




UEA Student Union Council Agenda

 **Location: Lecture Theatre 3**
 **Date: 12/10/2023**
 **Time: 5pm**

Chair: xxx
Deputy Chair: xxx
DPC: Serene Shibli Sexton

Useful Information:

Code of conduct

All students are members of the union, and so should behave appropriately in line with our Code of Conduct.

<https://www.ueasu.org/union/memberscodeofconduct/>

Expenses

Remember – the Union (of UEA students) may be able to reimburse you for travel or career expenses that you incur attending this meeting. Please contact su.voice@uea.ac.uk for more details.

<https://www.ueasu.org/democracy/unioncouncil/councilinfo/>

Articles of Association and Bye-laws

The Union's governing document, the Articles of Association, and its rule book, the Bye-Laws, can be found by here:

<https://www.ueasu.org/union/governance/constitution/>

How to access the online meeting facility

If you cannot attend in person on Thursday and would like to use the online facility, please join via the Teams link in your Outlook calendar. If you have any issues accessing this, please email su.voice@uea.ac.uk.

Attendance

Full list of union councillors can be found here:

<https://www.ueasu.org/democracy/unioncouncil/listofunioncouncillors/>

Quorum

"1.15 Business shall not be conducted by the Union Council:

1.15.1 unless over 40 representatives are present at a meeting;"

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	i. Appointments and HR Committee (x2)	
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1. House Keeping

- | | | |
|--------------------|---|----------------------|
| | | (C&D) |
| a) | Appointment of Chair and Deputy Chair of Union Council | |
| <i>To Elect</i> | To elect a Chair and Deputy Chair of Union Council Candidates, including non- | |
| <i>To Note</i> | members of Council should register their interest by emailing the Democracy & Governance Coordinator at su.voice@uea.ac.uk . | |
| | More information can be found on these positions here: Quick Guide to Union Council.pdf | |
| | Or email Serene at s.shibli-sexton@uea.ac.uk | |
| b) | Statements from the Chair: | (Chair of UC) |
| <i>To Receive</i> | Any statements or Updates from the Chair | |
| c) | Minutes of the Last Meeting | (Chair of UC) |
| <i>To Approve</i> | The committee is asked to check the minutes for accuracy. | |
| | The minutes of the previous meeting held on April 25 th 2023 | |
| | https://www.ueasu.org/pageassets/democracy/unioncouncil/councildocumentsandnotices/UC-085-Union-Council-Minutes-April-2023.pdf | |
| d) | Matters Arising | (Chair of UC) |
| <i>To Consider</i> | Committee members are invited to note the matters arising from the previous meeting. The action log will be updated at the next SOC meeting, officers are requested to note their actions and bring updates to the next meeting. | |

Meeting	Action Point	Actioned to	Update	Date complete
25/05/23	Budget approval and Finance Updates	Chair of Finance Committee	Doing this later in the meeting	
25/05/23	Appointment of Student Trustees	C&D	Doing this later in the meeting	

e) **Cycle Of Business** **(C&D)**

To Note: In accordance with Bye-law 2.34: “A cycle of business will be proposed by the Chair of Union Council, in collaboration with the Campaigns & Democracy Officer, at the first Union Council of the academic year”

To Approve All Meetings to Include: (Standing Items)

- Statements from the Chair
- Approval of the Minutes
- Matters Arising from The Minutes
- Reports from Office Holders and Committee Representatives
- Formative Open Discussions on Topics Decided by SOC
- Motions and Policy
- Club and Society Approvals (Termly)
- Details of the Next Meeting

Any Other Business:

Council typically invites the following people to address Union Council:

- The Vice Chancellor (usually in the November meeting)
- The President of the NUS (usually in the April meeting/AGM)
- The Chairs of Campus Trade Unions (in the event of strike action)

By Union Council:

Term 1:

October (12th):

- Election of Chair and Deputy Chair of Union Council (Yearly)
- Approval of Cycle of Business (Yearly)
- Election of Students to Trustee Board Sub-Committees (Yearly)
- Election of Democratic Procedures Committee

- Appointment of Students to University and SU Trustee Panels (Approval of) (Yearly)

November(23rd):

December(14th):

- Policy Lapse (Yearly)

Term 2:

February(22nd):

- Club and Society Approvals (Termly)

March(21st):

- Presentation from chair of finance committee on budgets and estimates

April(25th):

- Club and Society Approvals (Termly)
- Elections Results Report (Yearly)

Term 3:

May(23rd):

- Election of Students Trustees (Yearly)
- NUS National Conference Report (Yearly)
- Annual General Meeting (Yearly)
- Affiliations (Yearly)
- Approval of budgets and financial estimates (Yearly)
- Set minimum membership count for club/society continuity (Yearly)

f) **Appointment of Students to University and SU Trustee Panels (C&D)**

To Allocation of Full time Officers on Trustee Board:

Approve

- Chair of Trustee Board: Taylor Sounes
- Management Committee: Luke Johnson
- Appointments and Human Resources Committee (AHRC): Elise Page
- Finance Committee: Nathan Wyatt
- Risk and Oversight Committee (ROC): Serene Shibli Sexton

Allocation of PTOs on Trustee Board: TBD

Allocation of PTOs on Trustee Board Sub-Committees: TBD

Allocation of Students on Trustee Board Sub-Committees: TBD

Allocation of Full time Officers on University Committees and Panels:

- University Council: Taylor Sounes, Serene Shibli Sexton
- Senate: Luke Johnson, Elise Page, Nathan Wyatt
- Student Experience Committee: Nathan Wyatt, Serene Shibli Sexton, Luke Johnson
- Learning and Teaching Committee: Elise Page, Taylor Sounes

Allocation of FTOS and PTOS on other University Committees to be at the discretion of Officers and SOC

g) Trustee Elections

(C&D +
Chair of
UC)

To Note More information on these positions can be found here: [202324 - Student Trustee Information Pack \(3\) \(1\).pdf](#)

To Elect To elect students to the following positions:

- Student Trustee (4 positions)

*To Read
and
Vote:*

Candidate Name: Alex Leverage
Please list any qualifications, awards or studies you consider relevant to this role: <ul style="list-style-type: none">• Recently successfully completed Aldi Graduate Area Manager Placement scheme; gaining proven time management skills and dependability which this role requires• IT proficient• Good communication• Effective time management skills
Please list any experience you have that is relevant to the role: <ul style="list-style-type: none">• Returning/current third year NBS student• Previous experience collaborating with UEA organisations (Men's Vice-captain UEA Rowing – 2021-22)• Recently successfully completed Aldi Graduate Area Manager Placement scheme; gaining proven time management skills and dependability which this role requires• Former Nationally competitive rower and champion in my category and two more successive podium finishes at UK level (Showcasing further dependability from myself and my 'ease' at committing to such a role as the student trustee position)
What skills do you have that help you fulfil this role?

