

agenda

Meeting	Student Officer Committee
Date	22 November 2018
Time	5pm - 7pm
Location	Bookable Room 4
Author	Xenia Levantis, Campaigns & Democracy Coordinator

SOC01	Chair's report	5 mins
	<i>To note</i>	
	The Chair will give a verbal update to the Committee.	
SOC02	Minutes	5 mins
	<i>To approve (page 3 - 9)</i>	
	The Committee is asked to approve	
SOC03	Matters Arising	10 mins
	<i>To consider (page 10 - 12)</i>	
	Committee members are invited to consider the matters arising from the SOC meeting on Tue 6 Nov 18 and provide verbal updates on the progress of actions.	
SOC 11	International students sub-committee	15 mins
	To discuss	
	The Committee is invited to discuss the potential creation of an International students sub-committee and the process required to achieve this.	
SOC04	Reports from sub-committees	15 mins
	<i>To receive</i>	
	Committee members are asked to give reports on the activity of the sub-committees they attend to inform the wider work of SOC.	
	<ul style="list-style-type: none">• Postgraduate Committee• Education sub-committee• Welfare sub-committee• Ethical and Environmental Committee	

SOC05	<p>Review of Union Council</p> <p><i>To discuss</i></p> <p>The Committee is asked to give feedback about the successes and limitations of Union Council throughout the term.</p>	15 mins
SOC06	<p>Open Discussion topic debriefs: Accessibility 15 NOV 18</p> <p><i>To discuss</i></p> <p>The committee is asked to discuss the feedback from the Union Council open discussion on 15 Nov 18.</p>	10 mins
	<p>Access Break</p>	15 mins
SOC07	<p>Agree Open Discussion topic for 29 Nov 18</p> <p><i>To approve</i></p> <p>The Committee is asked to agree the Open Discussion topic for the Union Council meeting on Thu 29 Nov 18.</p>	10 mins
SOC08	<p>Policy Lapse</p> <p><i>To discuss (page 13 – 18)</i></p> <p>The Committee is asked to consider the process of Policy Lapse by the Campaigns and Democracy Officer.</p>	10 mins
SOC09	<p>Funding Requests</p> <p><i>To approve (pages 19 – 27)</i></p> <p>The committee is asked to approve the following funding requests from members</p> <ul style="list-style-type: none"> • Burst the Bubble from Rob Klim Ethical Issues Officer • Movember Event Funding from Rob Klim Ethical Issues Officer • Transitioning at UEA booklets from Liam Deary LGBT+ Officer (Open Place) • Your Money Counts from Sophie Atherton Campaigns & Democracy Officer 	15 mins
SOC10	<p>Union Council Policy adoptions</p> <p><i>To note (page 28)</i></p> <p>The Committee is asked to discuss the implementation of new SU policy adopted at Union Council on Thu 15 Nov 18.</p> <ul style="list-style-type: none"> • Censure of the Postgraduate Education Officer 	5 mins
SOC13	<p>Time, Date & Place of next meeting</p> <p>5pm – 7pm, Thursday 6 December, Bookable Room 1, Union House</p>	

student officer committee – 6 November 2018

Committee	Liam Deary LGBT+ Officer (Open place) <i>Chair</i>
Members Present	Martin Marko Postgraduate Education Officer <i>present until access break</i>
	Hannah Murgatroyd Students with Disabilities Officer
	Harry Bowen Non-Portfolio Officer
	Chloe Crowther Non-Portfolio Officer
	Thai Braddick Non-Portfolio Officer
	Ryan Jordan Ethnic Minorities Officer <i>present until 5:30pm</i>
	Thai Braddick Non-Portfolio Officer
	Zoe Freeman Non-Portfolio Officer
	Rob Klim Ethical Issues Officer
	Amy Atkinson Womens' Officer
	Rob Klim Ethical Issues Officer <i>present from 5:30pm</i>
	Borja Martin Simon International Students' Officer (EU) <i>present from</i>
	Oli Gray Activities & Opportunities Officer <i>present from 6:40pm</i>
	Mohaned Alhasan International Officer (non-EU) <i>present from 6:30pm</i>
Apologies received from	Georgina Burchell Welfare, Community & Diversity Officer
	Jenna Chapman Undergraduate Education Officer
	Sophie Atherton Campaigns & Democracy Officer
	Jim Read LGBT+ Officer (Trans & Non-binary place)
Absent	Connor Bell Environment Officer
Staff support	Xenia Levantis Campaigns & Democracy Coordinator

SOC01 Chair's report

1.1 The Chair opened the meeting for informal discussion as the meeting was not quorate.

1.2 The Chair gave a verbal update to the Committee and reminded the committee that members must send apologies to the Union Council chair if they cannot attend meetings.

