



**SU Council and
Annual Meeting
agenda
7 00 pm
Thursday 19 April
Lecture Theatre 3**



SECTION 1

HOUSEKEEPING

This part deals with guest speakers, notices, membership, minutes, matters arising, new Clubs and Societies and appointments.

Expenses

Remember – the Union (of UEA students) may be able to reimburse you for travel or carer expenses that you incur attending this meeting. Please contact Tony, the Democracy and Governance Coordinator, anthony.moore@uea.ac.uk for more details.

How to access the online meeting facility

If you cannot attend in person on Thursday and would like to use the online facility, please email officerassistants@gmail.com before 5 pm on the day of the meeting.

Constitution and Bye-Laws

The Union's governing document, the Articles of Association, and its rule book, the Bye-Laws, can be found [here](#) (Articles) and [here](#) (Bye-Laws).

Glossary

We try to make the language of Council as clear and accessible as possible but sometimes technical terms get used; to help you with these we have put together a list of terms and acronyms, these are on pages 93-96.

To note: Starred items are, ordinarily not for discussion in the meeting; any queries on these items should be addressed to the Chair prior to the meeting.

Guest Speakers

To welcome: Professor David Richardson (UEA Vice-Chancellor) will address Council.

To note: David will be available to take questions from Councillors.

To welcome: Shakira Martin (the recently re-elected President of NUS) will address Council.

To note: Shakira will be available to take questions from Councillors.

2224* Membership

To note: The list of members notified to the Democracy and Governance Coordinator, by 12 noon on Friday 13 April 2019 who together with the Student Officers make up the Council.

2225* Minutes of the Meeting held on Thursday 8 February

To receive: The minutes of the meeting held on Thursday 8 February. (See pages 16-24)

To approve: The minutes as a true and accurate record of the meeting.

To note: That the meeting scheduled for 1 March was cancelled due to heavy snow in Norfolk.

2226 Matters Arising

To receive: Any matters arising from previous minutes not covered elsewhere on the agenda.

2227 Club, Society and Peer Support Group Constitutions

To note: That standard Constitutions have been received from:

a) Physician Associate Society whose objects shall be: "To increase the profile of the Physician Associate course and profession as well as to encourage collaborative working and learning amongst students studying health care."

b) Urology and Renal Society whose objects shall be: "To facilitate learning of urology and renal medicine; to encourage students to attend conferences and participate in essay prizes

in this field and provide teaching opportunities for medical students.”

To note: The Societies have been recommended for approval by Societies’ Executive.

To note: That Physician Associate Society submitted the following response to a question from a member of Societies’ Executive.

“Your concern that we wouldn’t be different enough from MedSoc, or addressing the difference between Physician Associates and Doctors, is exactly the point we need to tackle. The Physician Associate profession is not yet well known in the UK. To the dismay of junior doctors, we are too often likened to being “just like them” and not having our own sense of professional identity.

Although Physician Associate students study the same medical model as Med students, our exams (e.g. OCSEs) take different forms and that will be reflected by the activities of the PA Society.

To address your concern directly, the society needs to raise awareness of the Physician Associate profession in its own right. We will launch events which address the needs of Physician Associate students (current and prospective) as well as gathering enthusiasm for this new type of professional by encouraging collaboration with other students of different healthcare backgrounds.”

To consider: Appropriate Action.

To note: That Norwich MedED have submitted a non-standard constitution. (See pages 26-27)

To note: The Activities and Opportunities Officer will brief Council on the Society’s application.

To consider: Appropriate Action.

2228 Election of Student Trustees

To appoint: As required by Article 37 of the Constitution, four Student Trustees to serve for 2018-19.

The ballot will be held online. You can cast your votes by going to: <https://www.uea.su/elections/posts/146/>

Voting opens noon on Friday 13 April and closes at noon on Friday 4 May.

The candidates are: Stefano Asciana, Charlie Flanagan, Ellie Johns, Zheng Yayi with the option of Re-Open Nominations

The candidates have submitted statements: you can find these on pages 27-30.

2229 Appointments

To note: There are still vacancies for: a Postgraduate member of the Senate Student Discipline Committee; a Postgraduate member of the Senate Student Appeals Committee.

To appoint: Representatives to the above positions.

To note: That due to timetable changes, T Braddick has resigned from the Change the Culture working group.

To appoint: To appoint a replacement to the group.

2230 Annual Report and Accounts for the year ended 31 July 2017

To receive: The Annual Report and Accounts for submission to the University as required under the Code of Practice relating to Students' Unions at the University of East Anglia. (Appendix A)

To consider: Appropriate action.

2231 Appointment of Auditors

To note: The re-appointment by the Trustee Board of Crowe Clark Whitehill LLP as auditors.

2232 UEASU Financial Estimates 2017-18

To receive: The Financial Estimates (the amounts that each activity of the Union will be expecting to raise and spend). (See pages 31-43)

To consider: Appropriate action.

2233 Affiliations to External Organisations

To approve: The continued affiliation of the Union, on behalf of the generality of students, to the following organisations, costs in brackets:

Advice UK (£1,000)
The National Union of Students (£19,000)
The Citizens Advice Bureau (£1,000)
Students for Cooperation (£75)

UEASU has policy in place for affiliation to the following organisations : Action for Trans Health and Norfolk People's Assembly

To note: There is no record of any payment in affiliation fees to the above organisations in the financial year to 31 July 2017.

To consider: Appropriate action.

SECTION 2

REPORTS

In this part of the meeting, Councillors receive reports on what the elected Officers and the Trustee Board have been doing.

Reports from University Committees

The Full Time Officers and some Councillors sit on key University Committees, if any big issues are coming up that will affect students, they report them to Council.

SOC Report

The elected Student Officers meet as the Student Officer Committee (SOC) where they decide on how to run campaigns and on how to implement the policies passed by Union Council. This section is your chance to scrutinise the work of SOC and to hold the Student Officers to account for the work they have been doing on your behalf.

Trustee Board Report

The Trustee Board is the governing body of the Union and is responsible for setting the strategy of the Union, ensuring its good governance, overseeing its financial performance and its legal compliance. The Board is made up of Student Officers, Student Trustees elected by Union Council and four outside external expert Trustees. The Chair who is a Student Officer reports to Council and, as with SOC, you can scrutinise the work of the Trustees and hold them to account.

Reports from Representatives

This is where Councillors can bring ANY matter of concern to their constituents directly to the attention of Council.

2234 University Committee Reports

To receive: Any reports from Union Representatives on University Committees.

To consider: Appropriate action.

2235 Student Officer Committee Report

To receive: A verbal report from the Chair of SOC

To receive: Full Time Officer Reports (See pages 44-59)

To note: That the approved minutes of all meetings of SOC can be viewed at
<https://www.uea.su/union/governance/studentofficercommittee/>

To consider: Appropriate action.

SOC Sub-Committee Report: Liberation, Equality and Diversity and Welfare, Wellbeing and Community Subcommittee Evaluation

To receive: A report from the Chair of Welfare, Wellbeing and Community Sub-Committee. (See page 60)

To consider: Appropriate action.

2236 Trustee Board

To receive: A verbal report from the Chair of the Trustee Board.

To note: That the approved minutes of all meetings of the Board can be viewed at
<https://www.uea.su/union/governance/trusteeboarddocuments/>

To consider: Appropriate action.

2237 NUS National Conference

To receive: A written report from the Campaigns and Democracy Officer. (See pages 61)

To consider: Appropriate action.

2238 Reports from Representatives

- To receive: Reports from representatives, on major issues not covered elsewhere on the Agenda; that they wish to draw to the attention of Council, especially, where those issues require support or action by the Union, or which are likely to be discussed at University Committee meetings on which the Union is represented.
- To receive: A report from Nursing Society: **Equal Opportunities- Do Something Different Week** (See pages 62-63)
- To receive: A report from J Gossett (Physio Society) (See page 63)
- To receive: A report from S Leviton (Mature Students' Assembly): **Making societies accessible to HSC students** (See pages 63-64)
- To consider: Appropriate action.

SECTION 3

OPEN DISCUSSIONS:

Due to the amount of business Council needs to transact at the Annual Meeting and because we have two guest speakers, this item will be held over until the next meeting.

SECTION 4

POLICY MAKING

In the final part of the agenda, Council debates policy proposals known as 'resolutions'. After they are debated, Councillors vote on the resolutions and, if passed, they become official Union policy.

Councillors can propose changes to the resolutions, these are called 'amendments'.

Submitting an amendment

If you would look to propose an amendment to any of the resolutions please send it to the proposer and the Chair at the earliest opportunity before the meeting to see if the proposer is willing to incorporate it into their resolution. If they reject your amendment, please send it to Tony, the Democracy and Governance Coordinator, anthony.moore@uea.ac.uk as soon as possible after you find out it has been rejected. The deadline for amendments to reach Tony is 48 hours before the start of the meeting.

Where you can find current policy

All current Union Policy is available online at <https://www.uea.su/democracy/unionpolicy/>

2239 Ask for Angela

To receive: A resolution from T Braddick (Momentum Society) and J Robinson (Campaigns and Democracy Officer). (See pages 66-67)

To consider: Appropriate action.

2240 Amendment to the Bye-Laws: Effective Representation in HSC

To receive: An amendment to the Bye-Laws from S Leviton (Mature Students' Assembly) and J Gossett (Physio Society). (See page 68)

To consider: Appropriate action.

2241 Accessible Change

To receive: A resolution from E Bugg (Disabled Students Liberation Society Open Place) and A Doormann (Disabled Students Liberation Society SPLD and Autism Place). (See pages 69-71)

To consider: Appropriate action.

2242 Dismantling Endorsement Culture

To receive: A resolution D Box (LDC YR3 UG) with multiple seconders: A Deas (Literature Society), K Frost (Headlights Comedy Society), O Hawksley (Bad Film Society), O Healey (Liberal Democrats Society), R Stothard (LDC YR2 UG), and Hannah Murgatroyd (Disabilities Liberation Society – Physical Illness Place). (See pages 72-73)

To consider: Appropriate action.

2243 Responsible Alcohol Consumption

To receive: A resolution from I Edwards (Welfare, Community and Diversity Officer) and T Grimshaw (Cycling Club). (See pages 74-75)

To consider: Appropriate action.

2244 Tackling invisible disabilities

To receive: A resolution from E Cutler (Students with Disabilities Officer) and J Robinson (Campaigns and Democracy Officer). (See pages 76-77)

To consider: Appropriate action.

2245 Amendment to the Bye-Laws: Support and representation for disabled students

To receive: An amendment to the Bye-Laws from E Cutler (Students with Disabilities Officer) and J Robinson (Campaigns and Democracy Officer). (See pages 78-80)

To consider: Appropriate action.

2246 Financial support for Disabled Students

To receive: A resolution from E Cutler (Students with Disabilities Officer) and H Murgatroyd (Disabilities Liberation Society: Physical Illness Place). (See page 81)

To consider: Appropriate action.

2247 Voter ID Pilots

To receive: A resolution from J Robinson (Campaigns and Democracy Officer) and J Chapman (Raising and Giving Society). (See pages 82-83)

To consider: Appropriate action.

2248 UEASU must recognise Holocaust Memorial Day and support Jewish students

To receive: A resolution from J Robinson (Campaigns and Democracy Officer) and D Box (LDC YR3 UG) (See pages 84-85)

To consider: Appropriate action.

2249 An Amendment to the Articles of Association: Changes to the Trustee Board composition

To receive: An amendment to the core constitution from M Leishman (Undergraduate Education Officer) and J Robinson (Campaigns and Democracy Officer). (See pages 86-87)

To consider: Appropriate action.

2250 Care AND Car Parks

To receive: A resolution from L Martin (Mature Students' Officer) and F Northrop (Non-portfolio Officer). (See pages 88-89)

To consider: Appropriate action.

2251 Sport for all

To receive: A resolution from C Koosyial (Activities and Opportunities Officer) and O Gray (Sports Executive, Activities and Opportunities elect). (See pages 90-92)

To consider: Appropriate action.

2252 Time, Date and Place of Next Meeting

To note: Council will consider the practicality of holding a meeting to replace the cancelled meeting earlier in the term: a suggested day is 17 May



housekeeping

- minutes of last meeting
- societies exec recommendation of new societies
- list of vacancies for council representatives on university and union committees



Minutes

Subject:	Union Council
Date:	Thursday 8 February 18
Paper:	UC 2 18 2
Author:	Tony Moore
Purpose:	Record of decision making

Key Points

Voted to delay discussion of Medical Education Society until the next meeting.

Approved new Student Opportunities Groups: Art History Society

Voted to send the following motions for discussion at the National Union of Students annual conference:

- Stop Doing over Our Nursing Students
- Stop exploiting student workers
- Single Use Plastics
- Ethical Purchasing
- Researching Students’ Unions and Sustainability

Council approved one regular resolution:

- May Contain Nuts

Union of UEA Students Purpose:

“To enrich the life of every UEA student”

Minutes of Union Council

8 February 2018

Voting Members present:

Nathan Abbott (Laser Society), Andrea Amundsen (Scandinavian Society), Rebecca Anderson (NURSING), Jack Annand (Business Society), Amy Atkinson (Women+ Officer), Chris Ball (Non-Portfolio Officer), Sofia Vidal Mirabo de Bauza (KAOS Society), Jack Bear (American Football Club), Eddie Booth (Politics Society), Jenna Chapman (RAG Society), Samhita Chaudhuri (School Convener (BIO)), Emily Cutler (Students with Disabilities Officer), Alex Dalton (Hip Hop Society), Liam Deary (LGBT+ Officer (Trans & Non-Binary)), Anna Deas (Literature), Johnny Draisey (Conservative Society), India Edwards (Welfare, Community & Diversity Officer), Michael Eldar (School Convener (ECO)), Mary Etheridge (Basketball Women's Club), Ruth Flaherty (PG Assembly), Adi Goldman (Hickling and Barton), Jessica Gossett (Physio Society), Laura Graham (Sport and Exercise Medicine Society), Eliza Gurner (Tap Club), Caitlin Hampton (CANCER SUPPORT), Oliver Healy (Liberal Democrats Society), Becky Herdman (Big C), Thomas Howard (Faculty Convenor (HIS)), Jack Hunt (Kayak Club), Ellie Johns (Crossfit), Damilola Johnson (African Youth Development Society), Mae Kabore (LGBT+ Officer (Open Place)), Afia Khan (Oxfam Society), Camille Koosyial (Activities & Opportunities Officer), Michael Kyriacou (PG Assembly), Sean Lam (School Convener (HIS)), Antanas Laurusas (Lithuanian Society), Alana Jex Lloyd (Coppafeel Society), Joseph Jordan Lutchman (Video Game Society), Matin Mahmoudi (BIO SOC), Martin Marko (Mature Students' Assembly), Matthew Massey (Friends of Childreach International Society), Sophie Minns (Women+ Liberation Association (Parents and carers place)), Matthew Mulligan (ENV SOC), Hannah Murgatroyd (Disabilities Liberation Society (Physical Illness Place)), Charlie Norman (PSY Other YR UG), Ismarika Pandey (BIO MED YR1), Georgie Pearsall (Archery Club), Rhys Purtill (Environment Officer), Alya Qubaty (Neuro Society), Matilda Richetto (Ballet Club), Samia Rockson (Ghanaian Society), Giorgia Rose (Art Society), Jack Sayer (Korfball Club), Liam Self (OPERA), Ben Smith (BOXING), Andrea Manson Sterling (Latin American Society), Valentina Valenza (Italian Society), Jenny Wedde (School Convener (DEV))

Chair: N Stokes

Deputy Chair: S Lam

In Attendance:

E Folan (Campaigns and Democracy Policy Analyst), Jim Dickinson (Chief Executive), J Clare (Head of Campaigns and Policy).

Section 1 – Housekeeping

Quorum

Chair noted the quorum count of 46 Councillors

Chair noted that the guest speaker, Jon Sharp, Director of Student Services, had had to cancel due to ill health.

Chair noted that India Edwards (Welfare, Community and Diversity Officer) would make a presentation to Council on the work of Student Support Services (STS).

India Edwards (Welfare, Community and Diversity Officer) asked Councillors to note down any questions they would have asked Jon Sharp. IE noted the questions would be collected, given to the University and the University's responses made public.

IE outlined the range of services that STS provided for students.

IE drew attention to the waiting times for students in need of counselling; noted that the average wait was around 60 days. IE compared the waiting times and number of students on the list with those for other universities and the University's performance was way below its comparators. IE noted that they had been in discussions with STS and there appeared to be many factors that had contributed to the build-up of waiting times but that the reality was that the University's performance was unacceptable.

2200 Membership

Council noted the new members added to the Register.

Chair noted that due to a technical issue the electronic voting would be unavailable and for the current meeting there would be voting by hands.

2201 Minutes of the Meeting held on 8 February

Minutes agreed.

2202 Matters Arising

None noted.

2203 NUS National Conference Priority Ballot

J Robinson (Campaigns and Democracy Officer) made a presentation as to their recommendations.

JR noted the previous semester the membership had elected JR along with C Ball, M Kabore, A Mulcairn and T Braddick as the Union's delegation to NUS National Conference. JR noted that each affiliated union could submit policy proposals to National Conference subject to

a word limit of 1,400 words. JR noted that, if they were approved by Council, the Union's delegation would take the policies that had been submitted to Council forward to National Conference.

J Robinson (Campaigns and Democracy Officer) proposed for approval to send to National Conference a resolution titled '*Stop doing over our Nursing Students*' comprising 669 words. JR argued that NUS had conducted extensive research on diverse students groups but never on health science students and the resolution would address this omission. JR noted the resolution had been originally developed by the Edith Cavell Society and had been sent to Conference for the last two years but had not been considered. JR argued that, if passed, the policy would commit NUS research resources but also develop a whole range of support facilities for health science students and build working relationships between the student movement and trade unions and the Royal College of Nursing.

B Herdman (Big C), for clarification, wondered, if the resolution had not been heard for two years running, as to the chances of it being considered at the current year's conference.

J Robinson (Campaigns and Democracy Officer), in clarification, noted they had been in contact with other students' unions to support the initiative and there was, also, a very good chance that the Welfare Zone proposals, which included the resolution, would be heard up the agenda; JR felt confident that it would be heard and would be passed.

There were no speeches against.

The resolution was adopted by a substantial majority to be sent to NUS National Conference.

J Robinson (Campaigns and Democracy Officer) proposed for approval to send to National Conference a resolution titled '*Stop Exploiting Student Workers*' comprising 432 words.

JR noted that the Union had launched a ground-breaking initiative with the GMB trade union which had enrolled all student staff, who wished to, into the GMB. JR argued that the scheme had been successful and noted the proposal would be for NUS to roll the scheme out nationally. JR noted that other parts of the resolution would look at the protection of casual workers and greater support for international students working in the UK.

There were no speeches against.

The resolution was adopted by a substantial majority to be sent to NUS National Conference.

Chair noted receipt of an emergency resolution for sending to NUS Conference.

Council agreed by a substantial majority to consider the emergency resolution.

J Robinson (Campaigns and Democracy Officer) proposed for approval to send to National Conference an amendment to one of the resolutions to be considered as part of the Society and Citizenship Zone: on single-use plastics.

JR noted the amendment was around 100 words and called for wider involvement by the NUS in education on sustainability and zero waste alongside developing educational initiatives with the UN and national and local government.

H Murgatroyd (Disabilities Liberation Society [Physical Illness Place]), for clarification, wondered what consultation had taken place with disabled students with regard to single use plastics. HM noted that many disabled students, including themselves, could not survive without single-use plastics for health interventions such as injections. HM note the lifesaving role that plastic straws could play for disabled students.

J Robinson (Campaigns and Democracy Officer), in clarification, noted that the amendment specified consultation with the NUS National Disabled Students Campaign. JR noted that prior to the amendment there would have been no mention of disability consultation in the formation of zero waste and sustainability policies. JR noted that they were part of the National Campaign and assured HM that they would take the lead on ensuring consultation took place.

There were no speeches against.

The resolution was adopted by a substantial majority to be sent to NUS National Conference.

M Marko (Mature Students Assembly), online, made the following statement in favour of sending both the resolution on Ethical Purchasing (79 words) and on Researching Students' Unions and Sustainability (146 words) to NUS National Conference:

'I would like these policy proposals to be sent to National Conference for consideration'.

Both resolutions were adopted by a substantial majority to be sent to NUS National Conference.

2204 Club, Society, and Peer Support Group Constitutions

Chair ruled that, as there was a full recommendation from Societies Executive, Council would move straight to a vote on the proposed constitution of Art History Society.

Council approved Art History Society by a substantial majority.

E Cutler (Students with Disabilities Officer), for clarification, thought it unclear in the agenda papers as to whether Norwich MedED's application was to become a Society or a Peer Support Group.

A speaker on behalf of MedED, in clarification, noted that they had decided to apply to become a Society rather than a Peer Support Group as the revision sessions that they planned would cater for MED students rather than the wider student body.

Chair invited the speaker to give Council some background to the proposed Society's application.

The speaker noted the group had come together to offer informal teaching for MED students and to provide, better, more regular revision sessions than those currently offered by the School. The speaker noted that the group would like to produce an online form for those who wished to teach sessions thereby widening teaching opportunities across MED.

C Koosyal (Activities & Opportunities Officer), in further clarification, noted having been unable, due to illness, to attend the Societies Executive at which MedED had been discussed. CK noted that there had been no MED Executive rep at the meeting but they had subsequently been contacted by several MED Societies that had concerns about approval of the proposed Society. CK noted that Derm Soc was one of the Societies that had raised concerns: they believed they already offered the activities proposed by MedED. CK reported that existing Societies had noted that MedED proposed to invite guest speakers and argued that they already provided this facility and this would overlap with their own activities and might threaten their existence as they depended for a lot of their funding on guest lectures. CK reported that MedED had received money from MED SOC and this meant there would be less funding available to existing Societies. CK apologised that these concerns had arrived too late to be added to the report from Societies Executive.

The speaker on behalf of MedED, in clarification, thanked KC for reporting the comments from other Societies. The speaker noted MedED's concerns that other Societies felt threatened but believed approval would represent a widening of opportunities for students. The speaker noted that prior to Council MedED had received phone calls from other Societies the content of which had been unhelpful. The speaker argued that MedED focused on teaching rather than promotion of particular medical specialities. The speaker noted that Derm Soc, for example, focused on promotion of career opportunities in a specific branch of medicine. The speaker believed it would be unfair not to approve MedED as their own focus was on teaching and revision and would not overlap with the activities of existing societies.

J Gossett (Physio Society), for clarification, noted they had consulted their constituents and a concern raised had been over guaranteeing the quality of teaching. JG noted that physio students had Peer Assisted Learning (PAL) sessions organised by their School and the students who led them had to have secured a certain grade to be

approved. JG wondered if there were any differences between PAL and the service proposed by MedED.

The speaker on behalf of MedED, in clarification, noted that, in MED, PAL provision only extended to mentoring sessions in Year 1 and MedED would be looking to cover the remaining years of the medical degree. The speaker noted that applications to teach would be publically available and priority would be given to those students who had not previously taught as it was important for every medical student to have the opportunity to gain teaching experience.

A Councillor from the floor, in clarification, noted they had attended the Societies Executive meeting and the feeling had been that there would be a great opportunity for MedED to collaborate with other Societies and also to work with disabled students on the development of doctors' representation of self and their relationships with patients of future doc.

A Councillor from the floor, in clarification, noted they had looked at the MED SOC website and it appeared that they were offering a similar service to that proposed by MedED; the Councillor suggested that MedED might look to work under the remit of MED SOC.

The speaker on behalf of MedED, in clarification, noted that they were not aware of MED SOC running any organised revision sessions at present. They noted that there were also a large number of gaps that the specialist Societies did not cover. The speaker noted they were already in collaboration with Surgical Society to run an event with MedED dealing with the teaching aspect and Surgical dealing with the career opportunities side. The speaker noted other examples of collaboration with the President of Dermatology and the Vice-President of Cardiology taking part in MedED teaching sessions.

A Councillor online, for clarification, wondered why the matter could not have been resolved between the various MED Societies before it came to Council.

Chair, in clarification, noted that the power to approve a new Society rested with Council and the assumption was that if there was a disagreement the matter would be decided by Council.

Chair handed the matter to Activities & Opportunities Officer for further clarification.

C Koosyal (Activities & Opportunities Officer), in clarification, suggested that, given the number of emails they had received over this matter and the suggestions as to whether to look at whether MedED should apply to become a Peer Support Group, it might be wise to bring to discuss the matter in depth outside of Council and defer to another meeting.

The speaker on behalf of MedED, in clarification, noted that some of the other MED Societies had stated that MedED should have got their prior agreement before making the request for approval to Council; the speaker believed this to be a wrong approach and a denial of members' rights and of opportunities.

C Koosyal (Activities & Opportunities Officer), in clarification, thought it understandable that other MED Societies would have concerns and it was right that Council considered those concerns.

A Councillor from the floor moved a procedural motion to defer the matter to the next meeting.

Council adopted the procedural motion to defer consideration of MedED's constitution until the next meeting.

2205 Appointments

Chair asked any Councillors interested in the PG positions on the Senate Disciplinary and Appeals committees to contact the Democracy and Governance Coordinator.

No Councillor put themselves forward and appointments were deferred to another meeting.

Section 2 – Reports

2206 University Committee Reports

There were no reports received.

