

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



## **Student Officer Committee Meeting**

5pm, Thursday, 31 October 2013 in the Board Room.

### **Agenda**

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**Informal Item:** an opportunity for Officers to meet members of Student Activities Team.

#### **FORMAL AGENDA ITEMS**

- 1023 Minutes of the meeting held on 24 October** (See pages 2-5)
- 1024 Action Log** (See page 6)
- 1025 Matters Arising**
- 1026 Budget Update**  
Campaigns budget this year £8,000. Spent to date £160; Training budget this year is £10,000. Spent to date £7735.
- 1027 Officer Cooperation and Teamwork**  
A discussion topic from the Mature Students' Officer
- 1028 Lobbying Letter on Ethical Investment**  
A copy of a letter to the Vice-Chancellor for approval of Officers. (See pages 7-9)
- 1028 Course Rep Conference**  
A funding request from the Academic Officer. (See page 10)
- 1029 Terms of Reference of Trustee Board Sub-Committees**  
A written proposal from the Communications Officer. (See page 11)
- 1030 'What if'**  
A written proposal from the Communications Officer. (See page 12)
- 1031 Union Council Action Log**  
An update from the Communications Officer. (See page 13-14)
- 1032 Management Committee Minutes**  
The minutes of the meetings held on 15 October. (See pages (15-16)
- 1033 Any Other Business**
- 1034 Time, Date and Place of Next Meeting**

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**Minutes of the Student Officer Committee**

**24 October 2013**

**Summary**

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**Key Discussions**

- Campaigns and Training Budgets: financial reporting
- Officers' attendance at Union Council
- Reporting of Management Committee proceedings

**Key Actions**

- J Levell appointed Lead Delegate to NUS National Conference, B Foday appointed DRO for NUS Delegation Elections
- Agreed funding to send CSRO and three others to Muslim Women's Leadership training
- Agreed funding for refreshments for Officers on Tour events
- Formed sub-committee to make recommendations on Union Council Action Loc

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

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**Voting Members present:**

Tu An Ngo (International Officer), Ella Gilbert (Non Portfolio 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), Emma Silk (Environment Officer), Holly Staynor (LGBT+ Officer), Trevor Killeen (Mature Students Officer), Louise Withers Green (Academic Officer), Kimberley Hirst-Jones (Postgraduate Officer).

**Non-Voting Member present:**

Jim Dickinson (Chief Executive).

**Chair**

Joe Raynes (Non Portfolio Officer).

**In attendance:**

Tony Moore (Representation Support Worker)

**Apologies:**

Daniel Delargy (Students with Disabilities Officer), Rachel Knott (Women's Officer).

Chair noted that the 17 October had been cancelled.

**1009 Minutes of the meeting held on 10 October 2013**

The minutes were agreed.

**1100 Action Log**

**Safe Room:** B Foday reported she and R Knott had met with the Dean of Students and had very positive talks as to the provision of better Safe Room provision on campus.

**Faith Committee:** B Foday reported that she had completed the application for NUS funding aimed at strengthening inter-faith relationships on campus.

**Ethical Banking:** R Rawle noted she would be bringing a new policy proposal to the 7 November meeting of Union Council.

**1011 Matters Arising**

There were none.

**1012 Election of DRO for NUS Delegate Elections**

J Levell noted that all four FTOs wished to attend Nation Conference and, therefore, it would be necessary to hold an election of a Lead Delegate from amongst the FTOs, as well as a DRO from the membership of SOC.

SOC agreed to this proposal and elected J Levell as Lead Delegate and B Foday as DRO, with H Staynor to assist the DRO. SOC agreed that B Foday would be able to attend National Conference as an observer.

**Action**

**1013 Muslim Women's Leadership Training**

B Foday noted that this would be the first event of its kind and she believed it important that UUEAS members be given the chance to attend. She noted the event was free but there would be accommodation and transport costs. L Sloan argued that it was difficult for SOC to take decisions on funding requests when the committee did not have the up to date figures for the Training and the Campaigns Budgets.

