

Union of UEA Students Purpose:

"To enrich the life of every UEA student"



Student Officer Committee Meeting

5pm 26 September 2013 in the Student Officer Centre, initially, with a formal session in the Board Room to follow.

Agenda

15 mins **OFFICERS' ACTIVITIES SHARING**

Break out discussions to include: what Officers have been doing and what they plan to do, SOAP updates, items for tweeting and videoing, GOATing and Campaign Sub-Committees.

15 mins **FORMAL AGENDA ITEMS**

983 Election of Chair and Deputy Chair

984 Minutes of the meeting held on 19 September (See pages 3-7)

985 Action Log (See page 8)

Please note: the Future Action Log will be in a separate section to be reviewed periodically.

986 Matters Arising

987 Staff Guidance on Restriction of Access to UUEAS Licensed Premises

The guidelines as requested by SOC at its previous meeting. (See page 9-11)

988 Students' Assembly Against Austerity

To reconsider UUEAS attendance at the national event on 2 November.

989 Activism Teams

To reconsider the proposal from the Communications Officer brought to the previous meeting.. (See pages 12-15)

990 National Demonstration at the Conservative Party Conference

A funding request from E Gilbert (Non-Portfolio Officer) for transport to the above event. (See pages 16-17)

991 Priority Campaign Poll Leaflets

A funding request from the Communications Officer. (See page 18)

992 Any Other Business

993 Time, Date and Place of Next Meeting

10 mins **ACTIVITIES REVIEW**

20 mins **OPEN SPACE DISCUSSION**

5 mins **DISCUSSION ROUND-UP**

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Minutes of the Student Officer Committee
19 September 2013
Summary

Key Discussions

- Restrictions on entry to the bars and non-ticketed events
- Attendance at Students' Assembly Against Austerity event
- Feedback from Officer Training
- HSBC Bursary for Clubs and Societies

Key Actions

- Requested details of how restrictions on entry to the bars and non-ticketed events will operate
- Decided that a revised Ethical Banking policy will be brought to Council and, in the meantime, there will be no promotion of the HSBC bursary scheme

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Minutes of the Student Officer Committee 19 September 2013

Voting Members present:

Tu An Ngo (International Officer), Ella Gilbert (Non Portfolio Officer), Joe Raynes (Non Portfolio Officer), Rachel Knott (Women's Officer), Bintu Foday (Community and Student Rights Officer), Joe Levell (Finance Officer), Eunice Opare-Addo (Ethnic Minorities Officer), Lauren Sloan (Ethical Issues Officer), Sebastian Bachelier (Non Portfolio Officer), Rosie Rawle (Communications Officer), Louise Withers Green (Academic Officer), Kimberley Hirst-Jones (Postgraduate Officer), Holly Staynor (LGBT+ Officer).

Chair

Trevor Killeen (Mature Students Officer).

In attendance:

Tony Moore (Representation Support Worker), T Cunningham (Membership Services Manager).

Apologies:

Freddie Meade (Non-Portfolio Officer), Daniel Delargy (Students with Disabilities Officer), Emma Silk (Environment Officer), Jim Dickinson (Chief Executive).

SOC asked T Cunningham for a briefing on the recent change to UUEAS' working practice concerning admission to licensed premises.

T Cunningham advised that UUEAS would be restricting entry to non-ticketed events and to the bars; in future only members of what were deemed to be the University's 'family' would be admitted. He noted that the 'family' would include alumni and students from other HE institutions. He noted that this change had been made at the request of the University as the University had become increasingly concerned for the safety of students after a number of assaults on students by members of the public who had been using the bars. He believed that the people in question came primarily to consume cheap alcohol and that they did not subscribe to the values of the student movement; he believed their presence deterred students from using the bars.

T Cunningham advised that the new procedure would not be used at public ticketed events but it would be employed at Tuesday and Saturday LCRs and in the bars at all times. He noted that, for the bars, it would be difficult to enforce the restriction at the point of entry and, therefore, it would be enforced at the point of service.

T Cunningham advised that UUEAS was one of the few unions in the country that allowed unrestricted access to its bars.

