

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



Student Officer Committee Meeting

5.00 pm, Thursday, 16 January 2014 in Room 1.31, Union House

Agenda

FORMAL AGENDA ITEMS

- 1098 The Role of Chair and Deputy Chair and meeting's timetable**
- 1099 Minutes of the meeting held on 12 December** (See pages 2-6)
- 1100 Action Log** (See page 7)
- 1101 Matters Arising**
- 1102 Actions Required by Union Council**
A discussion topic from the Chair. (See pages 9-14)
- 1103 Relationship between SOC and the Union Council Action Log Committee**
A discussion topic from the Chair.
- 1104 Full Time Officer Structure Consultation**
An update from the Finance Officer.
- 1105 Students' Awareness of the Referendum Process**
A discussion topic from the Communications Officer.
- 1106 UUEAS Decision Making Matrix**
A discussion topic from the Chair.
- 1107 Planning for Winter Olympics Campaign**
A discussion topic from the LGBT+ Officer.
- 1108 Officer Participation in the Livewire Union Show**
A discussion topic from the Chair. (See letter from Livewire, page 15)
- 1109 Management Committee Minutes**
The minutes of the meeting held on 27 November. (See pages 16-19)
- 1110 Any Other Business**
- 1111 Time, Date and Place of Next Meeting**

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Minutes of the Student Officer Committee
12 December 2013
Summary

Key Discussions

- Heard report on timeline for consultation and referendum on a possible new Full Time Officer structure
- Heard report from DRO on 'Blurred Lines' referendum and NUS Delegate elections
- Relationship between Union Council Action Log Committee and SOC

Key Actions

- B Foday elected as DRO for the General Election
- Proposal for the allocation of Campaigns Budgets for 2014-15 accepted in principle
- Open sub-committee to be established on Block Grant strategy
- Relationship between Union Council Action Log Committee and SOC to be considered at first meeting of next term

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Minutes of the Student Officer Committee
12 December 2013



Voting Members present:

Bintu Foday (Community and Student Rights Officer), Louise Withers Green (Academic Officer), Rosie Rawle (Communications Officer), Kimberley Hirst-Jones (Postgraduate Officer), Ella Gilbert (Non Portfolio Officer), Eunice Opare-Addo (Ethnic Minorities Officer), Emma Silk (Environment Officer), Daniel Delargy (Students with Disabilities Officer), Freddie Meade (Non-Portfolio Officer), Tu An Ngo (International Officer), Holly Staynor (LGBT+ Officer), Trevor Killeen (Mature Students Officer).

Non-voting Member

Jim Dickinson (Chief Executive).

Chair

Joe Raynes (Non Portfolio Officer).

In attendance:

Tony Moore (Representation Support Worker).

Apologies:

Sebastian Bachelier (Non Portfolio Officer), Lauren Sloan (Ethical Issues Officer), Rachel Knott (Women's Officer), Joe Levell (Finance Officer).

1088 Minutes of the meeting held on 5 December 2013

The minutes were agreed.

1089 Action Log

Democracy and Representation Review Working Group: Chair noted this issue had been raised at the last meeting of Council. R Rawle reported she had no updates but she would be setting up a formative meeting for the start of the next term. SOC agreed this would be added to the log.

Personal Campaign Budgets: Chair apologised that he had not drafted the paper but that he would have this ready for the next meeting.

1090 Matters Arising

T Killeen reported as to the revised timetable for the consultation and referendum on the FTO restructuring proposal. He noted that each of the Liberations Officers would be asked to take responsibility for convening a focus group between 6 January and 20 January and that these would be followed by an open plenary meeting on 20 January. He asked that Officers try to engage students from hard to reach groups with little history of involvement in UUEAS. He noted Officers' views would be sought at the

16 January SOC meeting and that the consultation's results would be presented to Council on 23 January and the referendum would be called on 24 January.

1091 Elections

B Foday was elected, under the STV system, as DRO for the General Election.

1092 Cops Off Campus

F Meade noted that the funding request had been reduced to £50. He reported that the event had been a powerful, largely peaceful protest with an encouragingly strong presence of female students. He noted that three UUEAS members had attended. SOC agreed the funding request.

