

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

**AGENDA**

- 1. Democracy workshop run by Stephen Dowson**
- 2. Breakout groups led by Connor Massey and Ruth Williams on reward & recognition of part-time Officers**
- 3. Adoption of the agenda**
- 4. Apologies for absence** (for acceptance)
- 5. Minutes from previous meeting** (to note) (Paper A)
- 6. Trustee Board minutes** (to note) (Paper B)
- 7. Student Officer Reports – Objective updates** (Paper C)
  - 7.1** President
  - 7.2** Education Officer
  - 7.3** Welfare & Community Officer (no report submitted)
  - 7.4** Sports Officer (no report submitted)
- 8. Zone reports** (Paper D)
  - 8.1** Education Zone (no report submitted)
  - 8.2** Activities Zone (no report submitted)
  - 8.3** Welfare & Community Zone
  - 8.4** Sports Zone
  - 8.5** Governance Zone
- 9. Ratification of Standing Order changes** (Paper E)
  - 9.1** RAG (SO 2008)
  - 9.2** LGBT+ (SO 5005)
- 10. New General Business**
  - 10.1 M.1718-2** Motion to introduce environmental impact forms for events (Paper F)
- 11. Your Ideas**
  - 11.1** [A rethink of the bus pass for UoH students](#)

**12. AOB**

**Date of next meeting:**

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

**UNION COUNCIL MINUTES  
Monday 16 October 2017 – Meeting Room 1, 7:30pm**

**Attendance**

First Name	Surname	Position	Attendance		
			16 <sup>th</sup> Oct	13 <sup>th</sup> Nov	4 <sup>th</sup> Dec
<b>Student Officers</b>					
Osaro	Otobo	President			
Salman	Anwar	Education Officer			
Jennie	Watts	Welfare & Community Officer			
Caitlin	O'Neill	Sports Officer			
<b>Governance Zone</b>					
Kym	Cardona	Councillor for Scrutiny			
<b>Welfare &amp; Community Zone</b>					
Connor	Robinson	LINKS Officer			
Connor	Massey	LGBT+ Officer (Role share)			
Georgina	Baulch				
Hayley	Hatton				
Maria	Majekodunmi	Trans* Representative			
Jacqueline	Gomes-Neves	BAME Officer			
		Women's Officer			
Jessica	Clunan	Disabled Students Officer			
Ruth	Williams	Environment and Ethics Officer			
Jordan	Navarro	Councillor for Scrutiny – Welfare & Community			
<b>Education Zone</b>					
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		
<b>Activities Zone</b>					
Rayne	Goddard	Chair SEC			
		Media Representative			
Tom	McNamara	Chair RAG			
		Societies Council Rep	N/A		
Alex	Fynney	Councillor for Scrutiny - Activities			
<b>Sports Zone</b>					
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)  
Liz Pearce, Membership Services Director (MSD)  
Samantha Page, Student Engagement Co-ordinator (SEC)  
Kathryn Burrows

**1. Election of the Chair and Deputy Chair of Union Council**

Ashley Pattison (Mature Students Officer) nominated himself for Chair of Union Council to ensure all members have their views heard on matters and meetings run smoothly.

With 17 in the affirmative, 0 in the negative and 0 abstentions, Ashley Pattison was elected Chair of Union Council.

Connor Massey (Co-Officer LGBT+) nominated himself to be Deputy Chair to ensure everyone gets a fair and equal opportunity to give their input at meetings.

With 17 in the affirmative, 0 in the negative and 0 abstentions, Connor Massey was elected Deputy Chair of Union Council.

**2. Co-option of Postgraduate Taught Students Officer**

Lauren Williams (LW) gave an overview of why she would like to become the Postgraduate Taught Students Officer. LW has been involved in both societies and the AU, as well as being a student ambassador. LW hopes to create an inclusive environment, representing specific needs of PGT students. LW aims to run more events for postgraduate students, including careers fairs, by working with the PGR Officer. LW added that postgraduate students do not receive much marketing material when they start, despite many being new to the University.

Georgina Baulch asked LW on her opinion of the current arrangements on the second floor of the library; LW has recently found out about the restriction of use on the floor and believes there should not be discrimination against types of course. Amelia Smallwood added that the library are aware of the issue.

With 18 in the affirmative, 0 in the negative and 0 abstentions, Lauren Williams was co-opted as Postgraduate Taught Students Officer.

**3. Adoption of the agenda**

The agenda was adopted.

**4. Apologies for absence (for acceptance)**

Apologies received from Steven Storey (Faculty Rep, Science & Engineering), Rebecca Devine (Postgraduate Research Officer) and Emily Brown (Faculty Rep, Business, Law & Politics).

**5. Minutes from previous meeting (to note) (Paper A)**

Approved as a correct record.

**6. Trustee Board minutes (to note) (Paper B)**

No questions.

**7. Student Officer Reports – Objective updates (Paper C)**

**a) President**

President gave an overview of the team objective to improve academic representation, each officer has been aligned to a faculty and will work with faculty reps and Associate Deans to make change. Faculty drop in sessions will be held fortnightly. The team are also working with the University to ensure the online feedback form is available soon for students to complete.

President explained her objectives for the year, which included having no lectures after 12pm on Wednesdays to improve student experience, engaging students in HUU activity and running more diverse and inclusive job fairs with University Careers. President is also

working to ensure student trustees and officers feel confident in Board meetings and fulfil their role effectively.

President added that the Activities Zone objectives have been shared between officers to ensure representation. No questions were asked.

