

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 14 March 2013 in the Board Room

Agenda

30 mins **FORMAL AGENDA ITEMS**

897 **Minutes of the meeting held on 7 March** (See pages 2-8)

898 **Action Log** (See pages 9-11)

899 **Matters Arising**

900 **NUS Conference Observer**

A funding request from the Finance Officer. (See page 12)

901 **Impact Report**

A discussion topic from the Chair.

902 **Review of Union Council Agenda for 14 March meeting**

903 **Any Other Business**

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

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**Minutes of the Student Officer Committee
7 March 2013**

Summary

Key Discussions

- By Election dates
- Electronic voting
- Ethical banking and ESSA's response
- Ethical banking and the University
- University's proposal to spend money on the outward appearance of buildings on campus
- UUUEAS' ability to communicate with members by email
- Officers' attendance as observers at NUS Conference
- Survey of General Election candidates
- PRES Survey

Key Actions

- SOC agreed dates of Ethnic Minorities Officer By Election
- J Levell appointed DRO
- Other students' unions to be contacted over ESSA boycott

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**Minutes of the Student Officer Committee
7 March 2013**

Voting Members present:

Eliot Fallows (Non Portfolio Officer), Joe Levell (Finance Officer), Tess Gilder-Smith (Women's Officer), John Taylor (Post Graduate Officer), Rosie Rawle (Ethical Issues Officer), Benjamin Brown (Environment Officer), Jess Lewis (Non-Portfolio Officer), Hussam Hussein (Ethnic Minorities Officer), Astrid Heidemann Simonson (International Officer), Abbi Forsyth (Non Portfolio Officer) for last part of meeting, Richard Laverick (LGBT Officer).

Chair

Matthew Myles (Communications Officer).

In attendance:

Tony Moore (Representation Support Worker).

Apologies:

Derek Bowden (Chief Executive), Sam Clark (Community and Student Rights Officer), Trevor Killeen (Mature Students Officer), Kim Jenkins (Students with Disabilities Officer), Josh Bowker (Academic Officer), Bintu Foday (Non-Portfolio Officer).

888 Minutes of the meeting held on 28 February

The minutes were agreed.

889 Action Log

Chair noted the completed actions.

J Levell reported that he was still working on the Safe Room and noted that the issue would be room bookings and when the space could be free, he would be discussing the matter with UUEAS staff.

Chair noted that he and staff would be drafting the PTO Handover Book and, hopefully, SOC would be able to see the results at the next meeting.

J Levell reported that Luke Gilbert, the interim Chief Executive, would be attending the next SOC meeting and that his two days each week would be on Thursdays and Fridays. He noted that D Bowden's last day in post would be 22 March and that Officers were invited to a leaving drink with D Bowden at lunchtime of his final day.

Chair noted as to the discussion session on the Strategic Plan that, in the absence of S Clark, it would be best to reschedule

this item for a future meeting.

J Taylor noted that there would be another meeting, quite soon, with the University on the Student Charter and he asked Officers to post any input on the Facebook page.

Chair asked that the ordering of Officer Hoodies be allocated to S Clark and J Bowker.

Chair noted that the meeting between the new PVC Academic and the new Officers should be organised soon and, therefore, be moved to the current Action Log.

890 Matters Arising

There were none.

891 Ethnic Minorities By Election

Chair drew SOC's attention to the options outlined in his briefing paper, noting that the main difference between the first two options were the dates for closure of nominations and of candidate training.

He further noted SOC should consider that the Investment Society were still planning to petition for a referendum on the ESSA boycott and it would be best if a referendum did not happen during a by election.

R Rawle asked if letters urging individual UUEAS members to consider running would be sent.

Chair noted that they would not but that there would be online publicity and that he was reasonably confident that 3 or 4 candidates would come forward.

SOC agreed to Option 1 with a shorter nomination period and candidate training before the Easter break.

Action

SOC elected J Levell as DRO for the By Election.

Action

Chair noted that, as DRO, he had one small concern over the General Election process. He noted that the University were investigating whether the high traffic which they believed had caused the problems with electronic voting might have been the result of a possible attempted hacking as it appeared that someone had tried to vote over 2800 times in just 11 minutes. He believed that there would be no problem as to the validity of the election results, as all who had wanted to vote had been able to do so. However, he asked that the University's concerns be minuted.

