

agenda

Meeting	Student Officer Committee
Date	31 Jan 2019
Time	5pm - 7pm
Location	Bookable Room 1
Author	Xenia Levantis, Campaigns & Democracy Coordinator

SOC01	Budget Estimates Union Council	15 mins
	<i>To consider (Appendix a)</i>	
	Tim Cave Assistant Director of Finance will talk the Committee through the attached budget estimates paper.	
SOC02	Deputy Chair's report	5 mins
	<i>To note</i>	
	The Deputy Chair will give a verbal update to the Committee.	
SOC03	Minutes	5 mins
	<i>To approve (page 4 – 10)</i>	
	The Committee is asked to approve the minutes of the previous meeting.	
SOC04	Matters Arising	5 mins
	<i>To consider (page 11 - 13)</i>	
	Committee members are invited to consider the matters arising from the SOC meeting on Tue 15 Jan 19 and provide verbal updates of any progress.	
SOC04a	NUS White Paper	15 mins
	<i>To Discuss (Appendix b)</i>	
	Josh Clare Head of Campaigns & Policy will present to the Committee the Consolation process that	
SOC05	Officer updates	10 mins
	<i>To note</i>	
	An opportunity for all Officers to verbally update the Committee on their work to date and their plans for the term ahead.	
SOC06	Union Council Policy Adoptions	5 mins

To consider

- Amendment to policy 1816: SWP off our campus (*page 14*)
- Policy Lapse Policy (An Amendment to the Bye Laws) (*page 15-16*)

SOC07	Open Discussion topic feedback	10 mins
	<i>To consider (page 17 - 18)</i>	
	The Committee is asked to consider the feedback from the Smoking on Campus Open Discussion held at Union Council on Thu 24 Jan 19.	
SOC08	Open Discussion topic for Union Council on 7 Feb 19	10 mins
	<i>To agree</i>	
	Members are asked to propose topics for the Open Discussion to be held at Union Council on Thu 7 Feb 19.	
	Access Break	15 mins
SOC09	Postgraduate representation on SOC	5 mins
	<i>To discuss</i>	
	Following discussion at Postgraduate Committee, the Student Officer Committee is asked to consider Postgraduate Representation on the Committee.	
SOC10	BAME Experience Survey	5 mins
	<i>To note</i>	
	Thai Braddick Non-Portfolio Officer will update the Committee on the BAME Experience Survey.	
SOC11	Election of Officers to EDICT	10 mins
	<i>To elect</i>	
	The Committee is asked to elect Five Part-Time Officers to the Equality, Diversity and Inclusion Committee.	
	Of the part time officers, four places will be guaranteed to part-time officers who self-define within the following liberation groups: one guaranteed Woman+ Place, one guaranteed Disabled Place, one guaranteed LGBTQ+ Place, and one guaranteed BAME place. The fifth place will be an Open Place, open to any Part-Time Officer of any identification.	
SOC12	International Subcommittee Budget	10 mins
	<i>To approve (page 19)</i>	
	The Committee is asked to consider a proposal for International Subcommittee funding. (The Student Officer Committee budget is provided for the Committee's reference.)	
SOC13	EDGE Conference	5 mins

To note

An update from Oli Gray Activities and Opportunities Officer about the EDGE Conference taking place on Sat 2 Feb 19.

SOC14 Priority Campaigns 10 mins

To discuss

The lead Officers for each Priority campaign will provide a verbal update and their plans for the term ahead.

SOC15 Funding Requests 5 mins

To approve (pages 20 - 24)

The committee is asked to approve the following funding requests from members

- **Brew Monday** Georgina Burchell *Welfare, Community & Diversity Officer*
- **Go Green Week** Mugs *Campaigns & Democracy Officer*
- **Colour Run** Oli Gray *Activities & Opportunities Officer*

SOC16 Any other business 10 mins

To discuss

To be agreed with the Chair before the meeting.

