

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

5pm 10 January 2013 in the Board Room

Agenda

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- 823 Budget and Spending Update** With explanation from the Finance Manager
- 824 Minutes of the meeting held on 13 December** (See pages 3-8)
- 825 Action Log** (See pages 9-11)
- 826 Matters Arising**
- 827 Student Officer Action Plan Update**
- 828 Items for Tweeting and Items for Videoing**
- 829 What We Have Been Doing Diaries** (posted on SOC Facebook page and available at <http://www.ueastudent.com/voice/documents/student-officer-committee>)
- 830 GOATing Topics**
- 831 SOC re-invented**
A discussion topic from the Chair
- 832 Policy Party**
An invitation to members of SOC from the Chair
- 833 Campaign Sub-Committee Updates**
- 834 Any Other Business**
- 835 Time, Date and Place of Next Meeting**

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Minutes of the Student Officer Committee

13 December 2012

Summary

Key Discussions

- University's response to 3 pm Deadline Policy
- Consultations with PTOs before announcements on policy implementation
- Activities Hub
- Charity Collections in Union House
- Refusal of Council to agree Budget
- Constitutional position with regard to membership of SOC

Key Actions

- FTOs to take care to ensure adequate consultations with PTOs take place before announcements on policy implementation
- M Myles appointed DRO for General Elections
- Regular updates on progress on Activities Hub to be made to SOC
- Revised form for Charity Collections to be brought to next meeting
- Endorsed UUEAS cash reserves being invested in bonds
- FTOs to report on Constitutional position with regard to membership of SOC
- Agreed £210 funding for Go Green Week to include building of bicycle powered electricity generator and Art Competition

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Minutes of the Student Officer Committee

13 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), 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), Bintu Foday (Non-Portfolio Officer), Hussam Hussein (Ethnic Minorities Officer).

Non-Voting Member present:

None.

Chair

Matthew Myles (Communications Officer).

In attendance:

Tony Moore (Representation Support Worker), Fran Poole (Retail Services Manager).

Apologies

Trevor Killeen (Mature Students Officer), Richard Laverick (LGBT Officer), D Bowden (Chief Executive).

Chair noted that the Chief Executive had sent his apologies and had deputised F Poole, Commercial Services Manager, to attend the meeting on his behalf. Chair noted that he had been advised that, constitutionally, the Chief Executive could not delegate his place on SOC. He further noted that senior members of UUEAS staff could attend meetings, solely, at the invitation of SOC. Therefore, he invited F Poole to stay for the rest of the meeting.

808 Minutes of the meeting held on 6 December

H Hussein noted his name had been omitted from those in attendance. J Levell noted his attendance had been so brief that his presence at the meeting should not be minuted. J Taylor noted that,

in the item on the Students in Work Week, his comments did not reflect his personal views but a commonly held perception. With these changes and caveat, the minutes of the 6 December meeting were agreed.

809 Action Log

Chair noted that the former Ethnic Minorities Officer had not responded to requests for an exit interview. SOC agreed that, in the light of no response, this item should be removed from the Action Log. J Taylor handed the Chair a written briefing on PG issues. Chair noted that GOATing on PG issues should be added to the Action Log.

J Levell noted he would be meeting with ENTs on the Safe Room in the coming week.

J Bowker noted that the position of the University in regard to Attendance Monitoring was, now, nearer to UUEAS policy.

Chair noted that the PTOs would be invited, next term, to meet the new PVC Academic.

S Clark noted that the Brag Week GOATing had not taken place but there had been a tweet on the success of Exam Feedback.

S Clark noted that he had had a long conversation with the NUS President. He noted he had forwarded the survey that the NUS were conducting, as to the organisation of the National Demo, to Officers.

J Levell reported that he was still waiting for a response from NUCA concerning the joint lobby group.

Chair noted that the possible inclusion of the Go Green Guide for the Welcome Pack would be in next term's Future Action Log.

J Bowker reported he had met with University staff and that the prospect for any agreement to a change to the Three O'clock Deadline was very unlikely.

J Taylor asked what was the University's response to the charge that the Three O'clock Deadline was unfair to working and part-time students.

S Clark noted that the University's line was that students would have to learn to manage their time to fit in with the deadline.

J Taylor believed that students had to work out of necessity and that, as the University was happy to take their money, there should be more flexibility shown by the University. J Lewis agreed and noted that working students had, often, no flexibility as to their working hours.

J Bowker noted that senior University staff would be coming to Union Council to put the case for the current system and these questions could be put directly to them.

B Brown noted he had produced publicity materials for the Green Energy Tariff. S Clark suggested that these should be given to the Student Support Services Manager for distribution.

Chair noted that the provisional date for the Election Hustings was 26 February. SOC agreed to this date.

810 Matters Arising

A Forsyth believed that communications on the RBS ESSA grant issue had not been handled well: with just an announcement having been made at Sports Committee without any prior discussion in SOC.

R Rawle noted she had had many emails concerning the matter and she did not have adequate information to act upon.

A Forsyth asked that, in future, issues of this importance be discussed in SOC before any announcement was made.

S Clark believed that sometimes, when the FTOs were trying to action policy, things could slip under the radar.

Chair noted that, in future, the FTOS would be more careful as to consultation with SOC before announcements on policy implementation were made.

J Taylor believed the problem was at the policy formulation stage where the full implications had not been thought through.

A Forsyth believed the immediacy of the matter had been underlined by the fact that RBS had, recently, emailed all Club Presidents about the ESSA scheme.

811 Student Officer Action Plan Update

J Taylor reported that the GSA, at their AGM, had decided to switch its banking to an ethical bank, the Coop.

T Gilder-Smith reported that the NUS Women's Officer had visited UEA and she had had productive discussions with her on the implementation of the Zero Tolerance policy.

B Brown reported that he had been in discussions with the Library as to having double-sided as the default setting on the Library's printers and the use of ethically sourced paper, as opposed to the 'plantation' paper that the Library currently used.

812 Items for Tweeting and Items for Videoing

Go Green Week Competition – B Brown

Food Coop - R Rawle

813 What We Have Been Doing Diaries

B Brown asked as to progress on the Green Academy application.

J Bowker reported that this had now been accepted.

814 GOATing Topics

B Brown suggested that a topical theme could be to urge students to have a non-consumerist Christmas as the festival did not have to revolve around the buying of commodities.

SOC agreed that the appropriate medium for this message would be the blog.

Action

At this point, A Simonson distributed delicious St Lucia buns to the attendees. SOC asked that her fantastic culinary contribution be minuted.

Action

815 DRO Election

Chair noted that a DRO for the General Elections had not as yet been formally appointed. The Chair was the only Officer to put himself forward for the position.

SOC unanimously elected the Chair, M Myles, as DRO for the General Election.

Action

816 Activities Hub

Chair drew SOC's attention to the written briefing from the Membership Services Manager.

J Levell noted the aim was for the Hub to provide a one stop shop for all student activities and provide more efficient, streamlined services. He noted that one of the new additional posts in the restructuring of Membership Services had had to be re-advertised.

Chair noted that the restructuring had led to a slight saving of money but that the main goal was to provide a better provision of service to members.

E Fallows asked where the Hub would be physically situated.

J Levell noted that the plans had not, as yet, been finalised and were dependent on developments as to a general restructuring of Union House.

SOC agreed to R Rawle's request that updates on the Hub should be included in the Action Log.

Action

816 Charity Collections

Chair drew SOC's attention to the written form, guidance and process that he had drawn up. He noted that there was a demand from members to have the ability to place charity collection boxes in Union House but, at present, there was no coherent process available for approval.

F Poole advised that, currently, she, as Retail Services Manager, tried to accommodate any charities that asked to place a collection box. However, she noted that she welcomed the Chair's proposal as she believed this was a matter that the elected Officers should decide upon rather than UUEAS staff.

Chair noted that, since he drafted the proposal, he had spoken to the Membership Services Manager who had advised him that the matter should be handled by Reception and that a new form would be needed.

Chair noted he would bring the new form for approval to the next meeting of SOC.

Action

818 Campaign Sub-Committee Updates

J Lewis reported that there would be a meeting of the Students in Work Week working group, later in the evening.

819 Budget and Spending Update

J Levell noted that the expenditure for attendance at NUS Zone Conferences had now been included.

Chair asked whether Officers found the presentation of the financial information comprehensible.

There was general agreement amongst the Officers that they had

difficulties with the current presentation of the financial information. Chair noted that he would ask the Finance Manager to include some explanatory text in the Budget and Spending Update.

Action

820 Review of Decisions made by Union Council at the meeting of 6 December

B Brown noted he would be considering re-submitting an amended resolution on Sustainable Transport and air travel.

A Simonson suggested that this should include some form of comparative costing of alternative means of transport.

B Brown noted he would be discussing costings with the Finance Officer.

Chair noted it, for future Council training, that it should be stressed that a proposer of a resolution had the right to withdraw the entire resolution if they were unhappy with any proposed amendment to it. A Forsyth asked what the situation was over the rejection by Council of the Budget.

J Levell reported that this had been discussed by the Trustees and that he would be making the investigation requested by C Corkery and would be resubmitting the Budget along with the report of his investigation to the next meeting of Council.

Chair noted that the Trustees had noted that, if Council continued to refuse to agree the Budget, there was provision for UUEAS to continue to operate in line with the figures set in the Budget but he believed this would be against the democratic ethos of the organisation and would not be the course the FTOs would desire.

SOC congratulated R Laverick for his work on the drafting and the subsequent adoption by Council of the raft of LGBT+ policies.

821 Any Other Business

J Levell circulated a document concerning a proposal as to UUEAS' cash reserves. He noted that the level of cash reserves fluctuated. He noted that the Finance Manager had asked that SOC be informed about the initiative to invest money above the level of past fluctuations into bonds so as to earn more interest. He noted the proposal would commit £1 million for 15 months and would earn £28,000, whilst £500,000 would go into a 95 day notice account. He noted the bonds would be bought from the Coop and would fully comply with the Ethical Banking policy.

SOC noted and endorsed the proposal.

SOC discussed an item concerning the position of one of its members as a confidential item. SOC agreed that the constitutional situation would be researched by the FTOs who would report back to the next meeting.

Action

B Brown noted that Go Green Week would be taking place from 11 to 17 of February. He suggested allocating funds from the Campaigns Budget for activities to take place during the Week. He asked that SOC consider the worth of two proposals. The first would be to build a

bicycle powered generator. He noted that this would empower activists in learning how to build the generator and would then provide a resource available to all Clubs and Societies. He believed the cost would be about £100 for the components.

R Rawle noted that the proposal would include a staff member from ENTS in working to assemble the generator so as to provide continuity of support for its future use.

B Brown noted the other proposal was for an Art Competition to inspire students to Go Greener and he asked that a prize of free tickets to ENTs events should be considered.

Chair noted that B Brown had posted a plan on the Facebook page which Officers could become involved in.

B Brown asked that the art produced for the competition be exhibited in the Hive.

Chair noted that the logistics would need to be investigated but that this should not be a problem.

B Brown asked that SOC approval a funding request of £210 to include £110 for general publicity and prizes for the Art Competition and £100 for the generator.

SOC agreed to the funding proposal of £210.

Action

B Brown asked whether it would be possible to have a Meat Free Monday as part of the Week in UUEAS outlets.

Chair noted this had taken place last year and should not be a problem.

Chair noted that in a previous meeting that it had been stated that he had put an update of all the Resolves from policy into SOAP. He noted that this was incorrect: he had placed them in a separate document which the FTOs were currently working on which would be useful for the Policy Review Day.

Chair further noted that the reason why he had posted the elections date change on Facebook was as a result of a conversation he had with E Fallows, the DRO, and D Francis, the Returning Officer. He noted that from the minutes it appeared that the decision had been made by him, alone; whereas, in fact, it had been, very much, a joint decision.

J Levell noted that in the minutes he had characterised the decision as 'disappointing'; whereas his disappointment was limited to the decision concerning the Sunday.

822 Time, Date and Place of Next Meeting

5 pm, Thursday 10 January in the Board Room.



SOC LIVE ACTIONLOG

Date Commissioned	Action Required	
6 Dec 12	Items for Tweeting and Items for Videoing None	To be updated at next m
25 Oct	Exit interview with departing Ethnic Minorities Officer to be conducted	No response received –
11 Oct 12/ updated 18 Oct 12	Short briefing on PG issues for Officers to be posted	Actioned – to be used f
6 Dec 12	Officers' updates to SOAP to be added	New Updates to be repo
8 Nov 12/6 Dec	Informal SOC group to meet and draft plan for Safe Room	To be updated at next m conversations with ENT
8 Nov 12/6 Dec	Attendance Monitoring SOC Sub-Committee to be formed	To be updated at next m reported
8 Nov 12	Officers' email addresses to be made available on the UUEAS website	To be updated when sta
22 Nov 12	PTOs to be invited to meet with newly appointed senior University staff	To be moved to Future l be arranged–
6 Dec 12	'Brag' Week to be GOATed	Did not take place – pos
22 Nov 12	Open letter to NUS on national demo to be drafted and published after consultation with NUCA and NCC	Actioned – phone conv s completing NUS Surve
22 Nov 12	Joint lobby group with NUCA and NCC to be established, SOC to be updated on progress	To be updated at next m response
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	Actioned – possible inc in Future Log
29 Nov 12	Actions to be taken on 3 O'clock Deadline Policy	Actioned – University st Council
6 Dec 12	Green energy tariff info to be provided at future Housing Pop Ups and Socials	Actioned – material to b
13 Dec 12	Non-consumerist celebration of Christmas to be item on the Blog	To be updated at next m
13 Dec 12	Revised form for Charity Collections to be brought to next meeting	Agenda item for next m
13 Dec 12	Budget and Spending Update to include some explanatory text	To be included in BSU f
13 Dec 12	Report on Constitutional position with regard to membership of SOC to be made	To be discussed at next

SOC FUTURE ACTIONLOG/Autumn Semester

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
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	Matt	
13 Dec 12	Regular updates on progress on Activities Hub to be made to SOC	SOC to be updated as developments occur	Joe	

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		
13 Dec 12	FTOs to take care to ensure adequate consultations with PTOs take place before announcements on policy implementation	Ongoing	FTOs	

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	