



students  
transforming

# Union Council Agenda

**Thursday 29 November 2018**

**7pm**

**LT2**

**Lecture Theatre 2**



# Section 1: Housekeeping

This part of the agenda includes notices, membership, minutes, matters arising, new Clubs and Societies and appointments.

## Expenses

Remember – the Union (of UEA students) may be able to reimburse you for travel or carer expenses that you incur attending this meeting. Please contact Xenia, the Campaigns & Democracy Coordinator [x.levantis@uea.ac.uk](mailto:x.levantis@uea.ac.uk) for more details.

## Online meeting facility

If you cannot attend in person on Thursday and would like to use the online facility, please email Xenia at [x.levantis@uea.ac.uk](mailto:x.levantis@uea.ac.uk) before 5pm on the day of the meeting.

## Articles of Association & Bye-Laws

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

To note Starred (\*) items are, ordinarily not for discussion in the meeting; any queries on these items should be addressed to the Chair prior to the meeting.

### 2319\* Membership

To note The list of members notified to the Campaigns & Democracy Coordinator, by 12pm on Monday 19 November 2018 who together with the Student Officers make up the Council.

### 2320\* Remit of Union Council

To note That pages 5-8 of the SU [Bye-Laws](#) outline the functions and responsibilities of the Union Council and are available.

### 2321\* Standing Orders Governing the Conduct of Union Meetings

To note That the standing orders governing the conduct of SU meetings are on pages 13-18 of the SU [Bye-Laws](#).

### 2322 Minutes of the Meeting held on Thursday 15 November 2018

To receive The minutes of the meeting held on Thursday 15 November 2018.  
*pages 11 - 24*

To approve The minutes as a true and accurate record of the meeting.

**2323**

**Notice**

To note

Union council chair to give an update to Union Council.

**2324**

**Appointments**

To note

The following people have been appointed to the UEA and SU committees by Union Council.

**UEA / uea(su) Change the Culture Taskforce**

Emilia Bugg

Zinnia Bugg

Jude Beckett

Mireille Abate

**uea(su) Appointment and Human Resources Committee**

This election has been re-opened.

**Democratic Procedures Committee**

RoN

RoN

Yanxin Wang

Jude Beckett

**2325**

**Matters Arising**

To receive

Any matters arising from previous minutes not covered elsewhere on the agenda.

**2326**

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

To approve

That standard Constitutions have been received from:

**a) Freedom Society**

Raise awareness for the issues surrounding Forced Marriage and Female Genital Mutilation and fundraise for the Freedom Charity who work towards raising awareness for and aiding victims and survivors of these injustices

**b) HAEM Society**

A haematology society would be amazing for medical students, especially during module 3. This society will offer revision sessions consisting of taking histories, performing clinical examinations and interpreting the laboratory investigation results, etc. Also, we will run workshops to help with OSCE preparation (e.g. venepuncture and lymphoreticular examination) close to exam season. Although this society is targeted at medical students, it is open to everyone interested.

To note

Before new Societies, Clubs and Peer Support Groups are sent to Union Council for approval the Societies Executive will consider them and make recommendations.

The following recommendations were made by the Societies Executive Wednesday 14 November 2018:

<b>Proposed society</b>	<b>Exec Recommendation</b>	<b>Context</b>
Freedom Society	Approve	FGM and forced marriage are important issues. No other society is focused on these issues solely.
HAEM Society	Approve	Medical societies are popular and well attended on campus

# Section 2: Reports

In this part of the meeting, Councillors receive reports on what the elected Officers and the Trustee Board have been doing.

## Reports from University & Students' Union Committees

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

## 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.

## 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.

## Reports from Representatives

This is where Councillors can bring any matter of concern to their constituents directly to the attention of Council.

**2327**

### Reports from SU and University Meetings

To receive Any reports from Union Council Representatives on University Committees.

To consider Appropriate action.

**2328**

### Student Officer Committee Report

To receive Reports from the Full Time Officers.  
pages 26 - 37

To note That the approved minutes of all meetings of SOC can be viewed at <https://www.uea.su/union/governance/studentofficercommittee/>

To consider Appropriate action.

**2329**

### Trustee Board

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 at <https://www.uea.su/union/governance/trusteeboarddocuments/>

To consider Appropriate action.

**2330 Reports from Representatives**

To receive Reports from representatives, on issues not covered elsewhere in the Agenda; that Councillors wish to draw to the attention of Union Council.

Reports include updates on issues require support or action by the SU, or which are likely to be discussed at University Committee meetings on which the Union is represented.

To consider Appropriate action.

# Section 3: Open Discussion

The Open Discussion section of the agenda is an opportunity for informal discussion about a topic proposed by the Student Officer Committee.

## **Open Discussion**

To note

The will be no Open Discussion for this meeting to allow more time for Policy Making as this meeting will consider Policy Lapse.

## Section 4: Policy Making

In the final part of the agenda, Union Council debates policy proposals known as *motions*. After they are debated, Councillors vote on the motions and, if passed, they become SU policy for 3 years. Councillors can propose changes to the *motions*, 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 of the Motion and the Chair at the earliest opportunity before the meeting to see if the Proposer is willing to incorporate it into their resolution.

If the Proposer reject your amendment, please send it to Xenia, the Campaigns & Democracy Coordinator, [x.levantis@uea.ac.uk](mailto:x.levantis@uea.ac.uk) as soon as possible after you find out it has been rejected. The deadline for amendments to reach Xenia is 48 hours before the start of the meeting.

### Current policy

All SU [Policy](#) is adopted for a 3-year period. All active and historic SU policy is available on our website.

#### **2332 Policy Lapse 2018**

To note The policies listed in green are recommended to be kept. (*page 40 - 42*)  
*Full details of each policies and proposed amends can be found in the attached Policy Lapse document.*

To consider Appropriate action.

To note The policies listed in blue are recommended to become policy precedent. (*page 43*)

To consider Appropriate action.

To note The policies listed in red are recommended to be scrapped. (*page 44*)

To consider Appropriate action.

To note The policies listed in yellow are recommended to be debated. (*page 45*)

To consider Appropriate action.

#### **2333 Emergency Motion Limousines and GoPro Cameras!? Condemn the UEA Executive Team for their Abuse of Expenses**

To note A motion proposed by Hannah Murgatroyd (Disabled Students' Officer) and seconded Thai Braddick (Non-Portfolio Officer) (*page 46 - 47*)

To consider Appropriate action.

#### **2334 Oppose the Roll-out of Universal Credit**



To receive A motion proposed by Hannah Murgatroyd Students with Disabilities Officer and seconded by Lysander Hugo Welfare Rep for Disabled Students Liberation Society. (page 48 - 49)

To consider Appropriate action.

### **2335 Subcommittees That Work (An Amendment to the Bye Laws)**

To receive A motion proposed by Sophie Atherton (Campaigns and Democracy Officer) and seconded by Rebecca Foreman (Non-Binary and Women's Network (Open Place Rep)) (page 50 - 51)

To consider Appropriate action.

### **2336 Tidying up UEA SU's Bye Laws (An Amendment to the Bye Laws)**

To receive A motion proposed by Sophie Atherton (Campaigns and Democracy Officer) and seconded by Lewis Martin (Mature Students' Assembly Council Rep) (page 52 - 65)

To consider Appropriate action.

### **2337 Transform International student assembly into a subcommittee**

To receive A motion proposed by Mohaned Alhasan (International student officer - Non-EU) and seconded by Borja Martin Simon (International student officer - EU) (page 66 - 67)

To consider Appropriate action.

### **2338 Developing Teaching Skills program**

To receive A motion proposed by Martin Marko (Postgraduate Education Officer) and seconded by Jenna Chapman (Undergraduate Education Officer) (page 68)

To consider Appropriate action.

### **2339 Make Societies Great Again (An Amendment to the Bye Laws)**

To receive A motion proposed by Roo Pitt (School Convenor, Politics, Philosophy, Languages and communication studies.) and seconded by Sophie Atherton (Campaigns and Democracy Officer) (page 69)

To consider Appropriate action.

### **2340 Time, Date and Place of Next Meeting**

7pm, Thursday 24 January 2019, 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



<b>Meeting</b>	Union Council
<b>Date</b>	Thursday 15 November 2018
<b>Time</b>	7pm – 9:30pm
<b>Location</b>	Lecture Theatre 2
<b>Author</b>	Xenia Levantis

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## Key Points

- **Endocrinology society, Norwich MedTech society, Psychiatry society, Italian society, and Rounders, Save2Save society, and Clinical Specialities society** were approved
- Union Council hosted an open discussion on **Accessibility: making the SU more accessible**
- Passed the following policy:
  - **Censure of Postgraduate officer**

## Voting Members Present in the Room

**Saket Jalan** (Postgraduate Committee); **Andrea James** (Postgraduate Committee); **Anush Rajagopal** (Postgraduate Committee); **Charlotte Hallahan** (Postgraduate Committee); **James McLean** (Postgraduate Committee); **Amy Atkinson** (Student Officer Committee); **Chloe Crowther** (Student Officer Committee); **Hannah Murgatroyd** (Student Officer Committee); **Henry Bowen** (Student Officer Committee); **Jim Read** (Student Officer Committee); **Oli Gray** (Student Officer Committee); **Martin Marko** (Student Officer Committee); **Rob Klim** (Student Officer Committee); **Ryan Jordan** (Student Officer Committee); **Sophie Atherton** (Student Officer Committee); **Thai Braddick** (Student Officer Committee); **Zoe Freeman** (Student Officer Committee); **Mitchel Chan** (Singaporean); **Jude Beckett** (Quiz); **Abdullah Akhter** (Pakistani); **Danai Nesbitt** (Occupational Therapy); **Liam Self** (Music); **Ellie Robson** (Feminist book club); **Michael Eldar** (Economics); **Sophie Bunce** (Concrete); **Selwin Fernando** (Chemistry); **Jack Jones** (Biology Society); **James Willcock** (Assassins); **Temi Ogunniyi-Adeleke** (African-Caribbean); **Elizabeth Payne** (Gymnastics); **Tansy Jones** (Ballet); **Tharsiga Yogarajah** (Karate); **Aamna Khan** (UEA Rag); **Eliza Gurner** (Tap); **Eleanor Armstrong-Mortlock** (Trampolining); **Kavan Fallows** (School Convenor); **Paige Green** (School Convenor); **Roo Pitt** (School Convenor); **Zinnia Bugg** (School Convenor); **Rebecca Foreman** (Non-binary & Womens' Network - open place); **Abbey Doorman** (Disbaled Students Liberation Society - Open place); **Emilia Bugg** (Disbaled Students Liberation Society - SPLD and Autism Spectrum Place); **Lewis Martin** (Mature Students Assembly - Council Rep); **Yosef Mustafa** (Clinical Specialities); **Jaspreet Cheema** (Endocrinology); **Adriel Fung** (Norwich MedTech); **Ilaria Del Frate** (Italian); **Folasade Akinsanya** (Saved 2 Save)

## Voting Members Present online

**Oliver Varco** Squash Club, **Marietta Xagorari** Korea Society

**Chair**

Elliot Folan

**Deputy Chair**

Dan Box

**In Attendance**

X Levantis (Campaigns & Democracy Coordinator) J Clare (Head of Campaigns and Policy), Toby Cunningham (Deputy Chief Executive)

The chair opened the meeting and conducted a quorum count.

Quorum Count 1: 36 Union Councillors were registered as being in the room, plus 1 online.

Quorum Count 2: 36 Union Councillors were registered as being in the room, plus 1 online.

Quorum Count 3: 41 Union Councillors were registered as being in the room, plus 2 online.

**2305\* Membership**

The chair noted that the members of the meeting were those notified to the Campaigns & Democracy Coordinator, by 12pm on Monday 5 November 2018 who together with the Student Officers make up the Council.

**2306\* Remit of Union Council**

The chair noted that pages 5-8 of the SU [Bye-Laws](#) outline the functions and responsibilities of the Union Council and are available.

**2307\* Standing Orders Governing the Conduct of Union Meetings**

The chair noted that the standing orders governing the conduct of SU meetings are on pages 13-18 of the SU [Bye-Laws](#).

**2308 Minutes of the Meeting held on Thursday 1 November 2018**

The chair introduced the minutes of the meeting held on Thursday 1 November 2018.

The chair asked Union Council for comments. No comments were raised, the chair moved council to a vote on whether they accepted the minutes as an accurate record of the meeting.

The votes were as follows:

Options	% Vote	Total
For	87%	38
Against	0%	
Abstentions	13%	

Union Council approved the minutes.

**2309 Notice**

The Chair gave an update on the format of Union Council motion proposals. The Chair informed Union Council that it is good practice to include summary at start of motion.

**2310 Appointments**

The Chair noted the re-opening of nominations for the following Union Council Representative roles. The Campaigns & Democracy Officer was invited to give information about the positions open for nomination.

### **UEA / uea(su) Change the Culture Taskforce**

Places for up to nine Councillors.

Timetable to be worked out: will be meeting several times over the year.

### **uea(su) Appointment and Human Resources Committee**

One vacant place to be filled by a Union Councillor.

Meets four times a year.

### **Democratic Procedures Committee**

Four vacant places to be filled by Union Councillors.

Meets four times a term and has a strategy all-day meeting in the summer.

Union Councillors were invited to nominate themselves for the following vacant positions by the end of the meeting. The Chair confirmed that the election for these positions would take place from midday Fri 16 Nov to midday Mon 19 Nov.

#### **2311 Matters Arising**

The chair asked for any matters arising and none were raised.

#### **2312 Club, Society and Peer Support Group Constitutions**

The Deputy Chair introduced the constitutions of student groups requested for approval by Union Council.

The standard Constitutions were received from:

- a) Clinical Specialities Society**
- b) Endocrinology Society**
- c) Norwich MedTech Society**
- d) Psychiatry Society**
- e) Italian Society**
- f) Rounders Society**
- g) Saved 2 Save**

The Deputy Chair noted that before new Societies, Clubs and Peer Support Groups are submitted to Union Council for approval, the Societies Executive considers them and makes recommendations.