SOC agreed to request that the updated figures for the Training and the Campaigns Budgets should be reported at each meeting.

**Action**

L Sloan wondered if the funding request was time sensitive. B Foday apologised that the date had not been included; she noted it was 13 November.

SOC agreed that to the funding request with the funding for B Foday's attendance to come from the Training Budget and that for the other members to come from the Campaigns Budget.

SOC agreed that 3 ordinary UUEAS members should attend with one member to be from ISOC and two from other self-defining Muslim women.

**1014 Union on Tour**

SOC agreed to this funding request and that it should come from the Campaigns Budget.

**1015 Officers' Attendance**

R Rawle noted the importance of Officers attending Union Council meetings as they needed to be able to hold themselves accountable to Council. She asked that, if Officers could not attend a meeting, that they send their apologies so the other Officers would be able to know which areas of SOC activities would need to be covered. She noted that Council had the power to no-confidence Officers and she believed that this had not been adequately explained or emphasised.

**1016 Officer Cooperation and Teamwork**

T Killeen asked that his item be considered at a future meeting due to the time constraints of the current meeting.

**1017 Officer Updates**

SOC agreed to R Rawle's proposal that Officers add their updates for tweeting at each meeting.

She noted she would post the UUEAS Social Media Policy for Officers on the SOC Facebook page.

**Action**

**1018 Officer Campaign Plans**

SOC agreed to R Rawle's proposal that Officers use the template to outline

goals and action plans and agreed that Officers would complete both campaign goals and action plans by the 7 November meeting.

**Action**

**1019 Management Committee Minutes**

SOC received the minutes of the meetings held on 24 September and 11 October.

L Sloan expressed her concern as to the lateness of the minutes.

J Dickinson advised that there had been changes to staff servicing of Management Committee which had impacted on reporting.

SOC noted the importance of timely reporting from Management Committee and it was agreed that the FTOs would make a fortnightly verbal report to SOC as to the deliberations of Management Committee.

**Action**

L Sloan asked as to what issues were discussed in the Closed Session of Management. J Dickinson advised that these covered any staff issues that had to be discussed in confidence as required by the Staff Protocol and employment legislation.

**1020 Union Council Action Log**

SOC agreed that this item should be delegated to a sub-committee for consideration and for recommendations as to future action.

T A Ngo, R Rawle, L Sloan, T Killeen and J Raynes agreed to serve on the sub-committee.

**Action**

**1021 Any Other Business**

R Rawle asked Officers who had not, as yet, signed up for the Activism event to please do so.

Chair noted that the three campus trade unions would be taking part in industrial action on 31 October and that UUEAS had policy to support any students who might be disciplined for refusing to cross picket lines.

**1022 Time, Date and Place of Next Meeting**

5 pm, Thursday 31 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                | ☺ <b>Actioned: report made.</b>             | Bintu        | 24 Oct 13               |
| 26 Sep 13         | Discussions to be held with University over role of student representatives on academic appeals panels | ☹ <b>discussions to take place</b>          | Louise       | End of Term             |
| 3 Oct 13          | Idea of Faith Officer abandoned, Faith Committee and associated funding to be investigated             | ☺ <b>Actioned: funding obtained.</b>        | Bintu        | 24 Oct 13               |
| 19 Sep 13         | Ethical Banking  | ☹ <b>new motion to be on Council agenda</b> | 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   | ☹ <b>to be reported to next meeting</b>                            | Rosie/Joe    | 10 Oct 13               |
| 3 Oct 13          | Chief Executive to include decision making matrix in November plan with terms of reference of Management and SOC                               | ☹ <b>to be agenda item on SOC meeting after next Trustee Board</b> | Jim          | 20 Nov 13               |
| 3 Oct 13          | Officers advised to register with NUS Connect  | ☹ <b>Officers to register</b>                                      | All          | End of October          |
| 10 Oct 13         | Officers to have their campaign goals noted available to be collated into the overall strategy Outline goals and action plans to be completed. | ☹ <b>to be brought to 7 November meeting</b>                       | All          | End of October          |
| 24 Oct 13         | Updated figures from Campaigns and Training Budgets to be available  | ☺ <b>Actioned: included in agenda</b>                              | Tony         | 29 Oct 13               |
| 24 Oct 13         | UUEAS Social Media Policy to made available to Officers  | ☹ <b>to be uploaded to SOC Facebook page</b>                       | Rosie        | 31 October              |
| 24 Oct 13         | Fortnightly verbal updates to be given from Management Committee   | ☹ <b>to be uploaded to SOC Facebook page</b>                       | Ongoing      | 7 November              |

