

## agenda

<b>Meeting</b>	Student Officer Committee
<b>Date</b>	6 November 2018
<b>Time</b>	5pm - 7pm
<b>Location</b>	Bookable Room 6, Union House
<b>Author</b>	Xenia Levantis, Campaigns & Democracy Coordinator

---

<b>SOC01</b>	<b>Chair's report</b>	<b>5 mins</b>
	<i>To note</i>	
	The Chair will give a verbal update to the Committee.	
<b>SOC02</b>	<b>Matters Arising</b>	<b>10 mins</b>
	<i>To consider (page 4 - 7)</i>	
	Committee members are invited to consider the matters arising from the SOC meeting on Tue 9 Oct 18 and provide verbal updates on the progress of actions.	
<b>SOC03</b>	<b>Synoptic report from meeting on 22 Oct 18</b>	<b>5 mins</b>
	<i>To note (page 8 - 9)</i>	
	A paper outlining the decisions made during the SOC approval window on 22 Oct 18.	
<b>SOC04</b>	<b>NUS Zone Conference Reports</b>	<b>10 mins</b>
	<i>To note (page 10)</i>	
	Sophie Atherton <i>Campaigns &amp; Democracy Officer</i> will update the Committee on the NUS Zone Conference that the full time officers attended from Wed 24 Oct 18 – Thu 25 Oct 18.	

<b>SOC05</b>	<b>Open Discussion topic debriefs</b>	<b>10 mins</b>
	<i>To discuss (page 11 – 17)</i>	
	The Committee is asked to review the first two Open Discussions that have taken place at Union Council.	
	Written feedback from the <i>Engagement</i> discussion on Thu 18 Oct 18	
	Written feedback from the <i>Balance</i> discussion on Thu 1 Nov 18	
<b>SOC06</b>	<b>Open Discussion topic for Union Council</b>	<b>5 mins</b>
	<i>To approve</i>	
	The Committee is asked to agree the Open Discussion topic for the Union Council meeting on Thu 15 Nov 18.	
<b>SOC07</b>	<b>Priority Campaign Update</b>	<b>10 mins</b>
	<i>To note</i>	
	The Lead Officers for each of the Priority Campaigns will give a verbal update on campaign activity and progress.	
	<b>Access break</b>	<b>10 mins</b>
<b>SOC08</b>	<b>Union Council Policy adoptions</b>	<b>10 mins</b>
	<i>To discuss (page 19 -23)</i>	
	The Committee is asked to discuss the implementation of new SU policy adopted at Union Council on Thu 1 Nov 18.	
	<ul style="list-style-type: none"> <li>• <b>Amendment to the Bye-Laws - Creating EDICt, a new Equality, Diversity and Inclusion Committee</b></li> <li>• <b>Make the SU Shop Accessible</b></li> <li>• <b>Providing Benefit Information to Students</b></li> </ul>	
<b>SOC09</b>	<b>Online <i>approval window</i> review</b>	<b>10 mins</b>
	<i>To discuss</i>	
	The committee is asked to review and evaluate the <i>approval window</i> 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.	

- SOC10 Funding request: Disability History Month 5 mins**  
*To approve (page 25 - 26)*  
The Committee is asked to approve a funding request for Disability History Month resources submitted by Hannah Murgatroyd *Students with Disabilities Officer*.
- SOC11 Funding request: Trans Awareness 5 mins**  
*To approve (page 27 - 28)*  
The Committee is asked to approve a funding request for Trans Awareness Week submitted by Liam Deary *LGBT+ Officer (Open Place)*.
- SOC 12 International students sub-committee 15 mins**  
To discuss  
The Committee is invited to discuss the potential creation of an International Students sub-committee.
- SOC13 Time, Date & Place of next meeting**  
5pm – 7pm, Thursday 22 November, Bookable Room 6, 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 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

