

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



Student Officer Committee Meeting

5pm, Thursday, 14 November 2013 in the Board Room, Union House.

Agenda

FORMAL AGENDA ITEMS

- 1043 Minutes of the meeting held on 7 November** (See pages 2-6)
- 1044 Action Log** (See pages 7-8)
- 1045 Matters Arising**
- 1046 Attendance at Shared Planet**
A funding request from the Environment Officer (See page 9)
- 1047 Informal Meeting of SOC on Tuesday 12 November**
A verbal report from the LGBT+ Officer.
- 1048 Policy passed by Union Council on 7 November**
From the Council Action Log Sub-Committee a request to consider, in particular, Resolves 3 of Policy 1418. (See pages 10-11)
- 1049 Referendum Campaign Planning**
From the Council Action Log Sub-Committee a request to consider this item.
- 1050 Management Committee Minutes**
The minutes of the meeting held on 29 October. (See pages 12-13)
- 1051 Any Other Business**
- 1052 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
7 November 2013
Summary

Key Discussions

- Budget funding
- Officer cooperation and teamwork
- Attendance of members of Trustee Board Sub-Committees at full Board meetings
- Received report on closure of the Travel Shop and the restructuring of the Megashop

Key Actions

- Agreed to the original funding request for food for the Course Reps Conference, with the money to come out of central administration
- Asked for a separate volunteer and representative training budget to be put in place for the following year
- Agreed funding for subscription to Ethical Consumer
- Agreed to receive comprehensive financial analysis and decision making matrix from the Chief Executive at 21 November meeting
- Agreed that Councillors elected to Trustee Board Sub-Committees would be invited to 21 November meeting

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



Minutes of the Student Officer Committee
7 November 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), Trevor Killeen (Mature Students 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).

Chair

Joe Raynes (Non Portfolio Officer).

Apologies:

Tony Moore (Representation Support Worker)

The meeting opened with a team building exercise.

1035 Minutes of the meeting held on 31 October 2013

T Killeen noted that Item 1027 should read: '1027: Chair noted that his item would be considered at a future meeting due to the time constraints and level of attendance at this meeting'. With this change, the minutes were agreed.

1036 Action Log

UEA London: J Levell noted that he and the Academic Officer would be visiting the London Campus later in the month.

Ethical Investment: E Silk noted that some minor changes had been made and a section, describing an initiative by the University of Surrey, had been added. SOC agreed that the letter would be sent from 'SOC' rather than with the names of individual Officers as signatories.

1037 Matters Arising

J Levell noted that there had been a discussion at the last meeting, which he had been unable to attend, of funding for the forthcoming Course Reps Conference. He asked that SOC re-visit this discussion. He noted that the Conference was a new,

exciting initiative and he believed it important to provide food and refreshments for the reps who would be attending.

L Withers Green believed that the lack of food provision might affect attendance and, thereby, would deprive reps of the training.

L Sloan believed she had possibly spoken somewhat too strongly during the discussion and apologised if this had upset any Officers. On reflection, she noted she would now be in favour of the provision of food. L Sloan believed that the problem lay in the fact that there was not a separate budget for this type of funding to come from, as the money, at present, would be taken from the Campaigns Budget and might affect the running of campaigns. She wondered if the food might be provided more cheaply by employing a staff member to prepare it.

L Withers Green asked that, if SOC were to revisit the decision, they should do it at the present meeting so that refreshments could be included in the advertising.

J Dickinson advised in response to the Chair's question that it would be no problem to establish a separate Events and Refreshments Budget. He advised that SOC could request Management Committee to take the funds from central administration where there was some money available from unpaid salaries. He noted he would provide the numbers on this at a future meeting. He further advised that, for future planning it would be wise for SOC to ask for a separate budget to be established for next year for volunteer and representative training that would not impact on campaigns. He noted that this would be in line with comparator students' unions which saw provision of volunteer and representative training as a priority. *SOC agreed to the original funding request with the money to come out of central administration and to ask for a separate volunteer and representative training budget to be put in place for the following year.*

Action

B Foday reported that the cost of attendance at the 'I will Lead the Way' conference' had gone slightly over budget and that she would discuss this matter with Chief Executive.

L Sloan noted that SOC had asked for a briefing on funding and financial reporting.

J Dickinson advised that a full and detailed financial analysis would be presented to the Trustee Board on 16 November and he intended that this analysis, minus parts dealing with staffing matters that would need to remain confidential, would be presented to SOC the following week and that this would cover the whole picture as to funding and UUEAS' finances.

SOC agreed to discuss the financial analysis at the 21 November meeting.

Action

L Sloan noted that SOC had requested a decision making matrix from the Chief Executive. J Dickinson noted this would, similarly, be presented to the Trustee Board on 16 November.