2207 Student Officer Committee (SOC) Report

C Ball (Non-Portfolio Officer), as Chair of SOC, gave a verbal report highlighting the work of the Full Time Officers and Part Time Officers.

CB reported key actions and areas of focus had been:

- Preparing the Transforming Education Awards and the Teaching Fellowship Award
- Work around the UCU strike action
- Working on greater transparency for the University's Senate proceedings
- Lobbying parliament on student mental health
- Funding for disability access
- Better support for estranged students
- Input into consultation on redevelopment of the Multi-Faith Centre
- Facility Access at Sportspark
- Changing the Culture/Never OK Fayre
- Themed pre-drinks nights to encourage students not to break University regulations by holding socials in Halls

M Kabore (LGBT+ Officer [Open Place]) reported on campaigns around:

- Don't Be A Wasteman (a foodbank for local charities)
- Meat Free Mondays
- Reclaim the Night/International Women's Week

- Cutting plastic waste/Go Green Week
- LGBT+ History Month including how to make sports more inclusive
- NUS Disabled Students Political Education Conference/Access All Areas
- Review of SOC Sub-Committees

2208 Trustee Board

Council noted the Chair of Trustees' written report without comment.

2209 Reports from Representatives

There were no reports.

Section 3 – Open Discussions

Due to time consideration, this item was deferred to the next meeting.

Section 4 – Policy Making

2210 May Contain Nuts

C Ball (Non-Portfolio Officer), proposing, noted they had visited the Julian Study Centre recently and after a night out needed caffeine and some energy so they ordered a coffee and a brownie. CB reported that after purchasing the brownie they noticed it had no labelling as to contents and when asked the only information the staff could give was to confirm it was a brownie. CB noted that after biting into the brownie they realised it contained peanuts; CB noted they suffered from a peanut allergy which could result in anaphylaxis. CB noted they had only taken a small bite but had experienced extremely unpleasant symptoms for the subsequent 24 hours though fortunately not life-threatening ones. CB noted that checking the contents of food products was not a preference for them, as it was for many people, but a necessity. CB reported: 8% of the population suffered from food allergies; 8 people died the previous year from primary symptoms and thousands had died from secondary symptoms.

CB noted that, in the previous few years, a series of regulations had been brought in to protect allergy sufferers for not only retail food products but for food served in cafes and restaurants; CB noted, however, that these regulations were flouted on campus. CB noted that Campus Kitchen rarely labelled any of the 14 food allergens. CB argued that the omission put students' lives at risk.

CB noted that even in the Union's premises they had observed best practice on food storage and serving not be followed with the resulting danger of cross-contamination and, also, a lack of product information. CB noted the resolution proposed to mandate the Union to ensure it employed best practice whilst pushing the University to observe the regulations. CB noted the resolution would empower the Union to not use University catering services if no progress were made. CB noted

the resolution would also call for allergy sufferers' involvement in its implementation.

A Councillor from the floor, for clarification, suggested that the Resolves should be extended to include lactose and carbohydrate information which was of great importance to some students particularly those with diabetes.

C Ball (Non-Portfolio Officer), in clarification, noted that their speech had concentrated on peanut allergy as this formed a key part of their personal experience. CB drew to the Councillor's attention the fact that the Resolves specifically reference all 14 allergies contained in the EU Food Information for Consumers. CB assured the Councillor that information needs around lactose and carbohydrates would be incorporated in the implementation of the Resolves in the spirit of the resolution.

A Councillor from the floor, for clarification, noted they suffered from multiple food allergies and it was essential that they had full information when eating out.

The Councillor noted the lack of information on food ingredients on campus and the cross-contamination to food preparation equipment in both Campus Kitchen and Unio. The Councillor noted they had raised these issues but had had no support and had been ignored.

The Councillor reported that they had recently bought a roll from Campus Kitchen that they had been told contained only cheese and onion but that had on closer examination turned out to contain a range of other products. The Councillor noted that, if they had bitten into the roll, they would have been hospitalised; the Councillor urged Council to not underestimate the danger posed by food allergens.

The Councillor noted that, when they had begun, at UEA Campus Kitchen had displayed all ingredients on their produce but this had been discontinued; when the Councillor had enquired, as to the reasons for discontinuing, a staff member had stated that it was for 'aesthetic reasons'.

J Robinson (Campaigns and Democracy Officer), in clarification, noted in reference to the matter referred to by the Councillor that in the Union's commercial services there should be one staff member available to answer questions on product ingredients.

There were no speeches against.

The resolution was adopted by a substantial majority.

2211 Time, Date and Place of Next Meeting

Chair noted the next meeting would take place on Thursday 1 March

Norwich MedED Constitution

[What is Norwich MedED?](#)

Norwich MedEd was founded by Tanya Ngan Ta and a group of medical students who are passionate about medical education, peer-to-peer teaching and learning.

[What do we promote?](#)

Medical education – this is a branch of academic medicine that focuses on teaching and promoting education based around medical topics.

[What is medical education?](#)

“Medical education is the bedrock on which high-quality healthcare is built. Training is important but education is vital. Education during these years of medical school will establish the principles that will guide doctors through their ever-changing careers.” – *Professor Peter Rubin, Chair of General Medical Council*

[What do we aim to deliver?](#)

Norwich MedEd aims to encourage medical students and junior doctors to teach and share knowledge throughout the medical school community.

[How do we promote medical education?](#)

We aim to deliver mainly revision-based sessions for every module in our medical school curriculum to give opportunities for fellow medical students and junior doctors to teach.

[Why revision sessions and how are we different to other medical societies that deliver?](#)

Essentially, we need a form of a session that can be delivered consistently every year. We noticed there were inconsistencies in revision sessions throughout our medical school years. Yes, indeed there are some modules which are represented by some societies that deliver revision sessions, however there is a large proportion of modules that do not have an established society.

However, our **emphasis** is on the opportunity we have created for others that are interested in medical education or have an interest in developing their teaching skills. Of course the content of the session is important and will have to be of a high standard, but we are not promoting the topic or subject we are teaching itself. It is the ability to provide an equal opportunity to those that are interested in teaching.

Since your revision sessions may be similar to other societies, what are you going to do about it?

We believe that there is no harm in promoting a healthy competitive aspect to these sessions to ensure that all the societies will aim to deliver high quality of teaching. Additionally, it gives the medical students different times and dates for teaching for the same topic. Similarly, it would also give students the ability to pick a session better suited to their learning style as each speaker has a different way of teaching.

We will also aim to collaborate with all other medical societies if appropriate. We publish our revision event dates well ahead of time at the beginning of the academic year and will aim to reach out to the other societies to see if they would like to collaborate.

How do we make fair opportunities for everyone?

We have an online form set up in place. This enables us to pick those that have not previously been able to teach at our sessions. Additionally, it gives this teaching opportunity to anyone in the medical school regardless of whether they are or are not associated with another medical society – this would not give them a preference to be picked, we treat everyone equally.

Student Trustee Election

Each year, Union Council elects four students to sit on the Union’s governing body: the Trustee Board.

All the candidates have filled in a standard application form and their responses are listed below. Please read what the candidates have to say and then cast your vote.

The poll will be online at xxxxxxxxxxxxxxxxxxxxxxxxxxxx, you can cast your votes from noon Monday 16 April – the poll closes at noon on Friday 4 May.

Candidate Statements

Stefano Asciana

Please list any qualification, awards or studies you consider relevant to this role:

Studying for a History BA honours
Men’s Rowing Novice Captain 2016-17
Current Student Trustee

Please list any experience you have that is relevant to the role:

I am currently a student trustee, having been on the board since September 17. I also sit on the human resources subcommittee.

What skills do you have that will help you fulfil this role?

My History degree has given me the skill of being able to quickly assimilate large amounts of information and categorise it into importance. I have improved on this, this year as a Student Trustee, as I now have an even better understanding of the specific technical jargon as well as the structure of papers. This allows me to have a greater impact in meetings, ensuring that I can focus on a board which is acting on behalf of student’s interests.

Why do you want to be a student trustee for the SU of UEA Students?

It has been a great honour to sit on the board, on behalf of UEA students this year. I would like to carry on my role as a student trustee as I am heavily involved in the work which I have carried out this year and would like to see it through till the end. This would also be of aid to both the board and the students which I represent as I would start the year with an experienced knowledge of the current situation of the SU, what students need from it and how we can go about providing that in an effective and timely fashion.

Charlie Flanagan

Please list any qualification, awards or studies you consider relevant to this role:

Excellent GCSE and A Level results that show my commitment.

Please list any experience you have that is relevant to the role:

Studying Business Finance and Management
Participated and won LiveWire Jailbreak 2018
Have prior experience at financial services firm
Experienced in crucial decision making

What skills do you have that will help you fulfil this role?

I have good time management skills due to previous employment experience. Also developed the necessary independent work skills from my experience with studies and work life.
Have exceptional team working skills and a high ability to communicate with others effectively.

Why do you want to be a student trustee for the SU of UEA Students?

I have already got involved with University lead events and really enjoyed them previously so would like to continue that further. Furthermore, I have given up my time and effort for the benefit of others, during LiveWire Jailbreak, and found it very rewarding. Now I want to do this further but in a field that I am invested in and want to enter in the future.

Ellie Johns

Please list any qualification, awards or studies you consider relevant to this role:

I have a current DBS check which enables me to work within charity organisations.
I have completed the NIH Protecting Human Research Participants certification, which has a section on being objective and remaining unbiased. This will enable me to be able to scrutinise SU policy whilst remaining unbiased and not allowing my personal views to influence my decisions.

Please list any experience you have that is relevant to the role:

For the past academic year (17/18) I have been a student representative on the appointments and HR committee. This has allowed me to gain a wider understanding of what the trustee board does, and by working with members of the HR department I have gained insight into how to effectively analyse the operations of the SU.
I have also been a member of the ethical and environmental subcommittee. This has given me experience in holding officers accountable and in evaluating suggested SU policy. Furthermore, as a part of this role we have been developing a long-term goals sustainability plan. This has enabled me to look at the long-term goals of the SU and I will therefore effectively be able to make balanced and informed decisions about long-term policy and plans.

What skills do you have that will help you fulfil this role?

I am confident in the analysis of data. As a psychology student I regularly have to interpret data in research reports, which will enable me to be able to understand and interpret the data presented in SU policy.
I am able to problem solve quickly and effectively. Through working with the developmental dynamics lab on improving their recruitment of individuals from low SES backgrounds I have had to analyse information sheets and problem solve quickly to ensure that these are accessible. This experience enables me to consider how SU policy will affect people of all backgrounds to ensure it is inclusive.
I also work effectively in a team, as shown through my recent research internship where I have to maintain a good rapport with participants and my fellow research colleagues.

Why do you want to be a student trustee for the SU of UEA Students?

UEA has an incredible and inclusive student body, and I would love the opportunity to represent these students to ensure that all policy passed by Union Council is inclusive and will not impact students negatively. I love this university and I want to be able to ensure that the student union continue to improve in the best way possible so that all students feel comfortable on campus and are happy with their choice of university. I want to be able to hold the student union to account and ensure that it considers the best interests of students in everything it does.

Zheng Yayi

Please list any qualification, awards or studies you consider relevant to this role:

Intercultural communication module,
Global campaign challenge.

Please list any experience you have that is relevant to the role:

Member of housekeeping supervisor in Zhejiang university of finance and economics Dongfang college (China)

What skills do you have that will help you fulfil this role?

Why do you want to be a student trustee for the SU of UEA Students?

To train my decision-making skills, responsibilities and work skills as a student trustee, know more about the SU, get the experience and build it into my CV.

FINANCIAL ESTIMATES

Subject:	Estimates 2018-19
Produced by:	Cam Koosyial, Chair Finance Committee
To:	Union Council
Date:	19th April 2018
Action:	To approve
Purpose:	Under the framework for finance and budgeting, the Union Council and Board annually agrees a set of "Estimates" that reflect spending priorities for the year ahead. The Board later agrees a set of "Detailed Internal Budgets" that reflect these priorities and that have involved detailed considerations from managers. This paper proposes a set of Estimates for the year ahead.

Introduction

Under the framework for finance and budgeting, the Union Council annually agrees a set of "Estimates" that reflect spending priorities for the year ahead. This becomes the financial policy document for the year ahead.

The Trustee Board then agrees a set of "Detailed Internal Budgets" that reflects priorities in the Estimates and that have involved detailed considerations from managers taken in the round with detailed outturn figures for the previous year.

UEASU Group comprises a core Charity vehicle and two subsidiary companies which operate on campus licensed trade and the Waterfront respectively. Infrastructure costs and management costs within the Charity are higher than may usually be expected for the level of activity; this reflects the fact that the Charity provides HR, Finance, Management and Buildings costs for the Social Enterprises. These are reflected through recharges in the Statutory Accounts.

For simplicity the Charity Estimates have been constructed to reflect the internal departmental structure of the Union, which comprises core delivery areas: Advocacy & Representation; Activities & Opportunities; and underpinning Infrastructure. They do not include Unio or Retail which officially operate from the Charity vehicle- this does not affect the budgeting process and become reflected in the statutory accounts.

The figures presented in this document- a summary of estimated income and expenditure- are a transparent and prudent analysis of the financial resources to be committed by the Union to meet its core priorities for the year ahead. Updates on progress against this budget will be presented to Finance Committee and the Trustee Board throughout the year.

Alongside this process numbers for the union's commercial activity have been prudently estimated. At this stage their *contribution* to the union in terms of estimated surplus is reflected and shown by outlet. As mentioned above for

simplicity, these numbers exclude charges made by the Charity vehicle to the Trading Subsidiary for things like rent and service recharges all of which are reconciled and displayed appropriately when the statutory accounts are developed.

The Estimates

The first page of numbers is the "Estimates" ie the policy being presented, with subsequent appendices explaining what is in each area. All figures are in £1,000s.

The main body of the Estimates details areas of income and expenditure and may be challenged by Union Councillors using the methods detailed below.

The Appendices provide the detailed cost heading analysis of income and expenditure, which support the headline figures reported. The cost headings (cost centres) are revised to reflect services and are presented in a standard format throughout this document. Most cost headings (or "centres") include these three sections:

- Staff/Officer Costs (ie Salaries, Tax and National Insurance)
- Student Staff Costs
- Activity Costs
- Income

This includes all restricted income in this area and explanations are given in the notes. The figures reflect employer's contribution of NI and Tax and allocation to the pension scheme. Pension take up is assumed to be full.

Trading Income reflects the contribution expected from each trading area.

How to Challenge the Estimates

Members of Union Council may table a motion to refer back the Estimates in full (ie to reject the budget) or part of them.

A partial reference back will only be in order if it is composed of two parts:

(i) The positive reference back of a specified expenditure heading (on the next page) within a budgetary head or heads, indicating that each specified heading should have the sum allocated to it increased by an amount specified for that heading;

(ii) The negative reference back of a specific expenditure heading (on the next page) within a budgetary head or heads, indicating that each specified heading should have the sum allocated to it reduced by an amount specified for that heading; the total of the amounts specified in (i) being the same as the total of the amounts specified in (ii). The Chair of Finance Committee will reply in writing to all Members tabling motions of reference back of the Estimates or part of them, indicating the implications if such a reference back is passed by the Union Council.

Any motions to reference back the Estimates in part or full must be received by the Amendments Deadline for this meeting of Union Council.

Questions on the Estimates may be asked from the floor of Council. Priority on the asking of such questions will be given to Members which have tabled motions on reference back

Estimates 2017-18

Details	Salary Costs	Activity Costs	Student Staff	Net
1. Advocacy & Representation				
Advice and Student Rights Unit	£128,077	£9,797	£18,108	£155,982
Education and Engagement Unit	£164,381	£23,500	£4,527	£192,408
Student Leadership Unit	£125,556	£87,200	£13,581	£226,337
2. Opportunities & Activities				
Student Opportunities Unit	£137,864	£67,500	£18,108	£223,472
3. Infrastructure				
Strategic Development Unit	£309,447	£13,500		£322,947
People	£41,814	£127,228		£169,042
Operations	£66,492	£175,108	£40,000	£281,600
Finance Unit	£124,064	£51,100	£18,108	£193,272
CHARITY SUBTOTAL				
				£1,765,060
4. Unrestricted Income				
Basic Block Grant				-£1,174,640
Rent				£742,000
Net Core Grant				-£432,640
Easton College Associate Mship				-£5,000
INTO Grant				-£23,000
5. Social Enterprises				
Retail				-£358,900
Catering				-£170,089
Pizza				-£15,575
Campus Bars				-£913,862
Live!				-£79,848
Social Enterprise Total				£86,216
Waterfront				-£235,561
Marketing and Business Development				-£32,635
Agency Services				£24,156
INCOME SUBTOTAL				
				-£391,678
6. Non-Cash Items				
Rebuild reserves				£40,000
Waterfront Capital				£50,000
General Capital				£140,000
Pension deficit contribution				£161,678
NON CASH TOTAL				
				£391,678
GRAND TOTAL				
				£0

Background to the Estimates 2018

Union Financial Policy

- To consistently perform to budget, ending the annual cycle of producing year end deficits
- Ensuring the reserve is healthy and used for the benefit of students
- Reducing direct expenditure on infrastructure through careful procurement or partnership work
- Steadily improving investment in services, activities and campaigns for students

In basic terms:

Charitable Expenditure

- The Union has direct charitable costs of around £1.1m
- Infrastructure costs (ie Union House, People, Finance) total around £700k
- We budget approx £200k pa on capital (inc Waterfront) as the University plans for major building changes in its capital budgets
- Almost £150k pa is spent on Pension Deficit Contributions arising from the now closed (to new entrants)

Students' Union Superannuation Pension Scheme

- Around £50k pa is budgeted to go into the cash reserve
- Total of approx. £2.1m

The real picture is not quite so simple- in the statutory accounts many of the above items are recharged to the commercial subsidiaries and social enterprises activity and staff contribute directly to charitable activity and outcomes. But for simplicity when internally budgeting, those are the headline figures.

Following the transfer of Sport support to the University, the Union receives just over £400k in net core grant funding from the University. We are now the UK's most "commercially leveraged" SU- in other words the bulk of the union's income comes in from trading activity, which has been in decline. The working assumption is that the near monopoly on retail and alcohol sales provides an "in kind" grant to the Union that enables it to deliver significantly higher trading surpluses than other unions to fund directly charitable activity.

The underpinning financial model agreed with the University assumes that the grant element is uplifted by (university) inflation- which means that the remaining increase in charitable costs has to be met from surpluses from our social enterprises.

At present before statutory accounts recharging, these surpluses look roughly as follows:

Social Enterprises Net (Internal) Contribution

Retail	£350K
Catering (i.e. Unio)	£180K
Campus Bars	£880K
Live Events	£80K

Waterfront	£210K
Marketing & Business Dev	£30K
Agency (Housing)	£30K
Total	£1.7m

We have been working hard over the past four years to drive efficiency from the trading and charity operations (both internally and through University partnership work) and to drive additional charitable outcomes from the social enterprises, but we are now unlikely to be able to find further efficiency savings of significance.

Trading surpluses have also been growing through student number growth and resultant turnover increases, but the ability for the SU to grow its trading surpluses have hit a ceiling due to shop floor capacity and LCR size. We are seeing this play out "in year", and we are unlikely to meet our ambitions on transfer to reserves in 17-18 as a result.

Headline Pressures

There are therefore three headline internal pressures that threaten the existing financial model:

- Trading surpluses cannot be increased via student number growth as the space and outlets are at capacity- and they face inflationary pressures on costs
- Demand is rising significantly for key charitable services (ie societies, opportunities, advice) as student numbers rise but headline grant increases are not forthcoming
- Pension deficit contributions into SUSS (the old SU Superannuation Pension Scheme) continue to increase following revaluation results.

The University faces pressures too. There is a strong "push" on growing surpluses in order to fund repayments on loans associated with the proposed capital plan; to respond to this the University is engaged in a project called "align" looking closely at all of its costs.

Despite this we have stressed to the University the following:

- The SU accepts that the principal financial priority for the University is to be able to post increased cash surpluses in order to access borrowing to invest in the campus.
- However some of the additional revenue from fees from student numbers growth should be spent on growing campus services to keep up with demand, both generally at UEA and specifically within the SU.
- It is in both the SU and the University's interests that the SU is able to maintain charitable service levels by planning the way in which it will meet financial pressures effectively.
- It is important that the future capital needs for the SU are understood and budgeted effectively esp within Estates.
- Where student number growth is creating pinch points on service delivery we should have an honest conversation about how these pressures might be met.

1 ADVOCACY & REPRESENTATION

In this section you will find costs relating to the union's advocacy function, including centrally run campaigns, full time officers and academic representation. A detailed explanation of the activity that each area covers is given below each subsection. This area supports these functions:

We advocate on students' behalf, both individually and collectively.

- **Evidence** and **research** from the **whole student body** a key part of the union's student voice activity
- More **support, training** and **development** for our student representatives
- Students **working with** academic and administrators to make **suggestions** and **solve problems**
- **Independent, flexible** student advice and advocacy service that **leads to policy change**

1.1 Advice and Students' Rights

Advice and Student Rights	
Career Staff	£128,077
Student Staff	£18,108
Advice Subscriptions	£3,000
Alcohol Impact Project	£2,500
Nightline	£2,000
Peer Support Groups	£3,500
Advice Volunteers	£1,200
Tampons & Condoms	£2,000
Advice Materials	£5,000
Departmental Expenditure	£1,250
TOTAL	£155,982

The core function of this area includes the union's professionally staffed Advice Centre, which provides help and advice to students on all issues. A triage reception is supported by student staff on the ground floor and the service offers drop in, remote and peripatetic services as well as provision of information on rights.

This budget area also supports the SU's Nightline group, the SU's participation in NUS' Alcohol Harm reduction scheme and funds the provision of free tampons and sexual health products. Note whilst this area includes housing advice, it does not include costs or income related to Home Run or Home Let which are operated through the trading budgets detailed on later pages.

1.2 Education and Engagement Unit

Education and Engagement Unit	
Career Staff	£164,381
Student Staff	£4,527
Convenors	£10,000
SU Projects	£1,000
Teaching Awards	£2,500
Research	£5,000

Rep Training	£3,000
Departmental	£2,000
TOTAL	£192,408

This area provides dedicated support to academic representation, ensuring that school, faculty and institutional representation delivers real change for students through both staff support and the funding of convenors in schools and faculties. It also houses support for liberation societies, assemblies and support for Healthcare students delivered through a partnership with the school of Health and Social Care. It also has a research and policy function, ensuring that the union's arguments for students are evidenced and powerful.

A range of annual initiatives come from this spend, including rep support, campaigns teams, and student led teaching awards. This area will also manage a HEFCE funded project on Postgraduate Mental Health although income and expenditure for this project are omitted from these estimates.

1.3 Student Leadership Unit

Student Leadership Unit	
Career Staff	£125,556
Student Staff	£13,581
Training	£20,000
Uniforms	£500
Travel	£6,700
Elections (March, May, Oct)	£10,000
Conferences	£10,000
Campaigns & Projects	£20,000
NUS Affiliation	£20,000
TOTAL	£226,337

This area houses the costs related to the union's student leadership team, comprising the five full time officers and the wider student officer committee. It includes dedicated budgets for campaigns, elections, training and also include the annual affiliation fee to NUS. There is also a fund for automatic attendance for delegates to relevant NUS conferences and events. There is also a budget to support the wider student leadership structure. Note that costs relating to postgraduate campaigns have been moved to a single integrated PGSU budget within Education and Engagement.

2 OPPORTUNITIES & ACTIVITIES

In this section we find costs relating to the union's student opportunities function, including clubs, societies and student media. A detailed explanation of what each area covers is given below each subsection. This area supports these functions:

We provide opportunities for students:

- **Every student** taking part in **extra curricular**, ensuring activities are **student led** and

high quality.

- Support all student volunteers and staff to use their **experience** taking part in student opportunities to **benefit them in later life**
- An exemplar in relation to **safety** and **risk assessment** and facilities geared around the **needs of active members**
- Support for the **full breadth** of student diversity to take part in the most **diverse** set of activities possible, reducing barriers to involvement and **setting and meeting targets related to diversity.**

2.2 Societies, Student Media and Student Enterprise

SOCIETIES & STUDENT MEDIA	
Career Staff	£137,864
Student Staff	£18,108
Societies Collective	£20,000
Give it a go	£8,000
Media Collective	£30,000
Postgraduate SU	£17,500
International SU	£5,000
Academic Societies Collective	£1,000
Enterprise	£2,500
TOTAL	£223,472

In this area there are direct support costs for the union's award winning societies, including development of **student events** and **participation** strategies. There is also support for postgraduate students through **PGSU**, **Student Media**, accommodated in the union's student media centre, as well as support for **Student Enterprise** and **International Student** activity.

This Unit also manages "**Do Something Different**" and "**BuddySU**" although as they are directly project funded income and expenditure for these projects is omitted from these estimates.

3 UNDERPINNING INFRASTRUCTURE

In this area underpinning services that make the union work are housed. This includes costs related to union house, admin, HR, IT and Finance. A large proportion of infrastructure work serves the commercial activity and so is recharged to the commercial companies in terms of rent or service charges in the statutory accounts.

