

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



Student Officer Committee Meeting

5 pm, Thursday, 1 May 2014 in the Council Chamber, the Registry

Agenda

FORMAL AGENDA ITEMS

- 1197 Election of Chair**
 - 1198 Minutes of the meeting held on 3 April** (See pages 1-9)
 - 1199 Matters Arising**
 - 1200 Action Log** (See page 10)
 - 1201 UCU Industrial Action: Marking Boycott Update**
An update from the Communications Officer.
 - 1202 Officer Trustees**
A discussion topic from the Finance Officer.
 - 1203 Council Action Log** (See page 11-25)
A discussion topic from the Communications Officer.
 - 1204 Events Advertising** (See page 26)
Proposed advertisement brought to SOC's attention by the Design and Marketing Coordinator.
 - 1205 Officer Go Round**
Officers to detail their activities for inclusion in the SOC Report.
 - 1206 Any Other Business**
- Note: Time, Date and Place of Next Meeting**

There will be a training session to follow the formal agenda items

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Minutes of the Student Officer Committee

3 April 2014

Summary

Key Discussions

- Accommodation rent rises
- By-Election Timetable
- UCU Marking Boycott
- Spending Proposals for 2014-15 Budget
- Lobbying for increased general funding versus lobbying for funding for specific projects
- Results of UUEAS Annual Survey

Key Actions

- University to be asked what information has been given to incoming students about the rent rise
- SOC agreed the proposed By-Election Timetable but to move the manifesto deadline back to 11 May and to schedule an extra candidate training session
- Marking Boycott group to take campaign forward
- Agreed that there would be a special session during training to discuss strategic spending and campaigning priorities both in the short and long ter.

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Minutes of the Student Officer Committee

3 April 2014

Voting Members present:

Tu An Ngo (International Officer), Ella Gilbert (Non Portfolio Officer), Rosie Rawle (Communications Officer), Emma Silk (Environment Officer), L Withers Green (Academic Officer), Freddie Meade (Non Portfolio Officer), Bintu Foday (Community and Student Rights Officer), Kimberley Hirst-Jones (Postgraduate Officer), L Sloan (Ethical Issues Officer).

Officers Elect present:

Chris Jarvis (Campaigns and Democracy Officer), Tom Etheridge (Non Portfolio Officer), Max Levene (Students with Disabilities Officer), Connor Rand (UG Education Officer), Josh Wilson (Ethical issues Officer), Dolly Ogunrinde (Women's Officer), Iain Goddard (Environment Officer Elect).

Chair

Joe Raynes (Non Portfolio Officer).

Voting Members present:

J Dickinson (Chief Executive).

In attendance:

Tony Moore (Representation Support Worker).

Apologies:

Eunice Opare-Addo (Black & Ethnic Minorities Officer), L McCafferty (PG Education Officer Elect), Sebastian Bachelier (Non Portfolio Officer), Holly Staynor (LGBT+ Officer). Yinbo Yu (Activities & Opportunities Officer Elect).

1185 Welcome to newly elected Officers

Chair welcomed the newly elected Officers to SOC.

1186 Minutes of the meeting held on 27 March 2014

The minutes were agreed.

1187 Matters Arising

There were none.

1188 Action Log

SOC noted the completed actions.

B Foday noted on she had contacted the University who had got back to her with the news that they had already set the rent rise and had published the information in February. She noted her shock at this news as she had believed that the University would have held prior consultations with UUEAS. She noted UUEAS was faced with a fait accompli and that this was disappointing in that Council had mandated SOC to campaign against the rise.

R Rawle believed there was still an opportunity to campaign on the issue and to alert incoming students to the rise.

B Foday noted that there had been some progress in that the University had agreed to invite future Welfare, Community & Diversity Officers to rent setting meetings and that UUEAS staff would be involved to ensure continuity.

R Rawle noted she had tried to find information about the rise online but she had not been able to find it; she believed the University should be pressed to make information on the rise more immediately available. She noted that she would be interested to know what information had been given to incoming students.

L Withers Green argued that a foundation should be laid for a campaign against future rent rises.

SOC agreed that investigations should be made as to what information had been given to incoming students.

1189 By-Election Timetable

SOC noted the difficulties of running a by-election during the exam period.

