

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 9 May 2013 in the Student Officer Centre, initially, with a formal session in the Board Room to follow.

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**

949 **Minutes of the meeting held on 2 May** (See pages 3-6)

950 **Action Log** (See pages 7-9)

951 **Matters Arising**

952 **Priority Campaigns Poll Launch Event**

A discussion topic from the Chair as to a decision on the timing of this the event.

953 **Disciplinary Procedure for Repeat Offenders**

To view a proposal from the Community and Student Rights Officers to adopt, *mutatis mutandis*, the procedure from University of Essex Students' Union concerning unacceptable behaviour at LCR nights. (See pages 10-12)

954 **University's Funding of the Union**

An update from the Communications Officer.

955 **Management Committee Minutes**

The minutes of the meetings on 22, 24 and 29 April. (See pages 13-18)

956 **Any Other Business**

957 **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
2 May 2013
Summary**

Key Discussions

- Holding a Launch Event for the Priority Campaigns Poll

Key Actions

- Election Timetables agreed
- Officers invited to presentations by candidates for Chief Executive
- S Bachelier and TA Ngo elected as Part Time Officer Trustees
- Concept of Launch Event for the Priority Campaigns Poll agreed, date to be decided at next meeting

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Minutes of the Student Officer Committee 2 May 2013

Voting Members present:

Emma Silk (Environment Officer), Ella Gilbert (Non Portfolio Officer), Joe Raynes (Non Portfolio Officer), Rachel Knott (Women's Officer), Freddie Meade (Non-Portfolio Officer), Tu An Ngo (International Officer), Sam Clark (Community and Student Rights Officer), Matthew Myles (Communications Officer), Sebastian Bachelier (Non Portfolio Officer Elect), Holly Staynor (LGBT+ Officer), Joe Levell (Finance Officer), Daniel Delargy (Students with Disabilities Officer), Eunice Opare-Addo (Ethnic Minorities Officer).

Chair

Trevor Killeen (Mature Students Officer).

In attendance:

Tony Moore (Representation Support Worker), R Rawle (Communications Officer Elect).

Apologies:

Lauren Sloan (Ethical Issues Officer), Josh Bowker (Academic Officer), Kimberley Hirst-Jones (Postgraduate Officer).

Chair welcomed E Opare-Addo as a new member of SOC.

939 Minutes of the meeting held on 25 April 2013

The minutes were agreed.

940 Action Log

Chair noted the completed actions.

J Levell noted he had uploaded details and sizes for **T-shirts and hoodies** and asked Officers to bring their measurements to next week's meeting and the uniforms would then be ordered.

J Levell noted there had been no progress as to the **Safe Room**.

J Levell reported, on the University '**Town Planning**' proposals that he had heard suggestions that the NatWest and Post Office premises would be merged to provide a new site for Employability so this might mean Employability's present premises next to the Travel Shop would become vacant. He noted that the University were still committed to expenditure to improve the appearance of the Street with work to take place in the summer.

M Myles noted that, for the **Impact Report**, he had contacted the previous Part Time Officers to get them to detail their achievements over the previous year for inclusion in the Report.

S Clark noted he had investigated whether the **disciplinary procedure for repeat offenders** against unacceptable behaviour at LCR nights

and one would be drafted based on that used by Essex SU. SOC agreed that updates on the **Activities Hub** would be discontinued as its development was, essentially complete. Chair noted that arrangements for **residential training** would be dealt with under AOB.

941 Matters Arising

There were none.

942 Elections Timetable

M Myles noted that he had had spoken to the FTOs elect and they were unanimously in favour of the options from last week: that nominations would open after Christmas, there would be two days of campaigning before voting (with campaigning opening on the Monday and voting opening on the Wednesday) and for keeping polling over the weekend with voting closing on the Monday. He noted that B Foday had expressed an interest in adding a weekend of campaigning before the Monday.

SOC agreed that nominations would open on Monday 13 January 2014.

SOC agreed that campaigning would commence on Monday 3 March and that voting would commence on Wednesday 5 March.

SOC agreed that voting would continue over the weekend and close on Monday 10 March.

Action

943 Chief Executive Recruitment

J Levell noted that adverts had now been placed both locally and nationwide.

He noted that the candidate interviews would be over two days: 21 and 22 May. He thought that the present and the past year's Officers would have an important part to play in the process and they were all invited to the presentations that the candidates would be making. He hoped that Officers would be able to also attend a meal with the candidates on the evening of 21 May.

He noted Officers who could not attend might email questions for the candidates.