In this area we seek to achieve:

- **Well run, supported and functioning** student led **governance**
- High quality **management** and internal **processes**
- A strong **partnership** with University and others on infrastructure and culture

3.1 Marketing and Communications

In this area the communications team is housed, with full time and student staff running the union's websites and union communications, as well as delivering

design work and publications. At present for historical reasons costs and income from this area are housed within trading budgets detailed on later pages, but will be separated out into the Charity over the summer.

3.2 People

People	
Career Staff	£41,814
HR Support	£24,650
Staff Training & Management Development	£30,000
Resilience Initiative	£7,500
People HR	£14,120
Group PHI and Life	£13,626
Childcare Vouchers	£5,832
Staff residential, meetings, events	£8,500
Rotacroud (Inc Venues)	£5,000
Wellbeing	£5,000
Occupational Health	£2,000
Stu Staff TU Project	£7,500
Departmental	£1,000
TOTAL	£169,042

In this area we house all of the union's centralised HR costs for our 80 career and 1000 student staff- staff training is courses for all staff attached to personal development plans. Management Development is specific training for the Heads of Department/Management Team. "Group PHI and Life Ass" is a an insurance policy that covers payments if staff are on long term sick or die in service. Legal covers ad hoc legal fees and HR Support is the cost of an external HR firm that delivers support. This area also houses initiatives on resilience and trade union membership.

3.3 Operations and Union House

Building & Equipment	
Career Staff	£66,492
Student Staff	£40,000
Utilities	£120,000
Printing	£30,258
Post and Franking	£4,200
Union House (PBN)	£7,500
Stationary	£4,200
Staff Welfare/Travel	£1,000
Uniform	£1,050
Green Impact	£500
AIWIP Income	-£3,500
Confidential Waste	£1,200
Maintenance	£2,500
Telephone	£4,200
Departmental	£2,000
TOTAL	£281,600

This area covers the costs of operating union house and central admin costs- things like photocopying and telephones all get paid for from here, along with computing and post. We also operate the student reception and welcome team from here. A significant part of the costs in previous years was cleaning and

maintenance, which has now been moved to the University, allowing a significant saving to be deployed on other priorities.

3.4 Finance

Finance	
Career Staff	£124,064
Student Staff	£18,108
Data Storage & Software Licenses	£20,000
Bank Charges	£600
Legal & Professional	£3,000
Insurance	£18,000
Audit	£8,500
Departmental	£1,000
TOTAL	£193,272

The union's Finance function helps the rest of the organisation run effectively. It handles invoicing, accounts and supports officers and managers with data to help them make decisions and manage their operations. IT software costs are also housed here along with a series of legal functions such as audit and insurance.

3.5 Strategic Development

Strategic Development Unit	
Career Staff	£309,447
Travel / Conferences	£6,000
Trustee Expenses	£2,000
PSA Settlement	£500
Legal and Professional	£5,000
TOTAL	£322,947

This area contains costs for the Senior Management Team (which has been benchmarked as the leanest SMT in relation to SU turnover in the sector) although as with other infrastructure areas a large proportion of these costs are recharged to the social enterprises in the statutory accounts. It also contains support for Full Time Officers, Priority Campaigns, Governance and Democracy including Council and Elections. Ad hoc legal support is also charged here.

4 SOCIAL ENTERPRISE

"Social Enterprises" are what we call the Union's trading operations. We call them this because we don't just run them for profit- we have social purposes too:

Our ambitions for Enterprise

- We will be run efficiently, to a high standard, and generate a healthy surplus that can be ploughed back into the union (making the link between surplus and service delivery for members much clearer)
- We will employ a high number of student staff who are paid well and gain valuable experience at all levels of our business
- We will be an exemplar in relation to safety, security, responsible retailing and ethical practices and purchasing

- In our programming and product ranges we will seek to meet the widest possible range of students' needs, we will focus on minorities as well as majorities, and we will provide a platform for student talent to shine

These figures reflect the internal contribution we expect from each area. The total turnover of the SU is around £12m and these figures are not "profit" as they do not reflect the costs of infrastructure and management housed within the charity budgets above. Figures are adjusted to reflect these charges in the annual statutory accounts.

Social Enterprise	
Retail	-£358,900
Catering	-£170,089
Pizza	-£15,575
Campus Bars	-£910,862
Scholars	-£3,000
Live!	-£79,848
Social Enterprise Total	£86,216
Waterfront	-£235,561
Marketing and Business Development	-£32,635
Agency Services	£24,156
TOTAL	-£1,696,098
Retail	-£358,900

The figures above have been prepared with the following core assumptions:

Retail and Catering

- We will implement a new shop stock supplier to improve pricing for our members
- We will review our coffee supply to see if we can create a direct relationship with the growers
- We will explore opening a new catering outlet in the hive and replace the current bakery offer in the shop with an extended clothing range and more freezer space
- We will review our Value range, cautious of the impact on Gross Profit
- We will trial online ordering in Unio
- Unio will open all year round due to demand for social space which has an impact on staff and sales ratios
- Shop and PO opens all year round due to a large number of students on campus out of term which impacts on staff and sales ratios

Bars/LCR

- We will consider adding a third core club night to the portfolio given increased student numbers and collapse of POWR, and add occasional student friendly club nights
- Continuation of Barista Coffee to Bar Area - Incremental Daytime Sales / Plus Food Growth.
- Review alcohol supplier to improve Gross Profit
- Any price increases beyond those for duty/student staff inflation will fall on general public not students

Waterfront

- Having agreed a new lease we will invest in capital for the duration of the lease.

General

- Student staff wages will increase and we will need a budget for training and development
 - We will continue with "Net Promoter" score research from students twice yearly
 - We will shift all ticket sales to the SU Website with potential savings
-



reports

- reports and papers from student officers, committee meetings and councillor reports



19th April 2018

Postgraduate Education Officer

Main Priorities/ Manifesto

Priority	Description and Update
Better Support for Part-time Masters Students	Collecting examples of timetabling issues. Had a meeting with the PGT Coordinators and Nigel Shed (timetabling) about what options are available for providing timetables earlier to part-time students, and those with childcaring responsibilities. Because the timetabling software needs a significant technological development, a compromise was reached. Learning and Teaching Services are going to develop a picture guide for students to manually look at where their modules are scheduled through Evision. This will provide some insight for those who need to arrange childcare or work.
Improving the Masters dissertation experience	Conducted a large survey which received 128 responses from 2015-17 Masters students. Report is now complete and due at the Student Experience Committee on November 23 rd . I have been added to two university PGT LTS groups to work through these issues –The Dissertation Working Group will meet in November and we are expanding our research to include undergraduate experience. I am also in contact with Accommodation as variation of submission dates are causing issues for housing contracts. The university has now agreed to make the dissertations working group a task group from Learning and Teaching Committee. This will mean it has more power and the policy it writes will have a wider remit – including things like supervision and research training. I have started to present this research to each faculty at their Faculty Learning, Teaching and Quality Committees.
PGR Training Space	Alumni Funding secured for the development of PGR Training suit. Location found, but we are awaiting confirmation from Spaces Management Group.
Postgraduate Sport	PG Swim cards and Yoga relaunched this October. We are trying to find an instructor to teach another sports session. We are requesting that UEA Sport start to analyse data on the number of postgraduates participating in clubs, ueactive and the Ziggurat challenge in light of a reluctance to provide postgraduate specific services. Myself and Cam, the Activities and Opportunitites Officer, wrote a paper for the Student Sports and Physical Activity Committee about access to sports facilities for PhD, Part-time Masters, and HSC students based on Union research. The Director of UEA Sport accepted our reccommendations to give PhD students access to public gym memberships so as to access peak group exercise classes, and for part-time stidents to be eligible for student rates come September. Data analysis of wider participation

	will be integrated into the Sports strategy – all of this will need to be monitored closely for progress.
PhD Employment Rights	Report into the experience of our PhD students who work as Associate Tutors has been taken to the Student Experience Committee. We are working with the PVC for Research and Innovation to set timelines for all our recommendations. Monitoring update from the University due in December. Myself and the Postgraduate Committee have coordinated a national campaign encouraging PhD ATs to join UCU in light of membership becoming free. We now have a huge wall vinyl in the Graduate Centre displaying the Postgraduate Employment Charter. We recently went around to teaching spaces and placed campaign clock posters in each room to raise awareness of the campaign. I also met with central university HR to discuss questionable practice in a particular faculty.
Postgraduate Student Voice and Representation	A lot of time has gone into increasing the number of PGT course reps within the University. The Code of Practice for Representation with our newly added section for PGR representation has now been passed by PGR Executive. Met with the PVC and Academic Director of Taught Programmes to discuss how the university can better promote course reps going forward and how they also support their Student Partnership Officers.
Protecting International Masters students from Plagiarism	On request from students, we are in conversations with the faculty for Social Sciences to get Turnitin available for students to use. This will allow students to check for plagiarism before they submit coursework.
PhD Post-Submission Emails	Meeting with ITCS about an alternative email solution for PhD students after they have submitted their Thesis. A survey of preferred email options was circulated.
PG Wellbeing	While this is a relatively soft-touch initiative, and we still need to work hard on improving counselling provision on campus, we have launched a care package scheme. This will run throughout November, and is specifically targeted at students who are struggling in the low light winter and those who feel alone. People can nominate students they have only briefly met, but did something that they appreciated. We successfully won a joint HEFCE catalyst funding bid to pioneer new interventions and projects into PGR mental health. The bid is valued at £300k over 2 years. The Student's Union is responsible for several of the strands of the project, including Sport and physical activity and research community culture, and will have a dedicated member of staff funded to coordinate this.
Turning the Graduate Centre into a community space	We have finally created a community board in the Graduate Centre that has photos from all of our events, and student events funded by the Social Grant.
Postgraduate Events	A significant amount of the first 2 weeks of January has been spent at inductions for our Jan PG starters and running welcome events for them. This has included: PhD tea and cake at the Assembly House, cheesathon, teapot painting, yoga, a winter walk, and a seal pup trip.

	We have recently run a programme of Easter events including a coastal walk and ghost walk.
Recorded Lectures	Meeting set up with School Convenors and the IT representative in the university to discuss what students want from lecture capture.
Heads of Schools Meetings	Mary and I met with Heads of Schools who we often have little chance to see. We presented them with research and priorities for the year, with the aim of influencing decisions on the ground in the university and promoting better relationships.
Transforming Education Awards	Sat on a panel with some school convenors, to decide which members of the university were to be short-listed and win awards for all categories. Further meetings to discuss specific arrangements for the night of the awards.
UCU Strike Action	<p>Keeping our school convenors updated regarding strike action, liaising with our advice service to provide drop-in sessions during strike weeks, and creating information flyers. Facebook group set up for information and support. Banner painting and picket coordination organised. We have organised a series of Teach-Ins with UCU to take place in our building during the strikes. A timetable will be released later this week.</p> <p>Attended a strike panel event run by UEA Socialist Society. Spoke at a rally organised by UCU and the Labour party in the city centre.</p> <p>Jointly organised an open Q&A with the Vice Chancellor due to go ahead on the 19th. This will provide an opportunity for students with ongoing concerns to hear directly from University management.</p> <p>Launched a survey for students to consult on where the wages of striking staff should be spent.</p>
Review of Senate Effectiveness	I am currently sitting on a working group to review Senate, the university's highest educational body. The main highlight for students was about confidentiality of papers, and allowing us to replay more information about larger decisions made in the university.
Internal Moderation and Double Marking Working Group	I have joined this working group, with the main objective to review current forms of moderation and expand how assessments are moderated. They are looking to moderate assessment design, so focus will not simple be on the marking process. I have raised particular concerns about similar forms of assessments having huge variation in credit weighting.
40 Days for Life	After the passing of policy via Union Council regarding protests outside the abortion clinic in Norwich by an anti-abortion group called 40 Days for Life, I worked with staff to coordinate a student 'buffer' between the protesters and the service users. The protesters remained low in numbers and did not largely interact with members of the public, leading us to make a call that we would interfere with their protest due to risk of further platforming them. We are working with the local community to monitor the situation.
Postgraduate Committee Development	Working towards a full handbook for the Postgraduate Committee, including guidance on the Constitution which

	regulates the democratic processes of the body, as well as guidance on their budget and the life-cycle of the Committee.
	The rest of my time was taken up answering emails and spending countless hours of my life in meetings.

Policy Implemented

Employment Rights for Postgraduates Who Teach: No to Casualisation in HE	
Going it Alone: The Masters Dissertation Experience	
Norwich Stands Against 40 Days for Life	
Backing UCU in the Pensions Dispute	

Membership Engagement

Event	Purpose and anything to report on
Postgraduate Change One Thing	Each week I go out and ask postgraduate students about one key issue in the university that they would like the SU to improve. I collate that data and it inform the agenda of each Postgraduate Assembly.

Officer– April 2016

Undergraduate Education Officer

Main Priorities

Priority	Description and Update
Strikes	Worked with VCO and the PG ED Officer to set up a Q&A session for students to ask questions to the VC and UCU about how the disruption from the strikes will be resolved. Supported the PG ED Officer in setting up questionnaire to find out how students want the ring-fenced strike fund spent.
TEAs	Working with PG ED Officer to organise the Transforming Education Awards. Worked with a group of School Convenors to choose the shortlist and winners of each of the awards.
Inclusive Curriculum	Currently working to organise a consultation on what inclusive curriculum could look like in each of the different schools.
Course reps	Actively promoting the Summer Course Rep Nominations, GOATing, in Lectures and on Social Media
Handover	Working on a handover for our successors, for both Officers and Trustees.
Union Development	Assisted in Casework to Policy day and Education & Engagement Development day.
University Council	Asked about capacity to deliver about GDPR.
Trustee Board	Recruited new Trustee. Reviewing Trustee Training. Reviewed Trustee Composition against a range of best practice.

Officer - Activities and Opportunities officer

Main Priorities/ Manifesto

Priority	Description and Update
Looking at organisation and management of Opportunities within the union	<p>Summer – 19/10/2017 Working with members of staff to ensure that process within the union are running smoothly and efficiently for students. This includes applications for student events, grant requests, membership etc..</p> <p>19/02/2018 – Societies Exec approved new development plans that every society now has to fill out when becoming a new society. This makes the process of application faster, and ensures the longevity of the society.</p>
BUCS #TakeAStand	<p>19/10/2017 Organising and planning the year, marketing and social media of campaign. Talking to the sports clubs and presidents about #TakeAStand and what this all means. Asking the Presidents to sign the charters, showing support through social media channels and rainbow laces etc.. Looking to set up working groups in liberation groups to see what we can action this year!</p> <p>26/10/2017 Successful application to sit on the BUCS inclusion board, quarterly meetings hoping to further tackle inclusion in sport.</p> <p>Beginning to work and plan #ThisBUCSGirlCanWeek</p> <ul style="list-style-type: none"> - Successful week with over 200 unique participants in the week, from UV Zumba, to self defence sessions - Take A Stand Banner organised and signed <p>23/11/2017 Sports Night does Colours. Joined up approach with the LGBT+ officers to host a Sports and Colours night, really successful with possibly 1000 attendees, inflatables, and glitter really enjoyable and beginning to break down the barriers between sports clubs and the LGBT+ Community</p> <p>18/1/2018 – Forward planning for how Take A Stand can be involved in the Never Ok! Campaign, involving a stall at the launch, a panel and video marketing.</p> <p>19th/1/2018 – 2nd BUCS Inclusion Board Meeting – organising and planning events throughout the year to recruit and feedback the work of the board, looking into creating a Inclusion Week/day similar to the #THISGIRLCANWEEK which encompasses all strands of #TakeAStand</p>

	<p>17/02/2018 – At BUCS national event in Sheffield the BUCS inclusion board were canvassing and recruiting for the board, unfortunately I could be there but I heard it was very successful and we look forward to doing the same at BUCS Big Wednesday.</p> <p>21/03/18 BUCS Big Wednesday supporting our Volleyball Men’s team in their Trophy final. And continuing promotion fo BUCS inclusion board.</p> <p>26/03/2018 Penultimate BUCS inclusion Board – discussing recruitment of sub-networks and looking at final organisational elements for our Inclusion Day and week next term.</p>
Do Something Different	<p>19/10/2017 We are now in partnership with The University to deliver a ‘Do Something Different’ programme throughout the year, culminating in a week of highlighted events. I have been attending project meetings to combine academic events and student led activities to help create an exciting and skill based programme!</p> <p>26/10/2017 Regular project meeting helping to steer the final design and marketing of the project. Looking into and analysing the demographics of student engagement and evaluating how we can efficiently interlink inter-school events and SU events.</p> <p>16/1/2018 – Most recent DSD steering meeting, we focused on finalising aspects of the launch event on the 27th in Bluebar, but also look and finalise plans for the DSD Week in Week 6 and promote an exciting week of events.</p> <p>19/2/2018 – DSD festival has begun with lots of events on. Already had over 1000 attendees at events with TedX and Zorb football still to go.</p> <p>03/2018 At the most recent Learning and Teaching Committee presented on the success of the DSD festival, this including reporing on numbers, impact of people who attended, in hopes of securing buy-in from the University to continue the programme. We also analysed the downsides and evaluated some areas of possible change. Feedback is still welcomed from students.</p>
ueaccess	<p>19/10/2017 Assisting UEA+Sport with the rolling out of their new referral scheme where through a referral process through SSS students can have access to 6 free session of activities within the uea+sport!</p> <p>This also is paired with a disability access open evening at the Sports Park where students and student leader can have</p>

	<p>disability confidence training and take part in some sport activities. We are doing this with Dr Katharine Deane.</p> <p>30/2/2018 Update on ueaccess and Take A Stand at Student Affairs Group – there was a very good response from the University and they are keen to invest more time and acknowledgement of the scheme – As result I will be trying to implement some policy and work into the strategic side of the Opportunities Department, that mandates the officer and department to work towards more inclusive sports at UEA.</p>
Soc/Sports Exec	<p>19/10/2017 Training new exec members on expectations, and agreed on recommendations for the first set of grants for the year.</p> <p>Continued monthly meetings, reviewing student activity and finding ways to make things better for example the website, grant processes.</p>
Livewire – ‘Have your say’	<p>26/10/2017 Helping with Jack with his manifesto point on accountability on the show ‘have your say’ which involves speaking to and holding FTO’s to account on their remits and manifesto points.</p>
Investigating Sportspark access for different student groups.	<p>26/10/2016 In response from part-time and postgrad students, I am supporting Madeline in looking into issues surrounding students when accessing services in the Sportspark.</p> <p>4/1/2018 Likewise myself and Madeline are investigating the KWAf policy within the University, with growing rates of students unable to access BUCS fixtures because of lectures we are asking the University to review this situation for us.</p> <p>15/1/2018 Planning and pre-meeting prior to the next SSPAC meeting – collating information and propositions about access to the Sportspark and its memberships</p> <p>5/2/2018 With the PG Officer writing a paper for the SSPAC committee on student access to the Sportspark facility gym memberships. Discussions in the meeting with the Director of Sport was positive – and he stated he would consider a lot of our recommendations. The paper is open and available for those students who wish to read it.</p>
Uea+sport clubs branding	<p>1/12/2017 Meeting with members of clubs, presidents and exec members to research and design the possibilities of a centralised branding/identity for UEA sport clubs</p> <p>30/1/2018 Second meeting, following feedback from members and presidents of clubs we can look at moving forward and deciding on the most popular option of how we brand the identity of our clubs</p> <p>1/03/2018 Finalising a branding company to work with. Clubs all voted and are happy with the design work. Work will now begin one on one with clubs to design their own identity.</p>

Derby Day	<p>1/11/2017 – First management meeting about the forward planning of Derby Day – taking a joined up approach with the management at Essex to produce a safer and more competitive event. Changes made to the number of teams and set up of the day and some marketing aspects.</p> <p>17/1/2018 – First marketing and design meeting looking at the design of some merchandise, a website and promo work leading up to the event.</p> <p>1/2/2018 – Second management meeting in Essex – finalising schedule and running of the day – really successful and positive sharing of social media chatter to ensure more positivity around the day. Also a tour of their new arena!</p> <ul style="list-style-type: none"> - Ongoing – we are currently designing all the promotional material like t-shirts and the website with Essex, we are also finalising all logistical aspects of the day such as the schedule and officials and social media on the day. <p>1/3/2018 – Working with clubs on the promotional side of Derby Day teams and players. Including photoshoots, and website design!</p>
Changing the Culture	<p>As part of Changing the Culture (CTC) I have began working with students on combining the UEActive Self Defence classes with Never Ok! Training – This could act as a way to build people’s strength and confidence in abusive situations, but also allow practical application for the scenarios presented in the training.</p> <p>This was promoted at the Never Ok! Fair – where I also sat on panel discussing ‘When does ‘banter’ go to far.</p> <p>#TakeAStand has also been duplicated into some of the Never Ok! Training so students can’t be equipped with some training on what to do in certain situations that are more sport specific.</p>
Alcohol Impact / Social Space on campus	<p>Recognising that there is an issue for clubs and societies in that there is limited social space on campus – especially for socials.</p> <p>As a result I have been working with the venues department on how we can create a pre=drinking environment within our bars that are big enough to hold larger groups, and not too expensive to buy drinks at.</p> <p>As I also sit in the alcohol impact group – which looks at alcohol consumption on campus – there are many University members of staff that also sit here – I would like to hope they be able to help solve the solution of social space on campus.</p>
Officer Handover	<p>1/04/2018 Working with the officer team on newly elected officer handover documents and training. Working with the new officer on one to one handover.</p>

Pimp my barrow	1/04/2018 helping to plan and promote the annual Pimp My Barrow fudnrasier.
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Policy Implemented

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Membership Engagement

Event	Purpose and anything to report on
Freshers	Meeting students a fresher daytime and evening night-time events. 15/1/2018 – Attending refresher events and fayres to try and engage new students in activities. Intu wellbeing fayre
Induction talks	Chatting to students about University and SU life – engaging with students about their academic rights
Attending sport club sessions and matches	Supporting teams at Local and BUCS fixtures, attending some GIAG sessions to answer questions and check generally things are going well.
Committee Training	Supporting staff with the delivery of committee training on running a club and soc, health and safety and media training!
Change One Thing	Chatting with students about 'Change One Thing' with the VC asking students what they would like to change about UEA to make it even better! 2 nd session of change one thing in the library! Almost double the amount of responses since the last session!
University Challenge interview panel	Sitting in on the auditions for UEA University Challenge application – we haven't had a team in 11 years!
Sports night	Attending and helping out with Sports Night, gaining feedback on how to make the night better and bigger for all students. Meeting with venues managers, exec and social secretaries, to see what new things we could do with Sports Night, more themes like disco bingo, blind date etc.
NUS Zones – Sheffield	Attending NUS Zones Conference in Sheffield, looking at how the work of FTOs in the NUS Union Development Zone, to better student Activities. Engaging with SABS across the country to share best practice to again further develop activities and opportunities here at UEA SU.
Edge Conference	Planning and delivering a session to student leaders and volunteers on what it is like to be an officer and how to run a campaign
40 Days for life	Alongside the PG Officer and other students, assisting in count-protest against the 40 days for life group who were holding vigils outside of a local abortion clinic. Successful monitoring is still continuing for the remainder of the 40 days
UCU Picket Line	Also with the PG Officer showing support and solidarity amongst University staff and students against the change in pension schemes.

Never Ok Fair!	Speaking to students about how #TakeAStand tackles anti-social behaviour in sport and how this ties into Never Ok! Similarly promoting self-defence classes.
LGBT+ Month Events	With the LGBT+ Officer supporting them in creating sport specific LGBT+ events – this included self-defence classes, and an open forum about what it is to be LGBT+ in Sports, we had really good feedback from the LGBT+ Officers and students that attended, as to how we can include more education on LGBT+ in committee training and solutions to make clubs more inclusive.
Dance Week	Woking with the Dance and Gymnastic Exec Rep and other presidents to organise a Dance Week with lots of open sessions and show cases!

Welfare, Community and Diversity Officer

Main Priorities/ Manifesto

Priority	Description and Update
Faith Centre/Islamic Prayer Space	Continuously having meetings with the University to ensure that a long term provision for the needs of Muslim students is guaranteed in any new facilities – working closely with I Soc. Surveying students on what they want from the Faith Centre and what facilities should there be for students of faith on campus.
Changing the Culture/Never OK	Building awareness after the February launch – continuing meetings with University
Guarantor Scheme	Continuing conversations with the University, but building a guarantor scheme in place for next year
Accommodation in town/Private sector	New accommodation blocks are being built in the city, I have attended a couple of stakeholder meetings so as to keep up to date with private sector plans. We are currently pushing for some form of pastoral care to be incorporated into the plans – amongst other things!
Mental Health	Working with staff to organise the mental health priority campaign and planning the Mental Health Matters demo/event on campus on the 26 th April.

Chair of Trustees	The Chair of Trustees is always one of the Full Time Officers. I took over this position in the autumn term and the role, inevitably, can take a large amount of time out from being able to fulfil manifesto commitments, but does benefit the Union as a whole. At the last Board meeting, we asked that the audit of our governance structures and performance to be undertaken by a fellow Student's Union would be conducted this year: the results of this will be published by the Board so Councillors will get a general overview of what we have achieved as a Board this year.
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Jack Robinson, Campaigns and Democracy Officer – Report to Union Council

PVC SSF Recruitment: I've been working with the university to recruit a new Pro-Vice Chancellor for the Social Science Faculty. There is a lot of high level criteria for the role, but I've focused on the experiences of candidates in regards to the student experience, student voice and their plans for UEA.

