

## Union Council Agenda

<b>Date:</b>	<b>Feb 13th 2020</b>
<b>Room:</b>	<b>LT2</b>
<b>Time:</b>	<b>6pm</b>
<b>Section 1: Housekeeping</b>	<p><b>A. Code of conduct</b> <a href="https://www.uea.su/union/memberscodeofconduct/">https://www.uea.su/union/memberscodeofconduct/</a></p> <p><b>B. Minutes from the previous meeting</b> <a href="https://www.uea.su/democracy/unioncouncil/councildocumentsandnotices/">https://www.uea.su/democracy/unioncouncil/councildocumentsandnotices/</a></p> <p><b>C. Expenses</b> <a href="https://www.uea.su/democracy/unioncouncil/councilinfo/expenses/">https://www.uea.su/democracy/unioncouncil/councilinfo/expenses/</a></p> <p>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, Student Voice and Equality Manager on <a href="mailto:E.DAmery@uea.ac.uk">E.DAmery@uea.ac.uk</a> for more details.</p> <p><b>D. Online meeting facility [on website]</b></p> <p>If you cannot attend in person on Thursday and would like to use the online facility, please email Esin at <a href="mailto:E.DAmery@uea.ac.uk">E.DAmery@uea.ac.uk</a> before 5pm on the day of the meeting.</p> <p><b>E. Articles of Association &amp; Bye-Laws</b> <a href="https://www.uea.su/union/governance/constitution/">https://www.uea.su/union/governance/constitution/</a></p> <p>The SU is governed by the <a href="#">Articles of Association</a>, and its attached rule book, the <a href="#">Bye-Laws</a>.</p>
<b>Section 2: Q&amp;A</b>	The Vice Chancellor will be attending with the Pro Vice Chancellor for Arts and Humanities: Sarah Barrow and the Pro Vice Chancellor for the Social Sciences Faculty: Frances Bowen to update, discuss and answer questions around what the university is currently doing.
<b>Section 3: Reports</b>	<p><b>a. Trustee Board Report</b></p> <p>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</p> <p><b>b. Student Officer Committee (SOC) Report</b></p> <p>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</p>

	behalf.
<b>Section 4</b>	<b>Full time Officer Reports</b>

<b>Officer Name:</b>	<b>Callum Perry</b>
<b>Officer Portfolio:</b>	<b>Undergraduate Education Officer</b>
<b>Item</b>	<b>Update</b>
Manifesto Priorities	<ul style="list-style-type: none"> <li>• Improving the Academic Advising System at UEA</li> <li>• Fostering a learning community through highlighting the benefits and great work of PAL and similar initiatives</li> <li>• Inputting into improving our Teaching and Learning spaces on campus</li> <li>• Working closely with Academic Representation to empower the student voice</li> <li>• Adding to the technology, employability and WP agendas around access and participation</li> <li>• Improving Assessment and Feedback.</li> </ul>
Campaigns	<ul style="list-style-type: none"> <li>• <b>'Rate your space'</b> – Campaign around teaching and learning spaces took place on 3<sup>rd</sup> February 2020. Quality conversations on new furniture and teaching and learning spaces. Awaiting feedback and evaluation from Estates to share.</li> <li>• <b>'I am employable'</b> – Campaign week launched. 3-7 February 2020. Awaiting engagement numbers.</li> <li>• <b>#SignpostUEA</b> – Campaign completed.</li> </ul>
Manifesto actions	<ul style="list-style-type: none"> <li>• <b>Advising</b> – Launched in EDU and LDC. HSC still looking into logistics of participating. Evaluation methods being discussed. Paper to be taken to Learning and Teaching Committee to feed into advising review in May-June 2020.</li> <li>• <b>PAL</b> – PAL now has all their sessions hosted in the union building. PAL and Buddy SU social organised to help build communities. Extra UG dissertation café date of Wednesday 26<sup>th</sup> February 2020 along with Wednesday March 18<sup>th</sup> 2020 have been added to the diary. Academic health kits launched at the Education Fair on 3<sup>rd</sup> February 2020. Revision spaces tour planned to hand out these to students during the exam and deadline period.</li> <li>• <b>L&amp;T and others</b>– Library and LSB tour videos have been created. These are to help new students (and existing) find out the best spaces to study and navigate around buildings. Hub Crawl video ready to launch. Blog on ALLY tool on blackboard has been written to raise awareness of how the tool can provide multiple accessible materials. Attendance monitoring pilot will be trailed in the form of QR codes in ECO and CMP.</li> <li>• <b>Academic Representation</b> – Presenting to the Executive team on Generation Alpha and how to best support our students. Co-presenting and creating the WP Big Shift day. Working with reps from SCI faculty on timetabling and creating a SpLD guidance document. Writing papers to committees on representation and partnership. Course rep training has continued and we are hosting rep forums on topics such as timetabling, module evaluations and Inclusivity in the curriculum. Talks for Learning and Teaching Service also coming up to talk about what students want to see from them in upcoming years.</li> </ul>
Policy and meetings	<ul style="list-style-type: none"> <li>• <b>Aurora Network</b> – Was appointed the Vice President of the Student Council. Discussed the role of inclusive internationalization. Looking at the role of study abroad and international perspectives in learning.</li> <li>• <b>SSLC's and Education Committee attendance.</b></li> <li>• <b>Lecture Capture Project board</b> – Contributing to the implementation of capture technology and how it will be used. Branding work to be completed in partnership with SU.</li> <li>• <b>Student Charter review – Consultation to follow</b></li> <li>• <b>Senate – Sense of belonging work to go here.</b></li> <li>• <b>Adobe Creative campus work</b></li> </ul>