SOC17 Time, Date & Place of next meeting

5pm – 7pm, Tuesday 12 February, Bookable Room 1

Meeting	Student Officer Committee
Date	15 Jan 2019
Time	5pm - 7pm
Location	Bookable Room 1
Author	Xenia Levantis, Campaigns & Democracy Coordinator

Present	<p>Liam Deary <i>LGBT+ Officer (Open Place) Chair</i> Sophie Atherton <i>Campaigns & Democracy Officer</i> Georgina Burchell <i>Welfare, Community & Diversity Officer</i> Jenna Chapman <i>Undergraduate Education Officer</i> Martin Marko <i>Postgraduate Education Officer</i> Oli Gray <i>Activities & Opportunities Officer</i> Thai Braddick <i>Non-Portfolio Officer</i> Chloe Crowther <i>Non-Portfolio Officer</i> Connor Bell <i>Environment Officer</i> Jim Read <i>LGBT+ Officer (Trans & Non-Binary Place)</i> Ryan Jordan <i>Ethnic Minorities Officer</i> Sanna Mantyniemi <i>Mature Students Officer</i> Emma Moxon <i>Students with Disabilities Officer (Invisible Disabilities Place)</i> Hannah Murgatroyd <i>Students with Disabilities Officer</i> Rob Klim <i>Ethical Issues Officer present from 17.40</i></p>
Apologies	<p>Borja Martin Simon <i>International Officer (EU Place)</i> Mohaned Alhasan <i>International Officer (non-EU Place)</i> Zoe Freeman <i>Non-Portfolio Officer</i> Harry Bowen <i>Non-Portfolio Officer</i></p>
Staff Support	<p>Josh Clare <i>Head of Campaigns & Policy</i> Xenia Levantis <i>Democracy & Campaigns Coordinator</i> Arran Cottam <i>Charity Outcomes Project Manager</i> Tim Cave <i>Assistant Director of Finance</i></p>

SOC01 Budget Estimates Union Council

1.1 Tim Cave hosted a discussion about the budget estimates which will be presented to Council. The staff member gave some history of how the estimates approval had work.

1.2 An outline of how the estimates are calculated, explaining that the SU's income is dependent on what they think the training will be for that year. The staff member made observation that the Finance Committee is not referenced in the Budget Bye-Law.

1.3 It was noted that there is very little money spent, this year there has been a £300,000 "profit". From this, £200,000 will be spent on pension contributions. £100,000 will be spent on assets and infrastructure. Also, £1.7million of charitable spend - 70-80% of that is invested in staff costs.

1.4 Oli Gray Chair of Finance Committee gave some information to the committee about Finance Committee. And went on to talk about how the academic year and financial year do not align and it is difficult to have a meaningful democratic impact over the finances.

1.5 Thai Braddick asked if there is a way to receive more information about how the budget work as there are people in the room that do not know what it is and how it works.

1.6 Last year paper and more information will be brought to the next meeting in order to make more light over the matter and offer more information. Budget paper from last year to be circulated.

1.7 The conversation was opened to have suggestions about how SOC would like to oversee budgets. Committee members to approach staff with questions

AP 1 The council agreed to discuss union finances and what they look like in the next SOC.

Staff Support

AP 2 The committee decided to generate a paper with possible scenarios of how there can be democratic oversight of the budget for the future meetings.

Staff Support

SOC02 Chair's report

2.1 The Chair will give a verbal update to the Committee.

2.2 Each Officer introduced themselves for the benefit of the new members and gave updates on recent activity:

- **Jim Reed LGBT+ Officer (Trans & Non-Binary Place)** Working on LGBT+ History month.
- **Liam Dreary LGBT+ Officer (Open Place)** Working on LGBT+ History month.

- **Emma Moxon *Students with Disability officer (Invisible Disabilities place)*** Attending Induction events.
- **Hannah Murgatroyd - Students with Disability officer, physical,** - no updates yet.
- **Thai Braddick – Non-portfolio officer-** workshop leaders for BME skills workshop. Chasing up survey into experiences of racism at UEA. Will work with Ryan on the curriculum.
- **Oli Gray** – working on EDGE conference, reviewing committee training.
- **Sophie Atherton** – working on local election hustings, registering to vote, rent setting, go green week – 11 February.
- **Jenna Chapman** – week zero with OG, looking into MHFA training for academics and advisors, WP committee will be meeting WP team tomorrow to discuss inclusive pedagogy policy.
- **Georgina Burchell** – priority campaign, rent setting, good neighbor scheme, gender neutral toilets, brew Monday with the Samaritans, will take place in February, Sexperience work this term, blood drive.
- **Chloe Crowther *Non-Portfolio Officer*** – meeting about budget workshops and planners
- **Ryan Jordan *Ethnic Minorities Officer*** Working on the Decolonising the curriculum, LGBT+ History month
- **Martin Marko** – filming for elections, filming for Australian university, SSS remodel focus group, international induction, student staff review to support PG students, NUS delegate working to prepare motions, associate tutors rights, working closely with UCU, discussing the SU strategy and democracy events, inductions for PGRs

