

# Union Council Agenda

Chair: Laura Taylor

Deputy Chair: Jude Beckett

DPC: Serene Shibli, Sophie Atherton, Kate Adler

## 1. Housekeeping

- a) Code of conduct

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

- b) 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 [su.voice@uea.ac.uk](mailto:su.voice@uea.ac.uk) for more details.

- c) Articles of Association and Bye-laws

<https://www.uea.su/union/governance/constitution/>

## 2. Statements from the Chair

This is the last Union Council of the year! Thank you everyone for a great year and a smooth transition back to in person meetings.

## 3. Approval of minutes from the last meeting

Please check the minutes for accuracy in advance of the meeting.

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

## 4. Reports

- a) Trustee board report

Give within Ayane Hida's update.

- b) Student Officer committee (SOC) report

No report given before the agenda deadline.

c) Full-time Officer reports

**Undergraduate Education Officer, Ivo Garnham**

No report given before the agenda deadline.

**Activities and Opportunities Officer, Lizzie Payne**

UEA Your Way - 1000 more memberships in clubs and socs through the campaign during a lockdown  
Clash of the Clubs  
Top of the Socs  
Chaired Movember planning groups where over £50,000 raised for Movember  
Organised an in person sports awards 2021 - first in person event in the LCR post pandemic  
Flativities Programme  
Academic Societies Partnership Agreement (ongoing)  
A review of the Cost of UEA Sport, transparency of sport funding, finding out the hidden costs of sport, comparison of national sporting models and finances (ongoing)  
Disability in Sport Panel with Paralympians, students, staff  
PG and Mature students sport programme finalised and underway  
Sponsorship Policy and guidelines for clubs and socs  
Forward movement on Colney Lane Developments  
International Trips Guidance for clubs and socs - including securing abroad trip providers for societies  
Set up the work with Achieve Breakthrough working on women's safety on campus  
Derby Day Champions!  
First society competed in Derby Day (shoutout to VGS)  
Kit Tender process for UEA Sport  
Secured extra social spaces on campus (Campus Kitchen blocks)  
Worked on securing the Beer Garden and screening of Euros  
Securing a proper Graduation for 2020 and 21 grads, and grad ball (more details to follow!)  
Expansion of courses that accept ELCAS credits  
Secured Instalment options for Sportspark memberships  
Welcome week planning  
Continuation of sport in summer 2021  
Chair of Finance Committee  
LCR events for Clubs and Socs - ensuring dates are given out at the beginning of the year to help committees with the planning of large scale events in the LCR

University Meetings (regular):

University Council, Council Strategy Conferences, University Finance Committee, Estates Committee, Halpin Governance Review Committee, DSD Steering Group, Welcome Engagement group, Welcome Implementation Group, Employability Exec, Employability and Opportunities Senior Leadership Team, Student Experience Committee, Civic Universities Agreement, Non-Academic Complaints Panels

Sport Meetings (regular):  
 Student Sport and Physical Activity Committee, Sports Operations Group, Active Campus Working Group, Sustainability in Sport Working Group, Presidents Meetings, Exec Meetings, Derby Day Management Group, BUCS AGM, BUCS East Midlands Group

**Welfare, Community, and Diversity Officer, Aaron Campbell**

No report given before the agenda deadline.

**Campaigns and Democracy Officer, Hamish Williams**

No report given before the agenda deadline.

**Postgraduate Officer, Ayane Hida**

Item	Update
Manifest Priorities	Centralised function for Associate Tutors (AT) and PG international students <ul style="list-style-type: none"> <li>- HUM AT working group will be merged into HUM management group</li> <li>- SSF: Survey for LAW ATs have conducted and the results will be used for more actions</li> </ul> Unconscious bias training <ul style="list-style-type: none"> <li>- Seeking the funding options and provider: a staff member is in touch with the company for further discussion</li> </ul> Developing Teaching Skills (DTS) <ul style="list-style-type: none"> <li>- UEA re-opened DTS in March and June</li> </ul> Increase diverse representation of PG student at UEA and SU <ul style="list-style-type: none"> <li>- the Election 2022: 9 Candidates for PG Officer Role who are most diverse backgrounds from any other positions</li> <li>- First PGR got elected for the role in the history</li> </ul>
Meetings	Board matters/Aurora Biannual Planning Catch up/Aurora Student Council/Management Committee/BAME Staff Network/June Board planning/Doctoral Training and Employability Group/Graduate Centre Management Committee/Planning for handover/UKRI Focus Groups/Catch up with UKRI staff for the Forum for Tackling Bullying and Harassment/Aurora Student Council and Central Office Catch up/Catch up with Head of PGR Office/STAR shortlisting/Research Student Forum(FMH)/Education Committee/Catch up with the Intuition Coordinator for Aurora/HSC SSLC/Planning for TEAs/Postgraduate Committee/April Board