· Time management · Dependability · Effective communication · Desire to succeed
<p>Why do you want to be a Student Trustee for the SU?</p> <p>As a returning third year student, I have witnessed the UEA grow and develop under what has arguably been the most difficult period of growth the university has ever/will ever experience. With continued concerns expressed over the financial viability of the universities' activities alongside an ever-changing student demographic, the university is experiencing an exciting time of change. This is further expressed through students changing expectations over what they wish to achieve in their time at university and consequently, I feel empowered to assist through this role as Student Trustee. Additionally, with proven skills most recently enhanced from my Placement year with Aldi, I believe I will be able to demonstrate robust qualities the committee expects from one of its members – to best serve the students of UEA</p>

Candidate Name: Alikhan Zimanov
<p>Please list any qualifications, awards or studies you consider relevant to this role:</p> <p>I had my own businesses and I think this role is very interesting for me</p>
<p>Please list any experience you have that is relevant to the role:</p> <p>CEO of my own company</p>
<p>What skills do you have that help you fulfil this role?</p> <p>Communication, creativity and I have a lot of energy</p>
<p>Why do you want to be a Student Trustee for the SU?</p> <p>Because I think that I can represent Russian speakers from CIS countries</p>

Candidate Name: Catroina Lee
<p>Please list any qualifications, awards or studies you consider relevant to this role:</p> <p>I have 10 GCSEs including Maths and English, as well as 3 A-Levels in Psychology (A*), German (A), and History (B). I am a qualified adult leader within Girlguiding, with experience and training about safeguarding and data protection, as well as some understanding of how Girlguiding works as a charity.</p>
<p>Please list any experience you have that is relevant to the role:</p> <p>As president of my Sport's Club (Swimming and Water polo), I feel I am a good voice for UEA students, as I am well integrated among the UEA+ Sport community. I have also previously been the Equality, Diversity and Wellbeing officer of the same club (2022-23), which meant I gained a good understanding of the SU's efforts in this area, and of student's experiences of it. I did a week of work experience within the HR department of a company employing 450 employees. This gave me an opportunity for insight into how a company is organised and involved working on independent projects which utilised problem solving skills and independent thinking.</p>

Lifeguarding in various roles since 2019 means I have had opportunities to work in a team, and have been required to follow specific health and safety laws. This placed me in a role of responsibility and trust by my employers, as I needed to enforce laws and be focused at work.

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

I am a strong communicator, which can be seen in my leading of committee meetings as a club president and in communicating with new and existing club members. Furthermore, I am able to work in a team, and lead a team, which has been crucial in job roles such as working as a lifeguard. Having worked as a lifeguard since aged 16, I feel I am trustworthy, responsible, and vigilant, being sure that environments are safe for swimmers. This can be transferred to being a trustee, as I can act in a careful manner when making decisions, so it is sure they are the right decision to make.

Why do you want to be a Student Trustee for the SU?

Having been a UEA SU member for 2 years, it would be interesting for me to gain more insight to the running of the SU, and I would be grateful to give back to something which has supported my university experience. I am also keen to gain more of an understanding of the professional and legal undertakings of the SU board, as I feel this would be transferrable to other things after I graduate. I enjoy meeting new people and am aware this is another opportunity to do this, and to expand my network at UEA

Candidate Name: Chikaosolu Emeka

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

- University of East Anglia – M.A. Global Development (Sept. 2023 –
- Veritas University, Abuja - B.A. History and International Relations Second Class (Upper Division) 2015 – 2019
- Veritas Youth Choice Award for Outstanding Contribution to the Students' Representative Assembly (Veritas University, Abuja 2019)
- Distinguished Student Leader issued by Student Representative Assembly, Veritas University Abuja, 2019
- Certificate of Merit issued by Department of History and International Relations for Selfless contribution to the growth and development of the Department.
- Training – Inclusive Leadership: The Power of Workplace Diversity [2021]
Jobberman Soft Skills Course [2021]
- IT Skills · IT (MS Word, Excel, Email and Databases · Introduction to Cybersecurity

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

Leadership in Student Government: I have served as Secretary within the student government and president of various student organisations where I gained firsthand experience in decision-making, representing student interests, and collaborating with diverse stakeholders within the university

Committee Participation: I have actively participated in various university committees, such as the convocation committee, e-campus committee and caretaker committees, contributing to discussions, proposing initiatives, and advocating for student concerns.

Community Engagement: I have been involved in community engagement initiatives, such as building a buddy up committee that helps student who are involved in drug abuse, which reflect my commitment to making a positive impact beyond campus boundaries.

Conflict Resolution Skills: I have experience in mediating disputes and resolving conflicts among students as a student representative and a staff of the Student Affairs Unit, demonstrating my ability to foster constructive dialogue and find mutually beneficial solutions.

Research and Analysis: I have conducted research on student-related issues and analyzed policy documents, equipping me with the analytical skills necessary for reviewing governance matters.

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

Over the years, I have accumulated a good number of skills which can help me fulfil this role. Here are a few of them;

Effective Communication: I possess strong communication skills, enabling me to articulate ideas clearly and engage in productive discussions with diverse stakeholders.

Strategic Thinking: I excel in thinking strategically and can analyze complex issues, evaluate potential solutions, and make informed decisions that benefit the student body in the long term.

Teamwork and Collaboration: I work effectively in teams, value diverse perspectives, and create a collaborative atmosphere to achieve common goals with fellow Trustees.

Leadership Experience: My prior leadership roles have equipped me with valuable leadership skills, which are instrumental in guiding discussions, making decisions, and advocating for student interests.

Problem-Solving Abilities: I possess strong problem-solving abilities, enabling me to identify challenges, propose effective solutions, and follow through with their implementation, thereby improving the SU's operations.

Why do you want to be a Student Trustee for the SU?

I want to be a Student Trustee for the SU of UEA Students for several compelling reasons:

Passion for Student Welfare: I am genuinely passionate about the well-being and success of my fellow students. I believe that the Student Union plays a vital role in enhancing the overall student experience, and I want to contribute to making UEA a better place for all students.

Diverse Representation: As a Student Trustee, I can actively represent the diverse voices and concerns of the student body. My commitment to inclusivity and my dedication to ensuring that all students are heard and valued align perfectly with the role of a Trustee. Commitment to

Transparency and Accountability: I believe in the importance of transparency and accountability within student governance. I am committed to ensuring that the SU operates with integrity and openness, and I am ready to hold myself and the organization to the highest standards.

Policy and Governance Understanding: I have a strong understanding of governance processes and policy development, gained through [mention any relevant coursework or experiences]. This knowledge equips me to make informed decisions and contribute to the strategic direction of the SU.

Collaboration and Teamwork: I thrive in collaborative environments and value diverse perspectives. I am eager to work closely with fellow Trustees, SU staff, and students to collectively address challenges and implement positive changes.