	<b>AP 9</b>	The statement about Campus Kitchen sustainability point into another area and update document.	<b>Staff Support</b>	The Priority Campaigns - Working Document was updated and uploaded to the Student Officer Committee 1819 Team.	<b>10/09/2018</b>
	<b>AP 10</b>	Accommodation items to be added to the Homes not Houses campaign.	<b>Staff Support</b>	The Priority Campaigns - Working Document was updated and uploaded to the Student Officer Committee 1819 Team.	<b>10/09/2018</b>
	<b>AP 11</b>	The original document with the Priority Campaign notes to be circulated to the SOC via teams.	<b>Chair &amp; Staff Support</b>	The Priority Campaigns - Working Document was updated and uploaded to the Student Officer Committee 1819 Team.	<b>10/09/2018</b>
	<b>AP 12</b>	Time of event to be reconsidered for next year.	<b>Staff Support</b>	This item will be considered during the planning of the next Student Transformation Weekend and SOC residential	
	<b>AP 13</b>	Further training requirements and suggestions to be forwarded to the Campaigns & Democracy Coordinator.	<b>All Committee members</b>	Committee members were reminded of this opportunity and encouraged to contact the Campaigns & Democracy Coordinator if they have any training requirements.	
	<b>AP 14</b>	Committee members who would like to express an interest in the position should contact the Head of Campaigns & Policy for more information.	<b>All Committee members</b>	Committee members were reminded of this opportunity and encouraged to contact the Head of Campaigns & Policy for more information.	
	<b>AP 15</b>	SOC budget to be added to the agenda of next meeting and budget papers from the previous year be circulated with the agenda	<b>Chair &amp; Staff Support</b>	The committee considered a paper outlining SOC's expenditure from the previous year and agreed the budget for the current year.	<b>10/09/2018</b>
	<b>AP 16</b>	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.	
<b>09/10/2018</b>	<b>AP 1</b>	"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.	<b>Staff Support</b>		

	<b>AP 2</b>	Staff to consult with the Students with Disabilities Officer about making SU events accessible.	<b>Staff Support in consultation with the Students with Disabilities Officer</b>		ongoing
	<b>AP 3</b>	The reformatted Media Protocol to be added to the Student Officer Committee 1819 Teams.	<b>Staff Support</b>		
	<b>AP 4</b>	The election results will be declared as soon as the votes are counted.	<b>Staff Support</b>		<b>05/11/2018</b>
	<b>AP 5</b>	Confirmation of the appointment would be confirmed with the appointed DRO.	<b>Staff Support</b>		<b>05/11/2018</b>
	<b>AP 6</b>	The SOC budget for 2018-19 was approved in line with the proposal; subject to the conditions identified above.		information passed to staff who support the committee	<b>05/11/2018</b>
	<b>AP 7</b>	A discussion to take place at the next meeting regarding the creation of an International Students sub-committee.			<b>05/11/2018</b>
	<b>AP 8</b>	The No to Endorsement Culture motion be submitted to the first Union Council meeting.	<b>Campaigns &amp; Democracy Officer</b>		
	<b>AP 9</b>	A Full Time Officer to send an email to the Committee to coordinate working groups for each of the Priority Campaigns.	<b>Full Time Officer</b>		
	<b>AP 10</b>	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.			
	<b>AP 11</b>	Undergraduate Education Officer to submit the approved consultation response on behalf of uea(su).	<b>Undergraduate Education Officer</b>		
	<b>AP 12</b>	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.	<b>Campaigns &amp; Democracy Officer</b>		

	<b>AP 13</b>	The uea(su) Gender Recognition Act Consultation response will be circulate to the Committee for information purposes.	<b>Chair</b>		
	<b>AP 14</b>	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.	<b>Chair &amp; Staff Support</b>		
	<b>AP 15</b>	Engagement would be the Open Discussion topic for the first Union Council Agenda and this would be added to the agenda.	<b>Chair &amp; Staff Support</b>		
	<b>AP 16</b>	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.	<b>Chair &amp; Deputy Chair</b>		
	<b>AP 17</b>	Chair to work with Staff to rearrange the time and date of the next SOC meeting.	<b>Chair &amp; Staff Support</b>		
	<b>AP 18</b>	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.	<b>All committee members</b>		
	<b>AP 19</b>	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.	<b>Welfare, Community &amp; Diversity Officer and Students with Disabilities Officer</b>		
	<b>AP 20</b>	All Committee members were encouraged to contact Officer as and when they have ideas and proposals to collaborate with campaigns.	<b>All committee members</b>		

# Synoptic Report

## Student Officer Committee 22 October 18

**Time** MIDDAY - MIDNIGHT

**Location** Student Officer Committee Microsoft Teams 18-19

**Chair** **Liam Deary** LGBT+ Officer (Open Place)

**Staff support** **Xenia Levantis** Campaigns & Democracy Coordinator

### **SOC01 Minutes from meeting on Tue 9 Oct 18**

**1.1** An amendment, to add the Activities & Opportunities Officer to the attendance section of the minutes was requested. This omission has been rectified.

