

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



## **Student Officer Committee Meeting**

4 pm, Thursday, 20 February 2014 in Room 1.31, Union House

### **Agenda**

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#### **FORMAL AGENDA ITEMS**

- 1140 Minutes of the meeting held on 13 February** (See pages 2-9)
- 1141 Matters Arising**
- 1142 Action Log** (See page 10)
- 1143 Officers on Livewire Union Show**  
Officers to appear on the show for the following week.
- 1144 Block Grant Committee**  
A verbal update from the Committee's meeting on 19 February.
- 1145 UCU Industrial Action: Marking Boycott**  
A discussion topic from the Chair. (See also NUS briefing, page 11).
- 1146 Council Action Log**  
The updated Log from the Communications Officer. (See pages 12-22)
- 1147 Officer Go Round**  
Officers to detail their activities for inclusion in the SOC Report to Council.
- 1148 Any Other Business**
- 1149 Time, Date and Place of Next Meeting**

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**Minutes of the Student Officer Committee**  
**13 February 2014**  
**Summary**

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**Key Discussions**

- UUEAS Restructure
- Management Committee minutes

**Key Actions**

- Block Grant Committee to meet the following week
- Requested Trustees to formally consider Management Committee's decision on the restructure
- R Rawle, E Gilbert, F Meade, K Hirst-Jones and L Sloan made personal statements that they were politically opposed to the restructuring that was being undertaken by UUEAS

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**Minutes of the Student Officer Committee**  
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**Voting Members present:**

Ella Gilbert (Non Portfolio Officer), Rosie Rawle (Communications Officer), Kimberley Hirst-Jones (Postgraduate Officer), Tu An Ngo (International Officer), Sebastian Bachelier (Non Portfolio Officer), Lauren Sloan (Ethical Issues Officer), H Staynor (LGBT+ Officer), F Meade (Non Portfolio Officer), Joe Raynes (Non Portfolio Officer), Rachel Knott (Women's Officer), joined the meeting part the way through.

**Non-voting Member**

Jim Dickinson (Chief Executive).

**Chair**

Bintu Foday (Community and Student Rights Officer).

**In attendance:**

Tony Moore (Representation Support Worker)

**Apologies:**

Joe Levell (Finance Officer), Emma Silk (Environment Officer).

**1128 Membership**

Chair noted that this item had been added because one Officer had missed two meetings without communicating with SOC; she noted, however, that the Officer was present at the current meeting.

**1129 Minutes of the meeting held on 30 January 2014**

The minutes were agreed.

**1130 Minutes of the joint meeting with the GSA held on 31 January 2014**

The minutes were agreed.

**1131 Matters Arising**

L Sloan raised the matter of the name and role change and make-up of Management Committee. Chair noted this would be covered later in the meeting.

**1132 Action Log**

R Rawle noted that, since the Union Council Action Log Committee had been disbanded, she was the sole person responsible for monitoring implementation of policy passed by Council. She asked her request that the **Council Action Log** should be an agenda item at each meeting and

then she could present actions that needed to be taken. SOC agreed that the **ethical banking** motion be removed from the SOC Action Log.

R Rawle reported, on the **ambiguity of questions in Referendums**, this would be covered in a future meeting of the CRG which she would be arranging.

T A Ngo noted on, **personal campaign cards**, that Officers could see E Allard, in MarComms, and he would arrange this; Chair noted this information would be posted on Facebook. SOC agreed that E Allard would be asked to prepare cards for the incoming PTOs.

R Rawle reported, on guest speakers at Council that she had spoken to the Chair of Council who was happy to have them so long as he was formally made aware of a proposed invitation before it was sent.

R Rawle reported that the first meeting of the **Democracy and Representation Working Group** had been held but that only one person had attended.

R Rawle noted she had not had a date confirmed for an exit interview with T Killeen.

R Rawle reported, on **the Stop the War affiliation**, noted that this could be done through a UUEAS Society. On other affiliations, she noted the Right to Work Campaign no longer existed whilst Coalition of Resistance was now part of the Peoples' Assembly; she would be reporting the matter to the next Council meeting.

H Staynor noted, on the question about not showing the **Winter Olympics** in the Bars, that she re-considered the matter and she believed that boycotting the Games would not be the best way of showing solidarity with LGBT+ athletes; she believed that the campaign should be about positive not negative change. SOC agreed that this item would be removed from the Log.

### **1133 Officers on Livewire Union Show**

B Foday, H Staynor and R Rawle to take part, the following week.

### **1134 Election Timetable**

SOC confirmed its approval of the timetable.

### **1135 Referendum Report**

Chair noted, in her capacity as DRO, that the Referendum had been successful in terms of turn out with 963 votes cast. She noted there had numerous complaints which she would be addressing in her report to Council. She noted that the problems had arisen from differing interpretations of the Constitution and Bye-Laws.

R Rawle noted that she would be bringing emergency resolutions to Council, later in the day, one of which would be to confirm the Referendum results as she believed the complainants might take the matter further in the hope of annulling the Referendum result.

J Dickinson advised that his guidance to the Chair of Council would be that this resolution should be ruled out of order as Council would have the right to amend the resolution which would conflict with a decision made by a higher power: the generality of students.

