

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



Student Officer Committee Meeting

5pm, Thursday, 17 October 2013 in the Board Room.

Agenda

15 mins **FORMAL AGENDA ITEMS**

1003 **Minutes of the meeting held on 3 October** (See pages 2-5)

1004 **Action Log** (See page 6)

1005 **Matters Arising**

1006 **Union Council Action Log**

A discussion topic from R Rawle (Communications Officer) with a request that Officers bring their comments on the Log to the meeting. (See pages 7-15)

1007 **Any Other Business**

1008 **Time, Date and Place of Next Meeting**

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



Minutes of the Student Officer Committee
10 October 2013
Summary

Key Discussions

- Safe Room Campaign
- People and Planet Training
- Where the money for the People and Planet Training would come from

Key Actions

- Adopted a new travel expenses form
- Agreed £1,200 funding for People and Planet training with the money to come from an increase in the Campaigns Budget

Union of UEA Students Purpose:

"To enrich the life of every UEA student"



Minutes of the Student Officer Committee 10 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 Opare-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), 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:

Trevor Killeen (Mature Students Officer), Louise Withers Green (Academic Officer), Kimberley Hirst-Jones (Postgraduate Officer).

Note: Officers rehearsed a scripted debate for the mock Council meeting on 17 October.

995 Minutes of the meeting held on 3 October 2013

The minutes were agreed.

996 Action Log

Safe Room: B Foday reported she and R Knott had discussed this issue and had decided that there needed to be a clear distinction made between the Safe Room, which was the focus of the campaign, and the possibility of having a chillax room which was an unrelated issue which had caused some confusion. B Foday noted that there might be two alternative approaches: to ask for a dedicated Nightline Room or to ask for increased publicity to enhance students' awareness of the existing facilities. She noted she would be taking the matter directly to Dr Grant, Dean of Students. She noted there was a desire amongst students for a chillax room but that this would form the basis for a totally different campaign.

D Delargy noted his shock and disappointment that students had to pay to use the existing Safe Room facilities.

Faith Committee: B Foday reported that the Committee would have its first meeting the following day and she was applying for NUS funding aimed at strengthening inter-faith relationships on campus. She noted she would report developments to the next SOC meeting.

Officers on Tour: J Levell reported that, due to rail cancellations, the visit to UEA London had had to be postponed. E Gilbert asked that slots be arranged for other days than Tuesdays.

SOC agreed that slots would be added on other days and that the UEA London visit would be re-arranged.

Action

Format of Meetings: Chair thanked Officers for their feedback and reported that the consensus had been to maintain the open space milieu but with more structure.

NUS Connect: Chair reminded Officers to register.

997 Matters Arising

SOC noted that only Joe Raynes had signed up for one of the NUS Zone Conferences.

SOC noted that R Rawle, T A Ngo and R Knott had signed up to attend the Women in Leadership event.

J Levell noted that the event was oversubscribed due to the number of UUEAS staff members wishing to attend and that attendance would be decided by ballot. R Rawle noted, in view of this, she would withdraw her application to attend.

998 Travel Expenses Form

L Sloan outlined her proposed form which would include comparisons in prices and journey times for rail, Mega bus and National Express. She noted that, by using the form, Officers would show that they had taken into account different travel options when making a funding request.

SOC agreed to adopt the travel expenses form.

Action

999 Campaigns and Training

R Rawle drew attention to her written proposal. She noted that she might be further requesting a small amount of funding for lunch refreshments.

She noted she had had talks with the Finance Officer and she would now propose that £1,200 for activist training should not come from the Training Budget but from a correspondent increase in the Campaigns Budget.

R Rawle believed there would be an attendance of between 30 and 60 members at the training.

S Bachelier asked where the money for the increase in the Campaigns Budget would come from.

J Levell noted this would come out of commercial income.

L Sloan asked how much money UUEAS had in reserves.

J Levell noted he did not have this information to hand.