SOC agreed the proposed timetable but to move the manifesto deadline back to 11 May and to schedule an extra candidate training session.

1190 UCU Industrial Action: Marking Boycott

R Rawle noted some members had expressed anger over the proposed boycott and some of the anger had been directed at the position UUEAS had taken. She noted she had had a meeting with one of the UCU branch reps and she had also met with the University.

At the request of the Chair, R Rawle gave a quick overview of the events leading up to the boycott. She noted that UCU had for the preceding six months been trying to engage with university employers over lecturers' pay. She noted that the UCU's claims were not only for a fair pay rate but a decrease in the gender gap and an end to zero hours contracts and this made the situation somewhat complex. She noted that there had been four or five strikes during this period and, although the withdrawal of labour had only lasted a couple of hours, the University had punitively docked the strikers a day's pay. She noted that there was a long history of precedent of UUEAS' support for UCU industrial action and this was

backed up by recently passed policy. She noted that NUS supported the boycott and that, several weeks previously, SOC had confirmed its support. She noted that UCU would implement the boycott only as a last resort. She noted that there were 500 UCU members at UEA and that the UCU rep had no idea how many of these would take part. She noted that there was no requirement for the UCU members to inform the University whether they would be taking part until the 28th April; so this made it more difficult to estimate the numbers. She noted, however, that the University were planning Congregation to take place as normal. She noted, as to communications, UUEAS had a section on the blog focused on the boycott, with FAQs and guidance on what students could do such as emailing the Vice-Chancellor. She noted that many students had already written to the VC to ask that staff demands were met. She noted that there had been criticism of UUEAS via social media which decried UUEAS for supporting an action that would disadvantage students. She felt that UUEAS had done well in responding individually to each criticism.

E Gilbert asked that a template of key facts should be put together so that Officers could make a quick response to queries from their constituents.

R Rawle noted she would compile a bullet point list for Officers to use.

R Rawle noted that it had been agreed at Council that the best way to protect students from any disruption to their studies was to attempt to ensure that the boycott did not go ahead and that the way to do this was to pressurise the University to come to a fair solution for staff.

C Rand believed that anyone who had been engaged in the social media debate would know that the level of noise and anger over the boycott was at a high level. He thought this confirmed the importance of UUEAS putting in place a series of practical steps as to how to engage the members and explain the case to them. He noted that he felt that UUEAS was losing this particular battle because the boycott was a last resort for staff after a long series of industrial actions and UUEAS had not adequately set out its position or engaged students during these previous actions and, consequently, students did not see the boycott in its historical context of deteriorating staff conditions and the marketisation of education. He underlined the importance to the goal of building solidarity between students and lecturers of having a well-thought out communication strategy.

R Rawle noted a lot of work had been done through the Fair Pay Campus and Anti-Student Debt campaigns and by a high profile UUEAS presence at the earlier industrial actions. She believed, however, that there had not been enough contribution from SOC as a body and that it would be important for all Officers to involve themselves in the campaign from this point on.

L Withers Green believed the key argument should be that, in the long term, UUEAS support for the boycott would benefit students as it could be vital in helping UCU achieve a successful resolution of the dispute.

R Rawle noted, as to the future campaign, one of the ideas that had been mooted had been to distribute 'I Support My Staff' and 'What's Going On' flyers combined with a poster campaign. She wondered how appropriate SOC would think it to be to have these messages in the big poster boards around Union House. She also asked SOC to consider whether the publicity material should be sophisticated design quality or

should be hand painted. She thought a popular tool would be to hand out stickers for students to wear to show solidarity with staff. She noted she had also discussed with the UCU the possibility of a UCU rep coming to address an open meeting. She noted a small ad hoc group had been working on the campaign and she suggested that this group should continue to do so with current Officers and Officers elect welcome to join them. She thought the group could come up with a staged plan with dates.

SOC agreed that the group would be responsible for taking the campaign forward and that the meetings would be publicised on the SOC Facebook page.

J Wilson thought it would be good to publish any FAQs that the UCU had issued.

R Rawle noted she had used these for the basis of the information she had put out.

E Gilbert believed it was not for UUEAS but for UCU to explain why their members were going on strike.