**UUEAS Restructure**

L Sloan asked Officers whether they believed SOC should have been consulted prior to the implementation of the Restructure and what they thought of the Restructure, itself.

E Gilbert argued that SOC should have been consulted and she noted her annoyance that she only found out once it had begun.

H Staynor noted that SOC had only limited powers over staffing issues but she believed they should have been consulted as this would have been more democratic and SOC might have set some guidelines and given some direction to the restructuring.

K Hirst-Jones noted a formal consultation meeting would have been desirable.

R Rawle noted J Levell had called a briefing meeting after staff had been informed of the proposals and at short notice and at an inconvenient time.

S Bachelier thought it would have been good if Officers had, at least, been informed beforehand.

TA Ngo noted that SOC had been informed via Facebook, in the same way as the Burger Van affair, with a proposal that had to be accepted but with the presumption that if Officers did not accept it there would be nothing they might do about it. TA Ngo accepted that SOC did not have much power over the matter but she could not accept the lack of consultation.

J Raynes noted that SOC did not get to decide over whether people lost their jobs or not. As to whether SOC should have been informed, he wondered whether Officers believed they should have been told before staff whose jobs might be at risks; he argued the answer would be no.

TA Ngo noted that SOC was the Student Officer Committee and it had to be accountable to students; but if any of her constituents had asked about what was going on in the Union she would have had to say that she had no idea. She believed her inability to answer would impact on her credibility.

E Gilbert believed the matter to be symptomatic of a situation where many decisions were taken without the PTOs being consulted and this was unacceptable.

R Rawle noted both the way the restructuring had been announced and the fact that it went against two UUEAS policies. She noted Council had mandated SOC to set up a Block Grant committee and this had not been done and she believed SOC should take responsibility for organising this. She asked that SOC immediately set a date for the committee to meet.

*SOC agreed that a meeting of the Block Grant committee would be arranged for 4 pm, Wednesday, 19 February.*

R Rawle argued there was a contradiction in that Management Committee had felt it had power to take the decision to launch the restructure before the process that SOC had been mandated to explore had been exhausted. She noted that the paper to Management Committee on the restructure had been tabled at the meeting; this had been the first time that the FTOs had seen it. She noted the FTOs had then had to ask for an extra three days to examine it and this came at the time

they were fully involved in the Referendum campaign. She noted that at Management Committee there had not been a consensus; there had been many serious concerns raised. She noted her concerns that SOC, although they had been excluded from the decision making, still needed to hold Management Committee to account but they were unable to do this because they were not being given any minutes and she believed this should be a matter of serious concern for the PTOs. She believed SOC had the power to voice their unhappiness to Management Committee, to say that the decision making had been illegitimate and to demand detailed minutes of Management Committee meetings. She argued that SOC should take a formal vote on whether to ask for the Management Committee decision to be referred to the Trustee Board. She reminded SOC that the four FTOs had been rushed into a decision in moving forward what had been scheduled in the Improvement Plan for implementation in June. She noted that SOC could not stop the restructuring from happening but it could make a statement.

L Sloan noted she had raised at Council and in SOC the matter of Management Committee minutes and that she would have to characterise her feelings as being thoroughly 'pissed off' that her concerns had been ignored. She noted she had been told that the minutes would improve but they had continued to be of lamentable quality and she believed this to be unacceptable. She argued that, as well as a vote to send the matter to the Trustee Board, SOC should take a political vote as to whether or not individual Officers were in favour of the restructure going ahead; she thought this should be a matter of record.

E Gilbert argued that the restructure had been a shocking and terrible process and lessons had to be learnt for the future as to what was acceptable.

R Rawle believed that the votes on the political decision would hinge on whether Officers believed that the negotiations on the Block Grant had been exhausted.

L Sloan noted that she had not seen a shred of evidence brought to SOC on any campaigning or even any information given concerning the Block Grant and it was entirely within SOC's remit to take any indicative vote.

J Raynes felt there to be a semantic problem over the use of the verb 'to exhaust' as one could say they would not be exhausted until one had hurled oneself naked in protest at the Vice-Chancellor's windows. He also felt it would be inappropriate to vote when not all Officers were present and no agenda papers had been provided.

S Bachelier agreed that it would be inappropriate to take the results to Council when not all Officers had been present at the indicative vote.

R Rawle believed it important to have a 'temperature check' as to Officers' opinion on the Block Grant aspect; she also felt the SOC should take a vote on whether to refer the Management Committee decision to the Trustee Board.

J Dickinson advised that this matter would, in fact, be on the Board's agenda for the following week.

*SOC voted by 7 votes for with no votes against and with three abstentions to request the Trustee Board that they formally consider Management Committee's decision on the restructure.*

Chair noted that SOC would proceed to vote on whether any evidence on whether negotiations had taken place on the Block Grant.

J Raynes noted his protest that it would be improper to spring a vote, such as this, without notice or any information whatsoever.

*R Rawle, L Sloan, E Gilbert, K Hirst-Jones, and F Meade asked that it be minuted that they believed that not all avenues had been explored as to negotiations to increase the Block Grant.*

*J Raynes asked that it be minuted that he had not seen any justification by UUEAS management for the decision to undertake the restructure that alluded in any way to the exhaustion of negotiations over the Block Grant.*

L Sloan reiterated her request that Officers should formally vote on whether they were politically for or against the restructure.

