

**UNION COUNCIL – Monday 4 December 2017 – Meeting Room 1,  
6:30pm**

**AGENDA**

1. Adoption of the agenda
2. Apologies for absence (for acceptance)
3. Minutes from previous meeting (to note) (Paper A)
4. Breakout groups led by Connor Massey and Ruth Williams on reward & recognition of part-time Officers
5. Breakout groups led by Jennie Watts on [Zero Tolerance Policy](#)
6. Student Officer Reports – Objective updates (Paper B)
  - 6.1 President
  - 6.2 Education Officer
  - 6.3 Welfare & Community Officer
  - 6.4 Sports Officer (no report submitted)
7. Zone reports (Paper C)
  - 7.1 Governance Zone
  - 7.2 Education Zone
  - 7.3 Activities Zone
  - 7.4 Welfare & Community Zone
  - 7.5 Sports Zone (no report submitted)
8. Hull University Union Independent Student Activities (for approval) (Paper D)
9. New General Business
  - 9.1 M.1718-3 Motion to change the recruitment process for School and Faculty Representatives (Paper E)
  - 9.2 M.1718-4 Motion to amend Standing Order 8012 Governing the Discipline of HUU Members (Paper F)

10. Your Ideas (if applicable)

11. AOB

Date of next meeting:

The next meeting of Union Council will take place on Monday, 19 February, 6.30pm,  
Meeting Room 1.

# HULL UNIVERSITY UNION

## UNION COUNCIL MINUTES Monday 13 November 2017 – Meeting Room 1, 6:30pm

### Attendance

First Name	Surname	Position	Attendance		
			16 <sup>th</sup> Oct	13 <sup>th</sup> Nov	4 <sup>th</sup> Dec
Student Officers					
Osaro	Otobo	President			
Salman	Anwar	Education Officer			
Jennie	Watts	Welfare & Community Officer			
Caitlin	O'Neill	Sports Officer			
Governance Zone					
Kym	Cardona	Councillor for Scrutiny			
Welfare & Community Zone					
Connor	Robinson	LINKS Officer			
Connor	Massey	LGBT+ Officer (Role share)			
Georgina	Baulch				
Hayley	Hatton	Trans* Representative			
Maria	Majekodunmi	BAME Officer			
Jacqueline	Gomes-Neves	Women's Officer			
Jessica	Clunan	Disabled Students Officer			
Ruth	Williams	Environment and Ethics Officer			
Jordan	Navarro	Councillor for Scrutiny – Welfare & Community			
Education Zone					
Ashley	Pattison	Mature Students Officer			
Adam	Clifton	Part-time Students Officer			
Lauren	Williams	Postgraduate Taught Officer			
Rebecca	Devine	Postgraduate			

		Research Officer			
Stefan	Caluser	International Students Officer			
Steven	Storey	Faculty Rep Faculty of Science and Engineering			
Katie	Hobson	Faculty Rep FACE			
Amelia	Smallwood	Faculty Rep Faculty of Health Sciences			
Michael	Howe	Faculty Rep Business, Law and Politics	N/A		
Activities Zone					
Rayne	Goddard	Chair SEC			
		Media Representative		Megan Hammell	
Tom	McNamara	Chair RAG			
Katie	Wilkie	Societies Council Rep	N/A		
Alex	Fynney	Councillor for Scrutiny - Activities			
Sports Zone					
Natasha	Wilson	AU Secretary & Communications Officer			
Maisie	Loggie	AU Members' Rep			
Nick	Wright	AU Presidents' Rep			

In attendance:

Tania Struetzel, Democracy & Governance Co-ordinator (DGC)

Emily Normington, Executive Support Co-ordinator (ESC, Minutes)

1. Democracy workshop run by Stephen Dowson
2. Breakout groups led by Connor Massey and Ruth Williams on reward & recognition of part-time Officers  
Moved to the December meeting.
3. Adoption of the agenda  
Agenda adopted.
4. Apologies for absence (for acceptance)  
Nick Wright, Kym Cardona, Georgina Baulch, Alex Fynney, Rayne Goddard sent apologies.
5. Minutes from previous meeting (to note) (Paper A)  
Taken as a correct record.
6. Trustee Board minutes (to note) (Paper B)  
Environment & Ethics Officer (RW) asked what the referred to away day was; JW advised it is where trustees facilitate discussion regarding a specific topic.

RW queried whether changes to data protection will be communicated to students; DGC said the changes are to ensure compliance with regulation change in May 2018. No changes are being made to the handling of student data.

RW asked what action is being taken to reduce AU club debt; CON is liaising with clubs who are in debt to improve their finances, a support fund has also been created to ensure club sustainability.

7. Student Officer Reports – Objective updates (Paper C)  
7.1 President  
OO has been visiting lectures to gain feedback on how Wednesday afternoon lectures impact the student experience.

OO held a Your Ideas workshop, the session was well attended and provided students with the opportunity to share their ideas. Students left the session with an action plan to run their campaign.

An equality job fair will be held on 21<sup>st</sup> February 2018, OO will be including liberation groups in planning for the event.

OO has been reviewing content for the Student Trustee information pack to make it more engaging and attract more applicants.

OO advised that the officer team are continuing to visit and engage with their assigned faculty regarding academic and non-academic issues. The hot topic this week is linked to anti-bullying week and promoting the support available to students.

### 7.2 Education Officer

Time has been booked in SA's calendar for student engagement across campus; SA hopes to be more visible and approachable for students.

SA is working with International Student Officer to host a meet and greet event for international students. SA will also be attending a meeting this week to improve the international welcome.

### 7.3 Welfare & Community Officer (no report submitted)

JW is reviewing the Zero Tolerance policy and will be bringing the policy to Union Council in December for discussion; JW asked Union Council to gain feedback from students before the meeting.

JW is engaging with her assigned faculty, hot topics have been agreed for the next 4 weeks.

JW has been working on gender neutral toilets and will be starting campaigns for consent and mental health in the coming weeks.

### 7.4 Sports Officer (no report submitted)

Students can now purchase memberships for 1 semester to improve accessibility to sport.

CON has met with clubs in debt, Men's Hockey are trialling crowdfunding to reduce their debt. During semester 2 CON will assess which teams require help from the support fund. CON will now begin work on a project to review the cost of transport for clubs.

## 8. Zone reports (Paper D)

### 8.1 Education Zone (no report submitted)

Faculty and School Representatives have been working together and attending various University meetings, including SSF meetings and SEERS panels. Course Rep Forums were held last week. The PG Taught and Research Officers are working on events to bring postgraduate students together. An international student meet and greet is being held in the John McCarthy bar on Wednesday 15<sup>th</sup> November. A Facebook group has been created to increase engagement with part time students. The Mature Student Officer is hosting drop in clinics for mature students to raise their issues and concerns.

### 8.2 Activities Zone (no report submitted)

RAG week was successful, over £1k raised. Hull's RAG currently have the most sign-ups for Machu Picchu and Kilimanjaro fundraisers in the country. The next Animal Sanctuary event has been organised. RAG Chair asked clubs, societies and fundraising groups to register their event with RAG to be eligible to win awards in recognition of their fundraising achievements.

The first Hullfire newspaper of the academic year is now available on campus. Jam Radio are broadcasting online, with radio timetables still being confirmed.

### 8.3 Welfare & Community Zone

Report taken as read, CM thanked the zone for their ongoing work.

### 8.4 Sports Zone

The AU Ball is on Saturday 18<sup>th</sup> November, AU Exec have been organising and promoting the event. The AU Exec have started work to set up a shuttle bus to take students to the city centre following Tower on a Wednesday night. The bus would ensure students living at Pacific Court or in housing around Spring Bank and the city centre can safely get home. AS said the angel teams on Wednesday nights do a good job of keeping students safe.

AU Exec are liaising with sports teams to promote their fundraising events and fixtures. Wheelchair Basketball have a big game in the coming weeks, Megan Hammell recommended including these achievements in the December edition of the newspaper.

### 8.5 Governance Zone

Report taken as read. OO highlighted that the University has committed to spending £4.5m for the redevelopment of Student Central.

## 9. Ratification of Standing Order changes (Paper E)

### 9.1 RAG (SO 2008)

Taken as read, no objections or abstentions to the proposed changes.

### 9.2 LGBT+ (SO 5005)

Taken as read, no objections or abstentions to the proposed changes.

## 10. Ratification of Societies

The Socialist Society and Accounting & Finance Society were both ratified, with no objections or abstentions received.

## 11. New General Business

### 11.1 M.1718-2 Motion to introduce environmental impact forms for events (Paper F)

Paper taken as read, RW welcomed questions. Jess asked who would approve the forms and whether sufficient staff was in place to support this; RW said the forms would not require approval and would be optional; AS clarified that the form would encourage organisers to consider making their event more environmentally friendly. KW said presidents and society executives may not complete the form due to the amount of paperwork already required to run an event. OO queried the purpose of increasing the workload for students wishing to organise events.

KW suggested visiting society's council or running a separate session for presidents to raise awareness of environmental issues. NW said the form needs to be more concise for students to complete it. MH suggested creating a booklet or online/email list for consideration when organising an event.

JW proposed an amendment, to include similar questions that are more concise and integrate these into an online or existing form, possibly using a tick box to minimise workload. 13 voted in favour of the amendment, with 1 against and no abstentions.

The motion was passed with the above amendment with 11 in favour, 3 against and no abstentions.

#### Your Ideas

##### 12.1 [A rethink of the bus pass for UoH students](#)

AP would like a reduced price bus pass to be available to all students, enabling students from across the city to access cheaper travel. EYMS currently offer a student bus pass within the University area. Student living elsewhere in Hull may have to take more than one bus and use different bus companies to get to the campus. AP noted that other cities including Leeds, Manchester and Newcastle offer reduced student travel passes covering larger areas and multiple bus companies. SA advised that a pass covering both bus companies costs approximately £700 a year.

JW liked the idea and said it would make a good campaign. AC queried whether the bus pass would encourage students located near campus to engage with the wider Hull community.

#### 12. AOB

Trans Rep invited Union Council to attend the Transgender Day of Remembrance event on the Union stairs at 6.30pm on Monday 20<sup>th</sup> November.

#### Date of next meeting:

The next meeting of Union Council will take place on Monday, 4 December, 6.30pm, Meeting Room 1.



## Osaro Otobo : Objectives Template

### Policy Objective

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

To have no lectures after 12pm on a Wednesday, to allow students to engage in activities and opportunities which HUU has to offer.

*(Background is that PG students are more likely to have lectures after 12pm)*

### How will I know I have achieved success? What KPI will I need to measure?

There will be no lectures taking place after 12pm on a Wednesday (or a significant decrease in the numbers which take place).

### How will this benefit students? Roughly how many students will this benefit?

Who will benefit from this activity and how? You might want to think about the news story or Impact Report [www.huu-impact.com](http://www.huu-impact.com) update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done? Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.

It will improve their student life experience, by helping them make friends, do activities to enhance their employability and skills, give balance to their life and improve student wellbeing. All students that normally have lectures on Wednesdays after 12pm will benefit from this. Once I know exactly how many students have lectures on Wednesdays after 12pm I'll be able to comment on the number of students it will benefit but it will definitely have an impact on Postgraduate Students.

### Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Investigate with University how many lectures are scheduled to take place in 17/18 on Wed after 12pm. Breakdown of where/groups of students it affects.	4 September	Jeannette/Anji	Salman has emailed Timetabling expressing my interest in attending an already pre-existing meeting with them.
Can the new student card which tracks attendance, give any information on this?			I have had a meeting with Nikki Davies (Timetabling Group) – she said she will send me

	Mid October – End of semester 2		<p>information on how many students are affected by lectures after 12pm but can't guarantee when she'll be able to send it to me as they are busy with finalising the timetable to release to students in time.</p> <p>I've received the timetable now and I have my whiteboard; I will go out to lectures each week (on a Wednesday or on another day) to talk to students about how Wednesday lectures effect their experience.</p> <p>Time tables are still changing (10 Oct) <i>Action – Osaro to use the breakfast meeting next week with VC as a deadline for the info.</i></p> <p><i>Action - Set up meeting to review first stats of attendance monitoring with Jim.</i></p> <p>I've emailed Marketing (30/10) to set up a meeting to review this objective to see how it can get more impact. I want more students to be aware of what I am doing.</p>
Market this objective effectively	Ongoing		<p>I had a meeting with Marketing on 17/11. I have a survey that students can fill out now telling me about their Wednesday afternoon experience. This will be send out on social media and via email. Marketing will help me target postgrads especially as they are the ones who are mostly effected.</p>

			<p>Here is my action plan from Marketing:</p> <ul style="list-style-type: none"> <li>• Osaro is going to write some content on her experience as a post grad and missing out on sports, which we can use for an email to post grad students. She's sending this w/c November 27th.</li> <li>• The email will also include a survey on which course they study, if they have lectures on Wednesday, which times they find inconvenient, and a tick box on if they'd like to 'sign' the petition on getting rid of Wednesday lectures. We're looking to get this set up w/c27th November.</li> <li>• For other students, Osaro is going to find a target of 10 compelling quotes from students which we can use for a social media campaign inviting people to send their thoughts to her. She's aiming to do this by December 8th.</li> <li>• The social media campaign will start on December 17th.</li> </ul>
<p><b>How will you working with students on this?</b></p> <p>What roles will students plan and how will you engage / keep them engaged?</p> <p>Once I know exactly which students are affected, I will go to them to find out the impact they think this is having on their student experience. I will go out to them with a whiteboard to get them to write their views down and take a photo (if they are comfortable with me taking one) so eventually I'll have many photos to have a collage on have on display at various locations (e.g. Student Central).</p> <p>I have briefed this into Faculty reps – I have their support on this. I will follow up to encourage feedback if there are any issues on their course.</p>			

## Monthly reflection

This month:

- What has gone well?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)
- Revisit actions above – what else do you need to do?

September/October – So far I've had feedback on how timetabling is effecting the student experience for many students – it appears to be the main problem throughout the first weeks of the semester. The first time I will go out to a Wednesday lecture is 11/10 so I'll have more to say once that gets going.

October – I emailed the Marketing team (3010) to arrange a meeting with to discuss my timetabling objective. Upon reflection I've realised that what I've done so far isn't making as big of an impact that I would like it to and not many students will be aware of what I'm doing. I'm thinking it would be a good idea to have a re-launch of my objective with branding for semester 2 so more students can be aware that this is something I am looking into. In the meantime I think to get it out there more I need to make sure of Facebook live and get the marketing team to tweet when I'm out there. I also want this objective to encompass how timetabling affects mature and part-time students too.

November – After having my meeting with marketing on 17/11 I feel more confident about making an effective impact with this objective.

<p><b>Activist Objective</b> Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.</p>			
<p>There will be 3 visible student campaigns by the end of the academic year (on campus and online) which engage with students.</p>			
<p><i>Ideas of options – Women's Officer, LGBT?, links to Varsity/Sport?, BME (racial discrimination on campus?) Welfare? Are there any national campaigns that could be a focus?</i></p>			
<p><b>How will I know I have achieved success? What KPI will I need to measure?</b></p>			
<p><i>3 visible student campaigns – how will engagement be measured? Hits on web site? Likes on FB, Retweets? Attendance at events?</i></p>			
<p>Ultimately new leaders will be developed and more people will run for elected positions. I will need to measure: attendance at events, likes on Facebook, the number of people that join a Facebook group relating to a campaign, the number of people that engage with a campaign hashtag.</p>			
<p><b>How will this benefit student? Roughly how many students will this benefit?</b> Who will benefit from this activity and how? You might want to think about the news story or Impact Report <a href="http://www.huu-impact.com">www.huu-impact.com</a> update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?</p>			
<p>Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.</p>			
<p>It will benefit students by empowering them to make change. Depending on the individual campaign, it will benefit students by bringing about the change they want to see. Making sure that the campaigns are visible on campus and online will make sure every student has the potential to feel included. The particular groups of students that it will definitely benefit will become known when the campaigns arise.</p>			
<p><b>Action Plan</b></p>			
What actions do I need to take?	By when?	Who can help me?	Update
Discuss with Tania and Chloe the support needed to hold a campaigns workshop during semester 1	Semester 1	Tania/Chloe	<p>I will tie in campaigns/projects with the Your Ideas scheme during WelcomeFest</p> <p>We have a date set for the Your Ideas workshop - 25/10 – now compulsory for part time officers.</p>

			<p>Everyone is welcome to attend the workshop; part time officers will be told it's a compulsory thing for them to attend. I will then see how I can support each of their campaigns.</p> <p>I will attend the session on Union Council, to promote to the volunteers how important it is (16/10)</p> <p>Ran the Ideas for Change workshop. We had at least 10 different ideas for student-led campaigns. It was successful. Many students that attended have contacted Sam to carry out the next steps of their action plan.</p>
Discuss with University any opportunities to partner together on BME campaign?	<p>End of August</p> <p>Ongoing</p>	Patrick John	<p>BME attainment is a big issue that EDI want to focus on. Along with Patrick John, we will have focus groups with 8 to 10 students to discuss their own experiences to help understand why there is a problem and what we can do about it. Deadlines tbc (<i>End October/wk 7</i>)</p> <p>I'm now working with Beverley Palmer from EDI on the Race Equality Charter and focus groups. We are aiming to have them take place in week 7.</p> <p>We have reviewed this and the focus groups will be taking place in second semester after</p>

			exams. The form to fill out interest is now live and it will be open until the exam feedback period.
Discuss with University any opportunities to partner together on possible welfare campaign?	<p>End of August</p> <p>October – End of Semester 1</p> <p>Ongoing</p>	Anji Gardiner/team Jeni D&W	<p>I have monthly meeting with Anji and Jeanette (18/08) – I will ask Anji if there are any welfare campaigns I can work with her on.</p> <p>Anji suggested these campaigns as possible ones to partner on: White Ribbon, Hull Uni Angels, Mental health, Studying Abroad.</p> <p>I'm working on making HUU a Hate Crime Reporting Centre, I will get in contact with Martin Batstone (Head of Student Support) as I've been told he's interested in working closer with HUU in regards to racial discrimination.</p> <p>I have got in contact with Martin. I have also spoken to Anji about hate crime reporting centres. I have a meeting in mid-November to discuss this further with them.</p> <p>I'm working with Student Services now on this anti-hate crime project. Here are the action points from my meeting with Anji and her team:</p> <ul style="list-style-type: none"> <li>- Osaro to liaise with HUU marketing and UoH Marcomms team to come up with a brand and marketing</li> </ul>

			<p>materials for the Hate Crime reporting centre and reporting button.</p> <ul style="list-style-type: none"> <li>- Osaro to discuss with HUU Advice centre regarding availability for training</li> <li>- Janet to liaise with Sgt Bunker regarding dates for awareness training</li> <li>- Sarah and Martin to discuss with Mark Jardine regarding Talking Head and then all to meet with Osaro &amp; Jennieto create script, content, etc.</li> <li>- Janet to liaise with Jim Keane regarding him, Dimitar Nikovski and Andy Marston working with Stewart Doyle in ICT on reporting button, form behind, etc.</li> <li>- Janet to discuss with Carl Palmer &amp; Sgt Bunker regarding Police presence/representation on campus last week Jan/first week of Feb 2018)</li> </ul>
Set up meeting with NUS President, to discuss disaffiliation/changes made at NUS	<p>End Of August</p> <p>27<sup>th</sup> October</p>	Emily with calendars/other officers	<p>List of possible dates have been sent across to us.</p> <p>We have a date set for the meeting – 27/10</p> <p>Will discuss on 13/10 with the Officer Team</p>



	November	<p>exactly what we want out of this meeting and how to engage students.</p> <p>The NUS president came to visit HUU on 27/10. We gave students a chance to ask any questions, face to face and online. We livestreamed the event.</p> <p>Once all the Officer team is back at work we will discuss how the event went and if we think the NUS is relevant for HUU now, at some point in the future or not at all.</p> <p>As a team we don't think a referendum should happen this academic year, it's too soon. NUS affiliation is something that can possibly be reviewed every 2-3 years.</p>
<b>How will you working with students on this?</b>		
<p><i>What roles will students plan and how will you engage / keep them engaged?</i></p> <p>I will work on this with students continuously throughout the year through the Your Ideas scheme by asking them what do they really want to change to make their time at university better.</p> <p>To date, the suggestions for campaigns have included breast cancer awareness, sexual harassment, vegan food, sustainability/renewable energy.</p>		
<p><b>Monthly reflection</b></p> <p>This month:</p> <ul style="list-style-type: none"> <li>• What has gone well?</li> <li>• What would you have done differently?</li> <li>• What did you learn (about the topic / your approach / yourself / others?)</li> </ul>		

- Revisit actions above – what else do you need to do?

September/October – So far things are going well. All of the Officer Team talked about the Your Ideas scheme during WelcomeFest and we have had new suggests given from students online. We also have had a lot of students express an interest in running a campaign so we should definitely be on track to have 3 student led campaigns by the end of the year.

October/November – I am on track with this objective. The Ideas for change workshop was successful and it is something I would like to do again next semester. It is looking like I will have more than 3 student led campaigns by the end of the year. Some students that have come forward with ideas have already expressed an interest in running for a full-time officer position so hopefully this objective is really making a difference and inspiring more people to stand in elections!

November – I've had another student come forward this month as she heard me on the student radio talking about campaigns and so dropped me an email so we could discuss her idea. I felt very happy that she came forward after hearing me on the radio, I think it shows that I am actively trying to mention it wherever I can and it does interest people.

#### **Reflection on completion**

Overall

- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

## Representative Objective

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

To improve the employability prospects of students from minority groups/those looking at restrictive career areas, giving them an equal fighting chance at employment by:

- having an equality job fair\* with inspirational speakers from relevant areas that connect with these groups
- to give all final year students an employability guide tailored to their course.

*Question to think about - how will you "empower" students?*

*\*working with the Universities career fairs to widen their participation with the above groups. Could be an event that sits alongside the current University fairs, that is solely targeted towards these groups. Could Ben in Alumni help with this i.e. speakers/Alumni as mentors?*

**How will I know I have achieved success? What KPI will I need to measure?** This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

*Feedback from students (survey?) and looking at employability rates. OR are there measures which Careers and E&D have which could be used?*

Short feedback after the events (e.g. dropping counters in labelled columns), the positive response to the question relating to employment in the RYU survey will improve and the overall employability rate will improve.

**How will this benefit student? Roughly how many students will this benefit?**

Who will benefit from this activity and how? You might want to think about the news story or Impact Report [www.huu-impact.com](http://www.huu-impact.com) update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.

It will benefit students that identify as these minority groups (BME, disabled, LGBT+ and women) and those that are looking at careers in restricted areas

(e.g. women in STEM). I will update with rough numbers once I get data from Patrick John.

## Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
<p>Investigate what groups fall into "restrictive career areas"  Ideas to date are women in stem subjects, LGBT, BME, Disabled students.  Investigate what the University already does; how can it be enhanced to connect with these groups?  Understand what employability guides exist at present? Can it be made more accessible e.g. on line?  What part could Hull Awards play in this objective? What is the current participation of students in these (and also of these target groups)  What KPIs do you use, that could be relevant to this objective?</p>	End August	Norman Day	<p>Had a meeting with Norman on 10/08. We discussed having a big event and smaller events in the year. I will have a Team Meeting with him again in the beginning of September when he is back on holiday and he will introduce me to Julia (who is in charge of resources on SharePoint and canvas) and John (who will help with deciding what events we have and how many). We will set a date for the big event for early next year.</p> <p>He said they can provide funding for the events too</p> <p>The big event will have inspirational speakers as well as different companies attending.</p> <p>The smaller events may involve workshops and presentations run by the Careers team and external organisations.</p> <p>I will work alongside Norman and the Alumni Office to make sure the "Inspired in Hull" speakers are more diverse (they come from the minority groups I've mentioned previously) so it's more inclusive of all the students we have.</p> <p><i>Action - Osaro to link in with chairs/students to</i></p>

	<p>October – February/March</p> <p>Ongoing</p>	Ben Butler	<p><i>get their input into the event – what would they like to see.</i></p> <p>PDFs for employment guides can be made available online. Once I met Julia we can make it happen in the 1<sup>st</sup> semester. Looking to put on canvas – meeting scheduled to review.</p> <p>When I met with Ben Butler he said Alumni from the groups I want to target (e.g. BME, LGBT, Disabled, Women) will be happy to come and speak at events.</p> <p>I'm now working with Matthew Beecroft &amp; Amy Blenkiron from the careers team for this objective. We are planning to have the job fair event in February/March. We are currently researching employers and organisations we might want to reach out to. Matt &amp; Amy have been tasked to handle inviting the employers and organisations. They also have been tasked to talk to Ben Butler regarding getting alumni to be speakers at this event. I'm also working with Amy &amp; Matt on the employability guide. Our last meeting was on 04/10 and we will keep in regular contact and have another meeting in 4 weeks time. I'm also working with them to promote the events they do</p>
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			<p>to get a wider reach of students.</p> <p>We have a date set for the event – 21<sup>st</sup> of February</p> <p>I have Johnny Mac provisionally booked for the event.</p>
<p>Investigate what data University E&amp;D have already, and what their plans are for 17/18. Are there any synergies that OO can help?</p> <p>What KPIs do you use, that could be relevant to this objective?</p>	<p>Mid August</p> <p>October</p>	Patrick John	<p>EDI aren't focusing on employability. I will be working with them on the Race Charter, BME attainment gap and Disability Confident.</p> <p>EDI want the union to help celebrate and push important dates and events more like Black History Month and LGBT+ which is something I put down in my original manifesto so will be happy to work on that.</p> <p>We have a wide range of events planned throughout the whole month of October for Black History Month. We have been working in partnership with different societies.</p> <p>I have picked 4 inspirational BAME figures to celebrate each week – I've wrote a bit about each one. The 4 figures will be displayed on posters around the union, online and on special Black History Month badges we have made.</p> <p>For Black History Month, Jennie &amp; I got</p>

			<p>students and staff to make a 'I Stand Against Racial Discrimination' pledge – colourful fingerprints are placed on the board as a sign of support for pledge.</p> <p>I did a BBC podcast on Black History Month which should be published by mid October.</p>
Investigate other methods of employment e.g. setting up your own business	End of September – End of Semester 2	Paula Gouldthorpe	<p>I met with Paula Gouldthorpe on 14/08 to discuss Enterprise, here are the outcomes:</p> <ul style="list-style-type: none"> <li>- Engage and bring together students of different cultures and countries via existing societies</li> <li>- Help draw out and identify those who have a passion for entrepreneurship or being their own boss someday</li> <li>- Sharing of experience and knowledge on different cultural approaches to business (and networking)</li> <li>- Opportunity for students to meet new contacts and develop friendships and potential business ideas</li> <li>- Potential to continue on as a peer group for continued cross cultural shared learning on enterprise</li> </ul> <p>I last spoke to Paula on 03/10, I'm now actively going to contact societies now that all the returning students are back and Welcomefest is over.</p>

			<p><i>Action: Osaro to suggest meeting with Paula/Jackie to discuss enterprise in context of student central capex development.</i></p> <p>I've not had any interest from societies on this topic.</p>
<b>How will you working with students on this?</b>			
<p>What roles will students plan and how will you engage / keep them engaged?</p> <p>I plan to keep them engage by talking to 2<sup>nd</sup> and 3<sup>rd</sup> regarding what things are they worried about when it comes to employment and what a good employability guide should have.</p> <p>I will take to the part time officers that represent the minority groups and the people that identify as those groups to ask them about their concerns about employment to help make the events relevant.</p>			
<p><b>Monthly reflection</b></p> <p>This month:</p> <ul style="list-style-type: none"> <li>• What has gone well?</li> <li>• What would you have done differently?</li> <li>• What did you learn (about the topic / your approach / yourself / others?)</li> <li>• Revisit actions above – what else do you need to do?</li> </ul>			
<p><b>July/August</b> – fact finding with relevant University departments</p> <p><b>September/October</b> – things are going really well. Careers are very supportive and helpful in making this happen. I've had regular meetings with Careers and it looks like my big event will actually happen next semester. In terms of celebrating diversity, HUU have made a massive impact for Black History Month and I've had very positive feedback from students. In terms of the enterprise side of my object, I need to be more proactive and have more concrete steps established.</p> <p><b>October/November</b> – For the diverse job event things are on track, I have a date set for the event now. For the enterprise side of the objective I have not had much interest so far.</p> <p><b>November</b> – the careers event is on track, I have a venue booked. I've not had any interest from societies on enterprise unfortunately.</p>			
<b>Reflection on completion</b>			
Overall			



- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

## Trustee Objective

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

Make student officers and student trustees feel confident to communicate at the board and challenge anyone including SMT for this current board of trustees and all the future ones to come.

## How will I know I have achieved success? What KPI will I need to measure?

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

I will know I have achieved success if everyone contributes at the board and if board members challenge SMT when they present their reports and if I get positive feedback on how well everyone was able to contribute & challenge at the board.

## How will this benefit student? Roughly how many students will this benefit?

Who will benefit from this activity and how? You might want to think about the news story or Impact Report [www.huu-impact.com](http://www.huu-impact.com) update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.

I will benefit all students studying at the university as it will make sure that their Union is an outstanding board that represents them well. It will also develop the student trustees well and give them skills that they can use throughout their life.

## Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Speak to Stuart re this - I will have a monthly meeting with	18/08		We spoke about

the Chair.			<p>helping the student trustees and student officers remain in better contact with the external trustees outside board meetings so that they feel more confident and comfortable at the board.</p> <p>I also spoke about making sure that the student officers remain in contact with their student trustee buddy.</p> <p>I've created a whatsapp group for trustees so we can stay in contact better.</p>
Review with Emily how to attract student trustees in 2018	End of Semester 1	Emily	I've had a meeting with Emily and we have reviewed the information that comes alongside the applications and have made suggestions on how to make it more interesting to students.
Review the new governance code of practice at AGDC to see what areas can be prioritised to support this objective.	Ongoing	Emily	

**How will you working with students on this?**

What roles will students plan and how will you engage / keep them engaged?

The students involved in this objective are the student trustees and I'll keep them engaged by making sure we have catch up meetings with them often.

**Monthly reflection**

This month:

- What has gone well?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)
- Revisit actions above – what else do you need to do?

**September/October** – I think things are going well. In terms of my weekly catch ups with the Chair I need to have them planned more in advanced. I can enlist the help of Alex (Administration Co-ordinator) to help with getting that in my diary.

I've had positive feedback regarding creating the whatsapp group from Trustees.

I need to organise a meeting with Emily to look at how to attract student trustees in 2018 & review the governance code of practice.

**October/November** – Student trustees have had meetings with mentors before the board and they have found it very useful. If a student trustee has not contributed at the board I have followed it up and asked how we can be more supportive in helping them speak up. Externals, student trustees and officers have been in contact via email or text to help build strong communication between us all.

**November** – The review of student trustee recruitment went well with Emily. I feel that it really helped that I reviewed it because I could use my own experience of when I was a student trustee to help shape it.

**Reflection on completion**

Overall

- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

## Other projects

During the session issues will arise which you will want to work on, these might come from student campaigns, Union Council, sector or University policy or survey data.

Issues	Source <ul style="list-style-type: none"> <li>NSS</li> <li>Union Council</li> </ul>	What am I going to do? / The part I played. <ul style="list-style-type: none"> <li>Support Part-Time Officers in organising an event</li> <li>Contribute to a University Working Group</li> </ul>	Who can help me?	When will I do this by?
There is a lack of promotion and visibility of important events online and on campus for minority	Feedback from EDI Director Patrick John and Societies	<p>Contact these groups and tell them to send us info whenever they are doing these events and we will make sure we shout out about it online and on campus.</p> <p>Osaro to speak to Rachel/Liz re how to effectively communicate to these groups.</p> <p>We have a wide range of events planned throughout the whole month of October for Black History Month. We have been working in partnership with different societies.</p> <p>I have picked 4 inspirational BAME figures to celebrate each week – I've wrote a bit about each one. The 4 figures will be displayed on posters around the union, online and on special Black History Month badges we have made.</p> <p>For Black History Month, Jennie &amp; I got students and staff to make a 'I Stand Against Racial Discrimination' pledge – colourful fingerprints are placed on the board as a sign of support for pledge.</p> <p>I did a BBC podcast on Black History Month which should be published by mid October.</p>	<p>Society Presidents</p> <p>Part Time Officers</p> <p>Officer Team</p> <p>Marketing</p>	Mid October – End of semester 2
<b>Monthly reflection</b>				
This month: <ul style="list-style-type: none"> <li>What has gone well?</li> </ul>				

- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)
- Revisit actions above – what else do you need to do?

### **Reflection on completion**

Overall

- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

## Team Objective

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

As an Officer Team we want to ensure that students at the university have better academic representation by:

- Having a Student Officer assigned to each faculty and working together with faculty reps & the associate deans to make change
- Having faculty drop in sessions once a fortnight to allow students to raise their concerns
- Having lecture shoutouts throughout the year with an important HUU topic (e.g. which officer is assigned to the faculty) mentioned on a slide each time (a minimum of 5 times per year)
- Working together with the university as an Officer Team to make sure that the online feedback form is used by students to raise their concerns. We also want to make sure that student officers and course reps have an insight to the data being collected so we can analyse the data, take appropriate action and hold the university to account.
- Actively asking students around the campus about their concerns by going around with a whiteboard and asking them to write it down.
- Making an informative video to students about academic representation.

## How will I know I have achieved success? What KPI will I need to measure?

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

We will know if we have achieved success if our NSS question on academic representation (Q26) improves.

## How will this benefit student? Roughly how many students will this benefit?

Who will benefit from this activity and how? You might want to think about the news story or Impact Report [www.huu-impact.com](http://www.huu-impact.com) update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.

It will benefit every student studying at the university.

## Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Talk to Associate Deans to ensure that we can do shoutouts and have HUU slides at lectures.	<p>End of August</p> <p>September</p>	Emily	<p>We all have met with our ADs, we have done shoutouts &amp; had a HUU presence in induction lectures during WelcomeFest.</p> <p>ADs support having HUU slides in lectures.</p> <p>The Officer Team has decided on 5 topics for the slides including:</p> <p>WelcomeFest/Introduction to Officers Faculty and School rep introduction</p>



	Semester 1		<p>Your Ideas Varsity Elections</p> <p>Slides by Faculty with an overview of Faculty and School reps were sent to all Associate Deans on 23/10</p>
Talk to the team managing SID in regards to the online feedback form to ask how we can have insight to the data	<p>August/September</p> <p>Ongoing</p>	Emily	<p>Jeannette &amp; Anji (university registrar &amp; director of student services) have said that there will be a form but we have not been told when it will be operational.</p> <p>At the Officer breakfast meeting with the university senior leadership team and at Osaro's breakfast meeting with the university registrar &amp; director of student services, we asked</p>

			<p>when the form will be operational and they still have not given a clear date.</p> <p>The form will be on ihull on the student voice tile.</p> <p>Still waiting on the form from the university.</p>
Talk to marketing about making a video on academic representation	<p>End of August</p> <p>September</p> <p>October – End of Semester 2</p>	Rachel	<p>The video that was made last year is the one that is being used this year as it is still fit for purpose in regards to the information about the academic reps we have.</p> <p>As a team we did facebook live videos to introduce ourselves and tell students which faculties we are aligned to. We also mentioned it in our lecture shoutouts.</p> <p>The officer team will do regular facebook live videos to promote our faculty drop-ins as well as</p>

			<p>our hot-topics of the week.</p> <p>Benedict and Salman are looking into videos for Academic Rep training. Can link videos around Academic Representation around that too.</p>
Decide which committee meetings we will attend	September		<p>Each Officer is aligned to a faculty board and SEERs level 4 panel. Faculty reps will sit on the Faculty Education and Student Experience committee meetings. Each Officer will have meetings with Faculty reps before Faculty board and Faculty Education and Student Experience committee meetings.</p> <p>The Officer team will get SVEN minutes from SEOs so you can keep up to date with what's happening and from minutes can see if there's any consistent themes.</p>

	Ongoing		<p>The officer team have been attending SEERS level 4 panels and have been at their faculty board meetings.</p> <p>Osaro and Salman attended the NSS open forum meeting on 24/10.</p> <p>Jennie, Osaro, and Salman went to University Senate in November with Steven Storey and Stefan Caluser.</p>
Plan and carry out School & Faculty Training	October	Tania/Benedict	<p>Each officer will be supporting the School &amp; Faculty Training on 09/10. We ran through with Tania &amp; Benedict exactly what it will consist of on 06/10.</p> <p>Osaro invited the VC to attend the training and it will be a good way to show School &amp; Faculty</p>

