

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 13 December 2012 in the Board Room

Agenda

- 808 Minutes of the meeting held on 6 December** (See pages xxx)
- 809 Action Log** (See pages 9-11)
- 810 Matters Arising**
- 811 Student Officer Action Plan Update**
- 812 Items for Tweeting and Items for Videoing**
- 813 What We Have Been Doing Diaries**(see pages 12)
- 814 GOATing Topics**
- 815 DRO Elections**
To elect the DRO for the General Elections
- 816 Activities Hub**
A briefing form the Membership Services Manager (See page 13)
- 817 Charity Collections**
Draft regulations on Charity Collections in Union House (See page 14)
- 818 Campaign Sub-Committee Updates**
- 819 Budget and Spending Update**
(Please see Appendix A)
- 820 Review of Decisions made by Union Council at the meeting of 6 December**
- 821 Any Other Business**
- 822 Time, Date and Place of Next Meeting**



Minutes of the Student Officer Committee 6 December 2012 Summary

Key Discussions

- NUS President's Response over planning of National Demo
- Students in Work Week proposal
- RBS boycott and ESSA Grants Scheme

Key Actions

- Welcomed Hussam Hussein to SOC as Ethnic Minorities Officer
- NUS President's written response on the planning for the National Demo to be brought to SOC
- Revised UUEAS Election dates approved
- Recommendations in Election Dates Report accepted
- Students in Work Week proposal agreed: joint working group with UNITE Young Members to be established to plan the event
- Apology over UUEAS' past promotion of the, RBS funded, ESSA Grant Scheme to be made to Council and assurance that, in future, the RBS boycott would be strictly adhered to, to also be made to Council

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Minutes of the Student Officer Committee 6 December 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) briefly, Abbi Forsyth (Non Portfolio Officer), Rosie Rawle (Ethical Issues Officer), Josh Bowker (Academic Officer), Kim Jenkins (Students with Disabilities Officer), Tess Gilder-Smith (Women's Officer), John Taylor (Post Graduate Officer), Astrid Heidemann Simonson (International Officer), Benjamin Brown (Environment Officer).

Non-Voting Member present:

D Bowden (Chief Executive).

Chair

Bintu Foday (Non-Portfolio Officer).

In attendance:

Tony Moore (Representation Support Worker), Alex Etches (UNITE Young Members).

Apologies

Matthew Myles (Communications Officer), Trevor Killeen (Mature Students Officer), Richard Laverick (LGBT Officer).

Please note: in abidance with Chair's ruling that SOC would be following, for all 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; there will no longer be a distinction made in the minutes between Voting and Non-voting Officers.

792 Membership

SOC welcomed H Hussein on his election as Ethnic Minorities Officer.

793 Minutes of the meeting held on 29 November

S Clark asked that, where he had suggested in 782 changing the election dates, "if possible" be added; with this change the minutes of the 29 November meeting were agreed.

794 Action Log

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

S Clark noted that Housing had been GOATed.

J Taylor reported from the informal group on the Safe Room that the possible use of the Bill Wilson room until 4 pm after which it was needed as a space for visiting entertainers will be investigated; J Levell would report back after discussions with ENTS.

J Bowker noted it had been difficult to get attendees together for the Attendance Monitoring Sub-Committee; but he would be meeting shortly with the head of Learning and Teaching Services to discuss this issue. He further noted that the 3 O'clock Deadline policy would also be discussed at this meeting.

S Clark noted the open letter to the NUS about the national demo was being drafted.

B Brown noted he would be bringing funding requests on Go Green Week and other projects to the next meeting.

S Clark noted he would be working with the LGBT+ Officer to liaise with University staff over LGBT History Month.

795 Matters Arising

There were none.

796 Student Officer Action Plan Update

In the absence of the Communications Officer, this item was postponed to the following week with J Bowker tasked to provide updates.

Concerning the minutes of the last meeting, where FTOs were asked to be more vigilant when approving Management Committee minutes, D Bowden advised he had revised the relevant section of the Management Committee minutes so that they could not be misconstrued.

797 Items for Tweeting and Items for Videoing

There were no suggestions.

What We Have Been Doing Diaries

J Lewis asked for a report on the content of Liam Burns, the NUS President's reply to the FTOs.

S Clark noted that L Burns had pointed to problems with the route for the National Demo and not going to Parliament and Hyde Park. L Burns had indicated it was easier under the previous Labour mayor to agree a route than under the current mayor, Mr Boris Johnson. S Clark noted he had asked why students had not been told about the government's restrictions and that L Burns had agreed that this omission was, possibly, a mistake and that, also, possibly, it was mistaken not to

encourage students to stay longer, nearer to Parliament.
S Clark noted that L Burns would be getting back to him with a full written statement and that this would be brought to SOC.

Action

B Brown asked that information on green energy tariffs be made available at future Housing Pop Ups and Housing Socials. S Clark agreed and asked to be sent the information.

Action

798 GOATing Topics

S Clark suggested "Brag Week" where Officers would highlight the achievements of the past term. J Bowker noted this would provide an opportunity to gain feedback from the members on what had been achieved and on how these might be improved.