R Rawle noted she would ask the UCU branch for more detailed information to include.

1191 Budget Ideas 2014-15

Chair noted that Officers had been asked at the previous meeting as to which areas they would like money to be targeted at to improve services. Officers made the following contributions:

E Gilbert: more staff support for Officers' campaigns on publicity and more money to spend on publicity material for demonstrations

L Withers Green: more staff support for representation to bring UUEAS up to the level of support at unions of a similar size as the current level was not sufficient to adequately represent the members

Chair: dedicated LGBT+ support

T A Ngo: dedicated staff support for international students and staff support for Liberations Officers in general

R Rawle: suggested group work using manifestos and Officer priorities to design a set of overall holistic priorities that SOC could feed into the budget process

T Etheridge: noted this could be a similar process to the Priority Campaigns Poll

L Sloan wondered if the idea was to put forward specific projects to ask the University to fund; because, if this was the case, it would be totally against the approach that the Block Grant Committee had agreed to take concerning approaches for increased funding.

R Rawle agreed and noted that Council had passed policy to seek an overall increase in funding rather than tied funding as UUEAS needed to keep control of its spending priorities. She noted she had seen a paper at Management Committee with a number of possible funding requests around specific projects and she had asked that this be brought to SOC.

L Sloan believed it was not a question of which committee considered the matter; it was the fundamental principle that policy stated that Officers

should be asking for a higher block grant rather than funding for specific projects.

L Withers Green noted that for the entire year she had been very openly lobbying the University for extra funding for representation and she believed it would be disastrous to row back and wait on an uncertain increase to the Block Grant.

J Dickinson advised that there were two strands for SOC to address: firstly, what UUEAS spent its existing money on and, secondly, what UUEAS might spend new money on and its subsidiary question as to making the University aware of how any new money would be spent in order to consequently secure new money from the University. He advised that, even if SOC deferred making a decision on either a specific project with defined costs or a broader spending proposal, SOC would still have some slack in what UUEAS could spend its money on in the coming year. He noted that one of the points of the budget setting policy had been to put SOC into the driving seat as to what the spending priorities should be rather than just, as in the past, being given the ability to make minor changes to a £15,000 Campaigns Budget. He noted that, even if there were no new money, UUEAS would still be able to deliver on some of SOC's spending priorities.

L Sloan asked why UUEAS was sacking people if there was money available and where the money was located. She noted that she had heard statements such as this throughout the year and her reluctance to sit in SOC and hear this repeated. She wondered why UUEAS had been forced to make cuts in order to survive if there was spare money available.

J Dickinson advised that the matter concerned not just a process of a reduction in the overall number of staff but, also, the way in which a whole range of services were delivered and some of the changes to service delivery would generate savings. He noted, as an example, that he was currently reviewing UUEAS' insurance policies which could result in savings of £10,000 and this was the type of new money that he had been alluding to. He noted that, in order to break even, UUEAS had not only reduced the number of staff but had also completely changed the staffing structure which would also mean cost savings. He noted that as UUEAS got closer to building the finalised budget for the coming year, as Chief Executive, he would need a political steer as to where money should be targeted.

L Sloan noted her belief that the money should be spent on UUEAS staff; it was simple, if UUEAS had spare money, it should not sack people.

J Dickinson advised that this was one possible view to take on the matter.

SOC agreed that there would be a special session during training to discuss strategic spending and campaigning priorities both in the short and long term.

T A Ngo cautioned that SOC would be leaving the matter to newly elected Officers who would not be able to bring the experience of office to the discussions.

R Rawle noted that the present PTO team would be fully involved in the discussions.

1992

UUEAS Annual Survey

J Dickinson noted that some of the results of the survey highlighted representational and political issues that were within SOC's remit. He noted he would circulate the full report to the incoming Officers. He noted that there had been a record number of students taking part in the survey and he was happy that the survey was broadly representative of the student body.

He noted that, in the current marketised system, an important aspect of the survey was that it gauged which of UUEAS' services had played a part in students choosing to come to UEA. He noted the new HEFCE research that indicated that students often made a choice on emotional grounds and then justified their decision in terms of choosing the best course on offer in order to appear to have been making a rational, informed choice. He pointed to the importance of accommodation affecting choice and noted UEA was a fairly rare example of an institution trying to house as many first year students as possible on campus.

