

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



Student Officer Committee Meeting

5pm, Thursday, 7 November 2013 in the Bill Wilson Room, Union House.

Agenda

FORMAL AGENDA ITEMS

- 1035 Minutes of the meeting held on 31 October** (See pages 2-6)
- 1036 Action Log** (See page 7)
- 1037 Matters Arising**
- 1038 Officer Cooperation and Teamwork**
A discussion topic from the Chair that will include consideration of:
Meeting Culture
Meeting Content/Funding of Campaigns
Officer Support
- 1039 Subscription to Ethical Consumer**
A funding request from the Ethical Issues Officer (See pages 8-9)
- 1040 Terms of Reference of Trustee Board Sub-Committees**
A written proposal from the Communications Officer. (See page 10)
- 1041 Any Other Business**
- 1042 Time, Date and Place of Next Meeting**

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

Summary

Key Discussions

- Budget funding
- Provision of refreshments at UUEAS' events
- Attendance of members of Trustee Board Sub-Committees at full Board meetings
- Decision making process as to the 'What If' consultation

Key Actions

- Chief Executive requested to provide briefing on funding and financial reporting
- Officers asked to sign lobbying letter to the University on Ethical Investment
- Agreed funding only for coffee, tea and biscuits for Course Reps Conference provision of other refreshments deemed inappropriate
- Formed sub-committee to make recommendations on Union Council Action Loc

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Minutes of the Student Officer Committee
31 October 2013

Voting Members present:

Ella Gilbert (Non Portfolio Officer), Eunice Opare-Addo (Ethnic Minorities Officer), Lauren Sloan (Ethical Issues Officer), Rosie Rawle (Communications Officer), Emma Silk (Environment Officer), Holly Staynor (LGBT+ Officer), Rachel Knott (Women's Officer), Kimberley Hirst-Jones (Postgraduate Officer).

Chair

Trevor Killeen (Mature Students Officer).

In attendance:

Tony Moore (Representation Support Worker)

Apologies:

Joe Raynes (Non Portfolio Officer), Sebastian Bachelier (Non Portfolio Officer), Louise Withers Green (Academic Officer), Bintu Foday (Community and Student Rights Officer), Joe Levell (Finance Officer), Tu An Ngo (International Officer), Freddie Meade (Non-Portfolio Officer), Daniel Delargy (Students with Disabilities Officer), Jim Dickinson (Chief Executive).

1023 Minutes of the meeting held on 24 October 2013

The minutes were agreed.

1024 Action Log

Safe Room: R Knott reported she and the Community and Student Rights Officer had had an extremely productive meeting with the Dean of Students in which the University had agreed to address all the key concerns raised by UUEAS. She noted that the Community and Student Rights Officer would be producing a publicity leaflet for the service.

Faith Committee: SOC noted that the NUS funding had been obtained.

Ethical Banking: R Rawle noted she would be bringing a new policy proposal to the 21 November meeting of Union Council.

Social Media Policy: R Rawle noted she had uploaded this to the SOC Facebook page.

1025 Matters Arising

There were none.

1026 Budget Update

SOC noted the overall figures for the Training and Campaigns Budgets.

L Sloan noted her concerns, in view of the cuts being made in other areas of UUEAS, as to the funding for these Budgets. She asked, in particular, as to where the £1,200 that had been found to fund the People and Planet Activists' training would come from.

SOC agreed to the Chair's suggestion that the Chief Executive be asked to provide a briefing on funding and financial reporting.

Action

1027 Officer Cooperation and Teamwork

Chair noted that his item and the level of attendance at this meeting would be considered at a future meeting due to the time constraints of the current meeting.

1028 Lobbying Letter on Ethical Investment

E Silk drew Officers' attention to the draft letter to the Vice-Chancellor that she would like individual Officers to sign. She noted that there were some minor typos that would be changed.

SOC agree that this should be an open letter and should be publicised.

SOC asked all Officers to read the letter and to sign it, if they wished to endorse it, in time for the next SOC meeting.

Action

1029 Course Rep Conference

Chair noted that the event would take place on 23 November and that the major part of the funding was for vouchers so the numbers attending the conference would not be an issue.

R Rawle wondered why the funding did not come from the Representation Budget.

L Sloan noted her concerns over UUEAS funding food at conferences; she noted that when she attended a conference she did not expect the organisers to provide food.

SOC agreed that teas, coffee, squash and biscuits should be provided and that funding for the event should be limited to £30.

Action

1030 Terms of Reference of Trustee Board Sub-Committees

R Rawle noted that the Chief Executive would like the Councillors elected to the Trustee Board Sub-Committees to be invited to the full Board meeting on 16 November. She believed this might be unhelpful as it could 'muddy the water' and confuse the Councillors about their role. She noted that Councillors had stood for election specifically to the Sub-Committees in order to undertake a particularly defined role.

