

Union Council Agenda

Date:	5th March 2020
Room:	LT2
Time:	6pm
Section 1: Housekeeping	<p>A. Code of conduct https://www.uea.su/union/memberscodeofconduct/</p> <p>B. Minutes from the previous meeting https://www.uea.su/democracy/unioncouncil/councildocumentsandnotices/</p> <p>C. Expenses https://www.uea.su/democracy/unioncouncil/councilinfo/expenses/</p> <p>Remember – the Union (of UEA students) may be able to reimburse you for travel or career expenses that you incur attending this meeting. Please contact Esin D’Amery, Student Voice and Equality Manager on E.DAmery@uea.ac.uk for more details.</p> <p>D. Online meeting facility [on website]</p> <p>If you cannot attend in person on Thursday and would like to use the online facility, please email Esin at E.DAmery@uea.ac.uk before <u>5pm on the day of the meeting.</u></p> <p>E. Articles of Association & Byelaws https://www.uea.su/union/governance/constitution/</p> <p>The SU is governed by the Articles of Association, and its attached rule book, the Bye-Laws.</p>
Section 2 Reports:	<p>a. Trustee Board Report</p> <p>At the last board meeting we met with Auditors that review our process around finances. This was a positive report with areas for improvement to make our processes much smoother.</p> <p>The long-term funding model with the University was a cause for concern amongst the board. External trustees have written to the Executive Team so that they can express their concern over lack of funding.</p> <p>The democracy review was also discussed with board members to show them the potential changes. This was also well received.</p> <p>Skills Audits are being finished so that we can look at where we might need more expertise on our board to enhance the work it does.</p> <p>We are continuing to look at partnering with other unions to create a small animated video around the role of trustee boards for incoming students' officers.</p> <p>We are planning our strategy weekend in March and this will depend largely on our funding outcome. The weekend will aim to look ahead, reflect on our values and vision, and continue to work on ensuring that the organisation moves in a positive direction of travel.</p> <p>A review of the trustee training has been undertaken to make this more up to date and reflect the training that officer undergo when they arrive into post.</p> <p>b. Student Officer Committee (SOC) Report</p>
Section 3	Full time Officer Reports

Officer Name:	Callum Perry
Officer Portfolio:	Undergraduate Education Officer
Item	Update
Manifesto	<ul style="list-style-type: none"> • Improving the Academic Advising System at UEA • Fostering a learning community through highlighting the benefits and great work of PAL and similar initiatives • Inputting into improving our Teaching and Learning spaces on campus • Working closely with Academic Representation to empower the student voice • Adding to the technology, employability and WP agendas around access and participation • Improving Assessment and Feedback.
Campaigns	<ul style="list-style-type: none"> • 'Out of space' – Campaign has produced a space report that will inform new library spaces and influence the new furniture in buildings across campus. • 'I am employable' – Highlighting the skills that our students gain through working with the union and participating in other activities outside of their learning. • Education Fair – Run successfully with some great feedback on spaces, costs on campus; great engagement with Enlited and fantastic work from academic societies.
Manifesto actions	<ul style="list-style-type: none"> • Advising – Pilot has started in EDU and LDC. This will comprise of 5 strands to students at UEA. Academic Interests, Opportunity, Extra-curricular, Employability and Wellbeing. Pilot ends on the 6th April. Paper will be taken to committees on the results and feed into advising review. • PAL – PAL now has all their sessions hosted in the union building. PAL Party 10th December went well. First UG dissertation café, 11th December from 2-4pm in BR5, low uptake but we have advertised the next on 29th Jan 2-4 BR1 much more effectively. Academic health kits made and will be distributed at events and revision spaces on campus in the exam season. PEN PAL motivation cards will be given out on exam period. Academic Health Kits have been given out and we will be doing a revision spaces tour with them. • L&T and others– Library and LSB tour videos out. These are to help new students (and existing) find out the best spaces to study and navigate around buildings. 'hub crawl' video filmed to show students how to make the most of their hub. Video on ALLY tool on blackboard has been recorded to raise awareness of how the tool can provide multiple accessible materials. Outlook App timetable update video recorded. Attendance monitoring pilot will be trailed in the form of QR codes. • Academic Representation – Working with reps from all faculties(EDU, LDC, SCI, HSC&MED) on issues affecting them. Writing papers to committees on representation and partnership – visiting Hull to see their model. Rep Forum on Student Charter was successful. Hoodies ARRIVED. Ecosia paper going to IT Forum. Sense of belonging piece of work including mature students, commuter students, LGBTQ+ students, disabled students, BAME students with events for each and presenting a paper to university governing body about experiences.
Policy and meetings	<ul style="list-style-type: none"> • Aurora Network – Was appointed the Vice President of the Student Council. Discussed the role of inclusive internationalization. Looking at the role of study abroad and international perspectives in learning. • SSLC's and Education Committee attendance. • Lecture Capture Project board – Contributing to the implementation of capture technology and how it will be used. • Website content review with LTS • Review of Student Charter • Advance HE Wellbeing Event • External Expertise Project • Adobe Creative Campus work.

