



students transforming

SU council agenda
Thursday 26 January
17.00
lecture theatre 2





housekeeping

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



SECTION 1

HOUSEKEEPING

031 **Statements from the Chair**

To receive any statements from the Chair

032 **Approval of minutes of the previous meeting**

To approve: [The minutes of the previous meeting held on 24th November 2022](#)

033 **Matters Arising**

To receive: Any matters arising not covered elsewhere on the agenda

034 **Club, Society and Peer Support Group Constitutions**

To note: That no applications have been received from the Societies Exec to be considered and approved by Union Council

035 **Election to Democratic Procedures Committee**

To note: That there are two outstanding vacancies for students to fill on the Democratic Procedures Committee

Nominations to be taken at Union Council

To elect: Two students onto Democratic Procedures Committee



reports

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



SECTION 2

REPORTS

036 Student Officer Committee Report

To receive: A verbal report from the Chair of SOC

To note: That the approved minutes of all meetings of SOC can be viewed online [here](#).

037 Trustee Board Report

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

To note: That the approved minutes of all meetings of the Board can be viewed online [here](#).

038 Full-Time Officer Reports

To receive: Written reports from each of the full-time officers

Undergraduate Education Officer – Taylor Sounes

Taylor's Update

Hey all! Hope you all had a good Winter break! Apologies that I can't be there for this meeting due to a family emergency which means I am back in Essex for a period of time. If you have any questions please do let me know and I will be more than happy to answer them. Happy Council!

Meetings attended since last council

University: Meeting with the Vice Chancellor, SU/Academic Catchup, Timetable EDI Group, CRP Framework Meetings, Monthly Meeting with Chair of UEA Council, Inclusive Education Policy, Vice Chancellors Briefing to Council, 121 with Ian Callaghan, Meeting with MED about SSLCs, Learning and Teaching Committee (LTC), Bring Your Own Device Policy meeting, Blended Learning Policy Meeting, Accommodation Rent Proportionment Meeting

SU: TEF Working Group, Liberation and Awareness months meeting, Education Committee, SOC, Management Committee, Monthly Calendar Prioritisation Meeting, Finance Committee, Trustee Board,

Other: I've met with other education officers from Exeter a number of times recently discussing a whole host of different issues. I also have completed some ACAS training on Disciplinarys and Grievances

Projects Summary

Last updated: 17/01/23

Project	Status	Priority	Date	Latest Update
Teaching Excellence Framework (TEF)	Ongoing - Action Req.	Urgent	17/01/23	As of the 17th, the draft submission is nearing completion and is on track to be submitted on the 20th January, well before the OFS Deadline. This has taken an incredible amount of effort and has gone incredibly well. I'll be working in the next couple of months on how we can share our findings and what we said in the submission in a digestible format for all students
Timetables	Ongoing - No Action	High	16/01/23	A new form will be released for students with Reasonable Adjustments to flag issues where they may need things to change to accomdate them. This should be live ASAP as a short term change before a longer term change to RAs can be completed
UCU	Concern	High	17/01/23	As of the 17th January, we are not yet aware of the specific dates from the UCU for the next set of 18 days of strikes due to take place in February and March. We also expect there to be a marking boycott in April. I am in talks with the university on what mitgations are in place but as with our concerns from before, a marking boycott is uncharted territory for UEA and therefore more work needs to be done to reassure us on the in place mitigations.
University Council	Ongoing - Action Req.	High	17/01/23	Preparing for the next Finance Committee and Council due to take place in early February.
Rent Apportionment for 2024/25	Ongoing - No Action	High	10/01/23	Each year we work with the university to decide how rent increases are decided across the board (i.e where the rises go). We have agreed to a similar suggestion from what has been done previously, but have asked that we receive more