He noted that it was hoped that the successful candidate would be appointed at the Trustee Board meeting scheduled for 23 May.

944 Part-Time Officer Trustees

T Moore advised that the Part-Time Officer Trustees would take up their position on 1 August.

Sebastian Bachelier (Non Portfolio Officer Elect), Holly Staynor (LGBT+ Officer), Eunice Opare-Addo (Ethnic Minorities Officer) and Tu An Ngo (International Officer) put themselves forward themselves as candidates.

S Bachelier and TA Ngo were elected by their peers to serve as Part-Time Officer Trustees for the coming year.

Action

945 **Union Handbook**

M Myles noted he had posted on the Facebook page asking Officers to write a sentence for inclusion in the Handbook and noted that the deadline would be closing the next day.

M Myles noted that if Officers were unhappy with the photos for inclusion in the Handbook to post him a preferred photo before the deadline.

R Rawle, with permission of the Chair, suggested organising a Launch Event for the Priority Campaigns Poll (PCP) in order to provide speakers and literature to publicise and engage students in the Poll. She suggested that the event could take place along with the PCP in the second week of the standard academic year and the dates be included in the Handbook.

Chair noted that this would be the week when many postgraduate students would be arriving and this might not be the best time to engage them.

SOC agreed to the concept of holding a launch event for the PCP but would delay a decision of when it should be held until the next meeting.

Action

946 **University's Funding of the Union**

M Myles reported that the Full Time Officers had met with University decision makers who had confirmed that discussions over the long-term funding model for UUEAS were still on-going and that a further meeting would be held the following week.

947 **Any Other Business**

J Levell noted that an **Employability Day** would be held on 14 and 15 May as a joint venture with Careers. He noted that the experience would be good for PTOs in terms of employability but also in offering a chance of talking to and engaging with students.

Chair suggested that Officers wear their Officer T-shirts.

J Levell noted that this would be up to Careers as this was a joint venture. He asked any Officers interested in taking part to contact him.

Action

J Levell reported that UUEAS had found an exciting new venue for **Residential Training** at a centre in Eaton which offered a great range of activities including canoeing and rock climbing. He noted that the centre was used by Scouts and Guides and the sleeping arrangements were quite basic; so he asked Officers to bring their own sleeping bags or duvets.

He noted that the change to the new venue would result in a saving for UUEAS of £2,000 over the traditional hotel accommodation.

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

5 pm, Thursday 9 May 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	
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	☺ update on final version of the plan to be brought to SOC	Sam	
27 Sep 12/ 7 Mar 13/2 May 13	Officers Hoodies to be ordered immediately after elections	☺ To be ordered in March 13 - Officers to bring their measurements to 2 May meetings	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 meetings – update made 2 May	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 13/25 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. Matt to write to last year's PTOs about what achievements they want listed	☺ 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	☺ Actioned – Activities Centre booked	Toby	2 May 13
2 May 13	Officers invited to attend candidates' presentations for UUEAS' Chief Executive post on 21 and 22 May	☺ Officers to attend if possible	All PTOs	
2 May 13	Launch event for PCP to be held – date to be decided at next meeting	☺ date to be decided at next meeting	Trevor	
2 May 13	Officers invited to take part in Employability Day on 14 and 15 May	☺ Officers who are interested to contact FO	All PTOs	