**1.2** The Committee voted to approve the minutes.

The votes were

**11 Approve**

**0 Not approve**

**0 Abstain**

### **SOC02 Matters arising from the minutes**

**2.1** The Committee noted the action log and was asked to bring updates to the following meeting of SOC on Tue 6 Nov 18.

### **SOC03 Funding Request: Mature Students Coffee & Cake**

**3.1** Georgina Burchell *Welfare, Community & Diversity Officer* submitted a funding request for 7 Mature Students Coffee & Cake events.

**3.2** The Committee voted to approve the request.

The votes were

**10 Approve**

**1 Not approve**

**0 Abstain**



#### **SOC04 Funding Request: NUS Roundtable: BAME Attainment Gap**

- 4.1** Jenna Chapman *Undergraduate Education Officer* and Thai Braddick *Non-Portfolio Officer* submitted a funding request for the NUS Roundtable event on the BAME Attainment Gap.
- 4.2** The Committee voted to approve the request.  
The votes were
- 10 Approve**
  - 0 Not approve**
  - 1 Abstain**

#### **SOC05 Union Council Policy Adoptions**

- 5.1** The Committee noted 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**

- 6.1** The Committee suggested the topics for the Open Discussion at Union Council on Thu 1 Nov 18.
- 6.2** The Committee submitted the following topics
- Support provided to societies by uea(su)**
  - Priority Campaigns**
  - Movember**
  - Helping students balance and manage their lives**
- 6.3** The topics were submitted to the Chair for consideration.
- 6.4** The Chair chose Balance as the Open Discussion topic for the Union Council meeting on Thu 1 Nov 18.

#### **SOC07 Lead Delegate for NUS National Conference in Glasgow April 2019**

- 7.1** The Committee noted that the Postgraduate Education Officer had been elected as the lead delegate for the NUS National Conference in April 2019.

#### **SOC08 Time, Date & Place of next meeting**

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

# NUS Zone Conference report

Title:	NUS Zone Conference
Author:	Sophie Atherton, Campaigns and Democracy Officer
Purpose:	Update to SOC

Last week, all of the full time officers attending NUS Zones. There were various different Zones for us to attend: Union Development, Higher Education, Society and Citizenship as well as Welfare.

There were workshops on:

- Effecting Systemic change in Higher Education
- Climate change is a race issue
- 21st century campaigning
- Marketisation and mental health
- What should education look like in the party manifestos?
- What is “active citizenship” and who gets to do it?
- The elections commission – development fair elections for everyone
- Welfare Housing activism: prioritising fairness and affordability in student housing

Some sessions included the preparation around policies leading up to NUS National Conference.

There were skills sessions on:

- Campaigning
- Press and activist rights
- Influencing Local Authorities
- Negotiation skills

There were also accountability sessions from all of the full time NUS officers. We found the conference helpful and came away with ideas which will feed into our campaigns. NUS spoke about their overall performance and how Totum is doing. Martin is participating in a Zone election.

# Open Discussion topic debriefs

## Feedback from Engagement discussion Thu 18 Oct 18

### 1. What do you think students know about the SU?

- They run the shop and bar **x3**
- They are very democratic
- Important organisation within university
- Represent students,
- Express thoughts/ new ideas
- Make complains
- Not that much, probably think it's just where you buy LCR tickets
- The services which are provided (shop, bar, LCR, home run, advice center)
- Everything put in The Tab or Facebook
- Not a lot – they know we have buildings and that we work with the university
- They don't know what it does
- Not a lot! Didn't know anything about union council before attending today
- Know that SU does campaigns but don't know what for or how frequent
- Very little – only as much as the SU specifically publishes actively – e.g. our campaign on sexual harassment
- Not much – it's rather vague
- Not much **x2**
- Handle the shop, financial advice/housing
- Hearing conversation with students at societies made me realise that there appears to be a perception and assumption that SU only provides clubs, societies and advice students. Some students were also unaware that it was a charity.
- Depends who you ask: sombreros are banned – very much a joke
- Sports teams – negative association
- PC
- Students involved in clubs and societies seems to know more about how the SU is run, others might see it as just the university itself
- Organisation concerned with student's concerns
- Surprisingly little – bureaucratic
- They know how to spell it
- Overcomplicated bureaucracy
- I don't think everyone knows what the SU offers, especially those new at university
- Nothing
- Run events and banning things
- Not a lot – other than Society elections
- One of the most important organisations In the University which represents students
- A place to express your concerns and new ideas
- Mostly bad things or the fact that SU can control the university
- Activities centred : in the hive i.e unio, su bar, su shop, and campaign
- That it's a charity for students separate to the uni.