1.2 The Council received updates from the Officers.

- **Henry Bowen – Non-Portfolio officer** announced that Movember raised £2000 until this morning, he emailed the Vice Chancellor and ask him to match the money raised. He signed off from whole working group and including student group loaders.
- **Thai Braddick – Non-Portfolio officer** had meetings with the staff about decolonising the curriculum at uea. Had a meeting on Thursday and talked about theory of change. The survey he is working on is going well. He will keep the council updated about any change. The edict passed.
- **Zoë Freeman Non-Portfolio officer** – talked about the Non-Binary Womens network, period drive
- **Amy Atkinson - Women's Officer** – works with Movember group. They made videos on social media. They says the first Non-Binary and Womens' network is going well, period drive. Amy attended SSPAC about this girl can, takes part in awareness week this month, involved, parents and careers and pregnant students research. They took part in a chair of postgraduate committee meeting about student staff sexual misconduct
- **Chloe Crowther -Non-Portfolio officer** - part of Movember working group and they works with your money counts working group. The budget planner is up and running. Chloe is also researching warden system and volunteer with period drive. Finally, they led an open discussion at council about *how can the SU students balance and manage the many aspects of their lives.*
- **Hannah Murgatroyd - Students with Disabilities Officer** – working on Access to all Areas for students with Disabilities. They found that library lifts are not fire safe. Attended working groups, planning disability history month, in talks with a student about the ASD employment gap. Hannah will also meet with the accommodation representatives at the end of the month and they will be taking evidence to this from about *accessible flats.*
- **Martin Marko - Postgraduate Education Officer** – reference Union Council report. Led course representative training, postgraduate SSLC. He is planning applications for postgraduates, social grants, employability exec, and opportunity for postgraduates. Took part in technology enhance learning committee.
- **Ryan Jordan - Ethnic Minorities Officer** – had meetings with the staff about decolonising the curriculum at uea, it has been discussed for time in memorandum
- **Liam Deary - LGBT+ Officer (Open Place)** – Planning the Trans awareness week. GRA response submitted on behalf of SU and info will be shared as part of the blog. Planning LGBT+ history month in February as well as take a stand.
- **Borja Martin Simon - International Students' Officer (EU)**– took part in international student leadership conference on Monday at the British Council, they had also been working with Mohaned Alhasan on campaign related to the cost of

living for international students. They also reported that they are due to meet with 15 students from Australia who are visiting UEA.

SOC02 Matters Arising

2.1 Committee members were invited to consider the action log of matters arising from the SOC meeting on Tue 9 Oct 18 and provide verbal updates on the progress of actions.

2.2 The Chair gave a verbal update about the matters arising and the committee gave the following updates:

- That the Ethical Issues Officer had been researching an initiative that aims to improve access to gigs through a "gig-buddies" scheme.
- That the reformatted Media Protocol has to be added to teams.
- That the Students with disabilities officers have met with Welfare, diversity & community officer re-action.

2.3 The Chair stated that matters without an update would roll over to the next meeting.

AP 1 Rob Klim to speak to Hannah Murgatroyd about the gig buddies program.

Rob Klim Environment Officer

AP 2 Officers are to pass information about Welcome Week to Oli Gray Activities and Opportunities Officer.

All Committee Members

SOC03 Synoptic report from meeting on 22 Oct 18

3.1 The Committee received a paper outlining the decisions made during the SOC approval window on 22 Oct 18 for their information.

SOC04 NUS Zone Conference Reports

4.1 Sophie Atherton *Campaigns & Democracy Officer* submitted a report to update the Committee on the NUS Zone Conference from Wed 24 Oct 18 – Thu 25 Oct 18.

4.2 Martin Marko – *Postgraduate Education Officer* gave a verbal update from the event and outlined which officers attended each other workshops and invited officers to direct questions to the Full-Time Officers if they would like to find out more.

4.3 The Officer went on to report that they had an opportunity to network with Officers from across the country and observe the accountability sessions. The officer highlighted that NUS is in the process of a review and the event featured a lot of discussion about this. Further information at would be given at NUS Strategic Conversation in readiness to the democratic decision to take place in April.

4.4 The Officer also informed SOC that they are participating in the Societies and Citizenship Zone election.

SOC05 Open Discussion topic debriefs

5.1 The Committee were invited to discuss the first two Open Discussions from Union Council.

5.2 The Committee reviewed the written feedback collated from the *Engagement* discussion that took place at Union Council on Thu 18 Oct 18.

- Social media was highlighted as a way to communicate with students and the SOC agreed that the SU does this already.
- The SOC agreed that a lot of this information could be added to an FAQ section of the website to help students and would make the SU more transparent.
- The Committee discussed adding the Union Council presentation reports to website and give more information about SOC activity.
- The chair agreed that a Short film content – sustainability could be the start
- The Committee discussed increasing students’ knowledge of Part-Time Officer roles. The Committee discussed the option of the Part-Time Officer images being added to the Officer wall in the Hive with the Full-Time Officers or the photos being added to the screens in the Hive. Part-Time Officers were reminded that they can post blogs on the SU website.
- The Committee discussed the timing of the Bye-Election for the vacant roles as Officers thought this may be causing the delay.
- The Committee agreed that a FAQs section of the website could combat many of the issues identified as barriers to engagement.

AP 3 Investigate Part-time Officer images to be added to the screens in the Hive.

