

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



Student Officer Committee Meeting

4.30 pm, Thursday, 5 December 2013 in the Board Room, Union House.

Agenda

FORMAL AGENDA ITEMS

- 1075 Minutes of the meeting held on 28 November** (See pages 3-6)
- 1076 Action Log** (See page 7)
- 1077 Matters Arising**
- 1078 Elections**
Election of DRO for the General Elections.
Discussion topic: letters to prospective candidates.
- 1079 Guest Speakers at Union Council**
A discussion topic from the Ethical Issues Officer.
- 1080 Individual Officer Campaign Budgets**
A proposal from the Chair. (See page 8)
- 1081 Full Time Officer Structure**
A discussion topic from the Deputy Chair, concerning the consultation process.
- 1082 Union Council Action Log**
From the Union Council Action Log Committee (UCALC), a verbal report from the Ethical Issues Officer.
- 1083 Policy 1442**
A discussion topic from the Chair, concerning the implementation of the above policy. (See pages 9-10)
- 1084 Reporting Template**
A copy of the proposed template from the Communications Officer. (See pages 11-12)
- 1085 Management Committee Minutes**
The minutes of the meeting held on 11 November. (See pages 13-14)
- 1086 Any Other Business**

1087 Time, Date and Place of Next Meeting

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Minutes of the Student Officer Committee
28 November 2013

Summary

Key Discussions

- Advertising for LCR events
- Consultation process on the Full Time Officer structure

Key Actions

- Election of DRO for General Elections postponed
- Guidance to be given to staff on UUEAS values so as to inform decision making on appropriate advertising

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Minutes of the Student Officer Committee
28 November 2013

Voting Members present:

Bintu Foday (Community and Student Rights Officer), Ella Gilbert (Non Portfolio Officer), Eunice Opare-Addo (Ethnic Minorities Officer), Lauren Sloan (Ethical Issues Officer), Emma Silk (Environment Officer), Sebastian Bachelier (Non Portfolio Officer), Daniel Delargy (Students with Disabilities Officer), Freddie Meade (Non-Portfolio Officer), Jim Dickinson (Chief Executive).

Chair

Trevor Killeen (Mature Students Officer).

In attendance:

Tony Moore (Representation Support Worker).

Apologies:

Tu An Ngo (International Officer), Rachel Knott (Women's Officer) Kimberley Hirst-Jones (Postgraduate Officer), Joe Raynes (Non Portfolio Officer), Louise Withers Green (Academic Officer), Rosie Rawle (Communications Officer), Joe Levell (Finance Officer), Holly Staynor (LGBT+ Officer).

1061 Minutes of the meeting held on 21 November 2013

L Sloan noted that there had been a discussion on the decision making matrix in the informal section of the meeting and that this should be added to the formal minutes. With this change, the minutes were agreed.

1062 Action Log

Decision Making Matrix: L Sloan noted this had been, mistakenly, dropped from the Log. SOC noted that this would be restored to the Log as an un-actioned item. The timeline for completion was set as the first meeting in January. SOC agreed that a meeting between SOC and the Trustees would take place before the Board meeting on 12 December and that, as he understood, the Chair of Council would be writing to Trustees to invite them to the first meeting of Council of next semester to discuss the matrix and, also, the matter of how to ensure free and fair debate at Council.

What If Consultation: SOC noted that the Chief Executive had circulated a report; Officers would contact T Moore, if they had

not, as yet received this.

Briefing on funding and financial reporting: SOC noted the Chief Executive would circulate these and if Officers had any queries on them they would bring them to the next meeting.

Action

**1063 Matters Arising
Bike Skills Share**

E Gilbert reported that the cost of attendance at this event had increased by £5. SOC agreed the extra funding.

1065 Elections

Chair noted that B Foday and J Levell had put themselves forward as candidates for DRO and that, J Levell due to his absence had sent a video recording of his speech in favour of his candidacy. Due to a technological problem, SOC were unable to hear J Levell's speech and decided to postpone the election and the consideration of letters to prospective candidates until the next meeting.