The Deputy Chair noted the following recommendations made by the Societies Executive Wednesday 31 October 2018:

<b>Proposed society</b>	<b>Exec Recommendation</b>	<b>Context</b>
<b>Clinical Specialities</b>	Due to soc exec's medical rep position being vacant, they did not feel qualified	Exec thought their focus on careers could overlap with Medsoc significantly and might work better as a

	to make a recommendation	sub-group.
<b>Endocrinology</b>	Yes	Many medical specialty societies already exist on campus and are very successful.
<b>Norwich MedTech</b>	Yes	Some overlap with computer science because of their focus on coding, but different enough to be their own society as they are focused on coding in a medical context only.
<b>Psychiatry</b>	Yes	Many medical specialty societies already exist on campus and are very successful.
<b>Italian</b>	Yes	Cultural societies are important and popular on campus
<b>Rounders</b>	Yes	Very popular sport, cheap to join, doesn't require much equipment.
<b>Saved 2 Save</b>	No	Exec felt this was too similar to the work of Christian union and other Christian societies on campus

The Deputy Chair proposed voting on all societies recommended for approval by Societies Executive to be voted on as a block. These were Endocrinology Society, Norwich MedTech Society, Psychiatry Society, Italian Society and Rounders Society.

The Deputy Chair asked if there were any questions for the proposers of the recommended groups. No questions were raised, the Deputy Chair moved Union Council to a vote.

The vote was as follows:

Options	% Vote	Total
For	90%	40
Against	2%	
Abstentions	8%	

Endocrinology Society, Norwich MedTech Society, Psychiatry Society, Italian Society and Rounders Society were approved.

The Deputy Chair then moved to the discussion of student groups who did not receive recommendations from Societies Executive.

First the Deputy Chair took consideration of **Saved 2 Save** society. The Deputy Chair invited the Rep for the Society to speak for the Society.

**Folasade Akinsanya** spoke for the Society explained that Saved 2 Save is an established community organisation focused on the salvation of believers and non-

believers. We make connections with Christian organisations outside campus, in the community and also support them to the capacity that was can for example organising Prayer meetings in the N&N hospital.

The representative went on to explain that the Society would encourage, equip and empower students on campus by sharing our experiences (Testimonies) which will help equip other students to deal with unpleasant/worrying situations they might come across whilst at University and beyond.

The Chair gave Union Councillors the opportunity to ask questions about the proposed society.

**Hannah Murgatroyd - Students with Disabilities Officer** raised concerns about the status of the organisation as they were not able to find anything when they googled Saved 2 Save. The Officer also had reservation about the wording and asked for clarification on the meaning of 'salvation of believers and non-believers'.

**Folasade Akinsanya Saved 2 Save representative** – explained that the society has no intention to enforce beliefs on others, but let others see how it can help them.

**Ryan Jordan Ethnic Minorities Officer** - asked why the group's activity cannot be part of the Christian Union's work.

*The Chair interrupted to remind Councillors that other Councillors beliefs could not be discussed during Union Council meetings.*

**Ryan Jordan Ethnic Minorities Officer** - continued to ask if Saved 2 Save can be incorporated into Christian Union as this would engage more students.

**Folasade Akinsanya Saved 2 Save representative** – explained that they do not want there to be a clash of interests with other societies and believes they can co-exist with their own vision.

**James Willcock Assassins society** – states that Christian Union is affiliated to a national organisation with its own mission and that they as a Christian Union member understand that this society want a separate society for their group.

**Aamna Kahn UEA RAG Society** – asked about the legitimacy of Saved 2 Save as a national organisation as they had checked the UK Charity Register and could not find Saved 2 Save, and ask how long they have been established.

**Folasade Akinsanya Saved 2 Save** – explained that Saved 2 Save is an established charity registered this year or last year, however they do not know about the specific information for this bit of the organisation.

The Chair moved Union Council on as their role is to consider the proposed Society only and that Union Council was straying into discussion about Charity Law.

The Chair moved Union Council to a vote:

Options	% Vote	Total
For	35	43
Against	28	
Abstentions	37	

Saved 2 Save society was approved.

Next the Deputy Chair took the consideration of **Clinical Specialities**. Societies Executive stated that they could not make recommendation for this group as they



did not feel qualified to make a decision while their medical representative position is vacant.

The Deputy Chair invited the Clinical Specialities representative to speak for the society, they stated that they were aware of some concerns of overlapping with MedSoc which is a predominantly a social society. The Rep informed the committee that the society was created on demand and as its successful elsewhere.

The Rep went on to say that Medical Specialities are not represented in smaller societies. Clinical Specialities would be an umbrella society to sign post students to different medical specialties. Kings' College London set up a society of this type and is one of their most successful student groups.

A question was raised by the *School Convenor for PPL*. The Convenor state that there are a number of medical speciality societies that do as described in setting up for career path. The Councillor asked if there is a greater question about MedSoc not fulfilling the role that clinical specialities is aiming to do.

Clinical Specialities Representative responded to state that if a student is not already aware of the speciality they would like to go into they are unlikely to attend. Clinical Specialities will be an umbrella society to provide a single service.

The vote was as follows:

Options	% Vote	Total
For	70%	43
Against	14%	
Abstentions	16%	

Clinical Specialities Society was **approved**.

## 2312

### Reports from SU and University Meetings

The Chair asked if there were any reports from Union Council Representatives on University Committees. No reports were given.

## 2313

### Student Officer Committee Report

#### Reports from the Full Time Officers.

- **Martin – Postgraduate Officer:** Met with UEASU and UEA staff on expanding student employment on campus. PhD viva consultation considering fund application processing. Defended the Developing Teaching Skills program in Doctoral Training and Employability Group meeting. PG education conference planning.
- **Sophie – Campaigns & Democracy Officer:** Free Parking for first year paramedic students was achieved with the support of Para Soc. She is attending the Lessons from Auschwitz event that has been organised by the National Union of Jewish Students. Council will receive a verbal update in due course. The NUS extra/ Totum card discount is back in Shop(SU)!!
- **Jenna – Undergraduate Education:** Met with the Pro-VC academic and spoke about: Timetabling and room suitability and Mental health first aid training for academics. Met with the VC and exec team to talk about the SU and working together. More course rep training. Attended Senate (oversees the academic experience for the University) as well as Attended WonkFest

(conference to see what other Universities are doing and changes in HE sector)

- **Georgina – Welfare, Community and Diversity:** launched Sexperience campaign this week with external speakers from charities such as Leeway and the Terrance Higgins Trust. The campaign aims to break down the stigma around sexual health and to encourage all UEA students to be responsible for their wellbeing. 94 people signed up for a c-card, 36 people picked up sexual health testing kits. Is now on the university wellbeing strategy group which focuses on - mental health, physical health and spiritual wellbeing.
- **Oli – Activities and Opportunities Officer:** Working Group set up to propose a Week Zero from September 2020! Discussed with the VC how Movember donations can benefit research at UEA. Met with Essex SU to plan Derby Day 2019. Has launched a society fund: 'We now have two brand new grants available with up to £2000 for societies to apply for.'  
– Gray, O. (2018).

A question was raised by **Roo Pitt – PPL School Convener:** they stated that they wanted to thank the Campaigns & Democracy Officer acting on feedback for the SU shop.

Another question was raised by **Paige Green – EDU School Convener** asking how we are making students aware of 10% nus discount in the SU Shop.

The **Campaigns & Democracy Officer** responded saying that information about the discount had been promoted on uea(su) social media channels. The officer confirmed that they are happy to discuss further communication channels.

**Michael Eldar – Economics Society Rep** enquired how to apply for grant spoken about in report from full time officers.

The **Activities & Opportunities Officer** confirmed that all details are listed on the SU website where application forms can be downloaded. The Officer prompted Committee members to get in touch with them if they had any difficulties.

### **Report on Part Time Officers**

- **Students Take Action for Refugees (STAR) – Rob.** He is setting up STAR as a society. This is a collective effort and wants to involve as many students as possible. It will look to provide talks/films/events to promote UEA as a place which can help locally housed asylum seekers and refugees.
- **Movember Working Group – Oli, Rob, Harry, Amy, Hannah, Chloe, Georgina and Sophie.** We've raised £4000! We also have some events to tell you about: 27th Movember - Sports Challenge, LCR, 11:30-16:00. 29th Movember – Football Tournament. 30th Movember – Blue Bar Night!
- **Period Product Drive – Amy, Georgina, Hannah, Chloe, Sophie, Zoe.** Collectively organised and ran a period product drive in the hive last week. Half of the products that were donated are going to the charity 'The Homeless Period' and the other half to Ghana with a nursing student on their elective to help with period poverty.
- **Trans Awareness Week – Liam and Jim.** Organising Trans Awareness Week! So far there has been a workshop – 'How to be a Good Trans Ally' and a screening of the documentary 'True Trans'. Tuesday 20th November -

Square, 5pm-6pm, Trans Day of Remembrance Vigil – do come along.

- **This Girl Can 19<sup>th</sup> -26<sup>th</sup> November – Amy and Oli.** Worked with the University to promote a program of events to encourage women to get more involved in sport. You can find the full list of events on the SU website. 20th November, Congregation Hall, 19:30-23:00. Relaxation evening and film screening. 23rd November, LCR night – ‘Girls Just Wanna Have Fun!’
- **Working with International students – Borja.** Attended the International Student Leaders Conference in London which included workshops and discussions around Brexit and Visas for graduates. Been involved in a survey about accommodation expenses for Health Sciences students. Part of the reception of 17 Australian students who have come to UEA (in collaboration with NBS) to do a summative short course as part of their degree.
- **Making UEA more Accessible – Hannah.** Has been continuing to organise Disability History Month. Had a meeting about the information that students need about benefits and how the information provided can be improved. Closers being put on doors - bad.
- **Report from ethnic minorities officer:** asked to mention what he has been working on-emailing Georgina about campaign to create more intersectionality for people of faith, and do different thing in hive where students are asked what they want to do different in their lives

#### **2314 Trustee Board Report**

A verbal report from the Chair of the Trustee Board

Trustee board has not met.

#### **2315 Reports from Representatives**

The Chair invited Reports from representatives, on issues not covered elsewhere in the Agenda; that Councillors wish to draw to the attention of Union Council.

Reports include updates on issues require support or action by the SU, or which are likely to be discussed at University Committee meetings on which the Union is represented.

**Report from Emilia Bugg** – Students with Disabilities Liberation Society representative (Open Place).

The Councillor reported that they have been working with Abbey Doorman and are aiming to write motions and push for more training for students especially if they are coming onto union council to help them understand intersectional liberation. The Councillor stated in their report the need for collaborative radical change through more research and talking to more students and staff.

#### **2316 Open Discussion**

The Chair invited the Campaigns and Democracy Officer to speak to this item. They explained what the Open Discussion is highlighting that at is core Open Discussion is an opportunity to talk informally and formulate policy for the future.

The Campaigns and Democracy Officer introduced the Open Discussion topic and spoke about the process of constructing a motion for Union Council.

The Officer introduced the analogy of a *Problem Tree* where the trunk is the problem, the roots are the causes of the problem and the leaves are the actions that be taken to resolve the issue. Handouts were distributed for people to work on in groups.

The Officer asked Union Council to consider:

**Accessibility: making the SU more accessible**

The Chair moved the to an Access Break.

**Section 4: Policy Making**

The Chair noted that an Emergency Motion has been submitted ahead of the start of the meeting. The Chair gave definition of an Emergency Motion. The Chair went on to state that they did not consider this item to be an emergency and made the ruling that the motion will not be heard.

**Jack Jones – Biology Society** asked if Union Council could know why the motion had been submitted.

The Chair and DPC confirmed that the item was not an emergency and that the meeting would continue to consider the motions submitted by the deadline.

The Chair clarified that the motion will not automatically be put onto the agenda of the next meeting and will need to be resubmitted if the Proposer and Seconder want the item to be heard.

**2317**

**Censure of Postgraduate Education Officer**

The Chair moved to the only motion of the meeting, Proposed by Lewis Martin (Mature Students' Assembly Council Rep) and James McLean (Postgraduate Committee).

The Chair invited the Proposer of the motion to make the Proposing speech.

**Lewis Martin, Mature Students Assembly Rep** – highlighted that no Councillor wants to propose a motion of Censure in any officer particularly a Full Time Officer. However they drew attention to the report heard at the first Union Council of the year, that the Postgraduate Education Officer bought a vote of no confidence in the Postgraduate Committee, who holds them to account and scrutinizes their work.

The aim of this was to have their accountable body removed. The Councillor further reported that this was unsuccessful and all members of the Postgraduate Committee remain in Office. In following meetings it was revealed that this was carried out intentionally by the Postgraduate Education Officer and their actions included informing the Chair of Postgraduate Assembly of their intention and requesting that the Chair did not reveal the motion of no confidence to the committee ahead of the meeting. The motion was revealed in the room and unleash it without prior warning.

Full time officers are custodians of SU and when an officer is intentionally not following the organisation's Bye-Laws means they are doing opposite of their responsibilities.

The Chair gave the Postgraduate Education Officer the opportunity to make the

speech against the motion as they were the subject of the motion.

The **Postgraduate Education Officer** raised a *Point of Order* and requested a Quorum Count.

The Chair gave the Postgraduate Education Officer the opportunity to speak for the Point of Order.

**Martin Marko Postgraduate Education Officer** – the officer stated that Union Council must have 40 people in the room to hold a meeting and they want to check there is that number in the room.

The Chair offered the speech against the Point of Order to the floor.

Lewis Martin Mature Students Assembly Rep – stated that there is only 1 motion to be heard in this meeting and to conduct the quorum count would waste time and delay debating the motion.

Options	% vote	Total
For	36%	39
Against	51%	
Abstentions	13%	

The Point of Order falls.

The Chair returned to the Motion: Censure of the Postgraduate Education Officer. The Chair offered the speech against to the Postgraduate Education Officer who declined the speech. The Chair offered the speech to the floor.

**Anush Ganesh Chair of Postgraduate Assembly** made the speech against. Stating that the motion was based on lies and that the Postgraduate Education Officer did not allow agenda to be seen by others.

*The Chair interrupted the speech to ask Councillors not to accuse one another of lying.*

**Anush Ganesh Chair of the Postgraduate Assembly** went on to say that there were procedural failings due to lack of training which cannot be attributed to the Postgraduate Education Officer. The Councillors states that under Bye-Law 12 the Postgraduate Education Officer cannot be censured as they receive a salary from the SU and therefore constitute being a paid member. The Bye-Law states that members of staff cannot be censured. The Councillor also highlights that the proposer of this motion Postgraduate representative.

**Sophie Atherton – Campaigns & Democracy Officer** raises a *Point of Order* to clarify that Full Time Officers are members of the Students' Union not employees.

The Chair confirms that the subject of a Motions of Censure of Censure can only be elected officials who are members of the SU, the Chair confirmed that the Postgraduate Education Officer is both of these.

The Chair moved to a second round of speeches and offered the speech for to the floor.