1093 Allocation of Campaigns Budgets

J Dickinson drew attention to his advisory paper with its proposals as to the next year's budget.

He noted that, from previous discussions, there had been a sense that there was confusion as to the boundaries between the Training and the Campaigns Budgets and there was a desire to give Officers some but not total autonomy as to their own budgets whilst maintaining accountability. He noted the lack of a planning culture for the funding of attendance at events and the constraints within the Constitution that required that certain Officers attended certain events. He noted that, in comparison with other SUs, the overall campaigns and training budgets were astonishingly small.

He noted his proposal would be that the Officer Training Budget would not be set at an arbitrary figure based on past precedent but would be based on an analysis and plan of actual training needs. He proposed creating a Conferences and Events budget for automatic use under the plan. In addition, he proposed separate budgets for events that arose, attendance at which had been mandated by Council, and a separate Priority Campaigns budget alongside a separate Liberations, Equality and Diversity budget that would also support the Equal Opportunities Review which would, in future, take place annually.

R Rawle noted there was provision, at present, for ordinary members to apply for campaign funding but this facility was rarely used; she argued that this should be encouraged.

Chair noted that this would be covered by the provision for funding for ad hoc events and the fact that ordinary members were able to request campaign funding should be more widely publicised.

SOC formally agreed to accept, in principle, the Chief Executive's budget recommendations.

Action

1094 Emergency Motion: Revised FAQ Report to Council

Chair noted this was on the agenda as the motion mandated SOC to set up an open sub-committee of Council to create a Block Grant strategy. SOC received an emergency paper from the Finance Officer on the implementation of the motion's Resolves. SOC agreed that Resolves 1 would be dealt with by Management Committee and that the open sub-

committee would be facilitated by the Finance Officer and F Meade (Non Portfolio Officer).

Action

1095 Management Committee Minutes

SOC received the minutes of the 11 November meeting.

R Rawle noted the exciting development that UUEAS had opted for NUS Digital as the new web services provider.

R Rawle asked for an update on the Coffee/Catering exercise.

J Dickinson advised that this was a joint, non-binding, consultation with the University concerning the provision of food and hot beverages on campus; that bids had been tendered for the consultation and a contactor had just been appointed to undertake it.

1096 Any Other Business

E Gilbert reported that the Bike Coop event had been inspirational and that UUEAS would be receiving bike support in the future.

B Foday apologised that, as DRO, she had not presented a formal Election Report to SOC. She reported that 2,397 votes had been cast in the combined NUS Delegate elections and the 'Blurred Lines' referendum. She noted that R Knott, E Foster, D Wigglesworth, and E Folan were elected as NUS delegates and the PG Representative elected was L Francis. B Foday noted that the ban on playing the song 'Blurred Lines' in UUEAS premises was rejected with 75% of votes and 25% of votes for. She noted that she had struggled as DRO because of the lack of staff support but she noted she had received assurances that this would be in place for the General Election.

R Rawle asked for SOC's opinion as to how the Union Council Action Log Committee (UCALC) had been functioning. She noted that UCALC was, currently, an open committee of volunteers from Council. She noted she was conscious that the Committee had been making detailed policy implementation requests of individual Officers and she felt it might be desirable if SOC had more involvement in the Committee's work. She noted that there were practical considerations to bear in mind as UCALC's work was quite detailed and time consuming. She thought there might be three possible solutions: Officers might attend UCALC meetings, the work of UCALC might be subsumed as it was into SOC meetings or be subsumed in a less detailed format into SOC meetings.

L Withers Green believed it important that UCALC had ownership of UCALC's work.

E Gilbert thought that UCALC's work might be undertaken online, collaboratively in a live, updatable document.

T Killeen believed that SOC found itself hard-pressed to complete its existing business and that he was unsure that it would be an appropriate use of SOC's time to attempt to also undertake the work of UCALC. He noted that Officers had been welcome to attend the UCALC meetings but that, apart from the Chair, R Rawle, L Sloan and himself, nobody had attended. He doubted whether Officers were prepared to devote extra time in SOC meetings and that UCALC, as it presently functioned, achieved concrete results. He believed that if Officers were concerned about 'ownership' then they should attend the UCALC meetings.