J Dickinson advised that the money would come from savings in other areas and would not be taken from the reserves.

R Rawle noted that SOC would be notified as to where the money would come from once a decision had been made.

J Dickinson advised that he envisaged the decision would be uncontroversial and would not have political implications.

SOC agreed unanimously to the funding proposal to engage People and Planet as training facilitators at a cost of £1,200 with the money to come from an increase in the Campaigns Budget.

Action

1000 Union Council Action Log

R Rawle asked Officers to review the Log and discuss any actions with their mentors.

She suggested that the Log should be reviewed by SOC every month.

Action

She thought Officers might, also, post their own Logs on Facebook.

1001 Any Other Business

B Foday noted she would be working on World Food Day, the following Wednesday, with DOS and the various international Societies and that the event would take place in the Hive.

L Sloan asked what would happen to the existing Wednesday stalls such as VegBox's and the Food Coop's. B Foday noted this would be no problem as the WFD event could find extra space in the LCR.

R Rawle reported that the UCU, the academic staff union, were currently balloting over industrial action and she reminded Officers that UUEAS had policy to support the UCU.

R Rawle asked all Officers who had not done so to register for campaign training. She also asked that Officers have their campaign goals ready for the next SOC so that they could be collated into the overall strategy.

R Rawle asked that Officers contact her with the names of any campaigns that they thought would be running, some information on the campaign and a date when to meet.

F Meade noted he had been doing some research into abuses of human rights in Uzbekistan and he would be bringing this matter to Union Council.

B Foday reported that she would be giving up her place on the Parking Appeals Panel and that this place would be taken by a student representative; the post would be included in the Elections to University Committees section of the Union Council agenda.

Officers gave short round ups of their weekly activities

1002 Time, Date and Place of Next Meeting

Officers noted that this would take place before Union Council; so the meeting would be, simply, the Formal Agenda Items and would be at 5 pm, Thursday 17 October in the Board Room.



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	☹ meeting with DOS to be reported on	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	☹ Faith Committee meeting :investigations to made on funding	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:
26 Sep 13	Extra day of the week to be added for slots; visit to UEA London to be re-arranged	☹ to be reported to next meeting	Rosie/Joe	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	Chair and Deputy Chair to obtain feedback on format of SOC meetings	☺ Actioned: consensus to maintain the open space milieu but with more structure.	Joe R/Trev	17 Oct 13
3 Oct 13	Officers advised to register with NUS Connect	☹ Officers to register	All	End of October
10 Oct 13	Officers to have their campaign goals noted available to be collated into the overall strategy.	☹ to be brought to meeting	All	End of October
10 Oct 13	Vacancy on Parking Appeals Panel to be filled by elected Union Councillor	☺ Actioned: election included in Union Council agenda.	Tony	24 Oct 13

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 require new toilets to Union managed or owned sites must where possible and applicable include gender neutral facilities (1264).	Officers to update when 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	Guidelines to be written in the event of action in case of industrial disputes on campus

	cross the picket line and engage with academic activities during UCU strike action (1101).	
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 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)

(a) alternatives need to be 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

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

	<p>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 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>	
ENV O EIO	<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>	(a to i) HR to be asked to produce training guidelines
ENV O EIO	<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>	(a, b and d) guidelines for ongoing action (c) should be integrated into report to Council
CO	<p>Comply with all up to date environmental legislation. (Amendments to 795 and 958)</p>	Recommendation that this should be lapsed as UUEAS has to obey the law
CO ENV O ETO	<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</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>

	with information on ethical banking arriving at university. (1365)	
CO	To have publicly available leaflets of the Marine Conservation Society's Good Fish Guide, to be available online and in print copy from the Hive and the UFO. (1303)	Publicised on Blog 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	University declined to implement Further action to be considered

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 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,	In New Constitution

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 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 purchase of such seafood, urging them to reconsider stocking unsustainable fish and to replace them with more sustainable alternatives. (1303)	Report to be made to SOC
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 effectively 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