

agenda

Meeting	Student Officer Committee
Date	22 October 2018
Time	Midday – midnight
Location	Student Officer Committee Microsoft Teams 18-19
Author	Xenia Levantis, Campaigns & Democracy Coordinator

SOC01 Minutes of the Last Meeting

To approve (page 3 - 28)

The committee is asked to check the minutes for accuracy.

SOC02 Matters Arising

To consider (page 29 - 33)

Committee members are invited to note the matters arising from the previous meeting. The action log will be updated at the next SOC meeting, officers are requested to note their actions and bring updates to the meeting on 6th November.

SOC03 Funding Request: Mature Students Coffee & Cake

To approve (page 34 - 38)

The Committee is asked to approve the funding request submitted by Georgina Burchell for 7 Mature Students Coffee & Cake events.

SOC04 Funding Request: NUS Roundtable: BAME Attainment Gap

To approve (page 39 - 41)

The Committee is asked to approve the funding request submitted by Thai Braddick and Jenna Chapman for the NUS Roundtable event on the BAME Attainment Gap.

SOC05 Union Council Policy Adoptions

To note (page 42 – 43)

The Committee is asked to note the No to Endorsements Culture Policy adopted at the meeting of Union Council on Thu 18 Oct 18.

SOC06 Open Discussion topics for Union Council

To suggest

The Committee is asked to suggest topics for the Open Discussion at Union Council on Thu 1 Nov 18.

SOC07 Lead Delegate for NUS National Conference in Glasgow April 2019

To note

The Postgraduate Education Officer has been elected as the lead delegate in April 2019.

SOC08 Time, Date & Place of next meeting

5pm – 7pm, Tuesday 6 November, Bookable Room 6, Union House

Student Officer Committee 9 October 18

Committee Members Present	Liam Deary LGBT+ Officer (Open place) Martin Marko Postgraduate Education Officer Hannah Murgatroyd Students with Disabilities Harry Bowen Non-Portfolio Officer Chloe Crowther Non-Portfolio Officer Thai Braddick Non-Portfolio Officer Rob Klim Ethical Issues Officer Connor Bell Environment Officer Georgina Burchell Welfare, Community & Diversity Officer Jenna Chapman Undergraduate Education Officer Sophie Atherton Campaigns & Democracy Officer Ryan Jordan Ethnic Minorities Officer Mohaned Alhasan International Officer (non-EU) <i>present until 5:50pm</i> Rob Klim Ethical Issues Officer <i>present from 5:20pm</i>
Apologies received from	Thai Braddick Non-Portfolio Officer Borja Martin Simon International Students' Officer (EU) Zoe Freeman Non-Portfolio Officer
Chair	Liam Deary LGBT+ Officer (Open Place)
Staff support	Josh Clare Head of Campaigns & Policy Xenia Levantis Campaigns & Democracy Coordinator

The committee received an update from Matthew North the UEA Learning Spaces & Technology Manager, who wanted to gain feedback from the Committee about technology in the Library. Matthew North explained that UEA was in the process of refreshing the technology in the Library learning spaces.

The feedback given by the Committee was that the space for using wheelchairs in the Library was not sufficient, currently rooms in the library are not accessible for wheelchair users due to tables being placed around the outside edge of the rooms. It was confirmed that hearing loops would be fitted as standard in all rooms, which was welcomed by the committee. Members went on to state that students use the Library rooms as a sociable working space.

The committee thanked Matthew North for their presentation and agreed that if any other matters arose at a later date comments would be passed on via Sophie Atherton Campaigns & Democracy Officer.

SOC01 Statements from Chair

1.1 The Chair welcomed the Committee members to the meeting and highlighted the full agenda.

1.2 The Chair went on to note the Mature Students Officer's resignation and reminded Committee members to exercise discretion in relation to the matter and asked that committee members do not make public comment about the resignation as an active investigation was still taking place.

1.3 The Chair noted that a bye-election will take place in due course to elect a Mature Students Officer.

SOC02 Officer "go-round"

2.1 The Chair invited all members to give a short update on any progress since the previous meeting.

2.2 Officers gave verbal reports of the work over the past fortnight:

- Georgina Burchell *Welfare, Diversity & Community Officer* updated that planning for the *Sexperience* campaign was underway and the launch event would be taking place this term. A further update about this campaign would take place later in the meeting during item SOC12. It was reported that progress on the *Homes not House* Priority Campaign was temporarily on hold due to a potential restructure. The postcards for the *Good Neighbour* scheme were due to be delivered soon and the potential for a Housing Fayre is being investigated.
- Jenna Chapman *Undergraduate Education Officer* reported that they had been meeting with key UEA stakeholders, including Neil Ward PVC (Academic), about rolling out Lecture Capture facilities across Campus. It was reported that they had met with UEA staff about NSS feedbacks and the key issue of organisation and management. As well as presenting their campaign plan for the year, to the Student Experience Committee.
- Mohaned Alhasan *International Officer (non-EU place)* reported that they had made contact with cultural societies as well as having a meeting with Borja Martin Simon *International Officer (EU place)* to plan their collaborative campaigns from the year ahead.
- Chloe Crowther nothing to report as of yet, looking forward to starting campaign work as soon as possible.
- Sophie Atherton *Campaigns & Democracy Officer* stated that they had attended