L Wither Green noted that she had had a complaint from a student that their policy, which had been approved by Council, had not been actioned because, they felt that, UCALC members had not taken the policy seriously.

R Rawle noted that UCALC only delegated responsibility for actions; it was not involved in implementation of policy.

Chair asked as to what procedure had been followed the previous year. T Killeen noted there had been no procedure and he believed this was a huge problem as nobody had then been tasked with policy implementation and a whole raft of policies had consequently been left un-actioned.

R Rawle believed a way forward might be for UCALC to be responsible for a detailed analysis of new policies and to break them down into required actions and that these should then be brought to SOC as recommendations which would be discussed and then approved by SOC.

T Killeen reiterated his doubts that Officers would be prepared to spend extra time on policy implementation in SOC meetings and voiced his doubts that Officers actually read the Council Action Log each week.

Chair noted that the meeting would have to close as it was time for the joint meeting with the Trustees to commence; he noted that the relationship between SOC and UCALC would be further considered at the next SOC meeting.

1097

Time, Date and Place

5 pm, Thursday 16 January 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:
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 Agenda Item	Jim	20 Nov 13/12 Dec
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 January
14 Nov 13	Cost of personal Campaign Cards for Officers to be investigated	☹ cost to be reported	Joe Levell	End of November
14 Nov 13/12 Dec 13	Personal Campaign Budgets to be allocated to each Officer	Officers allocated £200 personal budgets Chair to draft paper on changes to Jan meeting	Chair	5 Dec 12 Dec
5 Dec 13	R Rawle to consult with Chair of Council over guest speakers	Results to be reported to future meeting	Rosie	17 January
5 Dec 13	Detailed information on the Block Grant to be published, statement on lobbying to be posted on SOC Facebook for approval Improvement Plan to be circulated	To be published and reported to future meeting Trustees agreed to circulation	Rosie Jim	12 Dec 12 Dec
5 Dec 13	Management Committee agenda papers to be circulated to SOC	To be included in future SOC agendas	Jim/Tony	January
12 Dec 13	Formative meeting of Democracy and Representation Review Working Group	To be arranged	Rosie	January
12 Dec 13	Open sub-committee of Council to create a strategy for increasing the Block Grant to be convened	To be convened and to meet	Joe Levell/Freddie	January
12 Dec 13	Relationship between SOC and Union Council Action Log Committee to be discussed at next meeting	Agenda Item	Tony	January 16

Actions requested by Union Council at 5 December meeting

- Requested changes made to text of Annual Report on behalf of the GSA and People and Planet
- Briefings on Incorporation, NUS, Management Charges and Administration and, also, the options for the Waterfront posted on the Council Facebook
- Trustees to be made aware that no payment of affiliation fees have been paid to the following organisations that Council agreed to affiliate to: Stop the War, Right to Work Campaign, Workers Rights Consortium, Norfolk Coalition Against the Cuts, Coalition of Resistance, We Are Norwich and Norfolk People's Assembly
- UUEAS to make formal complaint over the police's alleged prior knowledge of a plan to rob Union House and failure to inform UUEAS
- Democracy and student input group to be formed
- University ET Members to be invited to Council to discuss changes to the General Regulations
- Report on implementation of Zero Tolerance Policy to be drafted and published
- Report on implementation of Students as Partners to be drafted and brought to Council
- Report on whether the Norfolk Police and Crime Commissioner had been informed about the Police in Union House to be made to Council
- Question of why so few students were aware of the referendum process to be discussed at SOC (on this meeting's agenda)
- Student Trustees invited to Council as requested
- Expression of solidarity with Sussex and London students made

Policy Passed by Union Council 5 December 2013

Constitutional Amendments and Amendments to the Bye-Laws

1) Moving things up the agenda:

To create a new procedural motion, numbered 2.24.8, to read as follows,

"2.24.8. The item be moved to the top of the agenda."

