

Union Council Agenda

Date: 17-10-19 Room: LT2 Time: 7pm-10pm

Agenda

UC01	1. Housekeeping	5 Mins
UC02	2. committee Appointments Appointment of Chair & Deputy Chair <ul style="list-style-type: none"> • By-law(1.11.1/2.2/2.3/2.4/2.5/2.6) • Nomination and election (via paper ballot) 	15 Mins
UC03	Statements from the Chair <ul style="list-style-type: none"> • An opportunity for the chair of the committee to introduce the committee members to the meeting and give an update on current matters, providing context to the discussion and items to be discussed during the meeting. 	5 Mins
UC04	Further Committee Appointments <ul style="list-style-type: none"> • DPC (8 individual members with 3 defining as women or non-binary) • Finance Committee (2) • Appointments and HR committee (2) • Risk and Governance Committee (2) • <i>Results of the Student Trustee Election</i> 	30 Mins
UC05	Cycle of business <ul style="list-style-type: none"> • "4 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 facilitate broad discussions in accordance with 2.9.4. Councillors may amend this discussion and submit any item for discussion, provided it does not contravene the Byelaws or Articles of Association, to the agenda of any meeting of Union Council." 	5 Mins
UC06	Review of bye-law 2 (Code of Conduct- Page 15-20) <ul style="list-style-type: none"> • Bye-Law 2 must be reviewed by the first Union Council alongside a broader review of democratic processes once a term on consideration of recommendations made by the Campaigns and Democracy Officer in collaboration with the Student Officer Committee and the Democratic Procedures Committee. 	15 Mins
UC07	Access Break	15 Mins
UC08	Minutes of the Last Meeting / matters arising from last minutes <ul style="list-style-type: none"> • The committee is asked to check the minutes for accuracy • https://www.uea.su/democracy/unioncouncil/councildocumentsandnotices/ 	5 Mins
UC09	3. Reports <ul style="list-style-type: none"> • Trustee Board Report • Student Officer Committee (SOC) Report • Full time Officer Reports 	25 Mins
UC10	4. Society and Peer Support Group Constitutions	15 Mins
UC11	5. Policy Papers	15 Mins
UC12	6. Any other Business / Open Discussion <ul style="list-style-type: none"> • Any other business items are matters which committee members could not have become aware of before the agenda closed. These items can be submitted to the Chair up to 24 hours before the start of the meeting for their consideration. 	10 Mins

Section 1: Housekeeping

a) Code of conduct

<https://www.uea.su/union/memberscodeofconduct/>

b) Minutes from the previous meeting

<https://www.uea.su/democracy/unioncouncil/councildocumentsandnotices/>

c) Expenses <https://www.uea.su/democracy/unioncouncil/councilinfo/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 Esin D’Amery, Head of Campaigns and Policy on E.DAmery@uea.ac.uk for more details.

d) Online meeting facility [on website]

If you cannot attend in person on Thursday and would like to use the online facility, please email Esin at E.DAmery@uea.ac.uk before 5pm on the day of the meeting.

e) Articles of Association & Bye-Laws <https://www.uea.su/union/governance/constitution/>

The SU is governed by the [Articles of Association](#), and its attached rule book, the [Bye-Laws](#).

Section 2: Committee Appointments

(This section will cover any elections and appointments that happen within council, be it for the chair, any societies that need ratifying, sub-committees of the board that may require union councillors (example finance committee) and peer support groups.

a) DPC (8 individual members with 3 defining as women or non-binary)

Democratic Procedures Committee The DPC works to help Council run smoothly and ensure that it is as open and inclusive as we can make it. Committee members support and advise the Chair during the meeting. After Council they meet to analyse what went wrong and what worked and then suggest changes to the Chair. DPC also have a strategic role: they look at all of our democratic processes and how to improve them. Four vacant places to be filled by Union Councillors.

b) Finance Committee (2)

The finance committee is a sub-committee of the trustee board. It is chaired by the Activities and Opportunities Officer, and is attended by all full-time officers, a Student or Part Time Officer Trustee, an External Trustee and two representatives elected by Union Council. UEASU senior management also attend meetings.

