

student officer committee

agenda

Meeting	Student Officer Committee
Date	9 October 2018
Time	5pm – 7pm
Location	Bookable Room 6, Union House
Author	Xenia Levantis, Campaigns & Democracy Coordinator

Library Consultation

10 mins

To discuss

Library Group Rooms Upgrade – Matthew North (Learning Spaces & Technology Manager) will present UEA’s plan to acquire new equipment for the Library group working rooms and wishes to seek student opinion on the proposal.

SOC01 Statements from the Chair

5 mins

To receive

An opportunity for the chair of the committee to introduce the committee members to the meeting and give an update on current matters, providing context to the discussion and items to be discussed during the meeting.

SOC02 Officer “go-round”

10 mins

To update

An opportunity for each Officer to update the Committee on progress since the previous meeting.

SOC03 Minutes of the Last Meeting

5 mins

To approve (page 6 - 14)

The committee is asked to check the minutes for accuracy.

SOC04	Matters Arising	5 mins
	<i>To consider (page 15 – 16)</i>	
	Committee members are invited to update on any progress achieving Action Points identified during that last meeting.	
SOC05	Transphobia on Campus	5 mins
	<i>Verbal update</i>	
SOC06	Part Time Officer Postgraduate Committee Election	5 mins
	<i>To elect (page 17)</i>	
	The Committee is asked to elect a Part Time Officer to be a member of the Postgraduate Committee.	
SOC07	Deputy Returning Officer Appointment	5 mins
	<i>To note (page 17)</i>	
	The SOC is responsible for approve a Deputy Returning Officer for the election who may not be an ordinary member of uea(su).	
SOC08	Budget	15 mins
	<i>To discuss & approve (page 18 – 19)</i>	
	The Student Officer Committee is responsible for an annual campaign budget. The Committee is invited to review the advisory outline of the Budget Allocation.	
	ACCESS BREAK	10 mins
SOC09	Union Council Motion preparation	15 mins
	<i>To consider (page 20 – 21)</i>	
	No to Endorsement Culture	
	Following the adoption of the 'Dismantling Endorsement Culture' policy by Union Council, SOC is asked to consider a motion prepared by the Campaigns & Democracy Officer which aims shape uea(su)'s culture of endorsement during elections. The motion is drawn from evidence gathered through Focus	

Groups on the topic.

- SOC10 Priority Campaign Update** **5 mins**
- To discuss*
- The committee is invite to discuss the Priority Campaigns for the year.
- SOC11 Union Council Policy Adoptions**
- To discuss*
- The Union Council has not met since the previous meeting of the Student Officer Committee, therefore there are no Policy Adoptions.
- SOC12 Sexperience** **10 mins**
- To receive & approve (page 23 -24)*
- The Welfare, Community & Diversity Officer will update the Committee on the Sexperience Campaign and outline the objectives of the project. The Committee is asked to approve the funding request for resources to support the Sexperience Campaign.
- SOC13 Office for Students Access & Participation Plan Consultation response** **10 mins**
- To approve (tabled)*
- The Office for Students is conducting a consultation into the process of monitoring Access & Participation in English higher education. The Undergraduate Education Officer will present the proposed response. The Committee is asked to approve the uea(su) consultation response.
- SOC14 People's Vote March for the Future** **15 mins**
- To discuss*
- The Campaigns & Democracy Officer will give a verbal update outlining the objectives for the People's Vote March for the Future taking place in London, 20th October 2018.
- SOC15 Gender Recognition Act Consultation Response** **10 mins**

To note

The LGBT+ Officers will present the uea(su) response to the Gender Recognition Act

SOC16 Open Discussion topics for Union Council

10 mins

To discuss & agree

The Committee is asked to agree the Open Discussion topics for the Union Council Cycle of Business.

SOC17 Any other Business

5 mins

To agree with the Chair before the meeting

Any other business items are matters which committee members could not have become aware of before the agenda closed. These items can be submitted to the Chair up to 24 hours before the start of the meeting for their consideration.

SOC18 Time, Date & Place of next meeting

5pm – 7pm, Thursday 25th October, Bookable Room 2, Union House

Library Consultation

To discuss

Library Group Rooms Upgrade – Matthew North (Learning Spaces & Technology Manager) will present UEA’s plan to acquire new equipment for the Library group working rooms and wishes to seek student opinion on the proposal.