SOC agreed to discuss the decision making matrix at the 21 November meeting.

Action

1038 Officer Cooperation and Teamwork

Chair noted that this item would be a chance for Officers to assess where they thought SOC was, as a body, at present, and to examine the structure and culture of its meetings as well as which particular items would be brought to meetings.

SOC agreed to continue their discussions on Facebook and bring the results to a future meeting.

Please note: due to time constraints, this item's minutes will be compiled later than usual and will be brought for approval to a later meeting.

1039 Subscription to Ethical Consumer

L Sloan noted that Union Council had mandated SOC to hold an Ethical Careers Fair. She noted that she would be aiming to organise this for 20 January and that a working group would be meeting as part of People and Planet every week at 5 pm on Wednesday. She noted that the organisation would be a daunting task and that any help from other Officers would be welcome.

L Sloan noted that the funding request to subscribe to Ethical Consumer would be an essential part of the planning stage and the subscription would be vital in ascertaining which employers to invite to the Fair. She also believed that the subscription would be valuable as a future resource for policy making.
SOC approved the funding request for the subscription.

1040 Terms of Reference of Trustee Board Sub-Committees

R Rawle noted, on Item 1030, concerning the Terms of Reference of the Trustee Board Sub-Committees, that there was a general feeling amongst Officers that Councillors elected to these should not attend the full Board Meeting.

J Dickinson advised that this was a moot point as the intention would now be that for the next 12 months the work of the Sub-Committees would be subsumed into the functions of the main Board. He suggested that the Councillors elected on to the Sub-Committees should be invited to the 21 November SOC meeting.

Councillors agreed that the Councillors elected on to the Sub-Committees would be invited to the 21 November SOC meeting.

Action

1041 Any Other Business

J Dickinson reported that there had been meetings earlier in the day when he had met the staff at the Travel Shop. He noted that the staff had been informed that the Directors of the Subsidiary Companies had decided to, after the failure of UUEAS' approach to the University to take over the business of the Travel Shop and after looking again at the figures, close the Travel Shop. He noted that the two members of staff concerned were now at risk of redundancy and there would be ongoing discussions as to avoiding this eventuality.

J Dickinson reported that he had also met with the Megashop staff and had briefed them on an analysis into the staffing structure that had been carried out in the last few weeks. He noted that the analysis had revealed that the structure was significantly top heavy with much overlapping of managerial functions. He noted further that there was a difficulty in having a staff structure that was not flexible in response to changes in demand both through the day and across the academic year. He noted that management would be in consultation with Unison, the recognised trade union, as to how to change the structure and how to avoid any compulsory redundancies. He noted that this process would overlap with the offer of voluntary redundancy that had been made to all shop staff, earlier in the week.

J Dickinson noted that this was a very sad process for UUEAS to have to go through. He advised that it would be inappropriate for Officers comment on this matter whilst negotiations were ongoing with Unison and individual staff members.

J Dickinson concluded by noting that anecdotal research had shown that a significant number of international students had come to use the Travel Shop for expert travel advice and then had bought their tickets elsewhere. He advised it important to investigate how the advice facility might be maintained after the closure and included in a wider UUEAS' service to international students.

T Killeen asked what would happen to the bus pass facility.

J Dickinson confirmed that this would continue and would remain within UUEAS.

1042 Time, Date and Place of Next Meeting

5 pm, Thursday 14 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	☺ Actioned signed on behalf of SOC	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	☺ Actioned date arranged late November	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	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.	☺ Actioned Sub-Committees to be subsumed into work of main Board for next 12 months	Joe R	7 November
31 Oct 13	Detailed briefing asked for on funding sources for What If? Consultation	☹ to be brought to 21 November meeting	Jim	End of November

7 Nov 13	Separate volunteer and representative training budget to be included in next year's budget	☹️ to be part of next year budget planning		
----------	--	--	--	--

Name of Event or Title of Proposal

Fund the attendance of Emma, Lauren and Rosie to Shared Planet

Name/Role

Emma Silk, Environment Officer; Lauren Sloan, Ethical Issues Officer; Rosie Rawle, Communications Officer

Proposal

To fund the training of the UUEAS Environment Officer, Ethical Issues Officer and Communications Officer, at the People and Planet weekend of networking, speakers and workshops.