2) Power of Censure:

To add to Bye-Law 1.17 (Powers of Council) a new section, numbered 1.17.9, to read as follows:

"1.17.9. To pass a motion of Censure or Commendation on any member of the Trustee Board, member of the Student Officer Committee or member of Union Council, including the Chair of Council"

To create a new Bye-Law 2.21 (Code of Conduct for Union meetings), to read as follows:

"2.21. A Motion of Censure or Commendation shall be tabled in the same way as any other motion, and shall be passed by a simple majority of those present and voting" and re-number the remaining points in Section 2 of the Bye-Laws.

3) Advisory Committee:

To add to Bye-Law 2.4 (Code of Conduct for Union Meetings, Role of the Chair) a new section, numbered 2.4.1, to read as follows:

"2.4.1. The Chair may, at their discretion during a Council meeting, consult an Advisory Committee, composed of four members of Union Council, of which three shall sit at any one time, for advice on voting procedure, the Constitution and its Bye-Laws. Members of this Committee shall not have the right to make speeches about ordinary motions, unless they step out of their role for the duration of said debate, and are replaced by the fourth member of the Committee. Members of this Committee shall retain the right to vote if they are a voting member of Council."

4) Amendments:

To amend Bye-Law 2.18 as follows:

"2.18. For Union Council, an amendment to a motion may be proposed to the proposer and the Chair any time following the publication of the agenda until 48 hours before the meeting begins. Should the proposer reject such an amendment, it may be considered at the meeting. Any amendments after this time should be proposed and discussed at Council."

To amend Bye-Law 2.19 as follows:

"2.19. For Union Council, any further amendment to the original amendment may be considered at the Chair's discretion. The vote following such consideration shall be on the amendment last amended."

5) Membership of Council/Student Officer Committee

To add to the Dismissal and Resignation section of the Constitution the following new clauses, and to re-number the rest of the Constitution accordingly:

67. Any member of the Union Council, including a Student Officer, who is absent without valid apology for two meetings of the Union Council per semester shall cease to hold all Union offices unless the Union Council, at its sole discretion, shall decide otherwise.

68. Any voting member of the Student Officer Committee, who is absent without valid apology for three meetings of the Student Officer Committee per semester shall cease to hold office unless the Student Officer Committee, at its sole discretion, shall decide otherwise. The Postgraduate Officer, however, may only be removed in accordance with the GSA constitution.

69. An apology for absence from a Union Council meeting from a Union Councillor shall be considered valid if it is submitted and accepted by the Chair of Council, via the relevant member of Staff, before the start of the meeting.

70. An apology for absence from a Student Officer Committee meeting from a Student Officer shall be considered valid if it is submitted to the Student Officer Committee, via the relevant member of Staff, before the start of the meeting, and then accepted by the meeting.

Censure of Board of Trustees

Proposer: Cal Corkery (ECO Other YR UG)

Seconder: Freddie Meade (Non-portfolio officer)

Union notes

1. "The Trustee Board can veto decisions of Union Council if it incurs significant risk to the finances, legal standing or reputation of the organisation but Union Council can override the Student Officer Committee's or Trustee Board's interpretation of Union policy and can ultimately remove trustees or officers from office." (p. 4 2013 Annual Reports and Accounts)
2. "External trustees are appointed by a panel consisting of the Finance Officer, two officer trustees, four members from Union Council, the Union's Chief Executive and a member appointed from the University." (p.4 2013 Annual Reports and Accounts)
3. "Up to four External Trustees shall be appointed by a simple majority vote of the Nominations Committee provided that the appointment of each External Trustee is ratified by a simple majority vote of the Trustee Board. For the avoidance of doubt, such appointment shall not take effect until it has been ratified by the Trustee Board." (Clause 39 of the Constitution)
4. There are four Sub-Committees of the Trustee Board: The Nominations and Human Resources Committee; The Governance Committee; The Finance Committee; and The Risk & Legal Compliance Committee.
5. "We realise that there is provision for a Sub-Committee to deal with the issue of appointments, but, at our meeting in September, it was noted that this Committee was not in existence, and as such we did not feel it appropriate to wait for the Committee process to be set up and put in place before we confirmed the new External Trustee. At its November meeting the Trustee Board noted that the sub-committee had still not met; that a proper process run by the sub-committee would still take some time to complete; and thus resolved to directly appoint." (Letter to Chair of Council from Chair of Trustees)

