

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 7 March 2013 in the Student Office Centre

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**

888 **Minutes of the meeting held on 28 February** (See pages 2-4)

889 **Action Log** (See pages 5-7)

890 **Matters Arising**

891 **Ethnic Minorities By Election**

The appointment of the DRO and the approval of an Election Timetable. (See page 8 for suggestions from the Communications Officer)

892 **RBS ESSA Update**

RBS reply to UUEAS (See page 9)

893 **Review of Decisions made by Union Council on 28 February**

894 **Management Committee Minutes**

The minutes of the meeting of 11 February (see pages 10-12)

895 **Any Other Business**

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

10 mins **ACTIVITIES REVIEW**

20 mins **OPEN SPACE DISCUSSION**

Strategic Plan.

5 mins **DISCUSSION ROUND-UP**

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Minutes of the Student Officer Committee

28 February 2013

Summary

Key Discussions

- SOC input into the Student Charter
- SOC question to the Vice-Chancellor at Union Council

Key Actions

- Officers to email contributions to new Student Charter
- Agreed £25 funding for Coalition of Resistance event.
- Agreed to ask the Vice-Chancellor at Council for UUEAS to be given the ability to communicate with all its members.



Minutes of the Student Officer Committee 28 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), Trevor Killeen (Mature Students Officer), Rosie Rawle (Ethical Issues Officer), Josh Bowker (Academic Officer), Benjamin Brown (Environment Officer), Jess Lewis (Non-Portfolio Officer), Bintu Foday (Non-Portfolio Officer), Hussam Hussein (Ethnic Minorities Officer), Astrid Heidemann Simonson (International Officer), Abbi Forsyth (Non Portfolio Officer).

Chair

Richard Laverick (LGBT Officer).

In attendance:

Tony Moore (Representation Support Worker).

Apologies:

Matthew Myles (Communications Officer), Derek Bowden (Chief Executive).

880 Minutes of the meeting held on 21 February

The minutes were agreed.

881 Action Log

Chair noted the completed actions.
There were no actions reported.

882 Matters Arising

J Levell reported that, it way yet to be absolutely finalised, but he hoped that Luke Gilbert would be able to take up the post of interim Chief Executive on 14 March. J Levell noted he hoped to announce the appointment to members and staff on 4 March. He noted the interim CE would be working for two days a week, on Thursdays and Fridays.

883 Student Charter

J Bowker reported that he, J Taylor and E Fallows had met with the University to discuss a new Student Charter. He noted that the Charter was a symbolic document that outlined students' rights. He noted that Officers could contribute ideas for input into UUEAS' proposals for the Charter and asked Officers to

email any suggestions. He believed this would be a great opportunity, particularly for Liberations Officers to represent their communities.

J Levell noted he had seen the Cardiff University Charter which appeared to be the benchmark for excellence in Charters developed jointly by universities and students' unions.

J Taylor thought it best if Officers focused on strategic issues for the Charter rather than specific items. He noted he had a copy of the NUS template for Charters and would email this to Officers on request.

Action

884 Coalition of Resistance

SOC agree a funding request from J Lewis of £25 for publicity material for the rally on 11 March to build for the People's Assembly.

Action

885 Draft Strategic Plan Update

There were no updates

886 Any Other Business

J Taylor wondered whether, during the Vice-Chancellor's presentation to Council later in the evening, Officers would be asking questions as individuals or as SOC.

R Rawle noted, given the crisis over electronic voting earlier in the day, a priority question should be as to the need for UUEAS to have the ability to communicate with all its members. She believed it important for Council to be aware that UUEAS had no means of contacting all its members.

SOC discussed the relative merits of asking for access to an all student email list or for a wider data sharing agreement with the University.

SOC agreed that an Officer, not running for election, would ask a question, on behalf of SOC, asking for UUEAS to be given the ability to communicate with all its members.

Action

A Simonson noted that she had discovered that there were two Syrian students in INTO and she would be asking for Council to include INTO students in the remit of policy 1319.

