financial, facility availability and staff resource implications of moving the election dates.

**Action**

**783 RBS ESSA Grant Scheme**

R Rawle noted that UUEAS had policy against doing business with RBS but she did not want to take money away from Societies that were enjoying the benefits of the ESSA scheme which was funded by RBS. She wondered whether the publicity for the scheme might be kept to a minimum as there was an argument that UUEAS should take money from a big company if it benefited UUEAS members.

J Levell agreed and noted that the publicity could mention just ESSA and not advertise the NatWest part of the branding.

Chair noted that the exact wording of UUEAS policy should be consulted. After consulting the policy, SOC noted that it 'boycotted' RBS. Chair suggested that could be taken to mean boycotting RBS' services not its outreach activities.

J Taylor believed that the spirit of the policy would preclude any involvement with RBS. He noted the danger of UUEAS' principles being compromised as RBS would, effectively, be allowed to buy its way out of a boycott.

J Levell suggested contacting all Society Presidents to apologise for the earlier publicity and to ask them for their opinions on how the policy should be interpreted.

J Lewis believed the policy to be ambiguous and suggested that the matter should be considered by Union Council.

J Levell noted he would research the financial details of the ESSA scheme.

SOC agreed that this matter would be raised as part of the SOC Report to the 6 December meeting of Union Council.

**Action**

**784 Overview of Current Environmental Policies**

R Rawle noted, over Policy Lapse, she had looked at 23 different policies which mandated her to do a wide range of actions. She noted that the policies were well thought out and constructed.

However, at no point in the handover, had Officers been briefed on policies and the actions they were mandated to take. S Clark agreed and noted that the way the policies were grouped was unsatisfactory; he believed that this would be addressed in the Constitutional Review. He suggested that the PTOs might meet with the FTOs to discuss policy implementation. R Rawle noted that M Myles had taken the Resolves of policies and had added them, where action was needed, to SOAP. She wondered whether other Officers had been informed of this. S Clark suggested that a Policy Review session could be organised for interested Officers. R Rawle noted that Council had just voted to keep a range of policies but she wondered what the point was if they were not reviewed for actions to be taken. SOC agreed to hold a Policy Review Day at the start of the next semester that would divide policy into areas of responsibility. The session would feed forward into the Constitutional Review and Officer Handover and would provide short, easy to read accounts for the website on what had been accomplished in which policy areas.

**Action**

**785 Zero Tolerance Fox**

T Gilder-Smith believed the current publicity material, the 'fox', looked like a gimmick and made abuse and sexual harassment a lighter tone than was inappropriate. S Clark that, if there was a re-brand, UUEAS would be able to use existing NUS material. SOC agreed that the continued use of the 'fox' was inappropriate and that new campaign materials would be investigated.

**Action**

**786 Campaign Sub-Committee Updates**

There were none.

**787 Budget and Spending Update**

J Levell noted that he would look into the Chair's query over the expense of attendance at Zone Conferences.

**Action**

**788 Review of Decisions made by Union Council and of actions to be taken for the meeting of 6 December**

Chair noted that he had liaised with UUEAS staff on the cost of gender neutral toilets and they were a lot higher than he expected. However, he believed that the present toilet facilities would need updating soon and then the policy could start to be

implemented. He noted another alternative in that the present Women's Toilet on the first floor could be converted into a campaigns' storeroom and the current male toilets could be upgraded to become gender neutral. He further noted that the University had security staff trained to be aware of LGBT issues and UUEAS would need to train its own staff in this area, in the long term.

On 3 O'clock deadlines, SOC delegated the Resolves to J Bowker as an action point.

On the Block Grant, Chair noted that this raised the question of whether Council could or should mandate particular Officers; he believed this matter needed to be clarified.

J Taylor asked if the proposal for an increase in the Block Grant was linked to any proposed services to members.

J Levell noted that what he hoped for from the University was a non-caveated increase. He noted UUEAS' strategy was to draft a costed Strategic Plan but that the hoped for increase would not be linked to specific projects.