17:40 Rob Klim *Ethnic Minorities Officer* arrived

SOC03 Minutes

- 3.1** The Committee was asked to approve the minutes of the previous meeting.
- 3.2** The minutes were unanimously approved.

SOC04 Matters Arising

- 4.1** The Committee reviewed the Action Log and gave updates on the action's status.
Updates from the previous meeting's actions:

- AP3 Chloe Crowther *Non-Portfolio Officer* is working on the project creating online resources: some idea to be reported to Union Council as part of the verbal SOC report.
- AP 6 to be marked as complete.
- AP 7 feedback on week zero has been compiled and the SU continues to work with UEA on this project.
- AP 9 to be marked as complete.

- AP 10 blog information has been circulated by email.
- AP12 will be covered later in the meeting.
- AP13 will be covered later in the meeting.
- AP15 the actioned officers have met and have scheduled the budget workshops.

AP 3 The schedule for the budget workshops to be circulated to the Committee.

Campaigns & Democracy Officer and Staff Support

SOC06 SOC Budget and Expenditure to date 2018/19

6.1 The committee is asked to consider the Student Officer Committee expenditure and review the approved 2018/19 SOC budgets.

6.2 The committee reviewed the expenditure to date – the chair explained how the funds had been “ring-fenced”
In future the international sub-committee budget will have to be removed from other budget lines

6.3 The committee discussed the reserves line and if it was necessary to have in the budget as such a small amount of money has been spent.

6.4 There was a discussion on whether the money for reserves can be used for the international sub-committee budget.

SOC07 International Subcommittee Budget

AP 4 As neither of the International Officers were present at the meeting the Chair moved the discussion to next SOC.

Chair and staff support

7.1 The Chair noted that the Committee would need to consider where the budget would for the International sub-committee would come from.

7.2 The Committee discussed the reserves budget line and the need to “protect” £1,000 for reserves, when the budget is being used so prudently to date. The Committee agreed that this may be an area that could be reallocated.

SOC08 Recommendations for Officer Elections 2019

8.1 The *Head of Campaigns & Policy* introduced the *Charity Outcomes Project Manager* as the proposed Deputy Returning Officer and explained that Michael Wigg, CEO of Westminster Students’ Union is the Returning Officer who oversees the election.

8.2 The Deputy Returning Officer explained that this year the rules will be looked after by the DRO, continue from last year and that the candidates welfare will be looked after by another staff member.

8.3 The DRO issues a reminder about the *No to Endorsements Culture* policy, highlighting that no officer can offer advice to any candidate or endorse any candidate. Officers are able to endorse themselves. Candidates will sign a document

stating that they felt the election was carried out fairly before the election count.

8.4 The DRO explained that they will oversee the election with an *open door* policy: Candidates can engage with all opportunities that the SU provides. The DRO explained that it is candidates' responsibility to come up with ideas and policies and candidates should attend support session on their own accord.

8.5 The DRO asked for any comments from the Committee, the recommendations from the officers were:

- To have a dedicated room for candidates on campus at all time if they needed to "step-out"
- Officers would like to see guidance on how not to obstruct access when campaigning
- Make it clear that no campaign material can be affixed the officer wall

AP 5 The DRO's email to be shared with the group and Committee members were asked to contact staff with any questions about elections.

All Committee members & Staff Support

The committee took an access break

SOC09 Executive Team Expenses statement

9.1 The Committee reviewed the draft statement and were asked for comments. Thai Braddick *Non-Portfolio Officer* introduced the statement that has been generated following the policy. The statement has been redrafted in a number of forms and the core of the statement is to encourage only necessary expenditure. The final paragraph is to be removed.