**b) Education Officer**

EO's objectives are to be more visible and approachable on campus, setting time aside on a weekly basis for engagement. EO will be lobbying the University to freeze EU fees following Brexit and wants to improve recognition and host more events for international students. EO will hold open forums for each School to include more students in academic representation. EO is promoting a social environment for course, school and faculty reps to encourage networking; the course rep rewards system is also being reviewed. For his trustee objective, EO will ask 3 questions at each Trustee Board meeting.

No questions were asked.

**c) Welfare & Community Officer**

This year WCO is increasing the visibility of the Welfare & Community zone on campus and improving zone unity, as well as reviewing the Zero Tolerance and Equality & Diversity policies. WCO will also be promoting student led campaigns and creating a campaigns template to make running a campaign more accessible. WCO represents the Faculty of Health Sciences within her objectives. The first Welfare & Opportunities fair was held in September and Welfare Wednesday events have now started. For her trustee objective, WCO hopes to better understand the trustee role and how charities operate.

Other projects WCO will be working on this year include the 'Don't Be a Rubbish Neighbour' campaign, improving lighting on campus and improving mental health services at the University. WCO and President are working together to run an anti-hate campaign, which launched today.

No questions were asked.

**d) Sports Officer**

SO is implementing semester long and calendar year memberships to make the AU more inclusive for students. SO had approval for an AU support fund last week, to reduce club debt and improve club sustainability. The 'This Girl Can' campaign launched earlier in October, there will be a couple of events a month to increase female participation in sport. For her trustee objective, SO will read meeting papers and ask questions to hold the Board and SMT to account; SO is also supporting a Student Trustee.

No questions were asked.

**8. Ratification of Societies (for acceptance) (Paper D)**

The Vietnamese society was ratified, with 19 in the affirmative, 0 votes in the negative and 0 abstentions.

The Asian society was ratified, with 19 in the affirmative, 0 votes in the negative and 0 abstentions.

The Healthcare Innovation Team society was ratified, with 19 in the affirmative, 0 votes in the negative and 0 abstentions.

The Hull York Medical School Physician society was ratified, with 19 in the affirmative, 0 votes in the negative and 0 abstentions.

The Social Work society was ratified, with 19 in the affirmative, 0 votes in the negative and 0 abstentions.

## **9. New General Business**

### **9.1 M.1718-1 Motion to move the Environment & Ethics Officer to the Welfare & Community Zone (Paper E)**

Ruth Williams (RW, Environment & Ethics Officer) presented a motion to move her role from the Governance zone to the Welfare & Community zone. Last year the role was more involved with the Welfare & Community zone, with a lot of RW's objectives for the year aligning to ongoing work within the local community being carried out by WCO. RW can also work with the liberation groups to fulfil the ethics area of her remit.

Nick Wright (AU Presidents' Rep) queried why the role was within the Governance zone; DGC advised at most students' unions environment and ethics has fallen within the President's and therefore governance remit. No further questions were asked.

With 18 in the affirmative, 0 negative votes and 0 abstentions, the motion was passed.

## **10. AOB**

Hayley Hatton (Trans Rep) raised concerns over the lack of unisex toilets in Student Central following a refurbishment over the summer, adding that many trans students feel uncomfortable using male or female toilets. WCO advised that the unisex toilet issues are being resolved, WCO will liaise with the relevant staff member this week for an update.

Chair SEC advised that they expect more society ratifications at the November meeting.

### **Date of next meeting:**

The next meeting of Union Council will take place on Monday, 13 November, 6.30pm, Meeting Room 1, Student Central.

**MEETING OF THE BOARD OF HUU LIMITED**  
**Held on 20 July 2017 at Canham Turner**

Present: Stuart Ferguson (Trustee, Chair, SF); Simon Clements (Trustee, SC); Robin Gilchrist, (Trustee, RG); Gaius Powell (Trustee, GP); Osaro Otobo (President, OO); Salman Anwar (Education Officer, SA); Jennie Watts (Welfare & Community Officer, JW); Caitlin O'Neill (Sports Officer, CON); Jack Craig (Activities Officer, JC) Madeline Holden (Student Trustee, MH); Kathryn Sharman (Student Trustee, KS)

Attending: Jackie Berry, Chief Executive (CEO); Andy King, Commercial Services Director (CSD); Liz Pearce, Membership Services Director (MSD); Kevin Pearson, Finance & Resource Manager (FRM); Rachel Kirby, Marketing & Communications Manager (MCM); Stephen Willis, University CFO (UCFO); Emily Normington, Executive Support Co-ordinator (Minutes, ESC)

Review of Away Day

The Board reflected on the work done during the away day on Wednesday 19 July. CEO said MCM now has a good basis to use alongside input from the staff day for creating a vision; MCM added that before bringing the vision to the Board, it will be tested with staff and students in a workshop. CEO said the away day provided useful observations on how HUU activity fits with the mission, CEO will review how meeting papers can be clearly presented to trustees and how agendas can better align with the mission. Chair would like there to be more strategic discussion at the Board, with operational detail being presented at the sub-committees.

The Board agreed that reports would no longer be submitted by the Student Officer Team; their reports to Union Council will now be circulated to trustees. Action: ESC/OO

Apologies

Received from Andrew Paluszkiwicz (Student Trustee, AP); Rebekah Greaves (Student Trustee; RGr) and Kate Jude (HR Manager, HRM).

1 Minutes of last meeting

The minutes were approved as a correct record.

2 Matters arising from last meeting

The matters arising from the last meeting were noted as completed or on the agenda.