Union of UEA Students  
Union House  
University of East Anglia  
NR4 7TJ

Professor Edward Acton  
Vice Chancellor  
The Registry  
University of East Anglia  
NR4 7TJ

27/10/13

Dear Professor Acton,

We are writing to urge reform to UEA's current investment policy, and specifically to screen out investments in companies engaged in fossil fuel extraction within the university's current investment portfolio and restrain from any future investment in fossil fuels.

According to information provided by FOI requests, currently over £130,000 is invested in companies engaged in fossil fuel extraction, including £37,580 in BHP Billington, £58,683 in Shell and £36,199 in Rio Tinto, and we strongly believe the university and its students would be better served if these funds were redirected away from carbon intensive industries. This request stems from a deep concern shared by students about the implications of continued extraction of fossil fuels in exacerbating climate change, but we believe that exposure to fossil fuel reserves also poses a systemic risk to UEA, a concern that we elaborate upon below, building on evidence from the Carbon Tracker Initiative (based at the London School of Economics' Grantham Institute, and 'highly commended' in the *Farsight Award* category by the City of London Corporation's *Sustainable City Awards 2012*).

The Potsdam Institute has estimated that we have a capacity of only 900GtCO<sub>2</sub> for an 80% chance of remaining below a two degree temperature rise, beyond which, according the IPCC, the impacts of climate change will be 'severe and unpredictable'. At the UNFCCC meeting convened in Cancun in 2010, world governments agreed to limit climate change to below two degrees, yet according to Carbon Tracker's *Unburnable Carbon* report (2013), global fossil fuel reserves are estimated at 2860GtCO<sub>2</sub> (and expanding as new technologies and high commodity prices enable the exploitation of unconventional reserves), significantly higher than the global carbon budget to 2050, estimated at 565-886GtCO<sub>2</sub>. If adequate action is taken to mitigate the worst effects of climate change, we must therefore leave 60 - 80% of remaining fossil fuel reserves in the ground.

This creates the conditions for a 'carbon bubble', liable to burst as governments introduce further provisions to cap the amount of carbon released into the atmosphere. Market valuation of fossil fuel assets is now perceived by some analysts (including HSBC, PriceWaterHouseCoopers, and others) to be flawed, with neither equity nor credit markets pricing this risk into their financial models. For example, contrary to climate science, investments held on the London and New Stock Exchanges have become more carbon intensive since 2011, and investments standing against these reserves could devalue rapidly as carbon limiting market conditions and restrictions are made. According to analysis by HSBC, fossil fuel companies could lose up to 60% of their market value, echoing the conclusions of Carbon Tracker that fossil fuel investments will become 'stranded assets'.

Despite the clear imperative to transfer expertise and resources towards a low carbon economy, fossil fuel companies continue to focus resources on the exploration and extraction of new coal, oil and gas reserves, hindering the transition towards renewable and low carbon energy sources, and Carbon Tracker stress the importance of directing capital away from carbon intensive assets to ensure long term financial and ecological stability. We are calling for a comprehensive review of endowment funds, with appropriate action to divest from companies continuing to exploit fossil fuels. We believe such an action is achievable for the university, and note that the university has already begun to take positive steps towards an ethical investment policy, divesting from armaments manufacturers in 2005 following a resolution from the students union, and terminating financial links with companies engaged in tobacco, gambling and pornography. However, as we understand it neither the socially responsible investments (SRIs) nor investments in the FTSE4 Good Index Inclusion Criteria specifically exclude fossil fuel companies.

