

**Date:**

**Agenda**

UC01	<b>Housekeeping</b>	5 Mins
UC02	<b>Statements from the Chair</b>	5 Mins
UC03	<b>Minutes of the Last Meeting / matters arising from last minutes</b>	5 Mins
UC04	<b>Cycle of business</b>	5 Mins
UC05	<b>Reports</b> <ul style="list-style-type: none"> <li>a. Trustee Board Report</li> <li>b. Student Officer Committee (SOC) Report</li> <li>c. Full time Officer Reports</li> <li>d. Finance Update AGM</li> </ul>	30 Mins
	<b>Access Break – will occur every hour on the hour</b>	5 Mins
UC06	<b>Society and Peer Support Group Constitutions</b>	15 Mins
UC07	<b>Policy Lapse</b>	15 Mins
UC08	<b>Policy Papers</b>	20 Mins
UC09	<b>Any other Business / Open Discussion</b> <ul style="list-style-type: none"> <li>• Any other business items are matters which committee members could not have become aware of before the agenda closed. These items can be submitted to the Chair up to 24 hours before the start of the meeting for their consideration.</li> <li>• Student fee refund survey</li> </ul>	10 Mins
<b>Date, time and place of next meeting</b>		

## Section 1: Housekeeping

To note

### a) Code of conduct

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

### b) Minutes from the previous meeting

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

### c) Expenses <https://www.uea.su/democracy/unioncouncil/councilinfo/expenses/>

Remember – the Union (of UEA students) may be able to reimburse you for travel or career expenses that you incur attending this meeting. Please contact Esin D’Amery, Head of Campaigns and Policy on [E.DAmery@uea.ac.uk](mailto:E.DAmery@uea.ac.uk) for more details.

### d) Online meeting facility [on website]

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](mailto:E.DAmery@uea.ac.uk) before 5pm on the day of the meeting.

### e) Articles of Association & Bye-Laws <https://www.uea.su/union/governance/constitution/>

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

### f) Email addresses and contact details of all Council Members:

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

## Union Council meeting rules- on Microsoft Teams

### Agenda

**A 5-minute rest break** will occur on the hour for every hour the meeting is running.

*ie. The meeting begins at 6pm*

*A break is called at 7pm*

*The meeting finishes at 8pm*

*OR*

*The meeting begins at 6pm*

*A break is called at 7pm*

*A break is called at 8pm*

*The meeting finishes at 9pm*

*OR*

*The meeting begins at 6pm*

*A break is called at 7pm*

*A break is called at 8pm*

*A break is called at 9pm*

*The meeting finishes at 9:30pm (when the guillotine is reached)*

The chair will call these breaks at the closest appropriate time to the hour as to not significantly interrupt the flow of proceedings.

This does not have to be after a specific item, it could for example be an extension of voting time, or between proposer speech and for/against.

The deputy chair will watch the time and remind the chair of the need for a break just before the hour is up so the chair is reminded to incorporate it into proceedings.

### Use of Teams

The functions of a Teams meeting will be regulated in their use to ensure the meeting runs as smoothly as possible, and to make it clear to the chair and deputy who would like to speak.

### Use of the chat box

The chat box should only be used to state the following:

- Speaking for motion
- Speaking against motion
  
- Propose amendment to motion
- Speaking for amendment
- Speaking against amendment
  
- Call quorum
- Challenge the chair's ruling
- Matter breaks articles of association
- Point of clarification to chair
- Point of clarification to proposer
- Point of clarification to speaker x (insert name)
  
- Procedural motion: move to vote
- Procedural motion: consider item in parts
- Procedural motion: reduce number and/or duration of speeches
- Procedural motion: send to referendum
- Procedural motion: refer to later meeting or committee
- Procedural motion: item to not be considered
- Procedural motion: temporarily adjourn meeting
- Procedural motion: move item to top of agenda
- Procedural motion: refer item to assembly or caucus
- Speaking for procedural motion
- Speaking against procedural motion
- Refer matter to Democratic Procedures Committee

The chat box should not be used for any other purpose by councilors. It may be used by the chair/deputy and union support staff to communicate useful information (i.e., links to Slido).

Members should refrain from small talk during the meeting.

Any questions councilors feel they still need to ask that does not fit into these rules (for example technology issues) can be asked on the Union Council Team page (general) which will be monitored.

### Use of camera and microphone

Councilors should only turn on their camera or microphone when they are called to speak, and they should remain off at all other times.

The use of camera when speaking is optional.

The chair (or deputy) and union support staff may have their microphone and/or camera on at other times when this is used to aid the flow of the meeting.

The chair, deputy and support staff will turn off microphones and cameras via meeting controls if these are still switched on outside of speaking.

### Speaking

When the chair calls you to speak:

1. Turn on your microphone (optional camera), check it is turned on in both Teams and your computer settings.
2. Introduce yourself with your name, pronouns and your role (that you are using to speak in this capacity). The chair will prompt you to provide this information if it is missed.
3. The chair will invite you to continue and begin your time.
4. Speak about your point.
5. When finished, turn off your microphone (and camera).

## **Addressing other councilors**

The way we speak about and refer to other councilors in the meeting is important to ensuring everyone is comfortable to contribute their ideas.

We will adopt gender-neutral language throughout the meetings- this means:

- Refer to everyone using they/them/their(s) pronouns unless they have stated otherwise in their introduction, in which case use the pronouns they gave.
- If someone introduces themselves with a name that does not match their Teams display, try your best to remember this and use the name given. We understand it can be difficult to remember in a large meeting, but it will be greatly appreciated if you do.
- Do not use titles when referring to councilors. Display names do not include titles, and assuming one based on display name/voice/appearance/pronouns may be incorrect. It is best to avoid use of titles in any capacity so that everyone is comfortable.
- Try to avoid group gendered terms where possible, for example say “hello everyone” instead of “hello ladies and gentlemen”.

## **Section 2: Statements from the Chair:**

*To Note*

## **Section 3: Minutes of the Last Meeting / matters arising from last minutes**

*To Approve*

- The committee is asked to check the minutes for accuracy

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

## **Section 4 Cycle of business:**

## **Section 5: Reports**

*To Note*

### **a) 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.

**b) 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.

**c) Full time Officer Reports**

**Lizzie Payne: Activities and Opportunities**

Item	Update
Manifesto Priorities	<ul style="list-style-type: none"> <li>- Working with comms team and publicity exec on club and soc recognition</li> <li>- UEA sport activities continued throughout winter break – active campus, drop ins etc</li> <li>- Working group for Sportspark instalment options and PG sport set up</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>- University council</li> <li>- University finance committee – divest from Barclays came to this meeting and approved here</li> <li>- Planning group for activities over the winter break</li> </ul>
AOB	<ul style="list-style-type: none"> <li>- Clash of the Clubs – interclub competition for next semester – applied for BUCS funding</li> <li>- We are looking at a similar thing for societies to do as an intersoc event</li> <li>- Looking at changing the equality and diversity training</li> <li>- Movember raised £37,000, and a Men’s Mental Health group has formed following Movember to work on things throughout the year</li> <li>- Winter fund – fund for clubs and socs to apply for to provide something for their members over the winter break.</li> </ul>

**Em Anderson: Welfare, Community, and Diversity Officer**

Item	Update
Manifesto Priorities	<ul style="list-style-type: none"> <li>• Working with the new PVC for Student Experience and Wellbeing on Project 17 which aims to mitigate mental health and wellbeing impacts of the pandemic</li> <li>• Working with University Comms to promote the testing available to students before the winter break</li> <li>• Made some progress on my healthy relationships project</li> <li>• Supported the Advice and Housing team with Housing Week comms</li> <li>• Working towards building a more anti-racist SU, in particular exploring how we can better utilise our comms to represent and support our Black students and students of colour</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>• Key meetings attended: SEC, LTC, Taskforce on Tackling Racism, Mental Health Taskforce, Inclusive Education Committee, VC meeting</li> </ul>
AOB	

### Callum Perry: Undergraduate Education Officer

Item	Update
Manifesto Priorities	<ul style="list-style-type: none"> <li>• A more effective process of gaining student feedback and voice in Education.</li> <li>• Celebrating the success of student reps and increasing their profile.</li> <li>• All students feel like they are part of a community and identify themselves as a student in their learning.</li> <li>• Making feedback more agile.</li> <li>• Looking at issues in assessment.</li> </ul> <p>Contact details – <a href="mailto:callum.perry@uea.ac.uk">callum.perry@uea.ac.uk</a></p>
Campaigns	<ul style="list-style-type: none"> <li>• Student Consultation work. – Course and module update taking place between 30Nov and 18Dec. Check your emails and feedback on proposed changes.</li> <li>• Faculty Forums established – Every faculty has increased representation.</li> <li>• Fees and compensation work being undertaken. – Writing a document to go to university about fees and quality of teaching.</li> <li>• LET/SU support in your learning project planned. -Helping to build friendships and communities in schools.</li> <li>• Convenor blog's ready to go to introduce student representatives.</li> <li>• Education Hub for website being built to bring academic communities together.</li> <li>• BAME Ambassadors recruited and working with them on reading list diversity.</li> <li>• Academic Integrity Campaign being planned.</li> <li>• New Student Partnership Agreement being planned and working on Academic Society agreement.</li> <li>• Content and Sensitive Content warning policy being worked on.</li> </ul> <p>Pronouns added to BB name displayed being worked on.</p>
Meetings	<ul style="list-style-type: none"> <li>• Meet every week with Deputy VC and academic directors to talk about issues with online learning, timetabling and safety next, with your questions.</li> <li>• Regular meetings with our Education Committee to push work around quality of teaching and learning.</li> <li>• Meetings around student technology and laptop loaning.</li> <li>• Meeting with Library around e-text availability and teaching spaces availability.</li> </ul> <p>Along with all the regular meetings around inclusivity in the curriculum, covid-19 updates and teaching and learning in general.</p>
AOB	<ul style="list-style-type: none"> <li>• Continued to lobby for fairness around safety net and academic assurances for this year.</li> <li>• Successfully approved ECOSIA work as the new sustainable default search engine for the university. Looking to roll out soon.</li> <li>• Extended Student Consultation window for course and module update and developed the process for getting student feedback to begin rolling out now.</li> <li>• Updated online 'Netiquette' for the university student preparedness course so students didn't feel uncomfortable with cameras off in online lectures and staff knew how to approach this better.</li> <li>• Huge uptake in the Student Faculty Forums that now meet fortnightly to increase student voice at this time during COVID-19.</li> <li>• UG Dissertation cafes are back this year – head to <a href="http://www.uea.su">www.uea.su</a> to find the dates on the calendar.</li> </ul> <p>Academic Health Kits going to be distributed next semester.</p>

### Hamish Williams: Campaigns and Democracy Officer

Item	Update
Manifesto Priorities	<ol style="list-style-type: none"> <li>1. Sustainability <ul style="list-style-type: none"> <li>- Myself, Em and Eva are working with the University towards the implementation of a Sustainability Awards in the Spring.</li> <li>- I'm also working with Eva on her Student Waste/Recycling Campaign.</li> </ul> </li> <li>2. Officer Review <ul style="list-style-type: none"> <li>- As part of the Democracy Review, I'm now doing some work on conducting an Officer Review.</li> <li>- It's in the early stages but I'm currently working on a research project, detailing and comparing the roles of other Officers at pretty much every other SU across the country.</li> </ul> </li> </ol>

Campaigns	<p>3. Men's Mental Health</p> <ul style="list-style-type: none"> <li>- We've established a Men's Mental Health Working Group. The aim is to move the conversation around Men's Mental Health out of Movember, making it a permanent feature of what we do as a Union.</li> </ul> <p>4. Bars &amp; Venues</p> <ul style="list-style-type: none"> <li>- Continuing to work with the Bars and Venues management team at the LCR and the Waterfront to figure out as and when we can re-open in a secure way for students.</li> </ul>
Meetings	<p>5. General</p> <ul style="list-style-type: none"> <li>- University Council</li> <li>- Student Experience Committee (SEC)</li> <li>- Senior Officer Remuneration Committee (SORC)</li> <li>- Student Officer Committee (SOC)</li> <li>- HUM Student Experience Group</li> <li>- PG Committee</li> </ul>
AOB	

**Ayane Hida: Postgraduate Education Officer**

Item	Update
Manifesto Priorities	
Campaigns	
Meetings	
AOB	

**Finance Update AGM: To approve**

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

**Section 7: Reports Club, Society and Peer Support Group Constitutions**

*To Approve*

SOCIETY NAME	BIT ABOUT	COUNCIL VERDICT
<b>Sociology society</b>	<ul style="list-style-type: none"> <li>•To have a space for sociology students to socialise</li> <li>•To enhance the learning of sociology students</li> <li>•To give students an opportunity to have a role on the committee and have experience in that role</li> </ul>	Recommended for approval by Soc Exec
<b>Zimbabwe</b>	Promote and teach Zimbabwean Heritage, Showcase Zimbabwean Culture, social events and support the Zimbabwean network	Recommended for approval by Soc Exec

	within UEA. We aim to embrace Zimbabwean History, Plan culture events and liaise with other African Societies to unite all African Societies	
<b>The 12 percent society</b>	To promote job opportunities and education aimed at students with disabilities or long term health conditions interested in a legal career.	Recommended for approval by Soc Exec
<b>Plant Enthusiasts</b>	A platform for those for enjoys houseplants (outdoor plants also welcome) to discuss, advice or swap houseplants if they wish to. We plan on doing some events for charity and creating a supportive network for students.	Recommended for approval by Soc Exec
<b>Conspiracy</b>	To discuss and evaluate the credibility of existing or new conspiracy theories in an entertaining and engaging way. For like-minded students to meet and make friends with those who are also interested in discussing conspiracy theories. To raise awareness about conspiracy theories	Recommended for approval by Soc Exec

The below society is to be considered separately – outside of the block approvals due to the turbulent political nature of the area. Society Executive committee thought it would be best to consider this society separately.

<b>SOCIETY NAME</b>	<b>BIT ABOUT</b>	<b>COUNCIL VERDICT</b>
<b>Parkrunners</b>	<i>Exec thought that a park run society overlapped with the activities of pre-existing societies and clubs, specifically friendly runners society. They also raised that park run is free to join therefore questioned the need of a parkrun society charging a membership fee. Park run is also currently not happening due to Covid-</i>	Recommended for rejection by Soc Exec



	<i>19 and social distancing guidelines.</i>	
<b>UEA Marketplace</b>	<i>Exec felt this wasn't suitable to be a society. They felt the application failed to lay out a clear plan in regard to the IT support and process they would use, the financial process they would follow, and they felt there wasn't enough thought given to safety. They felt the application didn't answer the following questions: What would the membership fee contribute towards? How would you control if someone is scammed? How would they make interactions Covid safe in regard to cleaning etc</i>	Recommended for rejection by Soc Exec
<b>Dungeons and dragons</b>	<i>Exec thought the society was too specific and too similar to Games society</i>	Recommended for rejection by Soc Exec

### Section 8: Policy Lapse

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.

<https://www.uea.su/pageassets/democracy/unioncouncil/councildocumentsandnotices/Policy-Lapse-2020.pdf>

### Section 9: Policy Papers

*To Approve*

(This section covers motions that councilors have sent in for debate. For more information on what a motion is, or how to write one, click here: <https://www.uea.su/democracy/unioncouncil/> <https://www.uea.su/democracy/unionpolicy>

The Need for a Strategic Plan
Proposer: Tyler Bell (Non-Portfolio Officer) Seconder: Adrian Ashby (Mature Students Officer)
<b>Summary:</b> To (re)introduce a statutory requirement for the Union to produce a Strategic Plan annually on how it plans to fulfil its charitable objectives.

**Council Notes**

1. For many years, the Union did not have a Strategic Plan – any vision as to how it planned to fulfil its charitable aims and objectives.
2. To remedy this neglect, Union Council passed an amendment to the Bye-Laws to make it a statutory requirement that the Union’s management produce a Strategic Plan to be updated annually and approved by Union Council and agreed by the Trustee Board.
3. In the last major revision of the Bye-Laws, the relevant Bye-Law was deleted. The revision comprised a whole raft of changes. In the debate on the wholesale changes, there was no mention of the abolition of the requirement to have a Strategic Plan and the matter was not debated before the changes were passed.
4. The minutes of the Trustee Board reveal that the Board accepted that, first Brexit and later the pandemic made it, in the Board’s view, impractical to have an articulated long term vision and adopted a detailed departmental ‘to do list’ as a yearly plan. There has been no strategic vision submitted to the Board since the abolition of the Strategic Plan Bye-Law.

**Council Believes**

1. For a students’ union not to have a coherent plan made available to its members is unwise and undemocratic.
2. A students’ union that cannot come up with a dynamic vision and a plan for how to fulfil it, is an organisation that is adrift and merely eking out its existence from day to day.

**Council Resolves**

1. To mandate the Chair of the Trustees to relate Union Council’s concerns as to the lack of a strategic plan to the members of the Board.
2. To mandate the Chair of Trustees to work with the proposer of this resolution to draft a proposed Amendment to the Bye Laws to make submission of a strategic plan to Union Council a statutory requirement; the proposed Amendment to be brought to the next meeting of Union Council for consideration.

**Section 10: A.O.B**

*To Consider*

**6.a Reports from University & Students’ Union Committees**

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

- Student fee refund survey - <https://forms.office.com/Pages/ResponsePage.aspx?id=IYdfxj26UUOKBwhI5djwkHetnAXn335Mn6PZR4K91WBUNJKQURVVDVOQjMxMU9UMzBLMFdQNUY3RC4u>
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**Date, time and place of next meeting:**