Student Empowerment: I believe in empowering students to be active participants in their university experience. As a Trustee, I will actively seek input from students and work to implement initiatives that empower them to shape their educational journey.

Long-term Commitment: I am committed to a long-term role as a Student Trustee and am excited about the opportunity to make a lasting impact on the SU and the UEA community. I view this role as an opportunity to invest in the future of our university.

Continuous Learning: I recognize that serving as a Student Trustee will be a tremendous learning experience. I am eager to embrace this opportunity for personal and professional growth, expanding my knowledge and skills while contributing to the SU's success.

Candidate Name: Ivo Garnham

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

I have received SU training on a range of relevant areas: finance, diversity and inclusion, conflict management, governance, and confidentiality. More recently, I was recruited on a short-term basis by UEA to research and consult on student opinion on a variety of topics

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

I have previously served as a Full-Time Officer at the SU. This role gave me several relevant experiences, such as:

- Chairing the SU's Management Committee
- Chairing the SU's Risk and Oversight Committee
- Working as the CEO's Line Manager
- Developing and managing relationships with key

<p>stakeholders, both students and staff</p> <ul style="list-style-type: none"> - Developing a deep understanding of the SU's policies, byelaws, and objectives.
<p>What skills do you have that help you fulfil this role?</p> <p>My past experiences have given me all the essential skills required to be an effective trustee. I am confident in my understanding the SU's aims and my ability to work as a team with the rest of the board to ensure the long-term stability and success. My skills include:</p> <ul style="list-style-type: none"> - Financial literacy: key to ensuring money is efficiently allocated - Legal knowledge: it is absolutely essential that we ensure the SU acts with integrity and avoids any run-ins with the Charity Commission - Excellent communication: my ability to both be open and a good listener will be useful in building relationships with fellow trustees - Problem solving: my past experience on multiple boards means I have much-needed expertise in overcoming board challenges - Ethical integrity: I understand and live by the progressive values of the SU - Risk management: I fully comprehend the bigger picture issues the board may face - Empathy and compassion: I always consider the impact of my actions before proceeding
<p>Why do you want to be a Student Trustee for the SU?</p> <p>I have been passionate about our Students' Union since I began my educational journey at UEA over 6 years ago. My time as a Full-Time Officer allowed me to give something back to this fantastic organisation, but I now feel the urge to give something more. I am enthusiastic about advocating for the interests and well-being of my fellow students. Serving as a trustee of the SU would provide a unique opportunity to contribute meaningfully to our campus community. I believe in the power of collective action and want to ensure that the student body's concerns and aspirations are effectively represented.</p> <p>My knowledge, experience, and dedication would make me an effective and committed trustee. The ever-changing environment of UEA and the wider higher education sector presents constant challenges to our SU – I believe we will benefit most from having trustees who will stick by the key principles of democracy and empowering students to push for the changes they need. I would be incredibly grateful for the opportunity to give my time, energy, and skills to this important role.</p>

<p>Candidate Name: Katie Rayner</p>
<p>Please list any qualifications, awards or studies you consider relevant to this role:</p> <p>Cognitive Psychology</p>
<p>Please list any experience you have that is relevant to the role:</p>

<p>1 year of experience on the trustee board as a student trustee. Volunteer working with the su in the recruitment sector.</p> <p>Additionally, I work closely with students in helping run a uea sports club as trip secretary last year and publicity for the second year in a row which I think gives me insight into the wants and needs of students. I believe this experience will improve my performance when representing students on the board.</p>
<p>What skills do you have that help you fulfil this role?</p> <p>People skills, communication skills, experience as a trustee on the SU board</p>
<p>Why do you want to be a Student Trustee for the SU?</p> <p>I'm passionate about the role and have enjoyed working with the officers and trustees of the su in the past year. I want to contribute as much as I can during my time at uea and hopefully continue to do so following the end of my undergraduate course. I feel that working on the board is a great way to achieve this.</p>

<p>Candidate Name: Meg Powley</p>
<p>Please list any qualifications, awards or studies you consider relevant to this role:</p> <p>I am in my final year of my Economics degree and I am particularly interested in finance. Having completed a number of finance and law modules, I feel I have an understanding of how to budget and would love the experience to practise my skills.</p> <ul style="list-style-type: none"> • Over the summer I completed Bright Network's: Public Sector, Policy and Charity Internship. I completed a range of tasks set by the Civil Service Fast Stream such as managing a small team and planning a new campaign. This allowed me to learn more about dealing with conflict in a team and how to get a team to produce the best work. • Last year I completed a split-year study abroad in San Francisco and Hong Kong. This helped me learn a lot about different cultures and get a good understanding of how other universities help their students, which I feel like I can apply to UEA. • During my A levels, I completed an EPQ which allowed me to improve my research and presentation skills. I am further building on this by completing a dissertation this year and I feel these accomplishments have helped build my confidence and ability to speak in large groups. • I particularly enjoy studying languages and I have qualifications in French, German, Spanish, Japanese and Chinese. I enjoy the challenge of learning new languages, new cultures and about how best to help different groups of individuals.
<p>Please list any experience you have that is relevant to the role:</p> <p>Over the past few years, I have been lucky enough to be a trustee for an animal shelter in Durham Ark on The Edge. I have experience with the demands of this role and understand the importance of making sure the right decisions are made for both the charity and for the individuals the</p>

charity looks after. I understand the importance of conveying my views and staying true to my ideas as well as considering the views of others and weighing up the best move forward.

- I was part of the executive committee for The International Education Exchange Council in San Francisco State University, which meant my job was to attend and help run the different sub-committee meetings and discuss the group's opinions and needs. Then I would feed back to the executive committee including department leads about the ideas presented and how best to allocate funding. This means I have experience with deciding what ideas would work best and allocating funding to those.
- I am on the committee for 3 societies this year, including 2 peer support societies. I understand the importance of teamwork and building connections with my fellow members as well as listening to the feedback of students and trying to improve things for them.
- I have studied abroad in San Francisco and Hong Kong over the past year and have learnt a lot about how the different universities are run. I would like the opportunity to put what I have learnt into practice to help improve UEA. It also means I understand the issues faced by international and exchange students at the university and how best to support them.
- I am an ambassador for the university, meaning I regularly talk to current and future prospective students. I think this will help me understand what is in the best interest of students and apply this to my decisions

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

- Active listener: I am able to listen to a range of individual points and take all information into consideration to come up with the best decision to my knowledge.
- Team work: Throughout my university career, I have had to work with a diverse range of individuals and I take into consideration the strengths and weaknesses of my team to create the best results.
- Organisation: Due to my many commitments, I have had to learn to adapt my time so that I can fulfil all of my obligations as well as still being able to maintain a consistent level of academic performance.
- Communication: I have good communication skills and I am able to express my opinions in a clear and concise manner to others.
- Resilient: During my time abroad, I faced a number of struggles such as adapting to new cultures and learning new languages. This has made me a much more resilient person who is able to overcome any challenge that is put before me.
- Problem Solving: While at my old job, there were many occasions where I had to deal with customer conflict in a fast and succinct way. I learnt how to think on my feet and come up with creative and effective solutions.
- Empathetic: Due to my own personal struggles, I am a very understanding person who always understands the feelings and needs of others. I always try to support others and let them know they are not alone.
- Leadership: I have often led meetings, so I therefore understand the importance of making sure everybody is heard and appreciated.