3 Formal Election to Sub-committees

The Board reviewed the membership of the Trustee Board, Finance, Audit & Risk Committee (FARC) and Appointments & Governance Development Committee (AGDC) for 2017-18. Since the circulation of papers it has been agreed that as President, OO will



be a member of both sub-committees. OO added her understanding of the finances will be beneficial as the building redevelopment progresses.

RG informed the Board that he has been invited to be an external non-executive director for a company being established by the University of Hull. RG said the company will employ graduates from the University and provide new opportunities. The Board did not feel this would be a conflict of interests and that RG could take on the role in addition to being a Trustee. SF asked the Board if there were any outstanding conflicts of interest to be declared; none were raised. SF requested that conflicts of interest is added to the agenda as a standing item. Action: ESC

The Board approved the amended membership of the Board and sub-committees for the next year.

#### 4 Rate Your Union Survey & Student Engagement Workshop Rate Your Union Presentation

MCM presented the results of the Rate Your Union survey conducted in February 2017. MCM explained that there are 10 questions asked annually, this year there were new questions that were more strategic and some relating to the rebrand. MCM advised that some results have changed due to amended wording of questions or the addition of a 'don't know' response. MCM said the number of students who know they are a member of HUU has remained high; HUU perform well in this area compared to some benchmark students' unions. Student awareness of the student officer team also remained high. MCM also acknowledged the change to what students want from their union, with an increase in students wanting support from HUU.

MCM asked the Board if the questions should remain the same for 2018. RG said the survey asks some important questions and recommended reviewing how results can be improved. JW queried how students interpret their needs when asked 'do HUU meet your needs'; as it is unclear whether needs are met by support or commercial services. MCM confirmed that positive responses are linked to meeting the commercial needs of students, with more communication required for services. GP recommended introducing a scale of agreement or satisfaction to improve clarity of responses; CEO agreed responses should be standardised. UCFO queried whether focus groups will be held to further analyse the results; MCM said next year there will be more work done to understand responses and make improvements. The Board agreed to continue with these questions for Rate Your Union 2018.

MCM welcomed questions relating to the strategy; RG said these questions must link to the strategic conversations held elsewhere in the organisation. JW was interested in the number of students empowered to be involved with the community; UCFO queried how community is defined in the future with more on-campus accommodation. MCM said the definition of community can be explored at a focus group. Following earlier conversations, MH said the results validate the use of the word change in the mission, as a larger than expected proportion of students want to be involved in making change. GP said the community question could ask if students want to belong to a community, as not all will want to be included. MSD highlighted that 'belong' has been removed from the strategy due to the lack of definition; the preferred term is now 'a part of' due to the

stronger affiliation. UCFO advised that HUU has an important role in improving the feeling of belonging amongst students by supporting them.

RG asked if key questions could be compared against other students' unions to identify trends; MCM advised that there are no standard questions asked by all students' unions. CEO added that comparing results with other unions is a challenge due to being disaffiliated from NUS.

CEO hopes the Advice Centre moving to the first floor will improve visibility of support services and make them more accessible to students. UCFO said it is important that students are able to gain impartial advice from the students' union, as students often fear raising their academic issues with University staff. JW said prospective students on open days like support services such as the Advice Centre and Ask HU desk. MSD said it is emphasised that the Advice Centre are impartial and confidential, but there is no anonymity. Chair asked if HUU are engaging enough students digitally. UCFO questioned whether students can anonymously contact HUU; MCM said students often send message on social media. MSD advised that an online chat for the Advice Centre is currently being explored; JC suggested having an online chat facility where students can login but they remain anonymous during the chat. MSD added that students can access support off campus by using email or Skype.

SC said HUU need a greater presence across campus to complement the work of University staff in enhancing the student experience. MSD said her teams objectives are to improve presence around campus, including visits to the library and buildings on the West Campus. CEO added that the student officers are each assigned a faculty, it is hoped they can hold surgeries in their faculty hub and work closer with academic representatives.

#### Student Engagement Workshop

MCM explained that there is no clear definition for student engagement, a term which is often used by the University. MCM and MSD separated the Board into four groups and asked them to rate various levels of engagement with HUU on a scale.

Overall the Board agreed that the higher end of the scale reflected an increased amount of time and effort invested in HUU; in addition to trust, responsibility and leadership. RG asked the Board where on the scale efforts should be invested, as some lower level engaged students potentially have a wider reach than a higher level role such as student officer or student trustee. GP said the varied levels offer a choice of ways students can be involved in HUU; adding whichever level a student chooses to engage at means HUU is fulfilling its purpose. Chair noted that the scale misses out those who are not involved with HUU at any level.

KS said voluntary roles within the union, such as course rep, should be appreciated more and more support should be given to increasing the functionality of roles. KS added that HUU must be clear on ensuring volunteers understand their role and the skills they gain. JW said part of the mission should include celebrating the work currently done by students at the various levels. CEO added that course reps are now recognised in a newsletter showing what reps have achieved and their impact. MSD said that skills must be provided to enable students to move to higher levels; KS and JC agreed that if students

are aware of the roles on offer, they may be encouraged to move to a higher level of involvement. JW said students should not feel they need a set level of experience or involvement with HUU to take higher level involvement; MCM said clearer role descriptions would clarify that no experience or knowledge is required to run for a position. MH added that students who have not been involved previously should not be dismissed. RG believes focusing on levels 3 and 4 on the scale would automatically lead to an increase in involvement at level 5 or 6. CSD said transactional involvement is equally important, as it helps to achieve the higher levels; MCM reminded trustees of the importance of providing jobs for students. UCFO said HUU should consider why students engage at any level, there are some services that can only be offered by the students' union. UCFO said HUU should ensure all students are offered a platform where they can learn and voice their opinions in a physical or digital form. CEO confirmed that all staff have an engagement objective for their roles in 2017/18.