Chair and Staff Support

SOC06 Open Discussion topic for Union Council

6.1 The Committee was asked to agree the Open Discussion topic for the Union Council meeting on Thu 15 Nov 18.

6.2 Prior to the meeting the Undergraduate Education Officer suggested using a problem tree activity, to support Union Councillors in policy writing.

6.3 The Committee agreed Accessibility as the discussion topic, with the aim to understand how Union Councillors would like to see the SU made more accessibility.

AP 4 The Open Discussion topic **Accessibility: How can the SU be more accessible** to be added to the Union Council agenda for 15 Nov 18.

Staff Support

SOC07 Priority Campaign Update

7.1 The Chair invited the Postgraduate Education Officer, as the only Full Time Officer present to give an update on the Priority Campaigns.

7.2 Martin Marko – **Postgraduate Education Officer** reported that a draft Lecture Capture policy was in progress in partnership with the University and that the campaign as a whole is moving along. They also highlighted that UEA is behind other universities in adopting this technology. The Committee discussed the report and it was clarified that

Lecture Capture is not a live stream, but a recording in the room that would then be posted on blackboard. It was stressed that this would be a learning aid not a method to replace contact time. The Officer also added that there was no evidence that lecture capture would not reduce attendance to lectures.

7.3 The Chair gave further updates from the other Priority Campaigns:

- The Your Money Counts Campaign will be launching on the week commencing 3 December with a number of events, including a faux launderette, a giant monopoly style game, bank and an estate agent.
- The working group is examining the additional costs that specific groups of students face including, parents and careers and student with disabilities.
- The work to understand the experience of and support Estranged Students is continuing.
- The Campaigns and Democracy Officers is working to create Frequently Asked Questions for this campaign to help students find information.

Access Break

The meeting was still not quorate following the break.

SOC08 Union Council Policy adoptions

8.1 The Committee is asked to discuss the implementation of new SU policy adopted at Union Council on Thu 1 Nov 18.

Amendment to the Bye-Laws - Creating EDICT, a new Equality, Diversity and Inclusion Committee

AP 5 The Proposer of the motion to work with staff members to create an action plan and enact the policy.

Non-Portfolio Officer and Staff Support

Make the SU Shop Accessible

AP 6 Campaigns and Democracy Officer to work with Students with Disabilities Officer to enact the policy. To consult with SU shop staff and retail staff.

Campaigns & Democracy Officer, Students with Disabilities Officer and Staff Support

Providing Benefit Information to Students

AP 7 Students with Disabilities Officer to liaise with the relevant staff members to discuss the policy.

Students with Disabilities Officer and Staff Support

SOC09 Online approval window review

9.1 The committee is asked to review and evaluate the *approval window* used on 22 Oct 18 in lieu of a SOC meeting. The committee is asked to agree a process for time sensitive items to be considered by the committee if a meeting cannot be held. The committee was asked to give comments.

9.2 The Committee agreed that using a Microsoft Form to vote on items with at least an hour window to do so would be suitable. The committee agreed that using email would be sufficient and to no longer use Microsoft Teams.

The Activities & Opportunities Officer- joined the meeting to a round of applause. The meeting is now quorate.

AP7 Microsoft forms to be used if an online meeting is required and committee members are to be emailed the form.

Chair and Staff Support

SOC10 Funding request: Disability History Month

10.1 The Committee was asked to approve a funding request for Disability History Month taking place from 22 Nov to 22 Dec. Hannah Murgatroyd *Students with Disabilities Officer* introduced the paper and outlined that the campaign activity was centered on the written leaflet.

10.2 A capture the flag event would take place, using wheelchairs which, hopefully, Roger Bond will take part in. The capture the flag with be purposely inaccessible.

10.3 The Committee voted on the request. The request was passed unanimously.

AP8 Resources for Disability Month to be ordered.

Students with Disability Officer and Staff Support

SOC11 Funding request: Trans Awareness

11.1 The Committee is asked to approve a funding request for Trans Awareness Week submitted by Liam Deary *LGBT+ Officer (Open Place)*.

11.2 The Officer stated that the request was for 70 glass tea light holders costing £40. These items will be used during the Trans Day of Remembrance vigil on Tue 20 Nov.

11.3 The Committee voted on the request. The request was passed unanimously.

AP9 Resources for Trans Day of Remembrance to be ordered.

LGBT+ Officer (Open Place) and Staff Support

SOC 12 International students sub-committee

12.1 The Committee is invited to discuss the potential creation of an International Students sub-committee.

12.2 The *International Officer (non-EU place)* introduced the item. The Officer stated that the sub-committee would be the preferred option for the funding model that International Students want. They further stated that achieving quorum for the committee would not be an issue. And that there are a number of projects the assembly wants to work on already.

12.3 They went on to highlight that they will be meeting Campaigns & Democracy Officer on

Friday to discuss the matter.

