

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 31 January 2013 in the Student Office Centre and the Board room

Agenda

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**

854 **Minutes of the meeting held on 24 January** (See pages 2-7)

855 **Action Log** (See pages 8-9)

856 **Matters Arising**

857 **Left in the Pot** (See page 10)

858 **Officers Social Media Policy** (See pages 11-12)
A draft policy from the Chair.

859 **Stop the War Conference** (See page 13)
A funding request from Stop the War Society.

860 **Meet your Officer Funding Request** (See page 14)
A funding request from B Foday (Non-Portfolio Officer).

861 **Management Minutes of 14 January** (See pages 15-16)

862 **Any Other Business**

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

15 mins **OPEN SPACE DISCUSSION**

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

Key Discussions

- PTOs training
- Officers' Social Media Policy
- Student Only Club Nights
- Procedure on how to deal with repeat offenders who behave unacceptably in the LCR

Key Actions

- Officers to contribute to Facebook page to build a template for PTO training and handover
- Officers to consider Social Media Policy and discuss at next meeting
- Noted that the ENTS Manager will be preparing a draft procedure for dealing with repeated instances on unacceptable behavior by UUEAS members
- Approved £30 funding request for refreshments at Meet Your Officer

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

Voting Members present:

Jess Lewis (Non-Portfolio Officer), Eliot Fallows (Non Portfolio Officer), Sam Clark (Community and Student Rights Officer), Joe Levell (Finance 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), Trevor Killeen (Mature Students Officer), Richard Laverick (LGBT Officer),.

Non-Voting Member present:

D Bowden (Chief Executive).

Chair

Matthew Myles (Communications Officer).

In attendance:

Tony Moore (Representation Support Worker).

Apologies

Rosie Rawle (Ethical Issues Officer), Abbi Forsyth (Non Portfolio Officer), Hussam Hussein (Ethnic Minorities Officer),.

846 Minutes of the meeting held on 17 January

The minutes were agreed.

847 Action Log

Chair noted the completed actions.

J Levell reported that the group had met and drafted a plan for the Safe Room.

J Bowker reported that the University's working group on attendance monitoring had found that it would be impossible to use the data from attendance monitoring in the way the University had wished in preventing the automatic right to re-assessment. He noted this was because the monitoring could not be put in place across the entire University. He noted that the University still had aspirations to implement attendance monitoring but this would not be for the immediate future.

SOC viewed the website to check the display of Officers' email and noted this was not easy to find.

SOC requested that an easily available page listing Officers' details be put in place as a matter of urgency.

Action

Chair noted he would be asking T Cunningham, the MSM, to bring the revised form for Charity Collections to the next meeting.

Action

Chair noted he would be bringing a policy proposal to Union Council concerning faith activities in Union House.

Action

Chair updated SOC on developments at University Council concerning the future of faith on campus. He noted that the University had agreed that the Islamic Centre would stay open until 2014. The University had recognised that their preferred option of placing all faith activities in one multi-faith centre was compromised by the lack of resources in the Chaplaincy. The University had recognised the central importance of having a good governance structure for faith activities and would put one in place that included student, staff and Chaplaincy and volunteers' representation. Chair characterised the University's response as fantastic and noted it represented a huge win for UUEAS' lobbying campaign.

D Bowden advised, on gender neutral facilities at Colney Lane, that these would definitely be included in the redevelopment scheduled for 2015.

Chair noted that T Cunningham would be able to provide an update on the Hub at the next meeting. J Levell reported that the interviews would be taking place, shortly, for the Volunteering and Enterprise Coordinator post and that once an appointment had been made the staff team, in the present restructuring, would be complete.

T Killeen reported he had met with M Myles and T Moore concerning the planning of PTO training. He noted that they had looked at a timeline for training, handover and also the support for new Councillors next year. He noted he would post the timeline on Facebook and asked for Officers' input to build a template and for the new Handbook.

Action

848 Matters Arising

Officers noted their satisfaction with the new meeting format. R Laverick thought that more PTO meetings would be helpful.