Align: In December, the university launched the Align project. The project looks at examining potential opportunities to improve efficiencies across the professional services, and we have representation on the panel that oversees the process. This has allowed us to engage constructively with the university when they make these decisions, and ensuring that services which students rely upon are maintained.

Honorary Degree's Committee: This is a fairly self-explanatory one. We decide who is going to get an honorary degree. Often building links with people across civil society can lead to interesting opportunities for students.

Representation and partnership: Union Council has policy that describes how we should work in partnership with the university and develop our partnership. Mary and I filmed a video for the VC for one of his trips abroad, in which we discussed the importance of partnership. As well as this, I've been continuing the work on gaining further student representation across the university, and we've been analysing the work of various execs across the university and building a case for student representation.

Building Zero: I've continued the work on the end user stake holder working group. Building Zero will be the largest single piece of campus construction since the creation of the university itself. One of my main manifesto priorities was study and social space, and we've managed to secure confirmation that the building will feature a mixture of both. There have been delays on the university's side as there is no final confirmation of specifically which schools will have what amount of space.

University Council: Mary, your Undergraduate Education Officer, and I attended our most recent meeting university. We challenged the university on several areas, including estates, accessibility, data protection and the strike action. We also received updates on several key areas of university work.

Finance Committee: Since we received representation of the university's finance committee, I attended my first meeting. We discussed university rents, where we achieved a reduction in the price increase, saving students money. We've also discussed the university's long term financial plan, and we've assigned a member of ET to look over the work on the costs that students face.

Access Project: The Disabled Students Officer and I are working on a project around highlighting the inaccessibility of the University for wheelchair users. The estates department has recently had new staff join and we'd like to provide them all with a better understanding of what it's like to be wheel chair user at UEA.

Brexit: In recent weeks we have seen the dynamic of the Brexit landscape change. And I've been working with SUs across the country on developing a nationwide student led campaign on Brexit. At NUS conference we passed policy calling for a people's vote on the final deal. A new campaign group, FFS, has been launched to work on the student campaign around Brexit. I've also recently visited Westminster SU and Middlesex SU to discuss our collaboration work and how we can work together on Brexit. I've also developed our relationship with Norfolk for Europe.

Register to Vote: The Vice-Chancellor and I have sent out a joint email to all students encouraging them to register to vote. The union has also been putting out messages encouraging students to vote across social media.

Aurora Network: As a member of the Aurora Student Council, we received news that Bergen SU after working with us had adopted our work on Never OK and have created their own pledge around sexual harassment that will be rolled out across universities in Norway. UEASU is the lead student organisation on tackling sexual harassment across the university and is leading the creation of a position paper to be adopted by the Aurora Council to tackle sexual harassment across Europe. I've also been busy organising sessions and our upcoming trip to Duisberg-Essen. Due to our current Aurora Delegate being unable to attend, we have appointed Sophie Atherton (Campaigns and Democracy Officer-elect) to attend the conference with me.

UNISON: I continue to work with UNISON on matters related to extra costs being imposed on staff members, and I continue to take their lead on campaigning action, and have discussed these issues with senior management across the university.

Housing: We have begun very early conversations with the East of England Cooperative around the possibility of developing some cooperative student housing in Norwich.

SOC Subcommittees: The Student Leadership Review generated many successful student leadership roles, but it's important that we review our current offering. I'll be working with staff across the union on review of the effectiveness of SOC Subcommittees.

Handover: I'm currently planning my handover to my successor Sophie Atherton. As Sophie will miss several NUS events when she takes office, we are planning trips to various SUs that we work closely with. Sophie will also attend NUS Convention with myself and the Deputy Chief of Staff.

NUS National Conference: I've done a separate report.

Liberation, Equality and Diversity and Welfare, Wellbeing and Community Subcommittee Evaluation

Emily Cutler (Welfare, Wellbeing and Community committee chair)

Student leaders associated with Welfare, Wellbeing and Community committee (WWC) and Liberation, Equality and Diversity committee (LED) have identified some key concerns with both committees and their current usefulness in the democratic structure. Key issues are outlined below.

Remit of both committees is unclear

- There is too much overlap between the two. Even members of SOC are unclear about which one they should send their funding requests to.
- When LED last met, they thought much of what they could collaborate on was around welfare-related topics.
- This has led to the agendas being set by the chair, and all the work being carried out by the chair and staff support, rather than a student-led committee approach. For example, WWC was going to plan an exam wellbeing week, however it has now just turned into championing what university departments in the university are doing, due to a lack of engagement in the subcommittee.
- Both bodies have a large budget (£2000 WWC, £5000 LED) to give out to both student officer projects that fall into the subcommittees remits, as well as to go towards projects that the groups run.
 - LED's budget is used extensively for liberation months
 - Both budgets were provisionally approved by SOC, but were never officially confirmed.
- As the remit is unclear it has been hard to engage people, as even the chairs/officers have been unsure what these groups should be aiming to achieve.
 - Welfare has never met quorum
 - LED has met quorum once.

Power is questionable

- As a group they have no power to submit policy to council. Although this is a problem for all subcommittees, we have felt that this has prevented both subcommittees from submitting policy.
- LED have not elected a Chair throughout 2017/18.

Report from NUS National Conference

Chris Ball, Mae Kabore, Thai Braddick, Amanie Mathurin and myself were your NUS national conference delegates this year. The conference took place in Glasgow between the 27th and 29th of March. Shakira Martin, Amatey Doku, Emily Chapman and Ali Milani were all re-elected into their respective positions, and the results of all other elections (including the further two VP slots) have yet to be announced.

I left the conference with mixed feelings, the conference atmosphere wasn't particularly pleasant, with instances of anti-Semitism and Islamophobia. As a first time national conference delegate I remain surprised at the sheer level of intensity and emotionally draining the conference actually is. I'm a member of the NUS National Disabled Students Committee and I've had discussions with colleagues about the inaccessibility of many parts of the event. Overall, the responsibility of NUS to challenge it's own toxic culture needs to be addressed. But there were many positives, both of Union Development candidates acted very friendly and professionally with each other throughout the process. UEA's amendment to the Society and Citizenship motion got accepted despite some opposition. There were many incredibly interesting fringes and many great students who spoke on topics they are passionate about.

Jack Robinson, Lead Delegate

Voting information:

Thai – <https://drive.google.com/file/d/17gy-Vr6pUoxoOXpi4TzUmhkupEemKJ-d/view>

Chris -
https://docs.google.com/spreadsheets/d/1DVVDo9dChhMARuk2QGyjapHESiUBcDkH_oKLyBVYYNY/edit?usp=sharing

Jack –
https://docs.google.com/spreadsheets/d/12tsxDIzhtemIGxdtPiiyb01wMsOO1oVO4fT68P8_RVw/edit?usp=sharing

Mae -
https://docs.google.com/spreadsheets/d/1gETWhE4yBTv816epV3i17gfqRqya_GjkjLjeijZg9JI/edit?usp=sharing

Amanie -

Equal Opportunities- Do Something Different Week – Nursing Society Statement

“The whole point of coming to university is to get a great education, try new things and have fun! This is the point of Do Something Different”. This is the first statement to greet me when I search “Do Something Different Week” on the UEA Student Union Website. However, this does not seem to be an inclusive statement when it comes to us studying Nursing at UEA. It is not an uncommon feeling amongst students of varying Nursing cohorts that we, as students of UEA, continuously feel excluded of the true university experience. The true university experience that seems to be the main selling point and justification for Do Something Different Week and events held within the academic year for the majority of UEA students. If we were all completely honest there is nothing we would like to do more than “something different” after completing twelve weeks of practice placements, yet this opportunity has continuously been denied and inaccessible to us Nursing Students due to late planning and timetabling issues. From a 2nd Year perspective during this week Nursing Students have two full timetabled days within taught lectures as well as two full days of directed study which allows limited time to participate in the timetabled sessions of Do Something Week. Additionally, Nursing Students also have important assignments that hold the grade weighting of varying modules which are priority and will consume more of their time that could be available to participate alongside other students of UEA in Do Something Different week.

Do Something Different week is not the only University wide event that Nursing Students unfortunately miss out upon. It has been regularly discussed and reported the difficulties Nursing Students try to negotiate when signing up for sports teams and other societies. Again, these opportunities being crucial elements to the true university experience that we as a course miss out upon. Though it seems almost obvious that sports sessions would be an appropriate distraction from the demanding course we have embarked upon, with many Nursing students admitting they are struggling to cope with the workload. Throughout the degree we are told by university staff of the demands of our programme and later the career we are about to undertake as well as the importance of health and well-being. However, this does not seem to change the inaccessibility of non-course related events such as sports teams and societies that would contribute to our own wellbeing as a student. Sadly, for the students who have managed to negotiate the difficulties faced joining a sports team at UEA (practice placements far afield etc.) they have then found they are unable to participate in Derby Day due to exams. Derby Day is a huge event for sport teams and all university students yet nursing students are again excluded from this.

Nursing Society, this year are working hard to rebrand, to offer a fun professional society for its members. One of the only societies whose events and opportunities fit around practice placement and other components of the Nursing degree. As a society, we have been promised by Student Union their support. However, upon introducing ourselves to the newest January Cohort the previously arranged till which was to be provided by Student Union to process new membership transactions did not show up. This resulted in new students not

being able to become a member when the interest was high meaning a lost opportunity for us as a society regarding recruitment of new members.

These concerns are not new, with the current concern being the lack of progression towards adaptations and alternatives to cater for Nursing and other Health Science students who experience similar difficulties. We are aware of the criteria regarding practice hours and theory sessions our course has to meet. However, opportunities offered by the Student Union should be of equal accessibility to all students at UEA, so all students can achieve the great education alongside trying new things and having fun. It is often said by Student Union "you said so we did" however so far Nursing Society and Nursing students at UEA have not witnessed any action being taken to address the concerns we keep voicing. There are over one thousand nursing students at UEA, is it worth continuing to ignore the pleas of one of the largest academic and financial intakes?

Nursing Society representatives

Making sports accessible to HSC Students

As HSC students we operate slightly differently to much of the rest of the university. We have extremely full timetables and are registered for our lectures. This is something that we are aware of when we join, as ours are profession-based courses and the expectations are made clear. However, this has caused issues with the time that we have to be able to participate in sports. As a physiotherapist, we have Wednesday afternoons off for sports, but this still stops athletes with fixtures from being able to play. Other HSC courses such as nursing were informed that they also had Wednesday afternoons off for sport but in reality have found that this time has been filled with pre-reading or assigned independent study time. Given the importance of activity in maintaining good health we wanted to raise this issue as a current point of contention in the School of Health Sciences.

Holly Gossett, Physio Society

Making societies accessible to HSC students

- Joining societies and sports teams is a valuable aspect of student life. It is accepted that engaging with group activities is important for wellbeing
- HSC courses are extremely intense with all mandatory modules and a 100% attendance, independent study is often directed and is needed to be evidence for professional portfolios required for professional registration
- When on campus direct lectures are normally 9-5 with some later than that, lectures are often spread across main campus and ECB

- HSC students have a proportion of their course on placement in healthcare settings, often reflecting the 24/7 nature of healthcare
- HSC students have been identified as difficult to engage, encourage participation and engage with university life.

We have experienced that some clubs. Sports, societies start their activities as early as 4. pm, 4.15 pm etc which make them inaccessible even when we are not on placement.

We would like SU societies to consider HSC members when organising events and classes ensure equal and fair access; to encourage participation and engagement from HSC students

Siobhann Leviton (Mature Students' Assembly)



policy papers

- all of the policy proposals that council will be debating



2239 Ask for Angela

Proposer: Thai Braddick (Momentum Society)

Seconder: Jack Robinson (Campaigns and Democracy Officer)

Summary

The Ask for Angela scheme is an initiative that helps people who are on a date or who have met someone at a venue and feel unsafe get help from bar staff. The Ask for Angela scheme helps students who may not be able to find the words in the moment express their feeling of being unsafe and experiencing discomfort and get assistance.

Council Notes

1. The 2010 study by NUS, 'Hidden Marks', found that 1 in 3 women (and people read as women) felt unsafe in their university at night, and that 68% had experienced some form of harassment in their institution.¹
2. Multiple unions across the country have brought the scheme onto their campus already, including Sheffield Hallam², and it has been piloted and implemented in multiple county councils and police constabularies, including Yeovil, Bath and Bristol³, all of which have large student populations.
3. The Never OK program has done a lot of good work on campus already, and that Ask for Angela can be supplementary to Never OK. Whilst Never OK tackles a culture of harassment, Ask for Angela can help people during our process of changing the culture.

Council Believes

1. The Never OK program means we already have the infrastructure to roll Ask for Angela to uea(su) partners in Norwich, as well as in our own campus establishments like the bar and the LCR.

¹ https://www.nus.org.uk/Global/NUS_hidden_marks_report_2nd_edition_web.pdf

² <https://www.hallamstudentsunion.com/news/article/6013/Sheffield-Hallam-Students-Union-joins-the-Ask-for-Angela-campaign/>

³ <https://www.avonandsomerset.police.uk/newsroom/features/ask-for-angela/>

2. Ask for Angela will also massively help LGBTQ+ students, who experience harassment at similar or sometimes higher rates than heterosexual students.⁴
3. Ask for Angela gives students a discrete and scripted way of asking for assistance and can help students who might struggle to express themselves whilst stressed (including students who may have specific learning difficulties, like dyspraxia or autism) ask for help.

Council Resolves

1. To roll out an Ask for Angela or similar scheme in all of our commercial outlets, including putting posters in all bathrooms in the bar and LCR ⁵, and to put the Ask for Angela or similar posters which help bar staff ⁶ behind the bar and in staff rooms.
2. That the Ask for Angela posters should include the details for relevant organisations in Norwich, and information about the SU's Safe Taxi scheme including which companies are taking part.
3. To add information about the Ask for Angela scheme into future training sessions for Never OK and other anti-harassment programs we give training for.
4. That any club night that is affiliated with uea(su) must implement Ask for Angela alongside the implementation of Never OK and Good Night Out.
5. To work towards mass implementation of an Ask for Angela scheme or similar, with the Norfolk Constabulary, Norwich City Council, and Norfolk County Council.

⁴ <https://www.hrc.org/resources/sexual-assault-and-the-lgbt-community>

⁵ https://www.avonandsomerset.police.uk/media/30463962/Ask-Angela-Poster_Supported-by-AS-v1.pdf

⁶ <https://www.avonandsomerset.police.uk/media/30463956/Staff-suggested-guidance-for-Ask-for-Angela.pdf>

2240 Amendment to the Bye-Laws: Effective Representation in HSC

Proposer: S Leviton (Mature Students' Assembly)

Seconded: J Gossett (Physio Society)

Union Notes

1 In 2015, Council amended the Bye Laws on its membership so that the new integrated Schools under the HUM reorganisation would keep their rep allocation at the previous level. (e.g. American Studies would be entitled to five Council representatives even though it had been merged into AMA)

2 The present Council membership for School Representatives, which has been in place for many years, is: one first year undergraduate student, one second year undergraduate student, one other year undergraduate student, one postgraduate research student and one postgraduate taught student from each School of Study elected by their peers.

3 The School of Nursing and Midwifery (NAM) merged with Allied Health Professions (AHP) to form a new School of Health Sciences (HSC) in 2015.

4 HSC is therefore entitled to ten representatives on Council.

Union Believes

1 The current rep structure does not serve the needs of a multi-disciplinary vocational such as HSC.

2 We could better represent HSC students if we moved to an innovative multi-disciplinary model specific to HSC.

3 We should do this whilst ensuring there will be adequate representation for PG students.

Union Resolves

1 To add a Clause 1.11.4 (ii) to the Bye-Laws to read: "The allocation for the School of Health Sciences shall be: three places for Nursing and Midwifery students; three places for Allied Health Profession students; one place for Pre-registration PG students; one place for Post-registration students; and two open places."

2241 Accessible Change

Proposer: Emilia Bugg (Disabled Students Liberation Society Open Place)

Seconder: Abbey Doormann (Disabled Students Liberation Society SPLD and Autism Place)

This motion resolves to put a new system/ contact in place that can process complaints made by students about accessibility in any part of life on campus in a way that educates and provides long lasting change while also providing a point of contact for staff unsure of what to do to make their teaching accessible.

Union Notes

1. Many students cannot fully access campus and university because of the university is not accessible to disabled people.
2. Ableist or low level discriminatory language is used by some staff without them knowing it is offensive, and this use is based in a lack of education among staff on ableism and the disabled community.
3. Anxiety can prevent students from filing complaints, or using the informal complaint procedure, especially when considering accessibility issues. Often the person that the complaint is made by may feel embarrassed or anxious about bringing up an issue because it seems small or they don't want to speak to the course/ module organiser/ relevant person for fear of repercussions or it doesn't seem worth the hassle/ stress.
4. There is very much a 'put up with it culture', where accessibility issues feel too small even though all accessibility issues have a large impact on learning.
5. Many Students don't know how to file a complaint, or the complaint procedure seems too complicated or stressful.
6. Staff often do not know how to respond to accessibility issues or respond inappropriately.

Union Believes

1. Accessibility is not always limited to big issues it is often smaller problems that may seem frivolous to some but add up to big blocks in education.
2. The current complaint procedure is too complicated and often seems harsh for many accessibility issues.
3. The current complain procedure creates confusion among students and prevents many students from making necessary complaints.
4. The way to make lasting long-term change is to educate rather than reprimand. Many staff do not realise what they are doing is an access issue, many would like to help but either help in the wrong way when asked or don't know how to.
5. Accessibility issues are a form of discrimination and segregate disabled students from non-disabled students.
6. Disability is a sensitive topic for many individuals. A simplified reporting procedure should ensure a student friendly person would be able to take over their case completely and simplify the ability to make complaints which are a daily problem in many disabled students lives. Students should be able to contact someone with these smaller issues, for which the present complicated complaint procedure may be too much or too complex or not relevant.
7. These accessibility issues accumulate and therefor puts more pressure on the disability advisor in the SSS.
8. Staff need more education on accessibility, so permanent positive change can be made.

Union Resolves

- 1) To lobby the University to:
 - a) Create a point of contact where disabled students can report accessibility issues, no matter how small; the issues would then be brought up with the staff concerned in a way that would focus on education and changing attitudes.
 - b) To ensure that disabled students can raise any issue they have with accessibility in any part of university life, in a risk free anonymous way.
 - c) To establish a new complaints procedure for disabled students to report accessibility issues in any part of life at UEA including but not limited to: teaching, individual staff, buildings, modules, course, societies, and events.
 - d) To ensure that any new complaints procedure will create an intermediate between the student and the staff their complaint is in relation to.
 - e) To ensure that, in the resolution of a complaint, the identity of the student will be anonymous throughout the actions that are taken.
 - 2) To lobby the University to ensure that the focus of resolution of complaints will be on the education of staff to create permanent improvements to accessibility across the University and that actions taken will be monitored and if the changes aren't made there will be further consequences.
 - 3) To lobby the University to educate University staff on accessibility issues by creating an information point where staff can get information about accessibility e.g. when they are organising a module, designing a new work space/ teaching exercise, or need information on how to respond if a student does come to them with a problem/ disability.
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2242 Dismantling Endorsement Culture

Proposer: Daniel Box (LDC YR3 UG)

Seconders: Anna Deas (Literature Society), Katherine Frost (Headlights Comedy Society), Oliver Hawksley (Bad Film Society), Oliver Healey (Liberal Democrats Society), Rebecca Stothard (LDC YR2 UG), Hannah Murgatroyd (Disabilities Liberation Society – Physical Illness Place)

Union Notes:

1. The act of endorsement is utilised in order to give a specific electoral candidate an advantage in an election, through influencing voters' decisions via the application of personal testimony.
2. 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.'⁷
3. Bye Law 8.1 states 'the Union is committed to treating everyone equally and with respect.'⁸
4. Bye law 8.2.1 states that UUEAS equal opportunities regulations exist to 'ensure that this Union is proactive in promoting equality of Opportunity.'⁹

Union Believes:

1. Equal opportunity with regards to elections is a value that UUEAS should strive to protect and defend.
2. The endorsing of candidates is not problematic when a regular student engages in this sort of action. However, the aforementioned endorsing becomes problematic when an elected Officer of UUEAS engages in such behaviour, due to the influence and authority they extrude within the SU. There is currently a culture of individual candidates being endorsed by UUEAS Officers with the intention of giving them an advantage within an election. This endorsement culture has unfortunately become a standard and expected part of how the election process operates within UUEAS.
3. Under the current electoral system, leadership election candidates who work closely with elected Union Officers (i.e. who are inside the SU 'bubble') have a significant advantage over their peers in the leadership election, due to a greater resource of manifesto realisation, manifesto construction, campaigning guidance and campaigning assistance being available to them. This makes the playing field unequal throughout the election process.
4. Elected Union Officers, especially FTOs, possess a significant influence within the membership. Thus the endorsement of a specific candidate carries weight, and can influence the way that individual students vote in real terms.

⁷https://ueanorwich.sharepoint.com/sites/ueeas_campaignsandpolicy/Shared%20Documents/TONY%20KEEP%202016/Governance/Live%20Articles%20and%20Constitution/1%20Live%20BLs%20December%202017/A2%20Bye%20Laws%20Staff%20Protocol%2016%2011%2017.pdf?slid=16534f9e-30aa-5000-7b1e-1a4f20710629 (accessed 01/03/2018)

⁸ Ibid.

⁹ Ibid.

5. This becomes even more apparent when individual candidate receive endorsements from elected officers of the National Union of Students.
6. Such endorsements as outlined above give the candidates who receive them an unfair advantage over their peers in the election.
7. The act of elected Union Officers openly showing preference to a specific candidates via endorsement, results in the election becoming increasingly difficult for candidates running against said endorsed candidate as equality of treatment and equality of opportunity has been removed.
8. Thus, such action violates the spirit and intention of by-laws 5.9, 8.1 and 8.2.1.

Union Resolves:

1. Update the online guide to include direction to both Officers and electoral candidates. In such a guide must be the following principles:

In order to ensure adherence to the principles outlined in by-law 5.9:

- No elected Officer of the Union of UEA Students (UUEAS) may endorse a specific candidate in any union election in any verbal or written fashion.
 - Elected Officers remain permitted to encourage other students to run in the leadership elections.
 - No electoral candidate may accept and subsequently publish an endorsement by an individual who is not a member of UUEAS.
 - No elected Union Officer may offer a specific electoral candidate advice on an individual level on any matters regarding manifesto realisation or manifesto construction, which goes beyond providing general, universal guidance.
2. Launch a DPC investigation into the effect endorsement culture has on elections within UUEAS, and into how accessible the UUEAS leadership election is for candidates, taking into account the viewpoints, opinions and testimonies of both previous candidates, current Officers and a wide sample of the student electorate. Subsequently, the DPC will be mandated to present recommendations for the further improvement of the election procedure to Union Council.

2243 Responsible Alcohol Consumption

Proposer: India Edwards (Welfare, Community and Diversity Officer)

Secunder: Tom Grimshaw (Cycling Club)

Union Notes

- 1) According to our recent NUS Alcohol Impact Survey, 30% of UEA students drink 2-3 days a week, 23% drink once a week and 23% drink with the intention of getting drunk once a week.
- 2) Students' unions that have taken part in the NUS Alcohol Impact work have reported that in follow-up surveys post Alcohol Impact works students reported a reduction in memory loss, a reduction of putting themselves in risky situations and a reduction in students reporting they had engaged in unprotected sex.
- 3) Those institutions who have participated in the NUS Alcohol Impact work have reported that they see significant decreases in reports of verbal abuse, damage to property and other anti-social behaviour.
- 4) NUS reports that 55% of young people thought that students got drunk most of the time
- 5) NUS reports that 76% of students say they don't have to get drunk to have a good night out¹⁰
- 6) Alcohol consumption has been linked to serious health conditions such as diabetes, heart disease and pancreatitis¹¹
- 7) Alcohol consumption has been linked to mental health conditions such as anxiety, suicidal thoughts and depression.
- 8) uea(su) licensed premises had a profit of over £700,000 in the year ending July 2016.¹²

Union Believes

- 1) We believe that the short and long-term effects of alcohol can affect your body, lifestyle and mental health. Regularly drinking alcohol beyond the recommended guidelines can cause high blood pressure and increase your risk of developing cancer and alcohol-related disease (Drink Aware, 2018). For this reason, we would like to create a policy commitment to provide methods to encourage responsible alcohol consumption.
- 2) Pre-drinking before attending uea(su) events is, for many students, a regular activity over which the Union has limited control to ensure the safety of our members.

¹⁰ NUS Students and Alcohol 2016 http://s3-eu-west-1.amazonaws.com/nusdigital/document/documents/27249/9c439fd3a22644fee56ed771c584303a/NUS_Alcohol_Impact_Students_and_alcohol_2016.pdf

¹¹ Drinkaware Health Effects of Alcohol <https://www.drinkaware.co.uk/alcohol-facts/health-effects-of-alcohol/>

¹² Charity Commission http://apps.charitycommission.gov.uk/Accounts/Ends66/0001162866_AC_20160731_E_C.pdf

- 3) Having a responsible alcohol consumption policy with contribute to new discourses around alcohol consumption and the evolution of a new set of practices around drinking.
- 4) Time in higher education is often a formative period and that we have a responsibility to engender members with positive habits surrounding alcohol consumption.