University Council with the *Activities & Opportunities Officer* the day prior. Had been working on campaign planning with the Undergraduate Education Officer, focusing on how to tackle Costs on Campus. Investigating matters of sustainability at uea(su). The officer also reported that they are in the process of working with terms of reference and remits for SOC sub-committees, as they felt that the bye-laws are not explicit. Work also included the motion brought to the current SOC meeting.

- Connor Bell *Environment Officer* had met with SU staff the day of the meeting and is in the process of investigating recipe cards for use in shop(su). As well as looking into the possibility of implementing a *Compost Café* in Unio similar to the one in Chaplefield. The initiative would use recyclable waste and convert it into compost which could be given to student groups. The Environment Officer would be meeting with the company who install the facility on Friday 12th October.
- Rob Klim *Ethical Issues Officer* reported that they had met with Jenifer Connolly, about creating content to encourage students to reduce waste and live a less materialistic lifestyle. The officer plans to meet with the SU's Strategic Communications team and has ambition to link their campaign with Go Green Week in February 2019. They had also been Chairing the Movember working group and noted engagement with FemSoc for this venture. The Officer had also been in discussion with the Chair of the local UCU branch, Ben Jones, to consider a fund-raising initiative to raise awareness of Academic staff' mental health.
- Hannah Murgatroyd *Students with Disabilities Officer* had been working on the preparation for Disability History Month.
- Harry Bowen *Non-Portfolio Officer* had been involved in the Movember working group.
- Ryan Jordan *Ethnic Minorities Officer* had been working on the Black History Month campaign, organising a celebration showcase, which would feature a reggae artist. Feature commentary about the Windrush generation, feature society live and provide food for students with the aim to bring people and cultures together. The Officer reported they were planning an event to take place during the winter break for students who stay on campus during the Christmas period.
- Amy Atkinson *Womens Officer* reported that they had been engaged with a number of Working Groups, including Movember and University Challenge during the week prior to the meeting. As well as working to promote these opportunity to students and support the promotion of the Liberation Elections which were taking place at the time of the meeting.
- Jim Read *LGBT+ Officer (Trans & Non-Binary Place)* reported they had been working with other Officers to respond to the incidents of Transphobic Abuse that had been reported on campus. The Officer had also been planning for Trans Awareness Week and the Colours event which would be taking place the following week.
- Martin Marko *Postgraduate Education Officer* had completed the final PGR induction talk the week prior. Postgraduate SU had hosted its last planned event for the previous academic year on the previous Saturday. The Officer reported that progress had been made with the Courage Project, the first Postgraduate Assembly had taken place where the Postgraduate Committee had been elected.

- Oli Gray *Activities & Opportunities Officer* reported that all Full Time Officers had attended UEA's Student Experience Committee and presented their priorities for the year ahead. The Officers had changed the way they report to the Committee and were pleased with the new format. UEA were impressed by the work the Officers were planning to undertake.

The Officer also reported they had been working with Phil Steel on a number of matters and were pleased to report that they had witnessed the Vice Chancellor signing the Race Equality Charter at University Council. They reported that UEA would be working towards the Bronze award which is the highest accolade achieved in the sector to date. One of the metrics to be reported by the University to achieve the award would be reporting the completion of Mental Health Training.

It was reported that participation in the Do Something Different activities has achieved its highest turn out to date and that the Do Something Different funding had been confirmed for the year.

- Liam Deary LGBT+ Officer (Open Place) reminded the Committee that Colours was taking place on the following Thursday evening and encouraged all members to attend the event and promote it to their peers.

SOC03 Minutes of Last Meeting

- 3.1** The Chair asked if any members of the Committee had any queries about the minutes of the last meeting.
- 3.2** The Committee confirmed that the minutes were an accurate record of the previous and they were approved.