Statement from the Chair

To receive

An opportunity for the chair of the committee to introduce the committee members to the meeting and give an update on current matters, providing context to the discussion and items to be discussed during the meeting.

Officer “Go-Round”

To update

An opportunity for each Officer to update the Committee on progress since the previous meeting.

minutes from last meeting

Student Officer Committee 25 September 18

Committee Members Present

Liam Deary LGBT+ Officer (Open place)
Martin Marko Postgraduate Education Officer
Mohaned Alhasan International Officer (non-EU)
Hannah Murgatroyd Students with Disabilities
Harry Bowen Non-Portfolio Officer
Zoe Freeman Non-Portfolio Officer
Thai Braddick Non-Portfolio Officer
Rob Klim Ethical Issues Officer
Connor Bell Environment Officer

Georgina Burchell Welfare, Community & Diversity Officer *present until 6:20pm*

Jenna Chapman Undergraduate Education Officer *present from 5:30pm*

Sophie Atherton Campaigns & Democracy Officer *present from 6:15pm*

Apologies received from

Oli Gray Activities & Opportunities Officer
Amy Atkinson Womens' Officer
Chloe Crowther Non-Portfolio Officer
Jim Read LGBT+ (Trans & Non-binary Place)
Diem-Sylvan Von-Pratt Mature Students' Officer

Absent

Ryan Jordan Ethnic Minorities Officer
Borja Martin Simon International Students' Officer (EU)

Chair

Liam Deary LGBT+ Officer (Open Place)

Staff support

Josh Clare Head of Campaigns & Policy
Xenia Levantis Campaigns & Democracy Coordinator

SOC01 Statements from Chair

1.1 The Chair welcomed at the Committee members to the first meeting of the year.

SOC02 Terms of Reference of the Committee

2.1 The Chair introduce the item and confirmed to the committee that the Terms of Reference set out the purpose of the committee, its responsibilities, remit and define the scope of its work. The committee was invited to review the Terms of Reference annually.

2.2 The Chair opened the discussion and asked the Committee for any comments or queries.

2.3 The Committee confirmed they were satisfied with the Terms of Reference and feel that they are appropriate.

SOC03 Minutes of Last Meeting

3.1 The Chair identified that normally the minutes from the previous meeting would be reviewed at this point during the meeting.

3.2 The pending minutes from the final meeting of the previous academic year held on 15 May 2018 minutes would be distributed to the committee via email outside of the meeting.

AP 1 The Committee secretary to distribute the minutes from the previous meeting on 15 May 2018 to the SOC members.

Staff Support

SOC04 Matters Arising and Action Log

4.1 Chair noted that normally at this point in the meeting the committee would be invited to review any Matters Arising from the previous minutes and consider the status of any Action Points.

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

SOC05 Cycle of Business

5.1 The Chair introduced the item and noted that the Cycle of Business details the core items of business to be discussed by the Committee throughout the year and the meetings they would be on the agenda.

5.2 All members confirmed they were happy with the Cycle of Business and approved the paper.

AP 3 *During the discussion of Any Other Business later in the meeting, a discussion of the Student Officer Committee's budget was requested.*

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

5:30pm Jenna Chapman Undergraduate Education Officer joined the meeting

SOC06 Election of Part Time Officer Trustee

6.1 The Chair introduced the election and asked Part Time Officers to indicate if they would like to nominate themselves for the position.

The Chair noted that only Part Time Officers could vote in this election as the position is reserved for a Part Time Officer.

6.2 The Chair clarified that Trustees of uea(su) cannot be beneficiaries of the SU and therefore any Part Time Officers in paid employment were ineligible for the position.

6.3 The Chair invited the Head of Campaigns & Policy to clarify Charity Law and why this was the case.

6.4 The candidates for the election were

Harry Bowen Non-portfolio Officer

Re-Open Nominations

Candidates were invited to make a one-minute speech.

6.5 All Part Time Officers could vote in this election; those in the room were issued with ballot papers. A digital voting system would be made available for those not present.

6.6 The election was carried out using the Single Transferable Voting System and results would be declared via email.

AP 4 Notification of appointment to be circulated to Committee members via email.

SOC Secretary

SOC07 Election of Deputy Chair of the Student Officer Committee

7.1 The Chair explained the next role for election and asked Part Time Officers to indicate if they would like to nominate themselves for the position.

