



## **Student Officer Committee Meeting**

5pm, Thursday, 24 October 2013 in the Board Room.

### **Agenda**

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#### **FORMAL AGENDA ITEMS**

*To note: that the 17 October meeting was cancelled.*

- 1009 Minutes of the meeting held on 10 October** (See pages 3-6)
- 1010 Action Log** (See page 7)
- 1011 Matters Arising**
- 1012 Election of DRO**  
Election of DRO for the November election of delegates to the NUS National Conference.
- 1013 Muslim women's Leadership Training**  
A Funding request from the Community and Student Rights Officer (See page 8)
- 1014 Union On Tour**  
A Funding request from the Community and Student Rights Officer (See page 9)
- 1015 Officers' Attendance**  
A briefing paper from the Communications Officer (See page 10)
- 1016 Officer Cooperation and Teamwork**  
A discussion topic from the Mature Students' Officer
- 1017 Officer Updates**  
A briefing paper from the Communications Officer (See page 11)
- 1018 Officer Campaigns Plans**  
A briefing paper from the Communications Officer (See page 12-13)
- 1019 Management Committee Minutes**  
The minutes of the meetings held on 24 September and 11 October. (See pages (14- 21)
- 1020 Union Council Action Log**  
A discussion topic from the Communications Officer with a request that Officers bring their comments on the Log to the meeting. (See pages 22 -30)
- 1021 Any Other Business**

**1022 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**

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**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**

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**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

## Name of Event or Title of Proposal

Funding Request for I will... Lead the way Muslim women's Leadership Training

## Name/Role

Bintu Foday- Community and student rights officer

## Proposal

To send students who self-define themselves as the above and I to attend this conference. SOC to tell me how many students they can fund

## Costs Breakdown

Event fee- free

Cost to pay- Travel to and From Leicester and overnight stay- NUS have suggested few hotels so I have check fares for Travelodge since that is the one our Union use. £39 per night- Travelodge

	Train
<b>Event Start/Finish time</b>	09:30/17:00
<b>Outbound Depart/Arrive time</b>	Trains that cost 13.20 (specific trains only)
<b>Outbound Cost Per Person</b>	£13.20 w.railcard
<b>Inbound Cost Per Person</b>	£13.20 w.railcard
<b>Total Travel Cost</b>	£26.40

## Total Funding Request

£65.40 per person

## Budget to be debited

Training

## Members Benefitting

All students who self-define themselves as Muslim women

## The Benefit

This event is designed to give delegates the skills and confidence to stand for election in their union or society, or lead change in their wider communities.

For more information about this conference please follow the link below:

[http://www.nusconnect.org.uk/ents/event/805/?utm\\_medium=email&utm\\_source=32086&utm\\_campaign=Register-now-for-I-Will-Lead-The-Way-leadership-training-for-Muslim-Women&utm\\_content=here](http://www.nusconnect.org.uk/ents/event/805/?utm_medium=email&utm_source=32086&utm_campaign=Register-now-for-I-Will-Lead-The-Way-leadership-training-for-Muslim-Women&utm_content=here)

**Name of Event or Title of Proposal**

Officers on Tour

**Name/Role**

Bintu Foday- Community and student rights officer

**Proposal**

To buy snacks during this semester's Officers on tour event

**Amount requesting for:**

£100

**To be debited from:**

Campaigns

**Proposal:** The requirements regarding SOC and Council Attendance

This is a clarification of which meetings are mandatory for officers. We ask a lot from you but would like to be clear about when your attendance is needed.

All Officers are accountable to Union Council and each other. If you are unable to attend Council or SOC, please send your apologies to Tony before the meeting. If you are unable to attend more than two consecutive meetings without fair reason, SOC may decide to draw attention to this, and issue a vote of no-confidence.

Union Council dates are as follows:

**2013**

- 24 October
- 7 November
- 21 November
- 5 December (annual general meeting)

**2014**

- 23 January
  - 13 February
  - 6 March
  - 20 March
-

## **Proposal: Officer updates**

- That officers add their updates to the ipads available at each SOC to be tweeted out the following week.
- Officers may also tweet using the hashtag #officers
- Officers can tweet and access the union's facebook account using the following login details

### HOOTSUITE:

Username: [union.communications@uea.ac.uk](mailto:union.communications@uea.ac.uk)

Password: rabbit123

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## Proposal for SOC: OUR CAMPAIGNS

To ask SOC to write their campaigns, ideas, initiatives, and plans for the year into a template as presented below. This was what we worked on in the campaign training sessions, so should be familiar. Everything written will be collated into a long-term action log, and short report that can be presented to staff in the union, and University management in the near future. We can also use this as an action log to check in SOC every month to make sure officers are on course, and can ask for help at any time.