<p>Board Update</p>	<ul style="list-style-type: none"> <li>- The Board approved the appointment of Ben Soper as an External Trustee</li> <li>- The Board agreed that AHRC create a new framework for this year’s CEO performance review</li> <li>- The Board approved a recommendation to start an external governance audit with NUS</li> <li>- The Board approved the Bye-Law changes for sub-committees</li> <li>- The Board approved the Schedule of Delegation</li> <li>- <b><u>The Board is asking if the Union Council can agree and pass the motion by the full-time officers to add an additional external trustee (Advisory Trustee) whose role is to give specific advice to the Chair and the board to manage and support CEO and the board</u></b></li> </ul>
<p>AOB</p>	<ul style="list-style-type: none"> <li>- Regular catch ups with PGTs and PGRs to see what they are feeling and issues in their course and research environment</li> <li>- Aurora Spring Biannual Conference</li> <li>- UKRI Consultation from uea(su) has been submitted – BIG THANK YOU to all PGRs who contributed the feedback to us</li> </ul> <ul style="list-style-type: none"> <li>• More opportunities/supports for PGs</li> <li>- PG Coffee and Cake</li> <li>- PG Assembly (coming on 8<sup>th</sup> June start at 5pm)</li> <li>- Loads of <a href="#">PG events</a> coming</li> <li>- PG Yoga every Wednesday at 6pm</li> <li>- PG badminton* every Thursday at 6pm</li> <li>- PG mixed football* every Monday &amp; Friday at 6pm</li> </ul> <p>*PG badminton and mixed football have their own Whatsapp group. Please let me know if you would like to be added to the groups.</p> <p>For further detail, contact me at: <a href="mailto:a.hida@uea.ac.uk">a.hida@uea.ac.uk</a></p> <p>I am on annual leave until 2<sup>nd</sup> June – if there is any matter coming up regarding PG, please email at: <a href="mailto:su.voice@uea.ac.uk">su.voice@uea.ac.uk</a></p>

## 5. Student trustees 2022-2023- to approve

There are 4 Student Trustee positions each year, so you will be able to cast four votes to be spread across these candidates and Re-Open Nominations (RON).

**Applicant 1**

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

- Academic Scholarship recipient 2020-2023
- Part time disability officer 2021-2022
- Secretary for the UEA Disability Peer Support Group and future president for the years 2022-2023
- Psychology Student Rep 2020-2021

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

As shown above, I have been UEAs representative for students with disabilities this last year which has provided experience representing large groups of people and working with a variety of students, listening and actively working towards student accessibility and needs. This role has enabled me to work with many different people within UEA to ensure disabled needs are heard and met. Working as secretary for the UEA Disability Peer Support Group I have experience working well within a team as well as voicing my own opinions and taking charge when necessary. As a student representative for my course in my first year I gained a multitude of experience gathering student data and voicing student opinions to create change and a better learning environment as well as liaising with staff to ensure adequate communication between students and faculty.

**What skills do you have that will help you fulfill this role?**

- I gained leadership skills working as a representative for different types of students, e.g students with disabilities, psychology students
- I have the ability to work in a team as shown by my work as secretary in the disability peer support group and future president.
- In my work as Disability Officer I gained good communication skills as I worked with many different types of staff members and students, as well as attending and holding many meetings about accessibility and student needs.
- I have the ability to voice an opinion, my own as well as the opinion of the students.

- Working well in a team is one skill but I also have ability to delegate tasks. When a task is needed to be done it is easy to shoulder it alone to ensure it gets done but the ability to work in a team and delegate ensures the task is done well and provides different angles and perspective.
- Problem solving is a skill I gained from all three of my volunteering jobs whilst at UEA. There have been many barriers whilst being disability officer to my projects but I have worked around them efficiently and conjured acceptable solutions.
- I have the ability to critically think, learned from my time as disability officer. I often evaluated my role and how I could better my service as a representative for students rights.
- Time manage is a necessary skill learnt not only from my degree but setting up meetings as an officer, attending council, working on my officer projects, as well as taking time to rest and recuperate.

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

I want to be a student trustee because I would like to continue to have a say and represent students. I wish to ensure change to better student lives. I believe I can make a difference and have a voice at UEA and that voice can be used for so much good. I would like to work with other students and staff to create a safer and accessible learning environment for all students

**Applicant 2**

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

I have completed all of the SU's current liberation and trustee training.

