

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



## **Student Officer Committee Meeting**

5. 30 pm, Thursday, 8 May 2014 in Committee Room 1, the Council House

### **Agenda**

---

#### **FORMAL AGENDA ITEMS**

- 1208 Minutes of the meeting held on 1 May** (See pages 2-5)
- 1209 Matters Arising**
- 1210 Action Log** (See page 6)
- 1211 Management Committee** (See pages 7-10)  
The minutes of the meeting held on 6 May.
- 1212 Officer Go Round**  
Officers to detail their activities for inclusion in the SOC Report.
- 1213 Any Other Business**
- 1214 Time, Date and Place of Next Meeting**
- Note:** There will be a training session to follow the formal agenda items

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



## **Minutes of the Student Officer Committee**

**1 May 2014**

### **Summary**

---

#### **Key Discussions**

- Rent cap campaign
- Content of message to be sent to members about the UCU's probable withdrawal of the marking boycott

#### **Key Actions**

- Rent cap campaign to be discussed at open discussion session during residential training

## **Union of UEA Students Purpose:**

“To enrich the life of every UEA student”

## **Minutes of the Student Officer Committee 1 May 2014**

---



### **Voting Members present:**

Theo Antoniou Phillips (Non Portfolio Officer), Tom Etheridge (Non Portfolio Officer), Max Levene (Students with Disabilities Officer), Louise Withers Green (Academic Officer), Bintu Foday (Community and Student Rights Officer), Oliver Steward (Postgraduate Officer), Josh Wilson (Ethical issues Officer), Dan Wrigglesworth (LGBT+ Officer), Dolly Ogunrinde (Women's Officer), Joe Levell (Finance Officer).

### **Officers Elect present:**

Chris Jarvis (Campaigns and Democracy Officer), Connor Rand (UG Education Officer), Liam McCafferty (PG Education Officer).

### **Chair**

Rosie Rawle (Communications Officer)

### **Non-Voting Members present:**

J Dickinson (Chief Executive)

### **In attendance:**

Tony Moore (Representation Support Worker), Tu An Ngo (former International Officer)

### **Apologies:**

Iain Goddard (Environment Officer Elect), John Taylor (Mature Students Officer), Liz Cody (Non Portfolio Officer)

R Rawle took the Chair for the current meeting and welcomed the incoming Officers.

### **1197 Election of Chair**

J Taylor and D Wrigglesworth stood for Chair; D Wrigglesworth was elected using STV.

T Etheridge was elected nem con as Deputy Chair.

### **1198 Minutes of the meeting held on 3 April 2014**

It was noted that D Wrigglesworth's name had been omitted from the attendees; with this change, the minutes were agreed.

### **1199 Matters Arising**

There were none.

### **1200 Action Log**

SOC noted the completed actions.

B Foday noted as to the rent rise that this would represent a 7.75% increase.

SOC discussed whether UUEAS's goal should be a future cap on rent rises and whether there should be a policy taken to Union Council. SOC agreed that the matter of a rents campaign would be the subject of an open session at residential training.

Chair noted she would be sending exit questionnaires to the former PTOs.

#### **1201 UCU Industrial Action: Marking Boycott**

R Rawle reported that the UCU had balloted their members over the employers' offer of a 2% pay rise and that the turn-out for the ballot had been 54% with 84%, of those voting, agreeing to accept the offer. She noted it was now almost certain the UCU Executive would accept the offer and abandon the industrial action.

SOC discussed the tone of the message to send out to members.

C Rand argued that the message should highlight the role that students' unions' support for the UCU had played in bringing about the settlement. T Etheridge noted the importance of making it clear to members that the boycott would not be taking place.

J Wilson believed that it was important to include what had not been gained for academic staff in the settlement.

Chair noted that she would find out from the UCU what the position was as to measures to reduce the gender gap.

#### **1202 Officer Trustees**

Chair noted at some stage in the exam period SOC would need to elect two Officer Trustees to serve on the Board and that the PTOs should consider whether they would like to stand for these positions. J Levell and T A Ngo noted that Officers could email them to find out more about what the work of Officer Trustees involved.

#### **1203 Council Action Log**

Chair showed SOC the log and noted its use as a tool for the management of policy implementation.

#### **1204 Events Advertising**

Chair noted that this item had been withdrawn

#### **1205 Officer Go Round**

B Foday: attendance at NUS Conference, visiting Wales for research on Time to Change, launch of Time to Change Pledge, working on response to rise in thefts at the Village, lobbying University to adopt sub-culture membership as discrimination category, EOC.

J Wilson: attendance at NUSSL conference. (He noted there should be more focus there on ethical and environmental issues).

M Levene: attendance at Time to Change Launch.

J Levell: attendance at NUS and NUSSL conferences, handover, Media Hub, SAM prices and nominations for NUS Awards.