			<p>reps how much HUU and the university values them.</p>
<p>Look online at timetabling to see when big lectures are to be able to try and engage outside, cafes nearby? Hubs are okay but also get limited footfall.</p>	<p>Ongoing</p>	<p>Salman</p>	<p>We have found that hubs have very limited footfall so we are right to look at other areas to engage with students in our faculties</p>
<p>Decide on questions we have from our objectives that we want to have as our Hot Topics</p>	<p>Ongoing</p>		<p>The officer team will</p> <p>Our first Hot Topic will be related to Anti-hate Crime Week.</p> <p>Our second Hot Topic was about timetabling.</p> <p>Our third hot topic is lecture recording.</p> <p>We have all of our hot topics planned for Semester 1.</p> <ul style="list-style-type: none"> <li>• Anti-Bullying - WC 13/11</li> <li>• Academic Reps - WC 20/11</li> <li>• Your Ideas - WC 24/11</li> </ul>

			<ul style="list-style-type: none"> <li>• Student Concerns - WC 4/12</li> </ul>
Send out promotional material and information to students about faculty, school reps and officers so they know who represents them in each faculty	Ongoing		<p>Officers have sent out their faculty drop in dates &amp; times to marketing and Tania so it can be sent to faculty hubs and promoted on HUU social media.</p> <p>Slides by Faculty with an overview of Faculty and School reps were sent to all Associate Deans on so they can be displayed in lectures for students to see.</p> <p>The Faculty newsletters are now scheduled to go out 4x per year. The first will be sent on November 3rd which will include an introduction (text and photo) of the relevant Faculty rep and Student Officer.</p> <p>Subsequent newsletters are scheduled for:</p>

			<ul style="list-style-type: none"> <li>- 8th December: Elections teaser, impact reports from Faculty</li> <li>- 16th February: Elections promotion, impact reports from Faculty</li> <li>- 13th April: Impact reports from Faculty, sign-up for course reps for 2018/19</li> </ul> <p>Faculty reps will be able to add content to these newsletters that they deem relevant for their Faculty.</p>
Have regular monthly meetings with ADs			<p>Each Officer has had meetings with their Ads to discuss any issues or hot topics in their faculty or within the university.</p> <p>At the meeting with the FoSE AD, Osaro and Salman discussed:</p>

			<ul style="list-style-type: none"> <li>- Open forums for subject areas</li> <li>- Slides from HUU that are being shown at the start of lectures</li> <li>- Course rep recruitment</li> <li>- Officer weekly faculty engagement</li> <li>- faculty board</li> <li>- SEERs panel</li> <li>- SEATs</li> <li>- Lecture recording</li> </ul> <p>Continue to have regular meetings with the ADs to catch up and raise any issues. Have the meetings now scheduled for the rest of the year.</p>
Officers will raise important issues to relevant members of staff			<p>Issues &amp; concerns have been raised at:</p> <ul style="list-style-type: none"> <li>- VC monthly meeting</li> <li>- Breakfast meeting</li> <li>- Jeannette and Anji meeting</li> <li>- University meetings such as</li> </ul>



			<p>USEEC (the student written submission was presented there)</p> <p>Emails have also been sent to:</p> <ul style="list-style-type: none"> <li>- Chris Turnock</li> <li>- ADs</li> </ul>
<p><b>How will you working with students on this?</b></p> <p>What roles will students plan and how will you engage / keep them engaged?</p> <p>We will engage with students by actively asking them, about their academic concerns and encouraging them to raise them. We will engage with students with the help of various academic reps and Ads. Social media is another way we will keep students engaged</p>			
<p><b>Monthly reflection</b></p> <p>This month:</p> <ul style="list-style-type: none"> <li>• What has gone well?</li> <li>• What would you have done differently?</li> <li>• What did you learn (about the topic / your approach / yourself / others?)</li> <li>• Revisit actions above – what else do you need to do?</li> </ul>			
<p>September/October - The Officer Team have been active in course, school &amp; faculty recruitment – we wanted more course reps but we have found that only a similar amount of people from last year were interested in being course reps at the beginning of this academic year. We have now made course rep nominations open for the whole year. As a team we are happy that each faculty now has a faculty rep.</p> <p>We feel that lecture shoutouts have been a great way to get our faces out there to the students in our faculties. Facebook live videos have been an easy innovative way to also introduce ourselves &amp; explain our alignment to faculties.</p> <p>Footfall at hubs are very limited so we have been looking into doing our drop-ins at other places.</p>			

October/November – The SEERs panel meetings have been very interesting, some academics take full responsibility for their NSS scores while others seem to deflect it. Meetings with the ADs have been very useful as we are able to raise any issues that we have found directly to them and we can raise any problems they flag up to the senior leadership team.

November/December – We've explored different ways in which we can continue to engage students, including tying it to academic societies and intramural teams to show we're available across campus and don't only have drop ins. We're going to have a brainstorm to see what can be done

### Reflection on completion

#### Overall

- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

#### October/November

Faculty drop-ins appear to work better for some Officers than others. Some Officers get loads of students to feedback to them and others have found it hard to get students to talk to them about their issues.

Salman Anwar - Education Officer : Objectives and Development Template

***This template provides a mechanism for you to record, plan, monitor and reflect on your activities this year. Not only will this help you report on your activities, celebrate your success and reflect on areas for development but will also provide value examples which you can use in applications and interviews when the time comes.***

Changes in Red

<b>Personal Objective</b> (not shared with Board / UC)			
Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.			
Become a more visible and engaged student officer. This involves attending student events and going to student areas outside of student central. To make sure I'm reaching out of HUU, weekly surgeries across campus for students to pop in and talk to me throughout the day. This means students will know who I am, to make myself more approachable outside of surgeries, whilst also listening directly to student concerns and voice.			
<b>How will I know I have achieved success? What KPI will I need to measure?</b>			
Ask for feedback from students using the service but also through number of students that interact with me.			
<ul style="list-style-type: none"> <li>What actions do I need to take?</li> </ul>	<ul style="list-style-type: none"> <li>By when?</li> </ul>	<ul style="list-style-type: none"> <li>Who can help me?</li> </ul>	<ul style="list-style-type: none"> <li>Update</li> </ul>
<ul style="list-style-type: none"> <li>Talk to Liz about ways in which I can best interact with students</li> </ul>	<ul style="list-style-type: none"> <li>As soon as possible</li> </ul>	<ul style="list-style-type: none"> <li>Liz Pearce</li> </ul>	<ul style="list-style-type: none"> <li>Completed</li> </ul>
<ul style="list-style-type: none"> <li>Build a calendar for dates across the year</li> </ul>	<ul style="list-style-type: none"> <li>Have in place before the first surgery</li> </ul>	<ul style="list-style-type: none"> <li>Michelle Anderson / Ali Craig</li> <li>Trudi Vout / Alex Thompson</li> </ul>	<ul style="list-style-type: none"> <li>Now in calendar, working with SEOs to identify where I can engage with</li> </ul>

		(Lawns)	students in FACE too
<ul style="list-style-type: none"> <li>Work with marketing to promote the surgeries</li> </ul>	<ul style="list-style-type: none"> <li>As soon as possible</li> </ul>	<ul style="list-style-type: none"> <li>Rachel Kirby</li> </ul>	<ul style="list-style-type: none"> <li>Completed Marketing now have my engagement time noted and will send out social media updates</li> </ul>
<ul style="list-style-type: none"> <li><b>Monthly reflection</b></li> <li>Have emailed marketing about Faculty Engagement times. I've got weekly engagement time scheduled for semester 1.</li> <li>Still working nicely on this. I've got feedback from students how to better use the time, maybe more shout-outs.</li> </ul>			
<p>This month:</p> <ul style="list-style-type: none"> <li>What has gone well?</li> <li>What hasn't gone well?</li> <li>What would you have done differently?</li> <li>What did you learn (about the topic / your approach / yourself / others?)</li> <li>Revisit actions above – what else do you need to do?</li> </ul>			

## Policy Objective

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

A more welcome atmosphere for international students. This includes; Lobbying university to keep international fees frozen and the university keeps EU students fees low after Brexit in 2019. Ask the University to sign up to the We Are International campaign to signal we are a welcome home to international students. Host a cultural event celebrating international students.

## How will I know I have achieved success? What KPI will I need to measure?

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

The university agrees to keep international fees frozen and the EU students fees the same after 2019, signs up to the We Are International campaign and good student feedback from cultural event.

## How will this benefit students? Roughly how many students will this benefit?

Who will benefit from this activity and how? You might want to think about the news story or Impact Report [www.huu-impact.com](http://www.huu-impact.com) update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

The objective is directly aimed at international students and EU students, keeping the costs low for students and keeping university attractive for international students.

## Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Talk to Alan about international fees and We Are International campaign	ASAP	Alan Speight	<ul style="list-style-type: none"><li>We are now signed up to We Are International, need to</li></ul>

			organise with Alan about an official launch
Lobby university committees on international fees	Throughout year	Alan Speight Andrew Abbott	<ul style="list-style-type: none"> <li>Have an upcoming FSSG group to discuss international fees</li> </ul>
Talk to Marketing about cultural event	ASAP	Rachel	<ul style="list-style-type: none"> <li>Have a International Students Day event led by Stefan. Will see how that goes to see about further cultural events.</li> </ul>
<b>How will you working with students on this?</b>			
What roles will students plan and how will you engage / keep them engaged?			
<ul style="list-style-type: none"> <li>Fully engages with new ISO about ideas he has and issues he wants to raise with University including arrivals for International Students</li> </ul>			
<b>Monthly reflection</b>			
<ul style="list-style-type: none"> <li>Good developments around the Universities' commitment on international student recruitment and international student experience at the university</li> <li>Had the International Students meet and greet which worked well! Emailed Alan to clarify about the working groups around student recruitment and student experience. Looking to see if we can try and facilitate social events which international students wanted.</li> </ul>			
This month:			
<ul style="list-style-type: none"> <li>What has gone well?</li> <li>What would you have done differently?</li> <li>What did you learn (about the topic / your approach / yourself / others?)</li> </ul>			

- Revisit actions above – what else do you need to do?

## Activist Objective

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

Encourage a social environment for course reps for them to network in and build connections, whilst also reviewing the reward process for course reps. This is all to help with course rep retention.

### How will I know I have achieved success? What KPI will I need to measure?

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

Feedback from the course rep survey. Feedback from here allows me to see what course reps feel about the changes.

### How will this benefit student? Roughly how many students will this benefit?

Who will benefit from this activity and how? You might want to think about the news story or Impact Report [www.huu-impact.com](http://www.huu-impact.com) update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

By making academic reps feeling more appreciated, it encourages more to become academic reps or continue in their positions in the future. It also encourages course reps to remain engaged in the system and gain more out of it by making friends and networking.

## Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Set up a way to contact reps	ASAP	Tania Benedict	<ul style="list-style-type: none"><li>Many faculty and school Facebook Groups set up, can communicate in</li></ul>



			Canvas but will look at ways in CRF to see if Course Reps think there are better ways
Review rewards system	By November	Tania Benedict	<ul style="list-style-type: none"> <li>Asking Course Reps in CRF what system they thought was best and taking it from there</li> </ul>
Look at other university unions to see the social aspect of academic representation.	On going	Tania Benedict	Completed. Went to a number of universities in August and September and saw a much more social and rewarding course rep system.
<b>How will you working with students on this?</b>			
What roles will students plan and how will you engage / keep them engaged? <ul style="list-style-type: none"> <li>Hopefully engage with a more inclusive and rewarding course rep system</li> </ul>			
<b>Monthly reflection</b>			
<ul style="list-style-type: none"> <li>Asking students in CRF what they want from a rewards system and taking it from there</li> <li>Asked Course Reps what they wanted and many signalled they wanted social events and benefits similar to sports teams and societies. Will look at hosting more social events.</li> </ul>			
This month: <ul style="list-style-type: none"> <li>What has gone well?</li> <li>What would you have done differently?</li> </ul>			

- What did you learn (about the topic / your approach / yourself / others?)
- Revisit actions above – what else do you need to do?

