



Student Officer Committee Meeting

5pm 30 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**

966 **Minutes of the meeting held on 16 May** (See pages 2-4)

967 **Action Log** (See pages 5-6))

968 **Matters Arising**

969 **Pro-Vice-Chancellor Academic**

To welcome Prof Nigel Norris to the meeting.

A discussion with Prof Norris concerning the relationship between UUEAS and the University.

970 **Chief Executive recruitment.**

An update from the Finance Officer

971 **Any Other Business**

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

10 mins **ACTIVITIES REVIEW**

20 mins **OPEN SPACE DISCUSSION**

5 mins **DISCUSSION ROUND-UP**



Minutes of the Student Officer Committee

16 May 2013

Summary

Key Discussions

- Theme nights in the LCR

Key Actions

- FTOs to meet to discuss clearing up outstanding items in the Action Log
- Future proposed theme nights to be submitted to SOC for approval and decision made that a formal set of guidelines would not need to be drafted.



Minutes of the Student Officer Committee 16 May 2013

Voting Members present:

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

Chair

Trevor Killeen (Mature Students Officer).

In attendance:

Tony Moore (Representation Support Worker), R Rawle (Communications Officer Elect), L Withers Green (Academic Officer Elect).

Apologies:

Lauren Sloan (Ethical Issues Officer), Freddie Meade (Non-Portfolio Officer), Sebastian Bachelier (Non Portfolio Officer).

958 Minutes of the meeting held on 9 May 2013

R Knott noted her name had been misspelt in the text of the discussion; with this change noted, the minutes were agreed.

M Myles apologised for not having posted the agenda on the SOC Facebook page.

959 Action Log

Chair noted that many of the Actions had been in the Log for some considerable time.

J Bowker noted that the FTOs would take responsibility to clear up these outstanding items and would meet to discuss how to do this.

Chair noted that the actions for **International Arrivals** would be a summer job for the incoming FTOs.

960 Matters Arising

There were none.

961 Pro-Vice Chancellor Academic

Chair noted that, unfortunately, Prof Norris had been taken ill, earlier in the day and had been unable to attend the meeting. Chair noted that he was hopeful that Prof Norris would be able to attend the last SOC of the academic year.

Action

962 Update from the Finance Officer

Chair noted that the most important part of this item was the Chief Executive Recruitment arrangements.

M Myles asked that all Officers confirm whether they would be able to attend the presentations of the candidates for the Chief Executive post by midday the

following day.

Chair noted the small number of Officers that were able to attend and the difficulties of holding the presentations during the exam period.

963 **Officers' Uniforms**

Chair noted that Officers should try the clothing on at the Post Office and refer to the size guide included in the meeting's agenda. He noted that agenda would be posted on Facebook shortly after the meeting.

964 **Any Other Business**

S Clark noted that, at the last meeting, he had been asked to prepare a set of guidelines for **LCR theme nights**. After investigating the matter and, on reflection, he believed it would be impossible to devise a set of guidelines that would be acceptable to all UUEAS members. He thought it better to have ENTs submit their suggested themes and for these to be posted on the SOC Facebook page so Officers could debate them.

R Rawle, with permission from the Chair, believed that it was important to have a policy in place so that ENTs would have some guidance.

Chair argued that, if restrictions were to be too narrow, this might mean the end of all theme nights.

S Clark believed the best way forward would be for the themes to come to SOC and then be approved on a case by case basis.

TA Ngo agreed and noted that Officers represented the membership and would be able to make decisions based on the views of the membership. She believed that ENTs already had some guidelines in place so she doubted there would be many cases when themes were refused approval.

M Myles noted that ENTs did not have an explicit set of guidelines but their decisions were informed by existing UUEAS policy, particularly the Equal Opportunities Statement.

S Clark noted he was unsure but he believed ENTs already submitted proposed themes to him for approval.

SOC agreed that, future proposed theme nights would be submitted to SOC for approval but that a set of guidelines would not need to be drafted.

Action

S Clark noted that **Enterprise and Employability** would be holding promotional events in the Square on 20 and 29 May and that Officers were welcome to volunteer to help.

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

Due to Officers' commitments, it was agreed to hold the final meeting of the academic year at 5 pm, Thursday 30 May in the Student Officer Centre and the Board Room.

Chair noted he would be unable to attend and wished everyone an enjoyable summer.



SOC LIVE ACTIONLOG

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
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 – Officers to try out sizes in the Post Office	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	
2 May 13	Officers invited to attend candidates' presentations for UUEAS' Chief Executive post on 21 and 22 May	☺ Actioned	All PTOs	
2 May 13	Officers invited to take part in Employability Day on 14 and 15 May	☺ Actioned	All PTOs	
9 May 13/16 May 13	A set of guidelines on theme nights for use by ENTs to be drafted. SOC agreed that a set of guidelines would be impractical and that ENTs will submit proposed theme nights for SOC for approval	☺ Theme nights to in future be sent to SOC for approval	Sam	
24 Jan 12/25 Apr 13/9 May 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.	☺ Adoption of Essex draft code agreed. Bars Manager to be asked to produce punishments, clarifications and definitions	Sam	

SOC FUTURE SUMMER ACTION LOG

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
31 May 12	Faith Officer	☺ To be discussed in future consideration of the Bye-Laws	CSRO	

27 Sep 12	Elections to Liberations Campaign	☹ To be discussed in future consideration of the Bye-Laws	Comms	
4 Oct 12	Question of mandating only FTOs to attend NUS Zone Conferences	☹ To be discussed in futures consideration of the Bye-Laws	Comms	
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	
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	All	
24 Jan 13	All funding requests and policy proposals to be included in agenda papers and not just posted on the Facebook page	Ongoing	All	
7 Jan 13	Left in the Pot update to be made monthly; large items to be reported ad hoc	Ongoing	Tony	
25 Oct 12	Possibility of pre-meet for Union Council before first meeting	☹ To be discussed at residential training	Tony	
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	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	☹ To be compiled by Head of HR in consultation with CSRO and Equal Ops Officers	CSRO	
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	Comms	
8 Nov 12/6 Dec/ 17 Jan/ 21 Feb 13	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	
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	Academic	
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	
9 May 13	Discussion to be organised at Residential Training as to what support Officers believe they need from NUS	☹ Discussion to be held	Joe	