Officers asked several questions about how bar staff would ascertain students' identities and expressed concerns over the effect the restrictions might have on blameless members of the public such as

dogwalkers. L Sloan wondered whether UUEAS might be accused of discrimination on the grounds of social class.

T Cunningham agreed that there would be some unfortunate consequences of the restriction but these were heavily outweighed by the overriding imperative of ensuring the safety of UUEAS' members.

R Rawle noted it was unfortunate that the FTOs had not been able to sound out the views of the PTOs but that the matter had had to be decided by Management Committee in response to the request from the University.

R Rawle requested that the relevant SMT members provide SOC with the guidelines on how the restrictions would be enforced in the bars and that any resultant loss of income would be monitored and consequent changes added to the Risk Register. She regretted that a report from the Chief Executive on the matter had not been made to SOC.

SOC agreed that the Communications Officer would issue a Press Release explaining the reasoning behind the restrictions and asked that a detailed explanation of how the changes would be implemented be given to Officers.

Action

973 Minutes of the meeting held on 30 May 2013

The minutes were agreed.

974 Action Log

J Levell asked Officers to think about any changes they thought might improve the accessibility of the Action Log and to bring them to the Open Discussion. He believed bullet point targets would be effective.

Action

B Foday noted she would ask for the details of the disciplinary procedure for repeat offenders and bring them to SOC.

Action

R Rawle reported that the Safe Room concept in Union House would form part of the overall Safe Room campaign.

975 Matters Arising

Chair noted that the election of a Chair and a Deputy Chair had been postponed until the next week in order for Officers to have time to consider whether they would stand for these positions.

SOC agreed that, in order for Officers to gain experience, the position of Chair and Deputy Chair would be reconsidered after every 6 weeks.

Action

976 Students' Assembly Against Austerity

E Gilbert noted that there was not much information available online about the event and that it would be helpful to have more information about the relationship between the Students' Assembly and the wider People's Assembly movement.

SOC agreed that the matter would be considered at the next meeting and that E Gilbert would ask for a written briefing from L McCafferty, one

of the Student Assembly organisers.

Action

977 Feedback from Officer Residential Training

SOC asked that HR confirm how many Officers' contributed to the feedback.

SOC agreed to action: the request for Officers to meet the GSA Committee and for the Social Secretary election to be re-run.

SOC agreed that the main points from the review should be integrated into the future Action Log. SOC noted the importance of using the feedback to improve future planning of Residential Training.

Action

978 Management Committee Minutes

SOC received the minutes of the meetings for the period 7 May to 24 June. R Rawle noted that there had been meetings of Management Committee since the new FTO team took office and that these should be made available to SOC.

Action

979 HSBC Funding of Sports and Societies

R Rawle reported that HSBC were promoting a bursary scheme for HE Clubs and Societies which offered 10 bursaries worth £10,000 each. She believed other high street banks would be targeting the HE market with similar promotional schemes and that, given that UUEAS had an Ethical Banking policy and had a specific ban already in place for RBS' ESSA scheme, it would be sensible for SOC to establish a generic position to cover all these schemes.

R Rawle drew SOC's attention to HSBC's track record which included convictions for money laundering and the breaking of UN sanctions. Officers discussed a course of not actively promoting the HSBC scheme whilst making an examination of how this and other schemes would fit into the overall Ethical Banking policy.

Chair raised the question of how those Clubs that had been forbidden from benefiting from the ESSA scheme would react if UUEAS allowed other similar schemes to be accessed.

J Levell argued that SOC should bring a policy to Council that would explicitly ban the acceptance of funding from all banks that pursued unethical business practices.

SOC agreed that a revised Ethical Banking policy would be brought to Council and, in the meantime, there would be no promotion of the HSBC bursary scheme.

Action

980 Activism Teams

SOC briefly discussed R Rawle's written proposal that had been circulated just before the meeting.

SOC agreed to one of the points in the proposal to place a campaign team advert on the back of the PCP flyers.

Joe Levell thanked R Rawle for her detailed proposal but believed that, because of the depth and the range of the activities it contained, it

would be appropriate for Officers to take more time to consider the proposal.
SOC agreed to discuss the proposal outside the meeting and bring their responses to the following meeting.

Action

981 Any Other Business

R Rawle raised the question of requesting a formal meeting with the University in which SOC's strategy for the year would be outlined; she asked that Officers' individual action plans be merged into a themed document to be presented to the University.