**Lewis Martin, Mature Students Assembly Rep** – clarifies people are mistaken, Postgraduate Education Officer is accountable to Union Council. They confirm that everything that has been said about the Postgraduate Education Officer has been recorded during minuted of the meetings and that the minutes of this meeting will be published on the SU website soon.

The Councillor stated that agendas for meeting are posted online before meetings detailing all items to be discussed, other than when an emergency motions happen

to be submitted after the agenda deadline.

**Aamna Kahn UEA RAG Society** - raises a *Point of Clarification* enquiring why the minute files cannot be found on the SU website.

**Lewis Martin, Mature Students Assembly Rep** – respond explaining that the link has gone down, and that there has been a problem with website within the last couple of days and that they have raised the issue with the SU.

Chair offers opportunity for second speech against the Motion: Censure of Postgraduate Education Officer.

**Chair of Postgraduate Assembly**- said that minutes are available but not technically true. In postgraduate assembly there are 2 members who see agenda before assembly – both had seen both documents and see what was coming in agenda.

**Andrea James Chair of Postgraduate Committee** – gives a *Point of Clarification* stating that the Proposer’s level of study is irrelevant, they were present at the Postgraduate Committee and Assembly meetings as a member of DPC. The Chair of Postgraduate Committee confirmed they invited them to attend and they are reporting on what they observed.

The Chair stated that they will treat the previous statement as a third speech for the Motion: Censure of Postgraduate Education Officer. The Chair allows a final round of speeches and will then move Union Council to a vote. The Chair offers the third speech against to the floor.

**Martin Marko Postgraduate Education Officer** – asks for a *Procedural Motion*: due to a number of factual irregularities in the motion they would like the motion to be considered by another body; in this instance it be referred to DPC.

The Chair accepts *Procedural Motion* to refer motion to another body and asks the proposer for a speech for.

**Martin Marko Postgraduate Education Officer** – would like DPC to consider this motion as there are a number of mistakes and inaccuracies in the text.

The Chair offers the speech against to the floor.

**Charlotte Hallahan Postgraduate Committee member** – highlights to Union Council that this motion has already been approved by DPC, this must happen for an item to be on the Union Council agenda.

The Chair moves Union Council to a vote; to approve the *Procedural Motion* to refer the motion *Censure of Postgraduate Education Officer* to the Democratic Procedures Committee.

The vote was as follows:

Options	% vote	Total
For	13%	38
Against	61%	
Abstentions	26%	

The *Procedural Motion* falls.

The Chair confirms that the motion will not sent to DPC, Union Council continued to debate the motion. The Chair invites the third speech against the motion.

**Roo Pitt PPL School Convener**- states that some of the supporting information does not match up what is in motion.

**Martin Marko Postgraduate Education Officer** - requests a Point of Order for clarification of **Union Believes 3**.

**Sophie Atherton Campaigns & Democracy Officer** – states that Union Believes 3 has been amended to describe the relationship between PGR students and the SU as *less than perfect* rather than *fractured* as it was originally described.

**Lewis Martin Mature Students Assembly Rep** – further states that there were numerous points where it was suggested that there was a wedge between Postgraduate Research and Postgraduate Taught students with effect on wider community.

**Andrea James Chair of Postgraduate Committee** – requested a *Point of Order for clarification* they state that the motion in question is a censure motion that centers around the Postgraduate Education Officer's attempt to no confidence the Postgraduate Committee

The Chair says that this fact is not in dispute.

**Anush Ganesh Chair of the Postgraduate Assembly** - asks a question about Union Believes 4. They say that no information is given about which Bye-Laws were broken therefore this cannot be taken as fact.

The Chair gave clarification that motion is aiming to define the Union's belief on the matter and that the statement is not accepted as fact unless the motion is passed and adopted as Union Policy.

**Martin Marko Postgraduate Education Officer** – submits a Procedural Motion to take the motion to parts, to remove Union Believes 4.

The Chair accepts the Procedural Motion to discuss:

*Union Believes 4: that the intentional decision to not follow procedures is far from best practice and undermines the integrity of both pgsu and the SU.*

The Chair grants the Speech for Procedural Motion to **Martin Marko Postgraduate Education Officer** who proposed the Procedural Motion.

**Martin Marko Postgraduate Education Officer** - says it that this consequence was not intentional and that this statement undermines their integrity.

**Sophie Atherton Campaigns & Democracy Officer** – states that it would be problematic to take it out of motion as it redefines the original belief of the motion to remove words *best practice*.

**Roo Pitt PPL School Convener** – requests a *Point of Clarification* to ask if Councillors are unable to call out others for lying does word intentional have the same connotations.

The Chair states that a belief is not a statement of fact. The Chair rules that as a speech in favour of the Procedural Motion to remove Union Believes 4.

The Chair offers the speech against the Procedural Motion to the floor.

**Lewis Martin Mature Students Assembly Rep** – states that the facts that support this belief are recorded in the minutes of meeting it took place in.

**Anush Ganesh Chair of the Postgraduate Assembly** – asks the Chair about acting retrospectively.

**Harry Bowen Non-Portfolio Officer** – asks the Chair to ask a question of clarification to the proposer of the original motion. The Chair grants the request. The Officer asks: Did the Postgraduate Education Officer break staff protocol? Did

the Postgraduate Education Officer keep the motion from the Postgraduate Committee ahead of the meeting?

**Lewis Martin Mature Students Assembly** – answers first question, yes this took place in a minuted meeting. The Councillor states they are unable to answer the second question as they would be in breach of the staff protocol.

The Chair clarifies what the Staff Protocol is and reads Bye-Laws 7 to Union Council highlighting that no public discussion on matters of employment or conduct of staff can be discussed by SU members.

The Chair moves Union Council to a vote on the Procedural Motion.

The vote was as follows:

Options	% vote	Total
For	16%	37
Against	68%	
Abstentions	16%	

Procedural motion falls.

The Chair confirms that there have been equal numbers of speeches for and against the Motion: Censure of Postgraduate Education Officer. The Chair moved to the summation speech, which was property of the proposer of the motion.

**Lewis Martin Mature Students Assembly** – summaries stating the the Postgraduate Committee exists to hold the Postgraduate Education Officer to account and they should never try to remove this function.

The Chair moves Union Council to vote the motion *Censure of Postgraduate Education Officer*.

The vote was as follows:

Options	% vote	Total
For	62%	37
Against	22%	
Abstentions	16%	

Motion *Censure of Postgraduate Education Officer* passes.

**2318**

### **Time, Date and Place of Next Meeting**

The Chaired noted that the next meeting of Union Council will take place at 7pm on Thursday 29 November 2018 in Lecture Theatre 2.





# reports

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



# Sophie Atherton: Campaigns and Democracy Officer

## Main Priorities/ Manifesto

Priority	Description and Update	Progress
Democratic Reform- SOC Subcommittees	The first subcommittees of the year have met over this month, I have ensured that each subcommittee has a clear remit going forward and are supported by the SU. They have all been given a budget for the year going ahead for any campaigning and events they would like to run. I am proposing some Bye Law changes to ensure that these Subcommittees have a clear remit.	
Democratic Reform- Liberation Assemblies and Societies	Currently there is confusion and overlap within these assemblies and societies. To help engagement and promote these liberation groups, I will be working with the relevant individuals from these liberation societies and assemblies to produce clarity in the bye laws.	
Costs on Campus	Circuit Laundry costs are expensive, unreliable and break too regularly- I am working on reducing these prices and improving the service. Both accommodation and laundry will feature heavily in my priority campaign which focuses on costs on campus. The priority campaign Your Money Counts has a working group and launches the 4 <sup>th</sup> and 6 <sup>th</sup> December. The priority campaign will feature laundry costs, accommodation costs and hidden course costs. If you are interested in getting involved on the day or within the working group, email me at s.atherton@uea.ac.uk.	
Catering	Since the changeover to Shop(su) in association with Spar, I have ensured that our prices and variety of food are what students want and need. I have ensured that our meal deal and various offers are still available. I meet with staff of the Shop(su) regularly to ensure that student needs are met. We have reintroduced the NUS extra/ Totum card discount as a direct result of student feedback.	
Local Elections	In May, all 39 seats will be up for by-election due to changing of the borders. I am working on how to encourage students to register to vote- there will be stalls in the hive. I have met with a member of the County Council who I will be working with up until the elections to ensure that students at UEA are registered. There have been stalls in the hive that took place on the 30 <sup>th</sup> October and 13 <sup>th</sup> November which registered 60-70 students. Plans are in place for a hustings to take place on the 28 <sup>th</sup> March in second semester which I am planning on working with NUA and CCN on.	
Accommodation	Over the last few months, I have met with the Head of Accommodation to discuss the costs and allocation of accommodation. The Welfare, Community and Diversity and I are meeting on a regular basis to ensure that accommodation meets criteria which is important for students. In early December, we will be attending rent setting meetings which will look at both short term and long term plans to ensure that costs will be fair for the incoming students that will live in campus accommodation. Additionally, I am working with members of the Ethics and Environment Subcommittee to ensure that Green Flats succeed for the academic year 2019/20. I have been informed that if the process of allocation works, the university will look into other options of non-random allocation.	

Sustainability	I sit on the Ethics and Environment Subcommittee as part of my officer role. Within this committee, I will ensure that sustainability is focused on in the SU. I also sit on the Sustainability Board with the Environment officer for UEA. The first Ethics and Environment Subcommittee met last week with a successful turnout with intentions of planning a Go Green Week in February. <b>Our Coffee Shop, Unio, has recently introduced plant based keep cups which will encourage students and staff to use a reusable cup with a 20p discount. I am working to see where we could go further with reusable cups.</b>	
Health Science Student Experience-transport and parking costs	Since being elected I wanted to make sure that the student experience for health science students is the same as other students campus wide. I have been able to introduce free park and ride costs for health science students who require transport to the NNUH. <b>With the support from Para Soc, I am happy to announce that parking costs for first year paramedic science students have been removed. am also working to eradicate parking costs for paramedic science</b>	

## Policy Updates

Policy Number and Title	Description and Update	Progress
2242 Dismantling Endorsement Culture	Since the passing of this motion, a consultation has taken place and a motion suggesting substantial electoral, bye law and trustee board changes is being proposed.	
1755 Food Waste	This was raised at the Ethics and Environment Subcommittee to ensure that we are still meeting the resolves with the new shop in association with spar.	
1636 Vegans Need Food Too	This was raised at the Ethics and Environment Subcommittee to ensure that we are still meeting the resolves with the new shop in association with spar.	
Policy lapse for academic year 2016/17	Policy lapse will be proposed during this Union Council.	

## Other Business of Note

Business	Description and Update	Progress
Fresher Events	I attended daytime and evening events that the SU put on during Welcome Week to meet and chat to students.	
Induction Talks	I attended induction talks and talking to students about what the SU does for them and how they can get involved.	
NUS Zones	I attended the NUS Zones event the week commencing the 22 <sup>nd</sup> October.	
Wonkfest	I attended Wonkfest on the 5 <sup>th</sup> and 6 <sup>th</sup> November.	
Unconscious Bias Training	As a member of University Council, I was invited and have attended Unconscious Bias Training in mid November.	
Lessons From Auschwitz	I will be attending Lessons from Auschwitz, which has been organised by the National Union of Jewish Students.	
Aurora Conference	I will be attending the Aurora Conference on the 28 <sup>th</sup> – 30 <sup>th</sup> November, which is a group of European Universities which work together to work on key issues, despite the impending uncertainty around Brexit.	

# Georgina Burchell: Welfare, Community, and Diversity Officer

## Main Priorities/ Manifesto

Priority	Description and Update	Progress
Wellbeing for students	I have added a 'wellbeing' section to the DSD events page and started to encourage anyone who's event could help with wellbeing to add the event to the page – I am especially keen to encourage university departments to include any events they are running here. I worked with SSS to appoint a new head of wellbeing. I am working with Oli Gray on the Mental Health Matters priority campaign. We are currently promoting Movember – a campaign to encourage awareness of mens mental health.	
Your Home from Home (formerly Homes not houses)	I recently met with Paul Bailey to discuss what we wanted form university accommodation this year – we discussed rent setting, room allocation and catered accommodation. I ran the first 'Your home from home' campaign working group where we discussed on and off campus housing issues. This campaign group will be working with Welfare committee to promote safety for students walking home in the dark. We are currently investigating a rate your landlord scheme and are promoting the relaunch of the good neighbour scheme.	
Changing the culture (Never OK)	Appointed a new changing the culture/ dsd project manager at the university who can help up pick up momentum with the project again and expand the reach of changing the culture to tackle discrimination. We have also introduced a Never Ok/ alcohol impact team to LCR clubnights and placed stickers on the back of toilet doors. This team will be there for students who are not having a 'good night out' whether they want to make a NeverOk report or not and will be able to take them to a safe space in the hive. We will be attending the first changing the culture meeting of the year within the university so we were preparing for that last week. We also had a meeting to review the alcohol impact/ Never Ok team after the first couple of LCR nights they attended.	
Sexual health and relationships	I will be launching the Sexperience campaign on the 14 <sup>th</sup> November. This campaign aims to tackle the stigma around sexual health and relationship advice.	
Nightline space	I am supporting nightline in their search for a new space and advocating for them in a potential move to a new office.	
Welfare Committee	Winter warmer campaign. We will be looking at providing resources to students to feel safer when walking in the dark – we will also be looking at some research into crime and the absence of street lights.	
Movember	I am on the movember working group which is aiming to raise awareness around mens mental health through promoting the movember campaign.	
Faith Centre/Islamic Prayer Space	I am on the Islamic prayer facility working group and have been attending these meetings regularly. Working towards a new prayer space for all faith groups. We also recently appointed a new Islamic chaplain who will be able to sit on the working group and provide spiritual support for Islamic students.	

## Policy Updates

Policy Number and Title	Description and Update	Progress
2043 Safe Student Sex	This policy mandates me to offer free sexual health workshops, to support sexpression in their outreach work and collaborate with them on future events discussing safer sex. I am currently launching a new sexual health and relationships campaign aiming to break down the stigma around sexual health and relationship advice. I am working with advice and student groups such as sexpression on this campaign. As part of this we will be running sexual health workshops to educate students and promote the discussion of sexual health and healthy relationships on campus.	
2197 Study Space for All	I met with the library to discuss how we could make it more inclusive. I discussed the possibility of making booths soundproof, hosting library tours	

	which were inclusive and enabled students with ASD to feel comfortable in the library.	
2062 Bookworms at UEA	I am continuing to support and facilitate the use of the bookshelf upstairs in the student union.	
1740 A Transgender and Non-Binary Students Policy for UEA	I have been in consultation with different services around UEA to provide accessible gender neutral toilets.	
1880 Reclaim the night in norwich	I am continuing to try and make the city safer for students by supporting the use of Never Ok in our venues and those in the city and working with SSS to consider the implementation of a new reporting tool.	