Union believes

1. Union Council directly elects representatives to each of the Sub-Committees of the Trustee Board. It is reasonable to conclude from this process that the intention is for Union Council to play a role in scrutinising the activities of the Trustee Board. If these processes are bypassed by way of constitutional technicalities this seriously undermines the ability of the membership to hold the Board of Trustees to account.
2. On the 24th October Union Council elected two representatives to the Nominations and Human Resources Committee. The next Board of Trustees meeting didn't take place until the 16th November. There is no reason why the Sub-Committee could not have been convened during that 24 day period. The fact that it wasn't and the Board of Trustees saw fit to go ahead and circumvent the normal appointment procedure shows a lack of respect for the democratic processes of the union.

Union resolves

1. To censure the Board of Trustees, registering our severe disapproval of their behaviour and requesting that in future they pay utmost attention to ordinary constitutional process or face removal by Union Council.

2. To request that a meeting of the Nominations and Human Resources Committee is convened to review any appointment of external trustees that has been conducted by the Board of Trustees.

Revised FAQ" report to Council

Proposer: Freddie Meade (Non-portfolio officer)

Seconder: Ella Gilbert_(Non-portfolio officer)

Union notes

1. Byelaw 6.2 states that "Central to the resources of the Union are the employed staff who provide for continuity, long-term planning, professional advice, managerial expertise and day-to-day operation and implementation of policy."
2. Byelaw 6.6.4 states that the constitution shall "protect the Union from any interference in the conduct of its policymaking by employees"
3. Byelaw 6.8 states that "In order for the Union to remain truly student-led, staff are not allowed to be involved in the process of government."
4. Byelaw 6.10 states that "Staff are expected to provide professional advice to elected student representatives on any matters within their area of work but shall not seek in any other way to unduly influence the policy making process of the Union"
5. Contained within the agenda for the Union Council meeting of 5th December 2013 is a report from the Chief Executive regarding changes in the retail outlets. This comes after last Council where a policy was passed which resolved to halt the process of job losses until such time as proper consultation had occurred and the possibility of acquiring a higher block grant had been fully exhausted.
6. This report states that students have been consulted and one of the main pieces of evidence cited in support of this claim is policy 1395 b) 'Union Commercial Services' passed on 24th October 2013. This motion requires that the unions commercial services are "run efficiently, to a high standard, and generate a healthy surplus that can be ploughed back into the union".
7. A formalised block grant strategy has not been presented to Council for consideration.

Union believes

1. The section of policy 1395 quoted in Notes 6 is used to reject the implications of a subsequent policy. If the two policies are, as is being suggested, mutually exclusive then a transparent interpretation of policy should take place. That interpretative process should be conducted by students through the Union's democratic structures.
2. The "improvement plan" developed by the Board of Trustees has not been communicated to students. Nor has Union Council or the wider membership had a chance to feed into its production.
3. Before Union Council is asked to accept a report stating the possibility of acquiring a higher block grant has been exhausted unless major changes take place, it is necessary to Councillors to be presented with a formalised block grant strategy for consideration.

Union resolves

1. To reject the report and convey serious concerns about the process through which it was produced

2. To create an open sub-committee of Union Council tasked with the creation of a strategy for increasing the block grant which will then be presented to Council for consideration

FAO: Student Officer Committee of UUEAS.
Re: Livewire Union Show

Dear SOC

As it is the start of a new semester, it is time for Livewire to produce a new schedule which will run up to Easter. Last semester we found the level of engagement in the show from Union Officers to be very disappointing and so the purpose of this letter is to establish whether or not SOC feels that it wishes to carry on participating with Livewire. We believe the Union Show is very important to both listeners and to those responsible for the running and organisation of the Union.

