

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



Student Officer Committee Meeting

5 pm, Thursday, 28 November 2013 in the Board Room, Union House.

Agenda

FORMAL AGENDA ITEMS

- 1061 Minutes of the meeting held on 21 November** (See pages 3-5)
- 1062 Action Log** (See page 6)
- 1063 Matters Arising**
- 1064 Elections**
Election of DRO for the General Elections.
Discussion topic: letters to prospective candidates.
- 1065 LCR Club Night Advertising**
A discussion topic from the Ethical Issues Officer concerning the above, in particular, the theme: 'Anything But Clothes'.
- 1066 Guest Speakers at Union Council**
A discussion topic from the Ethical Issues Officer.
- 1067 Individual Officer Campaign Budgets**
A discussion topic from the Chair.
- 1068 Full Time Officer Structure**
A discussion topic from the Chair, concerning the consultation process.
- 1069 SOC Meeting Structure**
A discussion topic from the Chair, concerning the above, in particular, the possibility of having alternate formal and informal meetings and having a Planning Meeting at the start of the new term..
- 1070 Union Council Action Log**
From the Union Council Action Log Committee (UCALC), a verbal report from the Ethical Issues Officer.
- 1071 Policy 1442**
A discussion topic from the Chair, concerning the implementation of the above policy.

- 1072 Reporting Template**
A copy of the proposed template from the Communications Officer. (See pages 7-8)
- 1073 Any Other Business**
- 1074 Time, Date and Place of Next Meeting**

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Minutes of the Student Officer Committee
21 November 2013
Summary

Key Discussions

- Individual Campaigns budgets

Key Actions

- Signed open letter opposing cuts to Norfolk mental health services
- Individual Campaigns' Budgets be allocated to each Officer to be brought to next meeting

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Minutes of the Student Officer Committee
21 November 2013

V

oting Members present:

Ella Gilbert (Non Portfolio Officer), Eunice Opare-Addo (Ethnic Minorities Officer), Lauren Sloan (Ethical Issues 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), Tu An Ngo (International Officer), Daniel Delargy (Students with Disabilities Officer)

Chair

Joe Raynes (Non Portfolio Officer).

In attendance:

Tony Moore (Representation Support Worker).

Apologies:

Louise Withers Green (Academic Officer), Bintu Foday (Community and Student Rights Officer), Rosie Rawle (Communications Officer), Joe Levell (Finance Officer), Freddie Meade (Non-Portfolio Officer), Jim Dickinson (Chief Executive).

Prior to the meeting, the Chief Executive reported on decisions reached by the Trustee Board at its meeting on 16 November.

1053 Minutes of the meeting held on 14 November 2013

The minutes were agreed.

1054 Action Log

Personal Campaign Budgets: Officers noted that, as the FTOs and the Chief Executive were absent, this point would be an agenda item for the next meeting. L Sloan noted, in the discussion, that individual Officers might face problems if they were organising a very large event; for instance she had been mandated by Council to stage the Ethical Careers Fair and this would be problematic if the money were to come from her personal budget. Other Officers believed that making funding requests to SOC increased accountability and helped to publicise Officers' activities.

SOC asked that this item will be an agenda item for the next meeting.

Action

Campaign Cards: SOC noted that J Levell would be looking at different quotes for these.

1055 Matters Arising

Safe Sex Station: SOC noted the station would be back in place in the near future.

1056 Bike Skills Share

SOC agreed funding of £44.60 to send Ella Gilbert and one other member of the bike skill-share campaign team to Sussex students' union to see the 'Freewheelers' and Cranks bike co-operative projects there.

1057 Cuts to Mental Health Services

SOC agreed to sign an open letter opposing the cost cutting programme for mental health services planned by the Norfolk and Suffolk Foundation Trust.

Action

1058 Union Council Action Log

SOC noted the recommendations from Union Council Action Log Committee (UCALC). L Sloan reported that UCALC would be looking at the back log of actions from policies passed prior to the present semester at its meetings in weeks when Council would not be meeting.

SOC noted that the Ethical Consumer subscription had been placed and could be accessed by Officers online.

K Hirst-Jones noted that PG groups had been consulted as to the future of the Hive and Union House and that the plans for more social learning spaces would fit with recent policy on PG study space.

SOC noted that suppliers for halal and kosher food were being investigated.

1059 Any Other Business

T A Ngo noted she would be organising a SOC social event.

1060 Time, Date and Place of Next Meeting

5 pm, Thursday 28 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 13/14 Nov 13	Ethical Banking	☹ new motion to be on Council agenda	Rosie	29 November

SOC ACTION LOG (Internal Process)

Date Commissioned	Action Required	Status	Assigned To:	Date to be actioned by:
10 Oct 13/14 Nov 13	Officers to have their campaign goals notes available to be collated into the overall strategy Outline goals and action plans to be completed.	☹ to be part of the agreed Report template	All	End of 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	Jim	2014
14 Nov 13	Ambiguity of referendums: how to ensure they do not contain a leading question when a whole policy is sent by Council to referendum to be investigated	☹ to be sent to Constitutional Review Group for investigation and report	Rosie	End of December
14 Nov 13	Updated policy to be formulated as to UCU industrial action	☹ new motion to be on Council agenda	Rosie	29 November
14 Nov 13	Cost of personal Campaign Cards for Officers to be investigated	☹ cost to be reported	Joe Levell	End of November
14 Nov 13	Personal Campaign Budgets to be allocated to each Officer	☹ to be decided at next meeting	Chair	21 November
21 Nov 13	Open letter against cuts to local mental health services	☹ to be drafted and published	Rosie	End of November

COMMUNICATIONS OFFICER

Author: Rosie Rawle

Committees: Union: Council, Management Committee, Trustee Board, Board of Directors.
 Action Log Sub-Committee, Constitution Sub-Committee
 University: University Council, University-Union Strategy, HUM LTQC,

Main Priorities/ Manifesto

Priority	Description and Update
Support and Strengthen Union and non-Union Campaigns	
Get The Vote Out	
Website: A Space for Students	
A more transparent and accessible Union Council	

Other achievements of the Comms Team (DELETE IF PART-TIME OFFICER OR INSERT RELEVANT STAFF TEAM)

Achievement	Progress (what have you achieved since the last Council)

Other achievements of the Representation and Support Team (DELETE IF PART-TIME OFFICER OR INSERT RELEVANT STAFF TEAM)

Achievement	Progress (what have you achieved since the last Student Council)

Policy Implemented

Area	Further comment

Attendance at events/meetings and actions taken or agreed

Event/Meeting	Outcomes and/or actions taken or agreed on

Membership Engagement

Members	Purpose and anything to report on

Media engagement and external relations

Type of Media	Purpose and anything to report on