TEMPLATE:

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**OFFICER:** Rosie Rawle

**CAMPAIGN/PROJECT NAME:** Get The Vote Out

<b>GOAL:</b> To encourage UEA students to engage in local, national, and European politics, and increase voter turn-out from students in the 2014 elections.	
<b>Specific</b>	<ul style="list-style-type: none"> <li>a. To increase the voter turn-out in University Ward Students by 30%</li> <li>b. To increase voter turn-out amongst UEA Students by .....%</li> <li>c. To encourage positive attitudes regarding democracy and politics</li> <li>d. To reach 2000 students via social media</li> <li>e. To reach 2000 students via other forms of communication – posters, lecture shout-outs, banner</li> <li>f. To engage 500 students via Student Union Get The Vote Out Events</li> <li>g. To engage 30 activists in leading the Get The Vote Out Campaign</li> <li>h. To make explicit links between other Union Campaigns and Get The Vote Out at given opportunities</li> </ul>
<b>Measurable</b>	Data to be collected via: <ul style="list-style-type: none"> <li>a. Norfolk County Council Statistics</li> <li>b. UEA Statistics?</li> <li>c. Survey at the beginning and end of year? Focus groups? Feedback form at the end of each event.</li> <li>d. Followers, likes, and comments on Facebook, Twitter, Blog, Email subscriptions, and Website</li> <li>e. Headcount estimates, video how many people go past in a day?</li> <li>f. Campaign Group List</li> <li>g. End of year report from Comms Officer</li> </ul>
<b>Achievable</b>	Discussed with SOC and staff
<b>Resourced</b>	Union Officers, Campaign Team, Political Societies, School of Political Sciences, Local Political Parties and Councilors, Local Council, Coalition of Resistance, Parliament Week Team, Political Societies, Political Think Tanks, University ARM, Seminar Series
<b>Time</b>	At least 2 initiatives/events per semester. Voting movement building in April/May.

### ACTION PLAN:

OBJECTIVES	TIME
Take part in the National Parliament Week on Campus	15 <sup>th</sup> -20 <sup>th</sup> November
Publicize Get The Vote Out in PCP	October

Coalition of Resistance and Norwich Assembly Event	September, 5 <sup>th</sup> November
Make small documentary about how Politics affects Higher Education and UEA	May 2014
Co-ordinate Campaign Team for Get The Vote Out that meets once per week	October 26 <sup>th</sup> (Activists In action)
Co-ordinate Panel Debate between political societies	November? January?
Co-ordinate Question Time Event	March/ May?
Contact and invite other colleges to events	All year
Work with Local Council and Registrar to co-ordinate innovative ways of promoting elections and registration	BEGIN NOW – ready for May 2014

## **Minutes from Management Committee Meeting**

**Tuesday 24<sup>th</sup> September 2013**

### **Boardroom, Union House**

Present:

Bintu Foday (Chair)	Paul Ingleby
Joe Levell	Jackie Saville
Lesley Hanner	Lynda Johnson
Louise Withers Green	Rosie Rawle
Jim Dickinson	Chloe Alexander
Toby Cunningham	Jo Spiro
Fran Poole	Richard Alderson

Apologies: Leander Platten

### **TERMS OF REFERENCE**

- JD confirmed he would be reworking the Terms of Reference, to be more reflective of the meeting structure based on the Officers making strategic decisions and dealing with conflicts.
- Agenda items to now be tabled directly by Managers, if appropriate forum to be heard at the MCM.
- Frequency of meetings to be reviewed. Possibly fortnightly meeting, with briefer meeting to review trading figures.

### **SECTION A: UPDATES / REPORTS**

#### **1. Operational Updates**

Bintu Foday:

Involved with International arrivals last Friday and induction talks this week.

Paul Ingleby:

Welcome Week gone well from Ents point of view. Looking at live shows for rest of term.