Since Union Council passed the motion requiring Livewire to be played in the Hive, Bars and Shops our listenership has increased dramatically and interaction with students through our website and social media is higher than ever. We all know that the Union has had a very challenging past couple of months with many difficulties, some of which leaving students feeling disconnected and unsatisfied with their student union. In some cases, lack of understanding on the students' behalf of the facts surrounding a situation has caused this. For this reason, we feel that you as Officers would want to grasp any opportunity possible to be put your positive messages out to students and explain what the Union is currently doing and will be doing for them in the future.

Last semester we only had 7 officers out of 17 appear on the show, with just 3 making regular appearances. I fully appreciate that it is a lot to expect people to give up their own time, especially for the part time officers who must juggle between their studies and commitments as an officer, but if everyone made more of an effort to participate then many officers might only need to come on once or twice in an entire semester. Ideally, we would like to see 2 officers each week come onto the show and answer some questions from the show's presenter that include the role they currently have and what it entails, the work they have done and how it affects students, what they plan to do for the future etc. It is just a platform for you all to tell students directly what's going on, and is very informal and usually a good laugh.

The Union Show lasts just 30 minutes and is the same day each week [at 12pm](#) (day for this semester TBC). We would be grateful if SOC could discuss whether or not it's members wish to continue this association with Livewire, which we hope you will, and hope more officers could be encouraged to attend. 30 minutes once or twice a semester is not a huge commitment. We want all of the officers to want to do it and are frankly amazed that it is us having to remind you, the accountable people who run the union, of the importance of the Union Show. We don't feel that we should be chasing the officers each week to try and drag people on, and likewise those officers who make regular appearances shouldn't have to apologise to us when they personally cannot attend, when some haven't been on at any point in the entire semester.

I would like to express my thanks to the officers who have already made appearances on the Union Show, and I believe the same gratitude should be paid to them from the rest of SOC as they have repeatedly stood in and spoken up for the collective decisions you all make. We aim to have our schedule for this semester completed by the end of week 2, so if it is possible for SOC to respond to us before then it would be greatly appreciated.

Kind Regards

Ross Attfield

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**Union of UEA Students
Management Committee MINUTES
27/11/13**

Joe Levell: Chair Person (minutes, apologies, matters arising)

R: Would it be possible to see the unapproved minutes to enable SOC to see the minutes before hand and discuss this, due at present they could be facing a delay of up to 3 weeks? (Management meeting minutes currently approved after the meeting). Yes.

1. Minutes, Apologies, Matters Arising

Minutes include 11/11 meeting and extraordinary 19/11 meeting

SECTION A: UPDATES/REPORTS

2. Operational Updates

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

- Fran: Meeting on Friday with the women who has been appointed for the retail consultancy, who have come back with a lot of facts and figures, should be coming back to us with more detail. Also (yesterday) we met with the interviewees selected for Commercial Director post.
- Lesley: Managing and producing accounts which will be discussed later, and reporting and returns and other statutory stuff that has to be done on a day to day basis.
- Paul: Surveying students for LCR's Tuesdays and Saturday, which we have received some really good feedback
- Rosie: Get your vote out campaign - Russell Brand video, 3 launches committees sub action log committee and sub constitutional action log committee and have been currently working through 9 amendments at present. RO for the Masters rep, Bintu has been working on this project. Met with Charles Clark, and the interviewees for Commercial Director Post.
- Jim: Successfully recruited a Commercial Director, formal announcement out later today confirming details of when they will start etc, feedback from staff have been helpful in making the final decision on the new member of staff, good field came down to two.
- Chloe: Sort out data to send to retail consultants, press release snow board national champion, sending and sorting stuff for the hive refurbishment over the Christmas period, helping Joe plan for the Roles review consultation, ethical approval for 1st attempt the consultation goes out on the 9th December until 17th January. Helping Bintu with elections, sorting out the lettings booklet, Friday will be working from home for comms planning etc.
- Louise: Organising courserep conference, with attendees of about 40, attending meetings, catching up on other things.
- Jo: Housing (Home Run): First viewings of potential lettings, someone from fire service, environmental, health. Emma is finalising for terms of cost etc, whether our requirements meet that of the landlords, or whether the landlords will require us to do something for their properties. Housing info week, been in the hive and tips and

advice, presentation to about 40 students and ongoing this week with other presence around the university.