J Raynes noted his opposition to a vote on the matter without any information.

R Rawle noted that this had been exactly the situation when Management Committee had been asked to vote on the matter.

TA Ngo noted that this would not be a decisive vote; it would be a statement by each Officer on where they stood, politically.

S Bachelier noted that very little new information would be available the following week to influence what would be a personal statement by each Officer.

J Raynes noted that SOC had postponed for five weeks a decision on whether to divide the Campaigns Budget because it felt that it did not have enough information. He believed when one was asking Officers to make a political decision, even if it was an indicative vote, one had to provide enough information to inform the decision and validate it.

TA Ngo thought that the information given on the unveiling of the restructure would have prepared Officers to make a decision.

SOC agreed to R Rawle's suggestion that Officers should make personal statements as to whether or not they agreed with the restructure and that this would not be a vote.

*R Rawle, E Gilbert, F Meade, K Hirst-Jones and L Sloan made personal statements that they were politically opposed to the restructuring that was being undertaken by UUEAS.*

J Raynes observed that he had just seen a student walk by and it reminded him of the actual reasons why SOC met.

L Sloan interjected: "fucking hell" and R Rawle noted her thoughts as to how appropriate the comment had been.

Chair thanked Officers for their contributions to the discussion.

**1137**

### **Management Minutes**

L Sloan reiterated her comments that Management Committee minutes had been terrible and that SOC had asked for them to be improved without any result. She believed it hard to gain any information from the current minutes. She noted that Management Committee's name,

membership and role had been changed; she believed these changes to be unconstitutional.

R Rawle suggested this matter should be brought to the CRG and also put on the Trustee Board's agenda.

J Dickinson advised that there appeared to be some confusion in that Management Committee had not been re-named or had its membership changed. He noted that the minutes of 10 December made clear that it was a Management Committee meeting and were as verbatim as one could get. He noted that on 14 January a Management Committee meeting had not been held but the wider strategic management team had met with the FTOs for an away day that as it was not a formal meeting had not required to be minuted; but, for reasons of transparency, he created a minute of all the key decisions and sent it for inclusion in the SOC agenda papers.

He noted, as to membership, the committee was meeting under the auspices of a wider team but that the actual Management Committee membership was unchanged. He further noted that its constitutional role and its terms of reference were unchanged.

L Sloan noted that the meeting's notes had stated that the Committee had changed to be more operational.

J Dickinson advised that the Trustees had resolved to alter the level of delegation between the Trustee Board and Management Committee but this had not altered anything in terms of constitutionality.

Chair noted there were no minutes after 14 January.

J Dickinson advised that, if Officers only wanted formal meetings minuted then he would work on this assumption and only send these for inclusion on the agenda.

## **1138 Any Other Business**

J Raynes noted that UUEAS had policy concerning ATOS, the commercial provider of disability assessments with regard to state benefits for the UK government. He noted recent press reports that the backlog of people waiting for assessments and therefore benefits had reached 80,000 and that ATOS had targeted a 'fail rate' for assessments of 65% which was deeply worrying for all of UUEAS' students with disabilities. He noted there were many actions that Officers could take to help implement policy; including lobbying their MPS and that he would post a link to the campaign on the SOC Facebook page with a summary of the press reports.

R Rawle asked Officers to shout out any of their activities for inclusion in the SOC Report to Council.

E Gilbert: building a bike generator

H Staynor: talking to Labour Soc about involvement in UUEAS, promoting the series of upcoming LGBT+ lectures, including one on heteronormative imagery in wild life films, a discussion group with DEV SOC on the international LGBT+ perspective and a quiz.

R Knott: organising the line-up for International Women's Day on 6 March.

TA Ngo: establishing the International Students' Committee which would focus on keeping the International Officer accountable and to which she would report.

K Hirst-Jones: reported the first PGT discussion group had met and that

more PGT and PGCE students were becoming involved with the GSA with the help of the new Masters Rep.

L Sloan noted that the working group on designing a UUEAS Decision Making matrix would meet next week and she would be inviting the Chair and Deputy Chair of Council.

R Rawle noted progress on the new website had been excellent with the launch due within two weeks. She asked Officers to think of ideas to bring to the next SOC about Officer roles or activities for inclusion on the website.

Chair reported that the inaugural Inter-Faith Day would take place the following Thursday; she noted that the Day would be funded by the £500 grant that she had gained. She noted there would be a stall in the Square, or in case of bad weather, the Hive and there would be a discussion group with members of different faiths and holders of belief systems to talk on the theme of 'tolerance'. She noted she had organised food and refreshments,

**1139**

**Time, Date and Place**

4 pm, Thursday, 20 February in 1.31, Union House.



### SOC ACTION LOG (Internal Process)

Date Commissioned	Action Required	Status	Assigned To:	Date to be actioned by:
14 Nov 13/30 Jan 14	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	☹️ <b>to be sent to Constitutional Review Group/awaiting replies</b>	Rosie	End of January
14 Nov 13	Cost of personal Campaign Cards for Officers to be investigated	<b>Staff member to design and print cards</b>	Joe Levell	End of November
5 Dec 13	Management Committee agenda papers to be circulated to SOC	<b>To be included in future SOC agendas</b>	Jim/Tony	January
12 Dec 13	Open sub-committee of Council to create a strategy for increasing the Block Grant to be convened	<b>First meeting held</b>	Joe Levell/Freddie	January
16 Jan 14	informal committee to support mature students/ exit interview with Mature Students Officer to be held	<b>To be convened and exit interview arranged</b>	Rosie/Bintu	End of January
13 Feb 14	Council Action Log to be on future SOC agendas	<b>Agenda item</b>		

## Industrial Action Update from NUS: UCU - Marking Boycott

Hello all,

We are writing with a further update on the dispute between the University and College Union (UCU) and the University and College Employers Association (UCEA) over pay in higher education.