SOC04 Matters Arising and Action Log

- 4.1** The Chair referred the Committee to the action log and gave a verbal update on progress achieving each action point since the previous meeting.
- 4.2** It was reported that Action Points 3, 4, 5, 8, 9, 10, 11 and 15 had been completed before the meeting and would not roll over to further meetings.
- 4.3** Action Points 1 and 2 remain outstanding and will roll over to the next meeting.
- 4.4** The Welfare, Diversity and Community Officer proposed a statement about inclusive learning to add to the Student Officer Agreement.
- "To encourage everyone to speak and use this partly as a learning space educating people in a constructive and respectful way."
- The Committee agreed the statement suggested by the Welfare, Diversity & Community Officer would be added to the Officer Agreement under the *We will know our roles section*. Action Point 6 to be make as complete.
- 4.5** It was agreed that Action Point 12 This item will be considered during the planning of the next Student Transformation Weekend and SOC residential and would stay on the

Action Log.

- 4.6** Committee members were reminded of this opportunity and encouraged to contact the Campaigns & Democracy Coordinator if they have any training requirements. Action Point 13 would remain on the Action Log for the following meeting.
- 4.7** Committee members were reminded of this opportunity and encouraged to contact the Head of Campaigns & Policy for more information. Action Point 14 would remain on the Action Log for the following meeting.
- 4.8** The Chair reported that as a result of Action Point 16 Staff Support had passed on the information to the relevant uea(su) teams. The issue will remain under review and on the SOC Action Log. The students with Disabilities Officer requested that they are involved any consultation.
- AP 1** "To encourage everyone to speak and use this partly as a learning space educating people in a constructive and respectful way." To be added to the *We will know our roles* section of the Student Agreement and be redistributed via Teams.
Staff Support
- 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

SOC05 Transphobia on Campus

- 5.1** The Chair gave a verbal report on the incidents of transphobia that had taken place on campus and around Norwich over the previous few weeks.
- 5.2** The chair reported that it had come to the attention of a number of officers that a person or group using the name "Rad Fem Norwich" had been placing stickers with Transphobic statements around UEA campus and the surrounding area. An Instagram account had also been found, that was documenting the stickers.
- 5.3** In response to the incidents the LGBT+ Officers and Womens Officer have released a statement affirming uea(su)'s commitment to creating a diverse, inclusive and supportive community for all its student members. It was also confirmed that Concrete had contacted uea(su) for comment which Officers had responded to.
- 5.4** The Chair updated the Committee regarding safety concerns surrounding the stickers and identified how similar stickers found in other cities had been reported to have razor blade placed behind them.
- 5.5** The Chair stated that anyone who sees any similar stickers is to photograph them and report their location to security immediately.
- 5.6** The Chair reminded the Committee of the Media Protocol and the importance of it being adhered to at all times. It was also clarified that if any officers are asked make public comment about any issue they are to forward the inquiry to the Acting CEO who will advise of the next course of action.

5.7 Committee members were encouraged to contact a member of staff if they had any concerns or queried on the matter.

AP 3 The reformatted Media Protocol to be added to the Student Officer Committee 1819 Teams.

Staff Support

SOC06 Part Time Officer: Postgraduate Committee election Trustee

6.1 The Chair introduced the election and Committee members asked for clarification about role. It was confirmed that only Part Time Officer who were studying for a Postgraduate award would be eligible to nominate themselves in this election.

6.2 The candidates for the election were

Rob Klim Ethical Issues Officer

Re-Open Nominations

6.3 The vote was conducted using the Single Transferable Voting system using paper ballot. All Part Time Officers were able to vote.

AP 4 The election results will be declared as soon as the votes are counted.

Staff Support

SOC07 Deputy Returning Officer Appointment

7.1 The Chair introduced the item and highlighted how the Committee were required to note the appointment. Not queries were raised, and the Committee confirmed their approval of the appointment.

7.2 The Committee applauded the appointment of the Deputy Returning Officer.

AP 5 Confirmation of the appointment would be confirmed with the appointed DRO.

Staff Support

SOC08 Budget

8.1 The Chair introduced the item and outlined that the paper provided was based on the previous year's financial allocation. It was noted that the money allocated to the sub-committees during the previous year has not been spent in full.

8.2 It was suggested that allocate monies from the previous year remain and are instead assigned to the category/activity rather than the attached sub-committee. Due to issues with sub-committees not achieving quorum in previous years. As a result of this the sub-committees were unable to approve funding requests. The Committee agreed that this model would allow all Officers to apply from funds from the various budget rather than relying on the funds assigned to sub-committees they were members of.

8.3 The Committee agreed that an exception would be made for the Education sub-committee which was described as having a strong remit and had successfully managed a budget of £2,500 the previous year.

8.4 It was further agreed that the aspiration would be for each sub-committee to manage their budget in the way that the Education sub-committee had the year prior.

The Committee decided that the:

Ethical & Environment sub-committee

Liberation, Equality & Diversity sub-committee

Welfare sub-committee

Would for the time being have their allocated funds overseen by the Student Officer Committee; with sub-committees submitting funding requests to SOC. This process would be kept under review with the intention to release funds to the sub-committees once there was evidence of regular quorate meetings being achieved.