- 12.4** The Officer noted that for a Bye-Law change would be required to create a new sub-committee. Any consultation and proposal would go to the International Students Assembly, then to SOC for discussion before any proposal to Union Council.
- 12.5** Some concern was raised by the committee about the potential “knock-on” effect that this could have as other sub-committees would desire the same set-up.
- 12.6** The Officer concluded that the proposal would put the International Committee at the same level as sub-committee as it is felt that International Students are not a liberation group and this is implied by the current structure.
- AP 10** Discussion to be deferred to the next meeting.
Chair and Staff Support
- AP 11** The timing of the next SOC to be pushed back until 6pm – 8pm to enable committee members to attend Development and Oversight Boards.
Chair and Staff Support
- AP 12** Open Discussion topic at Union Council to explain motion production and discuss making the SU more accessible; combining the access break with the discussion time.
Chair and Staff Support
- SOC13** **Time, Date & Place of next meeting**
6pm – 8pm, Thursday 22 November, Bookable Room 4, Union House

Matters Arising from Minutes

Meeting	Action Point		Actioned to	Update	Date complete
25/09/18	AP 1	The Committee secretary to distribute the minutes from the previous meeting on 15 May 2018 to the SOC members.	Staff Support	Remains outstanding	
	AP 2	The committee secretary to distribute the Action Log, identifying all the Matters Arising from the previous meeting 15 May 2018 to the SOC members.	Staff Support	Remains outstanding	
	AP 12	Time of event to be reconsidered for next year.	Staff Support	This item will be considered during the planning of the next Student Transformation Weekend and SOC residential	
	AP 13	Further training requirements and suggestions to be forwarded to the Campaigns & Democracy Coordinator.	All Committee members	Committee members were reminded of this opportunity and encouraged to contact the Campaigns & Democracy Coordinator if they have any training requirements.	
	AP 14	Committee members who would like to express an interest in the position should contact the Head of Campaigns & Policy for more information.	All Committee members	Committee members were reminded of this opportunity and encouraged to contact the Head of Campaigns & Policy for more information.	
	AP 16	Better planning for the location of events and activities considering access requirements.		Staff support have passed on the information to the relevant uea(su) teams. The issue will remain under review.	
09/11/2018	AP 2	Staff to consult with the Students with Disabilities Officer about making SU events accessible.	Staff Support in consultation with the Students with Disabilities Officer		

	AP 14	SOC agreed that the Open Discussion topic for each Union Council would be decided at the SOC meeting scheduled prior to each Union Council. The Committee also agreed to spend 5 minutes reviewing each discussion following Union Council meetings.	Chair & Staff Support		
	AP 16	The Chair and Deputy Chair to email Officers to ask for an update on their work to date to form a report to Union Council on Officer activity.	Chair & Deputy Chair		
	AP 20	All Committee members were encouraged to contact Officer as and when they have ideas and proposals to collaborate with campaigns.	All committee members		
06/11/18	AP1	Rob Klim to speak to Hannah Murgatroyd about the gig buddies program.	Environment Officer & Students with Disabilities Officer		
	AP2	Officers are to pass information about Welcome Week to Oli Gray Activities and Opportunities Officer.	All Committee Members		
	AP3	Investigate Part-time Officer images to be added to the screens in the Hive.	Chair and Staff Support		
	AP4	The Open Discussion topic Accessibility: How can the SU be more accessible to be added to the Union Council agenda for 15 Nov 18.	Staff Support		
	AP5	The Proposer of the motion to work with staff members to create an action plan and enact the policy.	<i>Non-Portfolio Officer (TB) and Staff Support</i>		
	AP6	Campaigns and Democracy Officer to work with Students with Disabilities Officer to enact	<i>Campaigns & Democracy Officer,</i>		

		the policy. To consult with SU shop staff and retail staff.	<i>Students with Disabilities Officer and Staff Support</i>		
	AP7	Students with Disabilities Officer to liaise with the relevant staff members to discuss the policy.	<i>Students with Disabilities Officer and Staff Support</i>		
	AP8	Microsoft forms to be used if an online meeting is required and committee members are to be emailed the form.	<i>Chair and Staff Support</i>		
	AP9	Resources for Disability Month to be ordered.	<i>Students with Disability Officer and Staff Support</i>		
	AP 10	Resources for Trans Day of Remembrance to be ordered.	<i>LGBT+ Officer (Open Place) and Staff Support</i>		
	AP 11	Discussion to be deferred to the next meeting.	<i>Chair and Staff Support</i>		
	AP 12	The timing of the next SOC to be pushed back until 6pm – 8pm to enable committee members to attend Development and Oversight Boards.	<i>Chair and Staff Support</i>		
	AP 13	Open Discussion topic at Union Council to explain motion production and discuss making the SU more accessible; combining the access break with the discussion time.	<i>Chair and Staff Support</i>		

Policy Lapse 2018 - Motions Document

Sophie Atherton, Campaigns and Democracy Officer

Each year, we have a clean-up of all the policies that have been passed over the last two academic years. Policies automatically lapse unless Council votes to keep them. In accordance with the bye laws, Council has to reevaluate our policies every two years. We have gone through the policies from the academic year 2016/17 which are now due to lapse. All the policies due to lapse are included in this document. I have given a short description of each of the policies and reasons for our recommendations. Please have a look through these and have a think about what your constituents would wish to have lapse, readopted as policy, or set as policy precedent. If you find any policies that you think we should debate that are different to my recommendations, please let the Chair know and they will be considered and voted on separately. If you have any questions drop me an email s.atherton@uea.ac.uk.