				information for next time as it was hard to make a decision on with the information that we had.
Curriculum Review	Ongoing - No Action	Medium	16/01/23	Emma Sutton and Eloise Ellis will be coming along to Education Committee in a few weeks to discuss the next steps with this.
Liberation Months - LGBT+	Ongoing - No Action	Medium	16/01/23	Have supported the working group on what has been going on with LGBT history month and what input they may want from me, including a blackboard pronouns video to fulfill a manifesto commitment of mine
Cost of Living	Ongoing - No Action	Medium	21/12/23	We met with David Richardson as officers to discuss a wide range of issues but primarily fed back about the Cost of Living and what more the university needs to do on this.
Trustee Board	Ongoing - No Action	Medium	17/01/23	I've been also doing a lot of background work supporting Elise with Board things.
Academic Reps	Ongoing - No Action	Low	09/01/23	Rep of the month scheme has been launched and is ongoing! Will start at the end of this month.
Multifactor Authentication	Ongoing - No Action	Low	12/12/23	Changes have been made to the MFA policy to make it a bit smoother for students, including if you're connected to eduroam you should not see any prompts for MFA
Quiet Space	Complete	Complete	23/11/23	This was completed and relaunched on the 23rd November 2022

Activities and Opportunities Officer – Evie Drennan

Item	Update
Manifesto Priorities	Hidden Cost of Sport – Final stages of discussing a 'range' with each club to publicise Engagement Fund!!!

Campaigns	LGBT+ History Month - Feb Womens History Month – March This Girl Can Week – March Election Period – Advertising this to all students to get involved Meeting with Pathfinder
Meetings	Derby Day – list of sports is (nearly) finalised and a timetable is being formatted. BUCS (British Universities Colleges Sport) - New sustainability board UEA Sport – Planning for the Sports Awards (May) and other upcoming events such as The Colour Run (May), BUCS Triathlon (June) and This Girl Can (March) The FTO’s met with the VC last term Trustee Board UEA hosted the BUCS East Midlands Meeting in Dec! Exec and President meetings back on soon 😊
Policy	New Bye-Law introductions! Yayy!!

Welfare, Community and Diversity Officer – Aaron Campbell

Hey everyone, it’s Aaron your Welfare, Community and Diversity Officer now in my last few months in office (*cries*). I hope you all had a happy and restful break and for those of you who had and/or have exams best of luck.

For anyone interested I was featured in an article about Norwich’s LGBTQ+ census data you can read it here if you’d like: <https://www.bbc.co.uk/news/uk-england-norfolk-64216989>

Updates:

Note: Since our last Union council I have had a significant amount of time off so this may be shorter than usual.

- **Life Admin Sessions in the SIZ (Student Information Zone) Tuesdays from 1pm till 5pm**
- **Inclusive Language Project:**
 - Continued to update the presentation with new data I have been collecting.
 - Continued to deliver the presentation to university groups.

- Beginning to look at how to ensure that this project has longevity after my time in office this will include sitting down with university executives to discuss how to implement it into
- **Daytime Events:**
 - Planning events for LGBTQ+ History Month
- **Evening/Nighttime Events:**
 - Assisted with the PG Party in December.
 - Been continuing to work with the venues team on A-List and Damn Good.
 - Been continuing to work with the venues team and the Activities and Opportunities Officer around sports night.
 - Been continuing my work on Spectrum – including some fun surprises!
- **Cost of Living:**
 - Reviewed the response from the University Executive team to our letter and have considered steps going forward based on the response.
 - We also met as an officer team with the VC and shared our concerns around several issues but there was a considerable discussion on cost of living and where we think improvements can be made across the university.
 - Continuing to work with fellow Officers and SU staff on practical solutions.
 - Working with the Southern SU's group to exchange ideas and work on collective lobbying.
 - Met with Wider Cost of Living Union task force group lead by imperial London
 - Meeting with the Trussell Trust (provider of Foodbank) that the union are involved in regarding food poverty and society needs we have now become the first Union to sign up to the pathfinder program. – This was delayed but is still going ahead.
 - Continued work with the APPUG (All-Party Parliamentary Group) particularly around university guidance for cost of living.
- **Other various bits:**
 - Work in Local Schools (City of Norwich School)
 - Drug and Alcohol Impact
 - Mental Health Charter
 - Visit from Suffolk SU
 - Decolonizing Toolkit
 - Southern SU's
 - Liberation Campaigns
- **Meetings that I have attended:**
 - Collaborative work with VP Welfare for Essex SU
 - Meetings with Students Services (particularly around supporting students from racialized backgrounds)
 - Southern SU's Catch Up – Upcoming
 - Drug and Alcohol Impact/Alcohol Impact Group Support Day
 - Islamic Prayer Spaces meeting
 - Pathfinder and trussell trust - Upcoming
 - Various meeting with students for a range of issues + support
 - Changing the culture
 - UCU meetings
 - Student Experience Committee
 - Meeting with Brookes SU
 - Inclusive Education Policy
 - Staff Pride

