

Union of UEA Students Purpose:
"To enrich the life of every UEA student"



Student Officer Committee Meeting

5pm, Thursday, 10 October 2013 in Congregation Hall 01.07.

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**

995 **Minutes of the meeting held on 3 October** (See pages 2-7)

996 **Action Log** (See page 8)
(See Facebook pages for information on Training Budget and Expenditure and for NUS Core Events)

997 **Matters Arising**

998 **Travel Expenses**
A written proposal from L Sloan (Non Portfolio Officer). (See page9)

999 **Campaigns and Training**
A funding request from R Rawle (Communications Officer). (See pages 10-15)

989 **Union Council Action Log**
A discussion topic from R Rawle (Communications Officer). (See pages 16-24)

990 **Any Other Business**

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

10 mins **ACTIVITIES REVIEW**

20 mins **OPEN SPACE DISCUSSION**
mins **DISCUSSION ROUND-UP**

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Minutes of the Student Officer Committee

3 October 2013

Summary

Key Discussions

- Chief Executive's Plans for the organisation
- Make-up of Action Log
- Terms of reference of SOC and Management Committee
- Faith Committee
- NUS Zone Conferences
- Format of SOC meetings
- Transport to conferences and events
- People and Planet training of Activists

Key Actions

- Traffic light system re-adopted for Action Log
- Chief Executive to include decision making matrix in November plan
- Idea of Faith Officer abandoned: establishment of Faith Committee with grant funding to be investigated
- Chief Executive to produce list of NUS events and conferences

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**Minutes of the Student Officer Committee
3 October 2013**

Voting Members present:

Tu An Ngo (International Officer), Ella Gilbert (Non Portfolio Officer), Rachel Knott (Women's Officer), Bintu Foday (Community and Student Rights Officer), Joe Levell (Finance Officer), Eunice Opere-Addo (Ethnic Minorities Officer), Lauren Sloan (Ethical Issues Officer), Sebastian Bachelier (Non Portfolio Officer), Rosie Rawle (Communications Officer), Freddie Meade (Non-Portfolio Officer), Daniel Delargy (Students with Disabilities Officer), Emma Silk (Environment Officer), Trevor Killeen (Mature Students Officer), Holly Staynor (LGBT+ Officer).

Non-Voting Member present:

Jim Dickinson (Chief Executive).

Chair

Joe Raynes (Non Portfolio Officer).

In attendance:

Tony Moore (Representation Support Worker).

Apologies:

Louise Withers Green (Academic Officer), Kimberley Hirst-Jones (Postgraduate Officer).

984 Informal Presentation from the Chief Executive

J Dickinson outlined his vision for the future of the organisation and the history of the leadership role in students' unions. He envisaged UUEAS being as good as any SU in the country but with its own unique direction based on the 'do different' ethos of UUEAS. He noted that the coming year would be a challenging time for the organisation. He reported that he would have his analysis and improvement plan ready for the November meeting of the Trustees and that a version of this would be then sent to SOC, Union Council and the University.

H Staynor asked what the Chief Executive's proposals would mean to her, as a PTO.

J Dickinson believed it would take some time for the changes to take effect but he noted that the resources freed up by the new MarComm structure would, accordingly, free up resources to provide greater support for the PTOs, in particular, in the immediate future.

He noted, however, that, overall the PTOs would not have the year they should have because UUEAS, simply, did not have the structures in place to support them. He thought some things could be fixed in the short term but many issues needed medium and long term solutions.

He noted, in the upcoming consultation over the building, PTOs could play a vital role in shaping the future of the building and of the organisation. He noted the vast tracks of space occupied by staff offices that could be used for providing services to the members including social learning spaces.

He noted the ultimate goal would be faster, better provision of support for Officers.

He noted that he would be trying to have meetings with individual Officers over the coming weeks as he formulated his plan.

985 Minutes of the meeting held on 26 September 2013

The minutes were agreed.

986 Action Log

Chair noted, as to his and the Deputy Chair's role that T Killeen as Deputy would be around during the week and would be looking to ensure continuity of actions.

E Gilbert reported that the demonstration at the Conservative Party Conference had been somewhat 'tame' but had been a rewarding experience in terms of networking and building solidarity for the 11 members who attended.

S Bachelier wondered whether UUEAS could send members to the Conservative Party Conference if they wished to attend.

R Rawle noted that UUEAS had sent members to oppose the austerity cuts not the Conservative party, as such and that the Conservative Society, itself, could send members, if they wished to attend.

Chair noted that action was needed to make the Action Log more effective in terms of which items were included and how actions were effectively monitored. He believed there should be a way of identifying when items were to be actioned.

H Staynor believed the current log represented a long list of things that no one wished to do.

L Sloan showed SOC a version she had drafted and noted that Officers would be assigned actions which would be agreed during meetings. She stressed the importance of each action having a due to be completed date and that the Chair should have the responsibility to monitor the progress of the actions.

R Rawle believed there should also be a Council Action Log and a Campaign Log which could be checked through the mentoring system.

T A Ngo thought that bullet points could be included in each item in the log to identify progress.

SOC agreed it could be a good idea for the action points to be summarised and assigned at the end of each meeting.

T Killeen believed that the log could be, in addition, a live working document accessed via Google docs that could be updated outside of meetings.

SOC agreed that the Log be returned to a traffic light system.

.Action

J Dickinson advised on the disciplinary procedure for repeat offenders that this had been superseded by the review he had been undertaking into the relationship between the management of licensed premises and the constitutional rights of members. SOC agreed this item would be discontinued.

B Foday reported that the Safe Room concept had been integrated into the campaign. Officers noted there had been some confusion as to having a chillax room in Union House and the wider Safe Room provision. B Foday noted she would be discussing Safe Room provision with the University and she would report back to SOC with the results

of these discussions.

Action

T Killeen reminded Officers to sign up for the Officers on Tour Doodle.

Action

Chair noted that only 6 Officers had returned feedback forms on residential training. L Sloan noted her concerns about the feedback process.

SOC agreed that fresh feedback forms would be requested from HR and sent out again to Officers.