SOC agreed to the scheduling of a formal meeting with the University.

Action

Chair reported he had almost completed work on a new website that should improve UUEAS' online presence as an interim measure until progress had been made on commissioning a new website provider. He noted that Home Run and several other UUEAS services would still run as part of the old website in tandem with the new website for several weeks.

J Levell urged Officers to publicise the NUS Extra Card and e-Rabbit.

982 Time, Date and Place of Next Meeting

5 pm, Thursday 26 September in the Student Officer Centre and the Board Room.



SOC LIVE ACTION LOG

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
7 Mar 13	NUS Survey on Postgraduates who teach	☺ to be analysed and report made to future meeting PGO and AO to meet with PG Director	Kimberley/Louise	
24 Jan 12/25 Apr 13/9 May 13/ 19 Sept	Proposal on disciplinary procedure for repeat offenders against acceptable behaviour at LCR nights to be drafted by ENTS Manager. Sam to check whether this has been drafted.	☺ Adoption of Essex draft code agreed. Bars Manager to be asked to produce punishments, clarifications and definitions	Bintu	
8 Nov 12/6 Dec/ 17 Jan/ 21 Feb 13/Sep 13	Safe Room concept for Union House to be integrated into the strategy of the Campaign for Safe Room provision on campus	☺ to be discussed when planning the campaign	Bintu	
19 Sep 13	Press release on restrictions to entry licensed premises to be released, briefing paper to be brought to SOC	☺ Actioned	Rosie	19 Sep 13

SOC ACTION LOG for COUNCIL

Date Commissioned	Action Required	Status	Assigned To:	Date actioned:
31 May 12	Faith Officer	☺ To be discussed in future consideration of the Bye-Laws	SC	
19 Sep 13	Ethical Banking	☺ Revised policy to be brought to Council	Rosie	

Principles regarding Entry to Union Licensed Premises

Below you will find the rules of entry to our licensed premises, guidance on how we expect our frontline staff to implement the policy, the public statement from our website and some guidance for all staff, including student staff.

LCR

Public Ticketed Events

- Ticket holding patrons may enter the LCR to Public Ticketed Events,

Members only Events – Entry to Member's only events is limited to:

- UEA Students and two guests
- UEA, Union and Campus Staff and one guest
- Alumni – Former UEA Students should use their old campus card or obtain an Alumni Card from the University
- Associate Members –Persons associated with and approved by the Union. Associate membership costs £10/ year and associate members will be required to show an associate membership card on entry
- HE Students from other Universities – Through an NUS reciprocal agreement we will allow entry for other HE students

The Pub & The Hive

The service of food and beverages is restricted to

- UEA Students and two guests
- UEA, Union and Campus Staff and one guest
- Alumni – Former UEA Students should use their old campus card or obtain an Alumni Card from the University.
- Associate Members –Persons associated with and approved by the Union Associate membership costs £10/ year and associate members will be required to show an associate membership card on entry
- HE Students from other Universities – Through an NUS reciprocal agreement we will allow entry for other HE students
- Patrons with tickets for Public Ticketed Events
- University Campus Guests

All rules of entry are subject to entry terms and conditions as set out in on our website at <http://www.ueaticketbookings.co.uk/tandc.aspx>

If you require any further information please ask a member of the team.

Private Function Events

Bars Supervisors will need to use their discretion when booking Private function events booked into the Pub or Hive or events aimed at a non-student market. During term time in particular we should not be encouraging events within the Pub and the Hive booked by external groups that might conflict with the interests of students; these might include birthday parties and wedding parties.

Supervisors and Team Leaders

Inevitably there will be some customers that don't fit into the above categories. Team Leaders and Supervisors are expected to use some discretion. The aim of the policy is to reduce incidents of violence and intimidation against students. It is unlikely that groups of young adults will have

legitimate business on campus unless they have tickets for events, whereas visiting lecturers, interview candidates and guests for un-ticketed public events on campus may have no way of legitimising their presence in the bar but we would expect them to be served. If supervisors and team leaders require further assistance they should seek the help of managers within the bars and Ents operation.