7.2 The candidates for the election were

Harry Bowen Non-portfolio Officer

Re-Open Nominations

Candidates were invited to make a one-minute speech.

7.3 All officers could vote in this election, those in the room were issued with paper ballot and a digital voting system would set up for those not present.

7.4 The election was carried out using the Single Transferable Voting System and results would be declared via email.

AP 5 Notification of appointment to be circulated to Committee members via email.

SOC Secretary

SOC08 Student Officer Agreement

8.1 The Chair introduced the student agreement and drew particular attention to the use of the SOC Facebook group.

8.2 The chair clarified that the agreement was drawn up at a training day that not everyone attended before the summer. Some discussion about amendments took place at the SOC residential that not all committee members could attend.

8.3 The Chair invited the Committee to reflect on the Agreement and make any suggestions for amendments or additions.

8.4 It was agreed that a statement should be incorporated about inclusive learning and affirm the Committee's position on supporting each other to contribute to discussion.

8.5 The Committee discussed cases of extenuating circumstance when Officers may struggle to attend all meetings prepared; this was agreed to be considered on a case-by-case basis.

8.5 Outside of the meeting it had been raised that the Facebook chat was not being used for its original intention as officers were using it to discuss work matters.

Some officers reported feeling that they could not "switch off". However, it was felt that written rules were not needed to combat this. The Committee considered generating a second Facebook chat: one for work matters and one for informal conversation. This was considered too burdensome and not to be pursued.

The Committee reaffirmed that work should not be conducted in the Facebook group as was decided when the agreement was first drafted.

AP 6 A statement about inclusive learning to be added to the Student Officer Agreement.

Chair & Staff Support

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

SOC09 Priority Campaigns for the year ahead

9.1 Some queries were raised about the document and where it came from.

9.2 The Chair invited the Staff Support to give additional information. It was stated that these were notes from discussions about the Priority Campaigns that had taken place across the summer. Clarification was given that Costs on Campus Campaign was still going ahead and its omission from the paper was due to a pasting error.

9.3 The Committee highlighted that some actions were vague and that they may be misinterpreted as a result.

9.4 Clarification was given about specific projects relating to promoting positive wellbeing and sports funding that could be utilised for to enable this. It was highlighted that all activities would work together.

Part Time Officers was invited to contribute ideas and make suggestions for the events and activities they would like to see become part of the Priority Campaign work for the year.

Suggestions for the Mental Health Matters campaign were:

- A *Movember* campaign with uea(su) backing
- An Awareness Raising campaign to promote the services that SSS provide to UEA students. It was noted that SSS has less interaction with male students.
- Activity to promote World Mental Health day. Suggestion of a social media campaign accompanied by an interactive event in the Hive. A board that students could write on (in an anonymised way) was suggested.

9.5 Georgina Burchell gave an update on the Homes not Houses campaign and highlighted that there was a delay on Good Neighbour Scheme postcards. However, these would be arriving soon and would be distributed to students to help them settle into the local community.

9.6 The Part Time Officers were asked if they had any items from their manifestos that they did not feel had been incorporated into the Priority Campaigns.

9.7 The Part Time Officers identified the following campaign areas

- Sustainability
- Phone signal across campus
- Access Breaks – students in receipt of the Disabled Students Allowance are not receiving the breaks they are entitled to.
- The exam arrangements that students with disabilities are entitled to are not being communicated to lecturers and therefore students are not receiving the support they are entitled to.
- There are several accommodation accessibility issues, where UEA is breaking the law. An example reported was problems in Wolfson and Orwell accommodation where the emergency alarm cords do not reach the floor

9.8 An update about Lecture Capture was given by Jenna Chapman Undergraduate Education officer, it was reported that they had been actively engaged in a learning and technology committee and is liaising with the Chair of the Committee about Lecture Capture.

9.9 The Chair asked the Education Officers to add the issues, identified by the Committee,

relating education to the Accessible Education for All Priority Campaign.

9.10 The Committee asked that the statement about Campus Kitchen sustainability point into another area and update document.

9.11 A Committee member questioned the aim of the work to challenge the Yellow Sticker System. The Undergraduate Education Officer provided clarification about the inclusive education work that they are carrying out. Explaining that uea(su) had submitted recommendations to UEA in previous years regarding Reasonable Adjustment practices. These recommendations had come from focus groups with UEA students.