849 Officer's Social Media Policy

Chair noted he had posted this on the Facebook page. He noted the idea that there should be separate policies for staff and for Officers had come from the Trustee Board. He noted

that a different policy for Officers was needed as they should be able to comment on UUEAS policy whilst being accountable within the democratic process.

J Taylor wondered whether it was possible to comment, personally, or would one's comments always be taken to be those of an Officer.

Chair noted that the policy clarified this by stating that if someone posted a comment from a personal site that did not identify them as a UUEAS Officer then they were free to make any comment they wished but they still had to remember they were accountable to constituents.

J Bowker suggested that Officers should be able to add a disclaimer to any messages: "in a personal capacity".

Chair noted the key to the policy was that staff would be held to account by the Disciplinary Procedure whilst Officers would be held to account by Union Council.

SOC agreed that Officers would consider the matter and that the policy proposal would be discussed at the next meeting.

Action

850 Left in the Pot

SOC welcomed the new format. Chair noted that the discrepancies in the figures referred to by T Killeen had, in fact, been due to errors.

J Taylor asked that the £250 Equal Opportunities' budgets be included in the reporting and separated from the overall Campaigns Budget and that it be confirmed whether they were included in the total for the Campaigns Budget, as a whole.

Chair noted he would follow up J Taylor's inquiry.

Action

851 Management Minutes of 3 December

Chair noted he could not remember why these minutes had been delayed in being placed on the SOC agenda and apologised for the delay.

J Levell noted, on Item 6009, that UUEAS had received an enquiry from the bank, Santander, asking to set up a promotional stall in the Hive. He reported that Management Committee had refused the request as Santander did not meet the ethical banking criteria set out in UUEAS policy.

J Levell reported, on Item 6009, that the University had suggested that UUEAS run students only club nights. The University had assured UUEAS that, if this led to a drop in income, UUEAS would be reimbursed after year on year figures had been compared. He noted that UUEAS had asked that the nights be open to alumni of up to two years' standing.

S Clark noted that one of the University's concerns had been to

provide somewhat safer club nights for students.

R Laverick noted that the proposal would require UUEAS to have campus card reading facilities and wondered whether the University would provide these.

S Clark noted that D Bowden was currently holding conversations with the University on this matter.

S Clark further noted there was the possibility of making the students only nights available to students from NUCA and City College.

S Clark noted, on Item 6009, that a system of how to take action against repeat offenders responsible for unacceptable behaviour at LCR nights. He believed there should be a system of escalating punishments for serial offenders. He confirmed to T Killeen's enquiry that there was a tension between a licensee's ability to exclude someone from licensed premises and UUEAS' Equal Opportunities Policy.

Chair noted, in clarification to T Gilder-Smith's enquiry, that incidents of sexual harassment were already covered by the Code of Conduct and would therefore be covered in any overarching policy.

D Bowden advised that the ENTS Manager was happy with the proposal that after three offences a student should be invited to a review panel to discuss the offences and would be drafting a policy proposal for SOC which would involve a series of escalating punishments.

Action

852 Any Other Business

B Foday noted her funding request, posted on Facebook, of £30 for refreshments to cover the planned Meet Your Officer drop in session on Thursday, 7 February.

SOC agreed to allocate £30 from the Campaigns Budget for biscuits, sweets and condoms for the event.

Action

T Moore advised that along with the earlier item on Social Media Policy this item had only been posted on Facebook and had not been placed in the agenda documents. He advised that this reduced the ability of SOC to be accountable to Union Council. SOC agreed that all funding requests and policy proposals would, in future, be placed in the agenda documents.

Action

R Laverick noted that, in future, if a transgender Officer were to be elected SOC should consider the use of an appropriate pronoun.

B Brown reported that the building of the Bike Generator was planned for 3 February.

SOC discussed UUEAS democracy and members engagement with Union Council and noted J Taylor's suggestion that a beginners' guide to UUEAS democracy with a diagram should be given a prominent place on the website.

853 Time, Date and Place of Next Meeting

5 pm, Thursday 31 January in the Student Officer Centre and the Board Room.