- They run the shop, oversee our societies, organise campaigns, raise awareness of discrimination and organise events
- I think what they know it is related to the university and events. Not a lot more.
- Mostly bad – not much. Think SU can completely control university.
- It supposed to be a separate entity from the university
- Generally know about more controversial policies – e.g. boycotts.

## 2. If we were to make a frequently asked questions (FAQ) for the SU, what do you think should we include?

- Who's who?
- What does Union Council do?
- Why is it important?
- Can anyone be part of SU? **X2**
- "run by students-for-students"
- What are the advantages of being a member of SU?
- What the SU does? **X3**
- What are the departments and the SU?
- Why are the prices so high in the SU Shop?
- What happens in the union council meetings? It's not very clear to people outside of the meeting.
- What is the SU? **X3**
- How can I get involved? **X3**
- Who should I turn to if I have a specific issue?
- Times plus places they can go to engage plus feedback
- The services offered
- What SU does in terms of services?
- What is the SU influence on campus?
- How can I get my voice heard?
- Why do you guys keep upping prices / Spar change it up.
- Why is it important?
- What can it do for me?
- Where is it?
- The legal stuff
- More about how SU is run – day- by – say activities
- What votes occur and the outcome
- Clear section on SU website
- What was passed to the meeting and how is it influencing students
- Code of conduct, union beliefs plus policies and services offered
- What to get involved? Union council / job opportunities
- "If you seeking information about housing (or anything else) click here (redirect to that page)"
- The location of SU and the contact details
- What the officers do? What can they do to help me?
- Summary of the campaigns the SU is involved in
- What opportunities do we offer?
- Can anyone take part in the SU?
- What are the advantages of being an SU member
- Cultural appropriation explained
- Does SU have any control over what the university does?

- Why should students care? What do they get out of it?
- What do we do?
- How does what we do affect you?

### **3. How could we promote the work that the SU does?**

- Social Media **x7**
- SU website
- Email
- Posters around the campus **x6**
- Presentations in Unio/Hive
- A summary of the minutes
- Going into lectures and telling people what SU does
- Let people know they are enrolled and that they can get involved
- Explain it to freshers
- Let them know they are enrolled automatically in the SU – reminder of power
- Posters – they are the best way in my experience
- Messages from societies plus clubs
- Booklet/poster about “Your SU” when students enrol
- Use of screens around campus with small ads and information
- Use the screens to present the representatives and officers
- Website
- Lcr and A-list etc – all through website
- Logo badge with SU things
- Newsletters
- A Facebook page with updates
- Updates on the SU website without difficult terminology
- The TV screens around the campus and coffee cup sleeves
- Twitter **x2**
- Facebook
- YouTube
- Presentation in the hive
- A YouTube video with the elected officers
- Include introductory videos for the new students to “walk” them through the SU
- Talk to students in lectures cause like this is more likely to get a bigger number of people to hear about it
- Unsure
- Email support
- Be more inclusive. Most Sus seem to be dominated by a certain dean

### **4. Why have you decided to come to Union Council?**

- To have a say on important matters
- Posters around the campus
- “Communicate ideas between societies/clubs/and the Su”
- Make clubs / societies better known across university
- More Students will hear about new ideas
- We were elected for our respective sports, clubs and course representatives

- Because I'm an Officer it's my duty, and I want to be here so I can contribute
- We need to shape this up. Represent repressed students
- To learn more about how Union Council does and how decisions are made within the university
- To represent my society and vote on things that affect my constituents
- Interested in the political aspect of it and interested to see how it functions
- To have the opportunity to create change on campus
- To involve myself in changes that affect the university plus you guys are taking credit for ACS events. Eig –cook-up
- I decided to come to Union Council because I'm representing LiveMusicSoc
- Part of committee for sports –union council reps
- Part of my role as vice president -Want to communicate the needs of my club
- I want to make improvements for my members
- I come to have my voice heard and reflect my committee's opinions
- First time elected, want to be involved in campus politics
- To create a better connection with other societies
- Provide new ideas
- I wanted to join a society and this was the only position open
- To give me something to do on Thursday and to have a reason for being grumpy
- Because I like uni democracy. My course is a nightmare and I want to help students like me.
- I have been elected as representative
- To be able to have a say for my small societies that get forgotten.
- I'm a committee
- To see how the SU decisions are made and who makes the decisions
- Because I'm the representative of the Comedy Society
- Karla encouraged me to
- Want to support positive change