Why do you want to be a Student Trustee for the SU?

With the current budget cuts from the university, it can be a bit of a scary time for us as students, as we do not want our university experience to be negatively affected. I would love the opportunity to be on the trustee board for the SU to ensure decisions are being made with students' best interest in mind. I have been lucky enough to have the experience of attending two other universities across the world and have been able to learn how they help their students. I would love to be able to apply what I have observed to help improve UEA and to ensure a positive future for the university.

I am particularly passionate about equality, diversity and accessibility and would like to ensure all decisions take these factors into account. I want to make sure every single student's needs are being heard and met, whether they are a first year or a postgraduate, and the funding is being spent in the areas that really need it such as more accessibility on campus and funding to ensure speedier responses from the SU. The environment is also something that is close to my heart and I would like to make sure sustainability is at the forefront of UEA's plans.

My number one aim as a trustee member would be to ensure all ideas are being heard and that all the best ideas are put into fruition. I have had an amazing time at UEA and would love to give back and help the SU ensure a better future for all students. I want to make certain the university as a whole is in good hands and I hope after reading this you feel I am the best candidate

Candidate Name: Sophie Brown

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

BA (Hons) English Literature with Creative writing (UEA)

MA Screen Production (Screenwriting) (UWE)

PGCE Secondary English (UEA – current

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

I have been the secretary, social secretary, and treasurer of a sports club at university (UEA) and have worked on the SU Bar at UEA in the past. Working and studying amongst the UEA community for multiple years has given me a true feel for the university's values, ethos and student's needs.

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

I am incredibly organised and open minded, with a particular interest in exploring the inner workings of the university and the SU. I am good at evaluating evidence and using it to draw conclusions and make decisions, particularly ones which will impact the larger communities. I am also good at putting aside my own opinions for the benefit of the university. I believe it is important to ask the difficult questions and to scrutinise information to ensure the best outcomes are found.

Why do you want to be a Student Trustee for the SU?

have studied at UEA for many years and having recently been away at another institution for a year, I have come to realise how important a student's union is to not only the students' lives but the community on a campus. UEA's SU is incredibly unique in the way it genuinely cares for its students and continually provides increasing levels of support as new challenges arise. It would be a pleasure to be part of such a successful example of a student union and help continue its legacy in a small way.

I am currently training to become a teacher and working on a board of trustees will give me invaluable experience of an extremely professional environment with an important role.

Particularly one where the students' needs, and wellbeing are at the forefront of everything it aims to do. It will also give me experience of the internal politics of a teaching institution, something which undoubtedly will be a large part of my career.

Furthermore, I love my university; I have returned for a final year not only because I wish to achieve my career goals, but because this institution has welcomed me and shaped me as an individual. The student's union has been a large part of this experience, not only working for it in the past, but being a member, accessing its services, attending its events and being part of its clubs and societies. I am genuinely interested in helping to support the SU in any way I can, as well as ensuring the University of East Anglia is as good as it can be - a large task given the scope of the institution and its ever-developing campus, problems, and environment.

h) Sub-Committees of the Trustee Board:

To Note More information on these positions and the positions the following committees can be found here: [Elections to Committees Information.docx](#)

- To Elect*
- Appointments and HR Committee (2 positions)
 - Finance Committee (2 positions)
 - Risk and Oversight Committee (2 positions)

i) Democratic Procedures Committee

**(C&D +
Chair of
UC)**

To Elect To elect students to the following positions:

- Democratic Procedures Committee (8 Positions)
-

- j) **Appointment to UEASU Code of Conduct Panel** **(C&D + Chair of UC)**
- To Consider* To volunteer to be considered to sit on the UEASU Code of Conduct Panel please say at this point on the agenda, email su.voice@uea.ac.uk, or fill out this very easy form:

2. Reports **(Chair of UC)**

To Receive and Discuss An opportunity for all Officers to verbally update the Committee on their work to date and their plans for the term ahead.

- a) **Trustee board report – Taylor Sounns** **UE**

To Note: 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 you can scrutinise the work of the Trustees and hold them to account.

Approved minutes of all meetings of the Board can be viewed online here <https://www.ueasu.org/union/governance/trusteeboarddocuments/>

Verbal report to be given

- b) **Student Officer Committee (SOC) report -TBC** **TBD**

To Note: 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.

Approved minutes of all meetings of SOC can be viewed online <https://www.ueasu.org/officers/>.

Chair of SOC yet to be elected

c) Full-time Officer reports

Activities and Opportunities Officer – Luke Johnson

Item	Updates	Outcomes/Next steps
<p>Manifesto/ Policy Priorities</p>	<ol style="list-style-type: none"> 1. Night bus project – Considerable amount of work done. Attended local SNAP meetings with Police and Councillors. Had meeting with Clive Lewis MP offering support. Meetings with UEA from VC and Head of Security and Transport staff. Now sourcing funding options for proposed bus service. 2. Supporting academic societies – Re-establishing existing Student Experience Committee Paper to offer more funding to societies from schools. 3. Raising awareness of Give it a Go – Spoke to 200 committees at Club and Society fair, 26 applications received to a value of £1300. Awareness of all grant options increased including cultural grants and Presidents’ Pot. 4. Reform Associate Membership – Nearly finished, just waiting for Comms team to okay it to go live. New process will significantly reduce time and mistakes and allow quicker onboarding. 5. Protecting Clubs in Cost of Living Crisis – Main method is through increasing awareness of grant options which is successful, Year on Year increase of 7 applications received this Sports Exec compared to 1 last year. Reviewed the form too to make it more accessible to members. 	<ol style="list-style-type: none"> 1. Secure funding from external resources, maintain updates. Bring motion to next council. 2. Continue chasing work on SEC paper to ensure Societies get support. 3. Continue offering support on GIAGO grants. 4. Wait for Comms to upload, socials to go out and emails to committees. 5. Socials to go out on grants.
<p>Campaigns/ Projects</p>	<ol style="list-style-type: none"> 1. Continue working on above. Next key projects is my STEER Report which I wish to get started. Goal of this is to review student engagement in key steps of their student experience and identify barriers and problems. 	<ol style="list-style-type: none"> 1. Get started on this. 2. Bring to Next Council 3. Depending on availability,