Officer Name	Martin Marko
Officer Role	Postgraduate Education Officer
Item	Update
Manifesto	Employability (contacted UEA regarding maximising PGT job opportunities in September: planned promotional asset creation for school bulletins)
Campaigns	<ul style="list-style-type: none"> • UCU strike banner making
Meetings	<ul style="list-style-type: none"> • Introduction with Assistant Head of Charity (developed understanding of officer role & priorities before end of term) • Sustainability in curriculum (UG-focused student dissertation project: passed onto Undergraduate Education Officer to support project and potentially utilise results in curriculum review) • Student Officer Committee • Postgraduate Research conference collaboration with Careers (considered organisation of faculty level seminar series: plan to be considered for next semester) • Faculty of Arts and Humanities (HUM) Student Experience Group (presented an update on Associate Tutors campaign) • Course rep forum (student charter rep consultation) • Pre-Senate meeting (considered performance of UEA research and innovation) • Pro-Vice Chancellor Academic meeting (considered scope of curriculum review) • Management Committee • University and College Union (UCU) strike meeting (expressed support for assistance during the strike, especially in relation to academic representative structure) • Appointments and Human Resources Committee (released agenda for the next meeting; recruited student trustees) • Sustainability Big Shift Day (considered UEA sustainability vision and potential objectives within the next 5-year plan) • UCU strike support group (considered effectiveness of possible campaign strategies) • Vice Chancellor strike meeting (expressed student dissatisfaction with responses to email enquiries) • Decolonise UEA Society meeting (offered support with SU budget allocation for future decolonise activities) • Faculty of Social Sciences (SSF) Learning & Teaching Quality Committee • Introductory meeting with Head of Marketing • Postgraduate Committee • Election filming • Climate strike (planned promotion of sustainability newsletter and future collaboration on school strikes) • HUM & SSF Graduate Student-Staff Forums (seek update on extending IT access rights)
Policy	<ul style="list-style-type: none"> • Developing Teaching Skills: released a partnership project blog

Officer Name	Alicia Perez
Officer Role	Activities and Opportunities Officer
Item	Update

Manifesto	<ul style="list-style-type: none"> • Inclusivity and diversity in clubs and societies – pushing clubs and societies to get involved with LGBT history month and Women+ history month as well as work on their Take a Stand campaigns. • International Students – the plans for improving the accessibility for the hardship fund are moving! I had a meeting with relevant people from student services and we are creating a “Student Finance” group to look at how students struggle with money and how the fund can improve those situations. This group will look at how to reach out to students about the fund, how to promote it and make it more accessible, as well as the possibility to increase the money in the fund if the demand shows the need. Meetings have now been put in the calendar. Still waiting on the university to finish the paperwork on guarantors and international students before it moves forward for the next year. • Employability – Unfortunately my plans to work with career central on organising a Careers Fair did not go forward as they didn’t really support my event and without their support it could not happen. <p>Mental Health and wellbeing – see campaigns</p>
campaigns	<ul style="list-style-type: none"> • Demographic in student groups research going forward – working with the WP and outreach team of the university on getting data. • Supporting the Campaigns and democracy, welfare, and women’s officers in Women+ History month and LGBT+ History month by encouraging clubs and society to take part and engage, as well as putting their own events. • University mental health day- 5th of March I, alongside the welfare officer, are planning on having a daytime event where students can come and relax and take a break in the Student’s Union exhibition space and it will link with an evening event where we will be holding a Q&A with the VC and the head of student services. The event will consist of having a space where students can come and relax with some free hot drinks, free popcorn and free stressballs, bean bags and books, as well as advisors from the SU and student services to have a conversation with them if needed and give them information on services available. There will also be walks around the lake and hopefully some yoga.
meetings	<p>Since the last Union council, I’ve had the following meetings:</p> <ul style="list-style-type: none"> • Derby day meeting with uea+sport and Essex to plan details, timetabling and transport on derby day. • DSD trip to tower of london • Week 0- the student’s union have already started work on the coming welcome week and the implementation of week 0. • Student Charter feedback from students – getting feedback from students, mainly execs, on how they feel the student charter works for them. • Student charter meeting with university – meeting with some members of the university around the current student charter which needs to be reviewed in 5 years. • Meeting with UCU about strikes • Meeting with the vice-chancellor about UCU strikes • Meeting with the university about Welcome Week 2020 – structure decided and ideas mainly set, specifics to be set in the next meeting. Verbal update. Ongoing meetings until the end of the year. • Termly meeting with the Vice-chancellor • VC task force – I attended the Vice Chancellor’s task force on mental health for the first time. • Postgraduate committee • Society and sport executives meetings
Policy	<p>Still looking at creating a policy to keep approval of new societies in Societies Executives meetings, needing only to come to Union Council to ‘note’, everyone still able to challenge the decision, which would bring up a new vote on that specific society. This would be to make council shorter and quicker, taking unnecessary load from councillors.</p>

