

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 21 February 2013 in the Board room

Agenda

FORMAL AGENDA ITEMS

- 873** **Minutes of the meeting held on 7 February** (See pages 2-6)
- 874** **Action Log** (See pages 7-9)
- 875** **Matters Arising**
- 876** **SOC and the Strategic Plan**
A discussion topic from the LGBT+ Officer
- 877** **Management Minutes**
The minutes of the meeting held on 28 January (See pages 10-13)
- 878** **Any Other Business**
- 879** **Time, Date and Place of Next Meeting**

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**Minutes of the Student Officer Committee
7 February 2013
Summary**

Key Discussions

- Religious activities in Union House
- Attendance at NUS Conferences
- Constitutional Review Group progress
- Transitional Arrangements and recruitment of new Chief executive

Key Actions

- Agreed that present Officers and Officers elect would automatically have the right to attend NUS Conferences. Extra delegates to be elected by Campaigns Committees
- Agreed funding request of £60 for the Students with Disabilities Officer to attend the NUS Disabled Students Campaign Conference



Minutes of the Student Officer Committee 7 February 2013

Voting Members present:

Eliot Fallows (Non Portfolio Officer), Sam Clark (Community and Student Rights Officer), Joe Levell (Finance Officer), Kim Jenkins (Students with Disabilities Officer), Tess Gilder-Smith (Women's Officer), John Taylor (Post Graduate Officer), Astrid Heidemann Simonson (International 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).

Apologies:

Josh Bowker (Academic Officer), Benjamin Brown (Environment Officer), Jess Lewis (Non-Portfolio Officer), Bintu Foday (Non-Portfolio Officer), D Bowden (Chief Executive).

864 Resignation of the Chief Executive from SOC

J Levell noted D Bowden's apologies as to traffic problems that had prevented him attending. J Levell noted the Chief Executive's resignation from SOC would come into effect on his final day of employment which would be scheduled to be the last day of April.

865 Minutes of the meeting held on 31 January

The minutes were agreed.

866 Action Log

Chair noted the completed actions.

J Levell reported he would definitely be meeting with ENTS over the Safe Room in the near future.

SOC noted that B Brown's photo was now missing from the Officers' details section of the website. SOC noted this part of the website was, now, adequately accessible.

Action

Chair noted that there had been an incident the previous day

that had underlined the importance of having a policy as to religious activity in Union House.

R Laverick reported that there had been concerns raised by bystanders as to the behaviour of the Christian Union. He noted that the CU had reserved a section of the Blue Bar where they had a guest speaker and were handing out free waffles to students in the bar. He noted that the speaker had voiced their opinion that gay marriage was immoral and that being gay was unnatural. He noted that the CU had not made any prior announcement that they proposed to hold a public debate in an open area of Union House.

R Laverick noted he had met with the CU: they had had a positive dialogue and the CU had apologised over the incident. Chair reported that he had been attempting to draft a policy but he felt this to be such a complicated issue that touched on freedom of speech and protection of members from offensive comments that it would need reflection and wide discussion before an adequate proposal could be sent to Council.

J Taylor wondered whether UUEAS' statement of values would be an adequate basis for the policy.

Chair noted this discussion should continue in the Open Space part of the meeting.

Action

Chair noted he had met with staff as to preparations for the Officers' hand over. He noted that PTOs would need to prepare some text for inclusion in the Officers' Handbooks.

Action

On Left in the Pot, SOC agreed that this item should be included as an agenda item once a month rather than on a weekly basis. Chair noted that any particularly large items of expenditure would be reported on an ad hoc basis.

Action

Chair noted the concerns over attendance at NUS conferences. SOC discussed whether it had the power to appoint delegates to NUS Conferences. SOC concluded that it had this power. SOC agreed that both the present and successor Part Time Officers would attend the relevant NUS conferences as of right. SOC noted that for conferences where it were agreed to send more than 2 delegates, the extra delegates would be elected by the relevant Campaign Committee. Chair noted he would investigate the situation with regard to the Environmental and Ethical conferences.

Action

Chair reported on the Constitutional Review Group's (CRG) first meeting.

R Laverick noted that, within the Constitution, there was a requirement for the Equal Opportunities Committee to report to

the Trustees: he noted this had not happened for some time and he would be working with S Clark on producing a report. Chair noted that the next steps for the CRG would be for the notes from the first meeting to be collated and posted online so that all members could add comments and suggestions. He noted he would be contacting the Presidents of Clubs and Societies for their input on the students' activities section. He noted the timeline would be for a pre-draft to be in place by March so that it could be sent to the University staff for comments. He noted that the final draft would then be sent to Union Council, then the Trustees and, finally, University Council for approval.