UCU's Higher Education Committee (HEC) met on Friday 14 February 2014, and have confirmed a marking boycott will take place with effect from Monday 28 April 2014 if the ongoing pay dispute between higher education institutions and staff unions is not resolved in the next two months.

This would be the first time academics have held such a boycott since 2006, and if it occurs it could clearly be deeply problematic for students, particularly in its potential effect on those graduating this year.

We met with UCEA, representing the employers, yesterday to once again call on them to urge a speedy resolution to the dispute and a fair and sustainable pay settlement for staff. We have invited UCU to attend NUS' national executive committee (NEC) this Thursday to update on us on their plans for industrial action and how they can work to protect students' interests, as well as to answer questions and address concerns.

As you will know, the current pay dispute follows the employers' offer of just 1 per cent salary increase through the Joint Negotiating Committee for Higher Education Staff (JNCHES) which the unions have pointed out would mean academics will have suffered a real terms pay cut of 13 per cent since 2009.

UCU have pointed out that the average pay increase for vice chancellors was over 5 per cent last year, and the Times Higher Education (THE) has recently [revealed](#) that Russell Group vice chancellors received average salary increases of more than 8 per cent last year. Meanwhile, just two weeks ago Vince Cable and David Willetts [publicly called on vice chancellors](#) to show great restraint with their pay of senior staff in their letter to the Higher Education Funding Council (HEFCE).

We continue to call on UCEA to get round the table and negotiate meaningfully with the unions. We would therefore encourage students' unions to [write directly to UCEA](#) calling for this, and setting out your concerns about the proposed industrial action. UCEA can be contacted at [enquiries@ucea.ac.uk](mailto:enquiries@ucea.ac.uk)

Of course, students are likely to be concerned about the action that has taken place and that planned. We need vice chancellors and principals to understand the impact of their failure to agree a fair and sustainable pay settlement, and we would therefore encourage you to provide students with the relevant contact details to raise their concerns about its impact.

Students want a speedy resolution to this dispute and we now urgently need to see both the employers and unions getting round the table and negotiating a fair and sustainable pay settlement. The prospect of students being punished for others' mistakes by being denied their graduation is absolutely intolerable.

We would also continue to encourage you to establish and maintain contact with your local trade unions branches, and discuss different ways that students can express support and also how students' interests can be protected. We remain in close contact with all of the trade unions involved in the higher education pay dispute, and will be encouraging them to establish strong links locally too.

Do get in touch if you would like any additional information or have any questions about how this could affect you or students at your institution.

In unity,

Toni and Rachel

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## Union Council Action Log - 2013/14

The Union Council Action Log Sub-Committee agreed that its terms of reference were to *chase* rather than do. For each policy, the group has outlined the following steps to be taken taken. Officers, staff and managers have also been allocated to each resolves in the passed policy. Progress shall be reported at each council.

Red = To be completed

Blue = New updates

Person Responsible	Policy Passed	Resolves/ Actions Set	Outcome/Result
CO, AO, CSRO	<a href="#">Defend the Right to Protest</a>	<p>1) To begin a campaign against new general regulations under banner of "Defend the right to protest at UEA"</p> <p>2) To invite the University to send a member of ET to Council to explain the new regs</p> <p>3) To leaflet students and staff, lobby, hold demos and marches in support of campaign</p>	<p><b>6.11.2013</b> Officers met DOS and Neil Ward - we highlighted five areas of concern regarding new regulations. These included: "distress," "funds," "reasonable x2" and "incitement." It was agreed that in the future, a small working group including DOS, and the SU, plus the Student Experience Committee would review future changes before they are confirmed at Senate.</p> <p><b>15.01.2013</b> AO and CO met with experts in law and protest.</p> <p><b>21.01.2013</b> Union, DOS and Neil Ward met. Some changes agreed: - Clarification on having to inform the university of a caution. The process will now require DOS to give a written explanation of why the University considers them to be a risk to students, and the further actions that will be taken. - "serious" will be included in front of the word "distress" - "funds" will be changed to "monies" - there is no movement on the words "reasonable" or "incitement"</p> <p><b>21.01.2013</b> To Neil Ward in an email: - proposal of including a protective statement in general regulations that allows for protest/democracy - proposal for Neil to attend March 6 Council</p> <p><b>05.01.2013</b> Neil has agreed to both our proposals. He will be attending Council on the 6th March</p>
AO	<a href="#">Postgraduate Space</a> 1397	1) Lobby for all postgraduate students at UEA to have equal access to adequate workspace and overnight storage facilities on Campus. The Academic Officer and Postgraduate Officer will raise	<p><b>05.12.2013</b> Met with Academic Director of Research Programme LTC notified of issue</p>