The Board agreed that focus should be improved on academic representation. Chair thanked MCM and MSD for the presentation and workshop.

#### 5 Financial Performance Period 11 & Forecast

FRM presented the financial performance to the end of May 2017, which shows a surplus for commercial and charity. Sales continue to do well in retail and catering, with a slight increase in wet sales. FRM advised there has been a slight reduction of sales in period 12 due to the reopening of Canham Turner following refurbishment. KS asked if there will be a large impact on sales in September; FRM said budgets were not pushed for next year to account for the additional outlets on campus. UCFO said the varied offer available across campus should minimise impact.

Charity is better than budget due to underspends to membership services and student officers. RG asked why student officers underspend every year; CEO said some underspend was due to the President only serving for 6 months but believes officers could use more of their budget. RG would like the student officers to spend their budgets on improving engagement and supporting their objectives and campaigns; Chair added the funds must be spent wisely. JW said the officer budgets include the budgets for their zone; MSD said part-time officers have been involved in the budget setting process this year to ensure the funds are reflective of their aims for the year. FRM reminded the Board that student officers inherit their budgets from the previous team, but encouraged student officers to make any amends to their budgets as early in the year as possible. Whilst encouraging the student officer team to spend their budgets, Chair asked the team to consider the value of a campaign or spend and the outcomes they hope to achieve. CEO said changes to how objectives are set this year will allow officers to better consider use of budgets when liaising with marketing on campaigns. GP asked about the reallocation of funds to other activities half way through the year; FRM said the budgets will be aligned clearly to the mission.

Chair asked FRM if anything had been learnt this year which could be beneficial in future years; FRM said there are sensitivities with some areas of the budget, such as student numbers and commercial sales. FRM advised that capital investment would increase depreciation, which could become a deficit. FRM said the trends and graphs are included in the FARC papers, which are circulated to all trustees.

UCFO said it would be useful for the Board to be updated on the recently approved University budget. UCFO then highlighted the relevance of factors including student numbers and degree apprenticeships to HUU budgets.

6 Report from CEO & Senior Managers

CEO updated the Board on the recently approved redevelopment of Student Central. UCFO said the project will make physical and digital improvements to the building; adding the importance of prioritising the key areas during the development. CEO will be meeting with the University Director of Estates to clarify the process and timeline for the project; CEO will then identify an approach for including trustees, staff and students in the planning process and assess any additional support that may be required. UCFO added the project has the potential to be a good engagement opportunity with students.

CEO updated on interest so far in the External Trustee vacancy currently being advertised; over 20 people have requested information packs with 2 CVs received to date.

MSD has now recruited a Student Engagement Co-ordinator who will join the Student Voice & Opportunities Team (SVOT) in September; the role brings additional resource for engaging with students who may not visit Student Central.

HRM report was taken as read. RG thanked HRM for the Employee Engagement Survey presentation at the May meeting and would like a report on the work done since the survey to be on the agenda for a future meeting. GP said the staff day appeared to be a success and thanked HRM for her organisation of the event; GP asked if it would be possible for the Board to be updated on the outputs of the day. CEO added that it was good for staff to see awards presented by a trustee and thanked GP for attending.

MCM said all WelcomeFest material referred to in her report has now gone to print. KS asked what material is planned for returning students; MCM said a welcome box for second and third years would be in student houses when they move in. MCM and HullSTARS are jointly organising the distribution of boxes; some landlords have already agreed to be involved. MCM added that all returning students will be emailed over the summer to provide digital information for those who do not receive a box. JW asked if the same would apply to Post Graduate and Mature students; MCM advised they will receive information digitally. SC asked that trustees receive a WelcomeFest pack in the post.

Action: ESC

MCM is liaising with University Marketing to create joint PR for students ahead of the incoming VC taking up her role. Chair said it is positive that the Student Officers and CEO will be an early part of the VC induction next month.

Chair asked MCM for an update on the restructure of the Marketing team; MCM said 38 applications were received for the two new roles. MCM added that candidates had marketing experience and were keen to make a difference to students.

FRM updated on the General Data Protection Regulations due to be implemented by May 2018. FRM said the University have indicated they may be able to share student data with HUU, however some changes to process may be made. FRM said a HUU Data Protection day will be held for staff in August, to understand the data we hold.

CEO said the strategy dashboard will be circulated to trustees monthly. The dashboard will be updated in line with the mission. CEO will continue to research strategy platforms. Chair reminded the Board that data presented in the dashboards should inform decisions.

7 Report from Finance, Audit & Risk Committee

CON presented the update from the FARC meeting on 6 July. The three big things from the meeting were an agreed CAPEX spend of a further £35k to invest in a futureproof EPOS system; a review of investments with Cazenove Capital Management and an update on the end of year accounts. The committee decided any increase to the strategic fund would be made following the period 4 results. FARC also received an update on the USS pension scheme.

The committee revisited the collective AU team deficit of around £30k; FARC agreed to help teams with a deficit and set regulations to ensure a positive financial position is maintained. RG asked when the item will be discussed by UEC; CON confirmed this would be taken to formal UEC on 15 August.