9.12 A question was asked about the Guarantor scheme as part of Homes not Houses Campaign and status of the work.

AP 8 All suggestions for the Mental Health Matters campaign would be passed on to Oli Gray (Activities & Opportunities Officer) as the campaign lead.

AP 9 The statement about Campus Kitchen sustainability point into another area and update document.

Staff Support

AP 10 Accommodation items to be added to the Homes not Houses campaign.

Staff Support

AP 11 The original document with the Priority Campaign notes to be circulated to the SOC via teams.

Chair & Staff Support

5:55pm Access Break

SOC10 Review of Summer Training

10.1 The Chair opened discussion to invite the committee members to give a short review of summer training and asked each officer to identify their favourite and least favourite aspects of the training they received.

10.2 Comments from the Officers were

- The training was improved from the previous year in response to feedback
- The overall training was enjoyable however did not enjoy the "compliment activity" on the Tuesday evening.
- Would have enjoyed the training further had more officers had been able to attend. Could the timing of the event to be reconsidered for next year?
- Really enjoyed learning more about the SU, did not like the activity that required building a tower as a group in silence.
- The pre-summer training was enjoyable, and looking forward to the campaign planning and support opportunities throughout the year

- All the training was enjoyable, no least favourite part
- The residential was fun a good opportunity to meet everyone, recommends using the location and a similar time of year.
- Found the training really effective, did not appreciate the police being there however no complaints.

10.3 Some officers reported difficulty with attendance due to moving accommodation and being away from Norwich during this period.

10.4 The Chair asked if the Officers would like to see anything added to the training program. No suggestions were made from the committee members.

10.5 It was highlighted that there is still plenty of time for further training and all committee members are encouraged to request any further opportunities. It was agreed that further learning opportunities would be valuable, and all members would consider what they would like.

AP 12 Time of event to be reconsidered for next year.

Staff Support

AP 13 Further training requirements and suggestions to be forwarded to the Campaigns & Democracy Coordinator.

All SOC members

6:15pm **Sophie Atherton (Campaigns & Democracy Officer) arrived**

SOC11 Union Council Policy Adoptions

11.1 The Chair noted that at this point in the agenda there would be an update from Union Council, the Chair also clarified that the Student Officer Committee is responsible for the implementation of Union policy.

The Union Council had not met since the previous meeting of the Student Officer Committee; therefore, there were not Union policies to update on.

11.2 The Committee discussed how they would agree Union Council motions as a Committee as a Committee in the future.

It was agreed that motions would be brought to meetings for discussion before submitted to the Chair of Union Council.

11.3 Staff clarified that all motions must be submitted 8 working days before Union Council meetings.

SOC12 Any Other Business

- 12.1** The Chair noted an item of Any Other Business agreed prior to the meeting. The Chair invited the Head of Campaigns & Policy to give information about a Student Representative vacancy on the SU's Student Conduct Committee.
- 12.2** The Head of Campaigns & Policy gave further detail about the role, remit and responsibilities of the position. Training will be provided to support students in their role as well as having support from SU staff to fulfil duties.
- 12.3** The Committee asked for more information about the time commitment involved. It was explained that the time commitment would vary between cases, but Officers interested in the position should expect to spend time in training for the role, preparing for a Committee reading papers and meeting with staff, the time for the meeting itself and any follow up work.
- 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
- 12.4** The Chair invited the Head of Campaigns & Policy support to give an update on the Election of the Deputy Chair of the SOC and Part Time Officer Trustee of the Students' Union.
It was explained that as the meeting was quorate, and the votes cast were unanimous and therefore the election results could be declared.
Harry Bowen was elected as Deputy Chair of SOC and as a Part Time Officer Trustee of uea(su).
- 6:20pm** **Georgina Burchell Welfare, Community & Diversity Officer left the meeting**
- 12.5** Question about if SOC meetings would only take place on a Tuesday evening every meeting.
The Chair clarified that 3 of the 6 meetings this term would take place on a Tuesday.
- 12.6** An item was raised about sustainable infrastructure and the potential to utilise kinetic energy to help power the SU building. The potential funding implications of the project would be approximately £25,000. The technology has been applied in Stockholm; the Committee were invited to consider the potential of capturing the kinetic energy from the dance floor of the LCR.
- 12.7** A question was asked about the SOC budget and when details of this would be given to the Committee. It was decided that an item would be added to the next meeting's agenda to discuss the SOC budget. The Committee requested the papers from the previous year to be recirculated.
- 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
- 12.7** Committee members raised concern about the inaccessible events taking place during

Freshers, hosted by the SU.