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

I am currently a serving trustee as part of my role as Undergraduate Education Officer. I have been an active member of the board since 1st July 2021. I also currently chair both the SU's management committee and the SU's risk oversight committee. I am also a member of UEA's University Council. These experiences give me context of the current ongoing board matters and understanding of the duties of a trustee.

**What skills do you have that will help you fulfill this role?**

Being an active and vocal member of the board currently, I have significant experience of reading, analysing and conveying my thoughts on board papers.

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

Given the nature of student democracy, where members of our union can only serve as Full-Time Officers for a maximum of 2 years, the board has frequent turnover of trustees. Having me serve as a student trustee would provide some added, much-needed consistency. I hope my work as Undergraduate Education Officer has demonstrated my enthusiasm and dedication towards our student community and union. My knowledge, experience and understanding of board processes and current matters mean my membership would be of benefit to the board, students, and union staff alike. It would be an honour to serve our community one last time whilst completing the final year of my degree.

### **Applicant 3**

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

I consider my work within the Suffolk County music service as a credit to my ability to help out and understand students and to properly communicate the skills and needs of a club to my peers.

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

My psychology course has helped me understand people and I have a vast experience working in groups and being in a place of responsibility within helping run trips and music sessions. I also have experience with teaching young musicians.

**What skills do you have that will help you fulfill this role?**

My ability to teach and lead a group. Additionally I am good at working with others and enjoy team activities.

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

I would love to get involved in helping my peers and having more responsibility that could potentially benefit my social club! I enjoy communicating with people to work with a problem and find that I could be of great use to the SU.

### **Applicant 4**

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

I achieved many internal awards and coaching successes internally during my 30 year career in a high street bank, including pastoral care, employment, financial and equality-based issues.

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

I worked for a high street bank for 30 years, employing the above training and experience to manage and adjudicate on many high-level concerns relating to both business and personnel.

I have been an SU trustee at UEA for the past 2 years, also sitting on the finance board.

I was the Mature Student part-time officer and I am the current president of the Mature Students Peer Support Group

**What skills do you have that will help you fulfill this role?**

I have life experience away from campus I feel is vital for this role, being involved in several complex issues of judgement and oversight both objectively and subjectively. I now also have an insight into the workings of UEA and the SU via the volunteer roles noted above.

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

By reapplying to join the board of trustees I feel I would, not only bring all of the experience I have garnered in life and on campus to the board but also, offer a continuity and context to the current board issues and debates by guiding and supporting incoming trustees. I also want to be able to reassure mature students on campus of the continuing importance of the SU for them in times of uncertainty both personally and socially.

## **6. Society and peer support group constitutions- to approve**

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:

- I. Accepting the recommendations of the Societies Executive in block. Arguments can be made to remove a group from the block to discuss separately, which will result in this vote being rejected.
- II. 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.
- III. Approving or rejecting a group outside of the block. Arguments can be made as to whether the group should be approved or rejected.

Will be added to the agenda as soon as possible.

## 7. Policy papers

Please note any policy paper proposing an amendment to the bye-laws must receive a two-thirds majority of the vote (bye-law 1.10.8).

<p><b>Motion title: Amendment to the Articles of Association: To increase the number of External Trustees by 1</b></p>
<p>Proposer: Elizabeth Payne (Activities and Opportunities Officer)          Seconder: Ivo Garnham (Undergraduate Education Officer)</p>
<p><b>Motion Summary (250 words max)</b></p> <p>This motion seeks to amend the Articles of Association to increase the number of external trustee’s on UEASU Board of Trustees by 1, and for this extra trustee to act in an advisory role in the process of the Chief Executive Officers performance management.</p>
<p><b>Council Notes</b></p> <ol style="list-style-type: none"> <li>The Articles of Association for the Union of UEA Students currently stipulates that the Trustee Board must be made up of:           <p style="margin-left: 40px;">“Appointment of Trustees</p> <p style="margin-left: 40px;">30 Those persons notified to the Registrar of Companies as the first directors of the Union shall be the first Trustees until and including the Effective Date. Thereafter, the Trustees shall be made up of the following persons such that quorum may be met as outlined in Article 79:</p> <p style="margin-left: 40px;">30 1 not more than 5 Full-time Student Officers (known as the “Officer Trustees”), elected in accordance with Article 31;</p> <p style="margin-left: 40px;">30 2 not more than 2 Part-time Student Officers (also known as the “Officer Trustees”), elected in accordance with Article 32;</p> <p style="margin-left: 40px;">30 3 not more than 5 Student Trustees, appointed in accordance with Article 36; and</p> <p style="margin-left: 40px;">30 4 not more than six External Trustees, appointed in accordance with Article 43.”</p> </li> <li>There are a number of additional roles on the Board required to be filled by External Trustees, these include: 4 sub-committees memberships, the role of Deputy Chair of Trustee Board, and Supervising Trustee of the Union;</li> <li>The Trustee Board has resolved to introduce a new position on the Board: the role of the ‘Advisory Trustee’. The remit of this additional role is to act as an advisor to the Chair of</li> </ol>

the Board and to assist them with the performance management of the CEO.