		<p>this with the University in every appropriate forum, and will report back to the Union Council regularly throughout the year</p>	<p>All Faculty Convenors have been informed of the campaign</p> <p>Nick Lewis, Director of Services in the Library is creating a separate PHD and post grad study space next year</p>
EO	<a href="#">Ethical Careers Fair</a>	<p>1) To organise an annual union-backed “Ethical Careers Fair”, that:</p> <p>a) Invites companies whose business decisions and investments do not conflict with union policy;</p> <p>b) Excludes companies that are currently boycotted by the union, or</p> <p>c) Have been specifically excluded from the Ethical Careers Fair by a simple majority vote at union council.</p> <p>2) To lobby the university to make their own careers fairs ethical, in line with the standards expressed above.</p>	<p><b>07.11.2013</b> Plan:</p> <ul style="list-style-type: none"> <li>- Working group formed</li> <li>- Company list compiled</li> <li>- Email invite finalised</li> <li>- Ethical Consumer subscribed to</li> <li>- LCR booked 20th Jan</li> <li>- Email to be sent on Friday to all companies</li> <li>- Costing plan being developed</li> <li>- Letters sent</li> <li>- Advertising strategy finalised - to commence next week</li> <li>- Waiting on Retail manager on booking form</li> <li>- Advertising planned</li> </ul> <p><b>18.02.2014</b> <a href="#">This has been paused as it was agreed there is not enough time to carry out the event with high quality. Meetings are underway with our activities and enterprise department to assess option for running this next year.</a></p> <p><a href="#">There is a planning meeting scheduled for March. Contact Lauren for details.</a></p>
FO	<a href="#">Reserves Poilcy 1395</a>	<p>1) To mandate the Trustee Board to draw the reserve into the charity</p> <p>2) To adopt a broad policy of retaining 3 months' salary costs in cash</p> <p><b>3) To develop a policy for the remainder of the cash surplus focussed on the following three factors:</b></p> <p>a) <b>A fund to assist with staffing changes that enables the union to develop more support for students and the officers.</b></p> <p>b) <b>Investment in the building/ infrastructure focussed on student facing facilities</b></p> <p>c) <b>Policies that have been endorsed or passed by Council that require extra capital funding and those things which have been brought up in budget discussions on April 13th 2013 as objectives of the Union in this year's budget.</b></p> <p><b>4) To bring the policy discussed in resolves 3 to be reported back to Council to be voted on for approval.</b></p>	<p><b>18.02.2013</b> <a href="#">We are working with a financial advisor, and waiting for their advice to influence a comprehensive financial policy.</a></p> <p><a href="#">There is a conflict with resolves 4. Council are not able to approve the reserves policy, this is the power of the Trustee Board.</a></p>

FO	<a href="#">Union Commercial Services</a>	<p>1) To mandate the Finance Officer to chair student user groups for all three main commercial areas (retail, bars, and ents) that oversee student input into the running of the operations.</p> <p>2) To require that the Trustee Board sets balanced targets for the Commercial companies in the following four areas:</p> <p>a) The union is run efficiently, to a high standard, and generate a healthy surplus that can be ploughed back into the union</p> <p>b) The union should employ a high number of student staff who are paid well and gain valuable experience at all levels of our business</p> <p>c) The union should be an exemplar in relation to safety, security, responsible retailing and ethical practices and purchasing</p> <p>d) The union should seek to meet the widest possible range of students' needs, we focus on minorities as well as majorities, and we provide a platform for student talent to shine.</p> <p>3) To mandate the Finance Officer to investigate having lay students on the boards of the Union's subsidiary companies.</p>	<p><b>07.11.2013</b></p> <p>One focus group has been held - 15 members attended.</p> <p>Priorities from the policy have been implemented into the Commercial Director Interviews, and year plan.</p>
WO	<a href="#">Zero Tolerance 1397</a>	<p>1) To run Zero Tolerance in accordance with NUS guidelines, using the NUS definition of sexual harassment.</p> <p>2) To educate SU staff about sexual harassment and train them to deal with reports of sexual harassment more effectively and sensitively.</p> <p>3) To update union disciplinary procedures to include sexual harassment.</p> <p>4) To educate its members about sexual harassment and the Zero Tolerance campaign.</p> <p>5. Mandate SOC to ensure the implementation of the Zero Tolerance campaign during SU nights and any other entertainments.</p> <p>6. To create an online method of reporting sexual harassment on the Students' Union website.</p>	<p><b>18.01.2013</b></p> <p>Jim and Rachel have met to discuss. They had to wait on the new Commercial Director starting, plus staffing decisions.</p> <p><b>23.01.2013</b></p> <p>Part of this has been included in the Union's Code of Conduct, passed on 23.01.2013</p>
CSRO DO	<a href="#">Time to Change Pledge</a>	<p>1) The Union should run a campaign to improve the knowledge, attitudes staff and students around mental health.</p> <p>2) The Union should provide more support to Peer Support Groups</p> <p>3) The Union should sign the Time to Change pledge.</p> <p>4) The Union should lobby the University to sign the Time to Change Pledge</p>	<p><b>21.11.2013</b></p> <p>Emailed Dean of Students to inform them of passed policy and meeting arranged. Meeting arranged with Activities Manager and guidebook leaflet currently being designed.</p> <p><b>18.01.2014</b></p> <p>Funding review of peer support groups has been reallocated. There is a new funding request system that is more accessible. CSRO has set up regular meetings with these groups.</p>