## Other Business of Note

Business	Description and Update	Progress
Chair of Trustess	The Chair of Trustees is always one of the Full Time Officers. I took over this position in July, following on from India. This role helps to provide strategic direction to benefit the Union as a whole. We are currently working to recruit a new CEO of the SU.	
Welfare Committee	The students' union's welfare committee met and is considering what we can do for students still on campus over the Christmas period and equipping students to feel safer as the nights draw in. This will be tackled in our winter warmer campaign.	
Equality and diversity committee	The universitys equality and diversity committee met. There were very positive conversations about gender neutral toilets and transitioning at uea.	
University wellbeing strategy	I am on the university wellbeing strategy group working on their 3 strand approach to wellbeing including mental health, physical health and spiritual wellbeing.	

# Postgraduate Education Officer: Martin Marko

## Manifesto

Priority	Description and Update	Progress
Accommodation	<b>Aim:</b> PG campus accommodation quality improvement. <b>Update:</b> Addressed within Your Home from Home priority campaign. A series of regular planning meetings of the working group commenced.	
Activities & Events	<b>Aim:</b> PG activities and events programme improvement. <b>Update:</b> Student Transformation Weekend opened-up to potential PG leaders to increase PG engagement and similar events being advertised via PGSU. PG events' (including inductions) evaluation to be compared with last year to determine progress. Winter events programme and inductions plan to follow. Pending update regarding winter graduation; 10 graduation gowns purchased. PG Education conference evaluation report to follow.	
Employability & Enterprise	<b>Aim:</b> PGT placement provision improvement. <b>Update:</b> Placements identified as a priority by Career Central. Second meeting with Career Central.	
	<b>Aim:</b> PG employment prospect and entrepreneurial opportunity improvement. <b>Update:</b> SU recruitment planning group meeting in early December to improve accessibility for PG students. Creation of job opportunities on campus raised with UEA as a priority – a series of planning meetings to follow.	
Food & drink	<b>Aim:</b> Campus-based food and drink quality, accessibility and value for money improvement for PG students. <b>Update:</b> Met with Enactus to collaborate on Budget Bites project. Graduate Centre Management Group met on improving Scholars bar. The need to improve food provision raised in Management Committee. A strategic proposal to be considered by the trustee board.	
Sport	<b>Aim:</b> PG sport provision improvement. <b>Update:</b> PG yoga teaching space secured for semester 1, with around 100% increase in capacity. Yoga mats purchased. Secured another yoga teacher to expand the number of teaching days. PG running 'club' started.	
Study & social spaces	<b>Aim:</b> PG study and social space improvement. <b>Update:</b> Constable Terrace PGR training suite opened and will be finalised early next year with improved access. Library alerted regarding accessibility issues in PG study rooms.	

## Other priorities

Priority	Description and Update	Progress
Graduate Assembly	<b>Description:</b> Student body to hold Postgraduate Education Officer accountable. <b>Update:</b> Turnout improved, however procedural problems experienced – an update to follow.	
Communications	<b>Description:</b> Improve PG information reach. <b>Update:</b> Square (newsletter) presence for PG news has been established, with the hope of being further improved over time. Content for new starters' portal was delivered and will be reviewed for January new starters.	
Courage project	<b>Description:</b> Joint project on mental health between the SU and UEA. <b>Update:</b> Mental health first aid training to be provided.	
Associate Tutors	<b>Description:</b> Associate tutors face a variety of issues, so SU aims to provide support. <b>Update:</b> Leftover campaigning material from last year needs to be distributed. Provision of training will change next year, so its effectiveness will need to be assessed.	

## Policy Updates

Policy Number and Title	Description and Update	Progress
2268 Policy Investigating PGR engagement with the SU	<b>Update:</b> Planning meeting scheduled and minor research begun.	
2266 It's more than just a space: use of the Graduate Centre	<b>Update:</b> Access to The Graduate Centre is now restricted to postgraduates, staff, mature students and students with special needs only.	

## Other Business of Note

<b>Business</b>	<b>Description and Update</b>	<b>Progress</b>
PGR directors conference	<b>Description:</b> Conference for UEA PGR Directors and guests. <b>Update:</b> Met with PGR Directors and discussed a potential working relationship with a Dutch university on PGR representation within the Aurora network.	
Internal Quality Assurance	<b>Description:</b> A new, annual quality review process to replace the quinquennial review and streamline other quality assurance processes at UEA. <b>Update:</b> Attended a series of meetings to ensure student representatives would be present at the quality review panel. A policy was adopted by the Learning and Teaching Committee in October 2018. There will be 2 student panel members.	

## National

<b>Business</b>	<b>Description and Update</b>	<b>Progress</b>
National PG collaboration	<b>Description:</b> Sharing best practice with PG Officers across the UK. <b>Update:</b> Attended online meetings to discuss common issues. Planned a visit to York to meet-up with other PG officers.	
NUS Sections Conference	<b>Description:</b> Conference for discussing PG issues on a national level. <b>Update:</b> Links to 'National PG collaboration' section.	
NUS Strategic Conversations & National Conference	<b>Description:</b> Major decisions regarding NUS to be made this year. <b>Update:</b> Met regarding lead delegate responsibilities.	
Quality Matters 2018 (conference)	<b>Description:</b> Quality Assurance Agency conference including workshops and minor networking opportunity. Attended along with UEA representative. <b>Update:</b> Taken notes on employability and other topics to be looked over.	
NUS Zones Conference, Lead & Change and Students' Unions 2018	<b>Description:</b> Conferences providing introduction and insight into NUS whilst providing training for SU officers. <b>Update:</b> NUS provided PG-specific training and enabled the majority of full-time PG officers to meet. Attended a variety of workshops and met other SU and NUS officers, whilst sharing some best practice on course reps and elections for instance.	

# Jenna Chapman: Undergraduate Education Officer (21/11/18)

## Main Priorities/ Manifesto

(Updates in purple)

Priority	Description and Update	Progress
Access to all compulsory reading materials	The University and Library have run a new online reading list system called 'Talis' which is embedded into blackboard and is how the library knows which books and dvds they need to purchase (this may be in the form of e-books due to limited space in the library.) Academics have to set this up on all modules however this is not yet at 100%. I have been working with the library to ensure all academics will do this in the next year to ensure students can access these at a minimal cost. <i>I will be raising this as an issue with the ProVC (academic) at our next academic catch up</i>	
More study space	In the various meetings I've been in, it is apparent that lack of space is a huge issue for everyone at the university, however in all new building developments I am ensuring study space for UGs is prioritised, with a focus being on social & group study spaces (similar to unio).	
More plug sockets in library	170 new sockets were added in the library over the Summer, and temporary charging stations were also added on floor 1. The library has been eager to listen to students feedback and plans to add more over the coming year.	
Public module feedback	Due to potential changes in the way students will feedback on modules, this has been on hold, however I will be raising this at my next meeting with the head of the LTS so students can be better informed when choosing their modules. I hope to include the module outline at the point of module choice with a section of how the module has changed based on students previous feedback	
Improve Hub service quality	This requires further research into wider student experiences of the hubs and this will take place in Semester 2.	
Lecture capture (recorded lectures)	I have raised the question of of a University wide lecture capture system in the majority of meetings and the benefits it would have for a wide range of students. There are a number of academics who are against the idea, so I will be launching a campaign soon to increase the student voice and help show the benefits to the university. I have also been meeting with various people around the university to get an update on whether this will go ahead and also wrote a blog around the benefits to students. <i>I have been working with the university to make sure there is support for it.</i>	
Mental health first aid training for academics/advisors	I have met with the Academic director for taught programmes to discuss the University providing mental health first aid training for all academics – specifically senior advisors. <i>I will be meeting with various departments of the university over the coming months to discuss how a university wide approach</i>	
Student rights post brexit	<i>As we're getting closer to March, I will be talking to the university to ensure they have plans in place for EU students as well as students on years abroad in the case of a no deal</i>	
Accessibility of buildings	I will be working with the other officers in the near future to make sure all future building developments are accessible and identify where improvements can be made now.	
More space between exams and assessments	This is something that will require more research to make a case to the university as to the effect 'bunching' of assessments has on the ability of students to complete their best work.	



New induction week, 'week 0'	Along with the activities officer, we're collating research as to what the university may be able to offer if there were a week 0 and what the benefits to students are	
UG kitchen area/facilities	A microwave for UG students to use will be coming to Unio by the end of the semester	
Student hall allocation review	I will be talking to the other officers whose remit this falls under to raise the question as to if the university can look into this. For example, some other university's have alcohol free flats, non-first year flats and quiet flats. This has been raised with the university and is being looked into.	
No lectures past 6pm	I have stressed the importance of this in various meetings, however with student numbers set to increase and the little space there already is, the staff responsible for timetabling currently have to schedule some sessions after 6pm and so is part of a larger problem.	
Keeping Wednesday afternoons free	The university has said that Wednesday afternoons are free of teaching time except where the teaching is optional or is a repeat of a teaching session. Please let me know if this is not the case.	
Inclusive teaching	This is work that was started by the previous education officer with the widening participation team and I have continued to work on to make sure the university is accessible to all students. I have met with the Director of Widening Participation to discuss a potential future policy around inclusive teaching. The first education campaign group met the other day to discuss areas we'd like to focus on and start planning the campaign. I have spent a lot of time making sure that the university will become more inclusive with regards to curriculum, assessment, pedagogy and environment and have been making sure that any plans and changes will be implemented effectively.	
Black attainment gap	I have raised this with the university to find out what they are currently doing to reduce the attainment gap. I've met with the Academic director of widening participation (WP) to discuss the changes the university are making. We have also organised for students to meet to discuss ideas around decolonising the curriculum. I'm also attending the black attainment gap roundtable run by NUS and UUK to gather other ideas.	
Supporting course reps	I have met with many of the student partnership officers over the summer to discuss what has gone well/what could improve. We have trained our convenors and over 100 course reps so far. I've also begun some work around making the course rep system as visible as possible so all students can know who their rep is. I've met with the university to discuss how they have been promoting the elections and supporting their reps. I've also been working to improve the visibility of course reps with improvements coming in the next couple of weeks	
Increasing transparency around course costs	Whilst not on my manifesto, this has become a priority of mine this year as various students have raised issues with the lack of transparency around costs already. I will be working with the university to ensure costs are reported on both a modular and course level at the point of module choice (within the module outline). We have been planning a campaign for this semester.	

## Policy Updates

Policy Number and Title	Description and Update	Progress
2148 Transition at UEA	See Induction week above	

1992 Assessment and Feedback	<p>Policy was passed at the end of academic year so students can request to see their exam scripts and meet with the module organiser. More info can be found here: <a href="https://portal.uea.ac.uk/learning-and-teaching/students/results-compensation-regulations/results-and-reassessment">https://portal.uea.ac.uk/learning-and-teaching/students/results-compensation-regulations/results-and-reassessment</a></p> <p>This isn't however individualised feedback.</p> <p>Based on the policy from a couple of years ago, the university tried a pilot around providing individualised feedback however decided against this. The final report is here: <a href="https://portal.uea.ac.uk/documents/6207125/26812598/ltc17d133+individualised+examination+feedback+pilots.pdf/e35e0426-bef7-bc90-a896-9fdbd6612198">https://portal.uea.ac.uk/documents/6207125/26812598/ltc17d133+individualised+examination+feedback+pilots.pdf/e35e0426-bef7-bc90-a896-9fdbd6612198</a></p>	
1772 Recorded lectures and the use of technology	See Lecture capture above	
2150 Academic Support at UEA	See academic training above	
1951 Market Reforms in Higher Education	UEA have been accepted to participate in subject level TEF and I've therefore agreed to be named as the student union representative to ensure the overall submission is a fair and accurate representation of the University and to be able to hold the University to account. With the Education subcommittee coming up, we will discuss our involvement and the potential to campaign against TEF in line with policy.	
2272: Library Book Loans	This has been raised with the library, they currently don't have the software in place to separate accounts by extenuating circumstances as this system is organised by SSS. They said they're looking to change the software in January.	

## Other Business of Note

Business	Description and Update	Progress
Freshers week	Presented induction talks to new students and attend academic socials and some of the night time events to increase understanding of the SU and our aims	
Southern SU's	Met with other student union officers to share ideas and find out what works well in other SU's	
CEO recruitment	Applications have now closed and we have shortlisted and will be interviewing in the next couple of weeks.	
Appointments & HR committee	As chair of AHRC, we met over the summer to work on the CEO recruitment process as well as recruitment for new external trustees. We met informally to introduce new members to the committee and how it will work over the year,	
People's Vote march	I attended the people's march on Saturday with a large group of students which was hugely successful with around 700,000 people attending overall	
NUS Zones	We attended NUS zones where we had the opportunity to start contributing to National HE policies and to meet with other sabbatical officers to discuss further collaboration and to find out the campaigns other unis do.	
Wonkfest	I have attended and learnt about the various developments in HE to be aware of that may lead to changes for students.	

External trustee recruitment	Applications have closed for one of our external trustee positions, we'll be holding interviews in a couple of weeks time.	
Education Subcommittee	Education subcommittee met for the first time this year and discussed many things including budget, induction weeks, attendance and TEF	
Teaching excellence (&student outcomes) framework	TEF is a priority for the University and so I have been to an introduction day and have been working with the University to shape how students can meaningfully input to it to lead to improvements of the student experience	
Meeting with VC and university executive team	We met with the Executive team of the university to discuss the SUs partnership with the university and show what we offer as an SU	

# Oli Gray: Activities & Opportunities

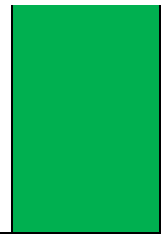
## Main Priorities/ Manifesto

Priority	Description and Update	Progress
Keep Wednesday afternoons free	This allows club members to attend more BUCS fixtures and training, with a wider scope of reducing lectures late into the evening. I haven't made as much progress on this as I've been prioritising the other campaigns, but is something I aim to focus more on as the university begins to make plans for the 2019-2020 academic year.	
Mental Health in Sport	We had a fantastic response from sports clubs to the #UEATeamTalk campaign on World Mental Health day last Wednesday, showing that it's okay to talk, and that sports teams are one of the best forms of support network whilst at university. The 'chill out & smash it out sessions' are continuing this year: of the 11 universities granted BUCS funding to promote mental health with sport, UEA consistently ranks highest in turnout.	
Great value opportunities	This year we've made it easier for Erasmus students to purchase half semester Sports Association Memberships, which makes sports clubs more accessible to students from abroad. I'm also looking to implement some society guidelines so students know what to expect from joining a society, with the aim of reducing the amount of refunds requested.	