Costs Breakdown

£23 for event x 3

	Train	Mega Bus	National Express
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

£69.00

Budget to be debited

Campaigns

Members Benefitting

- Attending officers
- People and Planet members/ Ethical Investment campaigners/ Workers Rights Consortium campaigners working on the same issues. Benefit of

The Benefit

- Received appropriate training to running a successful campaign, specifically relate to Ethical Investment/ Workers Rights Consortium
- We will be able to pass on that training to the campaign teams through what we have learnt
- Networked with other similar activists – learned from their experience of campaigns and took the opportunity to try and expand UUEAS's ESSA boycott

1418 Effective Representation Policy

Proposer: Victoria Finan (Paintball)

Secunder: Jack Hobohm (Clay Pigeon Shooting)

Union Notes:

1. According to Union bye-law 1.17.1, Council representatives are elected from each School of Study, Faculty, club and society to 'represent the voice of ordinary members'.
2. That the agenda and minutes of each Union Council, Student Officer Committee and Management Committee are available publicly.
3. That, according an independent survey ran by The Tab, many students are dissatisfied with the way Union Councillors represent them- over 52% believe that councillors are ineffective, and 62% don't believe they are consulted before Council meetings.
4. That 'democracy' is listed as one of the official aims of the Union.
5. That this year the Union has made efforts to increase the transparency and accessibility of Union Council including: the hiring of a social media intern, training for society committee members, a fortnightly page in concrete dedicated to Union Council, updates on social media after every Council, a weekly open and mobile 'clinic' called Officers on Tour, and an action-log committee that ensures policy is implemented.

Union Believes:

1. That Union Council should be 'the heartbeat' of the Union- an effective and essential part of maintaining democracy within the Union.
2. That many students are worried about democratic practices within the Union and are unaware of how Union Council is structured and run, and how they can affect it.
3. That each student should feel that their voice is listened to by their Council Representative.
4. That Council Representatives have a duty to act not just on behalf of themselves, but on behalf of their constituents.
5. That Council Representatives should be held to account by their constituents if constituents feel they have been poorly represented.
6. That constituents have the right to lobby their representative to vote a certain way at Council, and they have the right to know if their wishes were followed.
7. That Council representatives should, if asked, disclose to their society/course/club how they voted at Council.
8. That the events of council should be transparent and easily accessible to non-councillors.
9. That there should be more ways for students to feed into their union than writing motions or attending meetings.
10. That in the longer term there should be a review of union democracy that focusses on making it easier to feed in, easier to get involved and easier to have your voice heard.

11. That many unions use consultative groups, referendums and surveys to complement their council and student officer committee structures.

Union Resolves:

1. For the Union to manage two online forums: one for councillors to discuss, question, and propose amendments to policy, and the other, for non-councillors to discuss, debate and ask questions related to Union policy, and to encourage each Council Representative to post agendas on their relevant social media groups, open for discussion.
2. To train all councillors and committee members at the start of each semester in the following areas: writing a policy, suggesting amendments, methods of feeding information to and from constituents, and public speaking.
3. To ensure the Student Officer Committee report to council includes personal and joint updates alongside short and long-term objectives, plus those of Union staff for whom they are responsible, and that this is made publicly available.
4. To mandate the Student Officer Committee to advertise 'Officers On Tour' online and offline each week and to encourage Council Representatives who have submitted a motion for consideration at Council that week to attend.
5. To mandate the Communications Officer to publish summaries of council before and after meetings, and to amend deadlines to make it easier for students to feed in.
6. To form a "democracy and student input" review group, or open sessions for union councillors to make proposals for increasing the level of transparency and accessibility in union democracy, including a discussion on the suitability of a referendum system and how it could be implemented.

Minutes of Management Committee Meeting

Tuesday 29th October. 2013

Boardroom, Union House

SECTION A: UPDATES/REPORTS

1. Operational Updates

Each manager and sabbatical officer update on their area of work

Verbal updates were received

2. Key Relationship Updates

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

Verbal updates were received. Officers and Jim were due at major university meeting after this meeting. Verbal update on 21st Nov University staff reception event was received.

SECTION B: KEY PROJECT REPORTS

3. Megashop

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

*Hot food now on sale on club nights and strong performance.
Consultancy now engaged to solve some additional problems inside the shop.*

4. Safety

To consider latest on safety review (JD/TC)

No update

5. Trading Review

To review trading figures (LH/Trading Managers)

*This was largely considered as part of the company boards meetings the previous week.
Noted worrying performance in WF which would need to be addressed in coming weeks.*

6. Management Accounts

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

Verbal explanation of the numbers in papers received

7. Facilities & Space Management- Interim Changes

To receive a verbal report (LH)

Verbal update received

Some question marks over process- clarification that there would not a working group but that Dean would feed back as soon as possible on consultation with officers

SECTION C: PROPOSALS & ISSUES (OPEN)

8. Implementation of Council Policy

To consider the resolutions from Council and determine appropriate action

Managers were appointed to assist in implementation as per the note circulated by Tony