Action

On the Management Committee decision over restriction of entry to licensed premises she asked that it be formally minuted that the decision had not been minuted and there had been no formal accountable procedures in place. In views of this, she asked that formal terms of reference be made available for SOC, Management and the Trustee Board.

J Dickinson advised that he would be including a clear decision making matrix in his November plan.

SOC agreed to await the above matrix to be included in the Chief Executive's November plan.

Action

L Sloan asked that some notes be made available for the un-minuted meetings.

J Dickinson advised that these would probably be unhelpful as they would be somewhat 'woolly'.

SOC agreed that the idea of having a position of Faith Officer would not be helpful and decided to change this aspiration to investigate the establishment and grant funding of a Faith Committee over the next month, for completion at the end of October.

Action

SOC noted that R Rawle would bring a motion on Ethical Banking on 24 October.

987 Matters Arising

SOC elected T A Ngo and H Staynor as joint Social Secretaries.

988 NUS Zone Conferences 2013

L Sloan asked for more details of how much money had been spent from the Budget before a decision could be made.

R Rawle noted the money would come from the Training Budget.

L Sloan asked for a full breakdown of available conferences, fees and transport costs.

B Foday noted that the previous year the Non-Portfolio Officers had been allowed to go as they were not going to Liberations Conferences.

J Dickinson advised there were two types of NUS events: constitutional and non-constitutional. He noted he would present a list of core constitutional events with costs to the next meeting of SOC.

Action

SOC agreed to R Rawle's request that the conference costs should come from the Training Budget. R Rawle noted she would make available the financial information given to her by the Finance Manager to the next SOC meeting.

Action

J Raynes and T Killeen expressed an interest in attending the Union Development and Welfare Conferences respectively.

J Dickinson advised all Officers to register with NUS Connect so they could view all the non-core events.

Action

989 Chair Training

H Staynor, T A Ngo, B Foday, R Rawle and J Raynes asked to attend the 22 October event.

Action

990 The agenda item: Open Space Discussion

SOC discussed various approaches to open discussion outside of the formal agenda and which items should form part of the formal part of the meeting. SOC also discussed the possibility of a change of venue and having two separate meetings a week or meeting every fortnight. SOC agreed that the Chair and Deputy Chair would obtain feedback from Officers and bring recommendations as to the format of the meeting back to SOC.

Action

991 Feminism in London 2013 Conference and Reclaim the Night March

SOC discussed the possibility of obtaining the cheapest travel. SOC agreed that the money, should come from the Women's Officer's autonomous campaigns' budget and that this would include taking the President of the Feminist Society.

Action

B Foday believed it important for a convenient, comfortable and relatively fast means of transport to be available Officers.

L Sloan noted that she would bring a proposal on funding requests and transport to the next meeting.

Action

992 Management Committee Minutes

L Sloan asked as to the Group Protection Income Policy that was discussed in the meeting of 24 July.

J Levell noted that this was a hardly ever used sickness payment policy that Management had agreed to discontinue.

L Sloan noted that the minutes only referred to a request for clarification and not that the policy had been stopped.

J Levell noted that the head of HR had come in to the meeting and had provided clarification and then agreement had been reached to discontinue the policy.

J Dickenson advised that as the matter was a change to staff terms and conditions it would be discussed and agreement sought from the recognised trade union at the next JCNC meeting before any

implementation.

993 Any Other Business

R Rawle thanked Officers for their amazing work on the PCP despite the problems of giving tokens out in the new shop.

R Rawle noted she had posted the days for Activism Training for the coming week on Facebook. She noted she was hoping to get the NUS to do the training for these sessions but, if they were unavailable, she would run them herself with UUEAS staff.

She noted the main training would be at the Forum and she would bring a formal request for People and Planet to run this training and this would cost £1,200 for training the campaign teams. She noted she had posted details on Facebook.

J Levell believed that, given the discussion over a funding request by the Women's Officer, it would be difficult to justify spending such a large amount without a comparison as to price and availability of other training organisations such as NUS and New Internationalist.

T Killeen noted there was some urgency to the matter; if SOC wanted the activists trained.

SOC agreed that R Rawle would, the following day, track price and availability of different training organisations and make these available to SOC.

Action

994 Time, Date and Place of Next Meeting

5 pm, Thursday 10 October, venue to be confirmed.



SOC ACTION LOG (POLICY/University)

Date Commissioned	Action Required	Status	Assigned To:	Date to be actioned by:
3 Oct 13	Safe Room provision to be discussed with the University – results to be reported to SOC	☹ discussions to take place	Bintu	End of Term
26 Sep 13	Discussions to be held with University over role of student representatives on academic appeals panels	☹ discussions to take place	Louise	End of Term
3 Oct 13	Idea of Faith Officer abandoned, Faith Committee and associated funding to be investigated	☹ investigations to made	Bintu	End of October
19 Sep 13	Ethical Banking	☹ new motion to be on Council agenda	Rosie	18 Oct 13

SOC ACTION LOG (Internal Process)

Date Commissioned	Action Required	Status	Assigned To:	Date to be actioned by:
3 Oct 13	Traffic Light system readopted for action log	☺ Actioned	Tony	9 Oct 13
26 Sep 13	Officers to sign up on Doodle for Officers on Tour	☹ to be reported to next meeting	All	10 Oct 13
3 Oct 13	Feedback on Officer Training forms to be filled in by those Officers who have not done so already	☹ to be reported to 17 Oct meeting	All	17 Oct 13
3 Oct 13	Chief Executive to include decision making matrix in November plan with terms of reference of Management and SOC	☹ to be agenda item on SOC meeting after next Trustee Board	Jim	20 Nov 13
3 Oct 13	Core list of NUS events and conferences to be presented to SOC	☺ Actioned: on Facebook	Jim	9 Oct 13
3 Oct 13	Financial information given to Communications Officer to be made available to SOC	☺ Actioned: on Facebook	Rosie	9 Oct 13
3 Oct 13	Chair and Deputy Chair to obtain feedback on format of SOC meetings	☹ to be reported to future meeting	Joe R/Trev	17 Oct 13
3 Oct 13	Officers advised to register with NUS Connect	☹ Officers to register	All	End of October
3 Oct 13	Availability and prices of external trainers for activists to be investigated	☺ Actioned: on meeting's agenda	Rosie	9 Oct 13

Name of Event or Title of Proposal

Campaign Event on 30th October

Name/Role

Lauren Sloan, Ethical Issues Officer

Proposal

To send the UUEAS Ethical Issues Officer, Lauren Sloan, and 1 other to London Liverpool Street for this event.