## Policy Updates

Policy Number and Title	Description and Update	Progress
1774 Student Opportunities for all: tackling barriers	This policy mandates me to widen participation from disadvantaged groups facing barriers to opportunities. Though this is ongoing, the Do Something Different project (which includes a number of widening participation objectives) had record turnout during the freshers period, with 3740 attendees at sport taster sessions alone. This is a fantastic achievement and a real credit to all our club and society committees for their hard work. The growth in DSD shows a greater demand for free, student led events which shows there is still work to do around tackling cost as a barrier to student opportunities.	
2088 Colney Lane needs a defibrillator	Colney Lane has a defibrillator.	
2148 Transition at UEA	This policy mandates me to explore the potential for a 'week zero', eg a week allowing students to <i>transition</i> into university without any lectures, seminars or academic contact time. For opportunities, this means more students will have time to attend the sports/societies fayres, and various introductory events put on by the SU during welcome week. Though this is a long term project, I'm making good progress and working with UEA's new Chief Operating Officer on this and reporting to the Student Experience Committee. More and more university management seem to be on board with this which is fantastic!	
2251 Sport for all	This policy mandates me to continue the work of previous Activities Officers in making sport at UEA as inclusive as possible. Up until last year, this was more of an optional issue to tackle, meaning it was the focus of a lot of election campaigning. This new policy means that working on inclusive sport is now part of the job. In the 2018-2019 academic year, I'll continue to work on the #TakeAStand	

campaign, which tackles racism, sexism, LGBTphobia, substance abuse, crowd behaviours, disability discrimination, initiations, and cultural appropriation in sport. Take A Stand is a long term project meaning it's never 'finished' as there's always work to do. During freshers, I distributed rainbow laces to all our athletes and used this to begin conversations on what the campaign is about and what they can do to get involved.



**Other Business of Note**

Business	Description and Update	Progress
Mental Health Matters Campaign	As well as working on improving mental health in sport, I'm leading this year's priority campaign on mental health. We've set up a working group to plan the campaign, if you'd like to be involved please email <a href="mailto:o.gray@uea.ac.uk">o.gray@uea.ac.uk</a>	
Arrivals period	Part of my job is to work with the university to plan arrivals / freshers week to make it the best it can be. This year's freshers has been a success with loads of events selling out and our highest ever turnout at taster sessions. There's always room to improve so if you have any feedback please get in contact with me!	



# policy papers

- all of the policy proposals that council will be debating



## Policy Lapse 2018 - Motions Document

### Sophie Atherton, Campaigns and Democracy Officer

Each year, we have a clean-up of all the policies that have been passed over the last two academic years. Policies automatically lapse unless Council votes to keep them.

In accordance with the bye laws, Council has to reevaluate our policies every two years. We have gone through the policies from the academic year 2016/17 which are now due to lapse.

All the policies due to lapse are included in this document. I have given a short description of each of the policies and reasons for our recommendations.

Please have a look through these and have a think about what your constituents would wish to have lapse, readopted as policy, or set as policy precedent.

If you find any policies that you think we should debate that are different to my recommendations, please let the Chair know and they will be considered and voted on separately.

If you have any questions drop me an email [s.atherton@uea.ac.uk](mailto:s.atherton@uea.ac.uk).

<b>Colour code for the recommendations</b>	<b>What the recommendations means</b>
	Keep the policy
	Policy precedent
	Scrap the policy
	Debate the policy

The following policies are recommended to be kept.

<b>Title</b>	<b>What the policy is about</b>	<b>Reason for recommendation</b>
<a href="#">Adequate Office for Nightline</a> (1958)	To ensure that Nightline has adequate office space that meets the needs of its organisation.	This has not been implemented yet. We are on our way to ensuring that Nightline have adequate office space.
<a href="#">A Housing Policy that delivers for students</a> (1982)	To ensure that accommodation for students at UEA is of a good price and standard.	This has not been implemented yet. We are still working with the university to ensure that students have a fair deal when it comes to accommodation.
<a href="#">Listening to Students</a> (1983)	To ensure that the SU talk to students on a regular basis to improve their experience at UEA.	This is good policy that should be readopted. We have our quality conversations to ensure that we talk to students on a regular basis.
<a href="#">World Mental Health Day</a> (1986)	To ensure that the SU recognises World Mental Health Day.	This is good policy that should be readopted. This year we ran a campaign on mental health day but was not exclusively organised by the Welfare, Community and Diversity Officer.
<a href="#">LED lighting in Union premises</a> (1988)	To ensure that Union House and SU buildings are as energy efficient as possible.	This has not been fully implemented yet. The SU so far has changed some lighting to ensure that we are as energy efficient as possible.
<a href="#">Welfare of animals on campus</a> (1989)	To ensure that the welfare of animals is included in any risk assessment when using animals in events.	This is good policy that should be readopted. We want to make sure that if animals are being incorporated into an activity, their welfare is considered.
<a href="#">Assessment and Feedback</a> (1992)	To campaign for better university assessment and feedback procedures.	This has not been fully implemented yet. We have made vast



		improvements regarding online assessment.
<a href="#">Say Yes to the NUS</a> (2007)	To ensure that the SU is fully committed and reaffirms its' support to the NUS.	This is good policy that should be readopted. Whilst NUS has announced its in crisis, we believe that the work they do positively impacts on our SU.
<a href="#">Votes at Sixteen</a> (2008)	To support the votes at sixteen campaign within the SU.	This is good policy that should be readopted. In the current political climate, the belief that 16-year olds should have the vote is important.
<a href="#">Scrap Prescription Charges</a> (2009)	To lobby for the removal of prescription charges.	This has not been implemented yet. Students are still required to pay for prescriptions.
<a href="#">Motions made Easier</a> (2010)	To ensure that motions are clear and easy to understand.	This is good policy that should be readopted. Policy should be accessible to all.
<a href="#">Every Click I'll be watching you (computer surveillance)</a> (2022)	To ensure that the civil liberties of students are upheld and campaign against the growing surveillance state in the UK.	This is good policy that should be readopted. We should consider the importance of civil liberties of our students.
<a href="#">Affiliation to Students for Cooperation</a> (2023)	To affiliate to Students for Cooperation which fulfils UEASU's values.	This is good policy that should be readopted. The SU fundamentally agrees with collectivism and the values of Students for Cooperation.
<a href="#">More effective and democratic Council</a> (2025)	To ensure that Union Council is as effective and assessable as it can be.	This is good policy that should be readopted. Union Council should be a place for all students. We have implemented an acronym buster and Student Officer Reports take place each Council.
<a href="#">Give students the right to fail</a> (2026)	To ensure that students can still pass their degree despite failing a module.	This is good policy that should be readopted. Currently students are

		still required to pay for re-sits.
<a href="#">Sanitary Products are not a Luxury</a> (2028)	This policy establishes that sanitary products should not be a luxury, through supporting NUS' 'Free Period' campaign as well as providing sanitary products in toilets free of charge.	This has not been fully implemented yet. We have sanitary products in the gender-neutral toilets and sell sanitary products in the SU Shop for cost.
<a href="#">Diversifying our Student Staff</a> (2040)	To increase the diversity of our student staff population.	This is good policy that should be readopted. We encourage students of all backgrounds to apply for work in the SU.
<a href="#">Advertising the Leadership race more effectively to International Students</a> (2059)	To encourage and engage more international students into the SU through various student leadership role.	This is good policy that should be readopted. We are continuing work on ensuring that students understand what officers do.
<a href="#">To develop and implement a framework setting out the responsibilities of University management when engaging with student-led campaigns</a> (2061)	This policy calls for a set framework for the University to engage with student campaigners with a set of standards for the University to adhere to.	This has not been fully implemented yet. Student campaigns are fully supported within the SU.
<a href="#">Communication Breakdown</a> (2069)	To improve the communication between Union Councillors and their constituents to improve the functionality of Union Council.	This is good policy that should be readopted. There is a gap between Union Councillors and their constituents on relaying information.
<a href="#">UEA Parking</a> (2085)	To ensure that UEA considers its' parking for both students and staff on campus.	This is good policy that should be readopted due to potential future building works by the university.
<a href="#">There's no I in BME – change is easier together</a> (2086)	To ensure that campaigns are created collaboratively with the Welfare, Community, and Diversity Officer as well as the Campaigns and Democracy Officer. To ensure that BME students are represented through a 'BME Committee'	This is good policy that should be readopted that supports BME campaigns and the work of the BME Committee.

The following policies are recommended to become policy precedent.

<b>Title</b>	<b>What the policy is about</b>	<b>Reason for recommendation</b>
<a href="#">Student Club Nights (Never OK)</a> (1979)	To ensure that our club nights and events work in line with Never OK and Good Night Out.	This is good policy to formally adopt as precedent.
<a href="#">Zero Tolerance to Hate Crime and Racism</a> (1990)	To ensure the immediate implementation of a 'zero tolerance policy' and ensure the SU has training for staff on behalf of students that are victims of hate crime.	This is good policy to formally adopt as precedent.
<a href="#">Safe Student Sex</a> (2043)	To ensure that the SU provides free sexual health advice so that students have a positive relationship with their sexual health.	This is good policy to formally adopt as precedent.
<a href="#">Bookworms at UEA</a> (2062)	To encourage students at UEA to read and implement book exchanges within the SU.	This is good policy to formally adopt as precedent.

The following policies are recommended to be scrapped.

<b>Title</b>	<b>What the policy is about</b>	<b>Reason for recommendation</b>
<a href="#">Post-Brexit Policy</a> (1984)	To campaign against Brexit and reaffirm UEA's commitment to international students.	This policy is out of date.
<a href="#">Censure of the Welfare, Community and Diversity Officer</a> (2027)	This policy censured the previous Welfare, Community and Diversity Officer.	This policy is outdated.
<a href="#">Stand Up to Trump</a> (2064)	To support students opposing Donald Trump's visit to the UK.	This policy is outdated.
<a href="#">Colney Lane Defibrillator</a> (2088)	To ensure that a defibrillator is introduced at Colney Lane.	This policy has been implemented.

The following policies are recommended to be debated.

<b>Title</b>	<b>What the policy is about</b>	<b>Reason for recommendation</b>
<a href="#">Market Reforms in Higher Education</a> (1951)	Campaigning against the marketization of higher education in relation to TEF.	Part of this policy is out of date. There has been changes in regard to TEF and should be discussed.
<a href="#">Close Down Yarls Wood Detention Centre</a> (1980)	To support the #ShutDownYarlsWood demonstrations and work in line with NUS policy regarding detention centres and students being unfairly detained.	Part of this policy is out of date due to the mention of Movement for Justice and should be discussed.
<a href="#">Remember - don't Repeat (White Poppies)</a> (2006)	To ensure that both red and white poppies are stocked within the SU and formally support International Conscientious Objection Day.	This policy requires debate on whether it should be formally readopted due to the political controversies.
<a href="#">Only Fools and Horses: Stop the Student Debt Sell Off</a> (2063)	To prevent the selling off of loans within higher education and oppose it as an SU.	This policy requires debate on whether it should be formally readopted.
<a href="#">Reproductive Justice for All</a> (2066)	To take a firm pro-choice stance and support the adoption of legal abortion services with those in Northern Ireland and across the globe.	This policy requires debate on whether it should be formally readopted due to the repealing of the eighth and political stance.
<a href="#">UEA as a Sanctuary Campus</a> (2084)	UEA should be a safe space for migrants and refugee. The SU should be fighting for UEA to be a safe campus and against prevent.	This policy requires debate on whether it should be formally readopted due to the nature of Prevent.

## **2333 Emergency Resolution: Limousines and GoPro Cameras!? Condemn the UEA Executive Team for their Abuse of Expenses**

Proposer: Hannah Murgatroyd (Disabled Students' Officer)

Seconder: Thai Braddick (Non-Portfolio Officer)

### **Summary:**

On the 19<sup>th</sup> November 2018, Concrete released details of UEA's executive team's expense abuses. This is an emergency motion to mobilise the Students' Union to condemn the abuse of students' tuition fees to pay for limousine rides, first class transport, £640 dinners, and taxi rides when public transport options are available. This is unreasonable when the roll-out of universal credit is plaguing Norwich, students are working multiple jobs to cover UEA's rent prices, and only last year courses were cut because they weren't 'cost efficient'.

### **Union Notes:**

1. That UEA's expenses policy states that staff shall expect to be reimbursed "wholly, exclusively, reasonably and necessarily in the performance of their duties" providing that "economy, efficiency and effectiveness are achieved".<sup>1</sup>
2. That the newest two intakes of undergraduate students are now paying £9,250 for the same course as students paying £9000, under the guise of these fees paying for a 'better quality' education.
3. That students currently on campus have been quoted as saying that the abuse of expense claims are "disgusting".<sup>2</sup>
4. That the Students' Union represents its members and must hold the university executive to account.
5. That the most expenses claimed (£15,000 by Pro-Vice Chancellor for Science Phillip Gilmartin) is the same as earned by the University's lowest paid member of cleaning and maintenance staff in a whole year.
6. That rent prices for students, by 2016, had increased by 23% and have continued to raise, outpacing inflation and price rises in the private rental market.<sup>3</sup>

### **Union Believes:**

1. That we must condemn any abuse of expenses by a member of UEA's executive management team.

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<sup>1</sup> <http://www.concrete-online.co.uk/uea-staff-claimed-expenses/>

<sup>2</sup> Ibid.

<sup>3</sup> <https://www.theguardian.com/education/2016/oct/26/cost-of-british-student-housing-has-risen-by-a-quarter-in-seven-years>

2. With the roll-out of universal credit, the removal of maintenance grants, and the NHS bursary, students are now more financially strained than ever.
3. That the UEA executive must be held to account by the Union and its members, for their policies, abuse of expenses, and how they manage the university.
4. That whilst rent prices are being increased by the executive on campus, and student intake has also increased, that UEA has access to more funds than ever. The executive should be using them to tackle lack of BAME representation in the Student Support Services and faculty, constant breakdowns of lifts on campus, and more widely tackling massive inequalities on campus - not limousine rides and GoPro cameras.