Officer name	Sophie Atherton
Officer role	Campaigns and Democracy Officer
Item	Update
Manifesto	<ul style="list-style-type: none"> • Better representation- significant Student Led Democratic Reform- the voting on the three options that have been created will happen during the election period. Depending on the decision, I will then undertake work to propose a new set of byelaws for the final Council of the year. • More money in your pocket- fair accommodation for all – I have been in discussions about the rents for 2021/22 and whilst we cannot and will not endorse a rent increase, we have encouraged an option which allows the university to have 24.94% of accommodation affordable as set by the NUS affordability factor definition. • More money in your pocket – student loans – Early in January I worked with other union officers to sign a letter regarding the concerns and constant need for a review of student finances. I will be attending an all-party parliamentary group on student loans on the 2nd March which will discuss the process of means testing, nurses paying back their loans as well as accommodation.
Campaigns	<ul style="list-style-type: none"> • Womens+ History Month – This officially launches at the beginning of March, there is a detailed outline of the events that will take place over this liberation month. • Costs on campus – Work that overlaps with priorities linked with <i>more money in your pocket</i> as well as attending national meetings to ensure that UEA student issues are being heard at a national setting.
Meetings	<ul style="list-style-type: none"> • Accommodation rent setting – There have been further discussions on 2021/22 rents. • Accommodation UoM - I have scheduled a meeting to discuss this and the provision of accommodation bursaries for the 10th March. • Democracy review work – This is a key priority over the new few months so I am regularly meeting with staff over the processes and next steps for this review. I am currently consulting with key individuals to gain feedback. Comms have been produced and printed. This voting will take place during elections. • Womens+ History Month and Reclaim the Night planning – Meeting with key individuals to organise preparations for this liberation history month and ensure this is successful and promoted. Reclaim the Night is taking place on the 18th February; if you would like to read poetry or a speech, please get in touch at s.atherton@uea.ac.uk or find me during council. • Sustainability Big Shift Big Day – presented the work that the SU is doing and contributed to the discussions on the environmental sustainability strand of UEA's next 5 year plan. • Candidate Discussions – Lots of meetings to discuss my role and how it works with others to potential candidates in the upcoming elections. • UCU – discussions on the ongoing strikes and supporting lecturers at the picket lines. • HUM Student Experience Group – Discussions on the ongoing work; highlighted to the group on the work of the campaigns I am looking after. • APPG Student Loans – I will attend on the 2nd March so will update Council as this report is being submitted beforehand.
Policy	<ul style="list-style-type: none"> • Who Runs The World? GIRLS: Womens+ History Month – this work is ongoing • Food Hygiene policy – submitted for debate this council

Officer Name	Amelia Trew
Officer Role	Welfare Community and Diversity Officer
Item	Update

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

Section 5: Democracy	SOCIETIES APPROVED BY SOCIETIES EXECUTIVE AND TO BE TAKEN TO UNION COUNCIL –
1.	MalluSoc : Description: The aims of the group will be to give an opportunity to celebrate Malayali culture and embracing the community spirit as well as sharing our values with the students at UEA, regardless of whether they are native to Kerala or not. Kerala is the southern Indian state and the people from here are called Malayalis.

Section 6: Policy Papers	Policy Papers by councillors
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We Have Beef with Food Hygiene

Proposer: Ben Pinsett (PG Committee)

Seconder: Sophie Atherton (Campaigns and Democracy Officer)

Summary: As the UK moves to leave the European Union at the end of this year, there has been a number of reports about changes to food regulation. Specifically the ways in which the United States has requested the UK government reconsider their food standards. This policy aims to university that the Students' Union and university through lobbying adhere to excellent food safety hygiene that the EU currently adopts.