He noted the importance that students attached to the Shop as a service and he argued that there was a lot more that UUEAS might do, in terms of campaigns, to engage students when they used the Shop.

He highlighted the key areas of concern for students as: academic achievement, academic workload, he noted this was very high in comparison to other universities due to the high level of contact time at UEA, finance, faith, mental health issues and parking. On mental health, he noted that national research had shown that there were, due to the lack of care provision, an increasing number of students providing make do, amateur support for their peers; he believed this was an area the new Officer team might wish to examine.

He noted the variations from School to School in student responses as to UUEAS' effectiveness in course representation and that this would be something for the new Education Officers to investigate.

He noted the paradox that most of the truly effective representation work undertaken by the Officers took place in University committees and of which students were mostly unaware. He noted that this would be an aspect of communication that Officers would wish to address.

He noted the data on which campaigns meant most to students and suggested that this would highlight the areas UUEAS should target to raise awareness of. He noted the high scores for coursework return and exam timetables. He further noted the growth in concerns over Zero Tolerance and 'Lad Culture' and that this was part of a significant national trend. On communications, he noted that over 80% of the respondents wanted a daily email and that UUEAS was focused on delivering this and would continually push for a completion of the data sharing agreement. He hoped that by September the daily email would be a reality and he believed this would be an exciting development.

On transparency and decision making, he thought the figures compared reasonably well with those for other students' unions.

On the final 'killer question' on the extent of UUEAS' positive impact on student lives, he noted this was down 11% from the previous year to 65% and that this might be due to a number of factors, possibly including the restructuring of commercial services. He felt that it would be interesting to

see whether the 65% would feed into the NSS Question 23 score.

1993 Management Committee Minutes

SOC received the minutes of the meeting of 27 March without comment.

1994 Officer Go Round

E Gilbert: UCU Marking Boycott

K Hirst-Jones: Postgraduate aspect of the UCU Marking Boycott as to implications for marked work and for markers, GSA Officer handover, NUS PG Conference and organising Music Nights at the Grad Bar

L Withers Green: 100 things the VC could change, What If your course was better and working on Faculty Convenors recruitment

L Sloan: noted that, for the first time in the current year, she had concentrated on her degree work and had nothing to report

R Rawle: marking boycott, hustings for the local and the European elections on 1 May, Defend Education Campaign

F Meade: marking boycott

B Foday: finalising the Time to Change campaign with a mass pledge signing in May, Faith on Campus meetings with the University and Islamic Society, Access Agreement focus groups

E Silk: Stop The Sell Off and meetings with the University over Fossil Free investment

TA Ngo: reported a UEA student who was a TV anchor-man in Kazakhstan had had some of his colleagues film the UEA Go Global Party and this had been broadcast on Kazakh national TV

J Raynes: explain the marking boycott to students

1995 Any Other Business

R Rawle proposed a thank you to all the Part Time Officers for all their work during what had turned out to be a roller coaster of a year.

T A Ngo noted she would be organising a goodbye social after Easter.

R Rawle noted that all departing Officers would be invited to training as it would be good to have as many one-to-one handovers as possible and that FTOs would be available for briefings outside of scheduled training.

B Foday noted that getting the training dates set as soon as possible should be noted as an action point.

1996 Time, Date and Place

5 pm, Thursday, 3 April in a venue to be confirmed.



SOC ACTION LOG (Internal Process)

Date Commissioned	Action Required	Status	Assigned To:	Date to be actioned by:
27 Feb 14 / 3 Apr 14	University Rents	investigations to be made as to what information had been given by the University to incoming students	Bintu	March
27 Mar 14	Exit interviews or a group interview would be held before the end of the exam period for the current PTOs.	Interviews to be conducted	Joe	End of May
3 Apr 14	By Elections: move the manifesto deadline back to 11 May and to schedule an extra candidate training session	Actioned	Tony	28 April
3 Apr 14	Marking Boycott group would be responsible for taking the campaign forward and that the meetings would be publicised on the SOC Facebook page.	Actioned	Rosie	End of April
3 Apr 14	Special session during training to discuss strategic spending and campaigning priorities both in the short and long term to be organised	To be actioned	Jim	End of May