- **Embedding mental health into the curriculum work**
- **Academic Integrity Campaign.**

<b>Officer Name</b>	<b>Martin Marko</b>
<b>Officer Role</b>	<b>Postgraduate Education Officer</b>
<b>Item</b>	<b>Update</b>
Manifesto	
Campaigns	<ul style="list-style-type: none"> <li>• Launch of Eradicate Hate</li> <li>• Stigma: men's mental health session</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>• Curriculum review ideation</li> <li>• Student Officer Committee</li> <li>• Animal rebellion</li> <li>• Student Charter review scoping</li> <li>• Finance Committee</li> <li>• Conversation club</li> <li>• Postgraduate Assembly</li> <li>• Director of Doctoral College</li> <li>• Library Forum</li> <li>• PG Conversation club planning with Learning Enhancement</li> <li>• Doctoral College Executive</li> <li>• Postgraduate Committee</li> <li>• Learning &amp; Teaching Committee</li> <li>• Decolonise UEA</li> <li>• Management Committee</li> <li>• Education Committee</li> <li>• Head of PGR Service</li> <li>• UEA food policy catch-up</li> <li>• Officer residential and catch-up</li> <li>• Equality, diversity and unconscious bias training</li> <li>• Student trustee recruitment</li> </ul>
Policy	

<b>Officer Name</b>	<b>Alicia Perez</b>
<b>Officer Role</b>	<b>Activities and Opportunities Officer</b>
<b>Item</b>	<b>Update</b>
<b>Manifesto</b>	<ul style="list-style-type: none"> <li>• Inclusivity and diversity in clubs and societies – We have now met with uea+sport and plans for disability in sport day for this semester are ongoing. We want as many people to participate as possible, whether they have a disability or not.</li> <li>• International Students – the plans for improving the accessibility for the hardship fund are moving! I had a meeting with relevant people from student services and we are creating a "Student Finance" group to look at how students struggle with money and how the fund can improve those situations. This group will look at how to reach out to students about the fund, how to promote it and make it more accessible, as well as the possibility to increase the money in the fund if the demand shows the need. Still waiting on the university to finish the paperwork on guarantors and international students before it moves forward for the next year.</li> <li>• Employability – Unfortunately my plans to work with career central on organising a Careers Fair did not go forward as they didn't really support my event and without their support it could not happen.</li> <li>• Mental Health and wellbeing – see campaigns</li> </ul>