Council Notes

1. According to the Chartered Institute of Environmental Health there are 7 threats to food safety following Brexit: Chlorine-washed chicken, pesticides, ractopamine, chicken litter, food additives, chlorinated water, and food labelling.¹
2. The UK in going through a transitional period until the end of 2020 while the UK and EU negotiate additional arrangements.
3. The current rules on trade, travel, and business for the UK and EU will continue to apply during the transition period. This includes rules on food and feed.
4. The Students' Union has policy relating to ethical and sustainable food and its' sourcing/boycotting as seen in *1636 Vegans Need Food Too*, *2182 Meat Free Mondays*, and *1688 Dodgy Sugar in my Dodgy Coffee*.

Council Believes

1. Up until January 2020, there was a policy called *May Contains Nuts* which lapsed due to the implementation of good food labelling across campus. Excellent food labelling is a belief and a practise that should continue so that students are aware of how that food is created and what it is made up of.
2. Students deserve the right to know how their food is prepared.
3. The Students' Union should always consider the ethical and sustainable impact of food sold in its' outlets.

Council Resolves

1. To ensure that the commercial outlets source and prepare their food with ethical and sustainable suppliers, maintaining the EU's high standards of food safety and hygiene.
2. To lobby the university to ensure that their catering outlets source and prepare their food with ethical and sustainable suppliers, maintaining the EU's high standards of food safety and hygiene.
3. To release communications on the importance of food safety and hygiene, as well as the importance of healthy eating in relation to this policy.

Sweatshop Free Universities (Amendment to 'Sweatshop Free UEA -Electronics Watch -1558' passed 2014, retained in Policy Lapse on 23rd January 2020)

Proposer: Jake Goddard (Headucate Society)

Seconder: Anna Kasperowicz (Music Society)

Summary

Electronics Watch is an independent monitoring organisation that monitors supply chains and provides reports to affiliated organisations on the ethical practices of those supply chains. Motion 1558 to get the University to affiliate to Electronics Watch (EW) has been voted in by council three times since it's creation, and yet the SU has failed to get UEA to directly affiliate. This motion will give SOC a new

¹ <https://www.cieh.org/news/blog/2018/7-threats-to-food-safety-after-brexit/>

mandate; namely to lobby UEA to put pressure on the Southern Universities Purchasing Consortium (SUPC) to affiliate its members to Electronics Watch.

Council Notes

1. Despite 6 years of this SU policy, UEA has still not affiliated to Electronics Watch.
2. In this same space of time, many universities have already either directly affiliated or become affiliated through their purchasing consortia.
3. Out of the top 40 Universities in the UK by the 2020 Times Higher Education Rankings, over 50% are either directly affiliated to EW or are covered by a purchasing consortium that affiliates its members. This number continues to grow.
4. UEA are a member of the Southern Universities Purchasing Consortium (SUPC), which are affiliated to Electronics Watch but do not affiliate on behalf of their members. This means that purchases UEA makes through the SUPC are not covered by Electronics Watch and do not make for suitable supply chain transparency.
5. Other Procurement Consortia such as the Advanced Procurement for Universities & College (APUC), London Universities Purchasing Consortium (LUPC) and the North Western Universities Purchasing Consortium (NWUPC) do affiliate on behalf of their members.
6. Supply chain transparency is an important issue to students and to UEASU. This motion has been kept through three Policy Lapses and on the last one, received 92% of the Union Council Vote.

Council Believes

1. UEA and UEASU should be at the forefront of sustainable and ethical procurement practices. As such, most of Motion 1558 should be retained. However, updates are needed to this policy.
2. Getting all universities that are part of the SUPC affiliated to EW will have a greater impact on ethical supply chains than by simply lobbying one university institution.
3. SOC should therefore lobby UEA in accordance with this, in order to achieve the largest impact in ethical procurement.

Council Resolves

1. SOC should be mandated to lobby UEA with the aim of achieving EW affiliation across the SUPC region.
 - a. Insertion of new section:

"6. To mandate SOC to lobby the university to adopt a stance that SUPC should affiliate its members to Electronics Watch, and to put pressure on the University to use its voice within the SUPC to achieve this end."

Section 7: A.O.B

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.

- Democracy Review – SA

Next meeting

April 30th, 2020