Colour code for the recommendations	What the recommendations means
	Keep the policy
	Policy precedent
	Scrap the policy
	Debate the policy

The following policies are recommended to be kept.

Title	What the policy is about	Reason for recommendation
Adequate Office for Nightline (1958)	To ensure that Nightline has adequate office space that meets the needs of its organisation.	This has not been implemented yet. We are on our way to ensuring that Nightline have adequate office space.
A Housing Policy that delivers for students (1982)	To ensure that accommodation for students at UEA is of a good price and standard.	This has not been implemented yet. We are still working with the university to ensure that students have a fair deal when it comes to accommodation.
Listening to Students (1983)	To ensure that the SU talk to students on a regular basis to improve their experience at UEA.	This is good policy that should be readopted. We have our quality conversations to ensure that we talk to students on a regular basis.
World Mental Health Day (1986)	To ensure that the SU recognises World Mental Health Day.	This is good policy that should be readopted. This year we ran a campaign on mental health day but was not exclusively organised by the Welfare, Community and Diversity Officer.
LED lighting in Union premises (1988)	To ensure that Union House and SU buildings are as energy efficient as possible.	This has not been fully implemented yet. The SU so far has changed some lighting to ensure that we are as energy efficient as possible.

Welfare of animals on campus (1989)	To ensure that the welfare of animals is included in any risk assessment when using animals in events.	This is good policy that should be readopted. We want to make sure that if animals are being incorporated into an activity, their welfare is considered.
Assessment and Feedback (1992)	To campaign for better university assessment and feedback procedures.	This has not been fully implemented yet. We have made vast improvements regarding online assessment.
Say Yes to the NUS (2007)	To ensure that the SU is fully committed and reaffirms its' support to the NUS.	This is good policy that should be readopted. Whilst NUS has announced its in crisis, we believe that the work they do positively impacts on our SU.
Votes at Sixteen (2008)	To support the votes at sixteen campaign within the SU.	This is good policy that should be readopted. In the current political climate, the belief that 16-year olds should have the vote is important.
Scrap Prescription Charges (2009)	To lobby for the removal of prescription charges.	This has not been implemented yet. Students are still required to pay for prescriptions.
Motions made Easier (2010)	To ensure that motions are clear and easy to understand.	This is good policy that should be readopted. Policy should be accessible to all.
Every Click I'll be watching you (computer surveillance) (2022)	To ensure that the civil liberties of students are upheld and campaign against the growing surveillance state in the UK.	This is good policy that should be readopted. We should consider the importance of civil liberties of our students.
Affiliation to Students for Cooperation (2023)	To affiliate to Students for Cooperation which fulfils UEASU's values.	This is good policy that should be readopted. The SU fundamentally agrees with collectivism and the values of Students for Cooperation.
More effective and democratic Council (2025)	To ensure that Union Council is as effective and assessable as it can be.	This is good policy that should be readopted. Union Council should be a place for all students. We have implemented an acronym buster and Student Officer Reports take place each Council.
Give students the right to fail (2026)	To ensure that students can still pass their degree despite failing a module.	This is good policy that should be readopted. Currently students are still required to pay for re-sits.
Sanitary Products are not a Luxury (2028)	This policy establishes that sanitary products should not be a luxury, through supporting NUS' 'Free Period' campaign as well as providing sanitary products in toilets free of charge.	This has not been fully implemented yet. We have sanitary products in the gender-neutral toilets

		and sell sanitary products in the SU Shop for cost.
Diversifying our Student Staff (2040)	To increase the diversity of our student staff population.	This is good policy that should be readopted. We encourage students of all backgrounds to apply for work in the SU.
Advertising the Leadership race more effectively to International Students (2059)	To encourage and engage more international students into the SU through various student leadership role.	This is good policy that should be readopted. We are continuing work on ensuring that students understand what officers do.
To develop and implement a framework setting out the responsibilities of University management when engaging with student-led campaigns (2061)	This policy calls for a set framework for the University to engage with student campaigners with a set of standards for the University to adhere to.	This has not been fully implemented yet. Student campaigns are fully supported within the SU.
Communication Breakdown (2069)	To improve the communication between Union Councillors and their constituents to improve the functionality of Union Council.	This is good policy that should be readopted. There is a gap between Union Councillors and their constituents on relaying information.
UEA Parking (2085)	To ensure that UEA considers its' parking for both students and staff on campus.	This is good policy that should be readopted due to potential future building works by the university.
There's no I in BME - change is easier together (2086)	To ensure that campaigns are created collaboratively with the Welfare, Community, and Diversity Officer as well as the Campaigns and Democracy Officer. To ensure that BME students are represented through a 'BME Committee'	This is good policy that should be readopted that supports BME campaigns and the work of the BME Committee.

The following policies are recommended to become policy precedent.