	<ol style="list-style-type: none"> 2. Student Timeline of Extra-Curricular Experiences Review 3. Re-wrote Bye-law 9. Will bring it to Council next time, completely teared it apart and made it work for students. Bringing to Execs for consideration but excited about it and its improvement for student access. 4. Harm Reduction work gave presentation to SMT and Advice. New work to be done on our website to bring it up to standard. 	collaboration with NW (WCD)
Meetings	<ol style="list-style-type: none"> 1. All Party Parliamentary Group on Renters Reform Bill (5/7/23) 2. BUCS Conference (11/7 to 13/7) 3. Meeting with VC (26/7) 4. Clive Lewis MP Norwich South 5. If anyone wants to know any specific repeating ones in more detail please email me as there is a lot! 	<ol style="list-style-type: none"> 1. None. Will be attending next APPG on Student Workers 2. See 14. 3. He offered support on Night Bus! 4. He offered support on Night Bus! Organising roundtable with Health Unions soon.
AOB	<ol style="list-style-type: none"> 1. Led on the SU Media Response to RAAC. Spoke on ITV and BBC news as well as various radio stations. 2. Now a BUCS Student Disciplinary Officer 3. Visited Nottingham and Nottingham Trent SU 4. I'm chair of Management Committee! 5. New Inclusive Sport working group and assisting in Sustainability in Sport working group. 	<ol style="list-style-type: none"> 6. Continue monitoring 7. Attend disciplinaries of the other regions 8. Some cool ideas to consider 9. Please Join

Campaigns and Democracy Officer – Serene Shibli Sexton

Project	Update	Next steps
Student Communities		
Welcome Week	Attended welcome events to meet and get to know students and help raise awareness of opportunities on campus	Done

	Spoke to clubs and societies about campaigns they are looking to run this year	
Post Graduate Community	Supported at PG events and spoke to students about things to do on campus and in town and how to build their own projects Raised awareness about post grad committee and assembly and how to get involved Spoke to PG- research about the possibility of a pgr club night in blue bar	Will keep attending PG events Will keep talking to students about PG assembly and committee
Met with J-soc	Discussed a motion they plan to bring to Union Council on how the SU deals with complaints about antisemitism	Plan to meet with more of J soc committee and the welfare officer and how we can make Jewish students feel more comfortable on campus
History months	Helping with the planning for Black History Month and Disability History Month Worked with the Uni to raise awareness for paid opportunities for students in the run up to Black History Month Spoke with other SU's on their plans to steal good ideas	Keep working with the SU on our project Talk to students about what they would like to see what they'd like to see from us in terms of history months, if you have ideas come speak to me!
Student Renters Support		
Supporting Norwich renters collective	Supported The Norwich Renters Collective in their campaign for more affordable living accommodation in Norwich and attended a local council meeting where the Anglia square redevelopment project was debated	Will continue to support Norwich Renters collective on their campaigns, because more affordable accommodation in Norwich means lower rents overall including student rents
Renters Reform Bill	Attended an NUS campaign day where we discussed the renters reform bill It's impact on students and how we can influence it	Just trying to stay up to date on any info coming out so can advocate for student rights whenever possible
Working with local renter's advocacy groups in Norwich	Met with the heads of ACORN – renters' Union SHELTER – renters' charity Norwich Renters Collective – Affordable rent and renters rights campaigns group	talked about hosting them during the Union our wait and ready to rent campaigns, so students are aware of all the different forms of support available to them
Accessible Campus		
Race equality charter	- The VC anti-racism task force has been closed (for better or worse) - The University has paused its involvement with the race equality sighting financial reasons (I think	Keep talking to key people in the university about the fact they still need to be doing anti-racism work and pushing for it in every space I'm in

	they're scared of the government and are tired of coming under scrutiny for being too 'woke') (It's rumored they're going to pull out of the charter altogether)	
Anti racism charter	Working with Unison they came to us to sign up to this, It's less rigorous than the race equality charter, also cheaper	We're planning to adopt it and push for the university to do the same, it's a bit of a band aid
Advocacy for students of colour with the University	It's been raised that students of colour are more likely to be subjects on disciplinary panels so we've been speaking with unison about getting better advocacy for students	I've been speaking with the siz and student support to ensure they are clearly sign posting that students on disciplinary panels are entitled to having support with them in the room and that the su can help
Campus Trade Union Solidarity		
Strikes (they didn't happen)	Worked with the UCU on the potential strikes that were scheduled for freshers and how to mitigate their impact on students, but they didn't happen	Done!
Intra union Relations	Have met with both the chairs of the UCU and Unison and have a good relationship with both	Will keep on maintaining the relationships with campus Unions and supporting them whenever relevant
Democracy		
Union Council	<ul style="list-style-type: none"> - Union council reps- went round the sports and soc's faire to make sure all student groups know about union council and have representation - Ensuring rewards and thankyou's for attending e.g. drink vouchers, pizza? sweets - Admin and comms - Making and running the Union Council training 	<p>We're here!</p> <p>Please feel free to feedback to me on what went well, what could be better</p> <p>Or even better, join democratic procedures committee and help make the changes you want to see</p>
Democracy review	I have a structure in mind and have been working with an external consultant in finessing it	Bringing it to students and seeing what you all think
Bye Law review	<ul style="list-style-type: none"> - Have designed a new structure - Worked with Luke on codifying the sports and soc section of it 	Waiting on the results of the consultant to continue Also for more time and help

Policy	<ul style="list-style-type: none"> - I've begun work on policy lapse for the last Union Council of the term - Been cataloguing the types of Policy and creating a conclusive list of policy that is active so we can see it easier on the website - Been compiling a list of policies that impact the bye-laws - Been trying to work out which policies have been complete, and which haven't 	Keep working on it/ see above
Elections		
Nominations open 16th-24th OCT –	<ul style="list-style-type: none"> - Have been speaking to career central and uea award to advertise the elections - I've been speaking to students and having meetings with anyone who asks about it and encouraging student to run 	<p>I'll keep doing this, I also have plans to put up posters and work on comms about the elections!</p> <p>CHECK WHAT YOU'RE ELIGIBLE FOR AND RUN FOR SOMETHING!</p>
Meetings:	<ol style="list-style-type: none"> 1. Trustee board + Trustee board strategy day 2. Student Experience Committee 3. Management committee 4. Sustainability working group 5. Inductions with: <ul style="list-style-type: none"> • Head of the Uni's learning enhancement team • Head of Student support • Head of student support residential life • Head of Holistic Student Experience 6. University Council x3 	<ol style="list-style-type: none"> 1. Discussed how we wished to function as a board to better support students 2. Defended our Union election results and SU democratic representation 3. 4. secured places for student representation, raised the issue of the Uni banking with Barclays, introduced the idea of modules on environmentalism and climate change accessible to all students 5. Talked about non-native English speakers being unfairly targeted by AI recognition software, support available to international students, how can they support elections