Action

1065 LCR Club Night Advertising

L Sloan reported that the 'Anything But Clothes' advertising had been focused on nudity and she believed this to be inappropriate. She noted SOC had given prior approval to the themes for the term but had not vetted individual advertisements and she wondered how to prevent inappropriate advertisements being used in the future. She noted there were no firm guidelines in place.

SOC asked that it be minuted that this particular advertisement was inappropriate and the Chief Executive would give staff guidance as to UUEAS' values to ensure against a re-occurrence.

Action

1066 Guest Speakers at Union Council

This item was deferred.

1067 Individual Officer Campaigns Budgets

This item was deferred.

1068 Full Time Officer Structure

Chair noted his concerns about the consultation process; he believed that issuing a notice on the Monday that the consultation would take place the following day was unacceptable. Chair noted that J Levell had informed him that the consultation would continue for another two weeks. B Foday noted her concerns as to the rushed nature of the timescale. L

Sloan noted SOC was following the mandate of Council but action should have taken place immediately after Council and that a clear plan should have been put in place. She believed there should have been prior consultation on the questions in the survey that had been run; she believed the survey questions to have been inappropriate and biased.

J Dickinson advised, as to practical action, that J Levell had framed policy proposals to come to Council the following week and that J Levell would have to consult widely with Officers and members before Council to inform the debate over the proposals.

Chair noted that the policy only asked for recommendations to be brought to Council and that, in theory, the consultation could continue until the last SOC meeting of the semester.

Chair noted that SOC could consider the forthcoming decisions of Council and the on-going results of the wider consultation and make its decision over the referendum questions at the last meeting of the semester. He noted the importance of having a clear plan in place for the next two weeks of consultation.

L Sloan argued that the recommendations that were being put to Council were extremely limited and had been informed by what she believed to be the biased nature of the survey and without input from Officers. She believed the consultation, so far, had not been valid as it was leading the debate and pushing for a particular outcome.

Chair noted that there was a consensus at the present meeting that the consultation had not been appropriate and had not been done well. Chair noted that important principle views on the future of UUEAS had been put to Council by the Finance Officer without consultation with SOC. Chair believed the only option for individual Officers would be to vote against the recommendations or to bring amendments to Council.

L Sloan thought the available alternatives were to hold the referendum based on a flawed consultation or to postpone the referendum.

E Gilbert noted that she would have to leave the meeting due to course work commitments.

L Sloan asked individual Officers to update any relevant sections in the Union Council Action Log.

Chair noted the meeting had become inquorate and he closed the meeting.



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:
3 Oct 13	Chief Executive to include decision making matrix in November plan with terms of reference of Management and SOC	☹ to be incorporated into wider review of Management, SOC, Council and Trustees	Jim	20 Nov 13
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	Report circulated	Jim	Nov 13
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

Campaign Budget Proposal

In order to reduce the amount of time that SOC spends discussing small amounts of funding for things that officers have been elected to do and to encourage officers to actively use the budget for campaigns rather than sit in a meeting talking about it we can split up the budget to £450 each.

Large expenditure (whatever SOC decides is large or perhaps something that goes beyond an individual officer's budget) can be brought to SOC for an extension or whatever arrangement is needed.

It's a waste of time (and in fact money) to spend time talking about money when we should be doing stuff.

Accountability for how SOC spends its money would be shifted to Council to consider (as for instance liberations officers shouldn't need approval for their budgets from SOC). There wouldn't necessarily be less sharing of ideas or notification of events as there's no reason these can't be discussed anyway, just free of the minutiae that drills a dark welter of apathy into our very souls.

Yours

Chair

Note: This emergency resolution originally appeared as Item 1442 on the agenda but was withdrawn pending consideration by the Trustee Board. The Chair of Council subsequently ruled that it was within Council's powers to consider an amended version of the original resolution. Council adopted the amended emergency resolution, with the addition of three amendments accepted by the proposer during the meeting.

