

Union of UEA Students Mission 2009-13

1. To create positive change in matters relating to the education of UEA students
by effectively representing their collective views.



Minutes of the Student Officer Committee

24 January 2013

Summary

Key Discussions

- PTOs training
- Officers' Social Media Policy
- Student Only Club Nights
- Procedure on how to deal with repeat offenders who behave unacceptably in the LCR

Key Actions

- Officers to contribute to Facebook page to build a template for PTO training and handover
- Officers to consider Social Media Policy and discuss at next meeting
- Noted that the ENTS Manager will be preparing a draft procedure for dealing with repeated instances on unacceptable behavior by UUEAS members
- Approved £30 funding request for refreshments at Meet Your Officer

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Voting Members present:

Jess Lewis (Non-Portfolio Officer), Eliot Fallows (Non Portfolio Officer), Sam Clark (Community and Student Rights Officer), Joe Levell (Finance Officer), , Josh Bowker (Academic Officer), Kim Jenkins (Students with Disabilities Officer), Tess Gilder-Smith (Women's Officer), John Taylor (Post Graduate Officer), Astrid Heidemann Simonson (International Officer), Benjamin Brown (Environment Officer), Bintu Foday (Non-Portfolio Officer), Trevor Killeen (Mature Students Officer), Richard Laverick (LGBT Officer),

Non-Voting Member present:

D Bowden (Chief Executive).

Chair

Matthew Myles (Communications Officer).

In attendance:

Tony Moore (Representation Support Worker).

Apologies

Rosie Rawle (Ethical Issues Officer), Abbi Forsyth (Non Portfolio Officer), Hussam Hussein (Ethnic Minorities Officer).

846 Minutes of the meeting held on 17 January

The minutes were agreed.

847 Action Log

Chair noted the completed actions.

J Levell reported that the group had met and drafted a plan for the Safe Room.

J Bowker reported that the University's working group on attendance monitoring had found that it would be impossible to use the data from attendance monitoring in the way the University had wished in preventing the automatic right to re-assessment. He noted this was

because the monitoring could not be put in place across the entire University. He noted that the University still had aspirations to implement attendance monitoring but this would not be for the immediate future.

SOC viewed the website to check the display of Officers' email and noted this was not easy to find.

SOC requested that an easily available page listing Officers' details be put in place as a matter of urgency.

Action

Chair noted he would be asking T Cunningham, the MSM, to bring the revised form for Charity Collections to the next meeting.

Action

Chair noted he would be bringing a policy proposal to Union Council concerning faith activities in Union House.

Action

Chair updated SOC on developments at University Council concerning the future of faith on campus. He noted that the University had agreed that the Islamic Centre would stay open until 2014. The University had recognised that their preferred option of placing all faith activities in one multi-faith centre was compromised by the lack of resources in the Chaplaincy. The University had recognised the central importance of having a good governance structure for faith activities and would put one in place that included student, staff and Chaplaincy and volunteers' representation. Chair characterised the University's response as fantastic and noted it represented a huge win for UUEAS' lobbying campaign.

D Bowden advised, on gender neutral facilities at Colney Lane, that these would definitely be included in the redevelopment scheduled for 2015.

Chair noted that T Cunningham would be able to provide an update on the Hub at the next meeting. J Levell reported that the interviews would be taking place, shortly, for the Volunteering and Enterprise Coordinator post and that once an appointment had been made the staff team, in the present restructuring, would be complete.

T Killeen reported he had met with M Myles and T Moore concerning the planning of PTO training. He noted that they had looked at a timeline for training, handover and also the support for new Councillors next year. He noted he would post the timeline on Facebook and asked for Officers' input to build a template and for the new Handbook.

Action

848

Matters Arising

Officers noted their satisfaction with the new meeting format. R Laverick thought that more PTO meetings would be helpful.