Union Resolves

- 1) To promote a community which recognises and respects different attitudes towards alcohol use through continuing the work of Alcohol Impact.
 - 2) To promote the services within and external to the university for advice and support when dealing with alcohol use.
 - 3) Launch the VIPres initiative to provide a safe space for students to socialise away from the 'pre drinking' culture in halls and housing where alcohol concentration is controlled.
 - 4) Update bar staff training to provide more detail on encouraging responsible drinking.
 - 5) To expand the range of non-alcoholic drinks and soft drinks in both BarSU and ShopSU.
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2244 Tackling invisible disabilities

Proposer: Emily Cutler (Students with Disabilities Officer)

Seconder: Jack Robinson (Campaigns and Democracy Officer)

Union notes:

1. That being disabled is a defined characteristic.
2. Around 10% of UEA's population is classed as disabled, however only 532 students have self-defined on the SU website.
3. While there generally is an issue around self-definition this would mean only 1/4 of those who are eligible have registered.
4. This issue has been ongoing. In 2016 Union Council passed motion 1858 'We are not unicorns' which advocated to campaign to raise awareness of invisible disabilities
 - a. Most of this motion has never been actioned, apart from a brief campaign in Disability History Month 2017/18, which only happened as the students with disabilities officer organised and ran it.
5. Students with disabilities are increasingly affected by increased cuts to DSA and the university's non-action.
6. Multiple motions this year have been brought to council around the university's inaccessibility.
7. As a Union we have previously convinced the university to take action through taking actions ourselves, through campaigns such as Never Ok.
8. Almost all of this work has been previously left to the part time Students with Disabilities Officer.

Union Believes:

1. That as a union we should do everything in our power to make sure every disability is acknowledged and taken into account.
2. One of the largest factors in the isolation of disabled students is ableist language.
3. Another is people's insecurities when around students with disabilities.
4. This campaign is too large for a part time officer to run, especially one with a disability.

Union Resolves:

1. That all society, club and student leader training should include an aspect of ableist language and disability confidence.
2. That all risk assessment for events should include some kind of accessibility checklist of things to consider, for each type of event.
3. That we should include disability confidence training in the training all student facing staff, both career and students, receive when they take up employment with us.
4. That all permanent bar staff should receive mental health first aid training, with the possible expansion to team leaders and student managers.

5. That the union invest in signage that indicates not every disability is visible, such as toilet signs.
 6. To mandate the Student Officer Committee to make the not every disability is visible campaign all year round, with proper support, such as the Never OK campaign.
 7. To mandate the Welfare Community and Diversity Officer, along with the Activities and Opportunities Officer to coordinate better support and awareness for Umbrella.
 8. To mandate the incoming student officer committee for 2018/19, to ensure they carry out the resolves of motion 1858, and to have this affirmed to all new full-time officers when they take office, specifically the Welfare, Community and Diversity Officer.
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2245 Amendment to the Bye-Laws: Support and representation for disabled students

Proposer: Emily Cutler (Students with Disabilities Officer)

Secunder: Jack Robinson (Campaigns and Democracy Officer)

Union notes:

1. The current Students with Disabilities' Officer role carries significant workload, lack of specific support, and heavy casework and university demands.
2. Occasional successful change requirements of many disabled students on campus has been as a result of union involvement, but not always specifically through representative channels, and not on a frequent basis.
3. Around 10% of UEA students define as disabled, however, as of the 07/03/18, only 572 students have self-defined on UEA(SU)'s website.
4. Disabled students make up a significant proportion of the campus population, but with many within the liberation group do not specifically identify with the term, so the figure is imagined to be higher than official numbers.
5. Two candidates ran in this year's election for students with disabilities officer, however one dropped out. This is a continuous trend: in 2017, one candidate ran; in 2016 two candidates ran; and in 2015 only one candidate ran.
6. Disabled students have faced the brunt of the cuts to government spending, through cuts to DSA, and universal credit, as well as other cuts. They also face discrimination, frequently in the form of misunderstanding disabled students' needs.
7. The union currently has no formal system of reasonable adjustments for its part-time officers.
8. The union currently lacks research and policy support for part-time officers.
9. The broad nature of how 'disability' is defined requires greater representation from within the liberation group.
10. A review of support for peer support groups took place last year but the actions and improvements are not clearly public.

Union believes:

1. The union needs to ensure that students with disabilities are able to partake in union activity.
2. The union has in the past not properly supported its disabled volunteers and student leaders.
3. The resignation of previous Students with Disabilities Officers and those involved with disability peer support is incredibly disappointing, and demonstrates a lack of understanding within the SU.
4. That disabled students, due to nature by which they are oppressed, often find it incredibly difficult to organise and advocate for change.

5. There are systemic issues both within UEA and the SU that cause issues for Disabled Students not offered experienced within other liberation groups.
6. That the Student Leadership review was positive in creating significantly more leadership roles at the SU, but we must develop appropriate processes for disabled students to succeed in leadership.
7. That the levels of awareness around disablism and exclusionary behaviour on campus is unacceptable.
8. That the reliance on singular individuals to represent all strands of a liberation group is occasionally problematic and
9. That when the union considers spending union resource on the creation of new FTO roles, it should explore the circumstances behind the issues, as well as introducing more support; only when all other options are exhausted then we should consider a FTO role.

Union resolves:

1. To amend the bye-laws of UEASU, to introduce two part-time Students with Disabilities Officers, with the following changes:
 - a. The Students with Disabilities Officer (Physical Disabilities Place) shall:
 - b. 4.17a.1 Be one of two officers, that represents the interests of students with disabilities and be their voice on the issues they face as students with disabilities at university;
 - c. 4.17a.2 Engage with the University and other relevant organisations to achieve improvements for students with disabilities on the issues they face as students with disabilities at university;
 - d. 4.17a.3 Co-ordinate the Union's Students with Disabilities Committee;
 - e. 4.17a.4 Liaise with the members of the relevant clubs, societies or peer support groups; and
 - f. 4.17a.5 Be the Union's delegate to the NUS Disabled Students
 - g. The Students with Disabilities Officer (Invisible Disabilities Place) shall:
 - h. 4.17b.1 Be one of two officers, that represents the interests of students with disabilities and be their voice on the issues they face as students with disabilities at university;
 - i. 4.17b.2 Engage with the University and other relevant organisations to achieve improvements for students with disabilities on the issues they face as students with disabilities at university;
 - j. 4.17b.3 Co-ordinate the Union's Students with Disabilities Committee;
 - k. 4.17b.4 Liaise with the members of the relevant clubs, societies or peer support groups; and
 - l. 4.17b.5 Be the an observer to the NUS Disabled Students Conference.

2. To increase dedicated staff support for DSO meetings to help with managing meeting expectations, diverting meeting requests, being a single point of contact for meeting support.
 3. To introduce a proper framework and support system to assist with the issue of officers receiving casework issues that they aren't responsible for, or aren't capable to do so.
 4. To develop proper inclusion and diversity strategies for each union department which reflects on statistical performance around membership or participation, with associated reward strategies for student groups.
 5. To review the support offered to our peer support groups, and report to council and the student officer committee, on the actions resulting from the review.
 6. To introduce a process of a systematic assessment of disabilities and reasonable adjustments (carried out to a professional standard) for all our part-time officers, to be agreed with the individual officers.
 7. To introduce proper a process that allows part-time officers to access research and policy support.
 8. To mandate the Trustee Board to introduce a section of it's monitoring around the support being offered for part-time officers, specifically the Disabled Students Officer, and to review this at each non-emergency meeting.
 9. To ensure that, in the review of institutional level student representation with UEA, we clarify the expectations of all staff at UEA regarding student leaders and their remits and availability, whilst still allowing individual officers to determine their priorities and work load.
 10. That the success of these policies be reviewed in the Autumn term of 2018/19 by the Student Officer Committee, Liberation, Equality and Diversity Subcommittee and Management Committee, and that following the reflections, if sufficient improvements have not started to emerge, as judged by the Student Officer Committee, then the union is therefore mandated to develop the creation of a Full-Time Disabled Students Officer, in consolation with disabled students on campus.
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2246 Financial support for Disabled Students

Proposer: Emily Cutler (Students with Disabilities Officer)

Seconder: Hannah Murgatroyd (Disabilities Liberation Society: Physical Illness Place)

Union Notes

1. That on average disabled people in the East of England, face extra living cost that amount to around £482 per month.¹³
2. Support for disabled students, in the form of both DSA and PIP, have both been cut in recent years.
3. Students' disabilities often may leave them little time to have a part time job on top of studying.
4. Some disabled students are forced into on campus accommodation, due to access requirements, and while SSS and accommodation have agreed to subsidies this to varying degrees, even the largest subsidy would still see those in this accommodation paying around £1000 more a year.
5. The university already offers bursaries to other WP groups such as those from low income families.

Union Believes

1. That money shouldn't be a barrier to education
2. Everyone should have a fair chance to get a good degree.

Union Resolves

1. To mandate the welfare community and diversity officer to lobby the university to introduce bursaries for disabled students
2. For the student Officer Committee to carry out a piece of research to find out how much students with disabilities costs differ to able bodied students.
3. To mandate the Campaigns and Democracy officer to launch a campaign highlighting money saving resources that are underutilised, such as the HC2 certificate which entitles you to free prescription if you have a low income.

¹³ <https://www.scope.org.uk/Scope/media/Documents/Publication%20Directory/The-disability-price-tag-Policy-report.pdf?ext=.pdf>

2247 Voter ID Pilots

Proposer: Jack Robinson (Campaigns and Democracy Officer)

Secunder: Jenna Chapman (Raising and Giving Society)

Summary

Over 40 leading charities and academics, including NUS UK, Operation Black Vote and Stonewall, have called on the government to urgently reconsider the decision to run pilot mandatory voter ID at the local elections in May. *They* have written to Chloe Smith MP, Minister for the Constitution and MP for Norwich North. This motion commits UEASU to opposing the rollout of voter ID and it mandates the officers to communicate this to the local Norwich MP and other relevant bodies.

Union notes

1. The Government have announced plans to launch voter ID pilots in local elections in May in a move to tackle electoral fraud.
2. Last year there were 28 allegations of impersonation – the type of fraud that voter ID is designed to tackle – out of nearly 45 million votes. That is 1 case for every 1.6 million votes cast.
3. The Cabinet Office, the Electoral Commission and Local Authorities participating in the pilots justify their position by stating that electoral fraud through voter impersonation doubled nationally between 2014 and 2016.
4. Although alleged impersonation rose by 21 to 44, the number of votes cast rose from 29.1 million to 63.8 million.
5. Decades of international studies show that restrictive identification requirements are particularly disadvantageous to certain voter groups who are less likely to possess approved ID for a variety of socio-economic and accessibility reasons.
6. According to the Electoral Commission, 3.5 million electors – 7.5% of the electorate – do not have photo ID. Limiting acceptable ID to passports and photographic driving licences would see potentially 11 million electors, or 24% of the electorate, without acceptable ID.
7. That a coalition of charities and academics have written to Chloe Smith, MP for Norwich North and Minister for the Constitution, asking her to *urgently reconsider the decision to run pilot mandatory voter ID at the local elections in May.*
8. The coalition are concerned that mandatory voter ID would damage turnout and undermine engagement among already disadvantaged and excluded groups – and worry the trials are a *fait accompli* for a national roll-out.
9. The coalition of groups argue voter ID reforms present a significant barrier to democratic engagement and could disadvantage young people, older people, disabled, transgender, BAME communities and the homeless.

10. Darren Hughes, CEO of the Electoral Reform Society has said: 'Electoral fraud is a serious issue, but voting ID is using a sledgehammer to crack a nut.'
11. Students face issues with regard to voting that other people do not, and members of UEASU live within the Norwich North constituency.
12. Since the last election, headlines such "Thousands of students may have voted TWICE for Jeremy Corbyn in General Election" (The Sun), have appeared in the press.
13. The Electoral Commission, which oversees elections had "no evidence of widespread abuse," in regards to students voting twice.
14. Cat Smith, Shadow Minister for Voter Engagement and Youth Affairs, opposes the roll out of Voter ID, and the Labour Party have launched a petition against the changes.

Union believes

1. The voting system is already unrepresentative and exclusionary, and access to voting should be made easier and not harder.
2. Many students do not have accurate official ID with their current address due to changing living arrangements and associated costs
3. These type of actions are straight out of the Republican playbook in the US, take away people's ability to engage in the democratic process and stay in office whether the population like it or not.
4. The desire of political candidates and parties to suppress turnout rather than engage in the democratic process is disappointed and disrespectful to the democratic system.
5. The need of formal identification to vote is exclusionary and affects those who do not have the income or resource to obtain ID.
6. The current voting system of first past the post is not fair or representative, with millions of people put off from voting due to the lack of impact it can have.
7. That only changes across education, civil society and political life will bring about true engagement with voters of all types.

Union resolves

1. To mandate the Campaigns and Democracy Officer to write to Chloe Smith MP, and other relevant people or bodies, urging reconsideration on the voter ID pilots.
2. To work with NUS in campaigns against the introduction of restrictive voting laws, and movements towards more representative voting systems.
3. To support campaigns that attempt to encourage voting from groups across society, and campaigns that work to explore and explain the political system.
4. To campaign for proper political and citizenship education across school curriculums in the UK.

2248 UEASU must recognise Holocaust Memorial Day and support Jewish students

Proposer: Jack Robinson (Campaigns and Democracy Officer)

Seconder: Daniel Box (LDC YR3 UG)

Union notes:

1. The Holocaust was the unique genocide perpetrated by Nazi Germany, killed 6 million Jews and 5 million other people including disabled and LGBTQ individuals, people of Roma descent and political opponents.
2. Holocaust Memorial Day is a national day of commemoration of those who perished in the Holocaust.
3. UEASU has in recent years not publicly acknowledged Holocaust Memorial Day, either with events or acknowledgements on social media.
4. Jewish student's engagement with the student union structures is considerably low, especially when compared to other unions of similar sizes.
5. Campuses have often been the place in recent years where fascism and the far-right rear its head: in recent months Holocaust denial literature has been distributed at Cambridge and UCL and swastikas have been daubed on halls of residences and university signs. Swastikas were also found at Durham, Goldsmiths and Coventry.
6. At NUS National Conference 2018, there were several accusations of anti-Semitic behaviour, with Jewish students being brought to tears and feeling uncomfortable on conference floor.
7. The Union of Jewish Students is the voice of over 8,500 Jewish students, spanning 60 Jewish Societies (J-Socs) on campuses across the UK and Ireland. UJS is traditional, progressive, cultural and spiritual; members come from the left, centre and right and can be found across religious and political spectrums.
8. There have been recent high profile instances of anti-Semitic behaviour within UK progressive parties, and the Enough is Enough campaign has been specifically launched to tackle anti-Semitism in the Labour Party.

Union believes:

1. We must formally recognise the Holocaust and contribute to the spread of holocaust education.
2. Jewish students deserve a student movement both at UEA and nationally that
3. NUS has an unfortunate history with serious instances of anti-Semitism, and despite claims of change we still see significant issues despite the issues being raised for a considerable time.
4. There is a difference between anti-Semitism and anti-Zionism, but too often discourse and actions with the student movement have conflated to two.

5. An education system where Jewish students feel scared and unwelcome for just being Jewish is not an education that will ever be accessible, free and liberated.

Union resolves:

1. To ensure that the union annually commemorates Holocaust Memorial Day, by working with the Jewish community at UEA and the Union of Jewish Students.
 2. To mandate the Student Officer Committee to reach out to the Union of Jewish Students and the UEA Jewish Society committee to develop engagement with and relations with Jewish students on campus, and to run campaigns with UJS.
 3. To include anti-Semitism training as part of the officer and student leaders training for the incoming elected representatives.
 4. To reaffirm our commitment to allowing Jewish students themselves to determine what is and is not anti-Semitic.
 5. To provide our delegates and observers to NUS events with information of how to report instances of any oppressive or prejudicial behaviour at NUS events.
-

2249 An Amendment to the Articles of Association: Changes to the Trustee Board composition

Proposer: Mary Leishman (Undergraduate Education Officer)

Secunder: Jack Robinson (Campaigns and Democracy Officer)

Union notes:

1. The Trustee Board is responsible for:
 - a. Ensuring that the UEASU's resources are managed responsibly and only used to support the charity's defined purpose
 - b. Ensuring that exposure to undue risk is avoided
 - c. Ensuring that the UEASU complies with statutory accounting and reporting requirements
 - d. Ensuring that the UEASU complies with both its governing document and the law
 - e. Setting short-term and long-term strategy
 - f. Ensuring good charity governance and that the UEASU is administered effectively
 - g. And, supervising Code of Conduct cases
2. The student representation on the Trustee Board is: 5 Full Time Student Officer Trustees, 2 Part Time Student Officer Trustees, and 4 Student Trustees.
3. There are also 4 External Trustees. Our union Articles of Association currently state: 'Up to four External Trustees shall be appointed by a simple majority vote of the Nominations Committee provided that the appointment of each External Trustee is ratified by a simple majority vote of the Trustee Board. For the avoidance of doubt, such appointment shall not take effect until it has been ratified by the Trustee Board.'
4. Trustees are volunteers.
5. The Good Governance code, that it is best practice for Charities to follow, contains the principle of 'Board effectiveness', in which it states, 'The board works as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.'
6. Specifically relating to board size, the Code recommends: 'The board is big enough that the charity's work can be carried out and changes to the board's composition can be managed without too much disruption.'

Union believes:

1. Students should be in democratic control of their union, and we should always maintain a majority of Student Trustees on the Trustee Board at UEASU. Our Student Trustees hold an important role in ensuring every decision made is in the benefit of students.
2. It is our duty to students that as a union we actively follow charity law and do not put our members or organisation at risk.
3. External trustees offer high levels of experience, skill, qualifications and expertise in a range of key areas, that often our student members do not have, and are essential to ensuring that the Board is able to make informed decisions.
4. The four external trustees share a range of high level, and high workload, responsibilities including: the role of Deputy Chair to the Board, representation (and expertise) on Finance Committee and the Appointments and HR Committee, and the role of the Supervising Trustee. Split between only four trustees on top of general Trustee Duties this means a high time commitment for each of our four volunteer Trustees.
5. There is naturally a high annual turnover of the 11 Student Trustee roles, and External Trustees are essential to continuity of the Trustee Board.
6. Our current number of four external trustees is arguably considered to be of high risk: not always allowing the board to function to its best effectiveness, and causing a high level of disruption when External Trustees are absent, unable to commit time or resign.

Union resolves:

1. To amend: article 42 of the UEASU articles of association, to increase the number of external trustees from 4 to 6.

Amended text to read:

Up to **six** External Trustees shall be appointed by a simple majority vote of the Nominations Committee provided that the appointment of each External Trustee is ratified by a simple majority vote of the Trustee Board. For the avoidance of doubt, such appointment shall not take effect until it has been ratified by the Trustee Board.

2250 Care AND Car Parks

Proposer: Lewis Martin (Mature Students' Officer)

Secunder: Finn Northrop (Non-portfolio Officer)

Union Notes

1. In January 2020, new parking charges will be put in place at all University car parks
2. For the lowest paid staff, on the lowest available contract, the new charges essentially represent a 6% pay cut.
3. The University has attempted to organise alternative parking – there will be a park and stride service from the hospital, and there will be a free park and ride service operating from outside of the university.
4. The University has refused to carry out an equalities assessment on the impact of these car parking changes.
5. UUEAS has known about this for at least a year, and does not have an official position on it.

Union Believes

1. This is a charge which will disproportionately hit the lowest paid workers on campus, such as the cleaners and catering staff.
2. The proposed alternatives are not acceptable. The University will be asking people to walk for upwards of 20 minutes at antisocial hours just to work, and the park and ride service will not be able to get anyone to university before 7.30am.
3. That the refusal to undertake an equalities impact assessment shows disregard for the impact on low-paid workers and is unacceptable practise.
4. We have a long history of standing in solidarity with all University workers and should extend this to the issue of parking charges.
5. The lowest paid staff on campus are usually the first line of pastoral care at university, and should be treated by the University and UUEAS as the valuable part of the University that they are.

Union Resolves

1. To show solidarity with all workers at UEA, regardless of the perception of the job or the pay grade, and to act faster in future when solidarity is needed, and accept that action should have been taken much earlier in this case.
2. Lobby the University to offer lowest paid staff a pay rise to match the effect of the real terms pay cut the changes to parking charges will have.

3. Lobby the university to carry out a full equalities assessment on the parking charges, and to condemn the University's repeated practise of carrying out substantial changes without carrying out an equalities assessment. To consequently encourage the University to assess their own internal processes.
 4. To mandate Management Committee to investigate how the extra money from the new charges will be spent.
 5. To mandate Management Committee and SOC to investigate all the possible avenues in which the Union could attempt to prevent or ameliorate these charges.
-

2251 Sport for all

Proposer: Camille Koosyial (Activities and Opportunities Officer)

Secunder: Oli Gray (Sports Executive , Activities and Opportunities elect)

Union Notes

1. Sport and physical activity plays a vital role of student experience at UEA.
2. In 2016, YouGov reported that '29% of students experience clinical levels of psychological distress associated with increased risk of anxiety, depression, substance use and personality disorder'
3. Sport and Recreation Alliance, reports that's just moderate intensity exercise is a viable way to treat depression and anxiety and improve general mental wellbeing via improved mood.
4. Similarly 'sport has a role to play in the development of graduate employability skills and attributes such as those connected to leadership, organisation, time management and team working'
5. Sport England research finds that ' BAME students are less likely to be involved in sport, with nearly 28% not doing any sport within a week, in comparison to 21% of White British students'
6. Research also finds that 'Disabled people are twice as likely to be physically inactive (43%) than non-disabled people (21%). Recently, BUCS have also indicated that 'there is still 17% fewer disabled students participating in sport compared to their non-disabled peers.'
7. In 2012 research conducted by NUS' 'Out in Sport' finds that '46% of LGBT+ don't participate in sport and find the culture around sport sometimes unwelcoming. Furthermore, 14% of those who have participated in sports teams have experienced homophobia, biphobia, or transphobia which has put them off participating'
8. Finally, in a report co-ordinated by BUCS and Women in Sport, they have found that '53% of female students, compared to 63% of male students.'¹⁴
9. We also recognise that Healthcare students often are in full time study/placement 9-5pm and find that current sporting and physical activity services are inaccessible. (these figures indicate that this affects 1563 HSC students, who will undertake a placement.)¹⁵
10. At UEASU in our grouping demographics report of Sport Association Membership (SAM) highlights that; 12% of memberships are held by PGT and PGR students. ¹⁶ Despite Postgraduates representing approximately 25% of the student population. ¹⁷

¹⁴ 'Sports, Sports, Sports! Increasing Participation and Breaking Down Barriers' – Ali Milani, Harry Shotton. NUS Report 2017

¹⁵ 'Student access to sporting facilities' – Camille Koosyial and Madeleine Colledge. Paper and research conduct for Student Sport and Physical Activity Committee. 09/02/2018

¹⁶ Grouping Demographics Report for UEASU SAM memberships, 26/01/2018.

¹⁷ 'Student access to sporting facilities' – Camille Koosyial and Madeleine Colledge. Paper and research conduct for Student Sport and Physical Activity Committee. 09/02/2018

11. In partnership, uea+sport and UEASU are the main providers of sport and physical activity on campus.

Union Believes

1. It is recognised within student's unions nationwide that sporting activity plays a key role in shaping the experience of our members.
2. All students regardless of age, disability, gender reassignment, gender, sex, sexual orientation, race, religion/belief, marriage or civil partnership and pregnancy and maternity should be able to access sports without fear of discrimination.
3. There are currently clear social, economic and study-based barriers that prevent our members from getting involved with sport and physical activity on campus, specifically within our liberation groups and amongst PG, HSC and international students.
4. Of these student groups, the level of participation in sport and physical activity should be proportional to number of students we have in the wider student population. For example, in Union Notes 10: As Postgraduates represent approximately 25% of the student population, our SAM demographics should also show 25% of its memberships to be held by postgraduate students.
5. NUS and BUCS and other student unions nationwide have taken an active role in challenging participation in sport and breaking down the barriers.
6. Uea + Sport and UEA as the main suppliers of sport and physical activity have an obligation to ensure its accessibility for all and ensuring the university are truly championing this area of work.

Union Resolves

1. To mandate the Activities and Opportunities Officer to continue to champion inclusivity, and to work alongside the Sports Executive and The Student Officer Committee (SOC) to help deliver inclusive and accessible sport and physical activity on campus.
2. To mandate the Student's Union to continue to update and conduct specific research in barriers between engagement of sport, for those who are already engaged and for those who are not. For example, end of year reports and surveys on levels of engagements.
3. To continue to work alongside uea+sport and the ueaccess scheme, to continue to breakdown barriers and ensure accessible delivery on sport and physical activity.
4. To lobby uea + sport to include specific strands within their 2018 strategy, and future strategy development which targets engagement with the aforementioned groups.
5. To work with uea + sport and with student representation to feed into the sport strategy ensuring inclusivity is key component. This should include data collection of participation numbers across all services.
6. Ensure adequate time and resource is given in the Student Sport and Physical Activity Committee to look at this.