8.5 A discussion took place about the potential of funds for liberation groups being decided and potentially declined by Committee Members would did not define with the applying groups. It was reiterated that the reason for devolving the decision making in the previous year was due to this concern, however the difficulty achieve quorum did not make this possible. The Committee affirmed that members would rather funding requests be considered by the Student Officer Committee in-lieu of a quorate sub-committees than another body.

8.6 The Committee agreed that members would need to be mindful of making decision on behalf of groups they do not identify with and individual digression when voting to approve funding requests would be required.

8.7 The committee considered if there was a more pertinent issue of sub-committees not meeting quorum that needed to be concurred.

8.8 A budget of £2,500 for the Education sub-committee was approved for the year.

8.9 A budget of £2,000 for the Ethical & Environment sub-committee and £2,500 for the Welfare sub-committees was approved. A budget of £4,000 for the Liberation, Equality & Diversity sub-committee was also approved. Sub-committees are to make funding requests to SOC. Once each of the sub-committee regularly meet quorum funds would be devolved to them for management.

8.10 Clarification was asked from the Head of Campaigns & Policy, the staff member clarified that the SOC annual budget had not been spent in full for a number of years. The SOC budget had over £10,000 unspent in the previous year. The Liberation, Equality and Diversity budget of £4,000 had not been spent in full.

8.11 The Committee discussed allocating money to the International Assembly; questions were raised about members of the assembly being elected. The Committee agreed that they could not allocated funds to an unelected group, and if one assembly were assigned funds, others would require a similar model. It was agreed that this was not feasible. However, the International Assembly and Committee would be able to apply for funds from the Liberation, Equality & Diversity budget.

AP 6 The SOC budget for 2018-19 was approved in line with the proposal; subject to the conditions identified above.

AP 7 A discussion to take place at the next meeting regarding the creation of an International Students sub-committee.

5:50pm *Mohaned Alhasan left the meeting.*

The Committee took a 10-minute access break.

SOC09 Union Council Motion Preparation

9.1 The Chair invited Sophie Atherton *Campaign & Democracy Officer* to introduce their proposed motion: No to Endorsement Culture.

9.2 The Campaigns & Democracy Officer updated the committee on the history of the work and explained that the proposed motion was a response to the SU policy, Dismantling Endorsement Culture, adopted at the end of the previous year. The actions proposed by the motion had been collated from research carried out by the 2017/18 Activities & Opportunities Officer.

9.3 The Campaigns & Democracy Officer highlighted that the policy, if adopted, would affect all Officers and wanted the view of the Committee before submitting it to Union Council for debate.

9.4 A question was raised about existing elections; it was clarified that as this was not existing policy, current elections would not need to adhere to its resolves.

9.5 A question about current election rules was asked of the Staff Support who gave clarification, that under current rules all Officers are prevented from using any work related advantage to support an election campaign.

9.6 The Chair asked invited the Committee to make any comments about the Union Resolves section of the proposed motion. No comments were mad, all members confirmed they were happy with the motion.

AP 8 The *No to Endorsement Culture* motion be submitted to the first Union Council meeting.
Campaigns & Democracy Officer

SOC10 Priority Campaign Update

10.1 The *Welfare, Diversity & Community Officer* gave an update on the Homes not House campaign. They explained that a lot of the work was on pause due to a potential restructure of uea(su)'s home run and home let service. However the postcards are due to be distributed in the next few weeks. The Officer noted that they were researching the most recent objectives added to the campaign during the previous SOC meeting.

It was also reported that they had been working closely with Paul Bailey to understand how rents are set on campus. And it was identified that a campaign tactic being considered is a rent strike. However, this would require a large proportion of students to take part for a rent strike to be successful.

10.2 The *Undergraduate Education Officer* presented an update on the Accessible Education Priority Campaign and confirmed that each of the lead officers for the Priority Campaign would be coordinating a working group each. The Officer confirmed that they would contact all committee members to invite them to join each group.

10.3 The *Campaigns & Democracy Officer* gave an update on the Costs on Campus Campaign. A working group including staff and officers had been assembled to understand the scale of costs faced by student across UEA.

Current focus included tackling the cost of laundry facilities with the aim to improve the service making it more reliable. Discussions taking place with Paul Bailey about Rent setting.

10.4 The *Activities & Opportunities Officer* reported on the Mental Health Matters Campaign including their plans for World Mental Health Day taking place the day after the meeting. The Officer had been collaborating with the Heducate Society, and would be distributing stickers on coffee cups in Unio to make the Day. Committee members were encourage to use the hashtag to participate in the campaign and it was noted that the Strategic Communications team would be covering society activity taking place throughout the day.