- Cost of Living
- Access All Areas
- Postgraduate Committee
- Meeting with the VC
- Trustee Board

Postgraduate Education Officer – Elise Page

Postgraduate Officer Update
January 2023
Elise Page

Email: e.page@uea.ac.uk

Instagram: @postgraduate_ueasu

Facebook: Postgraduate Officer – UEA Students’ Union

Written 18th January 2023

W/c 28th November 2022

- Graduate Centre Management Committee
- Had a catchup about the Aurora network with Ayane Hida, the previous Postgraduate Officer who now works at the university on our Aurora involvement.
- I had a catchup with the SU’s Head of Voice the and PG Coordinator and we discussed how to continue to develop PGSU. We’re going to create a strategy for 2023 and the details will be fine-tuned in the new year
- Student Officer Committee, discussing how to implement Union Council policies

W/c 5th December 2022

- Meeting about blended learning; papers have been sent out for us to look over.
- Reasonable Adjustments working group
- HUM FLTQC, which discussed (among other things) issues with timetables, rooms, and concerns about the curriculum review project.
- HUM GSSF held a party for HUM PGRs in the SU’s Graduate Centre, which was a lot of fun! If you’d like to have a party in the Graduate Centre please get in touch because we’d love to have you!
- Education Committee, hearing from convenors from across different schools and faculties. Some of the issues that were raised across the board include timetables and rooms, and the accessibility of such.
- Green Film Festival meeting; I am involved with the UEA Green Film Festival which will be happening in April 2023, so I have been helping to coordinate that and create some opportunities for PGRs who want to get involved!

Spring Term

W/c 2nd January 2023

- Welcome talk about the SU for Physician Associates.
- Brainstorming session with coordinator colleagues on how to get the best out of PGSU over the coming semester.
- MSc FMH Welcomes, it was lots of fun to speak about the SU to new starters
- PG Sport discussion

W/c 9th January 2023

- Meeting with Director of Academic Services, Associate Dean for the Doctoral College, and the Head of the PGR Service to discuss a Learning and Teaching Committee paper as it pertains to mitigating the impact of the ucu strikes on postgraduates.
- Attended LGBTQ+ liberation month and put forward the idea of always having at least one postgraduate event in the calendar for our su liberation month planning. Also developed the idea of "PG Live" which will be a mini-conference for PGs to present their work and will hopefully launch in Women's History Month in March.
- Had a meeting about the Courage Project. The Courage Project was a government funded scheme to improve PGR mental health and ran for a few years just before the pandemic. I met with someone heavily involved in the project about key things to continue and how to continue them. One really popular thing is PhDiggers, an allotment club for PGRs, which we aim to get officially set up soon.
- Attended the FMH Learning and Teaching Quality Committee and passed on some student concerns around cost of living pressures, particularly for placement students. We also emphasised the importance of supporting students to manage stress and conflicts with others.
- NUS Antisemitism Report was released to the public and I dedicated some time to reading it.
- Had Domestic Violence Awareness Training, I now have a better understanding of how to spot domestic abuse and support people going through it.
- Helped to train a new Humanities Graduate Student-Staff Forum representative.
- Was interviewed by a UEA PGR for their PhD project. We spoke about decolonisation projects in universities, discussed how UEA and the Students Union approaches the issue of colonial legacy and attitudes.
- Attended the Social Work SSLC. As I've seen before, this is a really positive and supportive space, it seemed to me that students are really being listened to.

W/c 16th January 2023

- SU had a meeting about how to best support Jewish students and raise Jewish voices in the wake of the NUS Antisemitism Investigation. More details to come once we've learnt more and developed our plans.