<b>Campaigns</b>	<ul style="list-style-type: none"> <li>• Disability in sport</li> <li>• Demographic in student groups research going forward – working with the WP and outreach team of the university on getting data.</li> <li>• Supporting the Campaigns and democracy, welfare, and women’s officers in Women+ History month and LGBT+ History month by encouraging clubs and society to take part and engage, as well as putting their own events.</li> <li>• University mental health day- 5<sup>th</sup> of March I , alongside the welfare officer, are planning on having a daytime event where students can come and relax and take a break in the Student’s Union exhibition space and it will link with an evening event where we will hopefully be holding a Q&amp;A with the VC and the head of student services (to be confirmed)</li> </ul>
<b>Meetings</b>	<p>Since the last Union council, I’ve had the following meetings:</p> <ul style="list-style-type: none"> <li>• Meeting with Heads of Student Services about increasing the amount of the International Hardship Fund as well as the promotion about it. For the last three academic years, the University has increased the number of students (including international) that come to UEA, yet they have reduced the amount of the International Hardship Fund. This is also related to the lack of promotion and knowledge of the Fund, which caused to be money left over during those years.</li> <li>• Week 0 scoping – the student’s union have already started work on the coming welcome week and the implementation of week 0 for the first time.</li> <li>• Student Charter updating – meeting with some members of the university around the current student charter which needs to be reviewed in 5 years.</li> <li>• Meeting with the university around Do something different festival – will happen February 17<sup>th</sup>- 23<sup>rd</sup> 2020. These are ongoing meetings until it’s done.</li> <li>• Meeting with the university about Welcome Week 2020 – structure decided and ideas mainly set, specifics to be set in the next meeting. Verbal update. Ongoing meetings until the end of the year.</li> <li>• Student experience committee – meeting with university members on all things non-academic.</li> <li>• VC task force – I attended the Vice Chancellor’s task force on mental health for the first time.</li> <li>• Go Global meetings</li> <li>• Postgraduate committee</li> <li>• Society and sport executives' meetings</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>• Still looking at creating a policy to keep approval of new societies in Societies Executives meetings, needing only to come to Union Council to ‘note’, everyone still able to challenge the decision, which would bring up a new vote on that specific society. This would be to make council shorter and quicker, taking unnecessary load from councillors.</li> </ul>

<b>Officer Name</b>	<b>Sophie Atherton</b>
<b>Officer Role</b>	<b>Campaigns and Democracy Officer</b>
<b>Item</b>	<b>Update</b>
<b>Manifesto</b>	<ul style="list-style-type: none"> <li>• <b>Better representation- significant Student Led Democratic Reform-</b> Since the modelling options have been received, the options have been considered by Student Officer Committee (FTOs &amp; PTOs), Management Committee (FTOs), and our Trustee Board. Further work has been undertaken to flesh out what these look like in preparation for the referendum. A timeline is now in place for what will happen next. I will update Council with the timeline.</li> <li>• <b>More money in your pocket- fair accommodation for all</b> – Since December, I have emailed the Head of Accommodation and Director of Sport and Commercial Services suggesting that the accommodation process needs to become more</li> </ul>