It was reiterated that all members are welcome to contribute to the Movember working group. It was agreed that a small focus group would be assembled to talk about specific mental health difficulties BAME students face. The *Ethnic Minorities Officer* confirmed they would like to be a part of the Movember campaign planning, to represent BAME students.

AP 9 A Full Time Officer to send an email to the Committee to coordinate working groups for each of the Priority Campaigns.

Full Time Officer

SOC11 Union Council Policy Adoptions

No Union Council Policies had been updated since the previous meeting.

SOC12 Sexperience

12.1 The Welfare, Diversity & Community Officer presented a paper about the Sexperience Campaign which aims to break down the stigma of talking about sexual health and positive relationships.

12.2 The paper outlined planned expenditure for the campaign and requested funds from the Student Officer Committee budget. It was noted that the items to be purchased for the campaign would be used in the Nap Nook following the launch.

12.3 The Officer stated that societies and peer support groups have been invited to support

the Campaign.

12.4 The funds requested amounted to £670.

12.5 The Chair asked the committee to indicate if they were happy to approve the request by raising their hands. The committee approved the request.

AP 10 Committee members who are members of the afore mentioned societies were encouraged to actively engage with the campaign, more details would be sent out via email soon.

SOC13 Office for Students Access & Participations Plan Consultation response

13.1 The Undergraduate Education Officer introduced the paper and gave context to the committee about the Office for Student's Access & Participation Plan Consultation.

13.2 The Officer noted that they had worked in collaboration with the other Full Time Officers and the proposal was also in line with published NUS response.

13.3 The Chair asked the committee to indicate if they were happy to approve the consultation response by raising their hands. The committee approved the request.

AP 11 Undergraduate Education Officer to submit the approved consultation response on behalf of uea(su).

Undergraduate Education Officer

SOC14 People's Vote March for the Future

14.1 The Campaigns & Democracy Officer introduced the item and outlined general information about the March and the plan for the day.

14.2 It was noted that this opportunity would be available for 50 students to attend. The Campaigns & Democracy Officer stated that they felt it was important to give students the option to attend the event. If approved the SU would list the opportunity on the SU website and students would be able to book on a *first come first served basis*. The National Union of Students would reimburse the cost of the coach travel incurred by the SU.

14.3 The Committee discussed a potential student group named Our Future Our Choice who had advertised free travel to the event. It was clarified that Our Future Our Choice was not currently affiliated with uea(su). It was noted that if the society were approved at Union Council they would struggle to organise travel in time for the event.

14.4 It was also noted that as the proposed society did not technically exist it would not be possible to consult with them and if they also sent students to the event as advertised there would be no financial implication for the SU or society.

14.5 The Chair asked the Committee members to raise their hands if they were happy to approve the action. The Committee approved the action.

AP 12 The Campaigns & Democracy Officer to organise a coach to take student to the People's

March for Our Future on Sat 20 Oct, and claim reimbursement for the cost from the National Union of Students.

Campaigns & Democracy Officer

SOC15 Gender Recognition Act Consultation

15.1 The Chair introduced the item and outlined the context of the consultation. The Chair noted that the public consultation asks for feedback on the Gender Recognition Act 2004 which regulates how transgender people officially declare their gender.

15.2 The Chair, in their capacity as LGBT+ Officer (Open Place), will write a response to the consultation on behalf of uea(su). The Chair noted that the response is in line with the SU's active policy and the Stonewall response.

15.3 The Chair invited LGBT+ members to respond to the proposal. Members asked if a draft could be circulated before the response was submitted. It was agreed that the response would be circulated to members.

AP 13 The uea(su) Gender Recognition Act Consultation response will be circulate to the Committee for information purposes.

Chair

SOC16 Open discussion Topics

16.1 Engagement with SU democracy was proposed as an Open Discussion topic for Union Council. Committee members expressed they wanted to understand what the barriers to participation are, and what drives students to attend meetings.

16.2 The Committee discussed welcoming Councillors to Union Council meetings and their role in making Union Council more welcoming. It was noted that Officers had an opportunity to become familiar faces to ordinary members. it was agreed that all officers would introduce themselves to Councillors at the first meeting.

16.3 The Committee discussed giving reports to Union Council, it was noted that the Chair of SOC would report on FTO activity and the Deputy Chair would give a report on the PTO activity. The Chair and Deputy Chair will email Officers to ask for an update.

16.4 A discussion took place about the timing of the next SOC meeting. It was noted that due to the NUS Zone Committee event, none of the FTOs would be available to attend the next meeting.

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 15 Engagement would be the Open Discussion topic for the first Union Council Agenda and this would be added to the agenda.

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 17** Chair to work with Staff to rearrange the time and date of the next SOC meeting.

Chair & Staff Support

SOC17 Any other business

- 17.1** The Deputy Returning Officer declared the results of the Part Officer Representative on the Postgraduate Committee. Rob Klim *Ethical Issues Officer* was declared the elected candidate.