9.2 The final feedback about the statement was positive and it was agreed that it was good to have referred to the Concrete article in the statement.

9.3 A vote was taken and the statement was approved to be released.

SOC10 EDGE Conference

The Activities & Opportunities Officer updated the Committee with details of the upcoming EDGE Conference taking place on Sat 2 Feb 19 in Union House, outlining how students can sign up for the event and be involved in delivering sessions. The Officer requested that Committee members promote the event to students.

AP 6 Directly message 3 people who will benefit from attending EDGE conference by the end of this week.

All SOC members

SOC11 Officer Blog Schedule

11.1 The Committee was asked to consider the proposed schedule for blog topics and the Officer author for the term ahead.

- 11.2** The committee considered the schedule and requested adding the following:
- Rob Klim *Ethical Issues Officer* University of Sanctuary Blog to be released on 23rd January.
 - Thai Braddick *Non-Portfolio Officer* to write a How to be an Ally blog
 - Liam Deary *LGBT+ Officer*, Jim Deary *LGBT+ Officer* and Ryan Jordan *Ethnic Minorities Officer* to meet to coordinate a blog for LGBT+ History Month to be released in February.
 - Hannah Murgatroyd *Students with Disabilities Officer* to write a What is Accessibility blog for the 1st March to coincide with Disability Day of Mourning.
- AP 7** Officer to add information on blogs to be published, to the master spreadsheet and contact staff support to confirm.
All Committee members
- AP 8** Holocaust Memorial Day blog to be agreed between Officers.
Campaigns & Democracy Officer and Ethical Issues Officer
- AP 9** Master spreadsheet to be circulated again to the Committee.
Chair & Staff Support
- SOC12** **Priority Campaigns**
- 12.1** The *Welfare, Diversity & Community Officer* gave a brief update about the *Your Home from Home* Priority Campaign.
- SOC13** **Priority Campaign Working Group**
- 13.1** The Committee moved on to discuss the Priority Campaign Working Groups that took place in Term 1. The lead Officers from each campaign asked for feedback about how Part Time Officers would like to engage with the Priority Campaigns.
- 13.2** There was consensus that the Working Groups had lost momentum and some groups had only met once.
- 13.3** Officers confirmed that they wanted to maintain engagement in the campaigns, however the time commitment for Working Groups was too great.
- 13.4** The Committee agreed to create Facebook chats for each priority campaign as it is more accessible for the students involved. Physical meetings will be called as and when required, rather than being fixed to a schedule.
- AP 10** Lead Officers to create the groups to keep Part Time Officer information about campaign activity.
Each Priority Campaign Lead Officer
- SOC14** **Funding Requests**
- 14.1** The committee was asked to approve a series of funding requests from Committee

members.

- 14.2** Thai Braddick *Non-Portfolio Officer* requested funding for cost incurred attending the National Union of Students Black Students Winter Conference. A question was raised about the retrospective funding requests and it was confirmed that they are not encouraged.
- 14.3** The Chair moved the Committee to a vote. The funding request was approved.
- 14.4** Thai Braddick *Non-Portfolio Officer* requested funds to run BAME Skills Workshops as part of the Do Something Different festival. Majority of funding is to pay the fees for the external facilitator.
- 14.5** The Chair moved the Committee to a vote. The funding request was approved.
- 14.6** Thai Braddick *Non-Portfolio Officer* requested funding for PRIDE MONTH: Letter Writing to Incarcerated LGBTQ+ People & Book Drive. Funds would pay for materials for sessions.
- 14.7** The Chair moved the Committee to a vote. The funding request was approved.

SOC15 Any other business

- 15.1** The Chair noted that the Changing the Culture taskforce was meeting the following week and there is space for two Part Time Officers to attend.
- It was agreed that Rob Klim *Ethical Issues Officer* and Jim Read *LGBT+ Officer* would attend the next meeting and Jim Read *LGBT+ Officer* and Ryan Jordan *Ethnic Minorities Officer* would attend all further meetings this year.
- 15.2** Ryan Jordan *Ethnic Minorities Officer* noted that Decolonising the Curriculum steering group would meeting during the following week and the Officer requested that all those available, attend the event.