		6. Talked about how to avoid redundancies, results and clearing, timetable & RAAC
Trainings:	Antisemitism training from (UJS) General Equalities training (SU) Trustee Board Training Active listening training (SU) Finance training (SU) Comms and pr training (SU) Lead and Change (NUS) Public speaking and strategic campaigning training (wonkie)	
AOB:	1. Visited the UEA archive on the su 2. Drug and alcohol harm reduction 3. Interviews to recruit staff	1. The problems students were dealing with and complaining about in the 60s are very similar to how it is now 2. Still waiting for higher education guidance to be released to continue work on agreeing with the uni on a policy

Postgraduate Officer – Elise Page

Item	Updates	Outcomes/Next steps
Manifesto/Policy Priorities	<ol style="list-style-type: none"> More engagement with the Graduate Centre: Ran two great events in Welcome Week for postgraduates and mature students, lots of you told me you had a good time which made me happy. Fight Racism, Colonialism & Antisemitism: Have been working with the new Jewish Society committee to hear what Jewish students might want and need changing Keep Postgrads on the Agenda: the SU are exploring the possibility of my role being added to the membership of the University's Student Experience Committee so I can be a bridge to student voice on those Experience issues 	<ol style="list-style-type: none"> Learnt a lot from doing those events about how to run events successfully as well as what people enjoy, and will carry that forward. Also: if you came to the painting session and you haven't collected your painting, you can do that from me in the SU offices! Should soon be having a meeting with Jane Amos, UEA's Associate Director of Student Services, along with the Jewish Society president to discuss how the academic timetable can clash with Jewish observances, and non-British Anglican observances in general I have a few ideas of papers to bring to University committees such as requesting a greater

	4. Continued, Meaningful Support for the University and Colleges Union: On Thursday October 4 th we had a chilled out “UCU in the Pub” event where postgrads could meet the UEA UCU Committee.	continuation fee reduction for students who get a Distinction in their Masters and want to go on to PhD. 4. What other UCU events do you want to see? Do you want more info? Want to get involved with activism?
Campaigns/ Projects	The SU has had lots of enquiries about PhDiggers, the allotment club we set up a few years ago but haven’t been able to run	I’ll be looking at how we can get this going and contacting the students who have enquired soon!
	<ol style="list-style-type: none"> 1. Welcome Week Project Group (SU) 2. Management committee (SU) 3. Trustee Board (SU) 4. Doctoral College Executive (UEA) 5. Learning and Teaching Committee (UEA) 6. UEA Court (UEA) 7. Operational Space Management Group (UEA) 	<ol style="list-style-type: none"> 1. Time to review how Welcome went! 2. Lots of internal SU stuff 3. More lots of internal SU stuff 4. Hasn’t happened at time of writing 5. Same as 4 6. Same as 4 7. Interesting group about how space is used throughout the university, will hopefully help with timetable/room booking issues
	<ol style="list-style-type: none"> 1. Met lots of students at induction events! 2. Spoke to Norfolk Greatest Hits Radio about RAAC 3. At time of writing I’m planning on appearing on the WonkHE Show podcast talking about issues in Higher Education 	

Undergraduate Education Officer – Taylor Sounes

No report given

Welfare, Community, and Diversity Officer – Nathan Wyatt

Project	Status	Remit	Priorities	Date	Latest Update
Officer Hub	Complete	Community	Done	July	Set up officer hub downstairs – officers can be more student facing now! (Also did the painting in there too #artist)

60 th Anniversary Commemoration	Ongoing nearly fin	Community	Mid	Aug-Oct	Working with our in-house unofficial historian Gav to curate a gallery for our 60 th anniversary. (Also did the painting there too #painter #legend)
Pharmagedon Work	Ongoing	Welfare	High	July -	Created resource set, spoke to vice chancellor, organised meeting with Clive Lewis MP,
Black History Month	Ongoing	Community, Diversity	High	Oct	Helping plan BHM events – anti-racism charter, NUASU& UEASU Black art gallery
East-Anglia SU network	Ongoing	Community	Low	July -	Setting up a communication network with all sabbatical officers in East Anglia – shared knowledge, collective support.
Student Renters Reform	Ongoing	Welfare, Community	Low	July	Went to parliament with Luke to talk to the All-Party Parliamentary Group on Students about the planned reforms to student renting. Argued for end to fixed term tenancies.
Night Bus support	Ongoing	Welfare, Community	High	July -	Helping Luke with sorting out the night bus – attended SNAP meeting with local community to talk to local councillors.
RAAC Concrete/ St Crispins Accom	Ongoing	Welfare, Community	High	Sept -	Worked with Uni executive team to mitigate the impact of the RAAC concrete discovery – made sure that students with additional welfare needs were not placed off campus. Lobbied for bus passes, taxi scheme, no additional cost to students.
Disability History Month	Ongoing	Community, Diversity	High	Nov	Helping to plan DHM – more details to follow
Lifts and campus accessibility	Ongoing	Welfare, Community, Diversity	High	July -	Liaising with Uni to make sure that lifts are serviced at appropriate times. Encouraging Uni to sign up to Access-Able application.
Students of Colour Ambassador Scheme	Ongoing	Welfare, Diversity	Mid	Oct-	Helping to recruit new Students of Colour Ambassadors – Seeing what schools the scheme can run in going forward
Spectrum planning	Ongoing	Diversity, Community	Mid	July	Planning spectrum making sure it returns to being in blue bar and more specifically advertised.

3. Open Discussion

(Chair of UC)

To Note: Time set for group discussion and direct student consultation that can ultimately influence policy and Union strategy. Union Council representatives may request items for open discussion with the Chair before the agenda deadline.

To Discuss For this meeting we will be looking at:

Harriet

The 20% reduction of the alumni MA scholarship

Foote

For over 10 years at UEA, there has been a final year undergraduate continuation scholarship where any student achieving a 1st class undergraduate degree is rewarded with 50% off their UEA Masters tuition fees. However, a couple of weeks ago, the Executive Team decreased this scholarship to 30%. What has angered me and many other fellow students the most is that no one told us, they didn't communicate this change to us. Therefore, I have created an open letter addressed to the VC and Chief Resource Officer. I am urging all students who care, are shocked, are affected by this issue to sign it. With as many signatures as possible, we have a greater chance of persuading the Executive Team to reverse this decision. Thank you for taking the time to read this, and to listen to me.

Link to open letter: https://docs.google.com/forms/d/e/1FAIpQLSeRWrdXe8nBozETL4hNh_-xwpATuU0BdZRdFFihjL47AoMZg/viewform?vc=0&c=0&w=1&flr=0

4. Policy Making

(Chair of UC)

To Note: 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. Please email your amendment to su.voice@uea.ac.uk. and inform us whether it was accepted or rejected by the proposer. The deadline for amendments is 48 hours before the start of the meeting.