12.8 It was reported that the poster sale was inaccessible for some students as it was held in the pit of the LCR, which does not have ramp access. It was also reported that the cabling cover between Union House and the tent is too large and creates problems for students who use wheelchairs.

It was agreed that these issues create a poor impression of the SU when new students are arriving at UEA for the first time.

AP 16 Better planning for the location of events and activities considering access requirements.

SOC13 **Time, Date and Place of next meeting**

5pm – 7pm, 9 October 2018, 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		
	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		
	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		
	AP 4	Notification of appointment to be circulated to Committee members via email.	SOC Secretary		
	AP 5	Notification of appointment to be circulated to Committee members via email.			
	AP 6	A statement about inclusive learning to be added to the Student Officer Agreement.	Chair & Staff Support		
	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		
	AP 8	All suggestions for the Mental Health Matters campaign would be passed on to Oli Gray (Activities & Opportunities Officer) as the campaign lead.			

AP 9	The statement about Campus Kitchen sustainability point into another area and update document.	Staff Support		
AP 10	Accommodation items to be added to the Homes not Houses campaign.	Staff Support		
AP 11	The original document with the Priority Campaign notes to be circulated to the SOC via teams.	Chair & Staff Support		
AP 12	Time of event to be reconsidered for next year.	Staff Support		
AP 13	Further training requirements and suggestions to be forwarded to the Campaigns & Democracy Coordinator.	All Committee members		
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		
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		
AP 16	Better planning for the location of events and activities considering access requirements			

Transphobia on Campus

Verbal update

PTO Postgraduate Committee Election

To elect

Committee members wishing to nominate themselves to be elected to the Postgraduate Committee as a Part Time Officer Representative will be asked to give a 1-minute speech outlining their reasons for wanting the role.

All members will then cast their vote via paper ballot using the Single Transferable Vote system. Re-Open Nominations (RON) will be a candidate in this election.

Members absent from the meeting will be able to vote digitally during an allotted time. Josh Clare (Head of Campaigns & Policy) will act as Returning Officer for this election.

Deputy returning Officer Election

To approve

The Student Officer Committee is responsible for approving the Deputy Returning Officer for the SU elections. The DRO will be supervised by the Returning Officer and manage the day-to-day business of the election. The DRO must have suitable experience to carry out the role and may not be an ordinary member of uea(su).

The proposed Deputy Returning Officer is Josh Clare, Head of Campaigns & Policy.

Student Officer Committee Budget Allocation

Campaigns Budget suggestions: an advisory outline for SOC Budget Allocation – Campaigns Budget

Background

The Student Officer Committee (SOC) controls a Campaigns Budget of £20,000 for the 2017/18 academic year. In the past, SU Officers have made ad hoc requests for budget expenditure over the course of the year. However, with the creation of several newly empowered committees, a decision has been made by SOC to devolve some funding from the Campaigns Budget to these committees. This briefing outlines how that money might be devolved.

Suggested financial allocation

Committee	Purpose	Amount
Student Officer Committee	Priority Campaigns	£5,000.00
Student Officer Committee	Reserves	£1,000.00
Student Officer Committee	SU Officers' Projects	£3,000.00
Student Officer Committee	Total	£9,000.00
Postgraduate Committee	The PG Committee is already in receipt of the level of funding that would be received by other committees.	£0.00
Ethical & Environmental	Campaigns and projects	£2,000.00
Education	Campaigns and projects	£2,500.00
Liberation, Equality and Diversity	Campaigns and projects	£4,000.00
Welfare	Campaigns and projects	£2,500.00
SOC Subcommittees	Total	£11,000.00

Pre-allocation planning

In order to ensure that SOC has a clearer idea of how the money will be spent, and so that SOC can re-allocate funding if one committee receives more money than it ends up spending, committees will be asked to fill out a form summarising any large expenditures (over £100) that they expect will be undertaken by their committee during the year.

The funding of each committee will be reviewed in January so that SOC can re-allocate funding if some committees have much more money left than others.

Recommendation from the Campaigns & Democracy Officer

My proposed budget allocations are above for your approval, edit and comment. These are a rough draft based on assumptions from previous years of funding requests and the goal to successfully deliver the student leadership review.