**5. How do you think students at UEA engage with the SU? Are there any barriers to engagement that you can think of?**

- Email allows the most engagement
- Have more international representatives / international students will be able to adjust to life in a different country
- Seems too complex so people don't engage
- Understand what their representatives does at union council meetings, they should be happy to speak to someone how their clubs/societies/course work
- The barriers are just not being aware
- They don't engage with anything that doesn't involve alcohol
- Lack of awareness about how decisions are made
- I think they don't engage if they can help it
- Lack of awareness cause by a lack of understanding as to how the SU affects them.
- Lack of knowledge about getting your voice heard
- Try to make the participation on debates and election more appealing to students
- Needing help? – use SU as one of many resources
- Night out
- Students outside of the SU don't really engage/know much about what goes on – maybe find a way to connect with those who aren't active clubs/society members
- Visiting office is an issue – negative perception

- Engagement grows as the time spent at university increases. It would help to give students information when they first arrive
- Lack of information
- Large organisation which people find daunting
- Difficult to know to whom to talk if you want to get involved
- Some schools are less willing to engage than others
- A perception that SU doesn't matter
- They don't because they don't know who we are and what we do.
- Some international students are not telling their concerns and problems because the SU staff are most of the time students
- Many have a negative perception of Student Union as working very hard for issues that rightfully should be perused end up neglecting other issues.
- Lots of people enjoy the club night and the SU Bar is a great social space. Many people rely on the SU Shop.
- Anonymous question forum
- Not having time to show up to SU?
- More referendums so students can have a more direct say in what happens at council – students mostly feel disengaged.
- I can't think to any barriers to engagement.

## **6. Other comments**

- Do more
- You said, we did
- We do a lot of talk and not a lot of work that makes near change
- Doing this somehow online might be better
- Update the website might be useful – Dedicated IT officer/s?
- Looking forward to a productive and inclusive year of Union Council.
- SU website is really not good. Extremely difficult to navigate especially clubs and events. Subheadings are irrelevant and where are the capital letters?
- Campus reputation need to understand what the Union is, how it affects them specifically.

## **Feedback from Balance discussion Thu 1 Nov 18**

### **How can the SU help students balance and manage the many aspects of their lives?**

#### **1. Do you know what services the SU offers to help students balance their academic activities and any other aspects of their lives? Please list below as many as you know.**

- Career central: post UEA
- Advice SU x 9
- Housing x 3
- Nightline
- Societies
- Do something different sessions
- Sports clubs
- Online resources
- Academic support
- Wellbeing events
- Workshops on stress/time management
- Counselling x2
- Wednesday afternoons
- Dean of students
- Academic advisors x 3
- Give it a go sessions
- Buddy scheme x2
- Student support x3
- Workshops
- Stress relief activities
- Workshops offered
- Dogs, stress relief
- Student buddy scheme reps
- Drop ins

#### **2. How do you believe the SU could help you balance the following:**

#### **Responses for Q1: Academic responsibilities such as coursework, reading, labs, exams, tests etc...**

- School officer/hub
- Promoting societies further
- Open up more spaces in the SU/UEA for quiet study
- Online section for each school/subject
- Officer timetable support
- Offer support to students who have jobs alongside their degree
- Online pages offering FAQs on essays, reports, referencing, finding sources, exam revision, techniques- in broad strokes what you need to do/have in a piece of work to get a 2.1, 1<sup>st</sup> etc...
- Make schools disclose scheduled reading weeks etc... at start of semesters, to allow students to plan out semesters in advance
- Study sessions
- Communicating with course directors to make sure summative don't clash
- Ensuring students (particularly sciences) have long enough lunch breaks between labs of different modules
- Lobby for less clustered assignments
- Advice with how long you should spend on coursework etc...