### Reflection on completion

Overall

- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

## **Representative Objective**

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

As part of the ongoing Student Voice project work, help create and facilitate school level meetings, open to all students. Ideal would be two in the year, one in late semester 1 and mid semester 2 but possible pilot in low scoring NSS areas.

These open school level meetings would take place like a town hall meetings. Across the faculties there are 11 schools. What this does is open up academic accountability to all students, ensuring a smaller and quicker feedback loop.

School level meetings have taken place at other universities and within faculties at Hull in the past with success. This practice should be encouraged across the university. Marketing of dates will be need to happen on a school level but from HUU, as these will become a university wide structure.

## **How will I know I have achieved success? What KPI will I need to measure?**

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

Well attended meetings and feedback will be there measure of success. This can be determined through % of school students attending and also feedback forms from the event.

## **How will this benefit student? Roughly how many students will this benefit?**

Who will benefit from this activity and how? You might want to think about the news story or Impact Report [www.huu-impact.com](http://www.huu-impact.com) update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

This helps students by making the accountability and feedback process within faculties more transparent. This means students are able to feel they are listened to but also provides easier feedback too.

Action Plan			
What actions do I need to take?	By when?	Who can help me?	Update
Talk to FACE to see how they have done this in past	ASAP	Ally Dunhill	Completed
Work out structural details	ASAP	Tania	<ul style="list-style-type: none"> <li>Structure worked out and talking to schools and reps in how to best include them and invite students</li> </ul>
Work with marketing to ensure known about	After details worked out	Rachel	<ul style="list-style-type: none"> <li>Need to tell marketing about events to ensure good attendance</li> </ul>
How will you working with students on this?			
What roles will students plan and how will you engage / keep them engaged? <ul style="list-style-type: none"> <li>- Need to work with the school and faculty reps on the details of the student forums</li> <li>- Make sure students know these are important for the student voice</li> </ul>			
Monthly reflection			
<ul style="list-style-type: none"> <li>Wheels in motion, event with pizza and feedback in the style of a town hall event organised for late November/Early December for students to feedback positives and areas in need of improvement</li> <li>First Politics Open Forum went ahead and was a success. Wanted more clarification around ASTs and their role, and what we do in HUU, came up with suggestions on how we interact with students, especially during freshers week.</li> </ul>			
This month: <ul style="list-style-type: none"> <li>What has gone well?</li> <li>What would you have done differently?</li> <li>What did you learn (about the topic / your approach / yourself / others?)</li> <li>Revisit actions above – what else do you need to do?</li> </ul>			

<b>Reflection on completion</b>
Overall <ul style="list-style-type: none"><li>• What has gone well?</li><li>• What hasn't gone well? Why?</li><li>• What would you have done differently?</li><li>• What did you learn (about the topic / your approach / yourself / others?)</li></ul>

## Trustee Objective

Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.

Making sure board papers are read thoroughly before the board meeting and at least 3 questions are prepared. A minimum number is set because there are always questions to be asked about board papers and it's important for there to be officer contribution.

### How will I know I have achieved success? What KPI will I need to measure?

This might be a policy change, a number of people attending an event, a change in attitudes or awareness.

By having at least 3 questions prepared for the board meetings and make sure I have discussions with the other officers before forming the questions.

### How will this benefit student? Roughly how many students will this benefit?

Who will benefit from this activity and how? You might want to think about the news story or Impact Report [www.huu-impact.com](http://www.huu-impact.com) update you will write when you have achieved your objective (or as you progress towards it). Which students will be quoted in the piece? Why will students care about what you have done?

This will benefit students by providing more scrutiny to the board and making sure I know what is happening with the union and university

## Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Ensure I read and prepare properly for board meetings	Throughout the year		

### How will you working with students on this?

What roles will students plan and how will you engage / keep them engaged?

## Monthly reflection

- Along with Tania, gave a presentation to the board and asked questions. Also asked questions at the AGDC meeting.

This month:

- What has gone well?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)
- Revisit actions above – what else do you need to do?

### Reflection on completion

Overall

- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

### Other projects

During the session issues will arise which you will want to work on, these might come from student campaigns, Union Council, sector or University policy or survey data.

Issues	Source	What am I going to do? / The part I played.	Who can help me?	When will I do this by?
<b>Timetabling</b>	Student Feedback	Collected feedback from students and sent it to Registry Services. Will also raise at next timetabling group meeting.	Anyone at HUU that runs into students receiving timetabling issues.	Ongoing throughout the year
<b>Excellence in Learning &amp; Teaching Day at the Lawns</b>	Alan Speight, Ian Smallwood, Glen Burgess, Chris Turnock	Took away what staff at university aimed for in their approach to teaching and learning and I gave the student perspective on what they good practice in learning and teaching was and their expectations.	Liz helped me on preparing for the day.	Completed
<b>Monthly reflection</b>				
This month: <ul style="list-style-type: none"> <li>• What has gone well?</li> <li>• What would you have done differently?</li> <li>• What did you learn (about the topic / your approach / yourself / others?)</li> <li>• Revisit actions above – what else do you need to do?</li> </ul>				
<b>Reflection on completion</b>				
Overall <ul style="list-style-type: none"> <li>• What has gone well?</li> <li>• What hasn't gone well? Why?</li> <li>• What would you have done differently?</li> <li>• What did you learn (about the topic / your approach / yourself / others?)</li> </ul>				



### Personal Development Plan – Review Monthly

This section is about reflecting on the skills and strengths you currently have and the ones you would like to develop. Areas for development might be very practical (e.g using a specific piece of software) or more focused on your approaches (e.g having difficult conversations, giving and receiving constructive feedback).

Strengths (identified from strengths finder)	How can I best use this in my work?	How am I using this in the team?	What else can I do?
Area for development	What am I going to?	Who can help me?	When will I do this by?

### Personal Objective

Not a work related objective and doesn't need to be shared but from experience having something outside of 'Sabb life'/work, which you want to focus on, is an important part of work-life balance. You might want to think about continuing to participate in a club or society, start a new hobby or learn a new skill.

During 2016-17 I would like to...			
What actions do I need to take?	By when?	Am I doing it?	If no – why?

## Welfare and Community Officer: Objectives and Development Template

<b>Policy Objective</b>			
To Improve the representation of the Welfare Zone within the union and the university and also improve the unity of the zone			
<b>How will I know I have achieved success? What KPI will I need to measure?</b>			
<p>Full and active zone with fortnightly meetings for regular updates from all committees – open meetings to encourage more students to get involved and raise any issues as well as hold chairs and myself to account.</p> <p>Assess through group reviews to show evidence of improvement throughout the year (quick surveys)</p> <p>Review the Zero-Tolerance Policy in line with ENTS, HR and Marketing etc – how do we compare to other SU's? – Drug use, initiations etc</p> <p>This year the purpose of this is to achieve a bench mark in order to assess the long term impact of the Zero-Tolerance Policy</p> <p>Facilitate the zone to interact with students outside the union which will generate exposure</p>			
<b>How will this benefit students? Roughly how many students will this benefit?</b>			
It will improve the representation of minority groups and encourage officers to collaborate with each other within the zone on campaigns for change			
<b>Action Plan</b>			
What actions do I need to take?	By when?	Who can help me?	Update
Establish a time for the meetings at a fixed time each week	9 <sup>th</sup> Oct 2017	PTO	<p>Waiting until after the by-elections to confirm a time</p> <p style="color: red;">This has been confirmed for 6:30 every other Monday</p>
Fill the zone in the by-elections	9 <sup>th</sup> Oct 2017	Officer Team SVOT Team	<p>All unfilled positions have had nominations at the by-election</p> <p style="color: red;">Now have a full zone</p>

Get the reviewed Zero Tolerance Policy approved by Union Council	Jan 2018	Tania Liz Students	Collated all the information in regards to the zero-tolerance policies we have within HUU need to review before student focus groups Review of current policy with Tania – 10/10/17 Discussion at Union Council on 4 <sup>th</sup> December
Get the Zone into faculty HUBS throughout the year		Officer Team HUBS	Had a good reception from FBLP and FHS just need to set up a timeline for this with zone at first zone meeting Due to the lack of interaction with the HUBS this is probably not the
<b>How will you working with students on this?</b>			
Working within the zone to encourage participation and zone exposure			
Encourage Students to run their own change campaigns on campus and online			
Get students involved in every level of campaigns throughout the year			
<b>Monthly reflection</b>			
This month: Verbal			

- What has gone well?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)
- Revisit actions above – what else do you need to do?

<b>Activist Objective</b>			
Show students how to make change by getting them to run campaigns and projects throughout the year			
<b>How will I know I have achieved success? What KPI will I need to measure?</b>			
2 Organically thought through student led campaigns (on campus or online) in the community			
Linked to the campaigns above – providing students with a campaign template so they have tools and confidence to plan and activate their own campaigns			
<b>How will this benefit student? Roughly how many students will this benefit?</b>			
Part time officers and students that want to make change within the union and university which will improve representation on wider issues benefiting all students			
<b>Action Plan</b>			
What actions do I need to take?	By when?	Who can help me?	Update
Facilitate campaigns workshop with Osaro	25 <sup>th</sup> Oct	Tania and Osaro	Workshop has been booked and pizza ordered to encourage students to come along <b>Completed</b>
Encourage students to campaign about the stuff they are passionate about throughout the year through telling them about the campaigns budget and showing that they are supported by HUU	Ongoing	Student officer team Staff	Currently have two students groups interested in running a campaign one about mature student timetables (working with EO on this) and another about Breast

			Cancer Awareness Ongoing – but student campaigns are increasing
Review the campaigns booklet and look at putting in an example/template of how to run a campaign <ul style="list-style-type: none"> <li>Personal experience of running a campaign do's don'ts etc</li> </ul>	October 15th	Chelsea Sam Page Marketing	Decided that we would use HUUSaysNo as a campaign example as an additional tool in the workshops, and available for students online as well. Completed
<b>How will you working with students on this?</b>			
What roles will students plan and how will you engage / keep them engaged?			
Student issues are the core of this policy and therefore they will run the campaigns etc ☺			
<b>Monthly reflection</b>			
This month: Verbal <ul style="list-style-type: none"> <li>What has gone well?</li> <li>What would you have done differently?</li> <li>What did you learn (about the topic / your approach / yourself / others?)</li> <li>Revisit actions above – what else do you need to do?</li> </ul>			
<b>Reflection on completion</b>			
Overall <ul style="list-style-type: none"> <li>What has gone well?</li> <li>What hasn't gone well? Why?</li> <li>What would you have done differently?</li> <li>What did you learn (about the topic / your approach / yourself / others?)</li> </ul>			

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## Representative Objective

Improve the representation of the FHS students and shout about the welfare and community zone outside of the union building

### How will I know I have achieved success? What KPI will I need to measure?

Welfare Wednesdays 6x throughout the year to encourage participation and awareness of what the zone does within the union – who engages? How many do so? Pictures promo response rates etc

Welfare and opportunities fayre – number of stall that want to sign up, number of people through the door, written feedback, welcomefest survey

Into HUBS weekly and regular engagement with the SEOs in FHS

Have 1 faculty rep and 2 of each school reps in FHS – as many Course reps as possible!

### How will this benefit student? Roughly how many students will this benefit?

This will improve representation of the FHS and also of all students through the welfare zone

It will show students what we do as a zone and as a union and allow them to get involved if they want

It will encourage representation of academic issues (inspired by NSS and RYU survey data)

Will alter students to issues in and around campus and encourage them to think about community as well

### Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Plan and timeline campaigns	Sept 15 <sup>th</sup>	HullStars Marketing	Community campaigns have been planned for



			the year as have the Anti-hate campaign and the lighting campaign Anti-Hate is ongoing through out the year and lighting campaign to be launched after christmas
Welfare fayre and Wednesdays	Semester 1 - 1 <sup>st</sup> August Semester 2 – December 22 <sup>nd</sup>	Angie	W&O Fair was a huge success with over 1000 students engaged and positive feedback from those involved Welfare Wednesdays for Semester 1 are planned and ready to go on the day Complete
<b>How will you working with students on this?</b>			
Similar to previous objectives – the idea is to get students engaged in every single level through research and leadership roles etc			
Students are key to representation so this objective is about them specifically			
Working with FHS student representation at all levels			
<b>Monthly reflection</b>			
This month: Verbal			
<ul style="list-style-type: none"> <li>• What has gone well?</li> <li>• What would you have done differently?</li> <li>• What did you learn (about the topic / your approach / yourself / others?)</li> </ul>			

- Revisit actions above – what else do you need to do?