- I also attended an open call with NUS about the Antisemitism Report. They were really open and honest, took lots of questions and we had a good conversation. I emphasised the importance of treating antisemitism as a form of racism, and understanding that we must listen to Jewish students but not expect Jews to do all of the heavy lifting.
- Had an induction meeting with the chairs of the Jewish Student Staff Group, which I will be joining soon. The group plans to raise awareness of Jewish voices, educate people about Judaism and Jewish life, and come together as a community and a safe space.
- The Doctoral College Executive discussed a number of issues, for example training for PhD supervisors, research grant provision, and the number of hours the university allows PGRs to work outside of their studies.

Campaigns & Democracy Officer – Serene Shibli Sexton

Union Council Update Jan 2023: Serene Shibli Campaigns and Democracy Officer

Projects/ Manifesto Updates: The big projects I’m dedicating time to because they’re either big problems or it was on my manifesto		
Policy Review	What is it: I’m slowly going through and reviewing our policies finding out what actions need still need to be done and trying to make sure they’re upheld and implemented, this is part of my efforts of doing the democracy review and trying to understand what is the place of policy and how do we make sure student policy is valued and completed	I’m working on it but progress is slow
	What is the problem: The last couple of years Policy Lapse wasn’t done and thoroughly enough so a lot of our policies have lapsed undemocratically, this means that student work has been made unceremoniously defunct, also we have a lot of policy, so much we don’t really know what we have	It’s a problem but because policy was a mess before we have been continuing as progress as usual
	Aim: I want to work with Democratic Procedures Committee and Student Officer Committee to bring lapsed policy to Union Council, either as a new and improved policy or in its original form to recover (or not) policy that was undemocratically lost also I’m hoping to come up with a better way of understanding and representing it all so it can actually be effective and implemented	I’m not at this stage yet, sorry

Bye-law Review	What is it: I am going through, reviewing our byelaws and rewriting our bye laws, this is also part of my efforts of doing the democracy review, doing rewrites that will in impact material changes to improve the accessibility in terms of student involvement and understanding for our democratic structures	I'm working on it; it's taken priority over the policy review.
	The problem: our bye-laws are a mess, they're jumbled, they're inconsistent, sometimes the ordering seems logical and then it's just not. This makes them hard to read and use and a lot of stuff we're meant to do according to the bye laws we just don't do, and a lot of stuff we do isn't in the bye-laws	This is our constitution and, in some way, a guide book on how to do things in the su, most problems have a solution in the bye-laws. So them being a mess is bad for our governance and for student experience and our ability to give a consistent student experience
	Aim: make the structure simple, make them easier to read, reduce the number of bye-laws so they're more understandable, and update them actually be a representation of what we do as a union and how we should be doing it, work out what we're not doing and why not, because some stuff just became redundant but other bits are important	I have a new structure I'm working on, I'm happy to present something at a later date if people would like, or answer any questions
Democracy Review	What it is: we're trying to rework our democratic structures, understand what works and what doesn't, if low active engagement with the SU is the symptom of a problem, what are we doing that isn't working	We've restarted the democracy review working group and are meeting regularly to brainstorm a structure that will continue to do what is working well and form structures that will support students who are passionate and active but aren't currently getting the support they need. I've also reached out to other Student Unions to see what is going well with them and what good ideas

		we might be able to adopt
	What's the problem: across Student Unions democratic engagement is going down, including ours and we have systems that are old, some are not running at all, others are struggling	we gain our ability to do things for student engagement with our democracy, we are officially the advocates and voice of the student body and if we don't have students feeding into our democratic structures then we lose our student voice that gives us the power to advocate for students in the university
	Aim: to make things easier to understand and clear so it's easier for to students wanting to get involved and do things with the Union and more efficient to get things done	We've been making small changes, such as the policy review, the-bye law review, and the new code of conduct and complaints process that was brought last week but unfortunately there is still a long way to go

Policy Update: Updates on policies passed at last Union Council and any progress that has been taken to implement them