The Committee considers our financial strategy and budgets. If the Trustee Board has a particular concern over any aspect of UEASU's finances, the Committee then meets regularly to scrutiny the monthly management accounts

c) Appointments and HR committee (2)

Appointments & HR Committee is a subcommittee of the Trustee Board. The Committee is made up of the Chair, who is one of the Full Time Officers, an External Trustee and a Student or Part Time Officer Trustee and two representatives elected by Union Council. uea(su) senior management attend meetings where appropriate. The Committee is responsible for getting people to apply for the External Trustee posts and for the recruitment process for the Chief of Staff, and also for making recommendations to the main Board on appointments to these posts. The Committee sets the structure for the appraisal of the Chief of Staff, and receives the annual review made by the Equal Opportunities Committee and makes recommendations based on the review to the main Board.

d) Risk and Governance Committee (2)

A verbal outline of the committee and roles available will be given during Council by Callum Perry

e) Results of the Student Trustee Election

<https://www.uea.su/elections/currentelections/studenttrustee/>

Section 3: Reports

a) 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.

b) Student Officer Committee (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.

c) Full time Officer Reports

Alicia Perez: Activities

Item	Update
Manifesto Priorities	<ul style="list-style-type: none"> Inclusivity and diversity in clubs and societies – I plan to work on BAME, LGBTQ+, disabilities, etc so every student feels accepted and included in our student groups. This will include training for committees, awareness campaigns, etc Mental Health and Wellbeing – continuing from predecessor International Students – funding, housing problems...
Campaigns	<ul style="list-style-type: none"> Mental Health and Student Groups Week – in collaboration with Welfare officer Disabilities inclusion event in second semester– in collaboration with Invisible disabilities and welfare officers Women in Sport research – is there a problem? Better relationship and communications between societies and SU
Meetings	<ul style="list-style-type: none"> Finance meetings with Ian Callaghan – sustainable financial situation for the Student’s Union in the future Senate Induction – as a Student Officer, I get to sit on the University Senate, chaired by the Vice-Chancellor. Meeting with SS about IS funding – ongoing collaboration with Student Services to work on improving the International Hardship Fund. Ongoing meetings with uea+sport, Society and Sport executives, Presidents meetings, etc
Policy	<ul style="list-style-type: none"> I am currently looking at policies regarding Sport Clubs and their belonging to the Student’s Union (1560 - 1840/1)

Amelia Threw: Welfare, Community, and Diversity Officer

Item	Update
Manifesto priorities	<ul style="list-style-type: none"> • Networking together with individual wellbeing initiatives in order to create some community based bottom up approaches to tackling wellbeing issues. Had success with engagement and a community discussion event that had a positive impact following the event with work now underway because of this event (including ways to tackle loneliness and engagement) • 'STIGMA' - Work is underway in battling stigma and opening the conversation on mental health and wellbeing (a student and staff led project) • Currently working on supporting and representing students with a disability within sport (in collaboration with the invisible disabilities officer and Activities and Opportunities Officer) • Work is underway on changing the way first year flats are organised – offering alcohol free flats for example • Spreading awareness about signing housing contracts too early
Campaigns	<ul style="list-style-type: none"> • STIGMA – is more of a movement than a campaign but it's really about community building and opening the conversation
Meetings	<ul style="list-style-type: none"> • University council, finance committee various meetings with students about different wellbeing projects, Student Officer Committee and various meetings around campus with different staff
Policy	

Callum Perry : Undergraduate Education Officer

Item	Update
Manifesto Priorities	<ul style="list-style-type: none"> • Improving the Academic Advising System at UEA • Fostering a learning community through highlighting the benefits and great work of PAL and similar initiatives • Inputting into improving our Teaching and Learning spaces on campus • Working closely with Academic Representation to empower the student voice • Adding to the technology, employability and WP agendas around access and participation • Improving Assessment and Feedback.
Campaigns	<ul style="list-style-type: none"> • 'Out of space' – Campaign around teaching and learning spaces: Running in February 2020. More details to follow in future UC. Hotline to come in Semester 2, Jan 2020. • 'I am employable' – Campaign to highlight the key skills students gain from their degrees and why that makes them powerful to employers. Campaign date TBC for 2020. • #SignpostUEA – Campaign beginning Oct/Nov 2019. Academic Wall planners given to all staff to encourage positive signposting to relevant services that students might find of use. Encouraging more positive dialogue and mentoring. Acts as Phase 1 of the advising priority.
Meetings	<ul style="list-style-type: none"> • Advising – Met with LET to input in on the adviser training. Carried this out last week. Met for Engagement procedures workshop to discuss how advisers should support students. Academic Wall Planners in Semester 1, Advising resource to pilot in Semester 2. • PAL – Met with academic lead for the team and arranging PAL Parties where reflection of the service, recognition of work and food is combined in an informal social setting. Discussing launch of EDU and HUM initiatives. • L&T and others– Sky house room allocation meetings, Library 2020 planning space meeting. Lecture Capture meetings, Timetabling and fixing the basics meetings. WP big shift day planning and inclusive education implementation meetings. Employability Strategy discussions. Mature students and disabled students access and participation work-shops. Quick Win around Timetable updates. Library Tour and LSB Tour videos coming soon... • Academic Representation – Trained all convenors, promotion of reps through lecture shout-outs and attending several SSLC's. Attending FLTQC's and assisting in highlighting the impact of NSS in different schools, pulling together themes such as assessment and feedback. Introducing new initiatives such as Rep-Forum, adding incentives, recording hours for reference.
Policy	<ul style="list-style-type: none"> • WP Inclusive Implementation Policy – Discussions around targets set for university to achieve, presenting in partnership on Big Shift Day. • Assessment Briefs – Ensuring that all academics provide summative assessments with clear briefs that give all information possible to students, within reason and to aid transparency. • Engagement Procedures - Ensuring that the university takes a careful and considered approach to dealing with students who may be experiencing difficulty which affects their ability to engage. Language and process should be softer and more supportive to student body.