17.2 Media Protocol

The *Activities & Opportunities Officer* gave further details of the updated media protocol and highlighted to the Committee that if they are ever in any doubt about making public comment they are to ask a member of SU staff immediately.

Committee members were reminded that as courtesy, enquires should be sent to the CEO with the relevant Officer copied into the email chain.

- 17.3** The *Activities & Opportunities Officer* went on to ask for feedback about the Arrivals Weekend.

Committee members reported some issues with parking, and suggested that UEA assigned students and their families' arrival slots during the Arrivals Weekend. Feedback was also given about the Sportspark being a considerable distance from central campus and accommodation, which presented particular difficulties for Students with Disabilities.

- AP 18** The Committee were asked to send feedback to the Activities & Opportunities Officer to help them formulate a report to be presented to key UEA stakeholders about the weekend.

All committee members

17.4 Matter of Concern

A matter of concern was raised about a specific incident that had taken place in UEA halls of residence as a result of action taken by the UEA accommodation office.

- 17.5** All Committee members were reminded that they are not responsible for casework or dealing with individual incidents. It was recommended that if Officers are unsure about a matter, they should speak to a member of staff. The Student Officer Committee's role is to scrutinise systems and make recommendations, specialist staff are able to give professional, impartial advice to individuals.

- AP 19** The *Welfare, Community & Diversity Officer* to work with the *Students with Disabilities Officer* to work together to discuss the matter and investigate the system error.

Welfare, Community & Diversity Officer and Students with Disabilities Officer

17.6 External Partnerships

The *Ethical Issues Officer* raised an item about a charity they had been in contact with that is led by a UEA graduate. It was agreed that the *Ethical Issues Officer* and *Ethnic Minorities Officers* would work together to investigate the potential opportunity.

17.7 Campaign support

The *Ethnic Minorities Officer* offered their support with the planning of any campaign and expressed their eagerness to represent BAME student matters in all SU campaign activity.

17.8 The *Welfare, Diversity & Community Officer* also asked for input from Part Time Officers to support the Sexperience campaign.

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

SOC18 Time, Date and Place of next meeting

To be advised via email.

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 3	It was agreed that the Student Officer Committee Budget allocation will be added to the Cycle of Business and discussed at the next meeting.	Chair & Staff Support	Item added to the 9 Oct 18 SOC meeting, with paper outlining the precious year's expenditure for SOC to discuss.	10/09/2018
	AP 4	Notification of appointment to be circulated to Committee members via email.		Harry Bowen was elected	25/09/2018
	AP 5	Notification of appointment to be circulated to Committee members via email.		Harry Bowen was elected	25/09/2018
	AP 6	A statement about inclusive learning to be added to the Student Officer Agreement.	Chair & Staff Support	Georgina Burchell	10/09/2018
	AP 7	Amend agreement that no one should be expected to respond within a particular timeframe as a result of an item/request posted in the SOC Facebook chat.	Chair & Staff Support	The "We will know our roles" section of the Student Officer Agreement will be amended to add: "No one should be expected to respond within a particular timeframe as a result of an item/request posted in the SOC Facebook chat."	10/09/2018
	AP 8	All suggestions for the Mental Health Matters campaign would be passed on to Oli Gray (Activities & Opportunities Officer) as the campaign lead.		Staff Support passed on the information to the Activities & Opportunities Officer ahead of the meeting.	10/09/2018

	AP 9	The statement about Campus Kitchen sustainability point into another area and update document.	Staff Support	The Priority Campaigns - Working Document was updated and uploaded to the Student Officer Committee 1819 Team.	10/09/2018
	AP 10	Accommodation items to be added to the Homes not Houses campaign.	Staff Support	The Priority Campaigns - Working Document was updated and uploaded to the Student Officer Committee 1819 Team.	10/09/2018
	AP 11	The original document with the Priority Campaign notes to be circulated to the SOC via teams.	Chair & Staff Support	The Priority Campaigns - Working Document was updated and uploaded to the Student Officer Committee 1819 Team.	10/09/2018
	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 15	SOC budget to be added to the agenda of next meeting and budget papers from the previous year be circulated with the agenda	Chair & Staff Support	The committee considered a paper outlining SOC's expenditure from the previous year and agreed the budget for the current year.	10/09/2018
	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.	
09/10/2018	AP 1	"To encourage everyone to speak and use this partly as a learning space educating people in a constructive and respectful way." To be added to the We will know our roles section of the Student Agreement and be redistributed via Teams.	Staff Support		