7. To continue to work with NUS, BUCS, Take A Stand and the BUCS inclusion board to be at the forefront of delivery inclusive and accessible sport for all.
 8. To deliver appropriate training and awareness alongside liberation officers, to sports committees and members on developing provisions, and good practice, advising them on what steps to take to dismantle barriers for access in their sports participation.
 9. For the Activities and Opportunities officer to consider and challenge other factors that affect participation for example, facilities, storage and the cost of sport and physical activity on campus.
 10. To develop a forum where students feel comfortable to discuss and develop the content and delivery of sport and physical activity.
 11. To become more of a visible point of contact for students to report and disclose discrimination and harassment with sport and physical activity.
 12. To uphold a zero tolerance against initiations within student group activities.
-

GLOSSARY

NO ACRONYM RULE FOR COUNCILLORS

Err...let's call it NAR.

Acronyms and specialised words creep into Council papers and can make them inaccessible to new Councillors – we try to keep them to a minimum and when we use an acronym – we put it in full when it is used in a paper for the first time and then we use its initials for the rest of the paper. Sometimes acronyms are so commonly used we assume everyone would be familiar with them – we use UEA rather than University of East Anglia – but the aim is to narrow down the use of assumptions.

But assumptions do creep in – so here is a list of acronyms and words with context to help you with future and past papers. We will keep it open so that anyone can add a definition or a new phrase.

Access All Areas: UEA working group that meets to try and ensure that all parts of campus are easily accessible to disabled students

AP: Action Points – things need doing!

ARM: Admissions, Recruitment and Marketing – UEA department that tries to recruit students to UEA, handles their admission and promotes UEA to potential students and outside businesses

ATs: Associate Tutors – postgraduate students who are paid to teach part-time whilst they are studying for their own degrees – University increasingly depends on them for marking and leading seminars

BAME: one of the Liberations groups in the student movement, stands for: Black and Minority Ethnic (sometimes written as BME)

BUCS: British Universities and Colleges Sport, organisation that runs all university sports competitions across the country

Chief of Staff: the boss of the staff side of uea(su), manages the organisation on behalf of the Trustees. This is Jim Dickinson, Jim comes to Council - occasionally does presentations on important issues facing students and gives expert advice

DPC: Democratic Procedures Committee, elected Councillors who work to try and make our democratic process better – focuses mainly on how Council is run

DOBS: Development and Oversight Boards made up of Officers, Student Managers and Student reps and Union staff these look at how our services are running: there is one for Licensed Trade, one for the Shop and Unio, the coffee bar, and one for Union Advice

E&D: Equality and Diversity concept used for making organisations such as uea(su) more open and inclusive

Estates: UEA department that looks after all the infrastructure on campus: roads, buildings, security, utilities and transport (including buses and parking)

ET: The Executive Team, group of top UEA heads of departments that works on the day to day running of the University – takes the big decisions

Faculty Convenor: Super rep that covers one of the four sections that UEA's research and activities are divided into – convenors coordinate the work of the student representatives in each Faculty and work closely with the Full Time Officers in charge of education

FE: Short for Further Education, everything to do with colleges and sixth forms.

First Bus: The private bus company that operates the vast majority of buses in Norwich.

FOI: Freedom of Information Act, law that allows individuals to access data from organisations, including UEA

FTOs: Full Time Officers, elected salaried full time uea(su) officials – sometimes you might hear them called Sabbs or Sabbaticals – this is from a specialised jargon word the origin of which is lost in ancient history

GMB: the trade union for our student staff – stands for General and Municipal Boilermakers – one of the super unions that grew out of mergers – members nowadays are admin and manual workers – they are very few boilermakers

Good Night Out: Programme we run to ensure that all our music events are safe and enjoyable for all students

HE: Short for Higher Education, everything to do with universities

HSC: School of study, stands for Health Sciences, cool name for nursing and therapist students. Working and studying, these students have less time to engage in our activities so we strive to make them accessible

Intercalating: Jargon word for a student taking time out from their course due to illness or personal circumstances

JCNC: Joint Consultation and Negotiation Committee – group where Unison staff reps and uea(su) management meet to agree policies for how staff work

KPIs: Key Performance Indicators; yardsticks to measure how well a campaign or department is doing

LGBT+: one of the Liberations groups, stands for lesbian, gay, bisexual, transgender and questioning

Liberations: groups in wider society to which students might belong that experience structural oppression

LTC: Learning and Teaching Committee. University committee that decides the university's policies on education and teaching.

LTS: Learning and Teaching Service – UEA department that administers all teaching and learning – they run the Hubs

Management Committee: internal uea(su) group where the Full Time Officers meet with senior management to take day to day decisions on the running of the organisation

Mature Student: any student who is older than 21 years of age when they start their studies

MSL: Membership Solutions Ltd., external company which is the Union's website provider

Never OK! : Campaign to try to end any form of sexual harassment on campus

Non-Portfolio Officer: title comes from UK politics – these are Part-Time Officers who concentrate on fulfilling the promises they made during their election campaign – do not have any other specific area of responsibility – sometimes called NoPos – we elect four each year

NUS: National Union of Students, the nationwide organisation of students' unions of which we are a part

NSS: National Student Survey, national survey of all final year undergraduate students who rate their satisfaction with different bits of their student experience; used by universities as league tables for recruitment

OfS: Office for Students, new in January 18 this is the regulator the government set up to try to ensure standards are met by all universities

PAL: Peer Assisted Learning – UEA mentoring scheme where experienced students help first year students beginning their studies

Peer Support Group: A type of society whose members focus on providing welfare support to their fellow students

PG: Graduate students who have passed their first degree and are studying for another one – this is called postgraduate study – it might be a taught degree (the students on these are called PGT, postgraduate taught) or it might be a research degree (the students on these are called PGR, postgraduate research)

PRES: Postgraduate Research Experience Survey – like the National Student Survey but filled in by students taking a further degree that is based on research – used by universities as a kind of quality control for students who are researchers

Prevent: UK government initiative to try and stop, in our case, university students becoming involved in violent extremism; opposed by some students' unions due to worries over surveillance and human rights

Priority Campaigns: The 3 key campaigns that SU Officers focus on throughout the academic year

PTES: pronounced peetezz – the Postgraduate Taught Experience Survey – like the National Student Survey but filled in by students taking a further degree that is based on teaching – used by universities as a kind of quality control for postgraduate taught courses

PTOs: Part Time Officers, elected voluntary uea(su) officials

PVC: Not polyvinyl cordite but Pro-Vice Chancellor, there are several of these – bosses just below the main boss, the Vice Chancellor. The PVC we deal with is Neil Ward who is the PVC (Academic) in charge of everything that relates to teaching and learning

REN: Research and Enterprise Services – bit of UEA that looks after all of its research and tries to make money out of it

REF: Research Excellence Framework attempt by the government to measure the quality of research at universities

Referendum: a vote, open to all students, on an issue (such as a boycott). Union Council, the Student Officer Committee or 450 students signing a petition can call a referendum

Reserved places: When a certain number of places on a committee (or some other group of elected people) are only open to people from a certain background, to boost representation of under-represented groups. For example, 50% of our non-portfolio officers (2 out of 4) have to be women+ students

SAM: Sports Association Membership, everyone has to take this out, it includes insurance, if they want to play organised sport

SOC: Student Officer Committee – where the elected Student Officers meet to plan campaigns and implement Union policies

SOGs: New name, Student Opportunities Groups, covers Clubs, Societies and Peer Support Groups

SMT: Senior Management Team – these are the bosses of uea(su) career staff

SSLC: Staff Student Liaison Committee, forum in each School of Study where student reps meet with staff to attempt to resolve any problems that students are faced with

STS: Student Support Services, the 'caring' part of the University that works alongside the money-making, research and teaching parts

SU Articles of Association: the formal document that outlines the purpose of the SU and its relationship with UEA

SU Bye-Laws: These are the rules for how we run SU democracy. Two-thirds of Union Council, or a referendum of students, can change those rules

SU Constitution: The informal term people sometimes use to describe the Bye-Laws and the Articles of Association

TEF: Teaching Excellence Framework, new in 2017, attempt by the government to measure the quality of teaching in universities – award Gold, Silver and Bronze marks

The University: we use this in minutes when we refer to UEA as an institution – “...to lobby the University to...”

Trustee Board: uea(su)’s governing body – functions like a school board of governors – responsible for holding management to account and setting the strategic direction of uea(su). Comprised of Student Officers, Student Trustees (elected by Council) and four outside experts called External Trustee

UCU: Union of University and College Lecturers – the academic staff trade union

uea(su) University of East Anglia Students’ Union: that’s us! Acronym in lower case – brand decision to make us stand out and differentiate us from the University. All students at UEA are automatically members

UG: Student studying for their first degree

Unison: the trade union for junior administrative and manual workers at UEA, also the trade union for uea(su) staff

VC: the Vice-Chancellor, the boss of UEA – this is David Richardson

VMS: outside company we work with on the promotion and running of live music events – stands for Venues and Live Music Solutions

Vote of censure: This is when an SU gathering (such as Union Council) votes to condemn the behaviour of an SU elected official. A vote of censure does not remove a person from their position

Vote of commendation: This is when an SU gathering (such as Union Council) votes to congratulate an SU elected official on their performance

Vote of no confidence: This is when Union Council votes to remove an SU elected official from their position. It requires a high majority to pass (75% of those voting for Student Officers, 66% of those voting for Union Councillors)

Women+: An inclusive definition of oppressed genders that includes women, non-binary people and people who define as having ‘woman’ as part of their identity

WP: Widening Participation – ethical stance taken by all UK political parties that recruiting more students from sections of society where not many kids have gone to university in the past is very important– data on this is collected and the government keeps an eye on the numbers

Appendix A

**Annual Report and
Accounts for the year
ended 31 July 2017**

Annual Report and Accounts for the year ended 31st July 2017

The Union of UEA Students Limited
Annual Report and Accounts
for the year ended 31st July 2017

Company No. 09664303

Annual Report and Accounts for the year ended 31st July 2017

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Annual Report and Accounts for the year ended 31st July 2017

Executive and Union Information

Address: Union House, University of East Anglia, Norwich, Norfolk, NR4 7TJ

Charitable Status: The Union was founded in 1963, registered in England and Wales, number 1139778 on the 11 January 2011

The Union became the Union of UEA Students Limited, a company limited by guarantee, company registration number 09664303, at the end of the financial year 2014-15. All of the operations and assets of the Unincorporated Union were transferred to the company at this date and continued under the new company. At this time the Charity received a new registered number 11162866.

Charity Trustees: The Union's Constitution, approved by Union Council on 18 April 2013 approved by University Council, 20th May 2013 and amended by a Committee of University Council, 20 January 2014, continued from the previous Constitution, approved by a committee of University Council on 23 March 2010, the establishment of a Board of Trustees comprising

- the 5 elected Full Time Officers,
- not more than 2 Part-time Student officers elected by and from the Part-time Student Officers,
- 1 Postgraduate Student elected by the Postgraduate Assembly
- not more than 4 Student Trustees elected by Union Council and
- not more than 4 External trustees appointed by the Appointments Committee

Full-time Officers elected to hold office from 1 July 2016 to 30 June 2017

- Undergraduate Education Officer- Theodore Antoniou Phillips
- Postgraduate Education Officer- Madeleine Colledge
- Campaigns and Democracy Officer- Amy Rust
- Activities & Opportunities Officer- Joseph Zilch
- Welfare Community & Diversity Officer- Jo Swo

Full-time Officers elected to hold office from 1 July 2017 to 30 June 2018

- Undergraduate Education Officer- Mary Leishman
- Postgraduate Education Officer- Madeleine Colledge
- Campaigns and Democracy Officer- Jack Robinson
- Activities & Opportunities Officer- Camille Koosyial
- Welfare Community & Diversity Officer- India Alderson Edwards

Part-time Executive Officers elected to hold office from July 2016

- Environment Officer Veronica White
- Ethical Issues Officer Emmanuel Agu
- International Officer Malaika Jaovisidha
- LGBT Officer+(open place) Sharmin Hoque
- LGBT+ (trans/non-binary) Lee Brown
- Mature Students' Officer Louise Rudd
- Ethnic Minorities Officer Tarun Sridhar
- Post Graduate Students' Officer Charlotte Earney
- Students with Disabilities Officer Kate Snape (resigned 8 December 2016)
- Women's Officer Abbie Mulcairn
- Non Portfolio Officer Jack Robinson
- Non Portfolio Officer Tom Etheridge
- Non Portfolio Officer Finn Northrop
- Non Portfolio Officer Chris Ball

Part-time Executive Officers elected to hold office from July 2017

- Environment Officer Rhys Purtill
- Ethical Issues Officer Rob Kilm
- International Officer (Non-EU place) Mohaned Alhasan
- International Officer (EU place) Katharina Wodenitscharow

Annual Report and Accounts for the year ended 31st July 2017

- LGBT Officer+(open place) Mae Kabore
- LGBT+ (trans/non-binary) Liam Deary
- Mature Students' Officer Lewis Martin
- Ethnic Minorities Officer Amanie Mathurin
- Students with Disabilities Officer Emily Cutler
- Women's Officer Amy Atkinson
- Non Portfolio Officer Jemma Bailey
- Non Portfolio Officer Chris Ball
- Non Portfolio Officer Finn Northrop
- Non Portfolio Officer Lucy Auger

For the period 1st July 2016 to 30 June 2017

5 elected Full Time Officers

- Theodore Antoniou Phillips Yu
- Joseph Zilch
- Madeleine Colledge
- Amy Rust
- Jo Swo

2 Part-time Student officers

- Sam Jones
- Hussam Hussein

4 Student Trustees

- Charlotte Kearsey
- Simon Pook
- Jess Brown
- Freddie Redfern

3 External trustees

- Caroline Tutty (appointed September 2015)
- Ben Gibbins (appointed September 2016)
- Roscoe Hastings (term of office ended 20 June 2017)
- Ian Gibson (appointed 20 June 2017)
- Laura Hagen (appointed September 2016)

Organisational Management

Chief Executive
Jim Dickinson

Group Structure

The Union has two wholly owned non-charitable subsidiaries, Students' Union Services (East Anglia) Limited, which carries out the trading activities of the Union based on campus at UEA, and The Waterfront – Student Union Services Limited. Their trading results are consolidated in these financial statements.

Auditors Crowe Clark Whitehill LLP, Aquis House, 49-51 Blagrove Street, Reading, Berks, RG1 1PL

Bankers Co-operative Bank, 69 London Street, Norwich, NR2 1HT

Solicitors Eversheds, Kett House, Station Road, Cambridge, CB1 2J

Annual Report and Accounts for the year ended 31st July 2017

The Union of UEA Students Annual Report and Accounts for the year ended 31st July 2017

Trustees Report

The Trustees of the Union of UEA Students for the purposes of the Companies Act 2006, present their annual report in compliance with that Act, together with the financial statements, including the Trustees Report and Strategic Report, for the year ended 31 July 2017.

Structure, Governance and Management

The Union of UEA Students is governed by its Constitution dating from 1963 which was substantially revised in 1996 to incorporate the requirements of the 1994 Education Act, amended in 2008 and re-written in 2009 and 2013. The Student Officers are elected by a cross campus ballot of ordinary members of the Union on an annual basis and receive comprehensive training from the National Union of Students and the Union's senior management team.

The sabbatical posts are remunerated as authorised in the constitution in accordance with the Education Act 1994 and cannot exceed two years duration for each holder. Each officer has specific responsibility for aspects of the Union's activities and is supported by permanent staff who are organised in departments.

The Union operates on democratic principles. The Union Council has the power to set policy statements, reviews annual budgets and accounts of the Union and oversees the election of students to serve on Union and University committees. Union Council's membership comprises the Union's Student Officer Committee, together with representatives of all Union clubs, societies and peer support groups and representatives of students in every school of study.

The Student Officer Committee operates as the main representative/leadership body in the Union. The Trustee Board can set aside decisions of Union Council if it incurs significant risk to the finances, legal standing or reputation of the organisation but Union Council can override the Student Officer Committee's or Trustee Board's interpretation of Union policy and can ultimately remove trustees or officers from office.

The post of external trustee is advertised on the Union website and applications invited from relevant contacts and associated bodies, in particular current trustees. External trustees are appointed by a panel based on skills and knowledge. Lay students apply in a similar fashion but are appointed by Union council when it sits.

All trustees of the Union are required to attend training. Trustees receive this based on NUS' good governance guide which revolves heavily around Charity Commission and best practice advice.

The Union operates policies for the full and fair consideration of applications, continuing employment and training while employed and training, career development and promotion for disabled persons.

The Union maintains arrangements aimed at systematic provision of employee information, regular consultations so that employees' views can be taken into account, encouraging employees' involvement in the entity's performance and achieving a common awareness of the financial and economic factors affecting the entity's performance.

Governance Code:

The voluntary sector steering group on Charity Governance has released a new Charity Governance Code. The updated version of the code sets out higher standards and urges larger charities to carry out external reviews every three years. The Union has collaborated with other Students' Unions and NUS on adapting the code to reflect best practice for Students' Unions. It has also completed a self assessment against the code and whilst largely compliant has identified a number of improvement actions:

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ISSUE	What to do	Index
Danger of group think to be recognised as a risk	Add to Risk Register	Leadership 2.5.2
Board reflection time to be built into each meeting	Discussion point as agenda item – after the break?	Diversity 6.3.3
Online publication of Register of Interests	Contact Trustees for agreements then publish	Openness 7.6.3
Approves an annual cycle of strategic analysis to inform the development of revisions to the strategy	Chair to meet with staff to establish criteria for annual cycle to be agenda item	Purpose 1.3.1
Strategy on developing a culture of partnership with the University to be formulated	Strategic discussion at Board to be agenda item	Purpose 1.5.2
Board reviews the governance of its subsidiaries	Discussion on how to engage commercial expertise in subsidiaries' governance	Leadership 2.4.5
Trustees on Board Committees	Ensure full membership of sub-committees/engagement by staff with committee members – consideration of outside expertise	Leadership 2.6.1 Decision Mk 4.5.3
Risk appetite model to be formulated	To be a steering item on the agenda	Decision Mk 4.3
Board to try creative/informal experimental formats	Experimental treatment of agenda item	Effective 5.5.8
Trustees to be involved in formative/scrutiny tasks between meetings	Trustees to be approached on which SU activities they would like to focus on – to be agenda item	Effective 5.5.10
Process for recruitment of External Trustees to be structured and rationalised	Paper/and or report from AHRC to December Board	Effective 5.7.2
External evaluation of the Board's performance every three years	Research on best practice for external evaluation to be made – proposal to go to December	Effective 5.8.2
Trustees are offered formal training on diversity	Training to be identified and Trustees to be contacted	Diversity 6.3.1

Relationship with the University of East Anglia

The Union of UEA Students receives Grants from and occupies a building owned by the University of East Anglia. A formal lease is in place between the University and the Union of UEA Students governing the use of Union House. This creates an annual charge of £742,000 payable by the Union for which specific additional grant funding is received.

Although the Union continues to generate funding from various trading activities, it remains dependent on the University's support. There is no reason to believe that this or equivalent support from the University will not continue for the foreseeable future as the Education Act 1994 imposes a duty on the University to support a student representative body.

Charitable Objects

The Union's object is the advancement of education of students at the University of East Anglia for the public benefit by:

- promoting the interests and welfare of students at the University of East Anglia during their course of study and representing, supporting and advising students;
- being the recognised representative channel between students and the University of East Anglia and any other external bodies; and
- providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students.

The trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

Trustee Board Responsibilities

The Trustees (who are also directors of the Union of UEA Students for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards).

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Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions, disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the relevant accounting standards and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Strategic Report

Review of achievements and performance of the Group for the period

Within the year the Union undertook activity to secure the interests of and improve the experience of students at UEA.

These are reviewed against the charity's purposes:

Promoting the interests and welfare of students at the University of East Anglia during their course of study and representing, supporting and advising students;

- Operated a Student Advice Service to provide support on Education, Housing and Employment issues, and ran a series of high profile campaigns based around student welfare issues
- Delivered three major student experience projects- a review of the experience of associate tutors at UEA, a review of the placement experience for students to improve experience and support, and a student experience report covering everything from teaching and learning to timetabling.
- Secured over 50 wins for students, (including a major increase in Library study space, more resources for trained people and better processes when/if students report or disclose sexual harassment/assault and ensuring the library bus more e-books to make sure that core texts available. We also lobbied for and agreed a new UEA wide mental health plan for students.
- Launched service promises in our Advice and Housing functions, piloted a new student led student buddy scheme to reduce drop out, began to convert our casework into policy work, and embarked on a new partnership with UEA's Student Support Service, working together to prevent problems, use resource efficiently and enhance input into services.

Being the recognised representative channel between students and the University of East Anglia and any other external bodies;

- A dedicated research & policy unit ran over 40 focus groups on everything from assessment and feedback to part time work
- We ran a giant annual survey and weekly mini surveys, and developed a segmentation strategy that gets beyond the clichés, and had over 6,000 "Quality Conversations" with students, carried out every week about key student issues
- We gathered, analysed, and synthesized online and social media feedback monthly and required action in response and ran an exercise in understanding collating and responding to every pledge in election manifestos- winners and losers
- We developed a new student representation code for UEA with new standards.

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Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students;

- We supported a record breaking 249 societies to thrive (now the most societies per student of any UK University), saw membership of groups grow to new heights (6777 societies, 3393 sport, 573 media) and involved dramatically more postgraduate, international and health sciences students through dedicated programmes.
- We launched a student Skills Training programme directly related to our opportunities offer, launched a new Student Events Support service making it easier than ever for students and student groups to put on events on campus, and supported groups to hold online elections with new positions in all groups focussed on first years and women in leadership.
- We ran dedicated transformation and activity strategies for student nurses, international students and postgrads and further developed our commercial activity as social enterprises; "Unio" Ethical Coffee, international foods, fair trade suppliers, sanitary products at cost and widest range of vegan / gluten free foods on campus.

Financial Review and results for the period of the Group

The financial statements for the period ended 31 July 2017 have been prepared on a consolidated basis. The companies concerned are Students' Union Services (East Anglia) Limited and Waterfront - Student Union Services Limited. These companies undertake activities, which for commercial reasons, are more appropriately channeled through trading companies rather than being undertaken directly by the Union.

The Union's financial strategy has been to:

- finance its current range of activities;
- replace existing trading assets and items of non-trading equipment, as they fall due for renewal, from within its own resources;
- generate a sufficient surplus to finance the expenditure required to enable expansion and improvement of the existing facilities and services.

The Union has three sources of funding:-

- Direct funding of grant from the University, with additional support in the form of maintenance, cleaning and I.T. services
- Profits from its commercial trading subsidiaries
- Specific grant funding for capital projects and other initiatives through the University and Alumni funds.

In the period to July 2017, the Union recorded a net income on ordinary unrestricted activities of £222,000 against a budget of £119,000. This compares to a net income of £96,000, before asset write-downs, for the previous year. The increase against budget and previous year was attributable in the main to increased contribution from Social Enterprises.

The SUSS pension scheme undertook its triennial valuation with effect from June 2016 and as a result the Union's share of the resulting increase in the size of the deficit was charged to the Consolidated Statement of Financial Activities during the year and highlighted as a discreet item. The resulting charge of £867,000 see the total liability increase to £2,866,000 and will be met by contributions scheduled to recommence in November 2017 and continue until September 2032. The contributions in the forthcoming year are £126,000.

During the year, the Union received further capital grants to improve disability access to Union House and further extend social learning spaces, making better use of bars and catering spaces. The expenditure against restricted fund building projects represents depreciation charges relating to grant-funded refurbishments of Union House and campus-based retail premises.

Reserves policy

The Union's reserves policy was adopted by the Trustee Board to ensure the level held is consistent with good practice and appropriate for the Union's size and range of activities.

The reserves policy of the Union of UEA Students group is to maintain a level of unrestricted funds, not committed or invested in tangible assets, which will enable the Union to

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1. Ensure the SU has sufficient cash during periods of non-trade;
2. Provide a buffer to weather short term dips in commercial performance;
3. Enable the Consolidated Balance Sheet to maintain a current net asset position thus ensuring that the Union has sufficient current assets to meet its current liabilities at all times

This remainder should be focused on improving the Union's student-facing facilities, information technology and maintaining and developing the asset base of the Social Enterprises in support of improved profit contributions, which remains a key constituent of the funding of the Union.

Free reserves are calculated as follows:-

	£'000	£'000
Unrestricted reserves		(1,018)
Add back		
Less		
long term pension liabilities		2,845
NBV of Tangible Fixed Assets	(7,125)	
Excluding assets from restricted funds	5,743	
Free Reserves		<u>(1,382)</u> 445

The target level of free reserves has been calculated as three months salary for career staff, which is £468,000 at July 2017. This gives rise to a shortfall of £23,000. This represents an improvement on the previous shortfall of £241,000 and accords with the policy of rebuilding reserves over the next few years

The reserves position is further mitigated by the operating model of the Union which ensures that a relatively healthy cash position is funded by trade creditors and advanced ticket sales for venues, a position that is unlikely to reverse on a going-concern basis. The forecast for the year ended July 2018 is to continue to improve the reserve position and future plans will incorporate moves to restore reserves to targeted levels.

Principle risks and uncertainties

The Union's Trustee Board is responsible for the management of the risks faced by the Union. Detailed considerations of risk are delegated to the heads of each department. Risks are identified, assessed and controls established throughout the year, with the risk register considered at each meeting. The key controls used by the charity include:

- Formal agendas for all Committee and Board activity;
- Terms of reference for all Committees;
- Comprehensive strategic planning, budgeting and management accounting;
- Established organisational structure and lines of reporting;
- Formal written policies;
- Clear authorisation and approval levels.