4. The Advisory Trustee will be appointed from amongst the External Trustees by the Board on an annual basis.
5. The Advisory Trustee will attend performance reviews with the Chief Executive through the year, in support of the Chair of the Board, and will attend one full-day appraisal.
6. UEASU Trustee Board currently has 12 student voting members, and 6 external voting members. The addition of an extra external trustee will maintain the student majority on the Trustee Board and is in line with the balance of student's vs trustees on SU boards nationwide.

#### **Council Believes**

1. UEASU currently has six External Trustee and six additional roles which they have to fill alongside their regular duties. The new proposed structure for the management of the Chief Executive Officer requires the introduction of a new role: Advisory Trustee.
2. There is currently not enough capacity amongst the six External Trustees to take up this extra role and as such additional external support is required.
3. The Board will not be able to fulfil its obligations in regard to the performance management of the CEO to its best ability without the introduction of an additional External Trustee.
4. The addition of an extra External Trustee will lessen the burden of work for the existing Trustee Board, and will help the Board achieve better governance in line with the NUS Good Governance Code<sup>1</sup>.

#### **Council Resolves**

1. **To delete:**

30.4 not more than six External Trustees, appointed in accordance with Article 43.

**And replace with:**

30.4 not more than **seven** External Trustees, appointed in accordance with Article 43.

2. **To delete:**

42 Up to six External Trustees shall be appointed by a simple majority vote of the Nominations Committee provided that the appointment of each External Trustee is

ratified by a simple majority vote of the Trustee Board. For the avoidance of doubt, such appointment shall not take effect until it has been ratified by the Trustee Board.

**And replace with:**

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

Changes highlighted in **green**\*

<sup>1</sup> [The SU Governance Code @ NUS Connect](#)

**Motion title: (Amendment to bye-laws 1,2, & 8) Codifying Society Approval**

Proposer: Jude Beckett (History Society)

Seconder: Lucas Liorancas (Kayak)

**Motion Summary (250 words max)**

A motion to codify the existing procedure of Society approval in council, in order to make it clearer for all involved and to make chairing council a more accessible prospect. It also clears up inconsistency within relevant bye-laws.

**Council Notes**

1. Societies are one of the main ways that people interact with both the Students' Union and Union Council
2. The current process of society approval is not written down anywhere, just resting on the understanding of those involved at present
3. Society approval requires cooperation and coordination between Union Council and Societies Executive, which is similarly not written down

**Council Believes**

1. Society approval should be a transparent a process, so that proposers understand what is expected of them and the opportunity to create societies is accessible for all at UEA
2. The current bye-laws lack details about the process of society approval, failing to mention key aspects such as the role of Societies Executive, and are confusing with relevant laws scattered throughout the 97 page document
3. The procedure of Union Council should be able to be understood primarily from the bye-laws, meaning that any incoming or prospective Chairs can understand all they need to know in one place

### **Council Resolves**

1. To amend bye-law 2.9, to add: *“2.9.6 The approval of relevant societies through consideration of the recommendations of Societies Executive.”*
2. To create bye-law 2.34: *“2.34 The process of society approval will be structured as follows:
  - a. Proposed societies will be considered by Societies Executive before every Union Council, who will recommend whether or not they should be approved for creation by Council
  - b. Proposed societies, alongside Society Executive’s recommendation, the reasoning behind their decision, and the societies’ constitutions, must be submitted to the chair of Union Council no later than five working days before each Union Council”*
3. *During Union Council, any councillor can choose to reject Society Executive’s decision about a society, at which point Council shall move to a debate as outlined in Bye-Law 2.20, with the rejecting councillor having the right to the initial proposing speech, should they wish.*

*2.34.1 For the purposes of the above procedure, proposers of new societies shall be considered councillors”*

4. Amend bye law 1.11 to add: *“1.11.6 The members of Societies Executive”*
5. Remove the now redundant bye-laws 8.20 and 8.21
6. Re-number the bye-laws accordingly
7. Mandate the Activities and Opportunities officer to attend one meeting of the Democratic Procedure’s Committee before the end of the first semester of the 2022/2023 academic year to review any further ways to improve the implementation of this procedure, and cooperation between Societies Executive and Union Council

### **8. Any other business/ open discussion**

Union Council representatives may request items for open discussion with the Chair for the agenda deadline.

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.

### **9. Details of next meeting**

Will be sent out to new Councillors in September!