

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 25 April 2013 in the Student Officer Centre, initially, with formal session in 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**

927 Membership

To note the election of Eunice Opare-Addo as Ethnic Minorities Officer.

928 Minutes of the meeting held on 18 April (See pages 3-8)

929 Action Log (See pages 9-11)

930 Matters Arising

931 Ethnic Minorities By Election (See page 12)

An Election Report from the DRO.

932 Elections Timetable (See page 13)

A proposed Timetable for 2013-14 from the Communications Officer.

933 SOC Communications

A discussion topic from the Representation Support Worker concerning email accounts and Facebook.

934 Part-Time Officer Trustees

A discussion topic from the Chair.

935 Review of Decisions made by Union Council on 18 April

936 Management Committee Minutes

The minutes of the meeting of 11 March (see pages 14-15)

- 937** **Any Other Business**
- 938** **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
18 April 2013
Summary

Key Discussions

- Future of the Street
- University's failure to increase the Block Grant

Key Actions

- Residential Training confirmed for 1 and 2 June, availability of residential accommodation to be investigated
- £745 funding agreed to send incoming and outgoing Ethnic Minorities Officers and the incoming Community and Student Rights Officer to attend the NUS Black Students Conference



Minutes of the Student Officer Committee 18 April 2013

Voting Members present:

Emma Silk (Environment Officer), Lauren Sloan (Ethical Issues Officer), Ella Gilbert (Non Portfolio Officer), Joe Raynes (Non Portfolio Officer), Joe Levell (Finance Officer), Rachel Knott (Women's Officer), Freddie Meade (Non-Portfolio Officer), Tu An (International Officer), Sam Clark (Community and Student Rights Officer), Josh Bowker (Academic Officer).

Chair

Trevor Killeen (Mature Students Officer).

In attendance:

Tony Moore (Representation Support Worker), T Cunningham (Membership Services Manager).

Apologies:

Matthew Myles (Communications Officer), Daniel Delargy (Students with Disabilities Officer), Sebastian Bachelier (Non Portfolio Officer Elect), Holly Staynor (LGBT+ Officer), Kimberley Hirst-Jones (Postgraduate Officer).

915 Resignation of Interim Chief Executive from the Committee

J Levell, as Chair of the Trustees, reported that Luke Gilbert would not be able to complete his term as Interim Chief Executive and had resigned his position as Non-Voting Member of SOC. J Levell noted that Mr Gilbert had been offered a new post and had been asked to work full time whilst completing his notice period with his current employers and had, therefore, been unable to devote the two days a week necessary to work as Interim UUEAS Chief Executive.

916 Election of Chair and Deputy Chair

Trevor Killeen (Mature Students' Officer) was elected, unanimously, as Chair of SOC, until September.
Tu An (International Officer) was elected, unanimously, as Deputy Chair of SOC, until September.

917 Minutes of the meeting held on 21 March 2013

The minutes were agreed.

918 Action Log

Chair noted the completed actions.

J Levell noted he had spoken with D Delargy and they would be working on Safe Room provision

S Clark noted he has spoken with the Head of HR concerning the Equal Opportunities Committee Report and she would be liaising with the incoming Officers concerning the production of the Report for next year.

L Sloan noted she would liaise with her predecessor on arranging a meeting with the Investment Society.

S Clark noted he would update Officers on the Strategic Plan after the meeting.

J Levell reported he had hoped to arrange the ordering of Officers' hoodies at the next SOC meeting. However, he noted that he would be absent for this meeting and he would arrange this outside of meetings.

J Bowker noted he would arrange a meeting between the new Officers and the PVC Academic.

J Levell noted he had not heard from the University on the 'Town Planning'. He noted, however, that he had met with a staff member from Estates who had informed him that the University had not as yet any tenants for the Papershop, the Post Office or the NatWest buildings; which he thought to be a matter for concern. J Levell noted that he had been informed that NUS had £150,000 of funding available for community projects. He noted that a UUEAS member was to be a member of the NUS adjudication panel and he believed UUEAS should look at designing a project to submit for funding.

Some Officers suggested the project might be for a bike shop and others for a community food cooperative.

T Cunningham advised that there was a strong possibility of Santander taking over the banking premises and, of Employability moving into the Street, as well. He believed that, if UUEAS produced an imaginative proposal with NUS funding, the University might be receptive to it.

J Bowker noted that he had would liaise with the Postgraduate Officer concerning the Report on PGs who teach.

J Levell asked that the Log be changed for the two observers at NUS Conference, in that it was himself and L Withers-Green who had attended, not R Rawle.

J Levell noted that the FTOs should be thinking about the content of the Impact Report. He noted that the Trustees had asked that the Report be circulated to decision makers in the local community as well as in the University.

J Raynes asked as to what was in the Report and what its purpose was.

Chair noted it detailed UUEAS' achievements over the current year and its purpose was to serve as a tool for lobbying within the University and the wider community.