### **Union Resolves:**

1. To mandate SOC and the Students' Union to release a statement condemning the University executive for their abuse of expenses.
2. To campaign for full transparency of the University's expense claiming process, and for the full release of the University's expense records.
3. To oppose the inequality of the University's management team being able to claim up to £15,000 of expenses whilst students are struggling to pay UEA's on-campus rent prices, pay hidden course costs, and that their lowest-paid staff are paid only that over the course of a year.
4. To mandate SOC and the Students' Union to release a campaign against the abuse of expenses and to work with the Your Money Counts priority campaign to actively and aggressively tackle the ridiculous living costs on campus.

## **2334 Oppose the Roll-out of Universal Credit**

Proposer: Hannah Murgatroyd Students with Disabilities Officer

Seconder: Lysander Hugo Welfare Rep for Disabled Students Liberation Society

### **Council Notes**

1. Only 16% of disabled people have a degree level qualification compared to 30% of non-disabled people.
2. Universal Credit replaces six means-tested benefits: Income Support, Income-based Jobseekers Allowance, Income-related Employment and Support Allowance, Housing Benefit, Child Tax Credit and Working Tax Credit.
3. Universal Credit has been rolled out in Norwich for new claimants.
4. Current claimants of the benefits Universal Credit is replacing will have to apply for Universal Credit beginning in July 2019.
5. Students can receive Income-related Employment and Support Allowance, Housing Benefit, Child Tax Credit and Working Tax Credits under the old system.
6. Income-related Employment and Support Allowance views disabled students who are in receipt of Disabled Living Allowance or Personal Independence Payment as automatically having a limited capacity for work. This means that they receive money before their Work Capability Assessment.
7. Universal Credit does not view students in receipt of Disabled Living Allowance or Personal Independence Payment as having a limited capacity to work.
8. This means that many students are outright refused Universal Credit without ever going to a Work Capability Assessment.
9. Most full-time disabled students are not able to claim Universal Credit on other grounds as they are unable to seek work and do not care for children.
10. With the rules for Universal Credit barring disabled students from having a Work Capability Assessment it makes it impossible for students who haven't already had a Work Capability Assessment to get Universal Credit.
11. As disabled people, on average, face extra costs of £570 a month, according to Scope, the change to Universal Credit will put the welfare of disabled students at risk.

### **Council Believes**

1. That Employment and Support Allowance and Housing Benefits have helped disabled students to access education away from home and help cover the costs of housing and extra costs that come from being disabled.
2. That the complicated rules disabled students face when applying for Universal Credit put more stress on the claimant when they're already facing significant stress from their university course and lack of money.



3. That being disabled comes with significant costs, such as repairs to mobility equipment and more, which disability benefits help to mitigate.

### **Council Resolves**

1. To oppose the roll out of Universal Credit and the rules which make it near impossible for disabled students to claim.

## **2335 Subcommittees That Work (An Amendment to the Bye Laws)**

Proposer: Sophie Atherton (Campaigns and Democracy Officer)

Seconder: Rebecca Foreman (Non-Binary and Women's Network (Open Place Rep))

### **Summary**

Last year, the subcommittees of the Student Officer Committee barely met quorum and their remit was unclear and re-established the start of each academic year. The clarification that this policy enables ensures that the Bye Laws are clear to any student who reads them. The clear remit and membership will hopefully see a greater take up of students who wish to get involved in the future.

### **Council Notes**

1. Last year, these subcommittees failed to meet quorum throughout the year.
2. Due to issues of quorum, funding requests have to go through the Student Officer Committee.
3. These sub-committees support wider campaigns on behalf and in addition to the Student Officer Committee.
4. The sub-committees of the Student Officer Committee were put in place 2 years ago through the 'A set of Amendments to the Articles of Association and to the Bye-Laws from the Student Leadership Review Group'.

### **Council Believes**

1. The sub-committees should be successful and reach quorum.
2. The sub-committees are in place to support policy development, implementation and full time officer accountability, as well as ensuring better coordination with societies in the relevant areas.
3. There is a lack of understanding in the "bye-laws" regarding sub-committees which may create confusion, thus causing problems with quorum.
4. There are many leadership opportunities within the Students Union, and through clarity of these sub-committees, students will find it easier to access such opportunities.

### **Council Resolves**

1. Delete the following:

"1.22a.1 The Welfare, Community and Diversity Sub Committee shall consist the Welfare, Community & Diversity Officer, a representative from each of the Liberation Groups and Assemblies, two representatives from Student Accommodation on campus, two representatives from health & welfare societies, two from student faith societies and four students elected as a block at least one of which must be in their first year of study and at least two of which must self-define as women or non-binary;"

Replace with:

#### **"Sub-Committees of the Student Officer Committee: Welfare, Wellbeing and Community**

1.22b There shall be a Welfare, Wellbeing and Community Committee which shall consist of: the Welfare, Community and Diversity Officer, a representative from each of the Liberation Groups and Assemblies, two representatives from Student Accommodation on campus, two representatives from health & welfare societies, two from student faith societies and four

students elected as a block at least one of which must be in their first year of study and at least two of which must self-define as women or non-binary.

1.22b.1 The Welfare, Wellbeing and Community Committee shall co-ordinate a programme of campaigning and activities for related issues as outlined in their cycle of business.

1.22b.2 The programme may include: Seasonal affective disorder, safety on campus, assessment stress, estranged students, World Aid's Day, Christmas Day on campus, housing and relationships stress, and communicating the transition to life after university. This is not an exhaustive list." Renumber accordingly.

2. Delete the following:

"1.22a.3 The Liberation, Equality and Diversity Sub Committee shall consist of the Welfare, Community & Diversity Officer, a representative from each of the Liberation Societies and Assemblies, and six students elected as a block at least two of which must be in their first year of study and at least three of which must self-define as women or non-binary;"

Replace with:

**"Sub-Committees of the Student Officer Committee: Liberation, Equality and Diversity**

1.22c The Liberation, Equality and Diversity Committee shall consist of the Welfare, Community & Diversity Officer, a representative from each of the Liberation Societies and Assemblies, and six students elected as a block at least two of which must be in their first year of study and at least three of which must self-define as women or non-binary.

1.22c.1 The Liberation, Equality and Diversity Committee shall co-ordinate a programme of campaigning and activities for related issues as outlined in their cycle of business." Renumber accordingly.

1.22c.2 The programme may include: Liberation history months, making UEA inclusive for all, Never OK, and feeding into transforming equality. This is not an exhaustive list" Renumber accordingly.

3. Delete the following:

"1.22a.4 The Ethical and Environmental Sub Committee shall consist of the Campaigns and Democracy Officer, representatives from relevant societies, and six students elected as a block at least two of which must be in their first year of study and at least three of which must self-define as women or non-binary."

Replace with:

**"Sub-Committees of the Student Officer Committee: Ethical and Environmental**

1.22d The Ethical and Environmental Sub Committee shall consist of the Campaigns and Democracy Officer, representatives from relevant societies, and six students elected as a block at least two of which must be in their first year of study and at least three of which must self-define as women or non-binary."

1.22d.1 The Ethical and Environmental Sub Committee shall co-ordinate a programme of campaigning and activities for related issues." Renumber accordingly.

1.22d.2 The programme may include: Go Green Week, review of waste and recycling, energy switch off, and Earth Hour. This is not an exhaustive list" Renumber accordingly.

## 2336 Tidying up UEA SU's Bye Laws (An Amendment to the Bye Laws)

Proposer: Sophie Atherton (Campaigns and Democracy Officer)

Seconder: Lewis Martin (Mature Students' Assembly Council Rep)

### Background

The SU's "bye-laws" (the rules governing its democratic process) have been subject to a great deal of rapid change within the last 6 years. Changes made since 2012 have included:

- Giving Liberation Officers a vote on the Student Officer Committee
- A full-time Postgraduate Education Officer
- An entirely new Full Time Officer structure
- Four new part-time officer positions
- The creation of Liberation Caucuses and Assemblies
- The replacement of Liberation Caucuses with Liberation Societies
- The creation of PostgraduateSU
- New rules around the election of NUS conference delegates
- The creation of dozens of new committees, including the Democratic Procedures Committee, SOC subcommittees and Development and Oversight Boards
- The implementation of gender balancing for some SU Officer positions

In addition to these changes, and many others, there have been changes in custom and practice that have left the Bye-Laws out of date. For example, the bye-laws currently require us to send a paper copy of the Union Council agenda to each councillor's school address, which we no longer do in part because that "school address" no longer exists.

As a result, possibly due to substantial changes being made in quick succession, there are a number of grammatical and technical errors that have emerged in the bye-laws, as well as contradictions and ambiguous wording. Some of these are small (such as a random 'A' on the contents page) but some of them are causing difficulties in the transparent implementation of democracy. For example, the bye-law about NUS conference delegate elections contradicts itself, instructing the SU to both directly elect its lead delegate in an open election, but also to appoint it from amongst the Full-Time Officers only.

To resolve these problems, UEA SU has conducted a full and comprehensive review of the bye-laws with the aim of correcting grammatical errors, suggesting possible clarifications of unclear wording and moving some information into new bye-laws so as to make the democratic process more accessible. However, all of these changes need Council approval, which is why the motions have been brought to this Council for a decision.

### The amendments

Council may choose to amend, approve, reject or refer back these proposals. There are three parts to the proposals to ensure that councillors are in control of the amendments:

1. **Grammatical and technical changes.** This motion proposes a series of grammatical fixes to the bye-laws, such as capitalising words, replacing out-of-date terminology and re-positioning paragraphs to be more readable.
2. **Political changes.** This motion proposes a series of updates to the bye-laws to make the processes around Council, elections and student opportunity groups clearer. Among other proposals, it rewords the rules for Council debates so that the procedure of a debate is absolutely clear and unambiguous, and removes references to redundant committees like the "LGBT+ Committee" (which no longer exists).
3. **NUS Conference Delegations.** At present, the bye-law on NUS Conference contradicts itself within the space of a few sentences, stating in one sentence that the Lead NUS Delegate is directly elected, and stating in another sentence that it is appointed by Full-Time Officers. This discrepancy came about following the passage of a Union Council policy in 2015 which mandated the SU to

investigate ways of making the Lead Delegate position open to all students. An amendment was made, but it did not remove the original text, resulting in a contradictory bye-law.

**Council will be presented with two options:**

- a. To have the Lead Delegate appointed by the Full Time Officers, and only open to Full Time Officers;
- b. To have the Lead Delegate elected directly in a ballot of students, with the position open to all NUS delegate candidates who 'opt in' to be Lead Delegate.

**Council will then make a decision as to which wording it wishes to use.**

**Council Notes**

1. The SU's "bye-laws" have seen considerable change over the last 6 years.
2. Due to changes in practises and customs, there are areas of the "bye-laws" that are outdated.
3. These changes have resulted in technical and grammatical errors that need rectifying.
4. There have been fewer motions submitted to Council than this time last year.
5. The "bye-laws" do not clearly state how debates work.
6. The "bye-laws" have outdated student groups that no longer exist.
7. The Quadram Institute has a Student Voice Committee.
8. There is a lack of clarity regarding the removal of committee members from office.
9. The Development and Oversight Boards (DOBs) are in place so that the work of subsidiary companies can be overseen and ensure that SU strategy is implemented.
10. There are problems regarding the appointment of a lead delegate to NUS National Conference as the "bye-laws" contradict themselves.

**Council Believes**

1. The "bye-laws" should be clear and easy to interpret, and free from grammatical and technical errors.
2. The creation and replacement of student groups should not cause confusion within the "bye-laws", therefore any reference to redundant committees should not result in ambiguity.
3. The proposed amendments will ensure that the "bye-laws" are clear and unambiguous.
4. Through reducing Council from 4 to 3 meetings in Semester one commencing in the academic year 2019/2020 there will be a longer period to submit a motion prior to the deadline, which will encourage councillors to submit motions to Council.
5. Debates should focus on the issue being debated, not the confusion within the "bye-laws".
6. The Postgraduate Committee and Student Voice Committee, within the Quadram Institute, effectively represent postgraduate students.
7. The separation of the Licensed Trade/Live from one DOB into Bars/ Licensed Trade and Venues/ Live will improve the oversight of subsidiary companies and ensure that SU strategy is implemented.
8. There needs to be no ambiguity in the appointment of a lead delegate to NUS National Conference.

## Council Resolves

Red indicates text that will be deleted/replaced.

Green indicates the new text

1. To vote separately on Section A which focuses on grammatical and technical changes, Section B which focuses on political changes and Section C which focuses on the how the lead delegate for NUS National Conference is appointed.

### Section A: To make the following grammatical and technical changes to the bye-laws.

2. On page 1, create a new table of contents that includes subheadings.
3. On page 1, delete the sentence "A **Definitions and Interpretations**" and replace with "Definitions and Interpretations".
4. In bye-law 1.4, delete the words "one thirtieth" and replace with "one thirtieth (3%)".
5. In 1.4.1, delete "articles of association" and replace with "Articles of Association".
6. In 1.5, delete "meeting" and replace with "Meeting".
7. In 1.5.3, delete "A general meeting shall be called by at least 7 clear days' written notice" and replace with "A general meeting shall be called with at least 7 clear days' written notice."
8. In 1.9, delete "A referendum of a subset of the membership may be called by Union Council on a recommendation from the relevant Liberation Society or Assembly" and replace with "A referendum of a subset of the membership may be called by Union Council following a recommendation from the relevant Liberation Society or Assembly".
9. In 1.10.5, delete "to approve the Articles of Association of any new student opportunity group or any alteration to Articles of Association of an existing club, society or peer support group or to delegate this power to any other committee (pre-existing or created by Union Council);" and replace with "to approve the Constitution of any new student opportunity group or any alteration to Constitution of an existing club, society or peer support group or to delegate this power to any other committee (pre-existing or created by Union Council);".
10. In 1.10.7, correct the font size so that the entire clause is size 11 Verdana font.
11. In 1.11.1, delete "casting vote" and replace with "tie breaking vote".
12. In 1.11.10, delete "Five members elected from each of the following of the Liberations Societies and Assemblies" and replace with "Five members elected from each Liberation Society and Assembly".
13. In 1.11.11, delete "Sub Committee who's" and replace with "Sub Committee whose".
14. In 1.22a.1, add a full stop after "the Faculty Convenors".
15. In 1.22a.2, delete "Liberation Groups" and replace with "Liberation Societies".
16. In 1.22c, delete "There shall be Postgraduate Committee" and replace with "There shall be a Postgraduate Committee".
17. In 1.22c, delete "Women; and one registered as a Postgraduate Research Student" and replace with "women, and at least one of whom must be registered as a Postgraduate Research Student".
18. In 1.22c.2, 1.22c.3 and 1.22c.4, replace all instances of "PostgraduateSU Committee" with "Postgraduate Committee".
19. In 1.23, delete "The Campaigns and Democracy Officer" and replace with "the Campaigns and Democracy Officer".