D Ogunrinde: organising an anti-discrimination march to take place the

following Saturday night on the Prince of Wales Road.

D Wrigglesworth: NUS Conference and NUS LGBT+ Conference.

O Steward: listening to PGR and PGT students about their needs, working on relationship between GSA and UUEAS, GSA funding and better equality and diversity training.

TA Ngo (in the absence of any International Officer): sorting out confusion caused by a student who had set up their own society without UUEAS permission.

L Withers Green: module evaluation, Academic Societies coordinator bid, new External Trustee interviews.

R Rawle: marking boycott, hustings for the local and the European elections on 1 May, promotion of the Democratic Procedures Committee for the elections.

C Rand: observer at NUS Conference.

## **1206 Any Other Business**

L McCafferty reported that there would be an Anti-Casualisation Day of Action taking place on 7 March; he realised this was short notice but wondered whether SOC should take action on this. Chair noted that this would be advertised on the Facebook page.

T A Ngo (in the absence of any International Officer) reported that an INTO student had posted an item detailing an example of extreme conspicuous consumption on their Facebook page. She asked that anyone who saw this did not pass it on or give it publicity as it gave a very wrong impression of the economic status of the great majority of international students.

C Jarvis noted that the National People's Assembly would take place on 21 June and he wondered whether UUEAS should send a coach. Chair noted that UUEAS was affiliated to the local branch. C Jarvis noted he would bring a funding proposal to the next meeting.

O Steward noted that he and his constituents were extremely concerned about the funding that the GSA received from the Block Grant as this stood at around one pence per PG student. He noted that the GS would be looking at the whole issue of funding from the University and would be campaigning for a level of funding equivalent to 1% of the total Block Grant. He noted he would bring this matter back as a formal agenda item.

## **1207 Time, Date and Place**

Chair noted that some Officers had difficulties attending at 5 pm. SOC agree to move the start time back.

5. 30 pm, Thursday, 8 May 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 /<br>3 Apr 14/1<br>May 14 | University Rents   | <b>Question of a rents campaign would be the subject of an open session at residential training.</b> | 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.         | <b>Questionnaires to be sent</b>   | Rosie        | End of May              |
| 3 Apr 14                            | Special session during training to discuss   | <b>To be actioned</b>  | Jim          | End of May              |
| 1 May 14                            | Inquiries to be made with UCU as to whether any progress has been made on addressing the academic staff gender gap | <b>To be investigated</b>  | Rosie        | End of May              |
| 1 May 14                            | Anti-Casualisation Day of Action   | <b>To be advertised on Facebook</b>  | Rosie        | 2 May                   |
| 1 May 14                            | National People's Assembly   | <b>Funding request to be made</b>  | Chris        | End of May              |

## **1. Minutes, Apologies, Matters Arising**

Management Committee 06/05/14

### **SECTION A: UPDATES/REPORTS**

## **2. Operational Updates**

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

Bintu

- Time to change pledge signing
- Access Agreement Work taking part in consulting
- This week we are working on the Time to Change action plan

Toby

- Student staff contracts
- Data policies various being drafted plus training
- Tying up loose ends of restructuring

Jim

- Have been progressing incorporation
- NUSSL Convention- Live Music and Online Retail meetings
- Recruiting Head of Finance, Head of Advice, Head of Ops
- National Conference- Community Organising, and Democracy Research both very useful
- Building- Briefed REAL Construction Management Firm, we will find out about potential summer works in the next two weeks
- Working on a Management Development Programme
- Building the Charity Budget

Alex

- Working on the all team induction (values attitudes and behaviours)
- PMS getting it ready, goes live June 16th
- Retail- finished with Partners in Retail and we've taken on a student to crunch data
- We've started a relationship with the business school looking at loyalty
- NUSSL, we're exploring a "no local stock" online shop option
- Unio- 6 weeks to go live, waiting on POS
- Supporting staff in their new roles post- restructure
- Recruiting Head of venues Management and Supervisor roles
- Rosie- Why unio over summer? A: Enough business over summer and ideal to get it right ready for when freshers land

Joe

- NUSSL and NUS Conferences, NUS our motions were not discussed and we need to feed back to NUS that the lack of policy passed and debated is a problem
- NUSSL was a problem, thin agenda
- NUS Awards submission is tomorrow and I've been coordinating that
- UEA Basketball we're reshaping to get more funding
- Media Societies handover meeting

Rosie

- Working on the now cancelled UCU boycott
- Released statement last Friday PM
- They are now doing a day of action on 0 hours contracts day of action tomorrow
- Also access agreement stuff, hustings, student experience report and DPC election