T Cunningham advised it was also to show the members what their Union was doing as well as informing new students about the range of UUEAS' activities.

J Bowker believed he had a list of community decision makers and he would take responsibility for circulating the report to them and to the University. He noted he would circulate copies of the existing report to the new PTOs.

919 Matters Arising

There were none.

920 Options for Residential Training

T Cunningham advised that most Officers had noted that 1 and 2 June would be their preferred dates. He noted, however, that he would be unavailable to attend but that he had contacted Dan Francis from NUS who would be available for both these days. He noted that the Head of HR would be available for both days and the Finance Manager, for the Sunday afternoon.

T Cunningham advised that he would check available hotels with a view to organising a two day residential for the whole of SOC on these dates. He noted that, with the dates of the new FTOs being moved forward, the FTOs' training would be incorporated into the weekend. He asked that J Bowker organise the weekend's entertainments.

J Bowker confirmed that he was 'well good' at entertainments.

921 Left in the Pot

J Levell noted this item concerned the Budget updates. He noted that there would be about £500 coming out of the Training and Conferences Budget that had not been included in the update: the costs of the NUSSL conference, expenses for NUS National Conference and the costs of the LGBT Conference.

He noted that there were fairly large amounts in both the Campaigns and Training Budgets and, as the next SOC would be the last of the financial year, it would be an opportune time for Officers to make funding requests.

T Cunningham advised that each of the Equal Opportunities Officers had control over autonomous campaigns budgets of £250 and should submit them to UUEAS staff for signing off; they did not have to make separate funding requests to SOC for items within their £250 budgets; unless they specifically wanted their campaign activities included in the SOC minutes.

922 NUS International Students Conference

Chair noted that the funding had been agreed at an earlier meeting and that this agenda item was simply to note the

details of the funding request.

923 NUS Black Students Conference

J Levell noted the request was from the incoming and outgoing Ethnic Minorities Officers who believed it would be beneficial if the incoming Community and Student Rights Officer attended this conference. They also proposed sending the incoming and outgoing Ethnic Minorities Officers. He noted the overall cost would be £745.

F Meade wondered why NUS conferences cost so much money. T Cunningham advised that the smaller conferences cost the same as the larger to organise but there were less attendees to spread the cost per member. He noted that, in general terms, because of UEA's geographical location the cost of travel to conferences and the necessity of overnight accommodation meant that it cost more for UUEAS to send members to conferences than other unions. He, further, noted that, in comparison to other voluntary sector conferences, NUS conferences were relatively cheap. SOC approved the funding request.

924 Review of Union Council Agenda

J Levell noted the importance for the future of organisation of the main agenda items: the Budget, the Strategic Plan and the new Constitution.

S Clark briefly outlined the Strategic Plan. He thought there might be some issues as to the concept of 'fun' being retained. He noted that collectivism, sustainability and empowerment had been re-instated as he believed the arguments for their inclusion had been strong. He also believed that the arguments were robust for retaining 'fun'.

Chair thought that by including all these elements the plan's balance had been maintained.

J Levell noted that there had been some problems over the Budget at Council earlier in the term. He believed that the document he had prepared would overcome these. He noted the origin of the problems last time had been over UUEAS' operational costs and he believed the debate should not be about operations but the overall strategic direction of UUEAS. He noted that the proposal included a list of what was wanted and how it was to be achieved.

Chair asked why Council was not being shown all the figures for the Budget.

J Levell believed these to be unnecessary as most of the figures involved operational costs and tended to obscure the headline figures that Council needed to know and which he had provided.

E Gilbert noted that, in the 'what we want to do', section there were no actual costings.

J Levell noted he would be able to provide these to Council, if asked.

F Meade wondered what SOC's reaction should be to the University's rejection of the Block Grant proposals.

J Levell noted that there had not been, as yet, formal confirmation of the rejection. He noted it was important to look to Council for guidance on strategy and then to guidance from the wider membership, once the rejection was confirmed.

Chair noted, on the core Constitution, that, if this were to be passed, Council would have power to make alterations to the Bye-Laws, jointly with the Trustees. He believed this to be an important positive development for UUEAS democracy.

Chair further noted that he believed there to be some minor errors in the text of the Constitution that would need to be changed.