- Priority Campaigns still remains the largest amount with £5,000 as this is the main responsibility of the student officer committee. If we approve the corresponding final wording of the priority campaigns, then this will allow significant spend on those three campaigns.
- The SU Officers projects covers areas that require funding but may not come under a campaign or subcommittee. For example, this could be a place for funding for mature students' projects, projects with an international focus, and also if no-pos or officers want to do work than spans their remit.
- Considering the remit and role, and lack of current mandated work, the Ethical & Environmental Sub-Committee should be able to function with a budget of £2,000. Also, it's worth bearing in mind the support that some of our work on sustainability and environmental issues receives from the university.
- The Liberation, Equality and Diversity Committee would receive £4,000. This is due to the expectations of liberation officers to host their own liberation months, often at significant cost.
- Welfare & Education both will receive £2,500, given they have similar mandates and expected spend, and both have topics that are addressed in the priority campaigns.

It is also recommended that part-time officers are able to request funding from all subcommittees when appropriate. As well as this, the sub committees should report back to SOC, on what money has been approved and what for the purpose was.

It is worth remembering that these recommendations are drafts, and however SOC agrees to divide the budget, the funding arrangements will be reviewed in January.

ACCESS BREAK

Union Council Motion Preparation

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.

Priority Campaign update

To discuss

The committee is invite to discuss the Priority Campaigns for the year.

Union Council Policy Adoptions

To discuss

The Union Council has not met since the previous meeting of the Student Officer Committee, therefore there are no Policy Adoptions.

Sexperience

Student Officer Funding Request and Claims Form

Name and Officer Title:	Georgina Burchell – Welfare, community and diversity officer	
Project/Campaign Title:	Sexperience	
Amount of money requested: £700	Budget requested from: SOC	
Details of project (500 words max): The aim of sexperience is to break down the stigma around sexual health and relationship advice. It aims to be as inclusive as possible. I am asking for funding for the Launch event.		
Have you started a campaign planning form? Yes		
Breakdown of funding: Hive Banner - £300 Balloons (Multi-Coloured Multipack 100pk) - £6.99 Floor Vinyls - £70 Postcards - £30 Pillows - £32 each x 2 Pull Up Banner - £50 each		
What are main aims of this activity/event/ campaign? To break down the stigma around sexual health and relationship advice and educate individuals		
How will this benefit our members? Students will learn about healthy relationships – including		
Target number of members directly benefited: Lots	Target number of members benefited by extension: Even more!	
How will you ensure this benefits hard to reach/liberation/underrepresented groups? By allowing a range of liberation societies and peer support networks to take ownership of the campaign and be involved within its launch we will ensure that the campaign is as inclusive as it can be.		
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 Georgina Burchell		Officer Title Welfare, Community and Diversity	
Bank			
Account Number		Sort Code	
<i>Please complete the below if you are submitting this separately from SOC Funding Request form</i>			
Budget	£550		
Date of approval			
Campaign Title	Sexperience		

Materials, refreshments and other subsistence	Quantity	Purpose	Cost
Hive Banner	1	Advertising – to be used at Sexperience events throughout the year	£300
Balloons	1	Decoration of the hive	£6.99
Floor Vinyl	2	Adding to the campaign – getting students talking	£35x2 =£70
Postcards	100	Information for students	£30
Pillows	2	For the stage ‘pillow talk’ – can afterwards be repurposed for the nap nook.	£64
Pull up banner	1	Promotion for the event	£50
Large posters	1	Pre-event promotion and can be used throughout the year	£150
Other costs eg. Post-it notes			
Sum of cost			£670.99
Other costs not claimed for (departmental transfers)			
Total costs			
Variance from funds requested			

Office for Students Access & Participation Plan Consultation response

The Office for Students is conducting a consultation into the process of monitoring Access and Participation in English higher education. The Undergraduate Education Officer has prepared this paper outline the proposed response. The Committee is asked to approve the uea(su) consultation response.

1) To what extent do you agree or disagree with the proposal that plans should normally remain in place for a period of at least three years, rather than annually as at present?

Tend to agree

We agree that this will allow for greater strategic thinking and hopefully increase the pace of improvement, however, this is on the basis of a robust annual monitoring and evaluation for all institutions which could allow the OfS to put specific conditions on if required. We also believe providers should be required to evidence consultation with student unions and students through the evaluation process.