J Lewis noted that, originally, the motion had been quite specific but after discussions with the FTOs it had been deliberately made somewhat more general.

J Levell believed that the document mandated in the policy to SOC should more be a matter for the Trustees and he asked for D Bowden's advice on this matter.

D Bowden advised that he could produce a document for Resolves 1 and that Resolves 3 should be part of the Trustee Report to Union Council.

SOC delegated D Bowden to produce a report, mindful of the Staff Protocol, to Union Council outlining where expenditure had been reduced whilst the SOC Report would fulfil the requirements of Resolves 3.

SOC noted that B Brown was working on the Green Energy policy.

### **Action**

#### **789 Management Committee Minutes**

Chair noted that, in the item on the Travel Shop, the minutes were unclear. He noted that this was a public document and could be read by the staff member involved. He also noted his worries that, if the matter was brought before any employment tribunal, the minutes would be queried as to whether they were a true and accurate record. He asked that the Committee take care when approving minutes.

J Taylor expressed his serious concerns on this matter.

D Bowden advised that the minutes were inaccurate.

Chair noted his concerns over the Activities Hub that the PTOs had not been consulted and he believed that this showed a

lack of transparency and he asked that it be discussed at a future SOC.

SOC agreed to a proposal that the Membership Services Manager would provide a briefing on the proposed changes.

**Action**

**790 Any Other Business**

T Gilder-Smith noted that she was helping with the creation of a Peer Support Group to tackle domestic abuse and she asked for help in finding a Council representative for the group.

SOC agreed that, in the absence of the Chair and Deputy Chair, B Foday would deliver the SOC Report to the next meeting of Union Council and would chair the next meeting of SOC

S Clark noted he had been approached by an ex-member about the promotion of a programme of events to promote awareness of trade unions amongst young people and students. SOC asked S Clark to bring this matter back as a formal agenda item and noted that the ex-member would be welcome to come to SOC to explain any benefits he thought the programme might bring to UUEAS members.

**Action**

J Taylor reported that planning permission for the Islamic Centre had now been extended to June 2014.

**791 Time, Date and Place of Next Meeting**

5 pm, 6 December in the Board Room.



## SOC LIVE ACTIONLOG

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
29 Nov 12	Items for Tweeting and Items for Videoing J Taylor – Nominations open for GSA and Mature Students Forum R Rawle – Get Fractious Demo, Food Coop and Critical Mass cycling action	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	
29 Nov 12	Housing to be GOATed, briefing with times of pop-ups to added	To be updated at next meeting	All/Sam	
22 Nov 12	Officers' updates to SOAP to be added	To be updated at next meeting New Updates to be reported to meeting	Josh	
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	Actioned	Joe	
8 Nov 12	Attendance Monitoring SOC Sub-Committee to be formed	To be updated at next meeting	Josh	
8 Nov 12	Officers' email addresses to be made available on the UUEAS website	To be updated when staff time available	Matt	
22 Nov 12	Staff to be asked to help assist tweeting of Ethical Investment petition	Actioned	Toby	29 Nov 12
22 Nov 12	Lighting above Safe Sex Station to be investigated	Actioned	Toby	29 Nov 12
22 Nov 12	Access to UUEAS tweeting to be made available to PTOs for trial period	Decision made to return to old system	Matt	29 Nov 12
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	Actioned	Matt	29 Nov 12
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	Actioned	ALL/ Matt	29 Nov 12
22 Nov 12	Revised General Election timetable to be drafted and on agenda for next meeting	Actioned	Joe	29 Nov 12