SOC LIVE ACTIONLOG

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
8 Nov 12/6 Dec/ 17 Jan	Informal SOC group to meet and draft plan for Safe Room	☹️ Group has met and plan drafted – updates on progress to be made at future meetings	Joe	
8 Nov 12/6 Dec	Attendance Monitoring SOC Sub-Committee to be formed	☺️ Actioned – University unable to implement attendance monitoring for the foreseeable future	Josh	24 Jan
8 Nov 12/24 Jan	Officers' email addresses to be made available on the UUEAS website	☹️ easily available page listing Officers' details be put in place as a matter of urgency	Matt	
22 Nov 12/10 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	☺️ Actioned – Concrete article published - update on Q&A at next meeting	Matt	24 Jan
7 June 12/24 Jan	Religious Activities in Union House	☹️ To be brought to Council in the Spring Semester	Matt	
24 Jan	Draft Timeline on PTOS training/handover to be posted on Facebook. Officers to add suggestions	☹️ To be updated at next meeting	Trevor/All	
24 Jan	Officers Social Media Policy draft to be considered and discussed at next meeting	☹️ To be updated at next meeting	Matt/All	
24 Jan	Possibility of separate itemisation of Equal Opportunities Campaigns Budgets to be investigated	☹️ To be updated at next meeting	Matt	
24 Jan	Proposal on disciplinary procedure for repeat offenders against acceptable behaviour at LCR nights to be drafted by ENTS Manager	☹️ To be presented to future 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	
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	
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	
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 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	
24 Jan 13	All funding requests and policy proposals to be included in agenda papers and not just posted on the Facebook page	Ongoing		

SOC FUTURE ACTIONLOG/Autumn Semester 13 and beyond

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	
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 in 2015	Joe	

Budget vs Expenditure report as at 30th January 2013

Training & Conferences

Total budget for the year	14,700
Spent to date	10,895
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Left in the pot	<u>£3,805</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	7,750
Spent to Date	2,762
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Left in the pot	<u>£4,988</u>

LGBT Campaigns

Total budget for the year	250
Spent to Date	106
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Left in the pot	<u>£ 144</u>

Union of UEA Students Staff Social Media Policy

This policy governs the publication of and commentary on social media by employees of the Union of UEA Students (UUEAS) and its related companies. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet, and should be used in conjunction with our email and internet policy.

Union employees are free to publish or comment via social media in accordance with this policy. Union employees are subject to this policy to the extent they identify themselves, or be directly linked as a Union employee (other than as an incidental mention of place of employment in a personal blog on topics unrelated to the Union).

Before engaging in work related social media, employees must obtain the permission of the Communications Officer. Assistance in setting up social media accounts and their settings can be obtained from the Communications Officer. Failure to do so may result in action being taken ~~under our disciplinary policy via the Union's democratic processes.~~

Content:

It's perfectly acceptable to talk about your work and have a dialog with the online community, but it's not okay to publish confidential information. Confidential information includes any sensitive or personal information about Union staff or members that you have not been given express permission to publish. It also includes things such as unpublished details about our software, details of current projects, financial information, research, and trade secrets. We must respect the wishes of other stakeholders, such as UEA and our suppliers and members regarding the confidentiality of current projects.

Privacy settings on Union social media platforms should be set to allow anyone to see profile information similar to what would be on the Union website. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access. Be mindful of posting information that you would not want the public to see and set your privacy settings accordingly. ~~If you want to use a Social Media profile as purely personal then make sure your views cannot be seen as linked to the Union or our members.~~ Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out. But also be smart about protecting yourself and your privacy. What you publish

will be around for a long time, so consider the content carefully and also be cautious about disclosing personal details.

Please also refer to the staff protocol for advice and guidance on the Union's employees and members, reflect a diverse set of customs, values and points of view. ~~Don't say anything contradictory or in conflict with Union policy.~~ Don't be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory - such as politics and religion. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of the Union.

Members, customers, partners or suppliers should not be cited or obviously referenced without their approval. Never identify a member, customer, partner or supplier by name without permission and never discuss confidential details of a member engagement.