UCFO asked for an update on sponsorship for sports teams; CEO, MSD and CON are meeting this week to further discuss a potential deal with Mercure. CEO added that a deal would involve some funds and additional benefits such as use of facilities. CEO advised that an update on the deal would be given at the October meeting. Chair said it's positive that corporate partnerships are being explored.

RG thanked CON for a succinct FARC report to the Board, following her first meeting.

8 Health & Safety

CSD updated the Board on the health and safety statistics for the year to date. The number of reports relating to intoxication will be monitored; CSD said University Angels has now been launched and will help students around campus throughout WelcomeFest and on club nights. CSD said there were 40 intoxication incidents at End of Year Ball; 3 knives and 68 hip flasks were confiscated following searches on the night. Chair asked what action was taken against those carrying knives; CSD said the knives were confiscated and either returned to the owner the following day or destroyed.

A member of HUU staff broke their arm during sporting activity at the HUU staff day on 9 June; CSD said sport injuries are not RIDDOR reportable.

CEO said the HUU drugs policy is being reviewed following a recent incident at another students' union venue. CSD is reviewing how students caught in possession of or using drugs in HUU venues are dealt with; the outcome of the review will be presented to FARC. CSD said he will continue to request drug dogs from the police. SC asked if there has been a full review of the licence recently, CSD said the licence is regularly reviewed with advice from a solicitor. A full licence review has been undertaken following the Sanctuary refurbishment.

9 Any Other Business

OO said the Student Officer team are continuing their induction, they are meeting with members of HUU and University staff to provide context on their roles and objective

setting. JW said it is Hull Pride this weekend. RG congratulated OO on the HUU presentation to University Council on 6 July. CSD added thanks to JW for her handling of a recent meeting with local residents.

SC reminded trustees to utilise the trustee mentoring programme, which can be beneficial for external, student and student officer trustees.

SC thanked ESC for preparations made for the board away day and meeting; as well as the ongoing support and information.

10

### 3 Big Things

The committee agreed the three big things from the meeting were:

1. Trustees and SMT attended an all day workshop on the vision and mission for HUU. SMT will use the work done at the workshop and from the staff day to create a vision statement.
2. The Board participated in a workshop to define what engagement means to HUU. Following this workshop, the Board agreed that more focus was needed for the academic rep system.
3. The Board reviewed the positive financial performance to the end of Period 11. HUU were commended by the trustees and members of University Council for the money recovered following the fraud.

### Next Meeting

19 October 2017, 10.30am

## Osaro Otobo : Objectives Template

<b>Policy 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.			
To have no lectures after 12pm on a Wednesday, to allow students to engage in activities and opportunities which HUU has to offer.			
<i>(Background is that PG students are more likely to have lectures after 12pm)</i>			
<b>How will I know I have achieved success? What KPI will I need to measure?</b>			
There will be no lectures taking place after 12pm on a Wednesday (or a significant decrease in the numbers which take place).			
<b>How will this benefit students? 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? 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.			
<b>Action Plan</b>			
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.  Can the new student card which tracks attendance, give any information on this?	4 September	Jeannette/Anji	Salman has emailed Timetabling expressing my interest in attending an already pre-existing meeting with them.  I have had a meeting with Nikki Davies (Timetabling Group) – she said she will send me 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.

	Mid October – End of semester 2		<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>
<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>			
<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 – 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.</p>			



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.

<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</p>

			<p>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>
Discuss with University any opportunities to partner together on possible welfare campaign?	<p>End of August</p> <p>October – End of Semester 1</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</p>

	Ongoing		centres. I have a meeting in mid-November to discuss this further with them
Set up meeting with NUS President, to discuss disaffiliation/changes made at NUS	End Of August  27 <sup>th</sup> October  November	Emily with calendars/other officers	List of possible dates have been sent across to us.  We have a date set for the meeting – 27/10  Will discuss on 13/10 with the Officer Team exactly what we want out of this meeting and how to engage students.  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.  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.
<b>How will you working with students on this?</b>			
<i>What roles will students plan and how will you engage / keep them engaged?</i>			
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.			
To date, the suggestions for campaigns have included breast cancer awareness, sexual harassment, vegan food, sustainability/renewable energy.			
<b>Monthly reflection</b>			

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 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!

### **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
Investigate what groups fall into “restrictive career areas” Ideas to date are women in stem subjects, LGBT, BME, Disabled	End August	Norman Day	Had a meeting with Norman on 10/08. We discussed having a big event and smaller

<p>students.</p> <p>Investigate what the University already does; how can it be enhanced to connect with these groups?</p> <p>Understand what employability guides exist at present? Can it be made more accessible e.g. on line?</p> <p>What part could Hull Awards play in this objective? What is the current participation of students in these (and also of these target groups)</p> <p>What KPIs do you use, that could be relevant to this objective?</p>	<p>October – February/March</p>	<p>Ben Butler</p>	<p>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. 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 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>
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			<p>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>
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>

			<i>Action: Osaro to suggest meeting with Paula/Jackie to discuss enterprise in context of student central capex development.</i>
<b>How will you working with students on this?</b>			
What roles will students plan and how will you engage / keep them engaged?			
<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>			
<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>			
<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>			
<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>			
<b>Trustee 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.			

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 the Chair.	18/08		We spoke about 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. I also spoke about making sure that the

			<p>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	
Review the new governance code of practice at AGDC to see what areas can be prioritised to support this objective.	Ongoing	Emily	
<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>			
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.			
<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>September/October</b> – 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.</p> <p>I've had positive feedback regarding creating the whatsapp group from Trustees.</p> <p>I need to organise a meeting with Emily to look at how to attract student trustees in 2018 &amp; review the governance code of practice.</p> <p><b>October/November</b> – 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.</p>			
<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> </ul>			

- 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> <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

- 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.



<b>Action Plan</b>			
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.	End of August	Emily	We all have met with our ADs, we have done shoutouts & had a HUU presence in induction lectures during WelcomeFest.
	September		ADs support having HUU slides in lectures.
	Semester 1		<p>The Officer Team has decided on 5 topics for the slides including:</p> <p>WelcomeFest/Introduction to Officers  Faculty and School rep introduction  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 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>
Talk to marketing about making a video on academic representation	<p>End of August</p> <p>September</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</p>

	October – End of Semester 2		<p>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 our hot-topics of the week.</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>
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 reps how much HUU and the university values them.</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.	Ongoing	Salman	<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>
Decide on questions we have from our objectives that we want to have as our Hot Topics	Ongoing		<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>

			Our third hot topic is lecture recording.
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</li> </ul>

			<p>reports from Faculty</p> <ul style="list-style-type: none"> <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> </ul>

			- Lecture recording
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 USEEC (the student written submission was presented there)</li> </ul> <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>			

September/October - The Officer Team have been active in course, school & 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.

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 & explain our alignment to faculties.

Footfall at hubs are very limited so we have been looking into doing our drop-ins at other places.

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.

### **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.			
• What actions do I need to take?	• By when?	• Who can help me?	• Update
• Talk to Liz about ways in which I can best interact with students	• As soon as possible	• Liz Pearce	• Completed
• Build a calendar for dates across the year	• Have in place before the first surgery	• Michelle Anderson / Ali Craig • Trudi Vout / Alex Thompson (Lawns)	• Now in calendar, working with SEOs to identify where I can engage with students in FACE too
• Work with marketing to promote the surgeries	• As soon as possible	• Rachel	• Completed

		Kirby	Marketing now have my engagement time noted and will send out social media updates
<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> </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>			

<b>Policy Objective</b>			
<p>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>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.</p>			
<b>How will I know I have achieved success? What KPI will I need to measure?</b>			
<p>This might be a policy change, a number of people attending an event, a change in attitudes or awareness.</p> <p>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.</p>			
<b>How will this benefit students? Roughly how many students will this benefit?</b>			
<p>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>The objective is directly aimed at international students and EU students, keeping the costs low for students and keeping university attractive for international students.</p>			
<b>Action Plan</b>			
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 organise with Alan about an official launch</li> </ul>
Lobby university committees on international fees	Throughout year	Alan Speight	<ul style="list-style-type: none"> <li>Have an</li> </ul>

		Andrew Abbott	upcoming FSSG group to discuss international fees
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> </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>Activist Objective</b>			
<p>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>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.</p>			
<b>How will I know I have achieved success? What KPI will I need to measure?</b>			
<p>This might be a policy change, a number of people attending an event, a change in attitudes or awareness.</p> <p>Feedback from the course rep survey. Feedback from here allows me to see what course reps feel about the changes.</p>			
<b>How will this benefit student? Roughly how many students will this benefit?</b>			
<p>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>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.</p>			
<b>Action Plan</b>			
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 Canvas but will look at ways in CRF to see if Course Reps think there are better ways</li> </ul>

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> </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>			

## 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</li></ul>

			schools and reps in how to best include them and invite students
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>
<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>- 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>			
<b>Monthly reflection</b>			
<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> </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>			



<b>Trustee Objective</b>			
<p>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>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.</p>			
<b>How will I know I have achieved success? What KPI will I need to measure?</b>			
<p>This might be a policy change, a number of people attending an event, a change in attitudes or awareness.</p> <p>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.</p>			
<b>How will this benefit student? Roughly how many students will this benefit?</b>			
<p>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>This will benefit students by providing more scrutiny to the board and making sure I know what is happening with the union and university</p>			
<b>Action Plan</b>			
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		
<b>How will you working with students on this?</b>			
What roles will students plan and how will you engage / keep them engaged?			
<b>Monthly reflection</b>			
<ul style="list-style-type: none"> <li>Along with Tania, gave a presentation to the board and asked questions. Also asked questions at the AGDC meeting.</li> </ul>			
<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>
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>

### 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).

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

### **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.

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

## **Officer reports continued**

No reports submitted:

Welfare & Community Officer

Sports Officer

## **Zone reports**

**a. Education Zone** (no report submitted)

**b. Activities Zone** (no report submitted)

**c. Welfare & Community Zone**

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

1. Have been working on Gender Neutral Toilets within the wider university
2. Working on Trans Friendly accommodation
3. Have been helping or hosting our Friday events we hold ranging from topic such as why LGBT+ to asexuality and Aromanticism
4. Held an event for National Coming Out Day
5. We have been posting about the important LGBT+ dates in general
6. Welfare and Community fayre had about 80 people sign up to mailing list
7. We have been holding socials, myself am holding LGBT+ film club
8. Have events organised or starting to be organised for TDoR (20.11.17), Worlds AIDS Day we are collecting money for National AIDS Trust (1.12.17) also have MESMAC coming in the week before for HIV/AIDS Awareness event and LGBT+ History Month have a lot of plans organised for it and are trying to do an event with each liberation campaign, have stuff organised with BAME currently (February)
9. Pride Parties being organised, one before Christmas on the 14.12.17 one during history month 24.2.18. Both charity events.
10. Been engaging with students by going around and talking with them and holding office hours
11. Working with Environment and Ethics Officer on more discipline and reward system for part time officers
12. Working on holding events for LGBT+ international students
13. Helped organise The Big Brainstorm: LGBT+ event on 7.11.17 to find out what LGBT+ students would like to see from us
14. 48 people have joined the LGBT+ group on FB since start of September and 538 links before on Facebook page now 571 likes since September
15. Met with head of Welfare Team (University) with Gee, been asked to promote a survey to ask how the welfare services can be more inclusive of LGBT+ students