	<p>strategic, similar to the <a href="#">Liverpool accommodation model</a>. This has been positively received with further discussion to take place. I have planned how to approach this over the next semester, and I am looking at creating an accommodation manifesto for the SU which will consider on campus accommodation, student purpose built accommodation as well as private properties in the local community.</p> <ul style="list-style-type: none"> <li>• <b>More money in your pocket – student loans</b> – Early in January I worked with other union officers to sign a letter regarding the concerns and constant need for a review of student finances. I have received a response back and an all-party parliamentary group meeting will be established shortly which I will be involved with.</li> </ul>
<b>Campaigns</b>	<ul style="list-style-type: none"> <li>• <b>Priority campaigns</b> – The priority campaigns for the year have been established by Student Officer Committee and I have summarised them to then guide our work as a committee for the rest of the academic year. Meetings are taking place to establish what these will look like for the next semester.</li> <li>• <b>Womens+ History Month</b> – This is beginning to be planned by myself, the Womens+ Officer, Welfare, Community and Diversity Officer and the Activities and Opportunities Officer. If you would like to be involved, please get in touch.</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• <b>Accommodation rent setting</b> – There are ongoing meetings to discuss rents for 2021/22 and to produce an understanding of memorandum.</li> <li>• <b>Democracy review work</b> – This is a key priority over the new few months so I am regularly meeting with staff over the processes and next steps for this review. I am currently consulting with key individuals to gain feedback. Comms are being produced and we are working towards the preferenda taking place from the 3<sup>rd</sup> – 12<sup>th</sup> March in conjunction with the elections.</li> <li>• <b>Womens+ History Month and Reclaim the Night planning</b> – Meeting with key individuals to organise preparations for this liberation history month.</li> <li>• <b>Colours</b> – taking place on the 20<sup>th</sup> February</li> <li>• <b>University Council</b> – attending the governing body of the university’s meeting, ensuring that student voice is meaningfully inputted. I attended a training day in London that will feed in to making my experience as a governor affective.</li> <li>• <b>Student Charter</b> – discussions are beginning to take place on the reviewing of this.</li> <li>• <b>Southern SUs</b> – attending the southern SUs conference which involved networking, discussion gen Z, accommodation and subject level TEF.</li> </ul> <p><b>Student Experience Committee</b> – quarterly meeting that discusses student experience. We raised the importance of partnership around Christmas on campus. Discussed terms and conditions and student protection plan which will be looked at in a separate meeting.</p>
<b>Policy</b>	<ul style="list-style-type: none"> <li>• Still looking at creating a policy to keep approval of new societies in Societies Executives meetings, needing only to come to Union Council to ‘note’, everyone still able to challenge the decision, which would bring up a new vote on that specific society. This would be to make council shorter and quicker, taking unnecessary load from councillors.</li> </ul>

<b>Officer Name</b>	<b>Amelia Trew</b>
<b>Officer Role</b>	<b>Welfare Community and Diversity Officer</b>
<b>Item</b>	<b>Update</b>
<b>Manifesto</b>	<ul style="list-style-type: none"> <li>Progress with the Don't Sign Early Campaign which is designed to tackle the culture that makes students feel pressured to sign housing contracts too early with dodgy landlords for inadequate houses. Housing socials are happening throughout the year and so far we've had some good engagement.</li> </ul>
<b>Campaigns</b>	<ul style="list-style-type: none"> <li>Low level alcohol flats are being implemented</li> <li>Working hard to put on stigma: below is a timetable of all the events you can go to on the 20<sup>th</sup> January for free:</li> <li>Im working very closely with the head of student services going over the wellbeing strategy that is being updated – If there is anything you believe should be added to the new one please feel free to email me because I would love to hear your ideas</li> <li>Planning for university mental health day with activities and opportunities officer</li> <li>Planning for womens+ history month</li> <li>Planning for period campaign I am launching with the Women's+ officer called 'own your period'</li> <li>Conversations are underway to roll out a 'Take 5' in HSC to support our students in that department</li> <li>Report and support launched on the 14<sup>th</sup> January that I've been working closely with the university and student services on. The website is called Report &amp; Support and contains info on: <ul style="list-style-type: none"> <li>how you can seek help and what types of support are available to you</li> <li>how you can make an anonymous report if you just want to tell someone that you've experienced something that's made you feel uncomfortable</li> <li>how you can seek help and support for someone else.</li> </ul> </li> <li>There is also info on what processes the UEA has to tackle violence, harassment and hate crime, in all its forms.</li> <li>There is also info on all the relevant campaigns that the SU runs so you can see how these work and help you.</li> <li>Report &amp; Support Website: <a href="https://reportandsupport.uea.ac.uk/">https://reportandsupport.uea.ac.uk/</a></li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>I attend the mental health task force this week which has been restructured to focus on pillar projects which I believe will have more of a positive impact on tackling wellbeing issues</li> </ul>

<b>Section 5: Democracy</b>	<b>SOCIETIES APPROVED BY SOCIETIES EXECUTIVE AND TO BE TAKEN TO UNION COUNCIL – from 3/02/2020 meeting</b>
	<b>Peer Support Groups</b>

<b>5a. SOCIETY NAME</b>	<b>BIT ABOUT</b>	<b>COUNCIL VERDICT</b>
Welfare for Healthcare	A support network of students to help and support healthcare students through wellbeing workshops and study sessions for example.	