Lobbing the UEA Student Union to return to being a Living Wage Employer	Actions: This has been implemented, it has been taken to senior management and the trustee board, when the Union can afford to pay a living way to all it's staff it will, however currently it can't	
Remove the suicide statues: Time to take down Antony Gormley statues	Actions: I've spoken to the PTO that proposed it, we have a plan of action and hopefully, especially now I'm back on campus be able to work on this more	
Make the Code of Conduct more conductible	Actions: This has been adopted and is now being used, we have updated on the website and in a copy of the bye-laws, I'm going to ensure the changes are carried forward into the bye-law review	
For the Union to Explore Options for External Student Representation	Actions: It has passed through management committee, and I have spoken to various student staff (I'd like to do a little more of this, more officially) and Reps for the Trade	

	Unions active on campus to explore our options and clarify some concerns, it just needs to be brought to management committee to be agreed, which I which I will do	
Make UEA Warm: Introduce warm banks and spaces to campus this winter	Actions: the funding request for blankets and warm supplies went through student officer committee, and the Union has been working with the Siz to ensure warm spaces are available on campus, aligned with our efforts on this, the full-time officers met with the VC just before the end of term to discuss the cost of living and what else the Uni could be doing to support students	

Other actions: Things I've done/been involved in since last Union Council that I can remember

Reviewed the Union's submission to the Teaching Excellence Framework

I've been supporting student societies to organise events for this coming term

I read the NUS antisemitism report and we met as a Union to look at ways we could support students who may have been impacted by the report and to evaluate our structures to ensure we are upholding our anti-racism ideals and where we must improve to ensure the Union is a place our Jewish students feel supported and safe

worked with the A&O officer to draft a policy amending the bye-laws to make student group committees and the subcommittees of Union Council more effective.

have been in contact with the UCU and Unison over their strikes and strike ballots (respectively)

Have been meetings with the University to discuss their financial situation and how to ensure this situation affects students as little as possible

Have contacted one of the PVC's to discuss this summer's graduation to ensure it is accessible for students and guests with disabilities,

We've also been working on LGBT history month and I'm trying to chart the Unions progress on championing LGBT+ rights through our democracy as an example of all the good work students have done through the years and what they have achieved

I've raised how terrible public transport has been with the VC and with the UNI department for transport

Meetings: The meetings I can remember attending since last Union Council that I haven't alluded to above

Senior Officer Renumeration Committee

We reviewed the Universities remuneration policy and I suggested changes to make it more overtly supportive of staff from marginalised groups, which were adopted, then I suggested that there was a problem with the way they support having issues paying into their pension scheme and that there was more sympathy to higher earners unconsciously built into their

	policy and they took it under advisement, I hope to follow this up soon
Sustainability Committee	There is a plan underway to make UEA (the physical structure of UEA) more environmentally friendly with the long-term goal of making UEA carbon neutral and the longer goal of being carbon zero. The plan is underway and does not include and plans to do carbon off setting which is good!
University Council	This is like the Universities version of Union council, it's very long, we've met a couple of times now to discuss the strategy and future of uea, and big thing we pushed is that uea needs to play a roll in advocating student needs nationally, maintenance loans have barely gone up, as technology gets more important and expensive there needs to be more support for students on this front and these issues can't be plastered over with a hardship fund
Estates Committee	This is the University meeting that discusses the physical structure of UEA, they are right in the middle of rebuilding parts of the University and here I advocated for student needs, the fact that if there's building work, could it be prioritised to outside summative seasons and time when students are off campus to stop it being disruptive to studies
Management Committee	I've been chairing management committee: this oversees our day to day operational strategy
Postgrad Committee & Graduate Centre Management Committee	<p>We met with post grad committee and discussed electing the last couple of members of the committee in the new year, plans for a PG winter party, and allowing undergrads who are around to use the PG kitchen over the Christmas break so they can have a source of hot water and a place to prep food</p> <p>For GCMC we talked about the graduate centre and when would be best to open it in the new term but honestly not much happened</p>
Student Experience Committee	We discussed the big issues: cost of living etc and what could be done, the Universities prevent documents were in this meeting which was interesting and we challenged them on their understanding of what it was to provide support for students with an aim towards widening participation



open discussion

- a time for group discussions on key issues that can ultimately influence policy