SOC16 Time, Date & Place of next meeting

5pm – 7pm, Tuesday 31 January, Bookable Room 1

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	
06/11/18	AP 1	Rob Klim to speak to Hannah Murgatroyd about the <i>gig buddies</i> program.	Ethical Issues Officer & Students with Disabilities Officer		
22/11/18	AP 1	Any thoughts or suggestion of initiatives to increase Union Council attendance forward to the Campaigns and Democracy Officer.	All committee members		
	AP 2	Opportunities for Union Councillors to learn how to write motions to be investigated.	Campaigns & Democracy Officer		
	AP 5	Investigate the effect of LED lighting and Students with Disabilities experience.	Non-Portfolio Officer & Students with Disabilities Officer		
6/12/18	AP 2	Committee members to forward their feedback to the Campaigns & Democracy Officer regarding Union Council attendance and participation for Union Councillors. With particular focus on increasing engagement and understanding.	All committee members		
	AP 3	Investigate further the opportunities to support students with, time management, stress management by developing workshops and online resources.	Chloe Crowther Non-Portfolio Officer		

	AP 13	Budget for International Subcommittee to put on the Jan SOC meeting.	Chair and staff support		
	AP 15	Campaigns & Democracy Officer to meet with Non-Portfolio Officer to agree the distribution of the Budget Planners and integrate the project into the Your Money Counts Priority Campaign.	Campaigns & Democracy Officer and Non-Portfolio Officer		
15/01/19	AP 1	The council agreed to discuss union finances and what they look like in the next SOC.	Staff Support		
	AP 2	The committee decided to generate a paper with possible scenarios of how there can be democratic oversight of the budget for the future meetings.	Staff Support		
	AP 3	The schedule for the budget workshops to be circulated to the Committee.	Campaigns & Democracy Officer and Staff Support		
	AP 4	As neither of the International Officers were present at the meeting the Chair moved the discussion to next SOC.	Chair and staff support		
	AP 5	The DRO's email to be shared with the group and Committee members were asked to contact staff with any questions about elections.	All Committee members & Staff Support		
	AP 6	Directly message 3 people who will benefit from attending EDGE conference by the end of this week.	All SOC members		

	AP 7	Officer to add information on blogs to be published, to the master spreadsheet and contact staff support to confirm.	All Committee members		
	AP 8	Holocaust Memorial Day blog to be agreed between Officers.	Campaigns & Democracy Officer and Ethical Issues Officer		
	AP 9	Master spreadsheet to be circulated again to the Committee.	Chair & Staff Support		
	AP 10	Lead Officers to create the groups to keep Part Time Officer information about campaign activity.	Each Priority Campaign Lead Officer		

Policy adoptions

Amendment to policy 1816: SWP off our campus

Proposer: Lewis Martin (Mature Students Assembly)

Seconder: Omari Edwards (Philosophy Society)

Content Warning: Rape and Sexual Assault

Summary: Since the original policy was passed there have been developments within the Socialist Workers Party and their front groups that need to be addressed.

Union Notes:

1. Since the policy was passed in 2015 the Socialist Workers Party (SWP) have developed numerous front groups such as Stand Up to Racism (SUTR)¹, Love Music Hate Racism (LMHR)² and Unite Against Fascism (UAF)³.

Union Believes:

2. We owe it to our members to ensure that our acts of public activism are safe spaces for them to attend;
3. That in order to ensure this take place we must continue to ban organisations such as those listed above from our campus and public events;
4. These groups have been created in order to cover up the actions surrounding the Comrade Delta case and the continued acts of rape apologetics within the party and these groups⁴;
5. UEASU has previously supporting the banning of the SWP from our campus and public meetings, as an interpretation of the original policy.

Union Resolves

1. To Delete and Replace Resolves 1 with as the following resolve:
 - a. To mandate the Student Officer Committee to write a letter of condemnation to the Central Committee of the SWP, Stand Up to Racism, Love Music Hate Racism and Unite Against Racism and the Norwich Branches of the SWP, SUTR, LMHR and UAF, expressing in strongest terms our dismay with how the above allegations were handled, and to demand that the organisation disassociate itself from the individuals involved. The letter will also ensure that these groups named are explicitly told that they are not welcome to attend events held on campus run by UEASU and its members.
2. To insert the following resolve and number accordingly:
 - a. Ensure that we educate our members on these groups and why they are banned from campus to help them organise without their presence, to ensure that our internal and public events are safe spaces for all of those involved.