20. In 1.24, delete "Democratic Procedures Committee shall:" and replace with "The Democratic Procedures Committee shall:"
21. In 1.24.1, make "be responsible for development of and promotion of the Union's democratic procedures, with particular reference to elections and Union Council;" its own new clause 1.24.2, and renumber accordingly.
22. In 2.2, add a full stop after "No-one may speak whilst the Chair is speaking".
23. In 2.25, delete "the Chair at its absolute" and replace with "the Chair and their absolute".
24. In 2.27, delete "the Chair on a simple majority of those present and voting" and replace with "the Chair on a simple majority of those present and voting support the motion".
25. In 2.31.2, delete "shall be raised" and replace with "can be raised".
26. In 2.31.2, delete "A challenge shall be accepted by a simple majority" and replace with "A challenge shall be accepted by a simple majority of those present and voting."
27. In 3.1.6, delete "The Graduate Assembly shall have the power to pass motions of no confidence, in members of the Postgraduate Committee" and replace with "The Postgraduate Assembly shall have the power to pass motions of no confidence in members of the Postgraduate Committee".
28. In 3.1.7, delete "The Postgraduate Education Officer" and replace with "the Postgraduate Education Officer".
29. In 3.1.7, delete "a 2/3rds majority of Graduate Assembly meeting" and replace with "a 2/3rds majority of attendees at a Postgraduate Assembly meeting".
30. In 4.1.3, delete "reporting to each meeting on activity" to "reporting to each meeting on their activity".
31. In 4.2.2, make "Working with members of University staff, through formal meetings and informal discussions, to achieve improvements in undergraduate education;" into its own clause 4.2.3, renumbering accordingly.
32. Move "; and" from the end of 4.2.6 to the end of 4.2.7.
33. Move "; and" from the end of 4.3.6 to the end of 4.3.7.
34. In 4.4.4, delete "Engagement with the University and other relevant organisations to achieve improvements" and replace with "Engagement with the University and other relevant organisations to achieve improvements".
35. Move "; and" from the end of 4.4.6 to the end of 4.4.7 and add a semicolon after "Zone".
36. Move the "and" from the end of 4.5.8 to the end of 4.5.9 and add a semicolon after "Zone".
37. Add "; and" to the end of 4.6.10.
38. In 4.7, delete the following: "In addition, the five Full-Time Officers shall be Trustees of the Union (where eligible in charity law) having legal responsibility for the Union, and be Directors of the Union's subsidiary companies (where eligible in company law) having legal responsibility for the Union's commercial services.  
  
Full-Time Officers shall be employees of the Union for the duration of their term in office. Their terms and conditions of employment shall be set by the Trustee Board."  
  
The above text is already mentioned in 4.1. Renumber accordingly.
39. In 5.26, delete "Votes shall be cast by Single Transferable Vote" and replace with "The voting system used will be the Single Transferable Vote".
40. Delete bye-law 5.36, which states "All election results shall be reported, by the Deputy Returning Officer to the next meeting of Union Council". This exact text is already outlined in 5.29.

41. In 5.39, delete "Elections to school representatives will take place to allow the announcement of results at least 1 week before the first council of the first term of an academic year" and replace with "Elections to school representatives will take place at least 1 week before the first council of the first term of an ordinary academic year (as defined by UEA), to allow for the announcement of results".
42. In 8.18.2, change both dashes to be "--".
43. In 9.2, re-position the paragraphs so they look like this:
- "There will be standing collectives of student opportunity groups as follows, which may both coordinate sub groups and be allocated funding and support to carry out activity:
- UEA Media Collective, which will coordinate student media activity
  - Sports Association, which will coordinate student sports clubs
  - Societies Collective, which will coordinate student societies
  - MedSoc, which will coordinate student clubs and societies in the Medical School"
44. In 9.2, delete "MedSoc" and replace with "Medical Society".
45. In 9.9, delete "relevant Union staff." and replace with "relevant Union staff, and will be uploaded to the Union website."
46. In 9.10, delete "delegated this power by the Union Council" and replace with "to which Union Council has delegated this power."
47. Delete bye-law 9.12, which states "No student opportunity group should usually be accredited when the activity they wish to undertake is already directly provided by a current club, society or peer support group, unless the aim of the proposal is to regulate and support a group of students that wish to undertake that activity within a particular school, faculty or mode of study. Funding procedures and principles will reflect a priority on cross university activity." This is simply a repeat of bye-law 9.8 which has the exact same text.
48. In 9.14, delete "When attendance at certain events that may be important to the student opportunity group function is restricted by certain legal requirements that the student opportunity group" and replace with "When attendance at certain events that may be important to the student opportunity group function is restricted by certain legal requirements, the student opportunity group".
49. In 9.14, delete "If the student opportunity group has events such as the above" and replace with "If the student opportunity group holds events such as the above".
50. In 9.19, reposition the paragraph's indent to match the other paragraphs.
51. In 9.21, delete "The Committee members shall be elected annually" and replace it with "All Committee members must be directly elected annually".
52. In 9.22, reposition the paragraphs so that they look like this:
- "9.22 The Committee shall:
- administer and organise the student opportunity group activities and rules;
  - allocate specific responsibilities to Committee members;
  - decide in conjunction with the membership the student opportunity group policies; and
  - appoint an appropriate person to be responsible for overseeing each election for Committee members (the Election Returning Officer). This person cannot be a candidate in the election and must remain impartial throughout the election process.



- e. Ensure the student opportunity group abides by, and fulfil their duties in accordance with, these Bye-Laws, the Constitution and policy.”
53. In 9.23, delete “one-half” and replace with “one-half (50%)”.
54. In 9.24, reposition the paragraphs so that they look like this:
- a. “The meeting must be advertised three days in advance.
  - b. The meeting shall be held in term-time.
  - c. The meeting shall be called if one quarter of members present a petition to the Union’s Student Activities and Opportunities Officer requesting the meeting. The meeting shall take place within three days from the receipt of the petition.”
55. In 9.24 and 9.26, delete “one quarter” and replace with “one-quarter (25%)”.
56. Remove unnecessary paragraph break between 9.32 and “Finances”.
57. Create a paragraph break between 11.1.4 and 11.2.
58. Remove unnecessary paragraph break between 11.7 and “Management Committee”.
59. In 11,16, reposition the paragraphs so that they look like this:
- “They will consist of:
- The Campaigns and Democracy Officer (or the Welfare Community and Diversity Officer in the case of the Advice/Housing DOB);
  - An elected student staff member from the area(s);
  - Six students elected as a block at least two of which must be in their first year of study and at least three of which must self-define as women or non-binary;
  - Staff (including student managers) as non-voting members;
  - And the Ethical Issues Officer.”
60. In 12.10.7, delete “infringement of equal opportunities, safe space, no platform or staff protocol policies;” and replace with “infringement of equal opportunities or staff protocol policies;”. We do not have a safe space or no platform policy - we cannot ask people to conform to a policy that does not exist.
61. In 12.16, delete “Where an alleged breach of the code occurs beyond the standard right to be refused admission detailed in 12.15” and replace with “When an alleged breach of the code occurs beyond the standard right to refuse admission detailed in 12.15”.
62. In 12.37, delete “receipt of should is such” and replace with “receipt of is such”.
63. In 12.77, take the text “The member will be notified of the results of the appeal in writing within five working days of the hearing.” and make it a separate clause 12.78, and renumber accordingly.
64. In 12.81, delete “Possible outcomes of an appeal:” and replace with “Possible outcomes of an appeal are that:”.
65. In 13.6 and 13.6.1, delete “Caucus” and replace with “Liberation Society”.

## Section B: To make the following political changes to the bye-laws.

66. Change the name of Bye-Law 1 from "Democratic Processes Background" to "Democratic Processes".
67. In bye-law 1.10.2, delete "any lawful matter not determined by a Referendum" and replace with "on any lawful matter not determined by a Referendum within the last three years".
68. In bye-law 1.10.2, delete ", and will consider the advice of a General Meeting by receiving and reviewing its minutes".
69. In bye-law 1.14, delete "school address" and replace with "UEA email address".
70. In 1.12 delete, "An ordinary meeting of Union Council shall be held not less than four times in each semester." and replace with "An ordinary meeting of Union Council shall be held no less than seven times in an academic year."
71. Move the "School Convenors" section (currently bye-laws 4.25-4.27) into Bye-Law 1. Renumber accordingly as 1.30-1.32.
72. Move the "Faculty Convenors" section (currently bye-laws 4.28-4.30) into Bye-Law 1. Renumber accordingly as 1.30-1.35.
73. In bye-law 1.22c, delete "five members elected by the Single Transferable Vote by the Graduate Assembly" and replace with "six members elected by the Single Transferable Vote by the Postgraduate Assembly".
74. In bye-law 1.22c, delete, "and one registered as a Postgraduate Research Student" and replace with "two registered as Postgraduate Research Students; and two open places for postgraduate students;"
75. In bye-law 1.22c, delete, "committee; one member elected from the Student Voice Committee of the Institute for Food Research and one member elected from the Student Voice Committee of the John Innes Centre." And replace with "committee."
76. Delete the following:
  - "2.20 Except where waived, all debates will consist of a proposing speech, a speech against, a second proposing speech, a second speech against, questions and clarifications, and a summation. There shall be no summation if there has not been a speech against.
  - 2.21 Proposing speeches and speeches against may be up to five minutes in length, second proposing speeches and second speeches against may be up to three minutes in length and a summation may be up to two minutes in length".Replace with:
  - "2.20 All debates will be structured as follows:
    - a) a proposing speech (lasting up to 5 min),
    - b) questions and clarifications,
    - c) a speech against (lasting up to 5 min),
    - d) a second proposing speech (lasting up to 3 min),
    - e) a second speech against (lasting up to 3 min),
    - f) a summation (lasting up to 2 min).
  - 2.21 There shall be no summation if there has not been a speech against. Proposers may waive their right to a proposing speech and/or a summation if they wish."
77. Delete the following, as it will now be mentioned in the new 2.20 and 2.21:
  - "Following opening speeches in each debate, Councillors will be entitled to ask general questions and clarifications for a period determined by the Chair."

78. In 4.1.1, delete "Take a coordinating lead on issues" and replace with "Take a coordinating lead on issues relevant to their roles".
79. In 4.14, delete "Convene and co-ordinate the Union's Women's Committee" because it no longer exists. Renumber accordingly.
80. In 4.15, delete "Convene and co-ordinate the Union's LGBT+ Committee" because it no longer exists. Renumber accordingly.
81. In 4.16, delete "Convene and co-ordinate the Union's LGBT+ Committee" because it no longer exists. Renumber accordingly.
82. In 4.17, delete "Convene and co-ordinate the Union's Students with Disabilities Committee" because it no longer exists. Renumber accordingly.
83. In 4.18, delete "Convene and co-ordinate the Union's Students with Disabilities Committee" because it no longer exists. Renumber accordingly.
84. In 4.19, delete "Convene and co-ordinate the Union's Ethnic Minorities Committee" because it no longer exists. Renumber accordingly.
85. In 4.20, delete "Convene and co-ordinate the Union's Mature Students' Committee" because it no longer exists. Renumber accordingly.
86. In 4.20, delete "Convene and co-ordinate the Union's International Students' Committee" because it no longer exists. Renumber accordingly.
87. Delete the following (bye-law 4.31):

### **"Dismissal/Resignation**

#### **4.31**

- a) The resignation of any member of any committee set out in the Bye-Laws must be given in writing to the Chief Executive who will report this to Union Council at the first opportunity.
- b) In the event of a member of the Student Officer Committee ceasing to hold office the Student Officer Committee will be responsible for holding elections to appoint a replacement in line with the Bye-Laws.
- c) A member of the Student Officer Committee shall cease to hold office if they are subject to a motion of no confidence, submitted by ten or more members of Union Council, passed by a 75% majority of those members of the Union Council present and voting at a quorate meeting.
- d) If a Full-time Student Officer ceases to hold office their successor shall have Full-time status provided that they take up office within a period of one month from the beginning of the first semester of the academic year.
- e) A Union Council member shall cease to hold office if they are subject to a motion of no confidence passed by a two-thirds majority of those voting at either a quorate meeting of Union Council or in a secret ballot of their constituency requested in writing to the Chief Executive by not less than one tenth of the members of the constituency.
- f) A member of the Democratic Procedures Committee shall cease to hold office if they are subject to a motion of no confidence passed by a two-thirds majority of those voting at a quorate meeting of Union Council.
- g) Any member of the Union Council, including a Student Officer, who is absent without valid apology for two meetings of the Union Council per semester shall cease to hold all Union offices unless the Union Council, at its sole discretion, shall decide otherwise.

- h) Any voting member of the Student Officer Committee, who is absent without valid apology for three meetings of the Student Officer Committee per semester shall cease to hold office unless the Student Officer Committee, at its sole discretion, shall decide otherwise. The Chair of the PostgraduateSU Committee, can only be removed by the Graduate Assembly.
- i) An apology for absence from a Union Council meeting from a Union Councillor shall be considered valid if it is submitted and accepted by the Chair of Council, via the relevant member of Staff, before the start of the meeting.
- j) An apology for absence from a Student Officer Committee meeting from a Student Officer shall be considered valid if it is submitted to the Student Officer Committee, via the relevant member of Staff, before the start of the meeting, and then accepted by the meeting."

Then, create a new bye-law, entitled "Bye-Law 14: Removal of committee members from office", and word it as follows:

## **"Bye-Law 14: Removal of committee members from office**

### **Resignations**

14.1 The resignation of any member of any committee set out in the Bye-Laws must be given in writing to the Chief of Staff who will report this to Union Council at the first opportunity.

14.2 If a Full-time Student Officer resigns from office, their successor shall have Full-time status provided that they take up office within a period of one month from the beginning of the first semester of the academic year.

### **Motions of No Confidence**

#### **14.3 Student Officer Committee**

14.3.1 Any member of the Student Officer Committee shall cease to hold office if they are subject to a motion of no confidence, submitted by ten or more members of Union Council, passed by a three-fifths (75%) majority of those members of the Union Council present and voting at a quorate meeting.

14.3.2 If a Full-time Student Officer ceases to hold office their successor shall have Full-time status provided that they take up office within a period of one month from the beginning of the first semester of the academic year.

#### **14.4 Union Council representatives**

A Union Council member shall cease to hold office if they are subject to a motion of no confidence passed by a two-thirds (66%) majority of those voting at either a quorate meeting of Union Council or in a secret ballot of their constituency requested in writing to the Chief of Staff by not less than one tenth (10%) of the members of the constituency.