Costs Breakdown

£10 each for event fee (x2)

£10 each for travel (x'')

	Train	Mega Bus	National Express
Event Start/Finish time	09:00/21:00	09:00/21:00	09:00/21:00
Outbound Depart/Arrive time	06:45/08:42	05:00/08:30	05:10/09:50
Inbound Depart/Arrive time	21:30/23:29	22:00/00:45	16:50/22:00
Journey Time Outbound/Inbound (Total)	2h02m/1h59m (4h01m)	3h30m/2h45m (6h15m)	4h40m/5h10m (9h50m)
Outbound Cost Per Person	£29.70 w.railcard	£5	£24
Inbound Cost Per Person	£5.30 w.railcard	£5	£24
Total Travel Cost	£70	£20	£96

Total Funding Request

£40.00

Budget to be debited

Campaigns

Members Benefitting

-

The Benefit

-

Student Officer Committee

Campaign and Training Funding request Form

Name of Event or Title of Proposal

Campaigns Support

Name/ Role:

Rosie – Communications Officer

Proposal:

Context:

Constitutionally, The Union of UEA Students has the responsibility of “promoting the interests and welfare of students during their course of study... and providing forums for discussions and debate for the personal development of its students.” It is inherent that we are a campaigning organisation and commonly advertise ourselves as this.

Currently Union Campaigns are co-ordinated by the Student Officer Committee. Nevertheless, all our campaigns have informal leaders, and there is no robust system that ensures targets are met. Support from staff in this area is also stretched and unstructured. It is also noted that full-time officer (FTO) mentors are not, and should not take responsibility for guiding mentee campaigns directly. Some campaigns however, **do** have volunteer teams, but usually these are pre-existing groups that the Union works with to develop their campaigns on a campus-wide level. Grassroots campaign groups on campus have often shown to be more active, inclusive and efficient compared to top-down co-ordinated campaigns from officers. Meanwhile, the Union currently provides these with little strategic and/or financial support.

Project Description:

1) UNION CAMPAIGN TEAMS:

Union Campaign Teams are envisioned to be a supportive structure that allow for students to get involved in Part-time and Full-time Officer campaigns (be these Priority Campaigns or not). The teams will also provide officers with a network of enthusiastic and dedicated campaigners, designers, communicators, event organisers etc, to strengthen their campaigns. During the Priority Campaigns Poll, these opportunities will be advertised at every opportunity. The Union would also target advertising to societies, clubs, reps, and courses that have interests relevant to a particular campaign.

Each team will be individually managed by a leading officer, and groups should communicate on a fortnightly basis to maintain accountability and campaign movement. The Union (internally or externally) will provide training to all officers at the start of term to ensure there is the necessary skill base and resources to manage the teams. It is suggested that this should last one day or a couple of evenings.

Training would include:

- Group Facilitation (Already actioned)
- Strategic Planning (Already actioned)
- Knowing your Targets (Already actioned)
- Lobbying and Escalatory techniques
- Action, Stunt and Event Planning
- Social Media and Media Skills
- Public Speaker Training and Speech Writing
- If desired: Rallies, Direct Action and Legal Advice; Fundraising

It will be the responsibility of officers to ensure the campaign has realistic targets that are monitored and evaluated at the end of the year. Each month, 30 minutes of "Open Space" will be available after SOC for officers to discuss the efficacy of the structure and potential improvements. During SOC, campaign team leaders will also have the opportunity to update the officer team with their progress.

2) THE CAMPAIGNS BUDGET

It is proposed that the campaigns budget is publicised as an open fund for all student campaigns. This is currently the process, but few students are aware of the opportunity. The application for funding, however, will encourage strategic planning, targets and long term impact. The application process would favour projects that are either in support of Priority Campaigns, policy from Council, Officer Campaigns, and are in line with our strategic plan, mission, vision and values of the Union. SOC would still be the deciding panel for all bids. Any campaign group that is successful in their application must submit a brief monthly report on their outcomes (simple bullet points).

3) CAMPAIGN FORUM, TRAINING OPPORTUNITIES, AND ANNUAL CONFERENCE

FORUM: On Saturday October 26th, all student campaigners will be invited to a Union Campaigns Forum. This will be a day-long event, filled with campaign workshops, open spaces and small tutored skill sessions. The aim will be to support collaborative projects, and introduce students to a variety of campaigning skills, for use at both UEA and beyond.

Below is an expected timetable for the Forum event:

	Start Time	Session	Facilitators
CORE SESSIONS (work in groups)	10.00	Welcome and Opening Speakers (15 mins)	Officers and Speakers
	10.15	Campaign Planning and Tactics (90 mins - with 5 minute access break included)	People & Planet
	11.50	BREAK (15 mins)	
	12.05	Recruiting and Keeping Members + Group Communication (45 mins)	People & Planet
	13.15	LUNCH (30 mins)	
ALL	13.45	Introduction to the afternoon –(10 mins)	Rosie/Union
OPTIONAL WORKSHOPS	14.00	1) Media and Social Media Training or 2) Non Violent Direct Action or 3) Fundraising	NUS People & Planet The Big C
	14.50	1) GuardianWitness Smart Phone Video Training or 2) Public Speaking or 3) Lobbying	The Guardian People & Planet NUS
	15.30	BREAK (15 mins)	
OPEN SPACE	15.45	Open Space 1 (30 mins)	Rosie/ Union, Each space co-ordinated by students
	16.15	Open Space 2 (30 mins)	Rosie/ Union, Each space co-ordinated by students
	16.45	End Speeches (15 mins)	Union

TRAINING OPPORTUNITIES: All attendees and volunteers will be emailed with upcoming training events and opportunities throughout the year, which will aim to develop the skills introduced at the forum. The Comms Officer will also support student groups to monitor their progress and act as a first point of contact for information and advice.