Policy Lapse Policy (An Amendment to the Bye Laws)

Proposer: Sophie Atherton (Campaigns and Democracy Officer)

Seconder: Lewis Martin (Mature Student Assembly Union Council)

Summary

This policy aims to produce clarity around policy lapse through creating new bye laws. It proposes introducing definitions for what keeping policy looks like, what it means to adopt policy as precedent, what lapsing policy means, as well as debating policy. It will explain the process of policy lapse and how the Democratic Procedures Committee should be involved prior to policy lapse.

Council Notes

1. There is no official procedure for policy lapse.
2. This had led to inconsistencies within policy lapse for the last several years.
3. We are legally bound to do policy lapse according to the Education Act 1994.

Council Believes

1. It is important to have consistency during policy lapse and should be easy to understand by union councillors.
2. Accountability and transparency are key to this process.
3. As a charity we should carry out policy lapse.

Council Resolves

1. In 1.16 delete, 'Policy passed more than two academic years earlier shall be presented to a meeting of the Union Council during the first semester and shall lapse in the absence of a decision to renew all or part of the policy. Policy can also be proposed to lapse at any time.'
2. Add new bye-law 1.13.1 and renumber accordingly: 'Policy lapse consists of policies that have passed two academic years or more ago and has not been lapsed before that point.'
3. Add new bye-law 1.13.2 and renumber accordingly: 'Policy lapse should take place during the last union council of the first semester, which should include policy to keep, policy precedent, policy to lapse or debate.'
4. Add new bye-law 1.13.2.1 and renumber accordingly: 'Policy to keep means policy that should be readopted as it is still active within the student union's goals and aims.'
5. Add new bye-law 1.13.2.2 and renumber accordingly: 'Policy precedent means policy that is no longer active but forms a core set of the values of the student union. For example, Bookworms at UEA (2062) was adopted into policy precedent.'
6. Add new bye-law 1.13.2.3 and renumber accordingly: 'Policy to lapse means policy that is no longer part of the student union's core values and aims or that it has met its' aims and is now considered out of date.'

7. Add new bye-law 1.13.2.4 and renumber accordingly: 'Policy to debate means policy that is contested in its' values to the student union or policy that any councillor believes should be kept, lapsed or put into precedent.'
8. Add new bye-law 1.13.3 and renumber accordingly: 'The process of policy lapse should entail: the chair or Campaigns and Democracy Officer explaining the process of policy lapse, the legal ramifications and what each section involves, followed by a summary of each policy that is being brought forward and its' recommendation by the Campaigns and Democracy Officer. Then the Chair of Union Council should allow any councillors to pull out and move the policy proposed into any of the other sections. The Chair will then allow sufficient time for debate ensuring every single policy is voted on to keep or move to precedent by simple majority. Policy lapse does not require a vote as it is will lapse automatically. Councillors may remove policy at any point in the academic year'
9. Add new bye-law 1.13.4 and renumber accordingly: 'The process of policy lapse should be considered by the Democratic Procedures Committee.'