Through the risk management processes established for the Union, the Union's Trustee Board is satisfied that the major risks identified and reported by the Chief Executive have been adequately mitigated where necessary. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

The major risks identified are as follows:-

Legislative and governmental changes in funding for higher education and the role of Students Unions.

- The Union maintains a strong presence in NUS which is leading on campaigns in this area. In addition strong relationships are nurtured within the University with a view to reinforcing the role of the SU and its activities.

Performance of the social enterprises in the light of cost of living concerns and continual pressure on student budgets.

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- Plans have been rolled out to develop a value range in each outlet in order to offer a budget option whilst retaining overall GP margin

Pressure on commercial activities arising from changes in the needs and purchasing patterns of members and customers.

- All commercial areas carry out termly research to test satisfaction and are required to develop plans that respond to the feedback. Development and Oversight Boards for each area provide student feedback, input and intelligence to decision making.

Licensing issues in the event that bars and venues fail to hold or comply with appropriate licencing arrangements.

- Regular internal inspections are carried out on general requirements. A new IT system has been rolled out to test Age ID. Detailed event plans and risk assessments are designed event by event to support achievement of licensing objectives. A strong relationship is maintained with licensing in the City.

Dependence on live music programme as part of business model and reputation for student recruitment.

- A review of the live music operation has been completed out to reduce risk by leveraging national partnerships to improve the range of live music on offer, as well as taking "student club" activity in house to shore up the financial model and ensure resilience if "Live" was to collapse

An emerging financial risk is the cost to the Union of paying the Living Wage to its casual (mainly student) staff which continues to rise at a rate above inflation. The management committee has resolved to keep the commitment under review and to explore the possibility of collaboration with other Unions over a Student Living Wage.

Key Management Personnel

These are persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director.

In this year the management committee of the Union consisted of the five elected sabbatical officers and the three Senior Managers. The elected sabbatical officers are remunerated at a level that allows them to meet costs of living during their year of study and as such are on a fixed salary point which is uprated for inflation each year.

The Senior Managers are defined as Senior Postholders in a dedicated policy approved by the Board.

The Board has resolved that levels of remuneration should be sufficient to attract, retain and motivate senior post holders of the quality required to successfully lead and manage the Union.

They have also resolved that the remuneration process will be as transparent and open as possible, the terms of reference of the discussing Committee and minutes of meetings available for public inspection

Annual pay reviews of senior postholder remuneration have regard to the following:

- affordability including pension implications;
- wider education, public and voluntary sector pay trends;
- best practice in determining senior pay in relevant sectors;
- benchmarking data in relevant sectors;
- the length of time in post to reflect experience;
- performance of the individual and their reflection of the shared values of the organisation;
- pay ratio between lowest and highest paid in the organisation;

Clear, transparent and measurable objectives for the CEO are established by the Board, and for Senior postholders by the CEO, following discussions with the Chair to facilitate the monitoring of progress and performance.

The combined remuneration of these key management personnel was £294,000 in the year to July 2017. (2016: £228,000)

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Future Plans

The trustees confirm that the Union has sufficient funds to meet all its obligations. The University Grants for 2017/18 have been confirmed at £393,000 block grant plus £788,000 to cover an increased lease on Union House.

In the coming year the Union will further expand its staffing complement by hosting additional UEA employees through a grant from HEFCE in relation to sexual harassment/assault; and by directly employing project staff relating to a buddying scheme and a "low commitment" student activities scheme. It is hoped that these will go onto form core elements of the Union's provision through permanent funding arrangements.

In addition the Union continues to engage with the University to clarify responsibilities in respect of future capital and maintenance requirements in respect of Union House and to review means by which costs can be further reduced through shared services and procurement.

The Union intends to explore the formation of a student employment agency to serve the UEA campus. This (as with the Union's other Social Enterprises) will provide an income stream, reduce central costs and act to improve the interests of students in relation to employment.

The Union also continues to explore potential collaboration with third parties to provide investment funds for the operation of the venues and will complete reviews of alternative purchasing arrangements, testing whether its current principal supplier (NUSSEL) represents best value.

Key Numbers

317 Clubs, Societies & Groups

More per student than any UK University

249 Societies involving 6777 students

62 Sports Clubs involving 3393 students

6 Media/Peer Support Groups involving 673 Students

871 Student Led Events Booked

The LCR & Blue Bar

The biggest multi level nightclub/gig venue in the SU sector

2400 Capacity Club nights, 1500 Capacity Live Music

Student Staff

More student staff per £1 turned over than any UK SU

£1.2m returned to students in wages

1,360 students have had a job with the SU this year

£50,000 - Amount raised for charity by UEA's own Pimp my Barrow in the last 5 years

5120 -Students voting in SU elections

£0- The cost of printing in Union House

5613 - Number of "Quality Conversations" SU Staff have had with members

50 - Wins that the SU Officers secured by lobbying the Uni on your behalf

91% - Percentage of SU staff that believe we value Equality & Diversity

558 - Student houses accredited through SU standards scheme

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Key Performance Indicators

PRIORITY CAMPAIGNS					
	Type	Measured	Target		
Liberation	PER	Action for an accessible SU	June 17	Met	Access review continues to meet regularly; will evolve into a committee in our governance structure moving forward
	MIL	Development of Equal Ops Committee	Mar 17	Met	Complete and further developed in student leadership review
Housing	MIL	Council rejection of Article 4	Mar 17	Met	Complete
	MIL	Increase of low cost accommodation	June 17	Met	
Education	MIL	Increase in trained course reps	50%	61%	
	MIL	Increase in PG computer space	Plan agreed	14	New PG space planned and space for 200 more stations in the library
Mental Health	MIL	Increase in University funding	June 17		Currently UEA has released a policy but has not released a strategic plan or implementation timeline.
	MIL	Reduction in Counsellor waiting times	4 weeks		Currently this is varied but working with SSS on developing and implementing a Mental Health and Well Being strategy and plan
STUDENT EXPERIENCE					
	Type	Measured	Target		
Student Costs	MIL	Actions on report agreed	Feb 17		Uni student financial group being set up but delayed
Student Placements	MIL	Actions on report agreed	June 17		We are engaging in a working group and research is being carried out
Temp study spaces	IMP	Plan in place for Spring 17	Mar 17		Uni has agreed to plan- pop up space in use for this exam period
Student Partnership	IMP	New student charter launched	June 17		Uni has agreed to project to amend starting this summer
UEA Mental Health Strategy	IMP	Strategy launched	Dec 17	TBC	Currently a policy is in place but not a strategy. We are pursuing the university on this matter
Sexual Assault/Harassment	IMP	UEA Action Plan agreed and launched	Mar 17		UUK taskforce meetings are now taking place with input from uea/su.
ADVOCACY					
	Type	Measured	Target		
BuddySU	PER	Count buddies	100	196	This figure was for the 2016/17 AY. Extension of scheme for 2017/18 in place with University funding
	PER	Count buddies	500	488	To date, 488 current students have signed up to be buddies for the 2017/18 AY. 7 new students have applied for a buddy.
Proactive advice	PER	Engagement with materials	2000	47,102 views	Current system does not allow for us to track material downloads of online materials deeper than page level
Service standards	MIL	Service standards	Mar 17	Complete	Both Housing and Advice now have service standards available online and displayed in the office for service users.
Defined relationship with Student Support Services	MIL	MOU Produced	Jun 17	TBC	This is still to be completed with initial sector research completed. JC is leading on this.
	PER	Reps report positively on their development	70%	TBC	Results pending the end-of-year survey
OPPORTUNITIES					
	Type	Measured	Target		
No of Societies	PER	Number of functioning societies	220	249	Target completed – work underway to ensure these remain sustainable.
No Academic Societies	PER	Per Department	ALL	32	We have outlined a new strategy for the next three years on what we will deliver here. More support provisions is in place ready for next year in a joint project between Education and Engagement and Opportunities
Participation in Media, Sports and Societies and Enterprise	PER	Media	700	573	
	PER	Sports (SAM)	3200	3393	
	PER	Societies (Unique Members)	6000	6777	
Opportunities Diversity Reflects Student Body	PER	International	19.5%	15.2%	This records formal engagement in C&S and tests self identification against general population – no major change in membership to affect diversity figures.
	PER	Women	61.0%	58.3%	
	PER	LGBT	4.8%	11.9%	
	PER	BME	27.8%	19.1%	
	PER	Disabled	10.9%	12.5%	

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ENTERPRISE					
	Type	Measured	Target	Where we are	Comments
Retail	PER	Turnover	£3,290,340	£23k up for July and £128,405 up on budget end of year	
	PER	GP	33%	GP 24.7% in July -6.5 down on budget end of year to 30.1% -2.9*	
All	MIL	Club Catering Launched	Due Q4 Launch Q1 16-17	Yes	Has sold 3603 hot dogs with a GP OF 60% and sales ex vat £9007.50 year to date
	MIL	Launch value Range	Sep 2016	Yes	Completed in all departments
	MIL	Establish operational checklists and service standards	Sept 2016	Yes	Completed in all departments
	MIL	Establish targets for E&D in recruitment and selection	Jan 2017	Yes	Targets based on existing employees and University demographic data
Bars	PER	Turnover	£1,803,339	Up £200k, 13% on budget BUT down £55k 3% against forecast	Loss of club nights to LCR during third quarter impacted on bar sales
	PER	GP	67%	67.8 continues to track ahead of target	Good control of stock, better pricing
Unio	PER	Turnover	£427,000	£3,500 up in July and £126,600 up on budget	Due to new food range and drinks menu has provided a more attractive offer, and a strong graduation week
	PER	GP	60%	60.3% Year to date 61.6% +1.6	GP up due to tighter controls on costs and wastage
Pizza	PER	Turnover	£200,000	Up £46k and 28% on budget and £22k 12% up on forecast	Turnover is performing well particularly over the Easter period
	PER	GP	45%	50.8%	GP is up on budget we can expect to see a slight decline in fourth quarter as trade slows down
Ents	PER	Turnover	£1,256,748	Turnover is up £76k 12% on budget	Strong performance in student clubs and the number of live shows
M&BD	PER	Turnover	£220,350	£148k - 8k up on budget	Forecasted to exceed
	PER	Meltdown - relaunch	15% increase in avge attendance	9% average weekly growth	This demonstrates the rebrand has had an impact and the growth rate has increased since January with 5% growth Aug to Dec 16 and 12% growth January to May
	MIL	Renegotiate lease	Oct 2016	In progress	ongoing
Financial Performance against budget	PER	Board Reporting	Net Operating Income	YES	Operating Income exceeds budget by £180k (160%)
Cash Performance versus budget	PER	Board Reporting (Cashflow)	Exceeds	YES	Achieved
Monthly management accounts	PER	Issued to Management team for comment	Within 15 days month end	YES	Achieved
Equality & Diversity					
Staff believe we value E&D	PER	Engagement Survey	70%	91%	
Employee targets	PER	Career staff within 20% of local diversity			
		Career Staff Women	SU 62% NORWICH 51%	55%	
		Career Staff BME	SU 13% NORWICH 3.5%	4.5%	
		Career Staff Sexual (Non straight)	SU 16% NORWICH XX%	19%	
		Career Staff Disability	SU 11% NORWICH XX%	19%	
	PER	Student staff within 10% of student			

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		diversity			
		Student Staff BME	27.40%	19.72%	
		Student Staff Gender	61.01%	59.15%	
		Student Staff Disability	11.90%	09.86%	
		Student Staff International	28.55%	19.72%	
		Student Staff Sexuality	14.10%	17.84%	

This Annual Report, under the Charities Act 2011 was approved by the Board of Trustees on 19 December 2017 and is signed as authorised on its behalf by

India Alderson Edwards – Chair dated

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Independent Auditor's Report to the Members of The Union of UEA Students Limited

Opinion

We have audited the financial statements of the Union of UEA Students Limited for the year ended 31 July 2017 which comprise the Group Statement of Financial Activities, the Group Balance sheet, the Group Cash Flow Statement and related notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the charitable company's affairs as at 31 July 2017 and of the group's incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs UK) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of our audit

- the information given in the trustees' report, which includes the strategic report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the group and the charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the strategic report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- the parent company has not kept adequate accounting; or
- the parent company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on pages 6-7, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's or the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Annual Report and Accounts for the year ended 31st July 2017

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Janette Joyce

Senior Statutory Auditor

For and on behalf of

Crowe Clark Whitehill LLP

Statutory Auditor

Reading

Dated

Annual Report and Accounts for the year ended 31st July 2017

Consolidated Statement of Financial Activities for the year ended 31 July 2017

			2017			2016
	Notes	Unrestricted Funds	Restricted Building projects	Restricted Funds Other	Total Funds	Year ended 31 July
		£'000	£'000	£'000	£'000	£'000
Income and Endowments from:						
<i>Donations</i>						
University Grants		393	570	33	996	597
Provision of accommodation		742	-	-	742	742
<i>Charitable activities for students</i>						
Membership fees		-	-	-	-	142
Contributions from Club & society members		-	-	641	641	444
Commercial trading operations	5	9,834	-	-	9,834	8,468
<i>Investment income</i>		2	-	-	2	3
<i>Other operating income</i>		43	-	17	60	37
Total Income		11,014	570	691	12,275	10,433
Expenditure on Resources						
<i>Charitable activities for students</i>	7	(1,546)	-	-	(1,546)	(1,472)
Club & society expenses		-	-	(607)	(607)	(400)
Expenditure against grants		-	(407)	-	(407)	(263)
Commercial Trading Operations	5	(9,246)	-	-	(9,246)	(8,421)
Total Expenditure		(10,792)	(407)	(607)	(11,806)	(10,556)
Increase in Pension deficit		(867)	-	-	(867)	-
Costs associated with Union House refurbishment		-	-	-	-	-
Transfer of Sports Assets		-	-	-	-	(64)
Net income / (Expenditure)		(645)	163	84	(398)	(187)
Funds balances at 31 July 2016		(373)	5,487	237	5,351	5,538
Fund balances at 31 July 2017		(1,018)	5,650	321	4,953	5,351

The statement of financial activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities

Annual Report and Accounts for the year ended 31st July 2017

Union and Consolidated Balance Sheet as at 31 July 2017 Company No. 09664303

		Group		Union	
		2017	2016	2017	2016
	Note	£'000	£'000	£'000	£'000
FIXED ASSETS:					
Tangible assets	15	7,125	7,142	5,576	5,554
Investments	12	-	-	2,700	2,700
		<u>7,125</u>	<u>7,142</u>	<u>8,276</u>	<u>8,254</u>
CURRENT ASSETS					
Stocks	16	179	185	6	-
Debtors	17	331	434	2,671	1,356
Cash at bank and in hand		1,961	1,225	160	92
		<u>2,471</u>	<u>1,844</u>	<u>2,837</u>	<u>1,448</u>
CURRENT LIABILITIES					
Amounts falling due within one year	18	(1,808)	(1,513)	(3,515)	(2,379)
NET CURRENT ASSETS		<u>663</u>	<u>331</u>	<u>(678)</u>	<u>(931)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		7,788	7,473	7,598	7,323
LIABILITIES FALLING DUE AFTER MORE THAN ONE YEAR					
UUEAS Pension deficit		(95)	(112)	(95)	(112)
SUSS Pension deficit	19	(2,740)	(2,010)	(2,740)	(2,010)
TOTAL NET ASSETS		<u>4,953</u>	<u>5,351</u>	<u>4,763</u>	<u>5,201</u>
RESTRICTED FUNDS					
Club and Society Funds	20	228	194	228	194
Other Grant funding		55	5	55	5
Capital Projects funded by Grant		5,688	5,525	5,688	5,525
UNRESTRICTED FUNDS					
Accumulated Funds		(1,018)	(373)	(1,208)	(523)
		<u>4,953</u>	<u>5,351</u>	<u>4,763</u>	<u>5,201</u>

The deficit for the financial year dealt with in the accounts of the parent company was £438k (2016: £885k).

Approved by the Trustee Board on behalf of the Union of UEA Students on 18 December 2017
and signed on their behalf by

..... India Alderson Edwards

Chair of Trustee Board

..... Camille Koosyial

Activities & Opportunities Officer

Annual Report and Accounts for the year ended 31st July 2017

Consolidated Cash Flow Statement

		Year ended 31.7.17	Year ended 31.7.16
	Notes	£'000	£'000
Net Cash Flow from operating activities	A	1,289	2,351
Returns on investments and servicing of finance	B	2	3
Capital Expenditure	B	(555)	(1578)
		<hr/>	<hr/>
Increase in cash in the period		736	776
		<hr/>	<hr/>
Reconciliation of net cash flow to movement in net funds			
Increase in cash in the period	C	736	776
Net funds at 31 July 2016 (31 July 2015)		1,225	449
		<hr/>	<hr/>
Net Funds at 31 July 2017 (31 July 2016)		1,961	1,225
		<hr/>	<hr/>

Annual Report and Accounts for the year ended 31st July 2017

Notes to the Consolidated Cash Flow Statement

	Year ended 31.7.17	Year ended 31.7.16
Note A		
Reconciliation of Operating Profit to Net Cash Inflow from operating Activities		
	£'000	£'000
Total Net Income / (Expenditure) on ordinary activities	(398)	(187)
Interest received	(2)	(3)
Operating Deficit	<u>(400)</u>	<u>(190)</u>
Add back Depreciation Charges	572	439
Loss on disposal of fixed assets	-	14
Decrease / (Increase) in stocks	6	(18)
Decrease in debtors	103	2,866
Increase / (Decrease) in creditors	295	(736)
Increase / (Decrease) in long term liabilities	713	(24)
Net cash inflow / (outflow) from unrestricted activities	<u>1,289</u>	<u>2,351</u>

Notes to the Consolidated Cash Flow Statement

Note B		
Analysis of cash flows for headings netted in the cash flow statement		
	£'000	£'000
Returns on investments and servicing of finance		
Interest received	2	3
Capital Expenditure		
Purchase of tangible fixed assets – unrestricted funds	(134)	(79)
Purchase of tangible fixed assets – restricted funds	(421)	(1,499)
Net Cash outflow for capital expenditure	<u>(555)</u>	<u>(1,578)</u>

Note C

Analysis of changes in net funds

	1.8.17 £'000	Cash Flow £'000	31.7.17 £'000
Net Cash	<u>1,225</u>	<u>736</u>	<u>1,961</u>
Analysed in Balance Sheet			
Cash at bank and In Hand	<u>1,225</u>		<u>1,961</u>

Annual Report and Accounts for the year ended 31st July 2017

1. Charity Information

The principal activities of the Union are campaigning, representation, provision of social activities and the organisation of recreational activities and opportunities. It is a Public Benefit Entity. The Union of UEA Students Limited is an incorporated charity (limited by guarantee). The charity registration number is 11162866. It is incorporated and domiciled in the UK. The company registration number is 09664303. The address of the principal office is Union House, University of East Anglia, Norwich, Norfolk, NR4 7TJ.

2. Notes to the Accounts

Accounting Convention

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – Charities SORP, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Union meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognized at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Recognition of Income

All income from Specific Donations, Grants, Contracts and Other Services Rendered is included in the SOFA on an accruals basis. All income from short-term deposits is credited to the Income and Expenditure Account on a receivable basis. During the year, a formal lease was put in place between the University and the Union of UEA Students governing the accommodation on campus. Additional grant funding was provided to match the lease cost. In previous years the University grant of free accommodation on the campus was accounted for as income and expenditure of the year at an estimated value to the Union by reference to the alternatives available on the commercial market.

Revenue in respect of ticket sales received on behalf of 3rd party promoters and then remitted to them is not recognised as Income or expenditure in the commercial trading operations. Income is recognised for charges made to the promoter for the use of the premises to stage the event.

Resources Expended and Liabilities Incurred

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any irrecoverable VAT. Charitable expenditure comprises the direct and indirect costs of delivering public benefit. Governance costs are those incurred for compliance with constitutional and statutory requirements such as the annual audit, annual elections and training for sabbatical officers. Central overhead costs are apportioned to charitable and other activities pro rata to the full time staff equivalents in each department.

Going concern

The charity has cash resources and is supported by the University of East Anglia. The trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements

Pension Schemes

The Union of UEA Students participates in the Students' Union Superannuation Scheme, a defined benefit scheme which is externally funded and contracted out of the State Second Pension. The fund is valued at least every three years by a professionally qualified independent actuary with the rates of contribution payable being determined by the trustees on the advice of the actuary. Deficit contributions are currently scheduled until June 2033. The latest triennial valuation, effective 30 June 2016 was received in the year and resulted in an increase in the contributions payable to the scheme, which is reflected in Accounts at 31 July 2017. The Net Present Value of the Union's contributions as part of this scheme are reflected as a liability on the Balance Sheet, which will reduce as they are paid.

The Union also participates in the University of East Anglia Staff Superannuation Scheme (UEASSS). Benefits in respect of service accrue on a "final salary" basis. The valuation of the scheme dated 31 July 2015 provides an updated schedule of contributions over the period to December 2022. The liability is included on the Balance Sheet, and will reduce as contributions are paid.

Redundancy or Settlement Agreements

Cost arising from redundancy or settlement agreements are recognised and charged in the financial year at which the commitment was agreed with the Trustee Board and employee.

Improvements to Buildings

Improvements to buildings are stated at cost.

Annual Report and Accounts for the year ended 31st July 2017

Leasehold Property

Waterfront Student Union Services Limited occupies premises leased from Norwich City Council. The five-year lease expired on 31 July 2016 and a new lease is currently under negotiation with the Landlord. The Directors are confident that a new lease will be agreed and the current lease continues to operate in effect and at the previously charged rent until a new agreement is reached.

Leased Assets

Rentals payable under operating leases are charged as expenditure on a straight-line basis over the period of the lease.

Depreciation of Fixed Assets

The Union capitalises items with a useful life of more than one year. Capitalised equipment is stated at cost and depreciated over its expected useful life, as follows:

New Building	2% straight line
Property Improvements – Union House, SUS (EA) Ltd	5 - 10% straight line
Property Improvements – Waterfront SUS Ltd	20% straight line
Motor Vehicles	25% straight line
Fixtures, Fittings and Equipment	10 - 25% straight line
Computers and I.T.	25% straight line

The cost of new building works represents an extension to the floor area of Union House, which is occupied under an agreement with the University of East Anglia. The rate of 2% for the depreciation of the new building work is deemed appropriate by the trustees, in accordance with the anticipated period of tenure being at least 50 years. Assets under the course of construction are not depreciated until the asset is in use.

Investments

Investments are included in the Balance Sheet at their cost, less provision for impairment.

Stocks and Work in Progress

The stocks are valued at the lower of cost and net realisable value.

Debtors

Short term debtors are measured at transaction price, less any impairment.

Creditors

Short term creditors are measured at the transaction price.

Maintenance of Premises & Equipment

The cost of routine corrective maintenance is charged to the income and expenditure account as it is incurred.

Taxation Status

No provision has been made in these accounts for corporation tax on the profits attributable to the Union, which is exempt from such taxes due to its charitable status.

Unrestricted Funds

Representing unspent income which may be used for any activity/purpose at the Trustees' own discretion.

Restricted Funds

Restricted funds have been analysed into two categories:-

Funds made available in the forms of capital grants for the purpose of improvements to the Union House and the retail premises on the Norwich campus.

The accumulated funds of Clubs & Societies and additional non-capital grants made for specific purposes.

The Club and Society Funds

The balance is the total of the balances on the subscriptions accounts of each of the individual clubs, societies and peer support groups. The Union acts as "banker" for the clubs, societies and peer support groups, who are required to pay all their income into the Union's bank account and request withdrawals, duly authorised by the elected committee members, if they wish to spend the money. The Union acquires control of the funds if the club, society or peer support group ceases to have members. The trustees do not consider that this is a purely custodial arrangement and hence the income and expenditure are included in the Union's Statement of Financial Activities.

Capital Projects funded by specific grants

Annual Report and Accounts for the year ended 31st July 2017

These are shown separately from operating assets. In the period, grants of £570,000 were received from the University in respect of the continued refurbishment of Union House. All Income is shown under a specific heading under restricted funds in the SOFA whilst the costs of these capital expenditures will be depreciated through the restricted fund expenditure account over their estimated useful lives.

Financial Instruments

The charity holds only financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments include debtors, cash and creditors. Debtors and creditors are initially recognised at transaction value and subsequently measured at amortised cost. The pension liability is valued at fair value with the movement processed through the Statement of Financial Activities.

3. Judgments in applying accounting principles and key sources of estimation uncertainty.

Preparation of the financial statements requires management to make judgements and estimates. The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are that of the SUSS pension scheme deficit. A discount rate of 3.2% has been used in line with industry standards. Other assumptions include inflation of 5%.

Annual Report and Accounts for the year ended 31st July 2017

4. Financial performance of the Union

The consolidated statement of financial activities includes the results of the Union's wholly owned subsidiaries, Students' Union Services (East Anglia) Limited and Waterfront Student Union Services Limited. The Union has taken exemption from presenting its unconsolidated profit and loss account under section 408 of Companies Act 2006.