925 Any Other Business

There were none

926 Time, Date and Place of Next Meeting

5 pm, Thursday 25 April in 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 next meetings	Joe	
7 Feb 13/7 Mar /14 Mar	Reply to RBS on ESSA scheme withdrawal	☺ Meeting with Investment Society to be organised after academic deadlines	Rosie/Lauren	
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	
27 Sep 12/ 7 Mar 13	Officers Hoodies to be ordered immediately after elections	☹ To be ordered in March 13	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	NUS Survey on Postgraduates who teach	☺ to be analysed and report made to future meeting PGO and AO to meet with PG Director	John/Josh	
14 Mar 13/18 Apr 13	Impact Report discussion to be started on SOC Facebook – Report to be drafted. Josh to circulate last year's report to new Officers and to compile list of the University and local community decision makers as requested by the Trustees in view of this not having been produced as yet.	☺ draft Report to be brought to future meeting	Matt/Josh	
18 April 13	T Cunningham to investigate the availability of hotel accommodation for 1 and 2 June	☺ to be updated at next meeting	Toby	

SOC FUTURE ACTIONLOG/Spring Semester

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
31 May 12	Faith Officer	☺ To be discussed in futures consideration of the Bye-Laws	SC	
27 Sep 12	Elections to Liberations Campaign	☺ To be discussed in futures consideration of the Bye-Laws	Matt	
4 Oct 12	Question of mandating only FTOs to attend NUS Zone Conferences	☺ To be discussed in futures consideration of the Bye-Laws	Matt	

25 Oct 12	Question of Council quorum	☺ Included in New Constitution	Matt	18 Apr 13
10 Jan 13	Constitutional position of Chief Executive on SOC	☺ Included in New Constitution	Matt	18 Apr 13
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	☺ Included in New Constitution	Matt	18 Apr 13
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	☺ Presentation received as agenda item	Matt/Lesley	18 Apr 13
4 Oct 12	PTOs attendance at NUS Zone Conferences to be factored into Budget	☺ Actioned	Joe	18 Apr 13
8 Oct 12/10 Jan	Earlier notification of and flexibility of timetable of Officer Training	☺ Actioned – discussions held with Trevor	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	
7 Feb 13/21 Mar / 18 April	Equal Opportunities Committee Report to be prepared	☹ CSRO to consult with Equal Ops Officers for report to be compiled and sent to the Trustees CSRO noted that this should be in the staff HR remit and he would consult with HR CSRO noted that this should be a matter for HR and the new Equal Ops Officers and his successor	Sam	

Ethnic Minorities Officer By Election Report

23 April 13

Last week, we held a by-election for the role of Ethnic Minorities Officer. We had a turnout that was below our target but this could be due to the lack of active campaigning across campus by the candidates. No issues were reported with the voting server after the difficulties we faced in the March elections and Eunice Opere-Addo was elected in the first round of voting.

Joe Levell, DRO

ELECTION DATES 2013-14

Proposed dates from the Communications Officer

NUS Delegate elections

Nominations Open: Mon Nov 11th 9am online and/or reception

Nominations close: Thurs Nov 21st 5pm

Candidate Training: Fri Nov 22nd

Manifesto Deadline: Sun Nov 24th 5pm

Campaigning Opens: Mon 25th Nov 9am

Voting starts: Wed 27th Nov 9am online & paper in LCR

Deadline for expenses: Fri 29th Nov 2pm

Deadline for complaints: Fri 29th Nov 5pm

Voting closes: Fri 29th Nov 5pm

The Count: Fri 29th Nov 5-8pm as required in the Student Officer Centre

Main elections

Nominations Open: Either Mon 9th Dec 9am or Mon 13th Jan 9am and/or reception

Nominations close: Friday Feb 21st 5pm

Candidate Training: Feb 24-28th

Manifesto Deadline: Sun 2nd Mar 5pm

Campaigning Opens: Mon 3rd Mar 12 noon or Tues 4th Mar 12 noon

Voting starts: Tues 4th Mar 9am or Wed 5th Mar 9am online & paper in LCR

Deadline for expenses: Mon 10th Mar 2pm

Deadline for complaints: Mon 10th Mar 5pm

Voting closes: Mon 10th Mar 5pm

The Count: Mon 10th Mar 5-8pm as required in the Student Officer Centre

6073 NUS National Conference

- JL advised the MC that even though he is no longer standing for block, he would still like to attend the National Conference as an observer.
- It was confirmed that places were offered to students on the proviso if JL was running for block.
- JL confirmed that an observer can speak for and against, but not vote.
- It was agreed JL would write a report outlining benefits for attendance at the NC and to open the places out to all students. Limit of three places.
- **To be taken to next SOC meeting for further discussion.**
- **Costs to be taken from SOC budget – pending approval.**

6074 AOB

- JL requested half day annual leave on 15th March. This was agreed by the MC.
- Due to travelling to and from NUSSL Conference, JL requested 3rd, 4th and 5th April annual leave to compensate. This was agreed by the MC.
- SC requested 3rd, 4th and 5th April as annual leave. This was agreed by the MC.
- JB requested 3rd, 4th and 5th April as annual leave. This was agreed by the MC.
- MM brought forward Council agenda to review prior to going to Union Council. Policies included offering more support and financial assistance to students studying medicine. Also to lobby the University to increase the grant given to GSA. Further information to be supplied by MM.

6075 Date of next meeting

- Friday 5th April 2013
Commencing 10:30am
Boardroom, Union House