Bar Staff

You will be asked to identify customers into the above groups by asking for campus cards, staff alumni cards or event tickets. If someone is unable to demonstrate they are entitled to service then service should be declined. If they wish to complain, argue or seek greater clarity they should be referred to a team leader or supervisor.

Door Staff

Door staff will be controlling entry to the LCR and supporting team leaders and supervisors in the bars as above. With regard to entry to the LCR, this will not change for public ticketed events however on Student Club nights; entry will be restricted as above. Door staff will be expected to implement the policy positively and in the spirit that the policy is intended for, i.e. to make students feel that the bars are theirs and the safest place to socialise, as outlined in the above statement. If a member of staff has a concern regarding implementation of the policy they should refer it to their line manager and issues can be raised through internal staff processes.

How staff are expected to communicate and implement this policy change

The Union's statement is

"The Union has worked closely with university management and Norfolk Police to review the way it manages access to our licensed premises.

We pride ourselves on operating safe licensed premises and developing positive relations with students, staff and the local community.

We are focusing on delivering high quality services and events for our members, staff, alumni and invited guests, and as a result have decided to limit entry to our licensed premises to only these groups.

This change will have no impact on access to our gigs as tickets holders will be welcome to use the campus services.

We hope these changes will further contribute to the outstanding student experience at UEA and help maintain a safe campus with a greater sense of community.

Rosie Rawle, Union of UEA Students Communications Officer, said: "As a student charity, we are committed to ensuring the wellbeing of our members, and look forward to providing a safer and student-focussed environment in our licensed premises."

UEA Registrar and Secretary Brian Summers said: "We welcome the Student Union's decision to review the access to its licensed premises. We are committed to putting the safety of all members of the university community first, and this underlines our efforts to make UEA a safe and enjoyable campus."

For further information contact Rosie on union.communications@uea.ac.uk"

All Staff

The policy has been introduced with the support of the University and Norfolk Police. The aim is to reduce the number of incidents on campus where members of the public with no legitimate reason to be on campus, commit crime against students, this might be burglary, bike theft or assault.

This is the first of a number of policies that may be introduced to make our services feel more accessible to our members and those with a legitimate reason to be on campus.

We are unable to define every circumstance which may arise regarding the service to non-students. Bar staff, supervisors, managers and door staff will be expected to exercise a degree of discretion in the spirit of the aims of the policy.

For example a group of people with no legitimate reason to be on campus would not be expected to gain entry to the venue or service in the bars. An individual, at the bar unable to produce staff or campus card but staying overnight in the lodge for an interview the next day would have a legitimate reason to visit the bar but probably not the nightclub (not many people go clubbing before an interview).

All staff employed by the Union are expected to communicate this policy in a positive manner to any customers or outside agencies and you are expected to implement the policy positively, in the spirit the policy intends as outlined in the above statement. If as a member of staff has a concern regarding implementation of the policy they should refer it to their line manager and issues can be raised through internal staff processes.

Students Staff are in this circumstance, privy to the policy change because they are staff and not because they are students. Therefore they should refrain from communicating and discussing this change of policy prior to the union communicating the policy, and as staff are subject to the above. Failure to do this might leave a member of staff in breach of the Union Staff Protocol or staff disciplinary procedures. As a student they may take up an issue with the policy through the union democratic processes via either one of the elected officers or through the rep on Union Council, for details of your council rep please contact antony.moore@uea.ac.uk

The Future

This is a working policy in that we do not necessarily assume that we have got our definitions right or that implementation we be clear and easy. However, we are committed to the spirit and rationale of the policy and will work towards successful implementation. After a period of time we will consult with all staff and stakeholders and make changes as deemed necessary.

If you would like to give any comment or require further clarification please contact Toby.cunningham@uea.ac.uk Membership Services Manager, Union of UEA Students

September 2013

A Proposal for Student and Union Campaigns

Context:

Constitutionally, The Union of UEA Students has the responsibility of "promoting the interests and welfare of students during their course of study... and providing forums for discussions and debate for the personal development of its students." It is inherent that we are a campaigning organisation and commonly advertise ourselves as this.