849

Officer's Social Media Policy

Chair noted he had posted this on the Facebook page. He noted the idea that there should be separate policies for staff and for Officers had come from the Trustee Board. He noted that a different policy for Officers was needed as they should be able to comment on UUEAS

policy whilst being accountable within the democratic process. J Taylor wondered whether it was possible to comment, personally, or would one's comments always be taken to be those of an Officer. Chair noted that the policy clarified this by stating that if someone posted a comment from a personal site that did not identify them as a UUEAS Officer then they were free to make any comment they wished but they still had to remember they were accountable to constituents. J Bowker suggested that Officers should be able to add a disclaimer to any messages: "in a personal capacity". Chair noted the key to the policy was that staff would be held to account by the Disciplinary Procedure whilst Officers would be held to account by Union Council. SOC agreed that Officers would consider the matter and that the policy proposal would be discussed at the next meeting.

Action

850

Left in the Pot

SOC welcomed the new format. Chair noted that the discrepancies in the figures referred to by T Killeen had, in fact, been due to errors. J Taylor asked that the £250 Equal Opportunities' budgets be included in the reporting and separated from the overall Campaigns Budget and that it be confirmed whether they were included in the total for the Campaigns Budget, as a whole. Chair noted he would follow up J Taylor's inquiry.

Action

851

Management Minutes of 3 December

Chair noted he could not remember why these minutes had been delayed in being placed on the SOC agenda and apologised for the delay.

J Levell noted, on Item 6009, that UUEAS had received an enquiry from the bank, Santander, asking to set up a promotional stall in the Hive. He reported that Management Committee had refused the request as Santander did not meet the ethical banking criteria set out in UUEAS policy.

J Levell reported, on Item 6009, that the University had suggested that UUEAS run students only club nights. The University had assured UUEAS that, if this led to a drop in income, UUEAS would be reimbursed after year on year figures had been compared. He noted that UUEAS had asked that the nights be open to alumni of up to two years' standing. S Clark noted that one of the University's concerns had been to provide somewhat safer club nights for students.

R Laverick noted that the proposal would require UUEAS to have campus card reading facilities and wondered whether the University would provide these.

S Clark noted that D Bowden was currently holding conversations with the University on this matter.

S Clark further noted there was the possibility of making the students only nights available to students from NUCA and City College.

S Clark noted, on Item 6009, that a system of how to take action against repeat offenders responsible for unacceptable behaviour at

LCR nights. He believed there should be a system of escalating punishments for serial offenders. He confirmed to T Killeen's enquiry that there was a tension between a licensee's ability to exclude someone from licensed premises and UUEAS' Equal Opportunities Policy.

Chair noted, in clarification to T Gilder-Smith's enquiry, that incidents of sexual harassment were already covered by the Code of Conduct and would therefore be covered in any overarching policy.

D Bowden advised that the ENTS Manager was happy with the proposal that after three offences a student should be invited to a review panel to discuss the offences and would be drafting a policy proposal for SOC which would involve a series of escalating punishments.

Action

852

Any Other Business

B Foday noted her funding request, posted on Facebook, of £30 for refreshments to cover the planned Meet Your Officer drop in session on Thursday, 7 February.

SOC agreed to allocate £30 from the Campaigns Budget for biscuits, sweets and condoms for the event.

Action

T Moore advised that along with the earlier item on Social Media Policy this item had only been posted on Facebook and had not been placed in the agenda documents. He advised that this reduced the ability of SOC to be accountable to Union Council.

SOC agreed that all funding requests and policy proposals would, in future, be placed in the agenda documents.

Action

R Laverick noted that, in future, if a transgender Officer were to be elected SOC should consider the use of an appropriate pronoun.

B Brown reported that the building of the Bike Generator was planned for 3 February.

SOC discussed UUEAS democracy and members engagement with Union Council and noted J Taylor's suggestion that a beginners' guide to UUEAS democracy with a diagram should be given a prominent place on the website.

853

Time, Date and Place of Next Meeting

5 pm, Thursday 31 January in the Student Officer Centre and the Board Room.