Art, Media and American Studies	To form a welcoming community for students interested in AMA. To raise awareness and money for charities of our members choice through fundraising.	
UN Women	UN women is the only global organisation working to make gender equality a reality in every way: from grassroots schemes with the most vulnerable women and girls to changing attitudes and helping other governments design gender-equal policy. The group will be using out connections with this organisation to network with other gender related programmes raising money for different charities and also take part in events that are occurring all over the UK.	
UEA Gingers	Encourage others to embrace the fact that they are ginger. Being ginger should be celebrated rather than be an insult. Be light-hearted and meet up casually but on regular occasions but not limited to just gingers.	

### Peer Support Group

Peer support groups have no recorded membership and are open to all ordinary members, associate members, honorary associate members, life members or honorary life members.

<b>5b. UEA Mature Students Peer Support Group</b>	To provide informal support, practical assistance and pastoral support to students of an older demography and via regular socialising and events, we aim to ensure all members build a wider network of peers to enhance their UEA experience.  <a href="https://www.uea.su/pageassets/democracy/unioncouncil/councildocumentsandnotices/Peer-Support-Groups-Application-26.1.2020.pdf">https://www.uea.su/pageassets/democracy/unioncouncil/councildocumentsandnotices/Peer-Support-Groups-Application-26.1.2020.pdf</a>	
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<b>5c. Election of Student Trustee</b>	Each year, Union Council has the responsibility to elect four Student Trustees to our governing body: the Union's Trustee Board. The Board is responsible for setting the Union's strategy, overseeing its management, ensuring its sustainability and its legal compliant.
Council to vote on student trustee applications. 2 applications.  <a href="https://www.uea.su/pageassets/democracy/unioncouncil/councildocumentsandnotices/Election-Of-Student-Trustee(1).pdf">https://www.uea.su/pageassets/democracy/unioncouncil/councildocumentsandnotices/Election-Of-Student-Trustee(1).pdf</a>	

<b>Section 6: Policy Papers</b>	Policy Papers by councillors
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<b>Motion title:</b> Oh, the still beautiful guillotine (Amendment to Policy 1769A: 'Oh, the beautiful guillotine')
Proposer: Jack Annand (Cocktail Society) Seconder: Emily Wignall (Cheerleading Dance)
Summary: Existing Union policy sets a mandatory time Council meetings must end (a 'guillotine'). This time is currently set at 10:30pm. However, as Council decided to move the start of meetings earlier this year, this policy should be updated to also move the end of meetings accordingly. This will reinforce the motives of the original policy: accessibility, efficiency, and councillor motivation. The

proposed changes will also make the guillotine dynamic to any future changes in Council meetings' start time.

**Council Notes**

1. A 'guillotine' refers to a set time Council meetings must end, regardless of progress through the agenda.
2. A guillotine of 10:30pm already exists following Policy 1769A.
3. Council voted to renew Policy 1769A at the previous meeting as part of policy lapse.
4. This year, Council decided to move the start time of meetings from 7pm to 6pm.
5. Under the current policy, meetings are permitted to last up to four-and-a-half hours.
6. Resolves 2 of Policy 1769A allows Council to manually override the guillotine with a 2/3 majority vote.

**Council Believes**

1. Policy 1769A raised many valid concerns about accessibility, the efficiency of Council, and the motivation of Councillors to attend meetings.
2. At the time, Policy 1769A allowed for meetings to last up to three-and-a-half hours, a seemingly good compromise between allowing sufficient matters to be discussed whilst not allowing meetings to go on for too long.
3. With the start time of meetings changed, it is only right to adjust the guillotine time accordingly.
4. One reason Council decided to bring forward the start time of meetings was to ensure an earlier time to go home; this policy amendment secures that.
5. Changing the language to "three-and-a-half hours" instead of a set time allows to guillotine to auto-adjust if Council chooses to change the start time in the future.

**Council Resolves**

1. Amend Resolves 1 of Policy 1769A to: "A mandatory guillotine of no later than three-and-a-half hours subsequent to the start of a Council meeting must be implemented and observed".
2. Amend Resolves 2 of Policy 1769A to: "If Council wishes to extend the mandatory guillotine beyond three-and-a-half hours subsequent to the start of the Council meeting they must vote with a 2/3 majority to do so".

**Section 76:  
A.O.B**

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.

**Next meeting**

March 5<sup>th</sup> 2020