			<p>Leaflets made and distributed to Societies, HUBS, and DOS. We have had lots of positive feedback!</p> <p>CSRO is researching action plans from other Unions.</p> <p>Meeting with Dean of Students is next week.</p> <p>Signing the pledge is hoped to happen in March.</p>
CO	<a href="#">Effective Representation</a>	<p>1) For the Union to manage two online forums: one for councillors to discuss, question, and propose amendments to policy, and the other, for non-councillors to discuss, debate and ask questions related to Union policy, and to encourage each Council Representative to post agendas on their relevant social media groups, open for discussion.</p> <p>2) To train all councillors and committee members at the start of each semester in the following areas: writing a policy, suggesting amendments, methods of feeding information to and from constituents, and public speaking.</p> <p>3) To ensure the Student Officer Committee report to council includes personal and joint updates alongside short and long-term objectives, plus those of Union staff for whom they are responsible, and that this is made publicly available.</p> <p>4) To mandate the Student Officer Committee to advertise 'Officers On Tour' online and offline each week and to encourage Council Representatives who have submitted a motion for consideration at Council that week to attend.</p> <p>5) To mandate the Communications Officer to publish summaries of council before and after meetings, and to amend deadlines to make it easier for students to feed in.</p> <p>6) To form a "democracy and student input" review group, or open sessions for union councillors to make proposals for increasing the level of transparency and accessibility in union democracy, including a discussion on the suitability of a referendum system and how it could be implemented.</p>	<p><b>21.11.2013</b> Facebook groups are up and running: Non Councillors and Councillors. These are updated with motion and amendment deadlines regularly. Key Decisions and Agendas are also posted every two/three weeks as soon as they are released.</p> <p>Key Decisions are currently published in eRabbit, in Concrete, on the Blog, and Facebook Groups.</p> <p>A template has been agreed by SOC for the Council Report. Only FTOs will be filling these out.</p> <p><b>18.02.2014</b> FTOs have filled in reports for Council once this term</p> <p>The Chair has requested for Amendments to be submitted 48 hours prior to the start of the meeting, rather than 24 hours.</p> <p>The first Rethinking Democracy meeting had 9 attendees in January. The suggestions have been typed up and will be circulated with a new group.</p>
AO	<a href="#">Students are Partners</a>	<p>1) To prioritise building a culture of partnership in the university, recognising that the relationship between students and the students' union, staff and management will differ across the university.</p> <p>2) To work to develop an evidence base of the educational benefits of a partnership approach and the impact student representatives can have on the university.</p> <p>3) To lobby for funding and support to enable the</p>	<p><b>5.12.2013</b> Louise attended student experience conference in London to push forward the themes of the policy</p> <p>Submitted Student Led Teaching awards proposal to the university</p> <p>Submitting to HeFCe to catalyst fund bids- ed for sust dev, and student led research union</p> <p>Facilitating workshop and univeristy teaching day</p>

		<p>union to have an impact on quality assurance and enhancement activities, such as periodic review, curriculum development, annual monitoring and annual quality reports.</p> <p>4) To lobby for funding to develop student led research to enable the union to better represent the depth and breadth of student views and opinions.</p>	
FO	<a href="#">Members Only</a>	<p>1) To reject any calls for a referendum on “members only”</p> <p>2) To continue to listen, respond and communicate to students in relation to commercial services and to report efforts to this end to subsequent union councils</p>	
SOC	<a href="#">Fair treatment of Union of UEA Student Staff</a>	(policy is not online)	<p>Rejected by Trustee Board. Report in November Council Agenda</p> <p><a href="#">Bloc Grant Information has been put on blog</a></p>
CO	<a href="#">Motion on Democratic Process</a>		Trustees met with SOC to discuss powers Decision making matrix to be held on 20.02.2014
EO EIO	<a href="#">No Platform for Unethical Companies</a>	<p>1) To refuse any company that enables tax avoidance, or unethical practices that contradict union policy, access to Union House or other union-owned premises for recruitment, advertising or other activities that relate to promoting the company, and to inform those companies of the reason for doing so;</p> <p>2) To refuse to host, in Union House or through any union outlet, any branch of a company that engages in tax avoidance or whose business practices contradict union policy, and to inform those companies of the reason for doing so;</p> <p>3) To refuse advertising space to companies that engage in or promote tax avoidance or whose business practices contradict union policy, and to inform those companies of the reason for doing so;</p> <p>4) To offer support to any student who peacefully protests against the presence of such companies on campus generally;</p> <p>5) To promote this policy to campus, local and national media so as to ensure its widespread knowledge.</p>	