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 later meeting	Benj/Matt	
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	29 Nov 12
22 Nov 12	Possibilities of Skype facilities for next meeting to be investigated	Actioned	Richard	29 Nov 12
29 Nov 12	Report to be made on cost and other implications of moving election dates	Actioned	Derek	
29 Nov 12	ESSA grants issue to be raised at Council	To form part of SOC Report	Joe	
29 Nov 12	New Zero Tolerance publicity materials to be investigated	To be updated at next meeting	Sam	
29 Nov 12	Query over expense of attendance at Zone Conferences	To be updated at next meeting	Joe	
29 Nov 12	Report to Council outlining where expenditure had been reduced whilst the SOC Report to fulfil the requirements of Resolves 3 of the Block Grant policy	Actioned	Derek/Joe	30 Nov 12
29 Nov 12	Actions to be taken on 3 O'clock Deadline Policy	To be updated at next meeting	Josh	
29 Nov 12	Briefing to be made on proposals for Activities Hub	To be updated at next meeting	Toby	
29 Nov 12	Proposal for a programme of events to promote awareness of trade unions amongst young people and students.	To be formal agenda item for next meeting	Sam	

### 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	Actioned	Eliot	30 Nov 12
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	
29 Nov 12	Policy Review Day	To be organised for start of Spring Semester		

### 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	
29 Nov 12	election dates for 2013-4.	To be agenda item for the last SOC of 2012-3		

### 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	

**Election Dates Report**  
**R. Laverick (LGBT+ Officer)**

A number of issues and debates have arisen from the dates set for the Union general election in 2013. The following is a timeline of what happened, followed by possible errors and finally recommendations ensuring that this does not happen again in future. This report is not to be used to assign blame to any person or committee, primarily as mistakes and errors have been made throughout leading to the situation which we are now in.

**TIMELINE**

**Late academic year 2011/12 – Election planning committee discuss and agree on the following timetable:**

Nominations Period - 7<sup>th</sup> January till 15<sup>th</sup> February  
Candidate Training - 18<sup>th</sup> February till 21<sup>st</sup> February  
Manifesto Deadline - 22<sup>nd</sup> February  
Campaigning - 25<sup>th</sup> February till 27<sup>th</sup> February  
Voting - 28<sup>th</sup> February till 4<sup>th</sup> March

**27<sup>th</sup> June 2012 SOC informally agree to the above dates via email.**

**Dates printed in handbook and sent to printers were the following:**

Nominations Period - 7<sup>th</sup> February till 15<sup>th</sup> January  
Voting - 28<sup>th</sup> January till 4<sup>th</sup> February

**Election planning continued based upon the dates published in handbook.**

**Original dates relocated; deputy chair, in chair's absence, recommended that on discovery of original dates that it would be unwise to go back on an earlier SOC decision. Misinformation to SOC, whilst unintentional, caused SOC to want to change election dates from those which it thought were correct. The deputy chair investigated initial costs and sought advice from the Chief Executive, Communications and Marketing Co-ordinator, Membership Services Manager, Representation Support Worker, in addition to other staff. External printing was paused and was corrected the following week so that elections were on track for the discovered timetable. The deputy chair recommended to SOC that the Jan-March timetable informally agreed should be the final timetable, and that SOC would apologise for the wrong information in student handbooks.**

**By 6pm on Friday 30<sup>th</sup> November, the following members of SOC had agreed to this recommendation: LGBT+ Officer, Finance Officer, Community and Student Rights Officer, Academic Officer, Women's Officer, Students with Disabilities Officer, Ethical Officer, Non-Portfolio Officer (E Fallows), and Non-Portfolio Officer (B Foday) .**

**This represented 10 members of SOC and the recommendation was informally agreed to by a majority of SOC. The deputy chair ruled that this informal meeting of SOC was quorate within the Union' Constitution.**

**Election planning will now go ahead using the Jan-Mar timetable.**

**MISTAKES/ERRORS**

- 1) Election planning group did not report back to SOC in time for SOC to discuss at a formal meeting.
- 2) The informal decision by SOC in June was never minuted or reported to any formal meetings of SOC following the decision.
- 3) Dates were printed wrongly in the handbook.
- 4) No member of SOC that made the informal decision challenged the election dates printed in the handbook.

### **RECOMMENDATIONS**

- 1) Election planning group MUST report in writing to SOC election date recommendations for discussion at a formal meeting.
- 2) Any decisions made informally on any matter must be then reported back to the next SOC formal meeting so that it can be minuted.
- 3) That SOC should, through the Constitutional review, change election rules such that the nomination period for full time officer elections longer (this would then effect general elections only, not by elections).
- 4) That for transparency, election planning group meetings should be minuted.