Currently Union Campaigns are co-ordinated by the Student Officer Committee. Nevertheless, all our campaigns have informal leaders, and there is no robust system that ensures targets are met. Support from staff in this area is also stretched and unstructured. It is also noted that full-time officer (FTO) mentors are not, and should not take responsibility for guiding mentee campaigns directly. Some campaigns however, **do** have volunteer teams, but usually these are pre-existing groups that the Union works with to develop their campaigns on a campus-wide level. Grassroots campaign groups on campus have often shown to be more active, inclusive and efficient compared to top-down co-ordinated campaigns from officers. Meanwhile, the Union currently provides these with little strategic and/or financial support.

Project Description:

1) UNION CAMPAIGN TEAMS:

Union Campaign Teams are envisioned to be a supportive structure that allow for students to get involved in Part-time and Full-time Officer campaigns (be these Priority Campaigns or not). The teams will also provide officers with a network of enthusiastic and dedicated campaigners, designers, communicators, event organisers etc, to strengthen their campaigns. During the Priority Campaigns Poll, these opportunities will be advertised at every opportunity. The Union would also target advertising to societies, clubs, reps, and courses that have interests relevant to a particular campaign.

Each team will be individually managed by a leading officer, and groups should communicate on a fortnightly basis to maintain accountability and campaign movement. The Union (internally or externally) will provide training to all officers at the start of term to ensure there is the necessary skill base and resources to manage the teams. It is suggested that this should last one day or a couple of evenings.

Training would include:

- Group Facilitation
- Strategic Planning
- Knowing your Targets
- Lobbying and Escalatory techniques
- Action, Stunt and Event Planning plus
- Social Media and Media Skills
- Public Speaker Training and Speech Writing
- If desired: Rallies, Direct Action and Legal Advice; Fundraising

It will be the responsibility of officers to ensure the campaign has realistic targets that are monitored and evaluated at the end of the year. Each month, 30 minutes of "Open Space" will be available after SOC for officers to discuss the efficacy of the structure and potential improvements. During SOC, campaign team leaders will also have the opportunity to update the officer team with their progress.

2) THE CAMPAIGNS BUDGET

It is proposed that the campaigns budget is publicised as an open fund for all student campaigns. This is currently the process, but few students are aware of the opportunity. The application for funding, however, will encourage strategic planning, targets and long term impact. The application process would favour projects that are either in support of Priority Campaigns, policy

from Council, Officer Campaigns, and are in line with our strategic plan, mission, vision and values of the Union. SOC would still be the deciding panel for all bids. Any campaign group that is successful in their application must submit a brief monthly report on their outcomes (simple bullet points).

3) CAMPAIGN FORUM, TRAINING OPPORTUNITIES, AND ANNUAL CONFERENCE

FORUM: In October/November 2013, all student campaigners or change-makers will be invited to a Union Campaigns Forum. This will be a day-long event, filled with campaign workshops, open spaces and small tutored skill sessions. The aim will be to support collaborative projects, and introduce students to a variety of campaigning skills, for use at both UEA and beyond.

TRAINING OPPORTUNITIES: All attendees and volunteers will be emailed with upcoming training events and opportunities throughout the year, which will aim to develop the skills introduced at the forum. The Comms Officer will also support student groups to monitor their progress and act as a first point of contact for information and advice.

CONFERENCE: The Conference could potentially link in with the Union Awards ceremony (March). It would be a celebratory day-long event, providing campaign groups with a platform to talk about their successes during the year. Each group can present a talk or workshop on their specialist interest or campaign win, and invited speakers and external organisations would contribute an additional level of expertise and experience. External organisations could include: The Guardian, Seeds for Change, The NUS, People & Planet, Bindmans Lawyers etc...