Louise

- What if? Learning & Teaching Day on Partnership
- Recruitment of Faculty Reps

### **3. Key Relationship Updates**

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

**Toby**

Deloitte are coming to do a data audit but have been meeting with uni on data

Rosie: Do we have a date on data sharing? A: Two things. Bottom line is we will aggressively data collect and do university side authentication, ideal is full data sharing, decision is with ET. either way we will be significantly ahead by September

**Jim**

- Have been meeting Lisa in relation to MOU and Grant. Current proposal on table is £140k net increase. £40k cash, £100k in cleaning and IT. It goes to ETR next Monday and then news later that week when University Council papers come out.
- Rosie: There was a strong emphasis on not tying any increase, this in kind stuff is contrary to that? A: No it's the opposite- because it just frees resources we will be totally free to spend the savings on our own priorities.
- Also Nursing- I met with the Head of School and others last week, potential to do matched funded partnership work on services, representation and activities for nursing and midwifery, will progress in a few weeks when we have more clarity on the grant

**Alex**

- Business school see above
- Also speaking to Drama re tech partnership
- ARM are doing a big weekend next year (round table) that could represent big income and alumni opportunities
- Estates- extra works in the shop to implement changes to layouts and counters etc

**Rosie**

- Divestment, ongoing meetings with Neil. Next steps will include talking to members of council next week.
- Jim: We also should draft terms of reference for the Union/University forum as important that wider SE issues don't drift into it

**Bintu**

- SEC Presented Welfare Section, went well
- Important we work on how students can feed into accommodation pricing in the future
- Security measures in the village

**Louise**

- Met with James in careers, going to employability exec this afternoon
- We will need to review who sits on what- in June?

#### 4. Trading Updates

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

- Future- actual figures with a new PMS
- Year to date we are on budget in terms of turnover but two issues to highlight- last May we had some "dad gigs" to prop up the numbers, this time we don't.
- First year Night Hatch during exams. Problem with staffing, worth £3.5k, trying to deal with recruiting

#### 5. Improvement Plan

To receive an update on progress against improvement plan (Senior Managers)

### SECTION B: ITEMS FOR DISCUSSION

#### 6. Operations

Proposal on moving forward with the now vacant Mar Comms role to be tabled (CW)

- We now need to recruit the MarComms manager, we are also looking at the Jonathon Ad Sales role. Also looking at the charity side freshers coordination role. Chloe is looking at this and will come back to us later this week.
- Rosie- are we sure marketing should be attached to Comms in that role? A: Up for review, and that issue will form a part of the thinking when we come to you later in the week.

#### 7. Charity Staffing Direction of Travel

Feedback on direction of travel on charity staffing (JD)

- Paper presented, people broadly happy with direction of travel
- Rosie- shall I do a questionnaire for old officers sharpish? Yes that would be useful
- Bintu- have we got a full breakdown of restructure finances? Being done for next Board
- Jim- Changes are dependent on the BG news due next week. Dangerous to expect the commercial side to do more than the budget basics and my recommendation is caution.
- Rosie- Ed & Rep proposals very positive
- Jim- Next week we may need to move quickly in order to not "miss" recruitment windows, so hoping people can prioritise potential emergency meetings as necessary
- Rosie- Where are we on living wage? A: We should be able to do full living wage in year 1, we are looking at midway between minimum and living for the probationary period.
- Rosie- concerns re this. A: No proposal on the table yet but full proposal with costs will come.
- Jim- Management Development is approx 11k to do management development that can include aspiring managers, plus money for wider development, SMT appraisal etc

#### 8. Ents & Venue Issues

To receive two reports from VMS and consider brief for Ents support going forward (AW)

- Two reports done on Ents as per decision at Commercial Boards- H&S and Operational review
- So concerns re compliance and concerns re performance
- Joe- Highlights what we already know. H&S very concerning given we are legally responsible as Directors/Trustees
- Rosie- Need to take text with a pinch of salt, how do we know is objective given potential wider/longer commercial relationship? A: Good point, we are getting feedback from our own staff and from colleagues around the country
- Rosie- Where has the 40k figure come from. A: In the restructure we assumed 1 x FTE worth of support which at full cost is £40k. Challenge is to nail the brief for that as the arrangement will be more subtle than the one envisaged in January. Rosie- still important to consider the "wean" issues

- Toby- Critical to balance internal expertise with external support

## **9. Draft Senior Manager Competencies**

To receive draft interim competencies for the Strategic Managers (JD)

- Bintu- isn't this writing your own exam paper?
- No idea is to at least have something as a basis for the consultant to do a 360 around that is objective. Ideally we iteratively develop them but idea is that we at least have something
- Bintu- shouldn't we get SU expertise
- Jim: There's not a lot of it going around but we will definitely seek expertise of working with Boards/democratic environments etc

## **Confidential Items**

### **10.**

Update on ongoing legal issue