SOC agreed that "Brag Week" would be the next week's GOATing topic.

Action

799 NUS National Conference Delegation and Ethnic Minorities Officer By Elections

E Fallows, as DRO, reported that H Hussein had been elected Ethnic Minorities Officer and that R Laverick, S Clark, VC Larsen and EC Tucker had been elected as UUEAS Delegates to the NUS National Conference. He noted the turnout was slightly higher than the overall target of 350 with 254 votes cast in the NUS Delegation election and 163 in the Ethnic Minorities Officer poll. He believed the election had run smoothly and noted that there had been no complaints received.

800 Elections Dates Report

SOC noted the contents of R Laverick's Report.

S Clark noted that the errors that occurred highlighted in the report were due to the fact that decisions were made outside of SOC meetings and were never formally minuted. He noted it was unclear as to why the wrong dates had been included in the Handbook.

S Clark noted the revised election dates proposed in the Report and its recommendations on future election planning procedure.

S Clark asked that "effect" in Recommendation 3 of the Report be corrected to "affect".

SOC approved the revised election dates proposed in the Report and its recommendations on future election planning procedure.

Action

J Bowker confirmed to J Taylor that M Myles, the DRO, had agreed to the revised dates and recommendations. E Fallows noted there were no dates for Hustings included. SOC agreed that this would be discussed with the DRO and the dates formally agreed at a future meeting.

Action

801 Trade Union Awareness Amongst Young People

A Etches introduced himself as a UNITE Young Member Representative and noted he would try and answer the questions raised at the previous SOC meeting. He noted that UNITE Young Members were each elected and represented all 18 to 30 year olds in the UNITE trade union. He was himself a member of the National Committee and the Youth Committee and he was delegated to explore the possibility of holding a Students In Work Week in order to strengthen the ties between the labour movement and the student movement and the development of shared aims and values. He envisaged a week of non-political meetings with speakers from the leadership of different trade unions, music and comedy events. He asked that SOC give its support to the project and then, he suggested, a joint working group should be set up to plan the events. He hoped that the scheme would spread to involve other trade unions on campus.

J Taylor wondered about how political the event would be given UUEAS need to be not aligned with any political party. A Etches argued that representation of young people in the workplace was not a political act and that given the nature of the legislation against industrial action over political issues there was no danger of the event being associated with a political party; he assured SOC the event would not be an advertisement for the Labour Party. The key goal of the event was to ensure that students were represented wherever they worked. He envisaged providing a stall in the Hive where students could access advice on rights and representation in the work place from trade union experts.

J Taylor noted his worry that the comedy events might show a particular party political bias and he thought this might need to be addressed.

A Etches believed that any events would be organised according to UUEAS values and any decisions on the make-up of events would be the responsibility to the working group which would be accountable to SOC.

SOC approved the proposal for the Students in Work Week to be run jointly by UUEAS and UNITE Young Members. A joint planning group for the event would be established which would be open

to all UUEAS members

Action

802 Campaign Sub-Committee Updates

T Gilder-Smith noted that a Stop Domestic Abuse Peer Support Group would be going to Council for approval.

R Rawle reported that the University Executive Team had turned down UUEAS' proposal for the University to join the Workers' Rights Consortium.

803 Budget and Spending Update

There were no comments made.

804 Review of Union Council Agenda for the meeting of 6 December

R Rawle asked for guidance as to her contribution to the SOC report on the matter of Clubs and Societies applying for money from ESSA which was funded by NatWest's parent company RBS.

S Clark believed that this should be a simple statement as to the fact of the boycott which was UUEAS policy. He noted that if any Councillor had a problem with this issue they could bring a policy proposal to the next meeting of Union Council. He noted that, presently, any Club or Society that applied for ESSA funding would be in violation of UUEAS policy and could face sanctions.

A Forsyth asked that it be made clear to Council how much funding Clubs and Societies stood to lose from the boycott. She further noted that UUEAS had encouraged all Clubs and Societies to enter the ESSA competition for funding.

H Hussein suggested a possible course would be for Clubs and Societies to donate any ESSA funding to charity.

SOC agreed that an apology would be made to Council over the past involvement in the ESSA scheme and a statement made that, in future, the boycott of all RBS funding and services would be upheld.

Action

SOC noted that no sanctions would be taken against Clubs and Societies which had in the past received ESSA funding.

R Rawle believed that the above discussion underlined the importance of the planned Policy Review Day where Officers could get to grips with all the current policies and their implications.

805 Management Committee Minutes

There were no comments on the minutes of the Management Committee meeting of 19 November.

806 Any Other Business

D Bowden advised that the Trustee Board meeting had been moved forward to the Wednesday of the next week and it might be convenient for Officers if SOC were to meet beforehand. A Forsyth noted this would be against UUEAS custom and practice which were to keep Wednesday afternoons free for members' sports and other activities.

807 Time, Date and Place of Next Meeting

5 pm, 13 December in the Board Room.