Feedback from Union Council Open Discussion

Smoking on campus Union Council discussion

- No (x2)
- Designated smoking areas?
- What would a ban look like?
- Might be more pleasant for non-smokers but equally doesn't cause that much of a problem for me
- E-cigarettes > if banning then yes because its unpleasant smoking causation > stop smoking information
- How would you enforce this
- Students wouldn't like it
- Shouldn't include e-cigarettes
- Absolutely not
- What is this
- Nanny-state
- Partly, designated smoking areas eg, the square of shelters. No e-cigarettes do not provide passive smoking
- Main area to avoid smoking would be around or bus stops and on the accessible route across campus
- The safety of asthmatic students should take priority over the choice to smoke
- SU should stop selling cigarettes
- Smoking at the end of the day is a choice as is the location of smoking. Smoking is not a right. Breathing however and knowing you are safe to breathe on campus is a right. Asthma etc. is not a choice and an attack from cigarette smoke can be fatal.
- Issues with smoking ban: extensively impractical; borderline cruel to those addicted to smoking; does the SU have the authority to implement this, or is it UEA? Will the SU shop also stop selling cigs (losing money) or will they keep selling (hypocritical)
- Where is the boundary for being 'off campus' there are buildings off campus that are owned by the university- how do you treat smoking in this case
- How do you plan on reinforcing this?
- Does this include the lake?
- Campus is open to the public, do we enforce this on the public?
- A smoking ban needs to be implemented gradually to discourage people from protest smoking in their rooms
- No
- There wouldn't be one
- No
- None
- Do not ban cigarettes but ban e-cigarettes
- Smokers should not be banned on campus, at least it should not be prohibited completely, it would be good to have a smoking area to limit the place people can smoke
- Smoking wouldn't stop demand
- I don't want a smoking ban on campus- I think it's neither necessary nor reasonable- is it even enforceable? E-cigarettes make even less sense
- Not that prevalent anyway
- Down to personal decision
- How would it be enforced
- Smoking ban for the walkway
- Raise the cost of cigarettes or don't sell on campus
- Ban LCR smokers
- "Every time you smoke a UEA rabbit dies" campaign
- Smoking ban is outrageous. Can't make people stop smoking. Not how addiction works. Anti free will!
- No not all campus, not LCR smoking area

- How much does cigarettes cost to shop?
- Banning it feels extreme, but assigning certain areas would be nice
- Designated smoking areas- preferably not outside library, maybe just half of the square
- All for raising awareness but banning is going too far
- People are aware of the consequences
- Awareness campaign- YES
- Agree with a smoking ban; enforced by security team; clear signs around campus; fines for any breaches; should include e-cigarettes; anti-smoking advice and campaigns around campus; at minimum no smoking in areas near buildings/ entrances; smoking ban would be preferred
- Not campus ban; it probably wouldn't work and would cause more problems than good; having a designated smoking area would be more ideal; No; making one area (the square) the designated space to smoke
- Difficult to enforce any ban
- It shouldn't include e-cigarettes
- UEA should provide support to stop
- There shouldn't be. It is a public campus and would waste hours of security team.
- It is a large campus and students live on sit. People often smoke due to poor mental health and this could cause great anxieties.
- A blanket ban is a terrible idea because it expects smokers to quit immediately, and this is not how addiction works. If there is to be a ban there should be an adjustment period of at least 6 months with smoking limited to designated areas.
- There should not be a smoking ban on campus. I don't agree that a ban is the answer, or this is it the uni's business to regulate students' choices in this way. I also don't trust that smoking cessation help would be adequately provided. I think a designated smoking area would be a better solution.
- Would be happy to restrict smoking to designated areas
- Unenforceable on public highways, eg Chancellor's Drive, University Drive and Union Place
- Still need to provide designated areas as otherwise people may ignore policy
- Zones
- Ban from square
- Difficult to enforce 'semi' bans- all or nothing.
- Ban should be around places all people have to go through- asthmatics
- Not inclusive of e-cigarettes
- Uni provisions
- No whole smoking ban
- Maybe ban smoking close to buildings/entrances

*Sub-budget not confirmed in funding request, therefore best fit assumed.

SOC Budget and Expenditure

Committee	Purpose	Budget (£)		Spend to date (£)	
Student Officer Committee	Priority Campaigns	£	5,000.00	£	1,190.20
	Your Money Counts Campaign			£	915.20
	Budget Planners			£	275.00
Student Officer Committee	Reserves	£	1,000.00		-
Student Officer Committee	SU Officers' Projects	£	3,000.00	£	50.00
	NUS International Students Conference			£	50.00
Student Officer Committee total		£	9,000.00	£	1,240.20
Ethical & Environmental	Campaigns & Projects	£	2,000.00	£	549.90
	Burst the Bubble*			£	40.00
	Movember*			£	150.00
	Movember*			£	59.90
	Go Green Week			£	300.00
Education	Campaigns & Projects	£	2,500.00		-
Liberation, Equality & Diversity	Campaigns & Projects	£	4,000.00	£	1,559.99
	Mature Students Coffee & Cake			£	150.00
	NUS Roundtable on the Black Attainment Gap*			£	150.00
	Disability History Month			£	1,065.00
	Trans Awareness week			£	34.99
	Transitioning at UEA			£	160.00
Welfare	Campaigns & Projects	£	2,500.00	£	940.50
	Sexperience Campaign			£	700.00
	Winter Warmers			£	90.50
	Christmas on Campus			£	150.00
SOC sub-committees total		£	11,000.00	£	3,050.39
Overall total		£	20,000.00	£	4,290.59