CONFERENCE: The Conference could potentially link in with the Union Awards ceremony (March). It would be a celebratory day-long event, providing campaign groups with a platform to talk about their successes during the year. Each group can present a talk or workshop on their specialist interest or campaign win, and invited speakers and external organisations would contribute an additional level of expertise and experience.

GOAL: To create and support a sustainable structure for Student and Union Campaign Groups	
Specific:	<p>a.To allocate financial costs from the campaigns budget to fund SOC Campaign Training, The Campaigns Forum, Campaigns Conference and Training Opportunities throughout the year.</p> <p>b.To construct an effective training programme for Campaign Groups and delivery plan</p> <p>c.To generate or/and support a campaign group for each of the Union Priority Campaigns,</p>

	Officer Campaign groups, and Student Campaign Groups d.To ensure all groups communicate effectively e.To ensure all groups have realistic targets and aid with their monitoring f.To support 100 activists across all campaign groups g.For each group to reach 1000 students via social media h.For each group to reach 200 students via events and activities i.To create a simple, but progressive application criteria for student bids to the campaigns budget
Measurable:	a.CO, CEO, Finance Dept, SOC. Funding Panel to be decided. b.CO, CEO, NUS, SOC – Annual monitoring c.d.e.f.g.h.Campaign Group Leaders from SOC, Activities Manager e.CO – Short annual review paper, updates from Campaign Group Leaders i. CO to submit to SOC
Achievable:	a.Costs can be reduced if training is managed in-house, or through NUS. Campaigns Co-ordination can be written into role description of a full-time officer position. b.NUS, P&P, other unions, CEO c.d.e.f.g.h.Train the Trainer sessions will ensure that officers are not over-laden with work, plus two meetings a term will be booked so that officers/campaign leaders can share their progress and problems e.Make space at end of year to write short review paper
Resources:	Campaigns budget Time from Officers and staff Campaign groups on campus Societies and Reps External organisations: People & Planet, The Guardian, NUS, etc
Time:	Campaign groups to be advertised during PCP. Training for activists in October after World Café. Time-line of key events detailed in Proposal Action Plan

Costs breakdown:

People and Planet Core Campaign Training Sessions (2 facilitators)

COST: £1,200

Andrew Taylor will be the head facilitator: Andrew Taylor has worked across the UK on a range on local and national student campaigns, both as a student officer at the Union of UEA Students, staff support for campaigns and welfare at the Student Association of the University of the West of Scotland, as a freelance campaigns and fundraising consultant and as a Campaigns and Communications Manager for People & Planet. He has supported different students societies, liberation groups, and student officers to priorities, plan and run a range of campaign themes including: Assessment feedback, student accommodation, mental health, student hardship, widening access and retention, same sex marriage, environmental campaigns and social justice campaigns. Achieving various campaign victories and gaining nominations for NUS Scotland campaign and staff member of the year.

Campaign Planning (90 mins)

- To get the group excited about the vision and direction of a campaign they are working on;
- To help the group think strategically about its campaigning and how to implement an effective campaign plan in order to create a series of actions that contribute to their objectives;
- To provide the group with a way to plan future campaigns keeping in mind aims and SMART objectives, targets and actors, tactics (within resource constraints) and fitting it all together;
- To ensure the group remembers the importance of reviewing and developing their campaign plan.

- To improve the group's capacity to effectively communicate a campaign;

Recruiting and Keeping Members + Group Communication (45mins)

- To ensure the diversity and continuing sustainability of a group
- To improve your group structure
- To facilitate and plan for effective meetings
- To spread influence with visible stunts and actions on campus

Non Violent Direct Action (45 mins)

- Nonviolent Direct Action (NVDA) has been used by movements across the world. There's no doubt that it can effect change, but is it for you? Explore the concepts behind NVDA. Get a taste of what it's like to take part in a direct action, encounter the police, and work together as a group. An intro for those new to direct action, a useful refresher for everyone else.

Public Speaking (45 mins)

(no explanation provided yet)

NUS Campaign Training Workshops - COST: £0

Lobbying (45 mins)

- To identify your decision makers, influencers and allies
- To power map all possible stakeholders
- To be aware of the processes for lobbying local, national, and international actors
- To prepare and perform in meetings with decision makers

Media and Social Media (45 mins)

- Use different media to **Raise Awareness** about your campaign; **Put pressure** on the people with the power to create the change you want see; **Attract** more people to the campaign; **Improve the image** of the campaign.

The Guardian Witness - COST: £0

SmartPhone Video Workshop (45 mins)

- A session launched off the back of the GuardianWitness, a platform that allows users to send ideas for stories and contribute pictures and video to the site. As part of the project they are planning a series of outreach workshops showing people how to get the most out of their smartphone cameras. Suitable for complete beginners, covering the basics of shooting video with an iPhone or similar device.

The Big C - COST: £0

Fundraising

- Identify and articulate your message
- Track your donations and funds
- Run effective fundraiser events

Total Funding Request –£1,200

Which Budget to be debited:

Officer Training Budget

Members benefitting:

50+ students directly.

Other members of their societies will benefit from the shared knowledge. The campaigns themselves should be more effective and therefore each success will benefit all our members.

The benefit:

Please see Project Description above.

UNION COUNCIL ACTION LOG – FULL VERSION

Key: **not started**; **working on it**; **done**.