J Levell, updating on the Activities Hub, reported that the staff team was now complete with the appointment of Victoria Cook as Volunteers and Enterprise Coordinator.

867 Matters Arising

There were none.

868 Left in the Pot

There were no comments.

869 NUS Disabled Students Conference

SOC agreed £60 funding for the Students with Disabilities Officer to attend the NUS Disabled Students Campaign Conference.

Action

870 Transitional Arrangements and Recruitment of a new Chief Executive

Chair noted D Bowden's resignation.

J Levell reported that he had been in discussions with NUS as to provisional arrangements for the transition. He believed the best way forward to be to use the NUS facilities as to crisis management and to bring in an experienced SU chief executive on, possibly, a two day a week basis during the handover. He noted that UUEAS would be looking to bring in external expert advice on recruitment for the post. He thought the goal should be to have a new Chief Executive in place by September. He noted that members of Council would need to be elected to serve on the Appointments Committee. He welcomed input from Council, staff and other stakeholders into the process.

R Laverick noted the importance of having a robust structure for performance review in place before any appointment.

J Taylor noted it would be helpful to have an exit interview with the outgoing Chief Executive to gain a critique of the organisation.

R Laverick asked that some targets be set for D Bowden during the handover.

J Levell noted that a fixed set of criteria would be in place during this period.

Action

871 Any Other Business

SOC agreed that the Meet Your Officer (MYO) event had been a success and should become a regular feature of engagement with members.

J Taylor asked that the FTOs ensure their diaries would be clear during future MYO events.

SOC agreed that Officer candidates should be invited to a future meeting of SOC.

Action

SOC agreed to hold a pre-election social event.

Action

R Rawle reported that RBS had contacted her over the withdrawal from the ESSA competition. She noted that she would be explaining that UUEAS believed that, although the ESSA scheme was a good one, it could not participate because of the sponsoring bank's environmental record. She noted she would post her reply on the SOC Facebook page. She also noted that she would be drafting a new overarching policy proposal on ethical banking

Action

J Taylor reported that the GSA elections would be taking place during the first two weeks of March and that UUEAS' Representation Support Worker would act as Returning Officer.

872 Time, Date and Place of Next Meeting

5 pm, Thursday 21 February 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 12/24 Jan	Officers' email addresses to be made available on the UUEAS website	☺ Actioned	Matt	8 Feb 13
7 June 12/24 Jan	Religious Activities in Union House	☹ To be brought to Council in the Spring Semester – SOC to discuss in Open Discussion	Matt	
24 Jan	Draft Timeline on PTOS training/handover to be posted on Facebook. Officers to add suggestions	☺ posted on Facebook – on-going liaison over Handbook and training timeline Officers to draft text for Inclusion	Trevor/JT/AS	
24 Jan	Possibility of separate itemisation of Equal Opportunities Campaigns Budgets to be investigated	☺ Actioned	Matt	8 Feb 13
31 Jan	Dates of NUS conferences in relationship to UUEAS elections to be investigated	☺ Actioned	Matt	8 Feb 13
7 Feb 13	Equal Opportunities Committee Report to be prepared	☺ to be compiled and sent to the Trustees	Richard/Sam	
7 Feb 13	Transitional arrangements as to Chief Executive to be put in place	☺ to be updated at next meeting	Joe	
7 Feb 13	Election Candidates to be invited to SOC	☺ invites to be sent to candidates	Matt	
7 Feb 13	Pre- election social event to be organised	☺ invites to be sent to candidates	Joe	
7 Feb 13	Reply to RBS on ESSA scheme withdrawal	☺ to be posted on Facebook page	Rosie	

SOC FUTURE ACTIONLOG/Spring Semester

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
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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		
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 after Reception staff have been fully inducted	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	
24 Jan 13	All funding requests and policy proposals to be included in agenda papers and not just posted on the Facebook page	Ongoing		
7 Jan 13	Left in the Pot update to be made monthly; large items to be reported ad hoc	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	



Minutes from Management Committee Meeting

Monday 28th January 2013

Boardroom, Union House

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

Apologies: Annie Grant

6033 Minutes from previous meeting – 14th January 2013

- The Minutes were agreed by the Management Committee.

6034 Action Log

- Updated.

6035 Complaints Log

- MM confirmed that there was one complaint received which was in respect of a students' dissatisfaction with Dr Bike. MM stated that Jo Spiro has received a lot of complaints about Dr Bike in the past, but this is the first formal complaint. MM confirmed that as this complaint has been officially logged, the student has been advised to go through the University academic complaints system.