Student Officer Funding Request and Claims Form

Name and Officer Title:	Georgina Burchell Welfare, Community and Diversity officer
Project/Campaign Title:	Brew Monday
Amount of money requested:	£20.00
Budget requested from:	Welfare
Details of project:	
Ran a tea stall in the hive on 'blue Monday'	
Breakdown of funding:	
£20 from welfare funding to pay for the milk, sugar, stirrers and cups.	

What are main aims of this activity/event/ campaign?
To promote the services that we have to support wellbeing on campus. To encourage students to take a break, have a cup of tea and talk
How will this benefit our members?
Raise awareness about the importance of looking after your mental health
Target number of members directly benefited:
200
Target number of members benefited by extension:
200+
How will you ensure this benefits hard to reach/liberation/underrepresented groups?
We publicised across a range of social media and asked for involvement from PTOs for this. We were located in an accessible space in the hive.
Date of Approval:

Student Officer Funding Request and Claims Form

Name and Officer Title:	Sophie Atherton (Campaigns and Democracy Officer)
Project/Campaign Title:	Go Green Week Mugs
Amount of money requested:	£231.50
Budget requested from:	Ethical and Environmental
Details of project (500 words max):	
<p>During Go Green Week there will be a series of events to encourage all members to think and ask questions around sustainability. This will encourage positive change amongst our members- this week will involve everything from thinking about dietary choices to choosing sustainable transport options.</p>	
Have you started a campaign planning form? Yes / No	
Breakdown of funding:	
150 mugs * £1.41	
£20 set up design fee	

What are main aims of this activity/event/ campaign?	
To ensure that those that are still on campus despite their religious beliefs feel welcome on Christmas Day.	
How will this benefit our members?	
To get them thinking sustainably.	
Target number of members directly benefited:	Target number of members benefited by extension:
50	150
How will you ensure this benefits hard to reach/liberation/underrepresented groups?	
Sustainability affects everyone	
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
Sum of cost			
Other costs not claimed for (departmental transfers)			
Total costs			
Variance from funds requested			

To be completed by budget holder

Name:	Signature:
Budget Code:	Date:

Student Officer Funding Request and Claims Form

Name and Officer Title:	Oli Gray Activities Officer
Project/Campaign Title:	UEA Colour Run 2019
Budget requested from:	SOC
Amount of money requested:	£216
<p>Details of project (500 words max): I'm planning to organise a colour run around campus as part of my priority campaign, Mental Health Matters, to promote the benefits of physical activity on mental wellbeing.</p> <p>Have you started a campaign planning form? No but an event management plan has been approved by the university.</p>	
<p>Breakdown of funding: £54 x 4 boxes of potato starch based powder paint. And it comes with free delivery so what's not to like.</p>	

<p>What are main aims of this activity/event/ campaign? Engage as many students as possible in an appealing mass-participation activity. Showcase the other ways students are able to get active at UEA. Provide an opportunity for students to take a break from studying.</p>	
<p>How will this benefit our members? Students will be able to relieve the stress of exams and deadlines with a fun event conveniently located on campus. By covering the cost of paint and staffing, we can make the events free which makes it open to as many students as possible.</p>	
<p>Target number of members directly benefited: 100 (expected number of attendees)</p>	<p>Target number of members benefited by extension:</p>
<p>How will you ensure this benefits hard to reach / liberation / underrepresented groups? Use clubs, societies and peer support groups to promote the event (as well as general advertisement) under the Take A Stand campaign to aid clubs in reaching out to potential new members. There will be two routes, one will be a 3k run around the lake and one of which will be wheelchair friendly through campus.</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		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			
Other costs not claimed for (departmental transfers)			
Total costs			
Variance from funds requested			

To be completed by budget holder

Name:	Signature:
Budget Code:	Date: