

<b>Union Council - October 14th 2021- Microsoft teams</b>	
<b>UC01</b>	<p><b>Housekeeping – to note</b></p> <p><b>A. Code of conduct</b>  <a href="https://www.uea.su/union/memberscodeofconduct/">https://www.uea.su/union/memberscodeofconduct/</a></p> <p>Esin D’Amery (ED):</p> <ul style="list-style-type: none"> <li>-Introduces first session.</li> <li>-No motions will be more of a training council as a first one.</li> <li>-Stricter this year on agenda and timekeeping.</li> <li>-Quick run through agenda item list.</li> <li>-Reps reminded of representative responsibilities and record taking (votes, minutes)</li> </ul> <p><b>B. Minutes from the previous meeting</b>  a. <a href="https://www.uea.su/democracy/unioncouncil/councildocumentsandnotices/">https://www.uea.su/democracy/unioncouncil/councildocumentsandnotices/</a></p> <p>N/A at this time</p> <p><b>C. Expenses</b> <a href="https://www.uea.su/democracy/unioncouncil/councilinfo/expenses/">https://www.uea.su/democracy/unioncouncil/councilinfo/expenses/</a></p> <p>N/A at this time</p> <p><b>D. Online meeting facility [on website]</b></p> <p>N/A at this time</p> <p><b>E. Articles of Association &amp; Bye-Laws</b>  <a href="https://www.uea.su/union/governance/constitution/">https://www.uea.su/union/governance/constitution/</a></p> <p>N/A at this time</p> <p><b>F.</b></p>
<b>UC02</b>	<p><b>Statements from the Chair</b></p> <p>N/A this time.</p>
<b>UC03</b>	<p><b>Minutes of the Last Meeting / matters arising from last minutes - to Approve</b></p> <p><b>A.</b> The committee is asked to check the minutes for accuracy  <a href="https://www.uea.su/democracy/unioncouncil/councildocumentsandnotices/">https://www.uea.su/democracy/unioncouncil/councildocumentsandnotices/</a></p> <p>N/A this time.</p>
<b>UC04</b>	<p><b>Cycle of business- to action</b></p>

**A. Election of Chair 2.3 of the Bye-Laws.**

ED: Invites chair candidates to present their case for being voted.

**Candidate 1: Jude Beckett, History Society Rep**

*Hi council, my name's Jude, and I'm an MA student starting my 4th year as part of this council. In that time I've learned the rhythm of these meetings well, learning what works and what doesn't, both in person and online, and I believe I would be able to lead them in a way that is both time efficient while also allowing and empowering everyone to voice their opinions. I have also been part of the Democratic Procedures Committee for all my time on this council. This role has given me experience of acting in an impartial manner in council meetings as advisor to previous council chairs, as well as when reviewing suggested motions. Furthermore, this experience has equipped me with an in-depth knowledge of the SU's bye-laws as they relate to this council, which will allow me to run these meetings efficiently and with the spirit of fair debate we seek to maintain. If elected, I would seek to streamline the online council experience, working with my deputy chair to establish proper conduct with features like the chat-box to ensure that everyone can have the best and most streamlined Union Council experience.*

**Candidate 2: Laura Taylor- Disability Peer Support Group**

*As deputy chair of union council last year, I have shown my ability to hold meetings allowing members to use their voice in our democracy, and I would love to step up to chair this year to continue this.*

*My values for the role of chair are ensuring everyone has the opportunity and feels comfortable to share their views, and that council meetings allow for a range of communication styles and abilities. I have proven my commitment to accessibility as disability officer last year and know that participating in our democracy is an area often missed from this conversation that I want to bring to the forefront. This is not just for those whose disability makes participating in our current structure difficult, but all who may feel uncomfortable or experience barriers to our current system.*

*Anyone who has been to union council before may remember how confusing it is, which often makes it even harder to contribute- my goal is to make meetings more efficient and explain democratic processes clearly, so that everyone feels able to be involved, wants to be involved, and enjoys the experience of attending meetings.*

Laura Taylor, (LT) introduces herself:

-4<sup>th</sup> year student.

-Deputy chair of council last year

-Wants to take the opportunity to make council a better experience

-Goals/Values: To improve accessibility of meeting, simplify and explain instructions/ set up, communication important and improve contribution.

-Disability officer last year

Jude Beckett (JB) Introduces himself:

- MA Student.
- 4<sup>th</sup> year on the Council.
- Spent a lot of time on democratic procedures committee
- Hoping to make it a more streamlined experience
- Experience acting impartially.
- Reform bylaw too, how meetings are constructed to fit online presence.

Vote Results:

Laura: 68% (46)

Ron: 3% (2)

Jude: 28% (19)

Laura voted in as Chair of Council.

### **B. Election of a Deputy Chair to act as Chair in their absence**

No candidates applied.

ED: opens the floor to whoever wants to run for deputy chair.

Jude and Ron up for election.

Voting results:

Jude 95% (59)

Ron 4% (3)

JB elected deputy chair of council.

ED hands over to LT Head of Council.

### **C. Finance Committee (2)**

No candidates.

LT: Reopen up applications for committee in next meeting.

### **D. Appointments and HR committee (2)**

ED announces result: Chris Njoroge has been elected.

	<p><b>E. Risk and Governance Committee (2)</b></p> <p>No candidates</p> <p>LT: Applications will be reopening.</p> <p><b>F.</b> <i>Review of bye-law 2: Bye-Law 2 must be reviewed by the first Union Council alongside a broader review of democratic processes once a term on consideration of recommendations made by the Campaigns and Democracy Officer in collaboration with the Student Officer Committee and the Democratic Procedures Committee</i></p> <p>ED: Current officer is ill, will be moved to next council meeting.</p> <p>JB: Asked when Democratic procedures election will be taking place. ED: Confirms that it will take place between this meeting and the next. LT: Those interested in understanding Bye-laws and the democratic procedures to pay attention to upcoming meetings.</p>
<p><b>UC05</b></p>	<p><b>Reports- to approve</b></p> <p><b>Trustee Board Report-</b></p> <p>The Trustee Board is the governing body of the Union and is responsible for setting the strategy of the Union, ensuring its good governance, overseeing its financial performance and its legal compliance. The Board is made up of Student Officers, Student Trustees elected by Union Council and four outside external expert Trustees. The Chair who is a Student Officer reports to Council and, as with SOC, you can scrutinise the work of the Trustees and hold them to account.</p> <p>ED: Chair of Trustee board normally gives a report, however, in the next meeting the Chair will bring an update. Same with SOC.</p> <p><b>Student Officer Committee (SOC) Report</b></p> <p>The elected Student Officers meet as the Student Officer Committee (SOC) where they decide on how to run campaigns and on how to implement the policies passed by Union Council. This section is your chance to scrutinise the work of SOC and to hold the Student Officers to account for the work they have been doing on your behalf.</p> <p>ED: SOC meeting took place last week, Chair has not been fully prepped as a result. Will report next meeting.</p> <p>LT: Explains process- in next meeting Chairs will give brief updates on what has been happening in the respective meetings that happen outside of council.</p>

### **Full time Officer Reports**

Your full-time elected officers will present reports on the work they have been doing, any manifesto campaigns they were elected on and any meetings of note they attended.

LT: Introduces FTOs

### **Ayane Hida- Postgraduate Education Officer**

PGT induction, PG election, PGR welcome for October starters, Interview panel for the External Trustee, Aurora Student Council, Aurora biannual planning, BAME Staff Network, PG activities, PG sports with Lizzie, LGBTQ Awareness Training, Board meeting, Student Officer Committee (SOC), Learning and Teaching Space Working Group, Management Committee, Webinars for Board, Student Partnership Officer (SPO) training, HUM Student Experience Group, Learning and Teaching Committee (LTC), Doctoral College Executive, Convenor Training, Meeting with the Head of PGR office, Meeting with PVC Doctoral College (DC), Meeting with UEA Sports, GDPR Training, Faculty LTQC, SSLC, Welcome week, SU academic catch up, SU anti-racism working group, Employability Executive, Earham Hall Space Working Group, OfS consultation group, PGR Director's Conference, Research Students Forum (RSF), Study Together preparation, Southern SU Conference, Residential on campus, Anti-racism training, HUM AT Working Group

AH: Introduces herself. PG election happening now. Nominations will close on 25<sup>th</sup> and elections will run until 29<sup>th</sup>. PG elections includes PG committees, trustee board and chair of PG assembly.

### **Ivo Garnham- Undergraduate Education Officer**

- Discussed implementation of sensitive content warnings guidance with schools
- Attended multiple FLTQCs
- Attended LTC

- Attended University Council
- Delivered training to academic advisors
- Created new Student Preparedness course for this academic year
- Study together resources with Ayane
- Dealt with lots and lots of emails and messages about timetable
- Will be on timetable review team

IG: Only thing to add, Undergrad course rep elections have now closed.

### **Elizabeth Payne Activities and Opportunities Officer**

- University Council
- University Finance Committee
- University Estates committee
- Employability Executive - strategy day
- East Midlands BUCS and BUCS Conference
- CIVIC Universities Agreement - working with the university around a partnership with companies around Norfolk and beyond, which in turn we aim to benefit clubs and socs in outreach work
- Meeting with UCU and our ongoing support
- Continued partnership with Outgoing as our tour supplier, and a tour meeting was delivered to interested clubs recently.
- Will be included in Graduation meetings with the VC and finance to help with the hosting of three grads next summer.
- Been in conversations with UEA Sport, Careers Central around the set up of a Student Sport and the Progression and Development fund, which focusses on supporting more students from more backgrounds to take up opportunities at uni, inc club and soc memberships.

#### **Manifesto:**

- Writing a sponsorship policy for clubs and socs
- Started planning for Movember
- Instalment options have been implemented by sportspark this year for gym and swim memberships, following work done in the previous academic year between UEA Sport, the SU and Sportspark. The PG sport programme is fully underway with a range of activities offered. Club and soc activity was able to continue into the summer to help make up for lost time, and we have recently started a Friday Round Up to shout out clubs and socs - these will be posted to activities\_ueasu each week. We also

	<p>delivered a welcome week which targeted first years alongside returners.</p> <p>AOB:</p> <ul style="list-style-type: none"> <li>• First year rep elections start on the 18th oct</li> </ul> <p>LP: Introduces herself. Runs through manifesto wins- Installment options outside of sports park this year- not perfect but breaks down costs a bit. Implemented PG sport programme with Ayana. Friday run ups for clubs and societies.</p> <p><b>Aaron Campbell Welfare, Community and Diversity Officer</b></p> <ul style="list-style-type: none"> <li>• Helping out supporting the commercial officer support.</li> <li>• Working on a queer friendly club night and LGBTQ+ Safe Space</li> <li>• Working with night out staff to recognise and assist students with invisible disabilities</li> <li>• Black history month work</li> <li>• Working on Disability awareness month</li> <li>• Mental Health Awareness Day Work</li> <li>• Language usage - putting together a working group to address language on campus- student led</li> <li>• Changing the culture checklist</li> <li>• Working on issues around Spiking</li> <li>• neverOK and Eradicate Hate to be restructured and updated to be more relevant and more suitable for purpose</li> </ul> <p>AC: Introduces himself. Updates on paper</p> <p>Most important update- If non-white/ racialized and don't want to participate in language usage, let AC know.</p>	
<p><b>UC06</b></p>	<p><b>Society and Peer Support Group Constitutions-</b> <i>to approve</i></p> <p>LT: Nothing for today. Provides brief overview of concept and voting process.</p>	
<p><b>UC07</b></p>	<p><b>Policy Papers-</b> <i>to approve</i></p> <p>LT: Nothing for today. Provides brief explanation.</p>	
<p><b>UC08</b></p>	<p><b>Any other Business / Open Discussion-</b> <i>to discuss</i></p> <p><b>A.</b> Aaron Campbell - New deal with catering outlets</p> <p>AC: Clarifying that the UEA now own all retail and catering on campus (UNIO, the shop, all kitchen space but not the Bar). All issues and complaints with those sites should be directed to the Uni as it is now their responsibility.</p>	

	<p>Siobhan Pearson (SP), Mature Students Peer Council Rep: Student on MA forum had food poisoning but unsure as to where to report it? Where can students be directed/signposted for complaints</p> <p>AC: Will find form and contact for such issues. Wendy Storey is the person responsible for catering, stalls, shop</p> <p>LT: No further questions.</p>	
<p><b>UC09</b></p>	<p><b>Date, time, and place of next meeting:</b> announced on teams</p> <p>LT: Next meeting will be announced on Teams. Updates will be through Teams on everything concerned with Council Meetings. If unable to access Teams, speak to LT or ED.</p> <p>ED: All reps should go through training that is present in the Teams group. Laura and Esin will go through the training.</p> <p>Miriam Hussein (MH), Union Council Rep for UN Women UK: Has been asked where can recordings of the committee rules training be found?</p> <p>LP: All power points are on SU website. Not sure where recordings go will find this out.</p> <p>ED: Week after next will go into diaries. Always on Thursday at 6pm.</p>	