Long-Term Actions

OFFICER	ACTION	STATUS
ACADEMIC		
AO, FO, CO	The Union should work with the University to increase student representatives on committees where there is already representation, and to create spaces for student representatives on any relevant committees where there is currently no student representation (1152).	<p>Joe has sent out a survey to Academic Societies asking how involved they are currently.</p> <p>Mock council should mean that committee assignment goes smoother</p>
CO	The union will use 'week commencing [date]' in all its communications to students (1055)	Used in internal communications, impractical to use in Handbook
AO	The Union should oppose punitive attendance monitoring policies, and should support the University in implementing a policy designed to support students experiencing difficulties with their learning (1252).	<p>Union fought effective lobbying campaign, University now focusing on support</p> <p>Is there policy on supporting students?</p>
CO	To lobby the University to make the Chair of University Council a role which is elected by cross-campus ballot of both students and staff and to lobby for student representation on the University's Finance Group and the Senior Officers Remuneration Committee (1334)	Paused campaign
DEMOCRACY AND GOVERNANCE		
CO	The Union will give time sensitive motions priority over other motions in the agenda and allow the chair and the deputy chair to determine if any motions in the agenda are time sensitive (1185).	This should be added to Bye-Law 2 CO to take to Council and Trustees
CO	The Chair will show discretion in allowing students who have missed more than 2 meetings due to placement be allowed back on council without needing to request being readmitted. Students will be able to self-certify that they have been on academic placement. (1150).	This policy to lapse as new Constitution removes the 2 meetings rule
WELFARE		
CSRO WO	The Union will adopt and maintain a 'Zero Tolerance to Sexual Harassment' policy, using the NUS definition of sexual harassment, and ensure that our members and staff are aware of this policy and educated to what this means and what is expected of them (1153). Advice services should be well sign-posted for victims of sexual harassment (1129).	<p>Staff awareness: Jackie says there used to be an equal opportunities group, that you may need to help start up again. This is where Zero Tolerance can be implemented. She says you should sit on it.</p> <p>Students: Anna Tomson used to have a Fox as a mascot for this, with posters, badges, costume, if you want to pick that up again. Tessa created other graphic posters too.</p>
CSRO WO	SOC will make available the use of the Student Officer Centre and kitchen to students wishing to store breast milk and breast-feed on campus, and to advertise this facility and ensure students are aware that the Dean of Students Office is also available as a space to breast-feed in (1171).	No publicity has been given to this – CSRO and WO need to meet
FO/LGBT+	Any future developments that include current toilets or	Officers to update when

	require new toilets to Union managed or owned sites must where possible and applicable include gender neutral facilities (1264).	developments occur
WO/ LGBT+	When the Union is conducting a sexual health campaign, women who sleep with women are suitably informed of sexual health risks. The Union should support any campaign that calls on the NHS to collect data with regards to women who sleep with women (1288).	WO to research and write publicity material
FO/ LGBT+	The Union should inform and encourage Union media societies to challenge the heteronormative view. Especially when discussing issues like sex, etc (1288).	Should be part of Societies' training Report to Council
FO LGBT+	The Union should encourage sports clubs to engage with LGBT+ students. They should be encouraged to hold events such as open training sessions (which would also act as taster sessions for the sport. They could be open to all genders through a collaboration with both gendered sports teams, such as men's and women's football hosting a joint open training session), regular mixed-gender friendlies, and enter mixed gender competitions if possible. (1288)	Stalls at Sports Fair for the campaign and last year all sports clubs signed the pledge. Still to be incorporated in training.
CSRO LGBT+	The Union will campaign against any ban on donation of blood by gay men who sleep with men (1288).	Paused campaign
LGBT+	The Union will publically support gender neutral marriages, and will support any legislation proposed by the government to introduce them. The LGBT+ Officer will, on behalf of the Union, sign any such petitions supporting this (1288).	The legislation is now in place. Have we publicised our position on this?
CSRO, CO, EMO	The UUEAS stands in solidarity with all community groups and trade unions opposing fascism. (1253)	Active support for We Are Norwich Campaign
CO	To stand in solidarity with the anti-fascist movement in Greece by: 1 Recognising the efforts of the movement. 2 Condemning Golden Dawn. (1317)	Should be Blog post updated as events occur
CSRO	The Student Officer Committee will invite members of the UEA Executive Team to Union Council to discuss any significant changes to faith provision on campus. (1255)	Monitor the position and decide whether this needs to be done this year
CO	The Union will oppose any 'Preventing Violent Extremism' initiatives on our campus (706).	Ethical stance, no immediate action
CSRO DO, CO	The Union should be committed to ensuring that it continues to campaign and raise awareness on mental health issues, working closely with the mental health co-ordinator. (727)	Campaign strategy needs to be devised, and Dean of Students consulted.
FO DO	To Union will work with clubs and societies to ensure that all clubs and societies are accessible to all disabled students, including those with hidden disabilities.(550)	C&S training Report to Council
PUBLIC SECTOR		
CO	The Union will act in the interest of its members, and stand alongside UCU and any other ally in defence of higher education and against cuts (1020). The Union should defend and encourage any students who choose not to cross the picket line and engage with academic activities during UCU strike action (1101).	Guidelines to be written in the event of action in case of industrial disputes on campus

AO	The Union should work with the University to ensure students never foot the bill for required course materials (1113), and that any additional course costs are published before the start of the year (1151B).	Research needs to be made as to current position
AO/CO	The Union should fight for a strong local and national campaigning voice for free education, with other likeminded students unions (726, 1038) and local college students (1167). This campaign will have to be part of a wider campaign against spending cuts (1053, 1129, 1038).	ethical stance to inform reaction to local and national events Paused campaign – contacts to be made with local SUs
FO	If emergency action needs to be taken during the summer on staffing issues full reports must be made to SOC and the Trustees. Staff and their unions must be consulted in a timely and meaningful fashion over staffing issues and major changes to staffing structure. (957).	Guidelines on actions over staffing issues HR to be informed

ACTIVITIES AND ACTIVISM

CO	The Union should provide a factsheet for those attending UUEAS sanctioned demonstrations explaining what kettling is, how to avoid it and what to do in a kettle (1130B).	Guidelines on preparations for demos
CSRO	The Union will work with the University to look into ways to increase the number of rooms available for student activities with the provision of food and non-alcoholic drink allowed, and ensure that students, especially those in clubs, societies and peer support groups, are aware of the need to use University-provided spaces with due care and consideration (665, 836).	Paused campaign: Assessment needs to be made as to current position
FO	The Union will contribute £10 per person per night for accommodation for away events in the UK for clubs and conferences/events in the UK for societies (Emergency 1/11/12).	Information to be included in training
FO	The Union will provide support for those trying to set up a new club, society or peer support group (797)	Ongoing: if we didn't do this we would not be doing our job