Title	What the policy is about	Reason for recommendation
Student Club Nights (Never OK) (1979)	To ensure that our club nights and events work in line with Never OK and Good Night Out.	This is good policy to formally adopt as precedent.
Zero Tolerance to Hate Crime and Racism (1990)	To ensure the immediate implementation of a 'zero tolerance policy' and ensure the SU has training for staff on behalf of students that are victims of hate crime.	This is good policy to formally adopt as precedent.
Safe Student Sex (2043)	To ensure that the SU provides free sexual health advice so that students have a positive relationship with their sexual health.	This is good policy to formally adopt as precedent.
Bookworms at UEA (2062)	To encourage students at UEA to read and implement book exchanges within the SU.	This is good policy to formally adopt as precedent.

The following policies are recommended to be scrapped.

Title	What the policy is about	Reason for recommendation
Post-Brexit Policy (1984)	To campaign against Brexit and reaffirm UEA's commitment to international students.	This policy is out of date.
Censure of the Welfare, Community and Diversity Officer (2027)	This policy censured the previous Welfare, Community and Diversity Officer.	This policy is outdated.
Stand Up to Trump (2064)	To support students opposing Donald Trump's visit to the UK.	This policy is outdated.
Colney Lane Defibrillator (2088)	To ensure that a defibrillator is introduced at Colney Lane.	This policy has been implemented.

The following policies are recommended to be debated.

Title	What the policy is about	Reason for recommendation
Market Reforms in Higher Education (1951)	Campaigning against the marketization of higher education in relation to TEF.	Part of this policy is out of date. There has been changes in regard to TEF and should be discussed.
Close Down Yarls Wood Detention Centre (1980)	To support the #ShutDownYarlsWood demonstrations and work in line with NUS policy regarding detention centres and students being unfairly detained.	Part of this policy is out of date due to the mention of Movement for Justice and should be discussed.
Remember - don't Repeat (White Poppies) (2006)	To ensure that both red and white poppies are stocked within the SU and formally support International Conscientious Objection Day.	This policy requires debate on whether it should be formally readopted due to the political controversies.
Only Fools and Horses: Stop the Student Debt Sell Off (2063)	To prevent the selling off of loans within higher education and oppose it as an SU.	This policy requires debate on whether it should be formally readopted.
Reproductive Justice for All (2066)	To take a firm pro-choice stance and support the adoption of legal abortion services with those in Northern Ireland and across the globe.	This policy requires debate on whether it should be formally readopted due to the repealing of the eighth and political stance.
UEA as a Sanctuary Campus (2084)	UEA should be a safe space for migrants and refugee. The SU should be fighting for UEA to be a safe campus and against prevent.	This policy requires debate on whether it should be formally readopted due to the nature of Prevent.

Student Officer Funding Request and Claims Form

Name and Officer Title:	Rob Klim (Ethical Issues Officer)
Project/Campaign Title:	Burst the Bubble
Amount of money requested: £40	Budget requested from: SOC
<p>Details of project (500 words max):</p> <p>The project's title "Burst the bubble" infers exactly why this funding request exists, i.e I need some watery, bubble bursting animations. The content I am producing, that is aiming To burst the bubble between UEA students and local people, whether it be culturally, or To work on outreach programs with vulnerable people locally. Specifically national charities, Such as Students Take Action for Refugees, initiatives such as University of Sanctuary, as Well as UEA TV all want to share content- but only content of the highest quality. Therefore, To maximise the sharing and reach of this promotion of students to be proactively Ethically constructive and thoughtful in whatever dimension that may take requires this Software package to maximise its reach.</p> <p>The need to do it right now is that STAR (Students Take action for Refugees) is incredibly anxious to get the content out ASAP as they're contemporarily putting together a society. Would this be okay therefore to get approved today?</p> <p>The product: https://videohive.net/item/liquid-motion-elements/15789530?ref=TRMG&clickthrough_id=1391922264&redirect_back=true</p>	
<p>Have you started a campaign planning form? No</p>	
<p>Breakdown of funding: £40 for the Adobe After Effects add on</p>	

<p>What are main aims of this activity/event/ campaign? Make the content produced for the project professional-looking enough to be shared by large, influential organisations/charities/initiatives.</p>	
<p>How will this benefit our members? It will help promote both the students directly interviewed, whether refugees who are achieving amazing feats at university and thus inform students of our campus diversity/the need to help local refugees.</p> <p>It will also promote local student bands, and cultural expression, with interviewing student band members who want to emphasise students being more appreciative of Norwich's diverse music scene.</p> <p>It will promote the work of outreach programs students can take part on and gain experience on.</p>	
Target number of members	Target number of members benefited by

directly benefited: c.100- promoting directly the work students and societies do to contribute back to the local community.	extension: The entire UEA student population who are active in social media sites.
How will you ensure this benefits hard to reach/liberation/underrepresented groups? The interviews conducted on refugee students, are a push for intersectionality.	
Date of Approval:	

On the following page, you will find the associated expenses form. You will need to include your receipts in order to claim back any related expenses.

Student officer expenses form

Please ensure that you attach all relevant receipts to this claims form.