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. 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	Defend the Right to Protest	<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>6.11.2013 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>15.01.2013 AO and CO met with experts in law and protest.</p> <p>21.01.2013 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>21.01.2013 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>05.01.2013 Neil has agreed to both our proposals. He will be attending Council on the 6th March</p>
AO	Postgraduate Space 1397	<p>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 this with the University in every appropriate forum, and will report back to the Union Council regularly throughout the year</p>	<p>05.12.2013 Met with Academic Director of Research Programme LTC notified of issue</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>

			Space on Floor 2 of the library. Leaflets will go in the Grad Bar. Kim to ask about current PG space with integrated masters.
EO	Ethical Careers Fair	<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>07.11.2013 Plan:</p> <ul style="list-style-type: none"> - Working group formed - Company list compiled - Email invite finalised - Ethical Consumer subscribed to - LCR booked 20th Jan - Email to be sent on Friday to all companies - Costing plan being developed - Letters sent - Advertising strategy finalised - to commence next week - Waiting on Retail manager on booking form - Advertising planned <p>18.02.2014 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.</p> <p>There is a planning meeting scheduled for March. Contact Lauren for details.</p>
FO	Reserves Policy 1395	<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>3) To develop a policy for the remainder of the cash surplus focussed on the following three factors:</p> <p>a) A fund to assist with staffing changes that enables the union to develop more support for students and the officers.</p> <p>b) Investment in the building/ infrastructure focussed on student facing facilities</p> <p>c) 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.</p> <p>4) To bring the policy discussed in resolves 3 to be reported back to Council to be voted on for approval.</p>	<p>18.02.2013 We are working with a financial advisor, and waiting for their advice to influence a comprehensive financial policy.</p> <p>There is a conflict with resolves 4. Council are not able to approve the reserves policy, this is the power of the Trustee Board.</p>
FO	Union Commercial Services	<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>07.11.2013</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> <p>Changes to non-exec directors, this term.</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>	
WO	Zero Tolerance 1397	<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>18.01.2013 Jim and Rachel have met to discuss. They had to wait on the new Commercial Director starting, plus staffing decisions.</p> <p>23.01.2013 Part of this has been included in the Union's Code of Conduct, passed on 23.01.2013</p>
CSRO DO	Time to Change Pledge	<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>21.11.2013 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>18.01.2014 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>

			Signing the pledge is hoped to happen in March.
CO	Effective Representation	<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>21.11.2013 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>18.02.2014 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	Students are Partners	<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 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>5.12.2013 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>

		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.	
FO	Members Only	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	
SOC	Fair treatment of Union of UEA Student Staff	(policy is not online)	Rejected by Trustee Board. Report in November Council Agenda Bloc Grant Information has been put on blog
CO	Motion on Democratic Process		Trustees met with SOC to discuss powers Decision making matrix to be held on 20.02.2014
EO EIO	No Platform for Unethical Companies	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; 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; 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; 4) To offer support to any student who peacefully protests against the presence of such companies on campus generally; 5) To promote this policy to campus, local and national media so as to ensure its widespread knowledge.	-

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>	GTVO
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 UUEAS 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</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>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>6) To mandate SOC to actively work with People & 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	Police in Union House	<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	ATOS Healthcare	<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>	Ella attended the Norwich National Demo on the, posted on blog, on facebook.

Freddie CO SOC	Revised FAQ Report to Council	<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>Reported to Trustee Board First meeting is planned and date set - Block Grant Committee has happened</p>
SOC	Censure of Board of Trustees	<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>Reported to Trustee Board Nominations and Human Resources Committee has met</p>
CO FO SOC	Code of Conduct Byelaw Amendment 1486	<p>1) To delete by laws 13, 14 and 15 and replace with the following: Union Code of Conduct</p>	
CSRO	University Rents 1487	<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 - Waiting for ET response</p> <p>- Bintu to write to Brian to find out where we are</p>
SOC AO	Relationship between UEA and the Union 1488	<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	Clarification of Staff Protocol 1489	<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>	
FO SOC	<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. Budgeted contribution- 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. Estimates- 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. Detailed internal budgets- 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 & 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>a: 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 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	Emergency Motion to Censure the Full-Time Officers	<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 4th 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	Emergency Amendment to Bye-laws - Role of GSA President	<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	Proposal to change the Returning Officer to a member of staff at The Electoral Reform Society	<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>	