She thought it important that the Sub-Committee met separately from the main Board and that the meetings be minuted.

SOC agreed to Chair's suggestion to postpone consideration of this matter until the following meeting due to the absence of the Chief Executive and several Officers at the current meeting.

L Sloan requested that no changes be made to the functions of the Sub-Committees before the matter was formally considered at the 7 November meeting.

Action

1031 What if?

R Rawle noted that UUEAS would be running a major consultation with the members as to how to improve its buildings and services and she urged Officers to get involved and to sign up for a space in the consultation timetable.

L Sloan reported that the Food Co-op and VegBox stalls had been moved without any prior consultation to make way for the 'What If' material and she believed this had affected their current sales.

R Rawle made a formal request for a detailed briefing on where the money would come from for the consultation and for any suggested improvements.

Action

She noted that, due to budgetary constraints during the summer, she had not been allowed to print some small posters and she wondered as to how the situation had changed since then.

Chair raised his concerns that SOC had only been briefed about the consultation at the last moment and had had no input into process. He believed that, once again, Part-Time Officers had been excluded from the decision making process.

R Rawle noted that the decision to launch the consultation had not been taken at Management Committee or any other meeting where minutes had been taken.

1032 Union Council Action Log

R Rawle noted that the Council Sub-Committee had met and had set action points and deadlines for the implementation of policy. She noted she had met with UUEAS managers over allocation of the action points.

1033 Management Committee Minutes

SOC received the minutes without comment.

1034 Any Other Business

R Rawle reported a UUEAS member had asked her to raise the matter of attendance at the Students' People's Assembly. She noted that UUEAS' attendance at this event was covered by UUEAS policy

E Gilbert noted she would be attending this event in a personal candidate and she was prepared to act as the UUEAS delegate.

1035 Time, Date and Place of Next Meeting

5 pm, Thursday 7 November in the Board Room.



SOC ACTION LOG (POLICY/University)

Date Commissioned	Action Required	Status	Assigned To:	Date to be actioned by:
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
19 Sep 13	Ethical Banking	☹ new motion to be on Council agenda	Rosie	18 Oct 13
31 Oct 13	Officers to read and sign, if they wish, lobbying letter to VC on Ethical Investment	☹ Officers to decide whether they want to sign letter, by next meeting	ALL	7 Nov 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 L	10 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	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 Outline goals and action plans to be completed.	☹ to be brought to 7 November meeting	All	End of October
24 Oct 13	UUEAS Social Media Policy to made available to Officers	☺ Actioned	Rosie	4 November
24 Oct 13	Fortnightly verbal updates to be given from Management Committee	☹ to be uploaded to SOC Facebook page	Ongoing	7 November
31 Oct 13	Chief Executive be asked to provide a briefing on funding and financial reporting	☹ to be brought to future meeting	Jim	End of November
31 Oct 13	Terms of Reference of Trustee Board Sub-Committees to be brought back: No change to be made to the functions of the Sub-Committees before the matter is formally considered at the 7 November meeting.	☹ to be brought to 7 November meeting	Joe R	7 November
31 Oct 13	Detailed briefing asked for on funding sources for What If? Consultation	☹ to be brought to future meeting	Jim	End of November

Name of Event or Title of Proposal

Yearly subscription to Ethical Consumer

Name/Role

Lauren Sloan, Ethical Issues Officer

Proposal

For the Union to subscribe to Ethical Consumer for 1 year, with a request to reassess subscription in SOC at time of renewal.

Costs Breakdown

£29.95 for annual subscription
No travel expenditure

Event Start/Finish time			
Outbound Depart/Arrive time			
Inbound Depart/Arrive time			
Journey Time			
Outbound/Inbound (Total)			
Outbound Cost Per Person			
Inbound Cost Per Person			
Total Travel Cost			

Total Funding Request

£29.95

Budget to be debited

Campaigns

Members Benefitting

- Students
- Officers
- Union Staff

The Benefit

The guides will be used to:

- Ensure fully researched companies are invited to the Ethical Careers Fair to provide students with a true alternative to the conventional careers opportunities provided at the Universities Careers Fair

- Enable students seeking to submit ethical policy to council with adequate research support from the Union enabling the Union to be a pioneer of ethical standards

Included in the subscription are:

- Detailed ethical ratings of over 40,000 companies, brands and products
- Fully customisable scorecards, according to your concerns and personal ethics
- Mobile-friendly scorecards for when you're out and about
- 6 issues of the Magazine as a print copy and/or a digital book version and digital download
- Magazine back catalogue as digital downloads
- Free listing in the ethical business directory
- Every single research report in digital format (worth over £300)
- Ethical Consumer introduction booklet

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.