#### **14.5 Democratic Procedures Committee**

A member of the Democratic Procedures Committee shall cease to hold office if they are subject to a motion of no confidence passed by a two-thirds (66%) majority of those voting at a quorate meeting of Union Council.

### **Dismissal as a result of absence**

#### **14.6 Union Council representatives**

14.6.1 Any member of the Union Council, including a Student Officer, who is absent without valid apology for two meetings of the Union Council per semester shall cease to hold all Union offices unless the Union Council, at its sole discretion, shall decide otherwise.

14.6.2 An apology for absence from a Union Council meeting from a Union Councillor shall be considered valid if it is submitted and accepted by the Chair of Council, via the relevant member of Staff, before the start of the meeting.

#### 14.7 Student Officer Committee

14.7.1 Any voting member of the Student Officer Committee, who is absent without valid apology for three meetings of the Student Officer Committee per semester shall cease to hold office unless the Student Officer Committee, at its sole discretion, shall decide otherwise. The Chair of the Postgraduate Committee can only be removed by the Postgraduate Assembly.

14.7.2 An apology for absence from a Student Officer Committee meeting from a Student Officer shall be considered valid if it is submitted to the Student Officer Committee, via the relevant member of Staff, before the start of the meeting, and then accepted by the meeting

#### 14.8 Vacancies created by dismissal/resignation

In the event of a member of a Student Union committee ceasing to hold office the Student Union's Deputy Returning Officer will be responsible for holding elections to appoint a replacement in line with the Bye-Laws."

88. In 9.22, delete the following: "d. appoint an appropriate person to be responsible for overseeing each election for Committee members (the Election Returning Officer). This person cannot be a candidate in the election and must remain impartial throughout the election process." And renumber accordingly.
89. In 9.28, delete "a member of the Committee elected from their number, a Student Officer or a member of Union staff." and replace with "the Student Union's Deputy Returning Officer".
90. In 9.31, delete "the candidates with the most votes shall win" and replace with "the voting system used shall be the Single Transferable Vote".
91. In 11.14, delete "There will be three Development and Oversight Boards (Retail/Catering, Licensed Trade/Live, Advice/ Housing)" and replace with "There will be four Development and Oversight Boards (Retail/ Catering, Bars/ Licensed Trade, Venues/ Live, Advice/ Housing)"
92. In 11.16, delete "And the Ethical Issues Officer." and replace with "And a part time officer elected by the Student Officer Committee." Follow the reposition as outlined in resolve 59.
93. Move bye-law 11.14-11.16, "Development and Oversight Boards" from Bye Law 11 into Bye-Law 4, "Democratic Processes" and renumber accordingly.

**Section C: To make the following changes for appointment of the lead delegate for the NUS National Conference to the bye-laws.**

94. The NUS Bye-Law Amendment will apply as of the academic year 2018/19.

NUS Bye-Law Amendment (Option 1 – Direct Election)

To make the following changes to Bye-Law 13:

95. In 13.1, delete "One Full-Time Officer, appointed by the Management Committee, may be appointed to the position of lead delegate for NUS National Conference."

96. Add new bye-law 13.2 and renumber accordingly: "13.2 The Union's delegation to NUS Conference is led by a 'lead delegate' who serves as the delegation leader and votes at the NUS Annual General Meeting."

97. Delete all of the following:

**"Process**

NUS will inform the Union of the number delegates it is entitled to send to Conference each year.

One Full-Time Officer, appointed by the Management Committee, may be appointed to the position of lead delegate for NUS National Conference.

- 13.2 The election shall be conducted in accordance with the standard election by laws, save that: the nominations process will include a process for self-definition of woman status, and for candidates to opt in to stand to be the delegation leader.
- 13.2.1 Three separate counts will then be run, using the same ballot papers.
- 13.2.2 In the first count, all candidates who did not opt in to stand to be the delegation's leader shall be excluded.
- 13.2.3 In the second count, all candidates who are not self-defining women will be excluded.
- 13.2.4 A number of candidates to equal 50% of the delegation size rounded down will be elected in this count.
- 13.2.5 Where the delegation leader is a woman this calculation will be amended appropriately.
- 13.2.6 When counting, any preferences expressed for the excluded candidates will be passed over, so that votes are only reallocated to the reserved candidates.
- 13.2.7 In the third count, all candidates will be reintroduced and preferences examined, save for preferences for those who were elected in the first count."

And replace with the following:

**“Process**

13.3 NUS will inform the Union of the number of delegates that the Union is entitled to send to Conference each year.

13.4 The Union’s number of self-defining women places will be 50% of the Union’s total NUS National Conference delegation (rounded down). –

**Count**

13.5 The election shall be conducted in accordance with the standard election bye laws, save that:

a) the nominations process will include a process for self-definition of woman status;

b) all candidates will be provided with the opportunity to opt in to stand to be the lead delegate.

13.6 The count for NUS Delegates will be conducted as follows:

13.6.1 Three separate counts will be run, using the same ballot papers.

13.6.2 The first count will elect the lead delegate. All candidates who did not opt in to be the lead delegate will be eliminated, and whichever of the remaining candidates reaches the quota will be elected lead delegate.

13.6.3 The second count will elect our self-defining women delegates. In this count all candidates who are not self-defining women will be excluded, and whichever of the remaining candidates reach the quota will be elected as NUS delegates.

13.6.4 Where the delegation leader is a woman this calculation will be amended appropriately.

13.6.5 When counting, any preferences expressed for the excluded candidates will be passed over, so that votes are only reallocated to candidates eligible for the relevant places.

13.6.6 The final count will elect the remaining NUS delegates. All candidates who have already been elected will be eliminated and their preferences redistributed, and whichever of the remaining candidates reach the quota will be elected as NUS delegates.”

## NUS Bye-Law Amendment (Option 2 – Appointment by Management Committee)

To make the following changes to Bye-Law 13:

98. Add new bye-law 13.2 and renumber accordingly: "13.2 The Union's delegation to NUS Conference is led by a 'lead delegate' who serves as the delegation leader and votes at the NUS Annual General Meeting."
99. Delete all of the following:

### "Process

NUS will inform the Union of the number delegates it is entitled to send to Conference each year.

One Full-Time Officer, appointed by the Management Committee, may be appointed to the position of lead delegate for NUS National Conference.

- 13.2 The election shall be conducted in accordance with the standard election by laws, save that: the nominations process will include a process for self-definition of woman status, and for candidates to opt in to stand to be the delegation leader.
- 13.2.1 Three separate counts will then be run, using the same ballot papers.
- 13.2.2 In the first count, all candidates who did not opt in to stand to be the delegation's leader shall be excluded.
- 13.2.3 In the second count, all candidates who are not self-defining women will be excluded.
- 13.2.4 A number of candidates to equal 50% of the delegation size rounded down will be elected in this count.
- 13.2.5 Where the delegation leader is a woman this calculation will be amended appropriately.
- 13.2.6 When counting, any preferences expressed for the excluded candidates will be passed over, so that votes are only reallocated to the reserved candidates.
- 13.2.7 In the third count, all candidates will be reintroduced and preferences examined, save for preferences for those who were elected in the first count."

And replace with the following:

### "Process

- 13.3 The election shall be conducted in accordance with the standard election bye laws, save that the nominations process will include a process for self-definition of woman status.
- 13.4 UEA's lead delegate to NUS National Conference must be a Full-Time Officer. They will be appointed by a simple majority vote of Management Committee.



## Count

- 13.5 The count for NUS Delegates will be conducted as follows:
- 13.5.1 Two separate counts will be run, using the same ballot papers.
  - 13.5.2 The first count will elect our self-defining women delegates. In this count all candidates who are not self-defining women will be excluded, and whichever of the remaining candidates reach the quota will be elected as NUS delegates.
  - 13.5.3 Where the delegation leader is a woman this calculation will be amended appropriately.
  - 13.5.4 When counting, any preferences expressed for the excluded candidates will be redistributed, so that votes are only reallocated to candidates eligible for the relevant places.
  - 13.5.5 The final count will elect the remaining NUS delegates. All candidates who have already been elected will be eliminated and their preferences redistributed, and whichever of the remaining candidates reach the quota will be elected as NUS delegates.”

## **2337 Transform International Student Assembly into a Subcommittee (An amendment to the Articles of Associations and to the Bye Laws)**

**Proposer** Mohaned Alhasan (International student officer – Non-EU)

**Secunder** Borja Martin Simon (International student officer –EU)

### **Summary**

International students are a large subgroup of students at UEA however they are significantly underrepresented and the SU for a while have struggled in engaging them. Giving these students their autonomy could be the first step into empowering and enabling them to take the lead in making changes that benefits their fellow international students.

### **Council Notes**

1. In February 2017 a motion has passed to change previous Caucuses and assemblies into subcommittee. However, the international assembly was kept the same <sup>1</sup>.
2. International students are a large subgroup of the student population with over 2800 students here at UEA – over 18% of all students <sup>2</sup>.
3. The international assembly committee consists of 5 elected committee members, and in each assembly only those Individual Members that self-define as being a part of the international students' group shall be entitled to participate in the governance, discussion or activities of the group.
4. Both international students' officers and the International assembly committee agrees with the need of this change in structure. This change has also been discussed at the student officer committee meeting.

### **Council Believes**

1. There's still a significant gap in the representation of international students in their student union.
2. International students should be the ones making the decisions that affects their student group, as this is an essential step in the democracy of our union.
3. Giving international students the ability to fund their own campaigns and events will encourage them to take part in their Union activities and lead the change.

### **Council Resolves**

1. Mandate this subcommittee to have a minimum of 2 meeting per semester to allow more opportunities for international students to take part.
2. The subcommittee should be the platform where all international students can give feedback on different aspects of their student union and University.
3. The subcommittee should encourage international students to lead their own campaigns and help their international students' officers in their campaigns as well.
4. The roles of the individuals in the international assembly committee members will be the same with the change into a Subcommittee for the duration of the academic year 2018-19 for the duration of the changeover period from assembly to the International Student Subcommittee.
5. A staff member should be assigned to support the subcommittee with their work throughout the year.
6. For the student officer committee to look at a budget for the rest of the 2018-19 academic year and reassess annually.
7. In the Articles of Association 67.2.1, delete "International Students".
8. Introduce the following Bye Law under the heading of "**Student Officer Committee Sub-Committees**:"

**"Sub-Committees of the Student Officer Committee: International Students**

1.22a The International Students Sub Committee shall consist of the International (EU) and (Rest of the World) Officers, representatives from international cultural societies, and six students (who self-identify as international) elected as a block at least two of which must be in their first year of study and at least three of which must self-define as women or non-binary. Renumber accordingly.

1.22a.1 The International Students Sub Committee shall co-ordinate a programme of campaigning and activities for related issues.” Renumber accordingly.

1.22d.2 The programme may include: discussion of the issues that international students are facing, ideas for campaigns to fix these issues, discussion of the work of their international officers, the representation of international students in the SU, actively represent the opinion of international students in Go-global, international SU and International Student Day. Renumber accordingly.

1. Motion 2039 i) A set of amendments to the Article of Association and to the Bye-Laws from the student leadership review group. – passed at 2nd/Feb/2017
2. <https://www.uea.ac.uk/about/media-room/facts>

## **2338 Developing Teaching Skills program**

Proposer: Martin Marko (Postgraduate Education Officer)

Seconder: Jenna Chapman (Undergraduate Education Officer)

### **Council Notes**

1. Developing Teaching Skills (DTS) is a programme offered by the Centre for Staff and Educational Development at UEA currently offered to Postgraduate Research Students (PGRs).
2. DTS will not be offered after the 2018/2019 academic year.
3. DTS is a stand-alone Masters module that enables PGRs to gain teaching skills, which is required by some schools to uphold the quality of teaching.
4. The 'save DTS petition' has been signed by a hundred people so far.

### **Council Believes**

1. The lack of DTS will negatively impact the quality of training available to PGRs.
2. A decrease in the quality of training for PGRs will lower the quality of teaching provided by Associate Tutors (ATs).
3. It is unacceptable to cut the provision of DTS, without an equivalent alternative provided.
4. UEA should seek to expand and improve training provision equivalent to DTS, rather than reduce it.
5. Online training is not equivalent to DTS. It should therefore not be regarded as an equivalent alternative, but as an add on to a DTS-equivalent.

### **Council Resolves**

1. To mandate the Postgraduate and Undergraduate Education Officers to support the DTS petition.
2. To mandate the Postgraduate and Undergraduate Education Officers to lobby the university to retain the DTS provision or to provide an equivalent alternative for 2019/2020.
3. To mandate the Postgraduate and Undergraduate Education Officers to lobby the university to expand and improve DTS-equivalent training provision for ATs beyond 2019/2020.

## **2339 Let's Make Societies Great! (An Amendment to the Bye Laws)**

Proposer: Roo Pitt (School Convenor, Politics, Philosophy, Languages and communication studies.)

Second: Sophie Atherton (Campaigns and Democracy Officer)

### **Summary**

Currently the Societies Executive do not sit on Union Council, despite their expertise being used to give recommendations to Council about new societies. There is also no process for debate regarding the creation of a society, however debate is encouraged in Union Council for motions that may become policy. This motion aims to improve the expertise and democracy in Union Council for new societies.

### **Council Notes**

1. Societies' executive are the subject matter experts and have been invaluable for advising union council decisions on new society applications.
2. The society application process begins on the website through the up-voting system.
3. That UEA SU has over 200 societies and clubs that represent a number of interests.
4. UEA SU has a long-standing history of supporting students to set up new societies.

### **Council Believes**

1. These proposed changes will encourage greater engagement within Union Council.
2. The society application process is lengthy and requires commitment from individual students passionate about their society.
3. The up-voting process is helpful for gauging student engagement however it can become difficult for the creation of potential societies' that are down voted.
4. That we should be able to have a full and proper debate in order to enable councillors to be able to make fully informed decisions.

### **Council Resolves**

1. Mandate the proposer of the society to speak at the relevant Union Council. In their absence, the societies' executive can represent them and speak on behalf of them.
2. Remove the down voting system for new societies on the UEA SU website.
3. Under the heading of 'Clubs, Societies and Peer Support Groups', introduce the following: '8.20 Those who sit on Society Executive shall be considered councillors.' and renumber accordingly.

4. Under the heading of 'Clubs, Societies and Peer Support Groups', introduce the following: '8.21 Union Council shall follow the structure of debate in regards to the creation of new societies as outlined in Bye Law 2.20.' and renumber accordingly.