- Joe: Roles review, commercial stuff, UEA London on Friday.

3. Key Relationship Updates

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

- Conduct of the University – event on Thursday, presentation, believed to be received really well and positive
- University have sent a quote which confirms plan to invest in the building, and broadly will start next summer on the exterior and next instalment the following summer, announcement for concrete to carry this, if we can get them to carry it. Working group is now being set up to discuss with architects, build and design people.
- Will they be planning using a large proportion of the investment for cladding the outside of the building with wood.
- They are currently exploring options in terms of cost, the cheapest option is to just clean the concrete, alternative clean and paint it etc, other options including cladding, lighting, but lots of the barriers surrounding this will be the planning options that will be required for this which they are exploring at present.
- Various meetings have been held on the General Regs with Neil Ward, Annie, Rosie, Louise, etc looking at the some things that were implemented without discussion, so another meeting will be held to look at regs.
- Extend the exchange students, so correspondence with Amsterdam university as they are encouraging.
- Tunitin, is in discussion as they feel plagiarism is on the increase, so they feel that if students are provided the option they may be able to check work before submission.
- JSM agent advertiser with home run as there has been lots of complaints, given a timescale of 1 year to resolve this before they are not allowed to advertise.
- No longer a development outside the waterfront for student accommodation, but there is planning to build a 200 bed accommodation seen as a big problem and research suggests purpose build can be cheaper than that of council and normal street accommodation, Norwich city council are due to have a meeting but they have just approved without visiting other areas such as Nottingham or Leicester.
- NUS – services that have been affecting students, growing issues amongst welfare etc
- Stephen Donaldson- is looking at finance office and how things are run

4. Trading Updates

To consider verbal updates from shops, bars and ents on trading (TC)

- Shops- Full report later on trading figures, not achieving budget, profit is up £2500 a week as it stands at present, once shop is right we should get back on track.
- Gigs, showings are up, staff costs are heavily reduced, but good show all round.
- R: Should be an update on sections and reports for action logs, useful if there were a hyperlink to access this, although there is nothing to decide

SECTION B: KEY PROJECT REPORTS

5. MegaShop Development

To receive an update on progress (TC)

- Nothing to report

6. Catering Review

To receive a verbal report (JD)

- Nothing to account at present

7. Trading Figures/Management Accounts

To receive a report (LH)

- 3 page summary of the union and commercial (this will be discussed further with the directors next week). Operational directors will too give their views next week.
- The union is good and on budget but principle things in savings ongoing redundancies and staff in the summer, we haven't spent on website and because we haven't done some things this is why we have been on budget. SUS has been on budget, October in Ents was vibrant November has not so we should be back.
- Toby- now being commercial, whether his salary will be moved or into other departments etc in terms for the budgets, or communications etc
- New budget for the New Year will hopefully see everything in the right place.
- Bars, Ents doing well and outside promotions have helped to be up on budget in the end of October.
- Proposals and Issues
- Interim cover, what, when and broadly assumption some economies of scale and expertise out of the firm leading review on the function, rather than an interim finance manager, to keep down costs.

SECTION C: PROPOSALS & ISSUES (OPEN SESSION)

8. Finance Review

To consider a proposal re Finance Manager interim cover (JD)

- Approved

9. NUS Digital

To consider a proposal re Union Web provision (CA)

- MSL and NUS digital and UEA will not talk to MSL on data sharing so that is currently a no go area and suggest we move forward with NUS digital as we expect to have something up and running by next autumn. Road map document, may suggest that we bring forward elections.
- We have two charges in the box office which we could possibly look into, with using NUS digital.
- NUS is on amazon is something we are now concerned, however large amounts now do not require data approval etc, so it's a bonus to have the data sharing however in the likely event where communications break down with the university the money has not been wasted.

10. Catering/Coffee

To consider three proposals re the Coffee/Catering exercise agreed with the University

- 3 lots of people who believe they can carry out the work, it would suggest that voting is not being taken and no decision has been made by the university either, so suggested to postpone 2 weeks time. (Restrictions on selling food to students)