CSRO	Equal Opportunities	<p>1. To mandate the present Community and Student Rights Officer and her successor to work with Management Committee to produce a structure to monitor and promote equal opportunities on the staff side of the organisation. This structure will be targeted to be in operation by the end of August 2014.</p> <p>2. To mandate the incoming Welfare, Community and Diversity Officer to convene the Equal Opportunities Committee to meet three times a term for the coming academic year. The Welfare, Community and Diversity Officer will be the chairperson of the Committee.</p> <p>3. That the Committee will be composed as stipulated by the Bye-Laws but will be able to co-opt two students with an interest in equality and diversity. These students will be recruited in the same manner as Student Trustees.</p> <p>4. That the Committee will be monitor the promotion and development of equality and diversity in regard to student activities and, in particular, the impact on minorities of new policies passed by Union Council. The Committee will report to both SOC and Union Council.</p> <p>5. That the Welfare, Community and Diversity Officer will advise the Board of Trustees on what equality and diversity provisions should be made for the Student Union, in conjunction with the Equal Opportunities Committee. This is line with bylaw 6.8 of the Constitution.</p> <p>6. The Equal Opportunities Committee will also help, the Community and Student Rights Officer, to inform the University's Equality and Diversity Committee of what issues are affecting minorities within campus.</p> <p>7. To mandate the incoming Welfare, Community and Diversity Officer and the Committee to use their work on student activities and the results from the new reporting structure for the staff side of the organisation to produce the first annual Equal Opportunities Report by 1 July, 2015.</p>	
CSRO	Amendment to the Bye-Law 8.1: Protecting the Sub-Cultures	<p>1. To amend bye-law 8.1 so that it reads "The Union is committed to treating everyone equally and with respect. Discrimination (direct or indirect), particularly that based on a person's age, colour, disability, ethnic origin, gender, HIV status, marital status, nationality, political beliefs, religion or belief, race, sexual orientation, spent or irrelevant criminal convictions, trade union membership or {sub-culture identification} will not be tolerated. This Union promotes equal opportunities as an employer, as a representative campaigning body</p>	

		<p>and as provider of services. “ (addition in {})</p> <p>2. To mandate the Welfare, Community and Diversity Officer to discuss with the university the possibility of adding “sub-culture identification” into their discrimination statements for both students and staff.</p>	
AO	Widening Participation	<p>1. To mandate the Community and Student Rights Officer to launch a campaign to raise awareness of barriers to Higher Education and empower students to actively campaign against these.</p> <p>2. To mandate the Student Officer Committee to establish a campaign to lobby the University and government to ensure no cuts are made to any student hardship funds.</p> <p>3. To mandate the Student Officer Committee to work with the University in designing a program with the aim of engaging local schools and students in Higher Education.</p>	
SOC FO	Don't let Student Loan Sharks	<p>1. To ban payday lenders from advertising in UEA student union buildings, website and any union publication.</p> <p>2. That UEA Student Union will provide information for students about the dangers of borrowing from payday lenders and have available support for students in debt and the promotion of credit union loans as a sustainable alternative.</p> <p>3. To mandate the Community and Student Rights Officer to advertise clearly any financial advice and support that is offered by the Union, on campus, through the website and through any union publications and events</p>	Currently we do not have any on campus. Pressurising
SOC FO	More Student Loan Payments	<p>1. To mandate the Student Officer Committee to publicize and raise awareness of the NASMA petition titled 'Make student finance payments monthly.'</p> <p>2. To mandate the Student Officer Committee to express support for monthly student finance payments whenever they have the opportunity to on a national level.</p>	
FO	Student Group Constitutions	<p>1. To add the following to Bye-Law 9: “9.6.1. If a club, society or peer support group states that they perform activities within their constitution which they do not perform, the Finance Officer/Activities and Opportunities Officer, Societies/Clubs council or Union Council is able to request the club, society or peer support group re-write their constitution or start performing the activities within the semester. If the club, society or peer support group does not comply, the Union can withdraw any grants that have been granted, if no grant has been granted then the membership account will be frozen until the issue is resolved .”</p>	