The summary financial performance of the Union alone is:

	Year ended 31.7.17 £'000	Year ended 31.7.16 £'000
Incoming Resources		
University Block Grant	241	397
Grant for Repairs and Utilities	152	200
Grant for / Donation of Accommodation	742	742
Additional Capital grants	570	-
INTO and Easton College Fees	28	27
Income from Catering operations	855	-
Membership Fees	-	142
Other operating income	15	8
Covenanted profits from subsidiaries	56	4
	<hr/> 2,659	<hr/> 1,520
Contributions from Club and Society members	641	444
Rent & Service Charges from Subsidiary Companies	1,165	999
	<hr/> 4,465	<hr/> 2,963
Expenditure on charitable activities	(1,221)	(1,472)
Expenditure from Catering operations	(685)	-
Expenditure recharged to Subsidiary Companies	(1,165)	(999)
Club and Society Expenses	(607)	(400)
Restricted fund expenditure against capital grants	(358)	(263)
Asset write-down – Investment in SUS (EA) Ltd	-	(650)
Asset write-down – Sports Assets	-	(64)
Increase in Pension deficit (SUSS)	(867)	-
	<hr/> (438)	<hr/> (885)
Net Incoming resources		
Total Funds Brought Forward	5,201	6,086
Total Funds Carried Forward	<hr/> 4,763	<hr/> 5,201
Represented by		
Restricted Funds	5,971	5,724
Unrestricted funds	(1,208)	(523)
	<hr/> 4,763	<hr/> 5,201

Annual Report and Accounts for the year ended 31st July 2017

Notes to the Accounts, continued

5. Incoming resources from activities to generate funds

The wholly owned subsidiary companies Students' Union Services (East Anglia) Limited, Company No. 01524381 (SUS) and Waterfront Student Union Services Limited, Company No. 02834353, (WF) are incorporated in the United Kingdom and pay all of their taxable profits to the Union under a Deed of Covenant. The subsidiary companies operate the bars, shops, live entertainment, club nights and all commercial operations carried on by the Union. The registered office of both Subsidiaries is the same as for the Union of UEA Students Limited, which is Union House, University of East Anglia, Norwich, Norfolk, NR4 7TJ.

The summary financial performance of the subsidiary companies is:

	Year ended 31.7.2017		Year ended 31.7.2016	
	SUS £'000	WF £'000	SUS £'000	WF £'000
Turnover	7,214	1,764	6,974	1,495
Cost of Sales and Administrative Costs	(6,109)	(1,612)	(6,024)	(1,397)
Rent and Service Charges paid to the Union	(1,047)	(118)	(924)	(75)
Interest receivable	2	-	3	-
Profit for the year	60	34	29	23
Covenanted payments to the Union	(25)	(31)	(3)	(1)
Retained in subsidiary companies	35	3	26	22

The assets and liabilities of the companies were:

	31 July 2017		31 July 2016	
	SUS £'000	WF £'000	SUS £'000	WF £'000
Fixed Assets	1,509	40	1,585	3
Current Assets	4,407	809	2,969	806
Current Liabilities	(3,179)	(698)	(1,851)	(661)
	2,737	151	2,703	147
Aggregate share capital and reserves	2,737	151	2,703	147

Within service charges paid to the Union is an amount related to the increase in pensions deficit liabilities relating to the SUSS Pension Scheme. This amount is shown separately on the face of the Consolidated Statement of Financial Activities for the Year and is therefore excluded from the expenditure from Commercial Trading Operations.

6. Investment Income

All of the group's investment income arises from money held in interest bearing deposit accounts.

Annual Report and Accounts for the year ended 31st July 2017

Notes to the Accounts, continued

7. Analysis of expenditure on charitable activities

	Year ended 31.7.17 £'000	Year ended 31.7.16 £'000
Representation & Governance		
Employment costs	540	483
Internal democracy	16	15
Professional Fees	23	15
Software licences	8	-
Conferences	9	14
NUS Affiliation	8	19
Schools / Teaching awards	6	5
Campaigns	20	7
Central overhead costs	324	154
	<u>954</u>	<u>712</u>
Student Support Services		
Employment costs	166	149
Peer Support groups	-	1
Miscellaneous Expenses	6	4
Nightline	1	2
Volunteer scheme	1	-
Stationery & Telephone	1	-
Professional fees	2	-
Central overhead costs	105	62
	<u>282</u>	<u>218</u>
Sports Association, Clubs and Societies		
Employment costs	145	141
Sports Association expenses	-	290
Individual clubs & societies	59	48
Postgraduate activities	10	-
Vehicle fleet running costs	-	9
Depreciation	-	8
Central overhead costs	96	46
	<u>310</u>	<u>542</u>
Total Expenditure on charitable activities	<u>1,546</u>	<u>1,472</u>

The activities previously charged as Communications have been transferred to the Marketing function accounted for within the trading subsidiary, Student Union Services (East Anglia) Limited.

Governance costs included within Representation & Governance costs are £29,000 (2016: £16,000).

Annual Report and Accounts for the year ended 31st July 2017

Notes to the Accounts, continued

8. Central Overhead Costs

A fixed proportion of administration staff costs are allocated to the 2 subsidiary companies each month. A fixed proportion of premises staff and cleaning costs are allocated to Students Union Services (East Anglia) Ltd each month. This company shares the premises with the Union. The balance of central support costs have been allocated on the basis of staff full time equivalents employed in the relative areas.

2017	%	Staff costs £'000	Premises costs £'000	Other costs £'000	Total £'000
Representation	57.4	93	167	64	324
Student Support Services	18.6	30	54	21	105
Sports Association, Clubs & Societies	17.0	28	49	19	96
Catering operations	7.0	11	20	8	39
Recharged to subsidiary companies		148	610	57	815
		<u>310</u>	<u>900</u>	<u>169</u>	<u>1,379</u>
2016	%	Staff costs £'000	Premises Costs £'000	Other costs £'000	Total £'000
Representation	58.8	38	104	12	154
Student Support Services	23.7	15	42	5	62
Sports Association, Clubs & Societies	17.5	11	31	4	46
Recharged to subsidiary companies		399	600	-	999
		<u>463</u>	<u>777</u>	<u>21</u>	<u>1,261</u>

9. Total resources expended

The total resources expended includes the following expenses

	Year ended 31.7.17 £'000	Year ended 31.7.16 £'000
Depreciation	572	439
Auditors Remuneration – Consolidated accounts	6	6
Subsidiary companies accounts	12	14

Annual Report and Accounts for the year ended 31st July 2017

Notes to the Accounts, continued

10. Analysis of Staff Costs

Group	Year ended 31.7.17 £'000	Year ended 31.7.16 £'000
Salaries and Wages	3,273	2,872
Social Security Costs	147	145
Pension Costs	163	135
Union		
Salaries and Wages	1,173	847
Social Security Costs	75	73
Pension Costs	74	71

Included in the above are redundancy settlement costs of £31,000 (2016 - £5,000)

The average number of employees in the year was 545 (2016 - 463). This splits between salaried staff and staff on short term contracts, the majority of whom are students who work varying hours according to demand and availability and are generally limited to 15 hours per week. The average numbers employed across the year in each category were as follows:-

	Group		Union	
	2017	2016	2017	2016
Career Staff	67	62	31	29
Staff on short-term contracts	478	401	37	30
Total	545	463	68	59

The Union has identified as key management personnel the 5 full time sabbatical officers and the senior management team, comprising the Chief of Staff, Deputy Chief of Staff, Director of Advocacy and Director of Social Enterprise.

The combined remuneration of these key management personnel was £294,000 in the year to July 2017 (2016: £228,000)

	No.	No.
The number of higher paid employees in the Union and the group at the end of the period under review was:		
Total emoluments band		
£60,001- £70,000	1	1
£70,001-£80,000	1	1

The above employees were members of a defined contributions pension scheme and group contributions during the period were £13,000. (2016: £16,000)

Annual Report and Accounts for the year ended 31st July 2017

Notes to the Accounts, continued

11. Trustees' Remuneration and Expenses

The full time officers elected in March 2016 took office from 1st August 2016. Each of the 5 full-time officers in office for the period 1st August 2016 to 31st July 2017 received a basic salary of £19,305 p.a (2016 : £17,609)

Their salaries are for the representation, campaigning and support work they undertake, as authorised by the Union's Constitution. The total salary costs for the full-time officers was £87,733 (2016 : £97,434). Expenses reimbursed to Trustees and in relation to quarterly Trustee meetings amounted to £2,612 in the period (2016, £1,717)

12. Investments

	2017	2016
	£	£
Students' Union Services (East Anglia) Limited	2,700,000	2,700,000
Waterfront Student Union Services Limited	4	4

The value of the investment in Students' Union Services (East Anglia) Limited was reduced in the year by £650,000 to reflect the value of the net assets of the company.

13. Control

The Board of Trustees is responsible for the management and administration of the Union (as described in section 57 of the Constitution). The Trustees are appointed and may be removed by Union Council, which consists of representatives elected by the membership.

14. Pensions

SUSS Pension

The Union of UEA Students participates in the Students' Union Superannuation Scheme (SUSS), which is a defined benefit scheme whose membership consists of employees of students' unions and related bodies throughout the country. Benefits in respect of service up to 30 September 2003 are accrued on a "final salary" basis, with benefits in respect of service from 1 October 2003 accruing on a Career Average Revalued Earnings (CARE) basis. With effect from 30 September 2011 the scheme closed to future accrual.

The most recent valuation of the scheme was carried out as at 30 June 2016 and showed that the market value of the scheme's assets was £101,300,000 with these assets representing 46% of the value of benefits that had accrued to members after allowing for expected future increases in earnings. The deficit on an ongoing funding basis amounted to £119,700,000.

The assumptions which have the most significant effect upon the results of the valuation are those relating to the rate of return on investments and the rates of increase in salaries and pensions.

The following assumptions applied at 30 June 2016:-

The investment return would be 4.3% per annum before retirement and 2.3% per annum after retirement.

Pensions accruing on the CARE basis would revalue at 3.6% per annum.

Present and future pensions would increase at rates specified by scheme rules with appropriate assumptions where these are dependent on inflation.

Annual Report and Accounts for the year ended 31st July 2017

Notes to the Accounts, continued

The 2016 Valuation recommended a monthly contribution requirement by each Participating Employer expressed in monetary terms intended to clear the ongoing funding deficit over a period of 16 years and will increase by at least 5% each year. These contributions also include an allowance for the cost of the ongoing administrative and operational expenses of running the Scheme. These rates applied with effect from 1 October 2017 and will be formally reviewed following completion of the next valuation due with an effective date of 1 July 2019. Surpluses or deficits which arise at future valuations will also impact on Union of UEA Students' future contribution commitment. In addition to the above contributions, Union of UEA Students also pays its share of the Scheme's levy to the Pension Protection Fund.

A prepayment of contributions of £343,000 representing 3 years contributions at a discount of 8.75%, was made at the beginning of October 2014 and no payments were made to the scheme during the year to 31 July 2017. Contribution will re-commence with effect from October 2017 at a rate of £155,208 p.a., increasing by 5% p.a.

The 2016 valuation increased scheduled contributions by 20% with a view to maintaining the timescale over which the deficit is funded. The resulting increase in liability is charged to the Consolidated Statement of Financial Activities for the year and highlighted as a non-operating charge.

UEASSS Pension

The Union also participates in the University of East Anglia Staff Superannuation Scheme, (UEASSS). Benefits in respect of service accrue on a "final salary" basis.

Under the latest triennial valuation, dated 31 July 2015, a revised schedule of contributions was put into effect from November 2016 until 31 December 2022.

At 31 July 2017, the value of the deficit was £117,390. The value of the deficit was not discounted over the period of repayment.

The Union now has one active member of the scheme. The contribution rate during the period ended 31 July 2017 applicable to this Union remained at 8.0% of Earnings and 27.4% of Earnings for the Union (35.4% in aggregate).

The contributions excluding deficit paid into the scheme in respect of eligible employees for the period ended 31 July 2017 amounted to £22,335 (2016 - £24,324).

Annual Report and Accounts for the year ended 31st July 2017

Notes to the Accounts, continued

15. Tangible Fixed Assets

Group	New Property £'000	Property Improvements £'000	Fittings, Equipment & I.T. £'000	Motor Vehicles £'000	Totals £'000
Cost					
At 1 August 2016	1,000	8,315	1,769	49	11,133
Additions	-	421	134	-	555
Disposals	-	-	-	-	-
At 31 July 2017	1,000	8,736	1,903	49	11,688
Depreciation					
At 1 August 2016	240	2,103	1,599	49	3,991
Charge for the year	20	426	126	-	572
Eliminated on disposal	-	-	-	-	-
At 31 July 2017	260	2,529	1,725	49	4,563
Net Book Value					
At 31 July 2017	740	6,207	178	-	7,125
At 31 July 2016	760	6,212	170	-	7,142

Union	Property Improvements £'000	Fittings, Equipment & I.T. £'000	Motor Vehicles £'000	Totals £'000
Cost				
At 1 August 2016	5,953	257	49	6,259
Additions	379	49	-	428
Transfers	-	-	-	-
Disposals	-	-	-	-
At 31 July 2017	6,332	306	49	6,687
Depreciation				
At 1 August 2016	510	146	49	705
Charge for the year	311	95	-	406
Eliminated on disposal	-	-	-	-
At 31 July 2016	821	241	49	1,111
Net Book Value				
At 31 July 2017	5,511	65	-	5,576
At 31 July 2016	5,443	111	-	5,554

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Notes to the Accounts, continued

16. Stocks

	Group		Union	
	31.7.17 £'000	31.7.16 £'000	31.7.17 £'000	31.7.16 £'000
Goods for resale	179	185	6	-

The amount of stock recognised as an expense in the year was £3,703,000 (2016: £3,293,000)

17. Debtors: Amounts falling due within on year

	Group		Union	
	31.7.17 £'000	31.7.16 £'000	31.7.17 £'000	31.7.16 £'000
Trade debtors	87	177	41	14
VAT	-	-	-	-
Amounts due from group undertakings	-	-	2,593	1,268
Prepayments and Accrued Income	244	257	37	74
	<u>331</u>	<u>434</u>	<u>2,671</u>	<u>1,356</u>

18. Creditors: Amounts falling due within one year

	Group		Union	
	31.7.17 £'000	31.7.16 £'000	31.7.17 £'000	31.7.16 £'000
Trade Creditors	420	553	118	249
VAT	100	132	100	74
Taxes and Social Security Costs	71	43	71	43
Accruals and Deferred Income	1,069	761	243	122
Pension Deficit contributions	148	24	148	24
Amounts owed to group undertakings	-	-	2,835	1,867
	<u>1,808</u>	<u>1,513</u>	<u>3,515</u>	<u>2,379</u>

Deferred Income represents ticket sales for events in the nightclubs and venues paid for in advance prior to the year end and income received in advance from stallholders and sponsors in respect of Freshers' week.

19. Creditors: Amounts falling due after one year

	Group		Union	
	31.7.17 £'000	31.7.16 £'000	31.7.17 £'000	31.7.16 £'000
SUSS Pension Deficit	2,740	2,010	2,740	2,010
UEASSS Pension Deficit	95	112	95	112
	<u>2,835</u>	<u>2,122</u>	<u>2,835</u>	<u>2,122</u>

The liability for SUSS is payable in equal instalments over 16 years. The liability is discounted at a factor of 2.5% p.a. (2016: 3.2%)

The liability for UEASSS is payable in equal instalments over 5 years. The liability is not discounted.

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Notes to the Accounts, continued

20. Analysis of charitable funds

Analysis of movements in unrestricted funds of the Union

UNION	Balance 1.8.16 £'000	Incoming resources £'000	Resources expended £'000	Funds at 31.7.16 £'000
Balance per accounts dated 31.7.16 (restated)	(523)	-	-	(523)
Current year movements on ordinary activities	-	3,254	(3,072)	182
Increase in Pension deficit - SUSS		-	(867)	(867)
Balance per accounts dated 31.7.17	(523)	3,254	(3,939)	(1,208)

Analysis of movements in unrestricted funds of the Group

GROUP	Balance 1.8.16 £'000	Incoming resources £'000	Resources expended £'000	Funds at 31.7.17 £'000
Balance per accounts dated 31.7.16 (restated)	(373)	-	-	(373)
Current year movements on ordinary activities	-	11,014	(10,792)	222
Increase in Pension deficit - SUSS	-	-	(867)	(867)
Balance per accounts dated 31.7.17	(373)	11,014	(11,659)	(1,018)

Analysis of movements in restricted funds of Group – current year

	Balance 1.8.16 £'000	Incoming resources £'000	Resources expended £'000	Transfers £'000	Funds 31.7.17 £'000
Clubs and Societies Funds	194	641	(607)	-	228
Capital assets funded by specific grants					
Union House refurbishment	5,171	570	(359)	-	5,382
Shop refurbishment	354	-	(48)	-	306
Other assets funded by specific grants	5	50	-	-	55
	5,724	1,261	(1,014)	-	5,971

Analysis of movements in restricted funds of Group – prior year

	Balance 1.8.16 £'000	Incoming resources £'000	Resources expended £'000	Transfers £'000	Funds 31.7.17 £'000
Clubs and Societies Funds	150	444	(400)	-	194
Capital assets funded by specific grants					
Union House refurbishment	5,341	-	(208)	38	5,171
Shop refurbishment	402	-	(48)	-	354
Other assets funded by specific grants	50	-	(7)	(38)	5
	5,943	444	(663)	-	5,724

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Notes to the Accounts, continued

The Clubs and Society funds can only be expended by the elected committee of the club or society for the benefit of the members of that club or society in accordance with the club or society aims.

Assets funded by capital grants are matched against specific non-discretionary funding and not available for general expenditure. As these assets are for long-term use, they are recorded as fixed assets in the balance sheet and the resources expended represents the depreciation charge to the SOFA in the period.

21 Net Assets of the Funds

The Net assets of the Union belong to the various funds as follows

	Fixed Assets	Investments	Net Current Assets	Long Term Liabilities	Funds Balance
	£'000	£'000	£'000	£'000	£'000
<u>Restricted Funds</u>					
Club and Society Funds	-	-	228	-	228
Capital Assets Funded by specific grants	5,471	-	217	-	5,688
Other assets funded by specific grants	-	-	55	-	55
<u>Unrestricted funds</u>					
General funds	105	2,700	(1,178)	(2,835)	(1,208)
Union	5,576	2,700	(678)	(2,835)	4,763

The Net assets of the Group belong to the various funds as follows

	Fixed Assets	Investments	Net Current Assets	Long Term Liabilities	Funds Balance
	£'000	£'000	£'000	£'000	£'000
<u>Restricted Funds</u>					
Club and Society Funds	-	-	228	-	228
Capital Assets Funded by specific grants	5,471	-	217	-	5,688
Other assets funded by specific grants	-	-	55	-	55
<u>Unrestricted funds</u>					
General funds	1,654	-	163	(2,835)	(1,018)
Group	7,125	-	663	(2,835)	4,953

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Notes to the Accounts, continued

22. Leasing Commitments

At 31 July 2017, the Union and its subsidiary companies had future minimum lease payments under non-cancellable operating leases as detailed below:-

	31.7.17 £'000	31.7.16 £'000
Other operating assets		
Due within one year	30	21
Within two to five years inclusive	39	29

Waterfront Student Union Services Limited occupies premises leased from Norwich City Council. The five-year lease expired on 31 July 2016 and a new lease is currently under negotiation with the Landlord. The Directors are confident that a new lease will be agreed and the current lease continues to operate in effect and at the previously charged rent until a new agreement is reached. The annual lease payment was £65,000.

23. Capital Commitments

At 31 July 2017 there no capital commitments (2016: £160,000) relating to the continuing improvements to Union House.) The Union has received £170,000 in advanced funding for creation of additional social learning spaces within Union House, of which £145,000 remains unspent at 31 July 2017, the balance to be spent during the year ended 31 July 2018.

24. Related Party Transactions and Ultimate Controlling Party

The Union of UEA Students owns 100% of the issued share capital of Students Union Services (East Anglia) Limited, company no. 01524381 and Waterfront - Students Union Services Limited, company no. 02834353, which are companies incorporated in England & Wales. During the year, the Union entered into the following transactions:-

	Student Union Services		Waterfront	
	2017 £'000	2016 £'000	2017 £'000	2016 £'000
Provision of staff	1,763	1,712	497	487
Management charges	497	324	118	75
Rent on Union House and retail unit	550	600	-	-
Covenanted payment in respect of taxable profits		3		1

The ultimate controlling party of the Union is its Trustee Board. The directors of the subsidiary companies are also directors of the Union and members of the Trustee Board.

The Union and its trading subsidiary, Student Union Services (East Anglia) Limited engages in a number of transactions with the University of East Anglia. The Union paid rent on the use of Union House and the retail premises of £742,000 (2016, £742,000), which was funded by a corresponding grant payment. In addition the Union paid £129,000 for utilities (2016, £132,000), £400 for repairs and maintenance (2016, £40,000), £8,000 for IT equipment (2016, £2,000), £97,000 in relation to improvements to Union House and the Shop (2016, £10,000) and £25,000 for use of other campus services and facilities (2016 £48,000). In addition, the Union made contributions into the UEASSS pension scheme of £22,000 (2016 £28,000).

During the year, the University agreed to take on responsibility for routine maintenance of Union House in lieu of a deduction of grant income. The value settled on during the year was £74,000.

The Union and its subsidiary, Students Unions Services (EA) limited, made sales relating to shops, bars and venues of £40,000 to the University (2016, £28,000)

Annual Report and Accounts for the year ended 31st July 2017

Notes to the Accounts, continued

25. Affiliations

The Union, on behalf of the generality of the students, is currently affiliated to, and paid affiliation fees during the year to, the following external organisations:

	£'000s
Advice UK	1
National Union of Students	10
Citizens Advice Bureau	1
	<u>12</u>

26. Financial Instruments.

	31.7.17 £'000	31.7.16 £'000
Group		
Financial assets measured at amortised cost	2,047	1,402
Financial liabilities measured at amortised cost	(1,744)	(1,357)
Financial assets measured at fair value	-	-
Financial liabilities measured at fair value	(2,678)	(2,146)

The group's income, expense, gains and losses in respect of financial instruments are summarised below:

	31.7.17 £'000	31.7.16 £'000
Interest income and expense		
Total interest income for financial assets held at amortised cost	2	4

	31.7.17 £'000	31.7.16 £'000
Union		
Financial assets measured at amortised cost	2,739	1,374
Financial liabilities measured at amortised cost	(3,452)	(2,281)
Financial assets measured at fair value	2,700	2,700
Financial liabilities measured at fair value	(2,678)	(2,146)

The Union's income, expense, gains and losses in respect of financial instruments are summarised below:

	31.7.17 £'000	31.7.16 £'000
Interest income and expense		
Total interest income for financial assets held at amortised cost	-	1

Included within financial instruments held at amortised cost are trade debtors, intercompany balances, cash at bank and in hand, trade creditors, accruals, other creditors and social security and other taxes.

Included within financial instruments held at fair value are investments and pension scheme liabilities.

Annual Report and Accounts for the year ended 31st July 2017

Notes to the Accounts, continued

27. Comparative 2016 Statement of Financial Activities

	Unrestricted Funds	2016 Restricted Building projects	Restricted Funds Other	Total Funds
	£'000	£'000	£'000	£'000
Income and Endowments from:				
<i>Donations</i>				
University Grants	597	-	-	597
Provision of accommodation	742	-	-	742
<i>Charitable activities for students</i>				
Membership fees	142	-	-	142
Contributions from Club & society members	-	-	444	444
Commercial trading operations	8,468	-	-	8,468
<i>Investment income</i>	3	-	-	3
<i>Other operating income</i>	37	-	-	37
Total Income	9,989	-	444	10,433
Expenditure on Resources				
<i>Charitable activities for students</i>	(1,472)	-	-	(1,472)
Club & society expenses	-	-	(400)	(400)
Expenditure against grants	-	(256)	(7)	(263)
Commercial Trading Operations	(8,421)	-	-	(8,421)
Total Expenditure	(9,893)	(256)	(407)	(10,556)
Pension deficit payments	-	-	-	-
Costs associated with Union House refurbishment	-	-	-	-
Transfer of Sports Assets	(64)	-	-	(64)
Net income / (Expenditure)	32	(256)	37	(187)
Transferred from Unincorporated Charity (restated)	(405)	5,743	200	5,538
Fund balances at 31 July 2016	(373)	5,487	237	5,351

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Additional information not forming part of the audited accounts.

Profit and Loss Accounts of the Subsidiary companies

	Year ended 31.7.17 £'000	Year ended 31.7.16 £'000
Students' Union Services (East Anglia) Limited		
Contributions to Fixed overheads		
Retail Outlets	337	374
Games Machines	-	3
Union Bars	873	745
Entertainments	(51)	(41)
Lettings agency	7	56
Advertising and Other income	147	17
	<u>1,312</u>	<u>1,154</u>
Less:		
Management Charge payable to the Union	(497)	(324)
Central Administration Costs	(754)	(800)
Net Operating (Loss) / Profit	<u>60</u>	<u>30</u>

	Year ended 31.7.17 £'000	Year ended 31.7.16 £'000
Waterfront Student Union Services Limited		
Contributions to Fixed overheads		
Bars	539	481
Entertainments	(75)	(219)
	<u>464</u>	<u>262</u>
Less:		
Management Charge payable to the Union	(118)	(75)
Central Administration Costs	(312)	(164)
Net Operating Profit	<u>34</u>	<u>23</u>