To Note: All current Union Policy is available online here

<https://www.ueasu.org/democracy/unionpolicy/>

To Approve:

Motion title: Bring back the Night Bus
Proposer: <i>Luke Johnson – Activities and Opportunities Officer</i> Seconder: <i>Nathan Wyatt – Welfare, Community and Diversity Officer</i>
Summary: <i>(A clear and quick summary of the resolves explaining why you are bringing this motion to council and it's aims.)</i>

A motion to allow the Activities and Opportunities Officer to utilise Union resources in bringing back the night bus and making it a priority project this academic year.

Union Notes: *(The facts establishing factual information on the topic)*

1. A night bus service used to be ran by First Bus and was cut during the COVID-19 Pandemic.
2. At present, other than taxis or walking there is no public means of transport to get to and from city centre to campus between 2330 and 0600.

Union Believes: *(What you believe consider to be true. This is where debate will come in. What you believe may not be what other councillors hold true.)*

1. As a city, a night bus service should be provided for the safety of our members and the wider public.
2. This night bus service should be cost effective, reliable and run at suitable hours to ensure students can get to and from campus at all hours of the day.
3. A night bus service would also allow an improvement in relationships with the local community, decreasing noise complaints from students walking home at unsociable hours.

Union Resolves: *(What do you want to happen. Tell the Union what actions you would like to be taken by the organisation. Such as mandate officers to speak to college/external or what resources (time or physical) allocated.)*

1. Mandate the Activities and Opportunities Officer to work on the Night Bus project.
2. To make the Night Bus one of the Unions priority projects over the year and allow resources from staff and officers, specifically the Welfare, Community and Diversity Officer to be put towards this project.
3. To continue engaging key stakeholders, namely students, members of the public, the university and bus companies to ensure the return of a night bus service.

5. Approval of Society and Peer Groups

(Chair of UC)

To Note: After submission of the student group application pack, new society and peer support group constitutions are discussed at a meeting of the Societies Executive which makes a recommendation as to whether the group should be approved. Council will vote on the following:

- a) Accepting the recommendations of the Societies Executive in block.
- b) Considering a group outside of the block. Arguments can be made as to why Council may not agree with the recommendation of the Societies Executive, meaning the group should be discussed separately.
- c) Approving or rejecting a group outside of the block. Arguments can be made as to whether the group should be approved or rejected.

To Vote: **Nothing Pending**

6. Any Other Business

(Chair of UC)

To Note: Any other business items are matters which representatives could not have become aware of before the agenda deadline. These items can be requested from the Chair up to 24 hours before the start of the meeting.

UGE/
WC&D

a) **UEASU Financial Estimates 2023-24**

To Approve To receive and approve the Financial Estimates (the amounts that each activity of the Union will be expecting to raise and spend). See Appendix 1: Pages 29-34

How to Challenge the Estimates

To Consider Members of Union Council may table a motion to refer back the Estimates in full (ie to reject the budget) or part of them. **This must be submitted in writing to su.voice@uea.ac.uk and the Campaigns and Democracy Officer by 5pm Tuesday 10th of October.** The Chair of the Finance Committee will then respond in writing to any members tabling motions before Union Council, indicating the implications of the motions

A motion will only be in order if it is composed of two parts:

- i. Which Project Heading/Budget Item where the specified expenditure should be increased and by how much.
- ii. Which Project Heading/Budget Item where the specified expenditure should be decreased and by how much.

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 table motions. It is

possible that members of Union Staff could be invited to speak on the floor of Council to explain the budgetary decisions if the Chair of Finance Committee is not able to.

Any motions relating to the Estimates in part or full must be received by the Amendments Deadline for this meeting of the Union Council, i.e 48 hours before

7. Details of the next meeting

(Chair of
UC)

To Note: The next meeting is scheduled for
Thursday 23rd November 2023 17:00 – 20:00 LT 3

The deadline for motions to this meeting is
Monday 13th November 2023

Appendix 1: Estimates 2023-24

Subject:	Estimates 2023-24
Produced by:	Taylor Sounes, Chair of Finance Committee, Undergraduate Education Officer
To:	Union Council
Date:	25 th May 2023
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.

Estimates only detail the Charity portion of the Union's spend. This is the money that is spent on departments and campaigns directly for students, including the pots of money accessible to students for different things. It also does not go into detail on the staff costs of these departments, primarily due to these being fixed in the short term and therefore not something that can be particularly changed following feedback from Council for this year's budget. The detailed budgets for next year, including both Staff Costs and the Social Enterprise, are available by contacting the Chair of Finance Committee listed above.

Estimates is not the only way that Council feed into the budgetary and finance processes. Two members of the Union Council sit on the Finance Committee, as does one of the PTO Trustees. Students can also be Student Trustees on the full Trustee Board, which approves detailed internal budgets. These settings allow students to feed into all aspects of the Union's Finances, including staff costs and Venues performance.

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. This must be submitted in writing to

su.voice@uea.ac.uk and the Chair of Council by **5pm Tuesday 23rd May**. The Chair of the Finance Committee will then respond in writing to any members tabling motions before Union Council, indicating the implications of the motions.

A motion will only be in order if it is composed of two parts:

i. Which Project Heading/Budget Item where the specified expenditure should be increased and by how much.

iii. Which Project Heading/Budget Item where the specified expenditure should be decreased and by how much.

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. It is possible that members of Union Staff could be invited to speak on the floor of Council to explain the budgetary decisions if the Chair of Finance Committee is not able to.

Any motions relating to the Estimates in part or full must be received by the Amendments Deadline for this meeting of the Union Council, i.e 48 hours before.

Layout of Estimates

Estimates is primarily made up of the table on Page 3. This lists each "Project Heading/Budget Line" and the provisional budget that is assigned to each line. Each of the "Activities" listed are a student facing campaign or project that each of the departments are carrying out next year. These projects are primarily decided upon based on the Union's long term strategy that is informed by student Officers and emerging student priorities. Union Council is invited to comment on and debate where the priorities in these areas should be if they feel that Estimates is not reflecting that.

In the appendix to this document, there is some background information to the Union's financial position. It outlines both the union's financial policy more broadly.