Sophie Atherton: Campaigns and Democracy Officer

Item	Update
Manifesto Priorities	<ul style="list-style-type: none"> • Better representation- significant Student Led Democratic Reform- Towards the end of the academic year 1018/19, the Trustee Board and the Student Officer Committee support the concept of a democracy review. Since the external consultant visited on the 7th October, there is a timeline in place which includes consultation with members with the intention to bring a democracy model to the December Council to gain a steer. • More money in your pocket- fair accommodation for all – This work continues on from last year. I will be meeting with Sports and Commercial Services Director and Accommodation manager to develop the working on ensuring the university fits into the affordability factor. I will be discussing this further with them on the 11th November. I am also participating in a roundtable discussion with the minister of state on student accommodation on the 28th October, which will feed into the response to the Augar Review. • Better representation- transparency- I have created a communication plan to increase transparency around the work the students unions does; this includes more video content, officer hours, and better accountability documents.
Campaigns	<ul style="list-style-type: none"> • 'I'm registered to vote' – In the light of the potential General Election which is looming, I am passionate about ensuring registration to vote is encouraged. This will be done through members of the city council visiting on the 14th and 15th October to register students, in addition to stickers and video content.
Meetings	<ul style="list-style-type: none"> • Student Experience Committee – On the 1st of October, I attended the Student Experience Committee, where I spoke on different agenda items. I presented a paper on the decolonization of the curriculum, eradicate hate and the plans for Black History Month. The discussion focused around the embedding of this work throughout the year, rather than specifically Black History Month. • University Council – On the 7th October, I attended University Council, which is the University's governing board. I am one of the two full time officers who sits on this body. During this meeting I contributed to a number of different points, including the positive ramifications of the Sustainability Committee becoming part of the Governance structure which will ensure that positive change around sustainability at UEA will be enacted. • NUS VP Welfare visit – On the 11th October, I arrange Eva Crosson Jory, the NUS VP Welfare Officer, to visit UEASU. We spoke about housing, which included student purpose built accommodation and University owned accommodation as well as the service we provide to students: Home Run. We also discussed UEASU's democracy and NHS mental health services.
Policy	Augar Review – Accommodation as described above.

Martin Marko: Postgraduate Education Officer

Item	Update
Manifesto Priorities	<ul style="list-style-type: none"> • Organisational Structures <ol style="list-style-type: none"> 1. Governance structures. <ol style="list-style-type: none"> a) Improve current SU governance. b) Improve future PG governance. c) Improve suitability of Doctoral College strategy. • National Representation <ol style="list-style-type: none"> 1. Aurora Universities Network. <ol style="list-style-type: none"> a) Improve PG involvement via Aurora Student Council (ASC). b) Contribute towards Aurora Future Influencers Mobility Programme. 2. National PG network. <ol style="list-style-type: none"> a) Collaborate on national issues.

	<p>b) Re-establish national PG organisation. 3. National Union of Students. a) Improve PG involvement with NUS and the National Conference.</p> <ul style="list-style-type: none"> • Decolonise UEA <ol style="list-style-type: none"> 1. Decolonise UEA student group. <ol style="list-style-type: none"> a) Develop Decolonise UEA strategy and action plan. • Employability & Enterprise <ol style="list-style-type: none"> 1. Employment capacity. <ol style="list-style-type: none"> a) Improve recruitment process and maximise PG opportunities at SU and UEA. b) Improve promotion of opportunities. c) Improve employment conditions for PG Associate Tutors. 2. Employability & enterprise in curriculum. <ol style="list-style-type: none"> a) Increase PG placement opportunities & practical dissertations. b) Recognise extra-curriculars via credits. 3. Enterprise provision. <ol style="list-style-type: none"> a) Enhance provision of UEA student enterprise. b) Align SU and UEA strategies and consider their suitability for PG enterprise. • Academic Support Structures <ol style="list-style-type: none"> 1. Academic representation structures. <ol style="list-style-type: none"> a) Revise and adapt current structures. 2. Academic societies. <ol style="list-style-type: none"> a) Enhance engagement with academic structures. • Activities & Events <ol style="list-style-type: none"> 1. Academic & social provision. <ol style="list-style-type: none"> a) Expand PhD Network Group & Bitesize Seminar Series. b) Introduce winter graduation ceremony 2020. • Space <ol style="list-style-type: none"> 1. Graduate Centre in Union House. <ol style="list-style-type: none"> a) Improving functionality of PG kitchen. 2. Library PG spaces. <ol style="list-style-type: none"> a) Improving usability of PG rooms. 3. General spaces. <ol style="list-style-type: none"> a) Designated Earlham Hall Silent Space within Courage project. b) Improving usability of Constable Terrace Doctoral College Training room.
Campaigns	
Meetings	
Policy	<p>Sustainability</p> <ol style="list-style-type: none"> 1. Sustainability policy. <ol style="list-style-type: none"> a) Write sustainability policy.