SECTION 3

OPEN DISCUSSIONS:

For this meeting we will be looking at:

Upcoming UCU Industrial Action



policy papers

- all of the policy proposals that council will be debating



SECTION 4

POLICY MAKING

039 **Goodbye my lover...Goodbye my inactive committee member (Amendment to the Bye-Laws)**

Proposer: Evie Drennan, (Activities and Opportunities Officer)

Seconded: Serene Shibli Sexton (Campaigns and Democracy Officer)

Summary

I would like this motion to achieve a change in by-laws to allow removing inactive student group committee members easier for all. Also, to introduce and apply this process to student executives.

Union Notes

1. Inactive committee members/student executives take up a lot of time and resource of the remaining committee members trying to track them down and this is extremely frustrating for all involved.
2. There are no current ways to remove committee members rather than holding a general meeting.
3. Many clubs and societies have members that are inactive and disengaged from the student group and so will not attend a general meeting. This makes getting quoracy difficult and removals harder.
4. Student groups have no control over who buys their membership. This can again lead to making quoracy difficult.
5. There are no current ways to remove inactive student executives.

Union Believes

1. Therefore, council believes there should be a change to the by-laws to allow the removal of committee members from student groups for inactivity, for a fair and reasonable amount of time without prior contact.
2. By adding these changes to the by-laws, a lot of time and resource will be saved, which benefits all committee members and student group members.

Union Resolves

1. Add to Bye-Law 9.22 and relabel subsequent bye-laws accordingly, with:

9.22 b) attend the meetings relevant for the running of their student group(s)

2. Add Bye-law 9.33-9.35 and renumber subsequent bye-laws accordingly:

Removal of Students from Elected Committee Positions:

9.33 Students elected to the committees of student groups who are absent from two consecutive committee meetings of their student group, organised in accordance with bye-law (9.23) without having sent apologies for non-attendance, may be removed from their elected positions at the second meeting of non-attendance by a vote of no confidence, meeting quoracy, by the rest of the committee.

9.34 An apology for absence shall be considered valid if is submitted in writing to:

9.34.1 The President;

9.34.2 The Secretary; or

9.34.3 The committee member responsible for calling the meeting

9.35 This vote will only come into effect once ratified by the Activities and Opportunities Officer.

9.36 This, as with all committee decisions, this can be overturned by a general meeting of the relevant student group.

3. Edit Bye-law 9.23 with: ... A committee meeting shall comply with the following regulations:

a) The meeting must be advertised 5 working days in advance with invitations and agenda sent out to all required members.

b) It is the responsibility of the meeting organiser to ensure all required attendees are made aware of the meeting.

c) The meeting must have minutes taken, a record of those in attendance and apologies sent must be recorded to be considered an official committee meeting.

4. Edit bye-law 14 and renumber subsequent bye-laws accordingly to include:

14.6 Elected members of Subsidiary Committees of Union Council

14.6.1 Any elected member of a subsidiary committee of Union Council, including a Student Officer, who is absent, without sending apologies in advance, for two consecutive meeting of their relevant committee may be removed by a vote of no confidence, meeting quoracy, by the relevant committee.

14.6.2 An apology for absence shall be considered valid if is submitted in writing to any of the following:

14.6.2.1 The primary elected officer;

14.6.2.2 Emailed to the relevant Union Department; or

14.6.2.3 The Chair of the relevant Committee.

14.6.7 Additionally if an elected member of a subsidiary committee is absent for more than 60% of meetings in a term, given no evidence of extenuating circumstance, the elected member may be subject to a vote of no confidence at the next available meeting, at quoracy, of the relevant committee.

14.6.7 The result of this vote may be appealed at Union Council.

SECTION 5

ANY OTHER BUSINESS

040 Any other business

To consider: Any other items or issues not covered elsewhere in the agenda

041 Details of the next meeting

The next meeting is scheduled for the 23rd February at 5pm in LT3.

The deadline for motions to this meeting is 13th February.