16. Met with International Office, to talk about how to help LGBT+ international students, they will signpost to us
17. Working on social with WARPS.
18. Hull and East Riding LGBT+ Forum on 8.11.17 to represent LGBT+ students, anyone welcome, Guildhall at 18:30

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

1. Promotion of rainbow lanyards.
2. Ordered name/role/pronoun badges for committee members.
3. Researching retailers for LGBT+ hoodies.
4. Went out and about on campus getting feedback for engagement ideas, did a live FB video and took pictures of people's comments on whiteboards.
5. Helped manage the National Coming Out day stall- was very well received.
6. Helped organise the Big Brain event- in order to figure out what's gone wrong and how we can increase engagement.
7. Working closely with Sam and Jennie to try and increase engagement.
8. Met with the head of welfare team (University) to make contact and are awaiting information from them to conduct a survey.
9. Halloween Arts and Craft Social.
10. In the process of planning Haven Hangouts and Tea Talks- starting this month and alternating each month.
11. Trying to organise one new social every month on top of Friday and Sunday events.
12. Committee meetings are getting shorter and more efficient.
13. Closely following Gender Neutral toilets in Union building and wider university.
14. Office hours have been successful, had a number of new faces come and chat.
15. Have a potential trip to Manchester planned to see what their LGBT+ campaign is up to and how they run

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

1. Chased up unisex toilets in Union
2. Looking into chasing up unisex toilets in other buildings
3. Organising 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)**

1. The Jam, a celebration of diversity and storytelling in celebration of Black History Month
2. Fund raised £160+ for Empowerment scheme on campus which I will be running
3. Attended Westminster Briefing meeting alongside representatives from universities nationwide to unite ideas and practices on tackling sexual assault and harassment on UK campuses
4. I've had meetings and been in talks with the Civil Service about encouraging more women on our campus to apply to roles and schemes on the Civil Service. Several events will take place on campus to facilitate engagement with the civil service

5. I've been supporting various women empowerment groups on campus such as Women Empowered and I am to use my social media to bring more light to all the amazing work being done on our campus by our women
6. Short Term goals: - Putting together a women's network committee

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

1. Starting a Radio show this Friday called BAME talks . Where we discuss minority issues. BAME talks the radio show is every Friday from 18:00 till 19:00.
2. Planning a Black Girls Rock Exhibition with Hull University Women Empowerment to celebrate women of colour and the doors they opened / struggles they faced in their particular industries. This will also include a fundraiser for Hurricane Irma with the help of UNICEF
3. Exhibition is to take place during Human rights week

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

1. Planned Vegan Fair
2. Held Vegan Fair (9.11.17)
3. Planning Human Rights Week (Had a meeting and have designed flyers etc)
4. Planning renewable energy for the union building (contacting people about renewable for the update)

### **7. Connor James Robinson (LINKS Officer)**

1. Fundraising; St Stevens public demo.
2. Welfare Wednesday demonstration.
3. First aid awareness sessions for societies and staff

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

1. Started to increase engagement with students through office hours
2. Guided two students to the Wellbeing team for help with DSA applications
3. Engaged with student engagement officer to plan events and rebrand Disabled students
4. Lead a meeting with students to guide the future events of Disabled students
5. Helped organise the HUU involvement on International Stress Awareness Day

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

#### Objectives met

\*conversing and receiving criticism from the student body in regards to the services available to them (support and welfare group wise).

\*gaining a strong presence in most welfare societies and directing them to the proper services and setting a friendly atmosphere between the services that the students' union provides and the students who need the support.

\*gained a broad demographic of students from many departments and interest and am in the process of processing data correlating subgroups/cultures to their current demands of the welfare society that would most benefit them.

#### Future objectives

\*current view of the student services are limited if at all visible to the detriment of the student body; somehow increasing visibility and having a clear dialogue of what a student has in terms of recourses relating to welfare.

Need to spread the word of facilities available to them.

\*a more open communication between other figure heads Worthing the welfare team to focus on issues concerning welfare.

\*transparency of services needs to increase drastically and a member of staff trained to deal with critical events regarding mental health, safety and exchanging confidential/sensitive matters and general inquiry needs to increase.

#### Notes of consideration

Not much effort from welfare has been put in to converse between efforts other than brief fleeting encounters. Need to have a more cohesive mind set towards the understanding of our positions and how these positions work in a team.

Funding of welfare groups have not been given to me, nor is it an easy task to actually get a hold of any executive meme era of these welfare groups.

Other than that, very friendly atmosphere, and I am looking forward to next meeting with everyone.

### **d. Sports Zone**

- Planning and organising AU Ball.
- Developing the idea of a shuttle bus to take students (majority AU members) from Asylum on a Wednesday to Beverley Road/Town/Spring Bank/Princess Avenue in a loop to ensure students get home safe and encourage more students living further away to engage in sport socials.
- Scheduling to meet with Hull Uni Angels and working cooperatively with them to ensure students who leave Asylum alone do not walk home alone.
- Liaising with teams about future events i.e. charity events and games to help their advertisement and promotion.
- Meeting with teams to try and show them ways to manage their debt and help become financially stable.