ETHICS AND ENVIRONMENT

ENV O	The Union will implement a 'double-sided printing as default' policy for the UUEAS printers and photocopiers (1170).	Actioned
ENV O EIO	The Union will not authorise or pay for flights that both leave and arrive in the United Kingdom, Western Europe (Belgium, France, the Netherlands, Germany, Denmark, Luxembourg, Switzerland, Lichtenstein, Austria, Spain, Portugal, Andorra, Italy, Monaco, Ireland and San Marino) or its airports where alternatives are available, for all Union activities except for clubs, societies and peer support group activities. (1133, 1285)	Ethical stance: ongoing HR notified
ENV O	To adopt 'Century Gothic' as the font used in the writing and printing of all administrative documents. (1093)	This has been adopted
ENV O EIO	The Union will show food miles on all fruit, vegetables and meat sold in the UFO. (925)	This has not been done and practicality needs to be investigated (post Megashop)
ENV O EIO	The Union will provide long-lasting, affordable, reusable bottles in Union outlets. (846)	This has been implemented
ENV O EIO	The Union will work towards: a. removing all non-reusable non-recyclable plastic	(a) alternatives need to be

- glasses in the bars and LCR where possible. (1036, 308)
- b. holding a termly 'Reward a Cyclist Day' where students who cycle in will receive a free cup of tea or coffee from the Hive. (1036, 1285)
- c. holding a termly 'Meat Free Monday' when the Bar, Hive and UFO will sell discounted vegetarian options. (1036)
- d. offering to our staff sustainability-related training on Union sustainability issues. (795, 1285)
- e. collaborating with its neighbours, business partners and other students' unions to progress environmental initiatives and exchange best practice. (795)
- f. developing environmental awareness amongst students on campus. A report will be produced to communicate and inform the UEA student community of on-going work and progress made, to be presented to the Annual Meeting of Union Council. (795, 1285)
- g. reducing the consumption of primary raw materials and seeks to enhance the contribution of energy efficiency measures, recyclable components and renewables. (795, 1268)
- h. implementing long-term waste management strategies to reduce overall waste and facilitate repair, reuse and recycling policies on the disposal of waste. (795, 308)
- i. developing exemplary eco-building standards for all new-build and refurbished facilities. (795, 704)
- j. use its collective power to press the University to strengthen environmental performance criteria in determining the suitability of proposed energy suppliers (1268)
- k. implementing any other recommendations arising from the Initial Environmental Review undertaken in 2011 (1199)

continually investigated
(b) and (c) need to be organised each term
(d) HR to be asked to conduct these
(e) practicality in relation to neighbours and business partners to be assessed exchange with other SUs done through NUS
(f) report to be made to Council at AGM
(g) To be included in Report
(h) To be included in Report
(i) To be included in Report
(K) IER results to be integrated into report to Council

**ENV O
EIO**

When procuring goods and services, the Union should apply the following principles and definitions, throughout our supply chain: (1037,308)

a. Protecting human health including minimising our use of products that, in themselves or in their manufacture or disposal cause pollution; promoting healthy eating in our catering provision; and encouraging exercise in the design of our buildings and transport arrangements.

b. Promoting fair working conditions including dealing with suppliers (or those who purchase from other companies) who do not use forced or child labour; pay overtime above a maximum 48 hour week; provide a 'living' wage; provide freedom from bullying, racial or sexual harassment, a healthy working environment and the right to unionise.

c. Promotion of social enterprise and improving local skills including encouraging local suppliers (including 'not-for-profit' community projects) to bid for appropriate supplies, works and services by advertising locally, minimising 'red-tape, and encouraging main contractors to use local sub-contractors.

d. Promotion of the local economy and employment although under EU legislation it is anti-competitive to favour local suppliers directly, local business can be encouraged by specifying minimum response times in service contracts and fresh produce, where appropriate.

e. Reducing soil, water and air pollution by buying products which cause less pollution in their manufacture, use and disposal.

f. Reducing energy consumption and climate change by buying products that use less energy to produce and use, and avoid products and processes that generate greenhouse gases such as methane, HFCs, PFCs SF6, N2O

(a to i) to be included in Report to Council with assessment of financial and resource viability

<p>ENV O EIO</p>	<p>and low-level ozone.</p> <p>g. Reducing water consumption by avoiding products that are water intensive in their production or use.</p> <p>h. Reducing the consumption of raw materials, including packaging and waste by choosing products that have a higher recycled content and/or which can be easily recycled. Minimise packaging or ensure that it is reused or recycled or, at the very least is biodegradable.</p> <p>i. Protection of habitats and biodiversity so avoiding products that have been produced at the expense of vulnerable habitats or species including land clearance, industrialised farming, unsustainable harvesting, etc.</p> <p>Staff with purchasing responsibilities must consider whether a purchase: (1037,308)</p> <p>a. Is necessary; can existing items be used or purchases be shared with other potential users, can the product be rented, or the service outsourced.</p> <p>b. Will use resources efficiently during its lifetime, including whilst in use and upon disposal; have recycled products been used in its manufacture.</p> <p>c. Is made using properly managed, renewable resources.</p> <p>d. Is durable; can it be recharged, repaired, upgraded or reused.</p> <p>e. Can be recycled at the end of its useful life.</p> <p>f. Is likely to emit toxic or polluting substances during its production, use or disposal.</p> <p>g. Includes excessive packaging; can any packaging be reused/recycled or is made from recycled material.</p> <p>h. Can be purchased from suppliers who demonstrate a commitment to improving their sustainability performance.</p> <p>i. Should the specification include sustainability issues such as a minimum energy efficiency rating, prohibition of HFCs, removal/reuse of packaging, etc.</p>	<p>(a to i) HR to be asked to produce training guidelines</p>
<p>ENV O EIO</p>	<p>The Union will consider environmental, social and economic factors when appointing preferred suppliers, and will: (1037,308)</p> <p>a. Encourage preferred, and other key, suppliers to produce, distribute and dispose of products, packaging and waste in a more sustainable manner.</p> <p>b. Provide guidance, including the use of whole life costing, to encourage staff involved in purchasing to adopt more sustainable purchasing practices, particularly in respect of products which have a high impact on sustainability.</p> <p>c. Develop and record appropriate performance indicators to measure sustainable purchasing targets.</p> <p>d. Work with other HE bodies and the wider public sector to share experiences and circulate best practice.</p>	<p>(a, b and d) guidelines for ongoing action (c) should be integrated into report to Council</p>
<p>CO</p>	<p>Comply with all up to date environmental legislation. (Amendments to 795 and 958)</p>	<p>Recommendation that this should be lapsed as UUEAS has to obey the law</p>
<p>CO ENV O ETO</p>	<p>Boycott banking with RBS Group and withhold from engaging with the RBS ESSA scheme, until RBS has met the demands of the original motion or ESSA has terminated its links with RBS. (1300)</p> <p>To reiterate demands to the RBS group to terminate all involvement in the Canadian tar sands and Arctic oil drilling, and reform their investment practices. (1361)</p> <p>To actively promote ethical banking and bank facilities on and around campus and to provide new students with information on ethical banking arriving at university. (1365)</p>	<p>Guidelines for ongoing action</p> <p>Continued Assessment of practicality of possible actions guidelines for ongoing action – flyer sent out in Welcome Pack</p>
<p>CO</p>	<p>To have publicly available leaflets of the Marine</p>	<p>Publicised on Blog</p>