Joe Levell:

Involved with arrivals, induction talks, SOC fair and Sports Mart. First society committee being held next week.

Jackie Saville:

Sorting payroll for new students. Attending HERA presentation in London on 25<sup>th</sup> September (will bring back to next meeting). Pulling together appraisal information. Discussing Staff Survey with NUS.

Lesley Hanner:

Finance Dept. back at full capacity. Looking at August/September accounts. Finalising sending out invitations to advisers, to submit tenders as an Investment Adviser.

Louise Withers Green:

Involved with induction talks and arrivals. Re-written S.E.R. with Tony Moore.

Rosie Rawle:

Involved with induction talks and arrivals. Designing strategy to support Part-Time Officers with campaigns.

Richard Alderson:

Figures slightly up this week. Busy bars programme this week. Focusing on bar in marquee for 50<sup>th</sup> Anniversary celebration.

Chloe Alexander:

Involved with Welcome Fair. Moved 4K student diaries. Setting up new MarComms team. First project will be to undertake wide student consultation with regards to how they would like Union House to look.

Toby Cunningham:

Tony Moore and Lucy Poulter have been working on the S.E.R. with LWG. Staff and Officers have attended a number of registration events and postgrad induction talks. Involved in arrivals weekend. Clubs and Societies fairs running today and tomorrow. Preparing for 50<sup>th</sup> Anniversary celebrations. There will be approx. 50 clubs and societies holding stalls and undertaking demonstrations during the weekend of celebrations.

Jo Spiro:

Busy with arrivals. Selling pots and pans. Organised training for peer assisted learning mentors. Attendance at QAA meetings.

Fran Poole:

Been promoting bus pass and NUS card at arrivals weekend. Finalising student shifts in The Shop. Organising training for students in the bakery and as Team Leaders. Preparing sales figures today (due to mix-up with bakery figures). Down on clothing. Meal-Deal up.

## **2. Key Relationship Updates**

- JD advised he had met with various key members from the University over past couple weeks. Advised that the VC is likely to step-down within the next 12 months due to ill-health. Hoping to remake and rebuild relationships with new figureheads within the University.
- Following the feasibility study on Union House last autumn and discussions with Roger Bond from Estates, JD advised that CA will be leading on a project to ascertain an overall purpose and function and strategy for the Union and for the building. Funds will be available from the University to invest in the building this year.
- The introduction of "Members Only" and the incident at the weekend whereby a student suffered a serious assault were touched on at the Student Affairs Group meeting. JD confirmed perceptions about the Union are slowly beginning to change within the University.
- Following Trustee Board meeting, JD approached Director of Finance from the University to be a Lay Trustee.
- RR to meet with Neil Ward to discuss Workers Rights Consortium Affiliation.
- RR had training with University Council Board. They gave an overview of finances and current major projects planned for the University.
- LWG had a meeting with an Associate Dean from SSF. She highlighted how under resourced the Union is.
- RA meeting with University staff in respect of 50<sup>th</sup> Anniversary celebrations.

## **SECTION B: KEY PROJECT REPORTS**

### **3. Megashop**

- Staff being trained over last couple of weeks.
- Loss of sales due to no lottery last week and "blip" with bakery figures. Sales to be confirmed. Anticipate on par with last year.
- Bakery going well and staff still to be trained.
- Burger van was present on Tuesday evening, despite being notified in writing that he was no longer required.
- Still waiting for licence to sell hot food after 11:30pm.
- Warehouse over full as not enough shelves.
- Significant concerns were raised with regards to the queues in The Shop. It was agreed to make either operational or structural and equipment changes as necessary.
- To-date total cost of The Shop stands at £402K.
- It was agreed in principle that the £58K underspend will be allocated to extra shelving / screen for The Shop and the rest to the Hive refurbishment. Discussions to be held with Estates where relevant. Working group to be formed to decide allocation of underspend.
- Query was raised regarding extra staff for bakery. Extra student staff were employed to cook hot food for the night time shift.

#### **4. Hive Refurb**

- New sofas, high bar stools and tables arriving Friday 27<sup>th</sup> September.
- Working group to be formed to decide allocation of underspend.
- Blue boards around corridors on second floor of Union House to be used as display boards. CA to organise.
- Dean Hazell pursuing Estates in respect of problem with smelling toilets in the Pub.