CO FO	Amendment to Bye Laws - Duplication of Student Groups	(Not on website)	
FO CO CSRO	A New Deal for Students	<p>1) To support NUS' campaign for a new deal for the next generation across the themes of education, work and community</p> <p>2) To welcome the signing of a new campaigning partnership between NUS and the Trades Union Congress (TUC) and its identification of ten areas in which the student and trade union movements will work together on in the year ahead</p> <p>3) To work with trade unions locally to support this initiative</p> <p>4) To work with external allies and partners to maximise voter registration and electoral participation among young people and students in Norfolk and beyond to ensure their voices are heard</p>	
FO	Sports Clubs in International Competition	<p>1. To allow sports clubs who qualify for international tournaments to use money equivalent to a domestic event for such competitions.</p> <p>2. To mandate the Finance Officer to work closely with such student groups to enable them to utilise all fundraising opportunities.</p>	
EO EIO	Fossil Free	<p>1) To mandate SOC to coordinate and put resources toward a high-profile Fossil Free campaign around fossil fuel divestment on campus, including the dissemination of information about UEA's investments and the companies it invests in.</p> <p>2) To mandate the relevant Students Union officer to request quarterly updates of the Universities investment portfolio.</p> <p>3) To mandate the UJEAS Full Time Officers to lobby for and secure student representation on all university investment committees.</p> <p>4) For SOC to lobby the university to end all future investments in fossil fuel companies and to divest from fossil fuel industry companies immediately.</p> <p>5) To mandate SOC to lobby the Careers Service to ensure no fossil fuel companies are allowed to recruit potential graduates onto campus, and to lobby for the provision by the Careers Service of ethical careers advice.</p>	<p>Meeting with EMS implementation group on Monday 11am-1pm - three staff members have signed this already</p> <p>Meeting with Sustainability Board on Friday</p>

		<p>6) To mandate SOC to actively work with People &amp; Planet and other external organisations involved in fossil fuel divestment and related campaigns</p> <p>7) To support and encourage other student unions to submit similar policies and launch their own Fossil Free campaigns.</p>	
CSRO	<a href="#">Police in Union House</a>	<p>1) To refuse police officers access to union house if they do not have the explicit agreement or invitation of the Sabbatical officers. Entry to licensed premises should be permitted as subject to the requirements of the law, pending permission from the acting duty manager in each specific instance.</p> <p>2) To write a formal letter to the Norfolk Constabulary to ask that in future requests for information are dealt with through the union as outlined above, as opposed to visiting specific students at home or on campus, and that police officers wait for the consent of Sabbatical officers before entering Union House, unless they suspect a crime is or has been taking place.</p> <p>3) To refuse to give student information to the police where doing so may result in prosecution of a student unless legally required.</p>	
Joe Raynes DO	<a href="#">ATOS Healthcare</a>	<p>1. To campaign against the use of computer tick-box assessments for disability assessments.</p> <p>2. That the union should work with NUS Disabled Students Campaign to campaign against ATOS.</p> <p>3. That the union should write to the local MP and request that he raise concerns about ATOS in Parliament.</p> <p>4. That the union should not enter into any partnership with ATOS whether that be them delivering accredited courses or recruiting employers at our University.</p> <p>5. That the union should encourage the University to condemn ATOS for their harmful role in disability assessment</p>	
Freddie CO SOC	<a href="#">Revised FAQ Report to Council</a>	<p>1. To reject the report and convey serious concerns about the process through which it was produced</p> <p>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</p>	<p><a href="#">Reported to Trustee Board</a> <a href="#">First meeting is planned and date set</a></p>

SOC	<a href="#">Censure of Board of Trustees</a>	<p>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</p> <p>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.</p>	<p><a href="#">Reported to Trustee Board</a></p> <p><a href="#">Nominations and Human Resources Committee has met</a></p>
CO FO SOC	<a href="#">Code of Conduct Byelaw Amendment 1486</a>	1) To delete by laws 13, 14 and 15 and replace with the following: <b>Union Code of Conduct</b>	
CSRO	<a href="#">University Rents 1487</a>	<p>1) To campaign to halt the proposed increases in like for like rent until the above concerns have been met</p> <p>2) To lobby for changes to the consultation and transparency processes as above</p>	<p>- Forum Meeting -</p> <p>- Waiting for ET response</p>
SOC	<a href="#">Relationship between UEA and the Union 1488</a>	<p>1) To develop a detailed relationship agreement with the University based on these principles to guide the relationship between the Union and the University at every level.</p> <p>2) This should set out, under a number of headings, agreed approaches on issues of common concern both for the Union, its members, its trustees and the University so that a clear working relationship between the two is established.</p> <p>3) To bring this relationship to Union Council for approval.</p>	
SOC	<a href="#">Clarification of Staff Protocol 1489</a>	<p>1. To amend Byelaw 2.13.2 to</p> <p>Seeks to commit the Trustees, the Student Officer Committee, Union Council, the Directors of the Union's subsidiary companies, the Union's staff or any other person to an illegal act, or seeks to commit Union resources to an illegal act; or</p> <p>2. To amend Byelaw 2.13.3 to</p> <p>Seeks to amend the Constitution unless it is a properly submitted Constitutional amendment, or is in contravention to the terms of the Constitution and Byelaws, including Section 6: Staff Protocol.</p> <p>3. To add bye law 2.13.4</p> <p><i>makes a judgment about or includes a view on an individual, external organization or company that does not include robust evidence, and/or contain verifiable quotes and/or is defamatory.</i></p>	