Full Name Rob Klim	Officer Title Ethical Issues officer		
Bank			
Account Number		Sort Code	
<i>Please complete the below if you are submitting this separately from SOC Funding Request form</i>			
Budget	SOC		
Date of approval			
Campaign Title	Burst the Bubble		

Name of speaker	Organisation	Travelled from	Mode of transport	Cost

Materials, refreshments and other subsistence	Quantity	Purpose	Cost
After Effects add on	1x	Make project professional.	£39
Sum of cost			£39
Other costs not claimed for (departmental transfers)			
Total costs			£40
Variance from funds requested			

Student Officer Funding Request and Claims Form

Name and Officer Title:	Rob Klim Ethical Issues Officer
Project/Campaign Title:	Movember
Amount of money requested: £150	Budget requested from: Student officer committee
<p>Details of project (500 words max): We need this money for decoration costs, paying the DJ to keep people in the blue bar, and any other general costs required for our commemorative, end of month Blue Bar event- a Movember shave-off and after party.</p> <p>This amount of money requires an event which commences at 9PM with a shave-off of the faces of grow-it participants of Movember. We have fake moustaches to replace those lost of all participants.</p> <p>We will then have a DJ on which requires the bulk of the funding. Decorations such as Moustache cut outs/ print off of informative Movember posters, as well as commemorative trophies to the highest raisers will also be included.</p> <p>Have you started a campaign planning form? No</p>	
<p>Breakdown of funding: £90- DJ cost £30- cost of 2x engraved trophies; 1 for team and 1 for invidual highest raised £30- general cost of other decorations such as posters, bunting etc</p>	
<p>What are main aims of this activity/event/ campaign? 9PM- Shave off of all grow-it participants; the pre-bought stick-on moustaches will be sufficient. 10PM-This point the DJ will commence their thing</p>	
<p>How will this benefit our members? Raising awareness of mental health is arguably one of the largest issues affecting students contemporarily.</p> <p>Therefore the commemoration of the dual awareness raising, coupled with</p>	
<p>Target number of members directly benefited: 400 approximate attendees</p>	<p>Target number of members benefited by extension: The entire university student body who benefits from mental health support.</p>
<p>How will you ensure this benefits hard to reach/liberation/underrepresented groups? Mental health is a trans-demographic issue. We also have opened the event to be attended by all students, clubs and societies. Additionally, the location is wheel-chair accessible.</p>	
<p>Date of Approval:</p>	

On the following page, you will find the associated expenses form. You will need to include your receipts in order to claim back any related expenses.

Student officer expenses form

Please ensure that you attach all relevant receipts to this claims form.

Full Name Rob Klim		Officer Title Ethical Issues Officer	
Bank			
Account Number		Sort Code	
<i>Please complete the below if you are submitting this separately from SOC Funding Request form</i>			
Budget			
Date of approval			
Campaign Title	Movember		

Name of speaker	Organisation	Travelled from	Mode of transport	Cost

Materials, refreshments and other subsistence	Quantity	Purpose	Cost
Trophies 2x	2x	Celebrate the winners	£30
Resident DJ	1x	To keep people at the celebration.	£90
Bunting/posters/extra decoration	N/A	Add more to the climactic end of a month of Movember campaigning to commemorate student's efforts.	£30
Sum of cost			£150
Other costs not claimed for (departmental transfers)			
Total costs			£150
Variance from funds requested			

Student Officer Funding Request and Claims Form

Name and Officer Title:	Liam Deary (LGBT+ Officer, Open Place)
Project/Campaign Title:	Transitioning at UEA
Amount of money requested: £160	Budget requested from: Welfare Sub-Committee
<p>Details of project: We are republishing the 'Transitioning at UEA' booklet, which was first written in 2016, to provide up-to-date information for trans and non-binary students at UEA.</p> <p>It provides a wealth of information, including but not limited to:</p> <ul style="list-style-type: none"> • Key terminology • The UEA name change process • The legal name and gender change processes • Sexual health resources <p>Peer support</p> <p>Have you started a campaign planning form? No</p>	
<p>Breakdown of funding: £153.60 for 100 copies</p>	

<p>What are main aims of this activity/event/ campaign? The main aim is to provide up-to-date information to trans and non-binary students who might be considering transition during their time at UEA.</p>	
<p>How will this benefit our members? It explains the administrative process for transitioning at UEA, and the legal process for transitioning in the UK, making these processes accessible to students. It also provides welfare and wellbeing information, enabling students to access peer support and health services.</p>	
<p>Target number of members directly benefited: 100</p>	<p>Target number of members benefited by extension: The trans community at UEA</p>
<p>How will you ensure this benefits hard to reach/liberation/underrepresented groups? This is for trans and non-binary people.</p>	
<p>Date of Approval:</p>	

On the following page, you will find the associated expenses form. You will need to include your receipts in order to claim back any related expenses.

Student officer expenses form

Please ensure that you attach all relevant receipts to this claims form.