If further information is required, please contact the Chair of the Finance Committee by emailing t.sounes@uea.ac.uk

Estimates 2023/24

<i>Project Heading/Budget Item</i>	<i>Advice, Housing Community and Welfare</i>	<i>Academic Engagement, Student Voice and Equality</i>	<i>Activities and Opportunities</i>	<i>Student Officers</i>	<i>Charity Dept Admin</i>	<i>Total</i>
Infrastructure						
<i>Insurance</i>	£560					£560
<i>Subscriptions</i>	£3,000	£7,400	£3,675			£14,075
<i>Equipment</i>	£500		£500	£500		£1,500
<i>Trustee Expenses</i>					£2,000	£2,000
<i>NUS Affiliation</i>					£13,025	£13,025
Total	£4,060	£7,400	£4,175	£500	£15,025	£0
Departmental Spend						
<i>Stationary/Materials</i>					£1,200	£1,200

<i>Training</i>				£8,000	£10,000	£18,000	
<i>Uniforms</i>				£880		£880	
<i>Travel</i>	£1,000		£1,000	£1,000	£4,000	£1,500	£8,500
<i>Staff welfare etc</i>	£500		£500	£500	£500	£3,000	£5,000
Total	£1,500	£0	£1,500	£1,500	£13,380	£15,700	£33,580
Activities/Campaigns							
<i>Don't Drop Out</i>	£500						£500
<i>Tampons</i>	£3,500						£3,500
<i>Safer Taxi</i>	£250						£250
<i>Elections</i>				£8,000	£2,500		£10,500
<i>Conferences</i>	£1,000		£1,000	£1,000	£4,000	£1,000	£8,000
<i>Campaigns</i>			£2,000				£2,000
<i>Liberation/Equality/Diversity</i>			£4,000		£2,000		£6,000
<i>SOC Projects</i>				£5,000			£5,000
<i>Welfare Project</i>	£2,000						£2,000
<i>SU Awards</i>					£6,000		£6,000
<i>Academic Representation</i>			£6,000				£6,000
<i>HSC Engagement</i>			£2,000				£2,000
<i>Buddy Activities</i>	£2,500						£2,500
<i>Research</i>			£1,000				£1,000
<i>Postgraduate SU</i>			£10,000				£10,000
<i>Peer Support Groups</i>				£3,000			£3,000
<i>Nightline</i>				£2,000			£2,000
<i>Welcome Week</i>						£18,000	£18,000
<i>Societies Grants/Sponsorship</i>				£20,000			£20,000
<i>Media Collective</i>				£20,000			£20,000
<i>Alcohol Impact</i>				£7,000			£7,000
<i>International SU</i>				£3,000			£3,000
<i>Contingency</i>						£1,500	£1,500
Total	£9,750	£0	£26,000	£56,000	£19,000	£29,000	£139,750
Total Non Staff Spend	£15,310	£7,400	£31,675	£58,000	£47,405	£44,700	£204,490

Background to the Estimates 2023/24

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

General Union Context

The Union is made up of three separate legal entities; Union of UEA Students LTD, Waterfront LTD and Student Union Services LTD. Operationally, the Union's Budget is separated between the "Charity", "Social Enterprise" (also known as Venues) and "Shared Services.". Charity is comprised of the three main departments: Advice Community and Welfare, Activities and Opportunities and Student Voice, Academic Engagement and Equality. The Student Officers and all Democracy functions also sit under the Charity side of the budget. Social Enterprise comprises of both the LCR and the Waterfront, as well as the on-campus Bars. Shared Services are the operational functions across both Charity and Social Enterprise that allows them to run. This includes HR, Finance and Insight, Communications and Marketing.

Primarily, our funding comes from UEA in the form of our Block grant. We get approximately £1.4m from UEA each year, making up around 70% of our income. Social Enterprise makes a "contribution" to the operations of the rest of the union. The simplest way of explaining this is: the money that is left over after the overheads (cost of doing business) and direct staff costs are taken out, goes back into funding the Charity and Shared Services parts of the Union. For 2023/24, this contribution is estimated to be around £545k – or 30% of our income.

The majority of our spend is on Staff Costs of running the rest of the Union. This tends to be difficult to change in the short term, as referenced above, and so is difficult for Union Council to input into through Estimates. The Union also spends money each year on Pensions and Capital Expenditure.

Finally, we are also required to keep reserves. This is so that we are able to deal with anything unexpected that comes up throughout the year. COVID-19 was a good example of this. We are expecting our reserves to be at around £739k in July 2023. The target level for reserves is ~£564k. This would be a reduction of £334k to where the reserves were in July 2022, but still greater than our target.

2022/23 Financial Year

In the 2022/23 financial year, we experienced a drop in income from our Venues. At the end of February 2023, bar sales (which is our best measure of activity) are down year on year by 21% on campus and 13% at the Waterfront. This is attributed to a number of reasons:

- Cost of Living crisis has meant that students are facing tighter budgets and just don't have the same amount of money to spend as they once did.
- Post-Covid behavior changes have resulted in students going out regularly. Students seem to be less interested in weekly clubbing and prefer larger "memory making" moments.
- Online assessments and reading weeks being inconsistent across the university has meant that we are finding it more difficult to predict when students are going home.
- Some of our club nights, particularly Damn Good, has been struggling to be as captivating than it once was.

2023/24 Financial Year

Generally speaking, the Union will need to be looking at ways to save money and increase income as a result of this fall in income. This may include a whole host of things and plans are being devised and implemented to take that forward. This has been taken to the Trustee Board and was approved in April and Union Staff are in the process of implementing this.

One thing this will include is an increase in bar prices, primarily to counteract our rising costs in this area. Prices have already slightly increased, but we are making sure that this is distributed across all products and ensuring we safeguard certain products. For example, Snakebites are currently still less than £3. Venues are also looking to find ways to improve our nighttime provision and better use our spaces.

We will keep the Council up to date on progress, primarily through the Trustee Board report and the two members of Council on Finance Committee. Members can also contact the Chair of Finance if they have any questions.

Budget/Project Explanations

The remaining appendix details some of the key projects listed in Estimates and what they entail:

Project Heading

<i>Don't Drop Out</i>	Post-welcome Advice led campaign to help students settle in after the hustle and bustle of welcome and feel comfortable adjusting to university life.
<i>Safer Taxi</i>	In case you for some reason can't pay for a taxi, you can get us to pay for it for you and then pay us back later. You can do this by giving the company your student details
<i>Campaigns</i>	We have funding available for smaller or individual student-led campaigns as well as organization wide campaigns
<i>Equality and Diversity</i>	We have budget for EDI related activity led by students as well as organizational activities
<i>SOC Projects</i>	SOC Budget to support manifesto and campaign activity
<i>SU Awards</i>	We have put aside a larger budget this year for Union wide award ceremony
<i>Academic Representation</i>	Supports the academic rep and convenor structures in place that provide representation at the school and faculty levels
<i>HSC Engagement</i>	Funding for HSC students specifically
<i>Buddy Activities</i>	Funding for our Buddy Scheme
<i>Postgraduate SU</i>	Funding for PG Students, managed by PG Committee
<i>Peer Support Groups</i>	Funding available specifically for peer support groups such as Pride
<i>Nightline</i>	We offer up to £2k grant to Nightline each year
<i>Welcome</i>	The activities and events at the start of the year to help students settle
<i>Societies Grants</i>	Money available for societies
<i>Media Collective</i>	Pays for Concrete, Livewire and UEA TV
<i>Alcohol Impact</i>	An accredited scheme around Harm reduction supporting the Alcohol Impact Crew
<i>International SU</i>	Funding for activities/campaigns specifically for international students

For more information, please contact the Chair of Finance Committee at t.sounes@uea.ac.uk