		<p>4. Add 2.14 (and renumber subsequent)</p> <p>The power and responsibility to exercise clause 2.13 shall rest with the chair, save that any such decision shall be able to be overturned by the Trustee Board (or Management Committee acting in lieu of Trustee Board). Any such overrule shall be reported to Council.</p>	
<p>FO SOC</p>	<p>A Democratic Framework for Finance 1506</p>	<p>1. To refer the believes and resolves of this motion to the Governance subcommittee to ensure that appropriate changes to the constitution and bye laws are drafted for approval early in the new year.</p> <p>2. That these changes should include the following provisions</p> <p>a. To separate the following concepts</p> <p>i. <b>Budgeted contribution</b>- this will be the net amount that each commercial area is expected to contribute to the budget and the amount will be proposed each year.</p> <p>ii. <b>Estimates</b>- this will be a policy that is proposed and approved annually by union council and will be the amounts that each activity of the union will be expecting to raise and spent (on a net basis)</p> <p>iii. <b>Detailed internal budgets</b>- this will be the detailed day to day budgets and cash flow projections that the Trustee Board sets for each department in pursuit of the estimates and are managed by staff and officers</p> <p>b. That a report on expenditure &amp; income against the estimates should be presented to union council at least twice per term.</p> <p>c. That at the beginning of each year, SOC will be expected to present a timetable for budget involvement from the Union Council and students that includes:</p> <p>i. Input from user groups in the commercial areas</p> <p>ii. A formative discussion at union council that allows councillors to ask questions and suggest ideas</p> <p>iii. A summative Estimates proposal that council can vote on as a formal policy</p> <p>3. Council should have the opportunity to make amendments to the budget and Councillors should have time to consult their constituents on the fully amended budget.</p> <p>4. To mandate the Governance subcommittee to adapt the process for approving the budget including the following :</p> <p>Ⓐ: That in the event of the rejection of the budget by Union Council an amended budget addressing the concerns of Council will be resubmitted at the earliest opportunity.</p> <p>b: That if there is no budget passed by the Union at the start of the new financial year there will be no</p>	

		<p>change in the funding allocated in the previous budget passed by a majority vote of Council until such time as a budget is passed by the Union.</p> <p>5. That the Management Committee should be required to report to the next council in the event that it becomes aware of deviations from the estimates arising from performance of different areas of the union.</p>	
SOC	<a href="#">Emergency Motion to Censure the Full-Time Officers</a>	<p>1) To reject the report from the Chair of Council entitled "Report to Union Council from Chair of Trustee Board on Union Restructure."</p> <p>2) To recommend that the restructure proposals approved in Management Committee on Tuesday 4<sup>th</sup> February, are sent back to the next full Trustee Board Meeting for further consideration, alongside this motion, and Policies 1442 and 1462b.</p> <p>3) To Censure the Full Time Officers in their role as Management Committee for setting aside Policies 1442 and 1462b in order to approve a further restructure that puts numerous staff members at risk of redundancy</p>	
CO	<a href="#">Emergency Amendment to Bye-laws - Role of GSA President</a>	<p>1) To reinstate clauses 3.16, 3.161, and 3.16.2 of the Bye-Laws when the current next Officer Term of Office begins, and number as applicable</p>	
CO	<a href="#">Proposal to change the Returning Officer to a member of staff at The Electoral Reform Society</a>	<p>1) To mandate the Communications Officer to recommend that the University Council appoints a member of the Electoral Reform Service to the post of our Returning Officer in time to oversee the 2014 Student Officer Elections.</p> <p>2) To continue investigations into finding an alternative but similar body if fees are unreasonable or their services are not fit for our purpose</p> <p>3) To mandate the Communications Officer to ensure that this policy is considered upon all subsequent appointments of Returning Officers</p>	

**ACHIEVEMENTS!...!**

CO	<a href="#">Norfolk People's Assembly</a>	<ul style="list-style-type: none"> <li>Vince Cable protest to be organised</li> </ul>	-Barclays and Osbourne protests held. Concrete article published -Vince Cable protest
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CSRO	Blurred Lines	<ul style="list-style-type: none"> <li>Referendum campaign leaders to be trained</li> <li>Referendum issues to be referred to Constitutional Review Group</li> </ul>	-For Candidate: No Against. -General meeting arranged - SOC decided to implement previous question - Referendum underway (over 1200 votes!!) DONE!
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FO	<a href="#">Livewire</a>	<ul style="list-style-type: none"> <li>Implement LiveWire in the Bars</li> </ul>	-Implemented - playing in Union House - Managers of Shop, Bars notified
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CSRO	<a href="#">Halal and Kosher Food</a>	<ul style="list-style-type: none"> <li>Report on possibility of implementing soon, the diversity of range of products</li> <li>Promotion to be organised - in store</li> </ul>	-Visit to Derby University for research. -Photos taken and name of providers given to Head of Commercial Services -Halal Food is available in Union Outlets - Advertised in erabbit and on social media
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CO	Amendment to Bye Laws - Procedural Motion to impose a Guillotine		passed
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WO, CO	<a href="#">Sun Boycott</a> 1398	1) UEA should follow other universities and end the sale of The Sun newspaper in UEA shops in support of gender equality. 2) To inform News International and the Editor of the Sun of this policy.	Sun taken off shelves and staff e-mailed Letter has been written and sent
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FO	<a href="#">Members Only</a> 1420	1) To reject any calls for a referendum on "members only" 2) To continue to listen, respond and communicate to students in relation to commercial services and to report efforts to this end to subsequent union councils	
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