Full Name: Liam Deary	Officer Title: LGBT+ Officer (Open Place)
<i>Please complete the below if you are submitting this separately from SOC Funding Request form</i>	
Budget	Welfare Sub-Committee
Date of approval	
Campaign Title	Transitioning at UEA

Materials, refreshments and other subsistence	Quantity	Purpose	Cost
Booklets	100	Information	£153.60
Sum of cost			£153.60
Other costs not claimed for (departmental transfers)			
Total costs			£160
Variance from funds requested			

Student Officer Funding Request and Claims Form

Name and Officer Title:	Sophie Atherton (Campaigns and Democracy Officer)
Project/Campaign Title:	Your Money Counts
Amount of money requested: £915.20	Budget requested from: Priority Campaigns

Details of project (500 words max):

Your Money Counts is one of the priority campaigns this year and the 4th and 6th December will be the launch days of this campaign. For the launch, it will focus on the cost of laundry and accommodation, as well as addressing the hidden course costs that effect students on the degree. We will have further events in semester 2 which are currently being worked on in the working group.

Have you started a campaign planning form? Yes / No

Breakdown of funding:

A0 Prints- £180

A3 Prints- £3

Leaflets- £160

Accommodation brochures- £450

Vinyl Floor- £70

Household prizes- £25

Chocolate coins- £7.50

Wooden pegs- £5

String- £2

Budget planner- £6.72

Uni posco markers- £5.98

What are main aims of this activity/event/ campaign?

Your Money Counts focuses on the costs that students faced whilst at UEA. The priority campaign launch will focus on the cost of laundry and accommodation, as well as

addressing the hidden course costs that effect students on the degree. These events will happen over the 4th and 6th December. The 4th will focus on laundry costs and accommodation through 'Soapy Atherton's' and 'Burchell's Estates'. The 6th will focus on hidden course costs via a human monopoly board which will also introduce budgeting to students.

How will this benefit our members?

It will create an awareness for students around costs on campus and get them to think about budgeting too. I hope that this will feed into the wider work which is being done to secure better accommodation too.

Target number of members directly benefited: Lots!

Target number of members benefited by extension: The entire student body who are effected by costs on campus!

How will you ensure this benefits hard to reach/liberation/underrepresented groups?

By working with those in liberation/ underrepresented groups to ensure that they are included in specific costs that affect them as students.

Date of Approval:

On the following page, you will find the associated expenses form. You will need to include your receipts in order to claim back any related expenses.

Student officer expenses form

Please ensure that you attach all relevant receipts to this claims form.

Full Name

Officer Title

Bank

Account Number

Sort Code

A0 Prints	15	Monopoly and scenes	£180
A3 Prints	10	Price lists for accommodation	£3
Leaflets	2000	Laundry/ accommodation/ cost/ monopoly (hidden)	£160
Accommodation brochures	1000	Burchell's Estates	£450
Vinyl Floor	5	M2 and monopoly	£70
Household prizes	25	Encouraging participation- Tuesday focus	£25
Chocolate coin bags	10	Encouraging participation- Thursday focus	Approx. £7.50
Wooden Pegs	100	Hang your dirty laundry	Approx.£5
String	2 balls	Hang your dirty laundry	Approx.£2
Budget planner	1	To help students get used to budgeting their money	£6.72
Uni Posco Marker	2	To write on the t-shirts that will be hung as 'dirty laundry'	£5.98
Sum of cost			£915.20
Other costs not claimed for (departmental transfers)			
Total costs			
Variance from funds requested			£915.20

To be completed by budget holder

Name:
Budget Code:

Signature:
Date:

Censure of Postgraduate Education Officer

Proposer: Lewis Martin (Mature Students Assembly, council rep)

Seconder: James McLean (Postgraduate Committee)

Council Notes

1. The Postgraduate Education Officer brought a motion of no confidence against the Postgraduate committee at the 16th of October assembly meeting¹.
2. The motion failed to pass in the room, but as a result of the post graduate committee asked the chair of DPC to attend both the Postgraduate Committee and the Postgraduate Assembly
3. During these meetings the Postgraduate Education Officer explained their reasons for the motion but also brought to light intentional procedural failings in how they brought forward the motion to the assembly, and their advice to the chair of the assembly².
4. That these procedural failings highlighted are significant enough to warrant a breaking of Bye-Law 12³.
5. The honesty project states that: 'The SU should be recognised as a key partner in the facilitating of a PGR community and supported accordingly, in particular in developing the new Graduate Centre into being a 'central hub' for the PGR student community.'⁴
6. That the Postgraduate Education Officer stated in his motion to the assembly stated 'the composition of this committee is likely to the negatively affect the majority of all Postgrads at UEA'⁵.
7. That the Postgraduate Education Officer called for ask investigation into the allegations surrounding at Union Council on the 18th of October 2018.

Union Believes

1. That the statements made by the Postgraduate Education Officer in his motion directly contradict the recommendation outlined in union notes point 5.
2. That this opinion stated by Postgraduate Education Officer goes against the generally perceived notion that they represent both postgraduate taught and research students, not just the former group.
3. That the PGR community already has a less than perfect relationship with the student union and that this has previously driven a wedge the PGSU, the wider SU and the PGR community.
4. That the intentional decision to not follow procedures is far from best practice and undermines the integrity of both PGSU and the Student Union.
5. That all of these issues warrants a censure of the Postgraduate Education Officer.

Union Resolves

1. Under Bye Law 1, 1.10.9 to censure the Postgraduate Education Officer for their actions outlined above.