## **Responses to Q2 : Societies and Sports clubs**

- Activities and opportunities officer
- Running work and balance workshops
- Keep pushing for Wednesday afternoons to be kept free x2
- A mental health officer for each committee to help with pastoral issues
- Offer advice drop in slots where you talk for 10 mins about what you're struggling with and how you can prioritise
- Online resources for time management/knowing your limits in what you can take on
- Have 2<sup>nd</sup> free period in the week?
- This is already great
- Encourage societies to run events on different days of the week
- Flexibility of time/dates x2
- Discuss with course directors the possibility of helping people balance teams and Wednesday mornings – away matches are hard for many students to access
- I don't know if you have access to careers central but a way to put social life on CV as an academic thing

## **Responses to Q3: Social life and extracurricular activities**

- Promoting career central events
- More craft activities to reduce exam stress/make more friends
- More events like PMB and reducing LCR prices- A lists now off putting due to the price
- Work out study buddy sessions or something where students can study in groups and have regular chill breaks
- Already good
- Host stuff- better variety and advertising- not just booze
- Wider variety of activities that are better advertised- less focus on alcohol and LCR
- Potentially a campaign to show students they should only be spending 1/3 of the day on academic work

## **Responses to Q4: A mix of any of the above points**

- Encouraging students to set-up societies/clubs
- Better online resources
- Mental health support
- Vary dates of weekday LCR night to allow for different academic timetables/extracurricular/societies commitments
- Doggos- always doggos

## **Open Discussion topic for Union Council 15 Nov 18**



*To discuss*

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

## **Priority Campaign update**



*To note*

The Lead Officers for each of the Priority Campaigns will give a verbal update on campaign activity and progress.

# Union Council policy adoptions



*To note*

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**

Proposer: Thai Braddick (Non-Portfolio Officer)

Seconder: Sophie Atherton (Campaigns and Democracy Officer)

### **Summary**

This policy amends the SU Bye-Laws, specifically section 8.6 "*Equal Opportunities Committee*" and section 11.6 "*Equality, Diversity and Access Committee*". This amendment creates **EDICt** (Equality, Diversity and Inclusion Committee), a new committee merged from the Equal Opportunities Committee and the similar Equality, Diversity and Access Committee, with a much sharper focus; to research and reduce attainment gaps for liberation groups on campus, represent and tackle liberation issues on campus, and to make sure that liberation groups have the power to change the culture at UEA.

### **Union Notes:**

1. Neither the Equal Opportunities Committee (EOC) or Equality, Diversity and Access Committee (EDA) has met in the last year.
2. That whilst both Never OK and Changing the Culture Taskforce are meant to tackle hate crimes (based on racism, homophobia, transphobia, ableism, etc.), neither are as effective as they could be with hate crimes.
3. That if the EOC or EDA do not meet, no change can be made to address participation and attainment gaps at the university.

### **Union Believes:**

1. An active committee to action change with regards to equality, diversity, access and inclusion is desperately needed.
2. That Never OK has been very successful, but that to champion equality, diversity, access and inclusion on campus, we must have a review of our standing Equality Strategy every two years.

## Union Resolves:

1. Delete Bye-Laws 11.6 through 11.7, "*Equality, Diversity and Access Committee*".
2. Delete Bye-Laws 11.1.3 "The Equality, Diversity and Access Committee"
3. Amend Bye-Law 11.2.6 "Shall receive the annual review from the Equal Opportunities Committee and its recommendations as required by Bye-Law 8: Equal Opportunities Regulations and will evaluate the review and its recommendations and make consequent recommendations to the Trustee Board;" to "Shall receive the annual review regarding staff from the Equality, Diversity, and Inclusion Committee and its recommendations as required by Bye-Law 8: Equal Opportunities Regulations and will evaluate the review and its recommendations and make consequent recommendations to the Trustee Board"
4. Amend Bye-Laws 8.6 through 8.7, "*Equal Opportunities Committee*" to the below:
  - a. **Equality, Diversity, and Inclusion Committee (EDICT)**
  - b. **8.6** There will be a committee of student leaders and uea(su) staff, and an external trustee. The committee will be called the Equality, Diversity, and Inclusion Committee (EDICT). EDICT will actively carry out research on issues of equality, diversity, and inclusion of liberation groups on campus. EDICT will carry out an audit of uea(su)'s Equality Strategy every two years. EDICT will review the Equal Opportunities Regulations annually. It will be a change-making committee, committed to solving pertinent equality, diversity, and inclusion issues at UEA through making recommendations to the Trustee Board and the university executive. It will monitor Bye-Law 8 and the implementation of regulations and monitor performance against staff Equality and Diversity targets.
  - c. **8.7** EDICT's membership will consist of
    - i. **8.7.1** Seven members with voting rights: the Welfare, Community, and Diversity Officer, an External Trustee, and Five Part-Time Officers. 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.
    - ii. **8.7.2** Two members in attendance without voting rights: the Director of HR and the Director (Membership).
    - iii. **8.7.3** Invited observers and commenters without voting rights who are identified by EDICT as Student Leaders on campus who may not have elected positions but have knowledge about the problems effecting liberation groups on campus. They do not vote but can share their information and knowledge with the committee.
    - iv. **8.7.4** The Part-Time Officer members of EDICT will self-nominate in Student Officer Committee and be elected by fellow officers (Part-Time and Full-Time) to membership positions. Only officers who self-identify within a liberation group may vote for a liberation group place. This means only self-identified Women+ can vote for the Woman+ place; only self-identified Disabled officers can vote for the Disabled place; only self-identified LGBTQ+ officers can vote for the LGBTQ+