	Conservation Society's Good Fish Guide, to be available online and in print copy from the Hive and the UFO. (1303)	difficulties over having print copies in Hive/UFO
EIO ENV O CO	To eliminate the sale or use of fish identified as 'avoid' in the Good Fish Guide or included on Greenpeace's 'red list', where possible replacing with more sustainable alternatives (those identified as ok to eat by the Marine Conservation Society, or certified by the Marine Stewardship Council), in Union outlets. In cases where the sustainability of a species varies depending on its method of fishing or region of origin, the species may be kept if its origin can be verified against Marine Conservation Society sustainability criteria or it is certified by the Marine Stewardship Council. (1303)	Investigations to be made and report made to Council
ENV O CO	To continue to use recycled and unbleached paper internally at UUEAS, except in circumstances where higher quality is essential. (1318)	Actioned
MEMBERSHIP		
CO	That all current staff, and all future staff shall hold Associate Membership of the Union for the duration of their employment, with the exception of student staff who shall retain ordinary membership. (1301)	Incorporated in new Constitution published in staff magazine
CO	That all staff, upon finishing their employment, shall be given Life Membership of the Union, provided they have not been dismissed from their post and that they have worked for the Union for a period of one year continuously. (1301)	Incorporated in new Constitution published in staff magazine
CO	That Union Council reserves the right to withdraw Life Membership following a majority vote in Union Council. (1301)	Incorporated in new Constitution
FO	To allow societies to charge a one-semester membership fee of £1.50 to exchange students and to allow sports clubs to charge a one-semester membership fee of £2.50 to exchange students. To allow students who finish their studies at the end of Autumn semester to purchase one semester Sports Association Membership. (988)	actioned
UNION TRUSTEE BOARD		
FO	To request that the Trustee Board adhere to the resolves of policy 1285 when recruiting all new staff. (1336) To integrate guidance on sustainable transportation for any UUEAS employee required to commute, including suggestions on alternatives to private vehicles used as a means of transportation, as part of the application and interview process for all new and future staff members of the union. To aim, where possible, to minimize unnecessary journeys for union business, and to promote cycling, car sharing and public transport. (1285)	guidelines for ongoing action Report to Council to be made that 1285 was adhered to in recruitment of Chief Executive
AO	To encourage the University to recognise the hardships of graduate students on undergraduate courses, in particular medicine, to encourage the University to offer more support and financial assistance to Graduate medical students in the form of bursaries and loans, to lobby the University to open the £1500 bursary award to Graduate Medical students with a 2:1/1st degree and use the money to directly reduce the cost of tuition fees, to lobby the University to encourage graduate students into a career in Medicine, to lobby the University to recognise the qualifications of graduate medical students and their achievements to receive a place at	University declined to implement Further action to be considered

medical school (1358)

CO CSRO To mandate the SOC and particularly the Community & Student Rights Officer and Communications Officer to put together an action plan to raise awareness of local, national and Europe wide elections when they occur and encourage students to vote in them, including encouragement for electoral registration for students living off campus, to mandate the Community & Students Right Officer to contact Norwich City Council and Norfolk County Council about innovative ways of promoting elections to students living in University accommodation, to mandate the SOC and particularly the Community & Student Rights Officer to make assessments of the impact of their awareness raising and encouragement after elections have taken place and to suggest improvements for new Officers in the run up to future local, national and Europe wide elections. (1360)

To be put in place before elections take place May 2014 (Local, Euro and referendum on Scottish independence)

CO AO PGO To lobby the University to increase the grant given to the Graduate Students' Association to allow it to provide a more suitable social programme for Postgraduates and to lobby the University to consider Postgraduates as a whole when providing social spaces or programmes, and to encourage social integration rather than segregation. (1362)

Ongoing campaign

CO CSRO To lobby the university into increasing the counselling service's budget to increase student support on campus, and decrease waiting lists.
To lobby the university to ensure that counselling is situated in a building that is accessible and suitable for all its purposes, or that they are able to access suitable rooms easily.
To lobby the university to also provide extra funds and attention to the recruitment of foreign speaking counsellors, particularly for the major language groups on campus. Where this is not possible, to look in to a system of confidential translators, that can give international students the opportunity to speak in their own language during counselling sessions. (1366)

Increase made by University Report to Council

Annual Actions

AO	SOC should create a report every academic year outlining the status of student representation on University decision-making bodies (1213).	To be presented to Council in autumn semester
CSRO LGBT+ WO	Yearly training on our 'Zero Tolerance Against Sexual Harassment' policy will be provided for the LGBT+, Women's and Community & Student Rights Officer (1129).	Training to be delivered
CO LGBT+ CSRO	The Union will develop an annual awareness campaign targeted at LGBT+ students giving them clear points of contact and reassurance for mental health issues. Such a campaign will not insult, isolate or intimidate its target audience (1288).	Campaign to be run
FO LGBT+	Clubs will annually report back to the LGBT+ officer, or designated Full Time Officer, explaining what they had done that year to challenge discrimination in sport (1288).	Reports to be made to be on Sports Committee
CO	That all officers and trustees, upon completion of their term of office, shall be given Life Membership of the Union, provided they have not been removed from their position, or that they are still entitled to ordinary membership (in the case of Lay Trustees, Student Officer	In New Constitution

Trustees and Part-time Officers). In the case of resignation, Life Membership shall be granted automatically to those who have held that office for a period of one year or more. For periods less than one year, Life Membership of the outgoing officer/trustee shall be automatically placed on Union Council's agenda for discussion. (1301)

CO Those members who are student staff, who work for the Union for a period of one year, finish their employment and continue with their studies (such they that continue to be ordinary members) shall be given Life Membership automatically upon graduation. (1301) **In New Constitution**

Short Term Actions

Key: **not started**; **working on it**; **done**.

CO FO	To mandate the Student Officer Committee to lobby the University to increase our block grant significantly, and to deliver a written plan on lobbying to increase our block grant to the next sitting of Union Council for approval (stop the cuts).	Plan to be presented to first meeting of Council
CO FO	To mandate the Student Officer Committee to produce a document outlining where expenditure has been reduced over the last year and the rationale behind such reductions. This document should then be presented to the next sitting of Union Council and questions be taken from Councillors (stop the cuts).	Document to be presented to first meeting of Council
LGBT+O CSRO	To develop, with the University, an online resource centre concerning LGBT+ sexual and mental health issues, which will be confidential to access and available 24/7 (1288).	To be investigated
FO CSRO	When space allows, the Union will provide a room dedicated to being a 'safe-space' for the liberations officers. This room will be used for support group meetings, housing resources, and a base for campaigns. Should a new Union House building be made, it should include a room for each of the liberation campaigns, as is common practice amongst Universities worldwide (1288).	Bintu and Rachel to meet with DOS. Priority Campaign Launched
CO	The Union will publically support gender neutral marriages (1288).	To be Blog posted
FO LGBT+	The Union should seriously look into having at least one gender neutral toilet in all of its venues: Waterfront, LCR & Hive and Blue & Red Bar (1288).	Investigations to be made
FO LGBT+	Any existing self-contained toilets which are gender segregated be rebranded.	Investigations to be made
FO LGBT+	The Union should lobby the University and SportsPark to follow the Union's on gender neutral facilities across university managed sites (1264)	Campaign to be designed to be SEC agenda
CSRO	The Union will campaign for full, free, confidential and easily accessible sexual health screening for all students at the UEA Medical Centre (1164).	This is now available
CSRO	Create a 'Student Assembly' regional campaigning group with local SU's (1167)	To be investigated
EIO FO	The Union will increase the number of different Fairtrade goods in its outlets, including investigating the possibility of stocking Ubuntu and Fairtrade alcoholic products in our outlets (958)	To be investigated
CO EIO	To mandate officers to write to suppliers whose fish is identified as unsustainable, and inform them of the reasons for terminating the	Report to be made to SOC

	purchase of such seafood, urging them to reconsider stocking unsustainable fish and to replace them with more sustainable alternatives. (1303)	
CO	To lobby the university to switch to a minimum of 75% recycled paper, with the remainder to be FSC certified and to lobby the university to switch to predominantly unbleached paper, or in circumstances where bright white is required, paper with minimal chlorine content such as Elemental Chlorine Free (ECF) or Totally Chlorine Free (TCF). (1318)	Report to made to Council
CSRO AO	To work with the University to ensure that Syrians at the UEA are given assurances that they will not be expelled now or in the future for financial reasons and will be able to complete their studies, to support the implementation of urgent and complete fee waivers for all Syrian students at UEA, to expand provision of hardship funding for Syrians who are experiencing problems in funding their day to day expenses so that they can more effective budget over the longer term, to support Syrian students as they struggle with visa arrangements for extending their stay in the UK or in continuing their studies (1319)	Report to made to Council
FO	To advise the Trustee Board to recruit a new Chief Executive on a salary of between £50,000 and £65,000 To request that the Trustee Board ensure that the recruitment criteria for the new Chief Executive state that previous experience of working in a student union is desirable and in a charity or non for profit organisation essential. To remind the Trustee Board that page 4 of the Unions constitution states that: "The Board of Trustees will give the utmost consideration to the views of Members." (1336)	Actioned Report to Council
CO	To support the call for the People's Assembly at Central Hall Westminster on Saturday 22 June 2013 and organise transport for students that wish to attend, to publicise the People's Assembly via the Unions social media, blog and officer GOAT sessions, to send Appendix B as a motion to NUS conference (1337)	Transport organised, on social media but unsure whether it was GOATED
CSRO AO PGO	To mandate the Communities and Welfare officer to write to the Pro-Vice Chancellor for Research and Enterprise to demand that student views are taken into account when spending money on social spaces and to mandate the Academic Officer to write to the Survey Office and PGR Office to ask that Question 22 of the PRES survey not be used to decide University policy due to its leading nature. (1362)	Unsure whether social space letter written. Question 22 letter written
CO	To lobby the University to share student information in order for us to effectively communicate with our members/ constituents in time for the commencement of 2013-14 academic year and If necessary to petition the student body in support of this motion to reinforce the consent already given by the student body. (1363)	Ongoing campaign Report to Council
CO	To advertise the petition asking UEA to end its links with Veolia and support those who are gaining signatures for it, to write to Edward Acton informing them of their support for this petition, to help students to find a more ethical alternative to Veolia, to inform Veolia of this policy. (1364)	Unsure whether letter to VC sent – ongoing campaign Report to Council