	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 3	The reformatted Media Protocol to be added to the Student Officer Committee 1819 Teams.	Staff Support		
	AP 4	The election results will be declared as soon as the votes are counted.	Staff Support		
	AP 5	Confirmation of the appointment would be confirmed with the appointed DRO.	Staff Support		
	AP 6	The SOC budget for 2018-19 was approved in line with the proposal; subject to the conditions identified above.			
	AP 7	A discussion to take place at the next meeting regarding the creation of an International Students sub-committee.			
	AP 8	The No to Endorsement Culture motion be submitted to the first Union Council meeting.	Campaigns & Democracy Officer		
	AP 9	A Full Time Officer to send an email to the Committee to coordinate working groups for each of the Priority Campaigns.	Full Time Officer		
	AP 10	Committee members who are members of the afore mentioned societies were encouraged to actively engage with the campaign, more details would be sent out via email soon.			
	AP 11	Undergraduate Education Officer to submit the approved consultation response on behalf of uea(su).	Undergraduate Education Officer		
	AP 12	The Campaigns & Democracy Officer to organise a coach to take student to the People's March for Our Future on Sat 20 Oct, and claim reimbursement for the cost from the National Union of Students.	Campaigns & Democracy Officer		

	AP 13	The uea(su) Gender Recognition Act Consultation response will be circulate to the Committee for information purposes.	Chair		
	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 15	Engagement would be the Open Discussion topic for the first Union Council Agenda and this would be added to the agenda.	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 17	Chair to work with Staff to rearrange the time and date of the next SOC meeting.	Chair & Staff Support		
	AP 18	The Committee were asked to send feedback to the Activities & Opportunities Officer to help them formulate a report to be presented to key UEA stakeholders about the weekend.	All committee members		
	AP 19	The Welfare, Community & Diversity Officer to work with the Students with Disabilities Officer to work together to discuss the matter and investigate the system error.	Welfare, Community & Diversity Officer and Students with Disabilities Officer		
	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		

Funding Request: Mature Students Coffee & Cake

SOC Funding Request and Claims Form

Name and Title:	Georgina Burchell Welfare, Community and Diversity Officer
Project/Campaign Title:	Mature Students events
Amount of money requested:	Budget requested from: Liberation

Details of project (500 words max):

We're looking at making the SU more inclusive of mature students and we're starting with creating some continuity of events that allow mature students to meet each other through the SU. By using Scholars' Bar the aim is that we would increase mature students' use of the space and they improve their understanding of the SU.

Have you started a campaign planning form? No

Breakdown of funding:

£150 for refreshments across Mature Students seven events this semester:

Wednesday 31st October 12-2

Wednesday 28th November 12-2

Wednesday 12th December 12-2

Mature Students' Assembly

Wednesday 17th October 12-2

Wednesday 17th October 5.30-7.30

Bar Social

Thursday 15th November 6-9pm

Thursday 13th December 6-9pm

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

Help mature students be more aware of the SU, the services available and get involved in the democracy and representation.

Helping mature students feel a sense of belonging and community in the SU.

Continuing a project of continued engagement with mature students – creating a more positive view of the SU for mature students.

How will this benefit our members?

Mature students have a chance to find out about what services are available in the SU and on campus and a chance to meet other mature students, and establish stronger relationships and feel more at home in the SU.

Target number of members directly benefited: 10	Target number of members benefited by extension: 50
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How will you ensure this benefits hard to reach/liberation/underrepresented groups?

This will be promoted through various channels Mature Students access including central social media and mature student pages.

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.

Expenses form

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

Full Name	Officer Title		
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			

Name of speaker	Organisation	Travelled from	Mode of transport	Cost

Materials, refreshments and other subsistence	Quantity	Purpose	Cost
Sum of cost			£150.00
Other costs not claimed for (departmental transfers)			
Total costs			
Variance from funds requested			

To be completed by budget holder

Name:	Signature:
Budget Code:	Date:

Funding Request: NUS Roundtable BAME Attainment Gap

To approve

Student Officer Funding Request and Claims Form

Name and Officer Title:	Thai Braddick - Non-Portfolio Officer Jenna Chapman - Undergraduate Education Officer
Project/Campaign Title:	Visit to NUS' BAME Attainment Gap Roundtables
Amount of money requested: £150	Budget requested from: SOC Budget
Details of project (500 words max): <p>NUS are holding a series of roundtables on the BAME attainment gap. As one of our priority campaigns is Accessible Education (under which the BAME attainment gap is contained), it seems fitting to go to an event dedicated to talking and learning about it. This is a request for funds to go to one of these events (ideally London to be more cost effective).</p> <p>The two officers travelling down would be Jenna Chapman and Thai Braddick.</p> <p>Have you started a campaign planning form? No</p>	
Breakdown of funding: <p>Travel (train tickets, underground, etc.) to the event, and whole day food costs for two.</p>	
What are main aims of this activity/event/ campaign? <p>To be able to learn and discuss the BAME attainment gap with other student officers and NUS.</p>	
How will this benefit our members? <p>Two officers will be going to the event, both have mandates towards equality in education. This will allow them to create policy and change more effectively with more knowledge.</p>	
Target number of members directly benefited:	Target number of members benefited by extension:

All BAME members (about a third of the membership).	Future BAME members. May also feed into research about OTHER attainment gaps on campus.
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How will you ensure this benefits hard to reach/liberation/underrepresented groups?