Universities and other institutions have already started to cut ties with fossil fuel companies, on both moral and financial grounds. For example, Storebrand, a major Norwegian pension fund and life insurance firm, has divested from 19 fossil fuel companies to ensure 'long-term stable returns', expecting the stocks to be 'worthless financially' in the future, while the UK Quaker movement has sold £375,000 worth of shares in Statoil and the BG Group. The Fossil Free campaign began in the US earlier this year, and since its inception, six colleges and universities have committed to divest, along with 17 cities, two counties, 11 religious institutions, three foundations and two other institutions.

We believe that actions to terminate involvement with companies engaged in fossil fuel extraction will provide an opportunity for UEA to consolidate its position as a leader in the higher education sector, living up to its motto 'do different' and challenging other universities to match its commitment to a cleaner future. Such a shift away from fossil fuels would be particularly pertinent given UEA's historic role in pioneering climate research, and cement UEA's reputation as a credible 'green' institution, for example by gaining standing in the People & Planet Green League, which ranks universities according to environmental and ethical criteria, including divestment on environmental or ethical grounds. UEA's own environmental policy states that the university aims to be 'an exemplary low carbon campus', yet its carbon reduction strategy makes no reference to its investment portfolio and CO<sub>2</sub> emissions embedded in its financial assets.

This action would be an opportunity for UEA to spearhead institutional change across the higher education sector as part of the transition to a low carbon economy. There is widespread student support for such a move, with demonstrable support amongst the student body. Ethical Investment is one of the six priority campaigns of the Union this year, and last year, over 300 students signed a petition to UEA in favour of ethical banking. However we acknowledge the complexities of attempting institutional change in terms of who the university banks with, hence our intention to launch a more targeted campaign focused on a perceived shortcoming in the university's otherwise laudable investment policy – that of fossil fuel assets. The threat of climate change is deemed most urgent, and fossil fuel divestment is consequently viewed as an urgent and necessary response.

We therefore propose that the university take the following steps in relation to its investment portfolio:

1. Conduct an audit of existing endowments, screening all investments of funds for links to companies engaged in fossil fuel extraction.
2. Freeze all new investments in the fossil fuel industry
3. Take action to divest from companies engaged in fossil fuel extraction, terminating relations with the coal, oil and gas industry completely by 2015
4. Take steps to publicly publish investments and investment criteria applied to funds to aid transparency, and enable monitoring by independent observers.

We look forward to hearing from you and hope this letter provides the foundation for collaboration between the university and the student body to achieve the goal of making UEA a fossil free university. To this end, we would be happy to convene a meeting to discuss the issue further.

Yours sincerely,

Rosie Rawle, Communications Officer  
Emma Silke, Environment Officer  
Lauren Sloane, Ethical Issues Officer  
Chris Jarvis, President, UEA People & Planet

...

**For further information:**

Ansar, A., Caldicott, B. and Tilbury, J. (2013) *Stranded assets and the fossil fuel divestment campaign: what does divestment mean for the valuation of fossil fuel assets?* Oxford: Smith School of Enterprise and the Environment

Carbon Tracker Initiative (2012) *Unburnable Carbon - Are the world's financial markets carrying a carbon bubble?* London: Grantham Research Institute

Carbon Tracker Initiative (2013) *Unburnable Carbon: Wasted capital and stranded assets.* London: Grantham Research Institute

Lander, R. (2013) *Knowledge and Power: Fossil Free Universities.* PLATFORM, People & Planet and 350.org. Online, available at: <http://peopleandplanet.org/dl/fossil-free/knowledge-power-report.pdf>

Speding, P., Mehta, H. and Robins, N. (2013) *Oil and Carbon revisited: Value at risk from 'unburnable' reserves.* London: HSBC Global Policy