		<p>2. To mandate the Finance Officer (Activities and Societies Officer), in association with the Equal Opportunities Committee to provide more training for the Equality and Diversity Officers within clubs, societies, and peer support groups to ensure they are considering all students' needs.</p> <p>3. To mandate Sports/Societies Council to facilitate action if the Union Believes 2 should this be required.</p>	
AO	OFT Ruling	<p>1) To mandate the Academic Officer to write an open letter to the University, clearly stating the Union's support for the OFT ruling, and encouraging the University to comply with the recommendations in the OFT report.</p> <p>2) To mandate students on Discipline Committees to abide by the OFT ruling to ensure students are not prevented from progressing/graduating if they are in debt to the University</p> <p>3) To lobby the University to change the terms of General Regulation 6 to ensure no student is ever prevented from progressing/graduating under the circumstances as outlines in this motion</p>	
SOC	UCU Marking Boycott	<p>1. To condemn the employers' failure to resolve this dispute in the interests of students and staff, and to support students to raise complaints about this to UEA senior management.</p> <p>2. To demand that UCEA must agree immediately to fair pay in order to prevent the escalation of the dispute, and that UEA senior managers must pressure UCEA to do this.</p> <p>3. If continued obstinacy from employers leaves the trade unions with no choice but to begin further industrial action, we will support this as follow:</p> <p>a) Explain to students why it is happening, who is to ultimately be blamed, and why winning decent pay for staff is in students' interest.</p> <p>b) Encourage students to actively engage with the Fair Pay Campus Campaign, and National Week of Action.</p> <p>c) Communicate this support to staff, letting them know how they can take action with student support.</p> <p>d) To give solid support to any students that are adversely affected by the industrial action</p>	

	Sweatshop Free	<p>1) To lobby the University to affiliate to Electronics Watch, and set up a Sweatshop Free Purchasing Group of staff and students that will monitor the reports provided by the organization.</p> <p>2) To mandate the Communications Officer to write a proposal for the next meeting of the Executive Team that reiterates our demands to affiliate with Electronics Watch.</p> <p>3) To mandate all student officers who sit on the purchasing committees to push for more ethical and more sustainable electronic products from University procurement managers.</p> <p>4) To work in solidarity with workers in the global south by affiliating to People & Planet's Buy Right campaign, thus committing to communicating the workers' rights issues tackled by the campaign and promoting the campaign actions that students can get involved in on a monthly basis via the Unions' Social Media.</p> <p>5) To mandate SOC to support the Sweatshop Free Campaign, and People and Planet Society in continuing to lobby for positive change in University supply chains.</p>	
	Collaboration in Sport	<p>1. To form a joint University/Union partnership group on sport at UEA.</p> <p>2. The group should have student leadership at its core involving the new Activities and Opportunities officer and Sports Club Presidents.</p> <p>3. It should:</p> <p>Focus on reducing any duplication of effort between the Union and University, maximising the use of students' money. Ensure a joint strategy for external funding for sport, and a joint Union- University capital expenditure plan for sport.</p> <p>Strive to enhance the student sport / physical activity programme through improved promotion and coordination across campus, working closely together on participation targets.</p>	

ACHIEVEMENTS!...!

CO	Norfolk People's Assembly	<ul style="list-style-type: none"> Vince Cable protest to be organised 	<p>-Barclays and Osbourne protests held. Concrete article published -Vince Cable protest</p>
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CSRO	Blurred Lines	<ul style="list-style-type: none"> Referendum campaign leaders to be trained Referendum issues to be referred to Constitutional Review Group 	-For Candidate: No Against. -General meeting arranged - SOC decided to implement previous question - Referendum underway (over 1200 votes!!) DONE!
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FO	Livewire	<ul style="list-style-type: none"> Implement LiveWire in the Bars 	-Implemented - playing in Union House - Managers of Shop, Bars notified
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CSRO	Halal and Kosher Food	<ul style="list-style-type: none"> Report on possibility of implementing soon, the diversity of range of products Promotion to be organised - in store 	-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	Sun Boycott 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	Members Only 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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