SOC FUTURE ACTIONLOG/Spring Semester

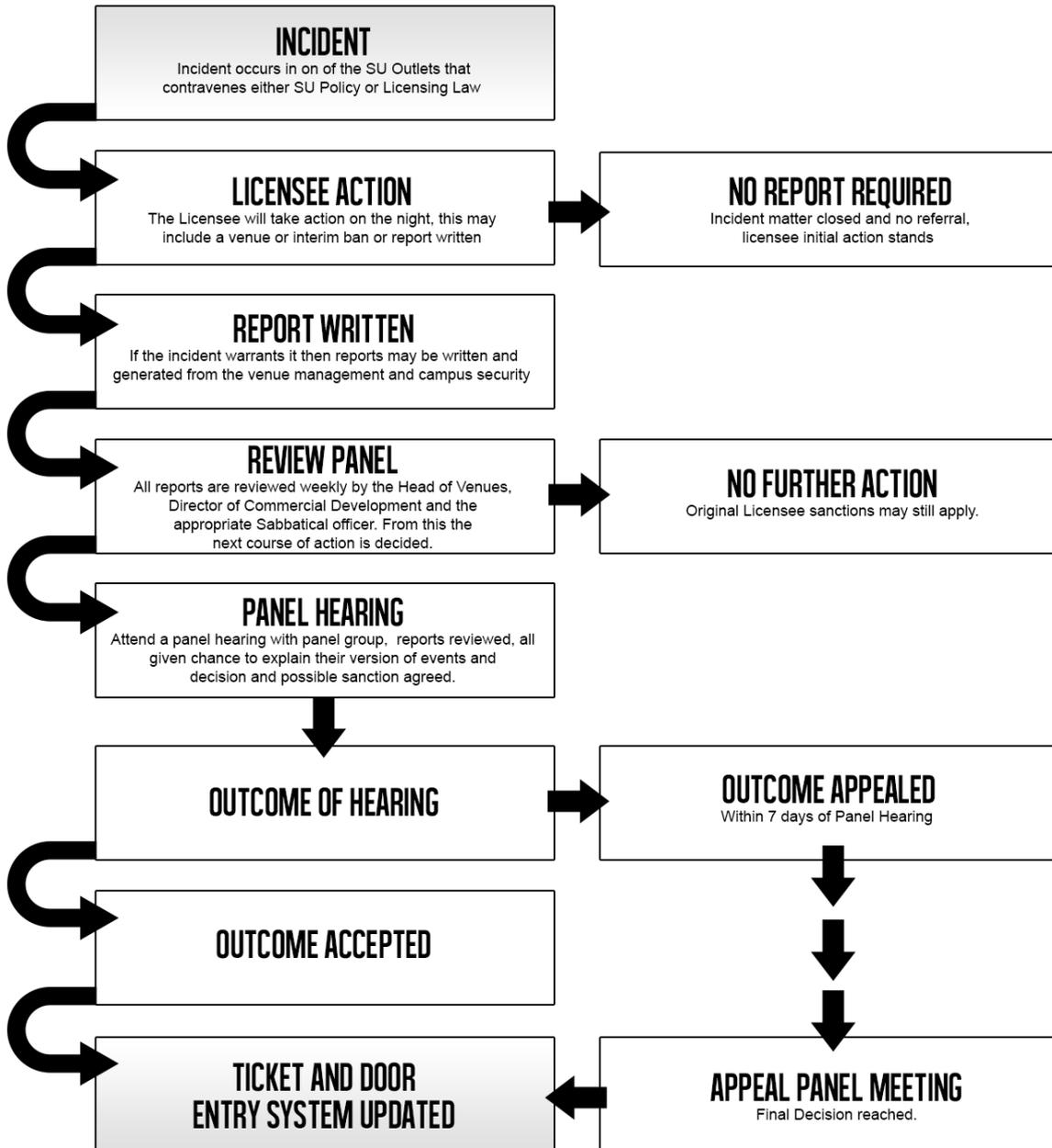
Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
31 May 12	Faith Officer	☹ To be discussed in future consideration of the Bye-Laws	SC	
27 Sep 12	Elections to Liberations Campaign	☹ To be discussed in future consideration of the Bye-Laws	Matt	
4 Oct 12	Question of mandating only FTOs to attend NUS Zone Conferences	☹ To be discussed in futures consideration of the Bye-Laws	Matt	
25 Oct 12	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	
13 Dec 12	Regular updates on progress on Activities Hub to be made to SOC	SOC to be updated as developments occur	Joe	
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	☺ Actioned – dates decided at 2 May meeting	Matt	2 May 13
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 12/25 Apr 13	Proposal on disciplinary procedure for repeat offenders against acceptable behaviour at LCR nights to be drafted by ENTS Manager. Sam to check whether this has been drafted.	☺ Actioned – Essex Code presented as template to meeting	Sam	9 May 13
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 noted that this should be a matter for HR and the new Equal Ops Officers and his successor	Sam	
29 Nov 12/6 Dec	Election dates. Any decisions on election dates only to be taken at SOC meetings and to be formally minuted	Ongoing	CO	2 May 13

ESSEX STUDENTS' UNION VENUES BARRING PROCEDURE



Should you get into trouble in one of our venues then there is a chance you will end up in a disciplinary hearing, here is some brief details on what to expect, what the process will be and how the decisions are made.

The above flow chart shows our process in dealing with these matters.

The main panel will be made up of 1 sabbatical officer, 1 licensee and 1 director from the SU. In the case of the appeal hearing the sabbatical officer position will be substituted with the President or Deputy where they are not available.

Below are the possible penalties for misbehaviour.