It is acceptable to discuss general details about kinds of projects and to use non-identifying pseudonyms for a member (e.g., met with 3 members today...) so long as the information provided does not make it easy for someone to identify the member. Your blog/social media page is not the place to "conduct business" with a member.

Always make sure that your blogging or presence on social media sites does not interfere with your job or the work you do with our members.

Reporting Controversy:

If you see misrepresentations made about the Union in the media or student media, you should bring it to the attention of the Communications Officer. Do not enter into disputes with members online. Avoid arguments. Don't try to settle scores or goad competitors or others into inflammatory debates. Make sure what you are saying is factually correct. For serious breaches of misrepresentation, either against the Union or someone connected to the Union, which are not remedied, please refer to the Whistleblowing Policy

If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly - better to remove it immediately to lessen the possibility of a legal action, and refer the incident to your Line Manager.

Violations of this policy will be subject to disciplinary action. Any statement you publish may be legally actionable. Even comments which simply contain factual inaccuracies can potentially cause loss or damage to individuals or jeopardise their safety. You may be personally liable for the consequences.

From: Cal Corkery [<mailto:calcorkery91@googlemail.com>]

Sent: 27 January 2013 16:04

To: Union Finance

Subject: Re: Funding from SOC

Hi Joe,

I'd like to submit a request to SOC for funding for members to attend this Stop the War conference in London: <http://tenyearson.org.uk/>

- Your name/role - Cal Corkery, SSF Faculty Convenor and Stop the War society committee member
- The costs, broken down if necessary - approx £28 per student for a return train ticket (£20) and conference entry (£8)
- Which budget you are applying from - not sure, campaigns?
- Which members will benefit from the expenditure - Haven't got a definitive list of who will come but approx 5-10 UEA students depending on available funding
- How members will benefit from the expenditure - The conference will inform students activists of the current international situation and where war has and is likely to break out. This will allow members to become more active on campus with the aim of raising levels of awareness and thus opposition to war among the wider membership. UUEAS has existing policy to oppose war and affiliate to the Stop the War coalition who are the organisers of this conference. It is normal practice for affiliated organisations to send delegates to conferences organised by the organisation to which they are affiliated.

Let me know if you have any questions.

Thanks,

Cal.

Meet YOUR Officer Event 2013 Funding Proposal

Name/ Role: Bintu Foday (Non-Portfolio Officer)

Proposal: Funding for 'Meet YOUR Officer event that will be held on Thursday 7th February. The aim of the event is to enable members to meet with Officers and ask them questions about their roles and in general just have a chat with their Officers. This is a great event that allows members to get to know us better!

Costs breakdown: £5 – Biscuits
£10 – sweets
£5 – drinks
£10 – Other

Condoms- free

Total Funding Request - £30

Budget: Campaigns

Members benefitting: All members of the union and UEA's general student population

The benefit: Students will have the opportunity to meet Officers and talk to them about their roles and we can get talking to people who might be interested in running for our roles or those who are still unsure about running for elections.

- The MC discussed the pros and cons of recruiting an IT Assistant as another option and LH confirmed that an Assistant is not required on a regular basis.

Action:

- ***LH to investigate the cost of “one-off” charges from EACS Limited, on an as and when required basis.***

6027 CLOSED MINUTES

6028 Temporary Bars Supervisor

- Permission was requested from the MC to recruit a temporary Bars Supervisor, to cover forthcoming maternity leave.
- The MC agreed this request.

6029 Work arrangements for Head of HR

- The MC deferred this agenda item to discuss with the Chief Executive at the next meeting.

6030 Request for funding for “Train the Trainer” course

- A request was received from the Membership Services Manager for £85:00 to attend a “Train the Trainer” course run by Voluntary Norfolk. The course was identified as useful for improving and developing how Officers are trained.
- The request was agreed by the MC.

6031 AOB

- JB requested annual leave for 16th January and also the 7th, 8th and 11th February. The MC agreed this request.

6032 Date of next meeting

- Monday 28th January 2013
Commencing 10:30am
Boardroom, Union House