Emergency Motion: Fair treatment of Union of UEA Student staff

Proposer: Cal Corkery (ECO Other YR UG)

Seconder: Ella Gilbert (Non-portfolio officer)

Union notes

1. Policy 1254 '*Stop the cuts, make the rich (university) pay*' states that the Union:
 - a. Believes "That the UUEAS should consult with its members regarding all the major issues and decisions that it faces"
 - b. Believes "That it is difficult for Union Council to hold UUEAS Officers to account for decisions that the Union's Constitution forbids them to discuss publicly, but that there is scope and a need for reporting on these issues without discussing individual members of staff"
 - c. Believes "That creative and viable methods to address the deficit should be explored and implemented"
 - d. Resolves "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. "
 - e. Resolves "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"
 - f. Resolves "To in future do all that it can to ensure that major issues and challenges facing the Union are dealt with in a manner that is democratic, transparent and accountable"
2. A petition publically available online states that the Union intends to cut the number of permanent retail staff
(<http://www.gopetition.com/petitions/please-act-for-fair-treatment-of-uea-union-staff.html>)
3. According to the preamble of the petition there has been no consultation with students or staff over this decision
4. Democracy, collectivism and empowerment are all agreed values of this Union
5. Byelaw 1.17.2 of the Union's constitution states that Union Council has the power "to, subject to the Constitution and these Bye-Laws, determine Union Policy or Staff Policy on any lawful matter not determined by a Referendum, consistent with the Constitution and these Bye-Laws"

Union believes

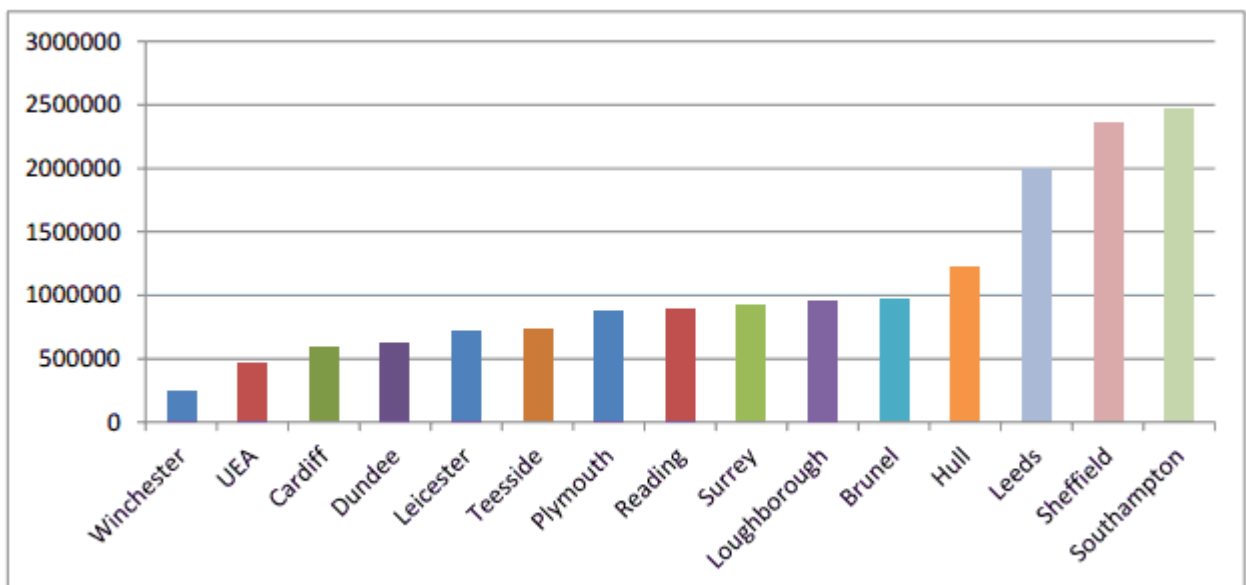
1. The Union should only ever consider reduction of staff as a last resort
2. The Union should consult with its membership before considering reduction of staff
3. The Union should consult with its staff before considering reduction of staff
4. The Union should fully explore all possible alternative strategies before considering reduction of staff
5. One such alternative strategy would be to launch a public campaign for a fair block grant in accordance with policy 1254 as outlined above in Notes 1e