See Below for original email dated 27/6/12

Dear SOC,

Please see below for message from Tash.

Best

Tony

“Hi All,

I'm emailing you as I'm still (technically) the chair of SOC.

We'd like to put next year's elections in the handbook for new students. This needs the approval of SOC, so would you be able to just reply saying “approve” if you're fine with it?

We've separated two of them so we can put more emphasis on the NUS delegate ones, and give the delegates more time to prepare for conference and submit motions if they wish.

The dates have been picked to give us the best possible times, and you can take my word that we gave all the options consideration. This obviously shouldn't stop you querying or asking any questions about them if you want – if want to ask about ANYTHING then send me an email ☐

Dates would be as follows:

Week 2 – Priority Campaigns Poll week

NUS Delegate:

Nominations open – November 12<sup>th</sup>

Nominations close – November 22<sup>nd</sup>

Candidate training – November 23<sup>rd</sup> (two sessions)

Manifesto deadline – November 25<sup>th</sup>

Campaigning – November 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>

Voting – November 29<sup>th</sup> and 30<sup>th</sup>

Full-time and part-time officer elections:

Nominations open – January 7<sup>th</sup>

Nominations close – February 15<sup>th</sup>

Candidate training – February 18<sup>th</sup> – 21<sup>st</sup>

Manifesto deadline – February 22<sup>nd</sup>

Campaigning – February 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>

Voting – February 28<sup>th</sup> – March 4<sup>th</sup>.

Best,

Tash”

Tash Ross  
Community and Student Rights Officer 2011/12  
Union of UEA Students

Union House  
University of East Anglia, Norwich  
NR4 7TJ

Union of UEA Students (UUEAS) is a registered charity England and Wales no 1139778



## **Minutes from Management Committee Meeting**

**Monday 19<sup>th</sup> November 2012**

**Boardroom, Union House**

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

Apologies:    Annie Grant

5997 Minutes from previous meeting - 5<sup>th</sup> November 2012

- The Minutes were agreed by the Management Committee.

5998 Action Log Updated (as attached)

5999 Complaints Log

- MM advised of a complaint received from a student who alleged he was hit whilst attending the LCR, in a homophobic attack. The situation then escalated when the student who made the alleged attack left the LCR and was hassled by the friends of the complainant waiting outside. He also swore at a doorman.
- MM to meet with the student who lodged the complaint to discuss further.

6000 Mileage

- JL reported that the golf club are not prepared to travel in their own vehicles for the current mileage rate of 15p per mile.
- It was confirmed the furthest they travel is to Birmingham.
- The meeting discussed the costs of hiring vehicles vs. using a mini-bus vs. using public transport vs. paying for mileage.
- It was agreed to increase the mileage to 30p per mile, but stipulate that should there be a more economical way to travel than by taking cars, then that must be the first preference.
- It was also agreed to create a staff policy for group travel which will highlight the necessity to select the cheapest option of travel first.

6001 Plastic Cups

- It was raised by the Environmental Officer that the plastic cups used within Union House, which whilst recyclable, are not suitable to be recycled by Norfolk County Council.
- It was suggested to ask RA to investigate alternative bio-degradable cups and the Environmental Officer to lobby Norfolk County Council in this respect.

6002 Graduate Companies

- JL reported that he was recently approached by a company wishing to engage with students and offer a student based service.
- Following discussions, it was agreed a positive move to allow companies to set-up in the Hive where they can be of benefit to students.
- It was agreed that if the advertiser is a UEA graduate, they will receive reduced rates for using space in the Hive for two years. The University will be approached to see if they will subsidise this cost.

6003 AOB

- JL requested 2<sup>nd</sup> January 2013 off as annual leave. This was agreed by the MC.

6004 Date of next meeting:

- Monday 3<sup>rd</sup> December 2012  
Commencing 10:30am  
Boardroom, Union House