place; and only self-identified BAME officers can vote for the BAME place. All officers may vote for the Open Place Part-Time Officer position. There is no minimum quorate needed for a vote for liberation places to be valid.

- d. **8.8** EDICt will elect a chair and deputy chair, who will create committee agendas and serve in a similar capacity as the chair and deputy chair of Student Officer Committee.
- e. **8.9** EDICt will meet at least every two months.

## **Make the SU Shop Accessible**

Proposer: Hannah Murgatroyd Students with Disabilities Officer

Seconder: Lysander Hugo Welfare Rep for Disabled Students Liberation Society

### **Council Notes**

1. The SU shop was recently revamped with the new association to Spa. Aisles were made wider by making the shelves taller which allows more turning space for wheelchairs within the store.
2. The tills have not been revamped in association with Spa.
3. There is a wheelchair accessible till however it is often blocked by stands which makes the till hard to access.
4. The queue is not accessible due to the addition of stands displaying sweets and gum which make it hard for disabled students using walking aids to move past people in the queue.

### **Council Believes**

1. That disabled students should have equal access campus wide.
2. That the SU should represent all students and thus their services should be accessible to all students.

### **Council Resolves**

1. To work with the management of the shop to remove all stands next to the wheelchair accessible till so that it can be accessed.
2. To look at removing the stands for the queue and the bowls on top so that the queue is more accessible to students with limited mobility who may use a variety of walking aids.
3. To ensure that the SU shop remains accessible to disabled students by working with the manager of the shop to keep any future stands away from the accessible counter and looking at how the queue can be made more spacious.

## **Providing Benefit Information to Students**

Proposer: Hannah Murgatroyd Students with Disabilities Officer

Seconder: Lysander Hugo Welfare Rep for Disabled Students Liberation Society

### **Acronym Key**

- DWP: Department of Work and Pensions
- PIP: Personal Independence Payment
- ESA: Employment and Support Allowance

### **Council Notes**

1. Benefits for disabled people regularly change.
2. The rollout of Universal Credit has begun in some areas but has been delayed in others.<sup>1</sup>
3. The DWP have spent £100 million on benefit appeals.<sup>2</sup>
4. In 2017/18 66% of PIP appeals went in the claimant's favour while 68% of ESA appeals went in the claimant's favour.<sup>2</sup>
5. Disability benefits are notoriously difficult to get.
6. The entitlement of some disability benefits is different for students.
7. There is very little advice available from the SU or SSS on disability benefits and how to claim them.

### **Council Believes**

1. All students should have equal access.
2. That disability benefits help disabled students to have equal access.

### **Council Resolves**

1. To provide up-to-date information on disability benefits and whether you qualify for them as a student through Advice SU and available online.
2. To provide up-to-date information on disability benefits in braille and large print formats.
3. To encourage SSS to provide information on disability benefits.
4. To provide information on where you can get help with applying for disability benefits.

# Online *approval window* review



## *To discuss*

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.



# Funding request:

## Disability History Month

To approve

The Committee is asked to approve a funding request for Disability History Month resources submitted by Hannah Murgatroyd *Students with Disabilities Officer*.

### Student Officer Funding Request and Claims Form

<b>Name and Officer Title:</b>	Hannah Murgatroyd Students with Disabilities Officer
<b>Project/Campaign Title:</b>	Disabled History Month
<b>Amount of money requested:</b> £1065	<b>Budget requested from:</b> SOC – Liberation budget

**Details of project** (500 words max):

**For Disabled History Month we have planned**

- Roughly 4 different leaflets planned which will highlight accessibility issues that disabled students face
  - Designed for abled people and so are intentionally inaccessible
- Disability history timeline
  - Large version for wall
  - Large writing version printed
  - Online version for screen readers
- Capture the flag event
  - David Richardson and Roger Bond will be invited
  - Wheelchairs and/or scooters will be used during the event
- Film Screenings
  - British Sign Language society are hosting a screening of *The Silent Child*. Advertisement of this is needed.
  - *A Quiet Place* screening
  - Other screenings may still be planned