### Reflection on completion

Overall

- What has gone well?
- What hasn't gone well? Why?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

<b>Trustee Objective</b>			
To develop a greater understanding of governance mechanisms and process in action through AGDC and Trustee Board in order to progress and challenge my own thinking about this in regards to my dissertation			
<b>How will I know I have achieved success? What KPI will I need to measure?</b>			
I will have a clear understanding of processes and accountability mechanisms in line with MSc Research Project			
Attend ADGA as part of my role			
Be prepared for board and willing to contribute			
<b>How will this benefit student? Roughly how many students will this benefit?</b>			
It will allow for a greater understanding of governance so will encourage the organisation to consider accountability mechanisms (linked to Research Project)			
Will also help the students understand the processes and help improve the transparency of the organisation			
<b>Action Plan</b>			
What actions do I need to take?	By when?	Who can help me?	Update
Attend AGDC	December 2017		Complete
Attend at least one FARC	December 2017		Looking into possible dates for after Dissertation deadline on the 25 <sup>th</sup> Jan
<b>How will you working with students on this?</b>			
Want to work with student trustees closely on this 'project'			

<b>Monthly reflection</b>
<p>This month:</p> <ul style="list-style-type: none"><li>• What has gone well?</li><li>• What would you have done differently?</li><li>• What did you learn (about the topic / your approach / yourself / others?)</li><li>• Revisit actions above – what else do you need to do?</li></ul>
<b>Reflection on completion</b>
<p>Overall</p> <ul style="list-style-type: none"><li>• What has gone well?</li><li>• What hasn't gone well? Why?</li><li>• What would you have done differently?</li><li>• What did you learn (about the topic / your approach / yourself / others?)</li></ul>

## Other projects

During the session issues will arise which you will want to work on, these might come from student campaigns, Union Council, sector or University policy or survey data.

Issues	Source <ul style="list-style-type: none"> <li>NSS</li> <li>Union Council</li> </ul>	What am I going to do? / The part I played. <ul style="list-style-type: none"> <li>Support Part-Time Officers in organising an event</li> <li>Contribute to a University Working Group</li> </ul>	Who can help me?	When will I do this by?
DBARN	HullSTARS	Build and grow the campaign so it is a continuous message Incorporate No Rush campaign into DBARN As part of this we've launched a student-resident intro card to encourage people to introduce themselves to encourage greater communication and approachability Regular waste management leaflet drops	HullSTARS HullCC Jeni Day?	Continuous year long campaign
Lighting Campaign	Student feedback	Improve lighting on campus and lobby HullCC to improve lighting in the general area Board ready to go just waiting to get it started	Jeni Day Students (lead?) HullSTARS	Ready to run as of the 23 <sup>rd</sup> Oct Idea to get a report to the university about lighting by 6 <sup>th</sup> Nov <b>Moved to after Christmas</b>
Mental Health Research and Campaign	Student feedback on elections	Run a campaign alongside SWLWS to promote the use of mental health facilities in uni and also in the wider community through regular campaign days First 'event' is for World Mental Health Day – 10/10/17 to encourage greater use of the services already provided	Officer team SWLWS	Starting with WMHD 10 <sup>th</sup> Oct already planned <b>Currently in conversation with SWLWS about this and will update</b>

				further verbally
Anti-Hate Campaign	Prayer Room Meeting	Find and highlight areas where hate crime/ harassment/discrimination takes place in the Newland/Bev Road/university area so we can provide detailed (anonymous) information to the police and so we can help to provide support and education Launched on 16 <sup>th</sup> to promote anti-hate week – going to use it to provide evidence for hate crime reporting centre OO is working on	Students SWLWS SMT Officer team	October to tie in with BHM Ongoing
Consent campaign	Westminster Briefing	Show students where they can get help and support, Start to tackle 'LAD CULTURE' at Hull University Challenge the university on their misconduct policy and Zero Tolerance Policy Create a visual campaign video featuring staff and students (including the VC)	Union SWLWS ULT Officer Team Students	Ongoing
<b>Monthly reflection</b>				
This month: <ul style="list-style-type: none"> <li>What has gone well?</li> <li>What would you have done differently?</li> <li>What did you learn (about the topic / your approach / yourself / others?)</li> <li>Revisit actions above – what else do you need to do?</li> </ul>				
<b>Reflection on completion</b>				
Overall <ul style="list-style-type: none"> <li>What has gone well?</li> <li>What hasn't gone well? Why?</li> <li>What would you have done differently?</li> <li>What did you learn (about the topic / your approach / yourself / others?)</li> </ul>				



**HULL UNIVERSITY  
UNION**

**Governance Zone Meeting**

17 November 2017

Membership Services

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**Attending:** Osaro Otobo, President (OO), Connor Massey, Chair Welfare Zone (CM)

**1. Apologies**

Kym Cardona, Councillor for Scrutiny (KC), Ashley Pattison, Chair Union Council (AP)

**2. Minutes of previous meeting**

The minutes were approved as a correct record

**3. Reports**

**A. President**

OO talked about the democracy workshop that was done at Union Council with the part-time officers and that it was interesting to see the Officer Team have similar values to the part-time officers.

OO mentioned the election brainstorm focus group that took place with the Officer Team and some part-time officers. She said it is really important to make sure we have the marketing as relevant and interesting as possible to get more people running for positions.

OO mentioned the work she is doing on the Race Equality Charter with the University. She said that HUU are helping with getting focus groups in to shape what the Race Equality Charter should look like.

OO also said that currently she is busy with Chief Executive recruitment

**B. Chair Union Council**

No report submitted

**C. Chair Welfare Zone**

CM talked about being involved in the democracy workshop and the election brainstorm focus group and said that both were interesting and that he was happy to take part in them.

CM mentioned that he has been busy with promoting events and having posters designed for them. CM has been organising events like Worlds Aids Day, Trans Day of Remembrance and



Haven Hangout, as well as doing office hours. CM said that many events have been planned and that the main drive for him is promotion.

**5. AOB: Union Council Social**

OO asked CM about what the plan was for Union council socials as she is aware that both CM and AP wanted organise something. CM said that since all the part-time officers are invited to the HUU Christmas party then it makes sense for all of them to go to that and then they can organise socials for the future.

## Education Zone Report

### FACE

- I've been organising the faculty newsletter and ensuring school reps are aware of their role and supporting them.
- Meeting up with school reps to catch up on their issues.

### FBLP

- We've increased course rep numbers and have been feeding back information on ASTs, student hubs and exam timetables or lack thereof.
- We've started looking into setting up a business society and have already helped to launch one for economics.
- We've also changed the way we report our actions and are now exploring ways to improve engagement with school reps.

### FSE

- Helped solve a problem with Forensics and clash with assignments for 100% of the course
- Looking at course content and design for future courses
- Meeting up with school reps to support them with their issues

### FHS

- Helping Biomed students on an issue around lecturer issues and support for their course
- Raising issue around exam timetable and transport issues for students and attending exams

### International Students Officer

- Held a meet and greet for International Students, around 35 students turned up and support from University staff too
- Main student feedback from event was around social events so looking into how to increase social events for international students

### Postgraduate Research Students Officer

- Working together with PGT Officer on a meet and greet, combining PGR Forum from last year to both allow students to socialise and feedback, looking to invite VC to event too

### **Postgraduate Taught Students Officer**

- I've been preparing feedback postcards either for the VC event, or for an independent PGT event (depending on where we get with the VC and forum event).
- There is also now a Facebook page for the PGT officer role and a twitter account, these will hopefully be live at the end of the week, the headers and photos are just being finalised, but this will be used for student engagement and to promote events and opportunities for PGT students - further to this, a newsletter is being created which will be sent round to students to as a way to keep them updated and a chance to send in ideas for change/events!

### **Mature Students Officer**

- Organising the mature students drop in clinics, running the first social sciences drop in day
- Raising awareness of the mature students community and their specific issues

### **Part-time Students Officer**

- Set up a Facebook group and looking at ways to interact with PT students
- Looking at setting up a newsletter to highlight events for PT students

## Activities Zone Report

### Hullfire

- Our first paper was printed and was distributed around campus on the 9 November. The first issue is now in buildings around campus free to pick up. The second issue is almost ready, and should be sent to print on Friday 1 December ready to be put out around campus the Monday after. This issue should be 32 pages, which we are quite excited about. We are planning to do five papers this academic year, one of which being an Elections Special Edition with everything students need to know about the upcoming election.
- We have also been working on Marketing and Advertising, as we have found not many people know what The Hullfire is. So we are getting a roller banner printed, we are having hoodies made up (currently just for the exec, but we are hoping this may expand to contributors as well), and we will be having posters and business cards printed to help get the word out for our next paper being printed. We hope to have a stall in the SU on the day it's distributed.
- We have a social this Saturday for contributors and the exec at Planet Coffee for everyone to get to know each other a bit better. We also have the Student Media Christmas Dinner happening on the 7 December which we are currently organising. We also hope to have a good turnout for the HUU Christmas Party on the 9 December.

### JAM Radio

- All running smooth with shows and no major problems
- It looks like we'll be going off air next week to fix a few problems that we've been having so we can be fully functioning over Christmas.
- We're still continuing with socials and will be planning to have an app out once all of the major issues are sorted.

### Torch TV

- We have produced 5 videos so far this year. some Working alongside the University and Movember charity.
- We (hopefully) should be starting the production of our short film for the year in the coming days.

## RAG

- We have Introduced RAG Reps as essentially Jnr committee positions. They have been working with the RAG committee over the past 6 weeks in events and publicity. We aim to give them more training to set them up for committee next year.
- We have held more socials to engage more of our volunteers and make the committee appear more accessible. This is helped by the great rapport the committee have developed, making volunteers keen to get involved! We have a very strong pool of volunteers this year, compared to previous year's because of the rep scheme.
- We have recruited 14 students for our Kilimanjaro Trip, 15 students for our Machu Picchu Trip and 12 for our British Three Peaks Trek. As mentioned in the last UC, we are still the University with the most signups for our Charity partner, Childreach International.
- We have broken our RAG Week total record, with students raising £8,983.10 for charity during the week. £1,016.53 of this was for our RAG week charity, Anthony Nolan.
- We have built strong relationships with societies over RAG week; having plans to work with them again in future. In particular running another GIG Night with Music Society and Lip Sync Battle with Drama and Performing Arts.
- For the first time, we have got behind the Movember Campaign on campus and are planning to announce the total from this at UC. We started Movember with the Movember Shave-down event on the 31st of Oct. Upcoming, we have a Movember BIG Quiz on the 28th of Nov, a Movember-themed Tower Night on the 29th and also a Welly [M]ovember Night planned on the 30th of Nov.
- RSPCA's Animal Sanctuary on the 21st of Nov, raised £1,210.49 for our local unit. We are making plans to host at least one more in Semester 2.
- As of the 20th of Nov, we have launched "The RAG League". This is a means for us to engage with University groups and celebrate their fundraising success, by offering tiered awards based on the total their group has raised.
- We are launching our Jailbreak event recruitment on the 28th of Nov with our first Info Meeting.

- On the 2nd of December, we have organised to go bag packing for HEY Mind at ASDA Kingswood.
- Last year's Semester 1 total was £25,002.92. We have currently raised over £20,000 as a University, at this point in the Semester (22/11/17)!

## SEC

- We've been dealing with the influx of EGMs, as well as the raised number of welfare complaints from societies (we think this is because we're advertising our ability to help with these matters, rather than there's worse behaviour this year).
- Had several societies come to us for help with events and advertising.
- We've handed out over £1000 of the Society Grant to people that have asked for it (including for competitive events and international trips).

## Welfare & Community Zone Report

### 1. Connor Massey (LGBT+ Co-Officer)

1. Still working on Gender Neutral Toilets within the wider university with trans rep, other co-officer and Welfare and Community officer
2. Still working on Trans Friendly accommodation, with trans rep, other co-officer and Welfare and Community officer
3. Went to TDoR (20.11.17) in solidarity
4. Everything is ready for Worlds AIDS Day to collect money (1.12.17) and for MESMAC to come in to do a talk on HIV Awareness on the 23.11.17
5. LGBT+ History Month – Still need to plan stuff with other Liberation Campaigns (Excluding BAME who we have organised stuff with) Will be getting in touch with LGBT+ Staff Network to do events with them.
6. Winter Pride Party on the 14.12.17 is being promoted
7. Held the Big Brainstorm event with Welfare and Community Officer to find out what people would like to see from us
8. Went along to International Student Officer's event to meet international students and talk a bit about LGBT+
9. Social with WARPS is on the 2.12.17
10. Was part of the democracy workshop in Union Council and was part of a focus group around elections
11. Conversation Station happened on the 28.11.17 – for non LGBT+ people to ask questions about LGBT+ issues
12. Promotion has been put up and done, a lot more videos and in person handing out stuff, such as handing out flyers on the ground floor of the union, have more planned for the 6.12.17
13. Attended Governance Zone as Welfare and Community chair
14. Haven Hangouts – Went well, had a fun time
15. Still holding office hours
16. Will have been to Manchester SU with other co-officer, Student Engagement Coordinator and Welfare and Community Officer to meet their LGBT+ organisation

### 2. Georgina Baulch (LGBT+ Co-Officer)

1. Did promotion at the International Student Officer's event in Johnny Mac about LGBT+
2. Event promotion on the ground floor of the union – handed lots of flyers out for upcoming events

3. First ever Haven Hangouts – 4 attendees but went well
4. TDoR – a lot of people came and was a very respectful vigil
5. Office hours going well but lack of people coming to chat
6. Still working on wider gender-neutral toilets in the uni with other co-officer, trans rep and welfare and community officer
7. Part of the democracy workshop in Union Council
8. Will have been to Manchester SU with other co-officer, Student Engagement Coordinator and Welfare and Community Officer to meet their LGBT+ organisation

### **3. Hayley Hatton (Trans Rep)**

1. Chased up unisex toilets in Union
2. Looking into chasing up unisex toilets in other buildings
3. Organised Transgender Day of Remembrance (TDoR) for 20.11.17
4. Otherwise just doing the usual trans rep stuff like trans group and representation

### **4. Jacqueline Gomes-Neves (Women's Officer)**

No report received

### **5. Mojinyin Maria Majekodunm (BAME Officer)**

No report received

### **6. Ruth Williams (Environment and Ethics Officer)**

1. I have been working on human rights week
2. Working on making union fairtrade
3. Pursuing idea of single use plastic free university

### **7. Jess Clunan (Disabilities Students Officer)**

1. Collaborated with SEO and Marketing to create a brand image for Disabled Students
2. Laid the foundations for this year's first campaign, and prepared for its launch.

### **8. Jordan Navarro (Councillor for Scrutiny)**

No report received





## Hull University Union - Independent Student Activities

Your activity/event will be regarded as independent if:

1. You are a Hull University Union affiliated group organising an event or activity on or off campus that it is not approved through the usual approval processes for trips, events and /or external speakers, but you do intend to carry on with your activity/event.
2. You are a Hull University Union affiliated group organising an event or activity on or off campus that it is not approved because you did not submit the event/activity for approval within the timescales specified by Hull University Union, or you did not provide the correct or adequate information for the event to be approved within the specified timescales which are:
  - i. External Speakers (Fully completed applications must be received 2 weeks before the date of the event or activity)
  - ii. External Speakers (known to be controversial) (Fully completed applications must be received 4 weeks before the date of the event or activity)
  - iii. Trip Pack – UK Trips (Fully completed applications must be received 1 week before the date of the trip or activity)
  - iv. Trip Pack – Trips Abroad (Fully completed applications must be received 4 weeks before the date of the trip or activity)
3. You are a Hull University Union affiliated group choosing to organise your event/activity independently of the Students' Union.

If any of the above applies then you as individuals must expect to be held legally and financially responsible for all aspects of the organisation and delivery of the event/activity/trip.

**\*\*Please note that permission to use the University logo and Student Union logo for publicity and all other purposes must be requested and authorised for ALL events and activities, both approved and independent\*\***

**YOU ARE STRONGLY ADVISED TO READ THE FOLLOWING SECTIONS FOR ADVICE AND INFORMATION.**

This information is intended to ensure that you are aware of the extent of your responsibilities, including restrictions, legal matters and suggested good practice. It is not an exhaustive list, nor is it intended to be regarded as legal advice.

Please note also that if your activity/event is being run independently you will not be entitled to access Students' Union staff support in relation to this activity or event. You will not be able to

access funds from your bank account, you will not be covered by the usual student union insurance and you cannot promote the event to students as being part of your activity as an affiliate of Hull University Union.

#### STATEMENT RELATING TO INDEPENDENT EVENTS

- You must make it clear to students participating in your event/activity that you are working independently of the University of Hull and Hull University Union.
- You must not claim, or imply, that your event/activity is recognised or endorsed by the University of Hull or Hull University Union.
- Participants must be made aware that they are not covered by any Hull University Union insurance when taking part in independent events.
- Your independent events and activities are not covered by Hull University Union Public Liability Insurance.
- If requested by the University or Students' Union, you must display the following disclaimer on all publicity, social media and at the event itself:

"This activity/event is being organised independently of, and not officially recognised by, the University of Hull or Hull University Union. Neither organisation is associated with the activity / event and will not be held responsible for any acts or omissions which cause harm, injury or financial loss to any persons."

- Any concerns or complaints relating to an independent student group or its activities, received by the University of Hull or Hull University Union, may be considered in accordance with relevant University or Students' Union governance procedures e.g. discipline, safeguarding, equality and diversity, zero tolerance etc.



### **M.1718-3 Motion to change the recruitment process for School and Faculty Representatives**

#### **HUU notes:**

1. That according to SO 3008 and SO 3009 Faculty and School reps are elected in the annual spring elections.
2. That there are currently four Faculty rep positions and 35 School rep positions for each subject group.
3. That in 2015/16 and 2016/17 all four Faculty rep positions were uncontested with some having no candidates leading to by-elections in the following autumn.
4. That in March 2017 only 6/32 School rep positions were elected with a further nine in the autumn by-elections leaving 17 positions vacant and open to co-option.
5. That voter turnout in 2017 varied from 1-50 votes for School reps and 50-113 votes for Faculty reps.
6. That other Students' Unions have moved to a model where the lead academic reps receive reimbursement for their duties, e.g. Cardiff Met SU, Teesside SU.
7. That HUU consulted students and reps on the proposed changes (Annex A).

#### **HUU Believes:**

1. That students are more likely to attend an interview for a position than run in an election.
2. That in order to increase engagement and make the process more accessible School reps should nominate themselves without having to go through a voting stage similar to course reps.
3. That Faculty reps should be interviewed based on their skills and offered monetary compensation for their duties.
4. That the title 'School rep' has caused confusion as reps are responsible for their subject group only and not for the entire School.

#### **HUU Resolves:**

1. That Union Council recommends the changes to the recruitment of Faculty representatives for approval to the Board of Trustee to come into effect for the academic year 2018/19.
2. That SO 3009 School Representatives is amended as appended with immediate effect in time for recruitment in spring 2018 and that the title of the role be changed to subject group representative.

**Proposer:** Salman Anwar (Education Officer)

**Seconded:** Osaro Otobo (President)

## **Annex A – Consultation results**

### **a) Consultation with students on campus, Tuesday, 21 November**

Do you agree with the proposed changes?

Yes: 110

No: 16



**b) Twitter poll**

**Salman Anwar**  
@HUUEducation

The by-elections report recommended a few changes to academic representation:

1. School reps are recruited like course reps, eliminating voting
2. Faculty reps are interviewed and offered monetary compensation due to the time they give

Do you agree? Vote below and tweet me! ↓

73% Yes

27% No

22 votes • Final results

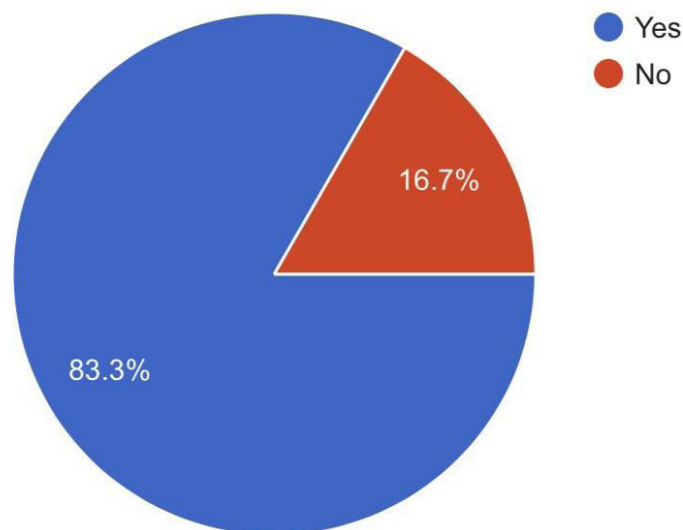
3:42pm · 20 Nov 2017 · Twitter Web Client

**c) Survey open to all course representatives**

## Do you agree with the School Rep recommendation?



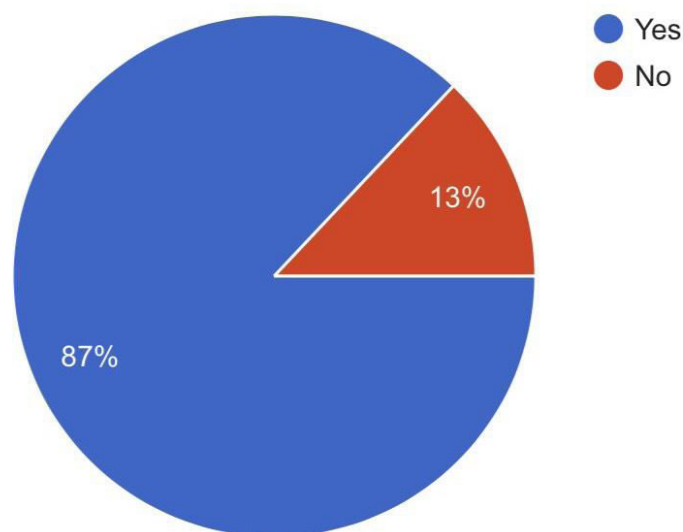
54 responses



## Do you agree with the Faculty Rep recommendation?



54 responses



# SO 3008

## STANDING ORDER GOVERNING THE POST OF FACULTY REPRESENTATIVES

1. **Interpretation:** These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and other relevant Standing Orders of Hull University Union and shall be interpreted accordingly.
2. **ElectionAppointment:** The representatives shall be selected in accordance with Hull University Union election regulations SO 8001 through an interview process in Semester 2, to take position in the following academic year. Candidates must be members of the Faculty for which they are applying candidate. Faculty representatives shall receive monetary compensation for their duties. ~~for election~~ will be:
  - a. The Faculty of Arts, Cultures & Education Faculty Representative.
  - b. The Faculty of Science and Engineering Faculty Representative.
  - c. The Faculty of Business, Law & Politics Faculty Representative.
  - d. The Faculty of Health Sciences Faculty Representative.
3. **Duties:** The Faculty Representatives shall carry out such duties and fulfil such obligations as arise consequent upon being ~~elected into~~ appointed to the post. In particular:
  - a. Attend training events;
  - b. Co-ordinate the work of ~~Subject groupechoel~~ Representatives within their Faculty so that representation is on behalf of and in support of the student body;
  - c. Regular liaison with the Education Zone;
  - d. Attending Course Rep Forum and Education Zone meetings;
  - e. Will hold forums with ~~Subject groupechoel~~ Representatives on a regular basis in advance of Education Zone meetings for the purpose of consultation with the student body within their area on issues of academic change;
  - f. Campaigning on educational issues;
  - g. Attend their own subject area Student Staff Forum (SSF).
4. **Internal:** The Faculty Representatives shall be responsible for the following:



- a. A non-voting member of Course Rep Forum.
  - b. A non-voting member of Union Council.
  - b. Actively support the promotion of ~~election~~-recruitment of Course Reps and Subject Group reps in programmes within their area, with the support of the Education Officer and the Education Co-ordinator.
  - c. Any other committees, groups or responsibilities deemed necessary for the position.
5. **External** The Faculty Representatives shall represent Hull University Union to the University and be a ~~voting~~ member on the following University committees:
- a. University Senate (2 places only).
  - b. Relevant Faculty Board.
  - c. Faculty Education and Student Experience Committees.
  - d. Any other Committees deemed necessary.