### **SECTION C: PROPOSALS & ISSUES (OPEN SESSION)**

#### **5. Catering**

- Proposal was presented to agree in principle, to investigate commissioning a joint campus catering review in conjunction with the University.
- All avenues would continue as normal within the Union and the catering review will focus less around alcohol.
- This would introduce a market for night-time food that the Union can take over from 8pm.
- There were no concerns raised and the proposal was agreed.

#### **6. Members Only**

- JD expressed thanks to all those involved in implementing "Members Only". He confirmed this has been very well received by the University and perceptions of the Union are breaking down across the University.
- RA confirmed that the bar staff are happy with this initiative and have been briefed on checking I.D. Students are also getting used to the new regime. There were some initial concerns expressed but these are now calming down.
- Management Committee formally approved adoption of the 'Members Only' policy.

#### **7. Retail Services**

- Consideration was given to a proposal to “buy in” additional support, focusing on the on-going development of The Shop and to implement a NUS Extra discount card.
- Formal recommendation to invite Jan Sowa to commence the process.
- Following the commercial review, focus will be to review carefully the staffing structure.
- A query was raised with regard to the total cost of the fees at £4,600 plus reasonable expenses and VAT. JD confirmed this was a standard price and had been discounted for the Union.
- The proposal was agreed.

## **8. Website / Data**

- TC advised that the paper submitted on Website and Data Management outlined the rationale behind the pause on the website, due to non-agreement with MSL and the University.
- Currently not legally compliant in terms of how we manage our data.
- TC to undertake audit on how we collect, manage and protect data to ensure we are compliant. All Managers to assist TC in this undertaking.
- Hoping for new web site to be live by Christmas.

## **9. AOB**

- There were no issues raised.

## **SECTION D: PROPOSALS & ISSUES (CLOSED SESSION)**

## Minutes from Management Committee Meeting

Tuesday 1<sup>st</sup> October. 2013

Boardroom, Union House

Present: Bintu Foday (Chair) Jim Dickinson  
Chloe Alexander Fran Poole  
Richard Alderson Lesley Hanner  
Louise Withers Green Joe Levell  
Rosie Rawle Jo Spiro  
Paul Ingleby Toby Cunningham

Apologies: Jackie Saville

### **SECTION A: UPDATES/REPORTS**

#### **1. Operational Updates**

Bintu Foday:

- Officers PCP week – generating support.
- Gave induction talk for NBS.

Louise Withers Green:

- Various meetings.
- Attending QAA student engagement training in Birmingham on 3<sup>rd</sup> October.

Joe Levell:

- Involved in induction talks and clubs and societies training.
- Societies Fairs and Sports Fairs went well.
- Involved with PCP.
- First societies and sports committee meetings this week.
- Contacting energy suppliers and NUS to try and access free carbon monoxide testers for students.

Paul Ingleby:

- Reviewing social media.
- Looking at clubs for rest of term.

Rosie Rawle:

- Created E-Rabbit, leaflets and Apps.
- Running PCP.
- Writing a paper for Workers Rights.
- Writing letter to Starbucks.

Jim Dickinson:

- Speaking to Peridot about recruitment of Commercial Director.
- Setting-up meetings for staff to feed in to process.
- Finishing off 1-2-1 meetings with permanent staff.
- Continuing meeting University staff.

Chloe Alexander:

- Finished Job Description for Social Media Intern.
- Lots of pots and pans selling.
- Holding new comms team meeting.

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- First building consultation group project meeting tomorrow.
- Starting to print own NUS Extra Cards.

Jo Spiro:

- Attending SEC meeting.
- Attending post grad social event and Peer Support Groups with BF and LS.
- First Student Safety meeting of academic year to be held Monday 7<sup>th</sup> October.

Fran Poole:

- Looking at sales reports in shop and reviewing queues.
- Obtaining quotes for extending counter.
- Fidelity looking at tills.
- £107,550 taken in cash. No accurate information for Sales on EPOS system.
- Installing two more cash and card tills on a table until new kiosk is extended.
- Lottery to be installed today.
- Official shop opening went well.
- Contacted UEA to enquire when cashless system will be introduced.

Richard Alderson:

- Busy week last week in bars. Highest turnover recorded in 4-5 years.
- Very busy Saturday with UEA 50<sup>th</sup> Anniversary celebrations.
- Toilets still smelling.
- Checking on events upcoming and where currently at with student training.
- Holding team meeting this week to catch-up.
- Hopefully furniture arriving today.

Lesley Hanner:

- Companies Management Accounts will be out Friday 4<sup>th</sup> October. Union accounts out today.
- Discussion to be had where and how to present the accounts.
- Sending out invitations to tender to 4-5 investment advisors.
- Finalising work for insurance company.
- Looking at management accounts for end of September.

## 2. Key Relationship Updates

- JD met with Jonathan Colam-French and discussed proposed plans for an extension to the library which would include a café and social learning space. Introductory meetings also held with other key University figures.
- LWG met with John Sharpe to discuss representation and partnership working to move towards using student staff and opening up more job opportunities for student interns.
- JS had B9 meeting with Adam Longcroft.
- BF met with Dawn Dewar to discuss funding for transport.

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## SECTION B: KEY PROJECT REPORTS

### 3. Campus Catering

Linda Parrish (Assistant Director of Estates) joined the meeting and discussed the terms of reference for working in partnership with the Union, covering campus catering, improved security services, hospitality and events. It is hoped to improve the quality of services delivered for students and find opportunities to invigorate the area around Union House and encourage a late night economy.

### 4. Megashop

- FP advised that she was looking to extend the kiosk counter, with Fidelity installing two more tills on a table, to assist with easing the long queues situation. Currently waiting for costs from Fidelity for stand-alone tills.
- The lottery will also be installed today.
- The signage and shelving were still outstanding and once additional shelving has been installed, this will enable more products to be displayed.
- The screen will be sited above the kiosk and will run presentations about the work of the Union and the Officers, alongside information about clubs and societies.
- Bakery training is still on-going and the licence is still to be reviewed.
- The queue situation is being monitored closely.
- FP is making contact with the University to ascertain if they intend to go "cash less".
- Student staff focus group to be organised to feedback on how things are being done in the new shop.
- Retail Survey to be undertaken in November.
- A query was raised whether it would be feasible for the Union to still go "cash less" if the University did not go down this route. LH confirmed that discussions were raised in this respect last year when investigating introducing a loyalty card. The underlying concern was the cost. It was confirmed that once the website was introduced, then it would be the opportune time to discuss different options.

#### **5. Hive Refurb**

- RA confirmed that the new furniture will be put out tomorrow.

#### **6. Trading Review**

- It was confirmed that every other week when there is a S.A.G. meeting, the trading managers will meet to review the figures. The alternate weeks will incorporate a review of the trading figures within the body of the MCM.

#### **7. Management Accounts**

- LH confirmed these will be presented in two weeks time.

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- There will be a narrative summary of the current state-of-play, together with a summary from the trading managers explaining any variations against budget.
- The management accounts will be fed back to the Trustees.

### **SECTION C: PROPOSALS & ISSUES (OPEN)**

#### **8. Safety**

- A proposal was submitted to consider undertaking an internal safety review.
- JD advised that following discussions with the University, there was a need for an internal safety review, which will be led by TC.
- The review will include several outstanding issues brought up in Union Council minutes and debates and will concentrate on areas of security, the square, smoking, Ents and events risk assessment procedures. There will also be a review of first-aid reporting and licence disciplinary procedures.
- There will be more clarity where the Union have to refer to the University and vice-versa.
- The safety review will ensure that the Union is legally compliant in all areas.
- The proposal was agreed by the Officers.

#### **9. Lettings Agency**

- JS presented a proposal to the MC to recruit an experienced consultant, on a self-employed project basis, to set-up the lettings agency. They will be working to the original business plan and brief to set-up systems and ensure everything is in place.
- JS explained that it was important to proceed with this stage now and this will not exceed any budgeted costs.
- JL asked at what stage the Lettings Manager vacancy stood. JS replied there had been delays getting this organised and therefore a decision had been taken to introduce a consultant.

## **SECTION D: PROPOSALS & ISSUES (CLOSED SESSION)**

### **10. UNISON**

## UNION COUNCIL ACTION LOG – FULL VERSION

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

### Long-Term Actions

OFFICER	ACTION	STATUS
<b>ACADEMIC</b>		
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
<b>DEMOCRACY AND GOVERNANCE</b>		
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
<b>WELFARE</b>		
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).	<b>developments occur</b>
<b>WO/ LGBT+</b>	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).	<b>WO to research and write publicity material</b>
<b>FO/ LGBT+</b>	The Union should inform and encourage Union media societies to challenge the heteronormative view. Especially when discussing issues like sex, etc (1288).	<b>Should be part of Societies' training Report to Council</b>
<b>FO LGBT+</b>	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)	<b>Stalls at Sports Fair for the campaign and last year all sports clubs signed the pledge. Still to be incorporated in training.</b>
<b>CSRO LGBT+</b>	The Union will campaign against any ban on donation of blood by gay men who sleep with men (1288).	<b>Paused campaign</b>
<b>LGBT+</b>	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).	<b>The legislation is now in place. Have we publicised our position on this?</b>
<b>CSRO, CO, EMO</b>	The UUEAS stands in solidarity with all community groups and trade unions opposing fascism. (1253)	<b>Active support for We Are Norwich Campaign</b>
<b>CO</b>	To stand in solidarity with the anti-fascist movement in Greece by: 1 Recognising the efforts of the movement. 2 Condemning Golden Dawn. (1317)	<b>Should be Blog post updated as events occur</b>
<b>CSRO</b>	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)	<b>Monitor the position and decide whether this needs to be done this year</b>
<b>CO</b>	The Union will oppose any 'Preventing Violent Extremism' initiatives on our campus (706).	<b>Ethical stance, no immediate action</b>
<b>CSRO DO, CO</b>	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)	<b>Campaign strategy needs to be devised, and Dean of Students consulted.</b>
<b>FO DO</b>	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)	<b>C&amp;S training Report to Council</b>
<b>PUBLIC SECTOR</b>		
<b>CO</b>	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).	<b>Guidelines to be written in the event of action in case of industrial disputes on campus</b>

<b>AO</b>	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).	<b>Research needs to be made as to current position</b>
<b>AO/CO</b>	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).	<b>ethical stance to inform reaction to local and national events</b> <b>Paused campaign – contacts to be made with local SUs</b>
<b>FO</b>	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).	<b>Guidelines on actions over staffing issues HR to be informed</b>

## ACTIVITIES AND ACTIVISM

<b>CO</b>	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).	<b>Guidelines on preparations for demos</b>
<b>CSRO</b>	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).	<b>Paused campaign: Assessment needs to be made as to current position</b>
<b>FO</b>	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).	<b>Information to be included in training</b>
<b>FO</b>	The Union will provide support for those trying to set up a new club, society or peer support group (797)	<b>Ongoing: if we didn't do this we would not be doing our job</b>

## ETHICS AND ENVIRONMENT

<b>ENV O</b>	The Union will implement a 'double-sided printing as default' policy for the UUEAS printers and photocopiers (1170).	<b>Actioned</b>
<b>ENV O</b> <b>EIO</b>	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)	<b>Ethical stance: ongoing</b> <b>HR notified</b>
<b>ENV O</b>	To adopt 'Century Gothic' as the font used in the writing and printing of all administrative documents. (1093)	<b>This has been adopted</b>
<b>ENV O</b> <b>EIO</b>	The Union will show food miles on all fruit, vegetables and meat sold in the UFO. (925)	<b>This has not been done and practicality needs to be investigated (post Megashop)</b>
<b>ENV O</b> <b>EIO</b>	The Union will provide long-lasting, affordable, reusable bottles in Union outlets. (846)	<b>This has been implemented</b>
<b>ENV O</b> <b>EIO</b>	The Union will work towards: a. removing all non-reusable non-recyclable plastic	<b>(a) alternatives need to be</b>

- 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><b>ENV O EIO</b></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><b>(a to i) HR to be asked to produce training guidelines</b></p>
<p><b>ENV O EIO</b></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><b>(a, b and d) guidelines for ongoing action ( c ) should be integrated into report to Council</b></p>
<p><b>CO</b></p>	<p>Comply with all up to date environmental legislation. (Amendments to 795 and 958)</p>	<p><b>Recommendation that this should be lapsed as UUEAS has to obey the law</b></p>
<p><b>CO ENV O ETO</b></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><b>Guidelines for ongoing action</b></p> <p><b>Continued Assessment of practicality of possible actions guidelines for ongoing action – flyer sent out in Welcome Pack</b></p>
<p><b>CO</b></p>	<p>To have publicly available leaflets of the Marine</p>	<p><b>Publicised on Blog</b></p>

	Conservation Society's Good Fish Guide, to be available online and in print copy from the Hive and the UFO. (1303)	<b>difficulties over having print copies in Hive/UFO</b>
<b>EIO ENV O CO</b>	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)	<b>Investigations to be made and report made to Council</b>
<b>ENV O CO</b>	To continue to use recycled and unbleached paper internally at UUEAS, except in circumstances where higher quality is essential. (1318)	<b>Actioned</b>
<b>MEMBERSHIP</b>		
<b>CO</b>	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)	<b>Incorporated in new Constitution published in staff magazine</b>
<b>CO</b>	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)	<b>Incorporated in new Constitution published in staff magazine</b>
<b>CO</b>	That Union Council reserves the right to withdraw Life Membership following a majority vote in Union Council. (1301)	<b>Incorporated in new Constitution</b>
<b>FO</b>	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)	<b>actioned</b>
<b>UNION TRUSTEE BOARD</b>		
<b>FO</b>	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)	<b>guidelines for ongoing action Report to Council to be made that 1285 was adhered to in recruitment of Chief Executive</b>
<b>AO</b>	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	<b>University declined to implement Further action to be considered</b>

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

<b>AO</b>	<b>SOC should create a report every academic year outlining the status of student representation on University decision-making bodies (1213).</b>	<b>To be presented to Council in autumn semester</b>
<b>CSRO LGBT+ WO</b>	Yearly training on our 'Zero Tolerance Against Sexual Harassment' policy will be provided for the LGBT+, Women's and Community & Student Rights Officer (1129).	<b>Training to be delivered</b>
<b>CO LGBT+ CSRO</b>	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).	<b>Campaign to be run</b>
<b>FO LGBT+</b>	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).	<b>Reports to be made to be on Sports Committee</b>
<b>CO</b>	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	<b>In New Constitution</b>

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**.

<b>CO</b> <b>FO</b>	<b>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).</b>	<b>Plan to be presented to first meeting of Council</b>
<b>CO</b> <b>FO</b>	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).	<b>Document to be presented to first meeting of Council</b>
<b>LGBT+O</b> <b>CSRO</b>	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).	<b>To be investigated</b>
<b>FO</b> <b>CSRO</b>	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).	<b>Bintu and Rachel to meet with DOS. Priority Campaign Launched</b>
<b>CO</b>	The Union will publically support gender neutral marriages (1288).	<b>To be Blog posted</b>
<b>FO</b> <b>LGBT+</b>	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).	<b>Investigations to be made</b>
<b>FO</b> <b>LGBT+</b>	Any existing self-contained toilets which are gender segregated be rebranded.	<b>Investigations to be made</b>
<b>FO</b> <b>LGBT+</b>	The Union should lobby the University and SportsPark to follow the Union's on gender neutral facilities across university managed sites (1264)	<b>Campaign to be designed to be SEC agenda</b>
<b>CSRO</b>	The Union will campaign for full, free, confidential and easily accessible sexual health screening for all students at the UEA Medical Centre (1164).	<b>This is now available</b>
<b>CSRO</b>	Create a 'Student Assembly' regional campaigning group with local SU's (1167)	<b>To be investigated</b>
<b>EIO</b> <b>FO</b>	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)	<b>To be investigated</b>
<b>CO</b> <b>EIO</b>	To mandate officers to write to suppliers whose fish is identified as unsustainable, and inform them of the reasons for terminating the	<b>Report to be made to SOC</b>

	purchase of such seafood, urging them to reconsider stocking unsustainable fish and to replace them with more sustainable alternatives. (1303)	
<b>CO</b>	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)	<b>Report to made to Council</b>
<b>CSRO AO</b>	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)	<b>Report to made to Council</b>
<b>FO</b>	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)	<b>Actioned Report to Council</b>
<b>CO</b>	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)	<b>Transport organised, on social media but unsure whether it was GOATED</b>
<b>CSRO AO PGO</b>	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)	<b>Unsure whether social space letter written. Question 22 letter written</b>
<b>CO</b>	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)	<b>Ongoing campaign Report to Council</b>
<b>CO</b>	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)	<b>Unsure whether letter to VC sent – ongoing campaign Report to Council</b>