**Name of Event or Title of Proposal**

Course Rep Conference

**Name/Role**

Louise Withers Green, Academic Officer

**Proposal**

To provide amenities for those attending course rep conference

**Costs Breakdown**

£263.20 – Union Meal Deal Tickets x 80 (the actual cost to the union will be lower than this, but it is impossible to work out by how much as the profit margins on meal deals vary)

£30.00 – Tea, coffee and biscuits x 80

Alternatives

£400 – University Catering, basic sandwiches x 80

**Total Funding Request**

£293.20

**Budget to be debited**

Campaigns

**Members Benefitting**

The course reps and all the students they represent – all students benefit.

**The Benefit**

To encourage course reps to come to the conference and to make them feel valued once they get there.

**Sub-committees and Trustee Board:**

It has been indicated that Trustee sub-committee members should be attending Trustee Board meetings this year during a phase of particularly fast activity.

Pros to this include cleaner communication and closer scrutiny of how the Trustee Board works and is effective.

Cons derive from the fact that these individuals have not been elected to sit on such a committee. The governance sub-committee is mandated also to scrutinise the transparency of the Trustee Board and Chief executive, which might require it to meet separately.

I wish to hear SOC's opinion on the matter please.

## What if? Consultation

*This item requires you to bring a diary with you please!*

*Below is the press-release we've given for the What If? consultation going ahead next week. Again, **only if you're interested**, we are asking for some volunteers to help us run the consultation. There will be another interactive discussion wall across one wall of the hive where students can draw their ideal union etc, plus ranking other union images etc.*

The Students' Union is to embark on a major programme of consultation with students about its building and services. Branded "What If", students will be invited to feed in criticism, comments and ideas for the future of union house. The move comes following criticism that changes to union services have been carried out without sufficient consultation or input from students.

In Week 7 the Union will consult over the future of Union House. Activities will include:

- An interactive design wall where students will be invited to draw on new features for Union House
- Images from leading students unions around the UK with an opportunity to comment
- Meetings with student groups and committees to find out exactly what students want from a new building

In Week 8 the Union will consult on its bars, ents and shop. Activities will include:

- A chance for students to submit any idea that they think would improve bars, ents or shops
- A "dragon's den" style event to discuss creative new ideas for services or products
- A major input exercise from the union's 130 student staff

Union Finance Officer, Joe Levell, said "Union House was designed for a different era- so with a real prospect of investment from the University, we're rolling our sleeves up to find out what our members want. We also want ideas from students about the bars, ents and shops- its' time we gave our union back to its members"

Union Communications Officer Rosie Rawle said "When I got elected I said I wanted radical communications. That's what we're doing in week 7 and 8- rather than just asking students to write a motion or attend a meeting, we're getting them directly involved in the way their union will run"

## Update from Union Council Action Log sub-committee, Meeting on 28th

The group decided that its terms of reference were to *chase* rather than *do*. For each policy, the group would outline what steps should have been taken by next council and which should be on-going. Officers, staff and managers have also been allocated to each resolves in the passed policy. A number of suggestions were taken for how the "actioning" could be communicated to students inside and outside of council. Below are the recommendations for this week's policies:

### Defend right to Protest – Jo Spiro

- Officer meeting with Executive Team on the **29<sup>th</sup> October**
- Meeting with students concerned before council to decide on tactics considering what was discussed with Exec Team – **7<sup>th</sup> November report to council**
- 

### Post-Graduate Space - Jo Spiro

- Academic Officer to report back on where we are currently with the university and the opportunities that might be available in our own building consultation – **7<sup>th</sup> November**
- Academic Officer to report framework for how and when lobbying will occur - **7<sup>th</sup> November**
- 

### The Sun – Fran Poole

- Has been taken off shelves and email sent to staff
- Fran to ensure staff are aware of why on notice board, briefings etc - **Immediate**
- The policy asks for Rosie/Rachel to send a letter of justification, and call to end its "unethical" content. Jim thinks this should not be done because wording of our policy could put us at risk legally – **for consideration by SOC on the 31<sup>st</sup> October** – action for the **7<sup>th</sup> November**
- 