Section 4: Reports Club, Society and Peer Support Group Constitutions

Proposed	Soc Exec Verdict	Context
Fight Racism, Fight Imperialism	Approved	To make progress in the aims of combatting racism on university campus and in Norwich itself. Their goal would be to provide a space for any member of the university to voice their concerns about racism towards them, their community, or another instance they noticed, and to have the peoplepower of the group behind them as to make their voices heard.
Interprofessional	Approved	To unite Students of Medical and Health Professions, at a student-led teaching event. The aim is to use a common topic, (such as Diabetes) to educate students of different degree courses on each member's role in a Multi-Disciplinary Team. This will promote understanding of different roles and degree subjects, as well as encouraging students to develop personal skills, such as presenting and working in groups. A social event after the teaching session will allow for students to network with each other, and create camaraderie within Health and Medical students.
North African	Approved	The society has two main aims; these are the do events and gather money for charities that focus on third world countries (not only limited to Africa) as well as areas affected by war and famine- this is a large area of interest to many of those on the committee. The second aim is to further encourage the unity of students from Africa and African societies within UEA as well as those interested in our varied culture- therefore everyone is welcome. We would also like to bring other similar university societies in the UK to help with networking and increase a sense of togetherness among students outside of Norwich. The main way we plan to do this is through charity events.
Punjabi	Approved	Punjabi Society is to connect all members to the rich heritage of Punjab regardless of their cultural origin. It is the birthplace of today's renowned cuisine, dances and music. Punjab is not only the creator of such important influences, but the Punjabi language originated here and is now spoken among 125 million people worldwide. We aim to bring a sense of 'home' to those with the Punjabi heritage, and educate those who have always been interested regardless of their backgrounds.
Gavel Soc	Approved	To improve and provide help with improving public speaking and presenting.

Section 5: Policy Papers

(This section covers motions that councillors have sent in for debate. For more information on what a motion is, or how to write one, click here: <https://www.uea.su/democracy/unioncouncil/>)

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>

2008 The fight for Votes at 16 passed 17 November 2016

Proposer: Cameron Mellowes (UEA Labour Society) **Seconder:** Amy Rust (Campaigns and Democracy Officer)

Union Council notes:

1. That currently over 1.5 million 16 and 17 year olds are denied the vote in public elections in the UK 2. That 16 and 17 years old were given a vote in the Scottish independence referendum 3. That the campaign to lower the voting age is long established and supported by thousands of young people across the UK, including the Votes at 16 Coalition (a wide range of youth and democracy organisations)¹ 4. The many actions being undertaken by the government that have a huge impact on 16 and 17 year olds, including sweeping changes to Further and Higher Education

Union Council believes:

1. 16 and 17 year olds are knowledgeable and passionate about the world in which they live and are as capable of engaging in the democratic system as any other citizen 2. Lowering the voting age to 16, combined with strong citizenship education, would empower young people to better engage in society and influence decisions that will define their future 3. People who can consent to medical treatment, work full-time, pay taxes, get married or enter a civil partnership and join the armed forces should also have the right to vote 4. That our country and society is stronger for listening to the voices of young people and allowing them to engage in our democratic processes 5. That a key purpose of UEA SU should always be wider community work, and a campaign around Votes at 16 presents the opportunity for us to engage with people in our local community that we otherwise would not engage with

Union Council resolves:

1. To mandate the Student Officer Committee to support the campaign for Votes at 16 on a national level 2. To promote this policy to students, local residents and local community groups as resolved in the community engagement strategy 3. To run activities to raise awareness of and support for Votes at 16 both on campus and across Norwich

Section 6: A.O.B

6.a Reports from University & Students' Union Committees

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

6.b Date, time and place of next meeting

07/11/19 - 7pm-10pm - LT2