887 Time, Date and Place of Next Meeting

5 pm, Thursday 7 March 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/ 21 Feb	Informal SOC group to meet and draft plan for Safe Room	☺ Group has met and plan drafted – liaison with room bookings -updates on progress to be made at future meetings	Joe	
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	
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	Reply to RBS on ESSA scheme withdrawal	☺ to be posted on Facebook page	Rosie	
21 Feb 13	Strategic Plan	☺ discussion session for Officers to be organised – timeline on progress to be brought to SOC – weekly updates to be made to SOC	Sam	
28 Feb 13	PTOs' ideas for input into Student Charter to be sent to Academic Officer	☺ to be posted on Facebook page	All	
28 Feb 13	Question to be put to VC asking for UUEAS to have ability to communicate with all its members	☺ Actioned	Josh	

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		
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 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	

Dates for By-election

Option 1:

Nominations open: Mon 11th Mar 9am (forms collected and handed in to Union Reception)

Nominations close: Wed 20th Mar 5pm

Training: Thurs 21st & Fri 22nd Mar

Manifesto deadline: Fri 22nd Mar 5pm

Campaigning starts: Mon 15th Apr 9am

Voting opens: Wed 17th Apr 9am (voting will be available 10am-4pm in the LCR by paper ballot or online any time at vote.ueastudent.com)

Expenses deadline: Fri 19th Apr 2pm

Complaints deadline: Fri 19th Apr 5pm

Voting closes: Fri 19th Apr 5pm

Option 2:

Nominations open: Mon 11th Mar 9am (forms collected and handed in to Union Reception)

Nominations close: Friday 12th April 5pm

Training: Sat 13th & Sun 14th Apr

Manifesto deadline: Sun 14th Apr 5pm

Campaigning starts: Mon 15th Apr 9am

Voting opens: Wed 17th Apr 9am (voting will be available 10am-4pm in the LCR by paper ballot or online any time at vote.ueastudent.com)

Expenses deadline: Fri 19th Apr 2pm

Complaints deadline: Fri 19th Apr 5pm

Voting closes: Fri 19th Apr 5pm

Option 3:

Something else!

Other information to consider:

- Investment society want to petition for referendum over the RBS ESSA ban this term.
- PTO handover training will be happening over the Easter break.
- Nominations must be open for 10 days
- Voting must be open for 10 hours
- Campaigning must be open for five days
- Easter holiday starts Saturday 23rd Mar and ends 14th Apr

Matthew Myles

Communications Officer

RBS ESSA response

"Dear Rosie,

Thanks for your email, I also apologise for the delay in responding to you.

We would like to point out that the sponsorship of the ESSA falls under the corporate social responsibility arm of RBS which is unrelated to and has no impact on the bank's investment policies. While disappointed you are boycotting the scheme which has been beneficial for students across the UK, we appreciate your position and thank you for your response.

Kind regards,

Gemma"

would be sending five delegates and JL requested permission to attend as an observer. The Committee felt the cost of £300 was quite expensive and debated how to ensure selection of attendees to go as observers was done democratically.

- *It was agreed for JL to discuss this further with Tony Moore and to respond to all other members of the MC via email, with outcome of his discussions.*

6050 CLOSED MINUTES

6051 Tickets for staff

- Please see 6048

6052 Drinks / queuing in the Hive

- Complaints had been received about the queuing and length of time to get served in the Hive. Following discussions, it was noted that this issue has been brought to the MC before and previously it was highlighted that because of the configuration of the workspace and the fact that the Hive is used as a bar in the evenings, it was not possible to make many changes.
- The MC unanimously agreed that the Hive needed to change to ensure smoother operation and cut down queues and waiting time.
- *SC to discuss further with RA.*

6053 LCR exclusion

- The recent situation of excluding students from the LCR, following repeat offending was discussed and agreed at SOC and by the MC.
- It was agreed the LCR needs better documenting system following incidents. Currently reports are passed to NR the following day.
- It was agreed should a student be involved in three incidents they will receive one month exclusion. After this period, should the student be involved in another incident then they will be excluded from the LCR/gigs for a further six months. Thereafter, it will be a full-time ban.
- It was agreed that NR has the right to refuse anyone entry to the licensed premises based on safety. Should any student wish to appeal their exclusion, there will be an appeal committee set-up, which will consist of the C&SR Officer, Entertainments and Bars Manager and the Bars Manager.
- *SC to publicise the above decision to students.*

6054 Banning Order

- A request was received from NR to ban a student, who had been physically violent to both females and males, on two separate occasions. The request was to ban the student until they have completed their exams. The request was agreed by the MC.

6055 Queries from Dean Hazell re: premises

- DH joined the meeting and asked for clarification on a few points he had heard, in relation to him undertaking some new tasks.
- DB confirmed that he had scheduled a meeting with DH to discuss these issues later that morning.

6056 CLOSED MINUTES

6057 AOB

- SC requested annual leave on 12th February. This was agreed by the MC.
- JL requested half a day annual leave on 22nd February. This was agreed by the MC.
- The MC invited Chloe Bone and Dean Hazell into the meeting to discuss "The Discussion" and current state of play. It was agreed for DH to paint the wall and CB to request the signs for Monday morning.

6058 Date of next meeting

- Monday 25th February 2013
Following MMM
Boardroom, Union House