GOAL: To create and support a sustainable structure for Student and Union Campaign Groups	
Specific:	<ul style="list-style-type: none"> a.To allocate financial costs from the campaigns budget to fund SOC Campaign Training, The Campaigns Forum, Campaigns Conference and Training Opportunities throughout the year. b.To construct an effective training programme for Campaign Groups and delivery plan c.To generate or/and support a campaign group for each of the Union Priority Campaigns, Officer Campaign groups, and Student Campaign Groups d.To ensure all groups communicate effectively e.To ensure all groups have realistic targets and aid with their monitoring f.To support 100 activists across all campaign groups g.For each group to reach 1000 students via social media h.For each group to reach 200 students via events and activities i.To create a simple, but progressive application criteria for student bids to the campaigns budget
Measurable:	<ul style="list-style-type: none"> a.CO, CEO, Finance Dept, SOC. Funding Panel to be decided. b.CO, CEO, NUS, SOC – Annual monitoring c.d.e.f.g.h.Campaign Group Leaders from SOC, Activities Manager e.CO – Short annual review paper, updates from Campaign Group Leaders i. CO to submit to SOC
Achievable:	<ul style="list-style-type: none"> a.Costs can be reduced if training is managed in-house, or through NUS. Campaigns Co-ordination can be written into role description of a full-time officer position. b.NUS, P&P, other unions, CEO c.d.e.f.g.h.Train the Trainer sessions will ensure that officers are not over-laden with work, plus two meetings a term will be booked so that officers/campaign leaders can share their progress and problems e.Make space at end of year to write short review paper
Resources:	<ul style="list-style-type: none"> Campaigns budget Time from Officers and staff Campaign groups on campus Societies and Reps External organisations: People & Planet, The Guardian, NUS, etc
Time:	Campaign groups to be advertised during PCP.

Items for SOC's consideration:

- Would SOC be interested in receiving training to run Campaign Teams?
- Would SOC support the proposition to advertise the campaigns budget as an open funding pot (upon the creation of a stronger application criteria)?
- Would SOC support the proposition for the Union to run a Forum and Campaigns Conference this year? A funding proposal will be brought to SOC in the near future for the first of these events.
- When would it be most effective to invite external speakers and organisations? The Forum/ Throughout the year/ The Conference? Financially, this would be quite important. External organisations could include: NUS, People & Planet, Seeds For Change, The Guardian, Bindmans Lawyers for example...
- Would any officers be interested in joining a small steering group to plan and co-ordinate the Campaigns Conference, plus training opportunities, funding application process, and general monitoring of this project?

Name of Event or Title of Proposal

National Demonstration at the Conservative Party Conference in Manchester

Name/Role

Ella Gilbert, Non-Portfolio Officer

Proposal

To share the costs with the Trades Union Council of transporting UEA students from Norwich to the demonstration in Manchester on the 29th September.

Costs Breakdown

£860 for hire of coach with 54 seats (less driver who is working for free)

Each seat @ £16

£400 for 25 seats, the others to be filled and paid for by TUC

Total Funding Request

£400

Budget to be debited

Campaigns

Members Benefitting

All members

The benefit

Students will be given the opportunity to take part in a demonstration of nationwide solidarity and forge links with other groups who are resisting the worst effects of the Coalition Government's cuts to public services such as healthcare, higher education and Legal Aid.

This will encourage students to get involved in national level organisation against Austerity, actions which will enhance the abilities of members, and also be in line with union policy on public sector cuts.

The union is a campaigning organisation and as such should encourage its members to participate in activism. This is particularly prescient in light of recent conservative plans to dismantle the NHS, and encourage privatisation that will negatively affect the most disadvantaged in the local and student communities. Union policy states that "cuts to the public sector are unnecessary and hurt local communities and students alike" (1053, 1100) and also seeks to oppose privatisation (1128) and resist austerity in all its forms.

Furthermore, the union asserts that it will take action to "fight for a strong local and national campaigning voice" and that this "will have to be part of a wider campaign against spending cuts" (1053, 1129,1038).

Such action will promote the interests and welfare of students as required by the constitution and will be consistent with historic commitments to provide transport for students to attend national demonstrations.

**Student Officer Committee
Campaign and Training Funding request Form**

Name of Event or Title of Proposal

Priority Campaigns Poll leaflets

Name/ Role:

Rosie – Communications Officer

Proposal:

5,000 leaflets for the Priority Campaigns Poll. Each will be an A6 double-sided postcard type flyer. There will be five different flyers, branded to suit each campaign. The back will have information about the campaign/issue and how to get involved.

Costs breakdown:

5 x (1000 at £69)

Total Funding Request -

£345.00

Which Budget to be debited:

Campaigns

Members benefitting:

5000 students and potentially more.

The benefit:

Campaign information disseminated widely and accurately to all students!