Union resolves

1. To advise the Board of Trustees that Union Council requests the process of cutting the number of permanent retail staff is temporarily halted until such time as:
 - a. Proper consultation with all relevant bodies has occurred over possible plans to cut the number of permanent retail staff
 - b. The possibility of acquiring an increased block grant has been fully exhausted
2. To remind the Student Officer Committee of policy 1254, specifically as outlined above in Notes a, c and e
3. To mandate the Student Officer Committee to publish information on the Union's block grant relative to similar institutions

Appendix A (reproduced from policy 1254, passed at Union Council on the 1st November 2012)

The graph below shows the block grant figure in £s received by Unions at Universities who were in the top 20 for the NSS Q23 score in 2011/12. Note that some Union's don't have information on their block grants publicly available and as such have not been included. This information has been sourced from the information available on the websites of the corresponding Unions and on the Charity Commission website.



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

**Union of UEA Students
Management Committee MINUTES
12/11/13**

SECTION A: UPDATES/REPORTS

1. Operational Updates

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

Fran: Nothing much to report, meeting with the shop staff last week and the tenders are now in for the next work on the shop

Chloe: What if has gone well, Student Officer Assistants have now started, Social Media intern has now started and is working with Rich re an offer, Comms Strategy 1st draft done, Wine Night planning continues, and signage removal will be done at Xmas

Jim: Main focus start of shop restructure, and visit to Kent completed

Joe: What if going well with coasters week 2, meetings with student staff and students have gone well. NUSSL later this week

Jackie: At BEER festival this week (Best employers in eastern region)

Paul: Busy couple of weeks for ents that have gone well

Rich A: Busy busy, stocktake end of last week, (450k over bar), Chris new supervisor has started

Louise: Course rep conference planning, gen regs fiasco, proposal for SLTAs is in, Senate last week, meeting with futureskills, working on student engagement re QAA, meeting this week re Exam Timetables

Rosie: Anti austerity protest in Barclays, officers on tour planning with Bintu, action log sub committee going well, GTVO campaign planning, etc

Toby: Shops looking at getting consultants in, first meeting to talk new structure and VR is open, trade union contact, new staff member in bars, working on improvements to dispensing etc, meeting with student staff positive

2. Key Relationship Updates

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

Jim: meetings with David Richardson & Roger Bond, redevelopment of union house is ON and announcements soon

Joe: Met with David Richardson- 94 group demise, they will look at forming new group based around campuses. Joe on panel for new senior staff in University.

Louise: Met with Neil and Annie Grant over gen regs.

Toby: Meeting re HEAR

Louise: Meeting with Adam regularly. Ian Callaghan also re PRES and PTES.

3. Trading Updates

To consider verbal updates from shops, bars and ents on trading (TC)
Report received and noted.

SECTION B: KEY PROJECT REPORTS

4. NUS Digital

To receive a presentation on and hold a discussion on NUS Digital (JD)

Doug Tomlinson from NUS presented on the project and took questions. These will now feed into a paper from Chloe for the next meeting

5. MegaShop Development

To receive an update on progress (FP/TC)

Nothing to report this time

6. Catering Review

To receive a verbal report (JD)

Nothing to report this time

7. What if?

To consider a verbal report on Week 1 of What if? (TC, JD)

This went really well and we will circulate a summary

How are we getting coasters out of the building? We only have enough for union house and shop sadly.

SECTION C: PROPOSALS & ISSUES (OPEN SESSION)

8. Finance Review

To consider a proposal to commission a review of the Finance function (JD)

This review was formally approved as per the proposal paper

9. Ents Equipment

To consider a proposal from Ents to purchase outside of budget (TC)

This proposal was approved