The knowledge will inform work in council and in committees and meetings to help tackle the BAME attainment gap at UEA.

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		
<i>Please complete the below if you are submitting this separately from SOC Funding Request form</i>			
Budget			
Date of approval			
Campaign Title			

Name of speaker	Organisation	Travelled from	Mode of transport	Cost

Materials, refreshments and other subsistence	Quantity	Purpose	Cost
Travel	2		
Food	2		
Sum of cost			£150
Other costs not claimed for (departmental transfers)			

Total costs	
Variance from funds requested	

To be completed by budget holder

Name:	Signature:
Budget Code:	Date:

Union Council Policy Adoption

To note

No to Endorsement Culture

Proposer: **Sophie Atherton** Campaigns and Democracy Officer

Seconder: **Jenna Chapman** Undergraduate Education Officer

Union Notes:

1. Following the passing of 'Dismantling Endorsement Culture', a consultation was launched into the effect that endorsement culture has on elections within UUEAS.
2. 'Endorsement' is defined as showing support for candidates through attempting to persuade or dissuade persons to vote for a candidate. This may be through writing, creating and distributing a candidate's campaign materials and manifesto.
3. 'Self-endorsement' is defined as showing support for candidates through attempting to persuade or dissuade persons to vote for oneself. This may be through writing, creating and distributing their own campaign materials and manifesto.
4. The act of an endorsement may encourage a student to vote for a specific electoral candidate through personal testimony.
5. Bye law 5.9 states that 'all elections taking place at the Union of UEA Students shall be: fair and open, democratic, accessible and transparent.'

Union Believes:

1. Following the consultation launched into endorsement culture as a result of 'Dismantling Endorsement Culture', it can be concluded that endorsements are something that affects the way students vote.
2. Endorsements can negatively impact the experience of electoral candidates.
3. No elected student officer may offer a specific electoral candidate advice on an individual level on any matters regarding manifesto realisation or manifesto construction.
4. Elected Student Officers will be exempt from self-endorsement if they choose to re-stand.

5. Elected Student Officers should encourage other students to run in the leadership elections during the nominations period.
6. Societies and clubs should encourage their members to participate and vote in elections, and the committee should be able to endorse as a collective if they have democratically decided to do so.
7. Societies and club committee members should remember that they may endorse individually but not on the behalf of the entire student group. For example, a president of a club can say you should vote, but cannot say you should vote on behalf of the entire club membership.

Union Resolves:

1. There should be clear exceptions for full time and part time officers. Full time officers will be exempt from self-endorsement if they stand for a second term. Part time officers may endorse but not in an officer capacity. For example, if an officer is a committee member, they may endorse in that position but not under their officer title.
6. Introduce Bye Law 5.12.7 'Student Officers are prohibited from endorsing electoral candidates. 'Endorsement' is defined as showing support for candidates through attempting to persuade or dissuade persons to vote for a candidate. This may be through writing, creating and distributing a candidate's campaign materials and manifesto.'
7. Introduce Bye Law 5.12.8 'Student Officers that choose to re-stand for a second term are exempt from self-endorsement. 'Self-endorsement' is defined as showing support for candidates through attempting to persuade or dissuade persons to vote for oneself. This may be through writing, creating and distributing their own campaign materials and manifesto.'
8. Introduce Bye Law 5.12.9 'Part time officers will have their officer rights suspended for the duration of the election period if they have actively solicited in an endorsement.'
9. Introduce Bye Law 5.12.10 'Full time officers will be suspended from their role for the duration of the election period if they have actively solicited in an endorsement.'
10. Introduce Bye Law 5.12.11 'Society and club members may endorse individually but not on the behalf of the entire student group. For example, a president of a club can say you should vote, but cannot say you should vote on behalf of the entire club membership.'
11. Mandate the Campaigns and Democracy Officer to notify the Returning Officer of the introduction of Bye Laws 5.12.7, 5.12.8, 5.12.9, 5.12.10 and 5.12.11.
12. Mandate the Campaigns and Democracy Officer to notify the Trustee Board of the introduction of Bye Laws 5.12.7 and 5.12.10.

NUS National Conference Lead Delegate

To note

The Committee is invited to note that the Postgraduate Education Officer has been elected as the lead delegate in April 2019. uea(su) has 5 delegates for the election who have also been elected.