- Library Stand
- Making unio inaccessible for the majority
  - This will simulate what it is like for some disabled students who use unio
- Unio cups

**Have you started a campaign planning form?** No

**Breakdown of funding:**

- Cups in unio: free
- Hire of manual wheelchair: £10. per day £30.00 delivery
- Hire of mobility scooter: £20 per day £30.00 delivery
- Printing leaflets: 1000 leaflets for 4 separate designs: £185 x 4 = £740
- Making of disabled history timeline
  - Banner: £110
  - Leaflets: 500 leaflets = £125

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

To raise awareness of accessibility issues and disabled history.

**How will this benefit our members?**

It will benefit members by raising awareness of disabled history which is not commonly written about, raising awareness of current accessibility issues that disabled students face.

**Target number of members directly benefited:**

**Target number of members benefited by extension:**

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

We're planning on having very few events which you have to attend in order to benefit from. This will help students who may not have the energy, time or confidence to attend events.

The timeline will be very visible in the hive which will be good for those who are simply passing through the hive.

**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.

# Funding request: Trans Awareness Week



## Student Officer Funding Request and Claims Form

<b>Name and Officer Title:</b>	Liam Deary (LGBT+ Officer, Open Place)
<b>Project/Campaign Title:</b>	Transgender Day of Remembrance
<b>Amount of money requested: £507</b>	<b>Budget requested from:</b> Liberation, Equality and Diversity Subcommittee
<b>Details of project:</b>	
Each year uea(su) holds a vigil in the Square for Transgender Day of Remembrance on 20 <sup>th</sup> November.	
<b>Have you started a campaign planning form?</b> No	
<b>Breakdown of funding:</b>	
<a href="https://www.amazon.co.uk/Tealight-Candle-Holder-Clear-Glass/dp/B004VFY10K/ref=sr_1_5?s=kitchen&amp;ie=UTF8&amp;qid=1541157939&amp;sr=1-5&amp;keywords=tealight+holders">https://www.amazon.co.uk/Tealight-Candle-Holder-Clear-Glass/dp/B004VFY10K/ref=sr_1_5?s=kitchen&amp;ie=UTF8&amp;qid=1541157939&amp;sr=1-5&amp;keywords=tealight+holders</a>	
Set of 72 Tealight Candle Holders Clear Glass – £34.99	

<b>What are main aims of this activity/event/ campaign?</b>	
The event will take place in the Square, 5pm-6pm on 20 <sup>th</sup> November 2018. There will be speeches from external speakers, and a 2 minute silence to remember the trans people that have been murdered or taken their own lives this year, with opportunity for attendees to light a candle as a sign of respect.	
<b>How will this benefit our members?</b>	
It will raise awareness of the issues that trans people face worldwide, especially mental health problems and violence against trans women. It will give trans students the opportunity to come together to mourn, and allies the chance to show solidarity with their trans friends and colleagues.	
<b>Target number of members directly benefited:</b>	<b>Target number of members benefited by extension:</b>
Approximately 40-60, based on previous attendance	The whole trans community at UEA
<b>How will you ensure this benefits hard to reach/liberation/underrepresented groups?</b>	
The event is specifically aimed at trans people. We will also approach societies and liberation societies to promote it.	

**Date of Approval:**

### Student officer expenses form

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

<b>Full Name</b> Liam Deary	<b>Officer Title</b> LGBT+ Officer (open place)		
<b>Bank</b>			
<b>Account Number</b>		<b>Sort Code</b>	
<i>Please complete the below if you are submitting this separately from SOC Funding Request form</i>			
<b>Budget</b>	£40		
<b>Date of approval</b>			
<b>Campaign Title</b>	Transgender Day of Remembrance		

Materials	Quantity	Purpose	Cost
Set of 72 Tealight Candle Holder Clear Glass	1	Enable attendees at the vigil to hold and place candles safely	£34.99
<b>Sum of cost</b>			£34.99
<b>Other costs not claimed for (departmental transfers)</b>			
<b>Total costs</b>			
<b>Variance from funds requested</b>			

*To be completed by budget holder*

<b>Name:</b>	<b>Signature:</b>
<b>Budget Code:</b>	<b>Date:</b>

# **International Students sub-committee**



*To discuss*

The Committee is invited to discuss the potential creation of an International Students sub-committee and the process required to achieve this.