### Ethical Careers Fair – Jim Dickinson, Victoria Cooke

- Proposer to report back a brief project plan and set up meeting with careers department – **7<sup>th</sup> November**
- 

### Reserves Policy – Jim Dickinson, Lesley Hanner

- For Trustee Board meeting to discuss and flesh out concerns or ideas on the **16<sup>th</sup> November**. A report from this to be delivered to Council by Finance Officer on the **21<sup>st</sup> November**.
- Finance Manager to write a full policy for trustee board meeting on the **16<sup>th</sup> November**
- 

### Union Commercial Services – Toby Cunningham

- Finance Officer to create a schedule for meetings and a plan for how consultation will take place – **7<sup>th</sup> November**
- Trustee board to consider how this policy might relate to the hiring of a new Commercial Director – **16<sup>th</sup> November**

- Lay students to be placed on the board – implementation to be considered at Trustee Board meeting on **16th November**

-

#### **Norfolk People's Assembly** – Jim Dickinson

- Affiliation to be confirmed at Trustee Board – **16th November**
- Proposer to deliver short report on upcoming plans for union's involvement or opportunity for involvement - **7th November**

-

#### **Zero Tolerance** – Jim Dickinson

- Proposer and Jim to consider a timeline and plan for how to implement - **7th November (brief statement, long term commitment however)**
- Comms Officer to make a note of this for conversations about website development

-

#### **Live Wire on Campus** – Toby Cunningham

- To implemented where possible by **4th November**
- Comms Officer to meet with LiveWire students to discuss with staff how to reach the station, and give brief instructions for this. Also to uncover any logistical problems, such as the need for additional equipment/technology - **before 1st November**
- Livewire to create short instruction sheet – **before 1st November**
- Fran and Rich to investigate costing for this in bar and shop

# Minutes from Management Committee Meeting

Tuesday 15<sup>th</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  
Jackie Saville

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

### **1. Operational Updates**

Each manager and sabbatical officer should update on their area of work (60 seconds max each) (ALL)

Verbal reports on meetings with the University were received

### **2. Key Relationship Updates**

Any contact with the University should be reported here with any issues or upcoming meetings considered (ALL)

Verbal reports on meetings with the University were received

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

### **3. Megashop**

To receive an update on progress, including under/overspend and licensing issues (FP/TC)

A verbal report on progress was received

### **4. Safety**

To consider latest on safety review (JD/TC)

A verbal report on progress was received

### **5. Trading Review**

To review trading figures (LH/Trading Managers)

These were not considered as LH was off sick

### **6. Management Accounts**

To consider the management accounts to end Aug 13 (LH)

These were not considered as LH was off sick

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

### **7. Facilities & Space Management- Interim Changes**

To consider a proposal around Facilities & Space Management (JD)

A proposal to progress this was approved in principle with the following terms of reference:

## **Facilities and Space Management: Interim Changes**

### **Introduction**

The Trustee Board have required that ensure a full review of the Union's facilities and space management, with a particular focus on Officer and staff working spaces.

Clearly this will require planning and some capital expenditure which may be funded from the reserve or via the University. This should be planned in 2014. In the meantime it is proposed that an interim move around is carried out with the following objectives:

- Relieve Student activities from having to deal with general enquiries
- Deliver significant extra student bookable space in a coherent student activities space
- Refresh existing space within small budget envelope

This will involve the following actions:

- Remove balcony noticeboards
- Paint hive white plus contrast for anything currently wooden/brown
- Investigate which doors on floor one can go and remove
- Repaint all the remaining in a contrast colour
- Convert paper filing to electronic storage where possible
- Most staff with individual offices lose them
- General clear out
- Consistent temporary signage
- Move student activities upstairs to hub (old finance) and additional rooms

It is proposed that this exercise is budgeted and planned to be carried out in January 2014