Exclusion Table

Misconduct	Max Period of Exclusion	Period of Exclusion (Without Panel)
Drunken/Disorderly	1 Month	1 Week
Possession Personal Drugs	1 Term	1 Month
Possession Drugs Non-Personal	Life	Until Police Action Resolved
Assault	1 Year	1 Month
Violent Assault	Life	10 Weeks
Vandalism	1 Year	1 Month
Abuse	1 Term	2 Weeks
Theft	Life	Until Police Action Resolved
Harassment	Life	1 Month
Discrimination	1 Term	1 Month
Threatening Behaviour	1 Year	10 Weeks

Breaking of Exclusion	N/A	Doubled Exclusion (Inform Panel)
2 nd Breaking of Exclusion	N/A	Doubled Exclusion (Inform Panel)
3 rd Breaking of Exclusion	Life	
2 nd Minor Offence	N/A	1 Term (Automatic)
3 rd Minor Offence	N/A	1 Year (Automatic)
4 th Minor Offence	Life	
Repeat Major Offence	Life	1 Year
Vomiting Licensed Area	N/A	£10 – Exclude until fine paid.

6082 Strategic Plan

- SC confirmed that the Strategic Plan had been drafted and he was meeting with MM to finalise details.

6083 Equality and Diversity Committee

- SC advised to set-up the above Committee would involve several senior Managers, Chief Executive, Officers and several other members of staff. Following conversations with JAS (Head of HR), it was agreed to put together a report with recommendations, which can be passed to the incoming Officers to progress.

6084 AOB

- Costs supplied by Dean Hazell to provide additional sockets in the Hive by the wall, to give students more sockets to use PCs, laptops etc. Total cost £300.
- The MC agreed for these works to proceed providing costs could be allocated to a budget.
- JL requested Friday 26th April off as TOIL. This was agreed by the MC.
- MM requested half-day annual leave on 23rd April. This was agreed by the MC.
- SC requested 17th-21st June off annual leave. This was agreed by the MC.
- JL advised that Sky Diving club had submitted a proposal for funding to purchase new kit. The proposal to be brought to the next meeting for discussion.
- It was agreed to hold the MCM's weekly, until such time as a new Chief Executive has commenced.

6085 Date of next meeting:

- Monday 29th April 2013
Commencing 10:30am
Boardroom, Union House



Minutes from Management Committee Meeting

Wednesday 24th April 2013

Boardroom, Union House

Present: Matt Myles Sam Clark
 Josh Bowker Lynda Johnson

Apologies: Joe Levell

- MM opened the meeting by confirming that £52.5K of funding had been approved for the Union by the University.
- The MC discussed how these funds would be allocated as outlined in various budgets.
- The following spend was agreed:
 - Set-up of website and support staff member.
 - TC to contact MSL and progress with appointment of support staff member.
 - **Allocated: £12.5K**
- Refurbishment of the Hive and Waterfront.
- **Allocated: £40K**
- The MC discussed funding for the centralised staff training budget. JAS (Head of HR) joined the meeting and outlined how each department has their own training budget and the HR training budget is a resource for delivering training such as health and safety, fire safety training and performance reviews for staff and staff development. JAS confirmed how some developmental training for Bar Supervisors and Team Leaders was hoping to be linked to the British Institute of Inn-Keeping (BII), which will offer a management qualification.
- Discussions are still on-going to allocate funds for training.
- The MC discussed introducing an internship springboard programme. This will enable students who have never worked previously to be able to gain

experience in an office environment running allocated projects. Will also improve links with careers and create advocates.

- Discussions are still on-going to allocate funds.

- Introduce Diversity & Inclusivity Co-Ordinator (0.8 FTE). This post has already been budgeted.

- Introduce Academic Quality Assurance Co-Ordinator (0.5 FTE).
- Discussions are still on-going regarding introducing this post.
- TC to write proposal substantiating AQAC role.

- Lettings agency – approved.

- SC requested Friday 3rd May off as annual leave. This was agreed by the MC.
- JL provisionally requested Friday 17th May off as annual leave. JL to confirm.

6091 AOB

- JL advised that he had met Trevor Page, Chief Executive of Leicester SU, at the recent NUS conference. Trevor Page had advised that he had a Deputy Chief Executive who could be "seconded" to UUEAS for the interim period until a permanent CE has been appointed. JL to progress discussions.
- JL to contact NUS to enquire if they have any other contacts for an interim CE.
- It was agreed not to progress any further with Anthony Blackshaw.
- JL to request a copy of the report presented to NUS by Luke Gilbert.

6092 Date of next meeting

- Tuesday 7th May 2013
Commencing 2:00pm
Boardroom, Union House