MB/LF/AM/EZ November 2011

Passed at Union council: 12/12/11

Updated: ME/MT May 2016

Passed UEC: 26 April 2016

Passed UC: 9 May 2016

Passed UC: 8 May 2017

Passed UC: 4 December 2017

# SO 3009

## STANDING ORDER GOVERNING THE POST OF ~~SUBJECT GROUP~~~~SCHOOL~~ REPRESENTATIVES

1. **Interpretation** These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and other relevant Standing Orders of Hull University Union and shall be interpreted accordingly.
2. **~~Election~~—Appointment** The representatives shall be appointed~~elected~~, in accordance with Hull University Union election regulations SO 8001—in semester 24 to take office the following academic year by signing up on hullstudent.com. Candidates wishing to stand for a position must be full members of Hull University Union and can only stand for their respective subject group. Should there be more than one candidate per position, the candidates may decide to share the role or the Returning Officer may hold an election.
3. **Duties** The representatives shall carry out such duties and fulfil such obligations as arise consequent upon taking up their being-elected into post. In particular:
  - (a) Act as the Chair of their respective~~a~~ Student Staff Forum ~~Representative~~ and liaise with other representatives, on behalf of and in support of the wider student body.
  - (b) Liaison with the Education Officer and Faculty Representatives;
  - (c) Attend Course Rep Forum;
  - (d) Consult with the student body within their ~~school~~subject group on issues of academic change;
  - (e) Gather information from Course Representatives and meet with them on a regular basis;
  - (f) Represent students within their subject group~~School~~ to University staff;
  - (g) Feedback information gathered from committee meetings to Student Staff Forums;
  - (h) Campaign on educational issues.
4. **Internal** The Student Representatives at subject group~~School~~ level shall be responsible for the following:

Formatiert: Schriftart: Nicht Fett

- (a) A voting member of:
  - (1) Course Rep Forum

- (b) Actively support the ~~recruitment~~~~election~~ of Course Representatives in programmes within their area according to Standing Order 3011.

- 5. **External** The Student Representatives at ~~subject group~~~~School~~ level shall represent Hull University Union to the University and be a voting member on either of the following University committees/ groups:

- (a) ~~(a)~~ School Learning & Teaching Committee;

- (b) ~~Programme Board of Study;~~

- (b) Any other committees, groups or responsibilities deemed necessary for the position.

**Formatiert:** Schriftart: Futura Lt BT, 12 Pt.

**Formatiert:** Listenabsatz, Nummerierte Liste + Ebene: 1 + Nummerierungsformatvorlage: a, b, c, ... + Beginnen bei: 1 + Ausrichtung: Links + Ausgerichtet an: 1,27 cm + Einzug bei: 2,54 cm

**Formatiert:** Schriftart: Futura Lt BT, 12 Pt.

MB/LF/AM/EZ November 2011

Passed at Union Council 12/12/11

Updated: ME/MT May 2016

Passed UEC: 26 April 2016

Passed UC: 9 May 2016

Passed UC: 8 May 2017

Passed UC: 4 December 2017



## **M.1718-4 Motion to amend Standing Order 8012 Governing the Discipline of HUU Members**

### **HUU Notes:**

1. The current SO 80012 has not been reviewed since 2012 since which time the University has reviewed its own discipline and misconduct processes.
2. The current process includes several ambiguities including the lack of a clear statement regarding the process of investigation and the ability of a Disciplinary Panel to remove some or all rights and privileges.
3. The current process does not include a mechanism to permanently suspend some or all rights and privileges.

### **HUU Believes:**

1. The SO should apply only to incidents at HUU events or on HUU premises. The University's Disciplinary Procedures apply to students on or off campus (section 1).
2. Both Student and External Trustees can be contacted about matters of concern (section 3).
3. The process of investigation be made clear (section 3 and 6).
4. That clarity be added regarding the panel's ability to suspend all or some rights and privileges (section 5b).
5. That in extreme cases the panel be granted the right to permanently suspend all or some rights and privileges (section 5c).
6. That penalties involving fines are unfair and should be removed as they disproportionately impact low income students.
7. That the normal ground for appeal be highlighted (section 6).
8. That the composition of the appeals panel be amended to provide greater flexibility (section 9a).

### **HUU Resolves:**

1. That SO 8012 (Discipline of HUU Members) is amended as appended with immediate effect.

**Proposer:** Osaro Otobo (HUU President)

**Seconders:** Caitlin O'Neill (Sports Officer)

## **STANDING ORDERS GOVERNING THE DISCIPLINE OF MEMBERS OF HUU**

### **POLICY**

#### **1. Written Complaints against a Member(s)**

Upon receipt of a written complaint from any person against a member(s), the President will decide whether the complaint could lead to disciplinary measures being taken. The complaint should refer to an incident which has happened ~~on campus in HUU premises or on~~ or at an HUU official function or activity off campus. Otherwise, incidents occurring ~~off campus~~ will not be the responsibility of the Disciplinary Panel.

Incidents taking place on the licensed premises and witnessed by staff and/or CCTV will be dealt with by the Designated Premises Supervisor and Premises Licence Holder and will not fall under the remit of the Disciplinary Panel. [The Designated Premises Supervisor and Premises Licence Holder may refer individual cases to a UEC disciplinary panel.](#)

If the President decides that the matter is of a disciplinary nature he/she shall convene a Disciplinary Panel who will deal with the matter as detailed below

If the complaint will not lead to disciplinary measures then the complaint should be referred to the Complaints Panel (SO 8007).

#### **2. Complaints against Members of the Union Executive Committee (UEC)**

Any complaint against a member of UEC shall be in writing and forwarded to the President. Complaints will be dealt with under the Sabbatical Trustee Terms and Conditions and Code of Conduct.

Where a student or an employee has a concern about the manner in which the above processes have been discharged, they can speak to one of the ~~HUU four independent~~ Trustees, who will look into the matter and respond in writing. [Trustees can be contact via the HUU Executive Support Coordinator.](#)

### **DISCIPLINARY PANEL**

#### **3. The President, in accordance with the HUU Constitution, has a responsibility upon**

- receipt of a written complaint from any person against a member or members to [investigate and review evidence regarding the issues and concerns raised and](#)
- form a Disciplinary Panel consisting of:

##### **a) Voting members:**

- (i) President
- (ii) Two other randomly drawn members of the Union Executive Committee hereinafter referred to as the UEC.

- b) Non voting members:
  - (i) The Director of ~~Membership Services Commercial Services~~, or in his/her absence a member of staff nominated by the UEC, who is to advise the Committee on procedural and constitutional aspects.

The Disciplinary Panel will decide whether the issue should be dealt with by it directly or alternatively referred to:

- a) the police, if the matter may constitute a criminal offence
- b) the Registrar & Secretary of the University, if the matter cannot reasonably be dealt with internally

#### 4. **Interpretation**

In interpreting these Standing Orders the following matters are to be taken into account:

- a) The provisions of the Standing Order Governing Standing Committees do not apply to the Complaints Panel.
- b) A 'clear day' does not include a Saturday, Sunday, Bank Holiday or University Holiday.
- c) The person against whom the complaint is made is hereinafter referred to as the accused.
- d) Within the text 'complainant' and 'accused' are used in the singular form; where applicable these are to be read as being in the plural.

#### 5. In dealing with the complaint, the Disciplinary Panel may:

- a) Issue a letter of warning which will normally include the punishment if a similar incident occurs again.
- b) Suspend all or some the rights and privileges of a member including the right to hold any position of financial responsibility, excluding the right to vote, for a period not exceeding 24 weeks six months of semester time. This may entail a prohibition on entering the Union building and on using all HUU commercial and non-commercial services and partaking in Union activities (including Society /Sports Clubs events). The only exception to this shall be the Advice Centre ~~and Nightline~~, which can provide services to suspended members at the complete discretion of the Advice Centre Manager.Co-ordinator and Nightline Director respectively.
- c) In extreme cases the panel may decide to permanently suspend all or some rights and privileges as outlined above.
- d) Instruct that the member pays for the cost of any damage which he or she has occasioned to HUU property.
- d) Instruct that where a member gains or attempts to gain entry to an HUU function without making the due payment, that he or she is fined an equivalent amount.
- e) Instruct that a member pays a fine not exceeding £50.00.

Any appeal against a decision of the Disciplinary Panel will be heard by the Disciplinary Appeals Panel as outlined below.

## **DISCIPLINARY PROCESS**

6. On receiving a complaint, the President will appoint complaint investigation lead. This will be a member of staff or Student Officer, who will investigate the matter and collate evidence, normally within 15 clear days of the receipt of the complaint.

During the investigation stage the complainant and others involved may be asked to provide verbal or written evidence for clarification and additional information.

If the complaint is against a club/society/committee, their Chair/President or relevant nominee will normally represent them in the investigation stage.  
~~will write to the accused asking for his/her version in writing of the events leading to the complaint.~~

Written statements of the complaint will be included but names of the complainant(s) may be withheld at the discretion of the President. Staff names will be withheld. A maximum of 5 clear days will be allowed for ~~this responses request in writing from the date of the letter asking for a response. The Panel will consider the written evidence at the next meeting following the expiry of the response time.~~ Having considered the evidence, the Panel shall decide whether the complaint is justified or not. If it is, they shall impose a penalty as laid out above (see para 5 above). Exceptionally, if the President and the Membership Services Director of Commercial Services both agree, evidence may be given in person. In the event of disagreement the Chief Executive shall arbitrate.

The President shall confirm in writing to the accused the penalty within 2 clear days of the meeting's decision. The letter will state that there is a right of appeal. ~~(other than against an exclusion from licensed premises by the licensees).~~ Any appeal must be in writing to the President stating the grounds for appeal (these will normally include new evidence, evidence of mitigation or evidence that the correct process has not been followed) –and this must be received within 7 clear days of the date of the disciplinary letter.

## **DISCIPLINARY APPEALS PANEL**

### **7. Interpretation**

Should a member (the appellant) of Hull University Union who has received disciplinary action (excluding matters relating to discipline for misbehaviour in licensed premises), from the Disciplinary Panel wish to appeal against the decision, the procedure detailed below must be followed.

### **8. Duties**

The Disciplinary Appeals Panel, hereinafter called the Panel, shall be responsible for hearing written and formal appeals against the decision of the Disciplinary Panel, referred to them by the President in writing.

### **9. Membership**

The membership of the committee shall be as detailed below:

- a) Voting Members:



No fewer than three Student and / or Student Officer Trustees, of which no more than two members shall be Student Officer Trustees and two members of the UEC not selected on the  
~~original panel.~~

- b) Non voting members:  
The ~~Chief Executive Director of Commercial Services~~, or in his/her absence a member of the Senior Management Team staff nominated by the UEC, who is to advise the Panel on procedural and constitutional aspects.

#### **110. Procedure**

A letter outlining the request for an appeal should be sent to the President, who will then convene a meeting of the Panel. ~~The Panel will meet week 4, 8 and 12 of each semester.~~

The Appeals Panel shall hear the written grounds for appeal and assess the evidence that has been provided. ~~The Appeals Panel shall ensure that both parties are given the right to provide written submissions regarding the incident before the meeting commences.~~

~~When the Appeals Panel has reached a decision the meeting will be deemed to have finished.~~ The Chair of the meeting shall confirm the decision in writing, no later than three clear days after the meeting. The permitted penalties imposed must be within those outlined in paragraph 5 above.

#### **124. Appeal**

If the appellant is dissatisfied with the decision of the Disciplinary Appeals Panel, he/she may refer the matter to the University in accordance with the Code of Practice. The University will only consider the matter if it is a complaint about the procedure above not being followed correctly.

#### **132. Incidents occurring on the Licensed Premises of Student Central University House**

All incidents occurring on the Licensed Premises **and** witnessed by staff and/or CCTV will be dealt with in the first instance by the Designated Premises Supervisor. Any disciplinary penalty imposed will be confirmed in writing by the Designated Premises Supervisor.

Members wishing to appeal against the penalty may do so in writing to the Premises Licence Holder whose decision shall be final. ~~Members cannot appeal against a permanent licensee ban. Associate or non members shall have no right of appeal against a penalty imposed by the Designated Premises Supervisor.~~

PT/SR September 2012

Passed at UEC: September 2012

Ratified at Union Council: 15<sup>th</sup> October

Passed UC: 4 December 2017