J Taylor, noted, as a former IT specialist, that it was hard to believe that this level of traffic could have caused the problems.

892 RBS ESSA Update

Chair noted the response from ESSA in the agenda papers. R Rawle noted that the part of RBS that administered ESSA, 'FIG: Find, Invest, Grow', was the corporate, social responsibility arm of RBS. She noted that FIG disavowed any ability to influence RBS' investment policies.

A Simonson noted that the ESSA response was that that they would not reconsider their position; so she believed this meant UUEAS should now contact other students' unions about the boycott.

Chair noted his belief that it was absurd for one part of an organisation to espouse a corporate social responsibility ethic whilst disassociating itself from the destructive actions of the main part of the organisation.

R Rawle noted the absurdity of FIG sponsoring community environmental schemes when their main arm was financing the most environmentally destructive industrial project on the planet.

T Gilder-Smith thought it bizarre that BP was sponsoring International Women's' Day.

R Rawle noted another bank, Barclays, were sponsoring National Volunteering Week.

J Levell reported that again another bank, Santander, had contacted UUEAS about their own version of the ESSA scheme. He noted that, given UUEAS' somewhat unhappy recent interaction with Santander and taking in mind the discussion, he would not be taking up the offer for UUEAS to become involved. R Rawle noted the above discussion showed the importance of having an overarching policy on ethical banking and she would be bringing this to the next meeting. She noted she would be meeting with the Investment Society to outline the reasons for the boycott.

Action

SOC agreed that UUEAS would be contact other students' unions and work with them to help them campaign for an ESSA boycott.

Action

Chair noted that two Officers who had expressed reservations about the boycott, A Forsyth and B Foday, were not present and they should be involved in discussions before the next meeting of Council.

893 Review of decisions made by Union Council on 28 February

J Taylor noted that there were several comments from the Vice-Chancellor that should be followed up.

R Rawle noted the VC's commitment to 'reflect' on Barclays.
J Lewis noted she had been informed that, constitutionally, the University was prohibited from imposing a boycott.
Chair noted that University Council had passed policy that the University would need its permission before campaigning on a particular issue. However, he noted that UUEAS could argue that refusal to bank with a particular bank was not campaigning but adherence to ethical standards.
R Rawle noted that, in University committees on procurement, the University took ethical and environmental standards into account when making decisions.
B Brown wondered whether the new building projects, mentioned by the VC, were on Green Belt land
J Levell reported that they were not.
Chair believed the new projects reflected the University's preoccupation with what the campus looked like rather than attention to service provision. He felt that the money recently allocated to improving the outside appearance of the building would make little difference but if it were spent on the inside it would be of massive benefit to students.
B Brown wondered whether the projected spend on the outside of the buildings would include investment in double glazing and other energy saving technology.
J Levell noted this had not been mentioned at the meetings he had attended.
SOC agreed that the Finance Officer would bring updates on the University's renovation plans to the next and future meetings.

Action

A Simonson noted the importance of Officers being consulted by the University as to building projects; as for the new accommodation block she would want to lobby for all Erasmus students to be guaranteed accommodation.
J Levell reported his concerns as to the practicalities of the projected Enterprise Centre and he believed the money would be better spent elsewhere.
T Gilder-Smith raised the issue of UUEAS' ability to communicate with the members.
R Laverick noted that the Dean of Students who had failed to help UUEAS send a universal email at the height of the election crisis had seen fit to send an all student email asking for views on student accommodation. He believed that this highlighted DOS' true sense of priorities.
J Taylor noted, on the new accommodation block, that trees had been felled, already, so that the University would not be breaking the law by felling them during nesting season, and that, if students objected to this and other issues to do with the

project, they could write formally to Norwich City Council as part of the planning consultation. He believed this would send a strong message to the University.

Chair noted, on the EU resolution, he had written to the proposer with the suggestion that the Resolves should simply be that, in the event of a yes vote, UUEAS should campaign to stay in the EU.

894 Management Committee Minutes

Chair noted the minutes from the 11 February meeting.

J Levell noted that his request for funding to attend as an observer at NUS Conference, in order to run for the Block of 15, had been rejected. He noted that he would still like to attend Conference and that a contact from NUS could provide him with free accommodation and a balcony pass. He noted that he would bring a funding request, purely, for transport costs. He asked SOC whether they had any objections, in principle, to his attending Conference.