SOC LIVE ACTIONLOG

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
6 Dec 12	Items for Tweeting and Items for Videoing None	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	
6 Dec 12	Officers' updates to SOAP to be added	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	Actioned	Matt	11 Dec
8 Nov 12/6 Dec	Informal SOC group to meet and draft plan for Safe Room	To be updated at next meeting with reports of conversations with ENTS	Joe	
8 Nov 12/6 Dec	Attendance Monitoring SOC Sub-Committee to be formed	To be updated at next meeting – results of LTS talks to be reported	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	PTOs to be invited to meet with newly appointed senior University staff	Ongoing – updates to be made when developments occur	Matt	
6 Dec 12	'Brag' Week to be GOATed	To be updated at next meeting	Matt	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	Actioned	Sam	6 Dec
29 Nov 12/6 Dec	ESSA grants issue to be raised at Council – apology for past involvement in ESSA to be made and statement on RBS boycott to be made	Actioned	Joe	6 Dec
29 Nov 12	New Zero Tolerance publicity materials to be investigated	Actioned	Sam	6 Dec
29 Nov 12	Query over expense of attendance at Zone Conferences	Actioned	Joe	11 Dec
29 Nov 12	Actions to be taken on 3 O'clock Deadline Policy	Results of LTS discussion To be updated at next meeting	Josh	
29 Nov 12	Briefing to be made on proposals for Activities Hub	Actioned	Toby	11 Dec
29 Nov 12/6 Dec	Proposal for a programme of events to promote awareness of trade unions amongst young people and students to be on agenda. Joint Students in Work Week event with Unite agreed – working group to be set up	Actioned Actioned meeting to be held at 6.30 on 13 December	Sam Sam	6 Dec

6 Dec 12	Green energy tariff info to be provided at future Housing Pop Ups and Socials	To be updated at next meeting	Sam/Benj	
6 Dec 12	Dates of Hustings to be agreed and added to election timetable	Actioned	Eliot/Matt	11 Dec

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 12/6 Dec	Election dates for 2013-4. Any decisions on election dates only to be taken at SOC meetings and to be formally minuted	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	
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What have we been doing T1W12

Matt has been on holiday, but so far this week has been catching up on what happened in the **by-elections**, working on the **Constitutional Review** (trying to work towards establishing the terms of reference for the Constitutional Review Group by seeking informal legal advice from NUS), and continuing to work on **the policy action log** to bring Council and officers up to date on what policies have been actioned and which are still outstanding.

Last week, **Joe** spent most of his time preparing the presentation on the **accounts** for Council which hopefully made it all a bit clearer! He also was involved in the recruitment for **two positions** and spent days interviewing candidates!

Josh has written, addressed and enveloped all the **letters** to people we think should stand in the **elections**. There were roughly 180. I've also been to see the Learning Enhancement Team in DoS about study skills and how we can help promote their **new online study skills resources**.

Sam - Strategic Plan – Putting together the themes and focuses of the strategic plan.

Housing pop ups – every Tuesday and Thursday to educate people about housing

Sexual Assault Reporting – Working out how to better disseminate information about sexual assault reporting on campus.

The Student Activities Department and Hub

The Present Situation

At the Union of UEA students we currently have 61 Sports Clubs and 130 societies which have a total of 7214 members and are run by approximately 1000 volunteers in a variety of committee roles. Students have ever increasing demands on their time, recent NUS surveys demonstrate that students spend more time studying as there is more pressure to get a better degree result, more students work part time consequently there is less time for students to pursue other interests (NUS Student Experience Survey 2010). AT UUEAS we could have a massive impact on our active members if we

Currently a committee member of a club or society may have to visit four different places within the union in one single visit. Different staff within the union have a variety of different process that are not necessarily replicated or applied consistently across student activities. It has been strategic ambition of the union that resources should be increased to societies more in line with the support given to sports club and make running clubs and societies as easy as possible removing barriers and red tape wherever possible.

We are creating a Student Activities Department within the Membership Services Department. This new department will bring together sports clubs, societies, finance, volunteering, enterprise and reception into one management structure. This will create a homogenous service offering to all committees, processes (such as Risk Assessments) will be standardised for all activities. It will enable us to research better who uses our activities and support officers in developing ways to engage with hard to reach groups and increase participation in general.

The student Activities Hub, which will incorporate the current reception will create a one stop shop for activities where members will be able to book transport, pay in money, collect keys and seek advice all in one place in one visit. It is hoped that we could also extend the hours for some administration services are offered and increase the number of services available on-line (e.g room bookings) again making it much easier for committee members.

Toby Cunningham, Membership Services Manager

Charity collecting in LCR

The Union encourages the support of charities but also reserves the right as to who is allowed to cash collect on any of our premises.

In order to avoid fraud, deception or excessive collecting, the Union have some controls in place. If you wish to collect on our premises you must seek permission in advance from by filling in this form and submitting it to Union Reception. Union Reception will then consult the relevant manager with your request, and you will be informed within 5 working days as to whether permission is granted.

Your Name:

Your Details/ Address/ Phone number:

The Charity Details:

Collection Date:

Collecting Area:

Agreed/Signed on behalf of Union Of UEA Students:

Date: