

**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 24 January 2013 in the Student Office Centre

### **Agenda**

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*15 mins*    **OFFICERS' ACTIVITIES SHARING**

Break out discussions to include: what Officers have been doing and what they plan to do, SOAP updates, items for tweeting and videoing, GOATing and Campaign Sub-Committees

*15 mins*    **FORMAL AGENDA ITEMS**

**846**        **Minutes of the meeting held on 10 January** (See pages 2-5)

**847**        **Action Log** (See pages 6-7)

**848**        **Matters Arising**

**849**        **Officers Social Media Policy**

**850**        **Left in the Pot** (see page 8)

**851**        **Management Minutes of 3 December**  
Please note these have only recently become available (See pages 9-12)

**852**        **Any Other Business**

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

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**Minutes of the Student Officer Committee  
17 January 2013  
Summary**

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**Key Discussions**

- Union Council Printing Costs
- Budget Reporting

**Key Actions**

- Funding for four delegates and one staff member to attend NUS Course Reps Conference agreed
- Chair of Council to be asked that print agendas for Council would only be available, in future, on demand
- Budget reporting only to include money over which SOC has direct control

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**Minutes of the Student Officer Committee  
17 January 2013**

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**Voting Members present:**

Jess Lewis (Non-Portfolio Officer), Eliot Fallows (Non Portfolio 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), Trevor Killeen (Mature Students Officer), Richard Laverick (LGBT Officer), Rosie Rawle (Ethical Issues Officer), Abbi Forsyth (Non Portfolio Officer), Hussam Hussein (Ethnic Minorities Officer).

**Chair**

Matthew Myles (Communications Officer).

**In attendance:**

Tony Moore (Representation Support Worker), Lesley Hanner (Finance Services Manager).

**Apologies**

Joe Levell (Finance Officer), Josh Bowker (Academic Officer), D Bowden (Chief Executive), Sam Clark (Community and Student Rights Officer).

To Note: from the Chair, the following briefing on the change to the structure of SOC minutes.

**Comments from the Chair on the minutes:**

We have a fantastic, passionate and active part-time officer team this year, but we have had a lot of feedback about the way that Student Officer Committee is run, with the general feeling that the experience is more frustrating than inspiring. As Chair of the committee, I wanted to react to this feedback by restructuring the meeting to make it more exciting and empowering, which means that there's more opportunity for open, unplanned discussion, and activity sharing. This has resulted in a change to the way that minutes are taken.

The intention isn't to reduce accountability, but increase it whilst allowing for a more exciting meeting. So, for the Student Officer Action Plan, 'What Have We Been Doing' Diaries and the Student Officer Committee Report, the 'Activity Sharing' section of the agenda will allow for more detailed reporting on officer activity. See the SOC Report for the next Council for an example of this reporting. This type of report, 'officer diaries', will be available every week on ueastudent.com under student officer committee documents. Suggested topics for GOATing (going out and talking) for the term are available on

ueastudent.com, and details of what officers actually GOATed about will be in the officer diaries.

So now, to hold SOC to account, Councillors will have the Student Officer Action Plan, minutes of discussions and officer diaries to browse. This all comes from the 'Activity Sharing' section in the agenda. If any Councillors believe this process of reporting to be insufficient, please contact me at [union.communications@uea.ac.uk](mailto:union.communications@uea.ac.uk).

**837 Minutes of the meeting held on 17 January**

R Laverick noted that he had been credited with a Black History Month organisation: this should, in fact, refer to 'LGBT+ History Month'. With this change, the minutes were agreed.

**838 Action Log**

Chair noted the completed actions and noted that some items would not be updated because of the absence of the FTOs.

B Brown noted that he would be responding to Concrete concerning the RBS boycott.

**839 Matters Arising**

There were none.

**840 NUS Course Rep Conference**

Chair, noted, in the absence of J Bowker, that the proposal would help reps to learn about issues across the sector and aid in the development of their representation skills.

SOC agreed the request of up to £300 dependent on the cost of fuel which the Committee believed would actually be less than the estimate in the request.

**Action**

**841 Union Council Agenda Printing Costs**

Chair noted that there had been an error in the printing costs given to SOC and that the figure as around £360 not £3,600. He noted, however, that this was still a lot of money to spend on printing when many Councillors were happy to view the agenda electronically.

R Rawle noted it would be important to underline to Councillors where the minutes of Council might be found.

SOC agreed to suggest to the Chair of Council to indicate that, in future, to act within the spirit of UUEAS' environmental policies, printed agendas would be available only on request but print copies of the agenda index and of all the resolutions would be circulated at the meeting.

**Action**

**842 Left in the Pot (formerly Budget and Spending Update)**

Chair noted that this item should be moved to the top of the agenda to ensure Officers had the information before approving funding requests.

Chair noted that there was around £4,300 remaining to spend on training and attendance at conferences and £4,300 for campaigns.

Chair noted he would ask the Finance Manager to just send the figures for the parts of the budget over which SOC had control; as a lot of the figures were from the overall Representation Budget over which SOC had no say.

Chair noted he had asked for some explanatory text about what had been spent and upcoming items of expenditures.

R Laverick asked that the LGBT+ budget should be displayed.

T Killeen asked that some of the figures, including those as to Uniforms, be re-checked.

Chair noted he would ask for this to be done.

**Action**

**843 Management Committee Minutes**

SOC received the minutes of the meeting of 17 December.

R Laverick asked what Management's response had been to the complaints from members.

Chair noted the first complainant had not, as yet, taken up the offer of a meeting to discuss the complaint. He noted that the complainant had felt it was discriminatory for UUEAS to only allow members from a certain demographic to self-define, run and vote in Equal Opportunities Elections and the complaint had focused on the Ethnic Minorities election.

R Laverick noted that a staffing issue had been fully reported in the minutes and that this should have been redacted from the published minutes.

Chair noted he would look into the matter.

**Action**

**844 Any Other Business**

There were no substantive decisions made

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

5 pm, Thursday 24 January in the Board Room.



### SOC LIVE ACTIONLOG

| Date Commissioned      | Action Required                                                         | Status                                                                                                                               | Assigned To: | Date actioned: |
|------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------|
| 8 Nov/6<br>Dec/17 Jan  | Informal SOC group to meet and draft plan for Safe Room                 | ☹️ To be updated at next meeting with reports of conversations with Ents. Noted that Students with Disabilities Officer held meeting | Joe          |                |
| 8 Nov 12/6<br>Dec      | 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     | 😊 <b>Actioned– Hussam's photo to be added</b>                                                                                        | Matt         | 10 Jan 13      |
| 22 Nov 12/10<br>Jan 13 | PTOs to be invited to meet with newly appointed senior University staff | ☹️ Discussed both present and future PTOs to be invited to meeting with Neil Ward                                                    | Matt         |                |
| 13 Dec 12              | Revised form for Charity Collections to be brought to next meeting      | ☹️ To be updated at next meeting                                                                                                     | Matt         |                |
| 10 Jan 13              | Concrete Article and Q&A on RBS Boycott to be organised                 | ☹️ Concrete article published – Q&A to be organised after next Council meeting                                                       | Matt         |                |

### SOC FUTURE ACTIONLOG/Spring 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 Spring 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 | ☹️ To be in Constitutional Review                          | Matt         |                |

|                 |                                                                                                                                  |                                                                                        |             |  |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------|--|
|                 | Conferences                                                                                                                      |                                                                                        |             |  |
| 25 Oct 12       | Question of Council quorum                                                                                                       | ☹ To be in Constitutional Review                                                       | Matt        |  |
| 10 Jan 13       | Constitutional position of Chief Executive on SOC                                                                                | ☹ 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        |  |
| 13 Dec 12       | Regular updates on progress on Activities Hub to be made to SOC                                                                  | SOC to be updated as developments occur                                                | Joe         |  |
| 27 Sep 12       | Officers Hoodies to be ordered immediately after elections                                                                       | ☹ To be ordered in March 13                                                            | Joe         |  |
| 10 Jan 13       | Finance Manager to make finance presentation to the new PTOs at their first SOC meeting                                          | ☹ To be agenda item for the first SOC after the elections                              | Matt/Lesley |  |
| 4 Oct 12        | PTOs attendance at NUS Zone Conferences to be factored into Budget                                                               | ☹ To be discussed with Finance Manager during budget preparations.                     | Joe         |  |
| 8 Oct 12/10 Jan | Earlier notification of and flexibility of timetable of Officer Training                                                         | ☹ To be part of planning for residential training Abbi and Trevor to discuss with Toby | 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        |  |
| 25 Oct 12       | Possibility of pre-meet for Union Council before first meeting                                                                   | ☹ To be discussed at residential training                                              | Tony        |  |

### 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          |                |

## Budget vs Expenditure report as at 22<sup>nd</sup> January 2013

### Training & Conferences

|                           |               |
|---------------------------|---------------|
| Total budget for the year | 14,700        |
| Spent to date             | 10,887        |
|                           | _____         |
| Left in the pot           | <u>£3,813</u> |

To note      Costs not yet paid for

Strategy and Scrutiny 18/19 Jan  
NUSSL Convention 26/27 March

### Campaigns

|                           |               |
|---------------------------|---------------|
| Total budget for the year | 8,000         |
| Spent to Date             | 2,908         |
|                           | _____         |
| Left in the pot           | <u>£5,092</u> |



- It was agreed to take the proposal to the SMT meeting to ask if they wish to take the increase or forego it.

#### **Uplift of annual leave entitlement for grades 1-4**

- The proposal to give an extra day annual leave for grades 1-4 was agreed by JCNC and MC. It was agreed this will run from year three service for student staff and Officers.

#### **HERA**

- DB discussed withdrawal of HERA with Brian Summers. BS affirmed he will follow this up with Cecile Piper, Director of HR, in order to offer some kind of transition period. JAS to review further.

#### **Payment to staff taking voluntary redundancy**

(LH joined the meeting)

- A query was raised by the Finance Manager concerning an agreement to pay a member of staff taking voluntary redundancy in April 2013, three months' pay in lieu of notice. Concerns were voiced by the Finance Manager that should this be acceptable for one member of staff, it must be agreed for all staff taking voluntary redundancy.
- After discussions behind the rationale for this situation with this particular member of staff, it was agreed that as the particular member of staff was foregoing any lieu time accrued between now and their departure date in return for payment in lieu of notice, and that they would be returning to the Union to work on a pro bono basis during the summer, that this arrangement was acceptable.

(JAS and LH left the meeting)

#### **Enquiry from Santander**

- DB stated he had received an enquiry from Santander asking to set-up a stall on a weekly/fortnightly basis in an area with high student footfall. The Hive area was suggested.
- Following discussions it felt it would not be acceptable for Santander to set-up in The Hive and to suggest another area out of Union House.

#### **Club Nights – Students Only**

- A suggestion to run club nights for students only was endorsed by Brian Summers and Annie Grant. It was confirmed that should these club nights incur a loss of income, the shortfall would be made up by the University.
- It was agreed the student only club nights would be open for students plus a guest and alumni up to two years.
- Forms of identification was discussed for the student only club nights, whether to incorporate a "swipe" identification off

campus cards or to introduce an electronic scanner which will scan bar codes on the cards. DB to discuss further with Annie Grant.

#### **Student Ban from Union House**

- SC raised a recent incident which involved a student who has been reported on several occasions in the past for unruly behaviour.
- The meeting discussed how to introduce a system for recognising repeat offenders and subsequently taking appropriate action or banning them altogether.
- It was suggested that after three reported offences, the student concerned would be asked to attend a review panel to discuss the nature of the offences.
- It was agreed to take the recommendation to SOC and subsequently to Council for approval.
- DB to discuss further with NR.

#### **Christmas drink after Council**

- A Christmas drink and mince pie to be given to all Council members after the meeting on Thursday 6<sup>th</sup> December.

#### **Holiday Request**

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

#### **6010 Date of next meeting**

- Monday 17<sup>th</sup> December 2012  
Commencing 10:30am  
Boardroom, Union House