6036 Letter from Tony Moore re: adverse weather conditions

- The MC were presented with an email letter from Tony Moore expressing his concerns over the recent extreme weather conditions and his belief that there is an absence of an emergency communication strategy / crisis management guidelines.
- The MC were also presented with copies of email communications that were sent on 15th, 16th and 18th January which detailed advice to the senior Managers regarding the inclement weather and allowing staff to travel home safely.

- The Committee discussed how to alleviate these concerns in the future by ensuring enough forward planning is in place as soon as possible and having a policy on inclement weather readily available on the staff intranet, for staff to be able to access for guidance.

6037 HERA

- Concerns were brought to the MC by the UNISON Reps regarding the withdrawal of HERA support from the University, stating they were not informed of the situation.
- An update report on the status of HERA was provided for the MCM by the Head of HR. The report stated that notification was received from the University in October 2012 that they were withdrawing this service. DB negotiated a transitional plan with the Director of HR from the UEA, including training for UUEAS staff.
- Following negotiations with ECC, three options were presented to the MC for consideration. Option 1 is to purchase full membership at a cost of £5,686 p.a. Option 2 is for organisations with a maximum of 40 staff so not applicable. Option 3 is to introduce a consultancy service with an initial cost of £1,500 and then £900 per day.
- Following discussions by the MC it was agreed to proceed with Option 1. DB to discuss with Brian Summers if the fee of £5,686 p.a. for membership can be covered by the University. Upon finalisation of arrangements, staff to be notified.
- Following discussions at Council on "Fair Pay Campus" the MC discussed the differentials between the spine points on salary bands for the Union and University. The Chair to seek clarification from the Head of HR regarding these differences.
- The student staff rate and holiday allowance was discussed and the Officers agreed to establish whether student staff would favour a higher hourly rate or holiday pay.

6038 CLOSED MINUTES

6039 NUS Conference

- JL requested permission to attend the NUS National Conference in April, as an observer.
- The MC agreed in principle, subject to costs. JL to ascertain costs involved and how many observers can attend. To be discussed further at next meeting.

6040 Career Progression

- MM raised the subject of career progression for staff within the Union. He stated he felt it was an area that needed

discussion as to how the Union can develop staff. It was agreed more time was needed for an in-depth discussion on this topic and this would be placed on the agenda for the next meeting.

- DB advised that career progression would also be linked in with staff appraisals and training.

6041 Proposal from Richard Laverick

- A proposal was submitted from Richard Laverick to introduce gender neutral toilets in Union House. The proposal highlighted three stages of the plan and the request from RL was for consideration to convert the female toilets between the Student Officer centre and Finance office to campaign storage and for the male toilets to be converted to larger gender neutral toilets. The estimated costs for these works would be circa £8K.
- The MC supported the proposal for gender neutral toilets, but highlighted that the cost of £8K had not been budgeted. It was agreed to factor this cost into next year's budget. Staff will be notified when the gender neutral toilets are to be introduced.
- DB confirmed that he had recently met with Roger Bond and was asked to undertake a feasibility study for Union House, with a view to possible major investment into Union House in the near future.

6042 Music in the Hive

- A complaint was received by a staff member working in the Hive in respect of Live Wire. It was noted that when Live Wire is aired in the Hive, customers do not stay very long. The MC agreed that if customers were not feeling encouraged to stay and listen to Live Wire, then changes would need to be made.
- It was suggested to introduce play lists and adverts and also offer individuals the chance to put their own play list together to air. It was agreed to discuss how best to implement this with Elliot Fallows.

6043 AOB

- MM requested permission to commence approximately 11:00am on 29th January and to have Thursday morning 31st January off as annual leave. The MC agreed this request.

UUEAS Sustainable Seafood Policy

- The above policy was passed at Union Council and it was confirmed that all fish stock in Union outlets will be removed if

they do not comply with the Union's Sustainable Seafood Policy.

Staff Associate Membership

- A motion was passed at Union Council on 24th January to make all Union staff associate members of the Union for the duration of their employment.
- Automatic honorary life membership of the Union will be granted to all employees who leave the Union, after having served minimum of one year of service.
- An emergency motion concerning a recent incident in the Hive involving Grant Thornton was brought to and rejected by Union Council. It was requested that the MC investigate whether there was any breach of confidentiality. JB to pursue.
- DB advised that he had recently met with Graham Roberts from Santander, who have expressed a wish to have a presence within Union premises. It was agreed for DB and the Officers to meet with Graham Roberts and discuss further.
- DB confirmed that the Chief Executive Report and the Report from the Finance Review Committee were still to be added to the Trustee Board pack.
- It was agreed for JL to chair the meeting on 11th February, in the absence of JB.

6044 Date of next meeting

- Monday 11th February 2013
Commencing after MMM
Boardroom, Union House