2a) How effective, if at all, would the proposed approach of annual impact reports and action plans be for...

Assessing a providers progress compared to the sector as a whole?

Very effective

Assessing a providers progress compared to other institutions?

Very effective

Improving a providers strategy to improve access and participation?

Fairly effective

Engaging students in the monitoring of access and participation?

Not very effective

Capturing good practice, and findings from evaluation?

Fairly effective

2b) To what extent do you agree or disagree that the submission of an action plan would make providers more accountable to their students, the OfS, and the public for their performance in access and participation?

Tend to agree

Annual actions plans will make it easier for Student Unions to hold their institutions to account as long as the action plans are specific and clear. To be more effective, we believe institutions should include students and the students' union in the creation and implementation of the plan and we would like to see a clear definition of student involvement in contributing to these plans, ideally including some examples of good practice and a user-friendly guide for Student Unions and officers.

2c) To what extent do you agree or disagree that the approach of a longer-cycle plan with annual impact reporting, and ongoing OfS monitoring, will reduce the level of burden for providers not at increased risk and apply greater scrutiny for providers at increased risk of a future breach of one or more conditions?

Tend to agree

We believe this approach will reduce the burden and will allow for greater scrutiny through improved monitoring. However, for this to work effectively, there must be strong procedures in place to identify providers that are at increased risk.

3a) To what extent do you agree or disagree, that...

The stated OfS specified aims are the national priority areas for access and participation?

Strongly agree

The OfS should specify measures that we encourage providers to use when setting targets related to OfS-specified aims?

Tend to agree

Providers should also be able to set additional targets relative to their context?

Strongly agree

The proposal allows for comparability of performance in access and participation across the sector?

Tend to agree

The proposal allows for progress to improve access and participation to be measured?

Tend to agree

4a) To what extent do you agree or disagree with the proposal to collect and publish, in a transparent way, access investment?

Strongly disagree

We are concerned that by only monitoring access investment, institutions will be less likely to invest in success and progression. Whilst there are other targets for these areas, we do not feel there will be sufficient pressure to ensure success and progression are funded appropriately if emphasis is put only on access.

We also believe access funding and bursaries should not be based on previous academic achievement and so should be excluded.

4b) To what extent do you agree or disagree with the proposal to disaggregate access spend by post-16, pre-16 and work with adults and communities?

Tend to agree

We believe this will provide better flexibility for institutions to spend in the areas most appropriate for them. However, we are still concerned that access spend will be the only area institutions will be required to report as for the reasons above.

4c) To what extent do you agree or disagree that a strong focus on targets and outcomes alone, creates enough pressure to secure sufficient funding in access and participation to achieve change without an expectation of spend?

Tend to disagree

4d) To what extent do you agree or disagree with the principles in paragraph 140 which we propose should underpin our approach to funding and investment in access and participation?

Strongly agree.

5a) To what extent do you agree or disagree that an evaluation self-assessment tool will contribute to improvements in evaluation practice?

Strongly agree

We believe this reflection will contribute to improvements in the evaluation practice and to what extent students' have been able to input on the plan could be evaluated here as well.

5b) What support do you think the OfS could provide to enable more effective use of tracking services?

A mechanism for students and their representative to independently contribute to the self-assessment process.

6a) To what extent do you agree or disagree that OfS should undertake further work to explore whether data split by age could be included within the transparency information condition?

Strongly agree

We agree with the categories and this will be beneficial to explore further.

6b) To what extent do you agree or disagree that OfS should undertake further work to explore whether data split by disability status should be included within the transparency information condition?

Strongly agree

We agree with the categories and this will be beneficial to explore further.

7a) To what extent do you agree or disagree that OfS should create and maintain an access and participation dataset, as proposed above?

Tend to agree

This will be useful for many stakeholders, especially those new to the sector to understand the challenges in access and participation and will provide greater accountability. However, it should be clear that different institutions will face different challenges and this should be recognised, especially by the provider.

7b) To what extent do you agree or disagree that the proposed datasets would hold providers to account on their performance against targets?

Tend to agree

We believe the proposed datasets would hold providers to account to an extent, however the registration condition will be the main method of accountability.

7c) Are there any measures you feel are missing from the dataset?

No

People's Vote March for the Future

Verbal update

Gender Recognition Act Consultation Response

Verbal update