A Simonson wondered if attendees should be elected.

Chair noted his confusion as he thought the opportunity for attendance had been offered to Councillors.

J Levell confirmed he had sent emails and had not received any responses.

J Levell confirmed that he would look into the matter of attendance of observers and bring the matter back to SOC.

SOC noted the issue of queuing in the Hive and separate queues for buying smoothies and the difficulties faced by staff.

895 Any Other Business

Chair reported from the CRG meeting with the NUS expert on democracy and governance. He noted students would be surveyed` as to their views on how to make UUEAS democracy effective. He noted he would be passing the survey on to the next year's Officers to feed into the finalisation of the CRG proposals.

R Rawle asked that the exercise on "what would happen without the democratic structures being in place" should be viewed online.

R Rawle noted that all candidates at the recent elections had been surveyed and she wondered how the results of the survey would be used and whether a discussion session might be held. Chair noted that this would be part of the Election Planning Group review and he would organise a discussion with the candidates.

Action

T Gilder-Smith asked that FAQs be included in candidates'

handbooks to guide them through questions such as what 'self-defined' meant.

Action

J Lewis reported that there was an anti-bedroom tax event scheduled soon in Norwich and wondered whether she would need to submit a funding request for leaflets. Chair noted that, if there were time, a financial request should be submitted. SOC noted that this could be advertised on the front page of the website with the anti-austerity logo.

Action

A Simonson noted she was following up the position of Syrian students, in the light of the VC's answer and she believed it would be good to organise a petition in order to show broad student support and to rebut the suggestion that international and home students might object to fee waivers being applied to one group of students.

Chair noted that the petition would be supportive of the policy. J Taylor reported that GSA elections would be taking place, the following week. He noted that the two candidates for President were women so UUEAS would have a female PG Officer for the coming year.

He noted problems with the PRES survey of PG research students; he characterised the questions as awful and noted the inconsistencies in the format of the survey. He noted that, in the questions on a PG social space, the only options given were 'PGR students only' or 'all students and staff'. Thus, he believed it was skewed to completely segregated or all inclusive with a bias toward segregation.

He noted he had raised his concerns with the University and that he had asked that before the University took any decisions based on the survey's results there should be prior consultation with students.

He reported that a NUS survey had shown a majority of PG students that taught had been shown to be earning below both the Minimum and the Living Wage. He noted he would analyse the figures and report back to a future meeting.

Action

SOC thanked the Chair for his excellent work as DRO during the General Elections.

896 Time, Date and Place of Next Meeting

5 pm, Thursday 14 March in the Board Room (Formal items only).



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/7 Mar	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. Draft Handbook to last meeting of semester	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	☺ Actioned	Joe	7 Mar
7 Feb 13/7 Mar 13	Reply to RBS on ESSA scheme withdrawal	☺ to be posted on Facebook page. Meeting with Investment Society to be arranged. Other SUs to be contacted over boycott	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 update after next meeting with University	All	
27 Sep 12/ 7 Mar 13	Officers Hoodies to be ordered immediately after elections	☺ To ordered in March 13	Sam/Joe	
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	Josh	
7 Mar 13	Update to be made on the University's 'Town Planning' proposals	☺ to be brought to future meeting	Joe	
7 Mar 13	Discussion with candidates who stood in General Election to be organised	☺ to be organised and report made to future meeting	Matt	
7 Mar 13	Anti-bedroom tax event to be advertised	☺ to be posted on website	Matt/Jess	
7 Mar 13	NUS Survey on Postgraduates who teach	☺ to be analysed and report made to future meeting	John	

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	
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		
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	
7 Mar 13	FAQs to be included in Candidates' Handbook at UUEAS elections	To be actioned at future elections	Comms	

NUS National Conference Observer

Name/ Role: Joe Level (Finance Officer)

Proposal: Funding to attend NUS National Conference as observer with speaking rights but no voting rights

Costs breakdown: **£300 cost of Conference and accommodation**

Total Funding Request - £300+transport costs

Budget: Representation

Members benefitting: All students

The benefit: The Finance Officer will be able as an observer to gain knowledge of the workings of Conference so as to feed forward to next year's Officer Team and Union Councillors so that future representation at Conference will be adequately prepared and empowered.