### **e. Governance Zone**



**Governance Zone Meeting**

03 November 2017

Membership Services

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**Attending:** Osaro Otobo, President (OO), Ashley Pattison, Chair Union Council (AP)

**1. Apologies**

Kym Cardona, Councillor for Scrutiny (KC)

**2. Minutes of previous meeting**

None

**3. Election of Chair**

Osaro Otobo unanimously elected as Chair of the zone.

**4. Reports**

**A. President**

OO mentioned that the university has committed to a £4.5 million investment into Student Central. AP asked how it would be implemented. OO said that feedback from students' is really important and that student consultation will be key to ensure students' thoughts and ideas on the renovation are captured. OO said that the space needs to be flexible, future-proof and suitable for the diverse range of students we have here in Hull.

OO discussed her timetabling objective with AP. OO mentioned that she will be looking into how timetabling affects all students including postgraduate & mature students. AP expressed how important it is that this is being looked into, especially from his perspective of being the mature students officer.

OO mentioned that her objective to promote more student-led campaigns is going well. OO held the Your Ideas Workshop event to help push this objective and it was successful.

A date has been set for OO's equality employability event: 21<sup>st</sup> February 2018.

OO is working closely with HUU trustees to make sure the board is a place where student trustees feel empower and confident to challenge and contribute.

**B. Chair Union Council**

AP is working on having social events for members of Union Council.

AP gave an update on the work he does as Mature Students Officer which included an engagement campaign which has the goal of improving mature student retention especially foundation year mature students . AP is working with a university SEO. Two events are being planned; a Christmas social (12/12) and a Pride comedy event (date tbc). AP also wants to have an event at the end of semester 2, a family picnic, how mature students as many of them have families.

**Action:** At the end of the next Union Council meeting AP will ask members if they would be interested in a social.

**5. AOB: Discussion about relevance of Governance Zone**

AP stated that the Governance Zone Meetings are relevant as they hold the President to account and that things still happen in the zone so should be discussed formally. OO agreed with AP.

**6. Next meeting**

2pm, 14<sup>th</sup> November 2017

# SO 2008

## **STANDING ORDER GOVERNING RAISING AND GIVING COMMITTEE (RAG)**

### **FUNCTIONS**

1. The Raising and Giving Committee (RAG) shall be responsible for facilitating student fundraising, with the aim of raising as much money as possible by legitimate means for the benefit of local, national and international charities. All members of Hull University Union are eligible to be members of the Raising and Giving Committee.

### **MEMBERSHIP**

2. The voting membership of the Committee shall be:
  - a) The Chair RAG shall be elected by cross campus ballot in accordance with SO 8001.
  - (i) In the event of the resignation of Chair RAG, the Vice Chair and Administration shall take on the responsibilities until a temporary Chair is elected in by the Committee. They will hold office until the next cross campus election.
  - b) Elected by RAG members at the Annual General Meeting:
    - (i) Vice Chair and Administrator
    - (ii) Treasurer
    - (iii) Publicity Officer
    - (iv) Engagement Officer
    - (v) Challenge Coordinator (x2)
    - (vi) Events Coordinator (x2) - return to having 2 Events Coordinators as we did last year.
    - (vii) Volunteers Coordinator
  - c) Selected by the RAG Committee and Charity Partners, where applicable:
    - (i) Challenge Leaders

Any executive committee member who fails (without apologies or reasonable explanation) to attend two consecutive Executive Committee meetings in any one semester, or who loses a vote of no confidence shall be deemed to have resigned.

### **ELECTIONS**

3. The election of voting members of the Executive Committee is to be as follows:

- a. The Chair, once annually, in accordance with the HUU Constitution and Bye Laws and SO 8001; elections to be held in Semester Two, position to be held from Week 1, Semester One of the following academic year.
- b. All members of the Committee other than the Chairperson, annually at a General Meeting of RAG members, in accordance with Standing Order 8008.
- c. The Chair RAG will be a member of the Activities Zone and a voting member of Council.

### **3. Executive Positions:**

#### **3.1 RAG Chair**

The RAG Chair (3.1) is responsible for:

- Overseeing the running of RAG as a whole, including assuming overall responsibility for the output of the Committee. The Chair will hold a veto on all decisions, unless there is a two-thirds vote against the veto.
- Sitting on the Union Council to represent the views and opinions raised in RAG.
- Working with the RAG Executive Committee to coordinate RAG activities.
- Assisting the **Vice Chair and Administrator (3.2)** in creating an agenda for **Executive Committee Meetings**.
- Chairing **Executive Committee Meetings**.
- Meeting regularly with other Executive Chairs at Activity Zone and working with them for the growth of each department within the Union.
- Meeting regularly with the **Activities Officer (7)** and working with them to develop RAG.
- Working with the outgoing Chair, **Activities Officer (7)** and the relevant **HUU Staff Member** to develop a plan for the coming year, including but not limited to: Major Events, Challenge Trips and Key Charity Partnerships.
- Checking the [huu-rag@hull.ac.uk](mailto:huu-rag@hull.ac.uk) and [huu.rag@gmail.com](mailto:huu.rag@gmail.com) email accounts regularly and responding appropriately.

#### **3.2 Vice Chair and Administrator**

The Vice Chair and Administrator (3.2) is responsible for

- Assisting the **RAG Chair (3.1)** in all areas of their job where necessary. If the **RAG Chair (3.1)** steps down or is voted out of their position, the Vice Chair will become Acting Chair until such time as an **Emergency General Meeting (9)** can be held.
- Checking the [huu-rag@hull.ac.uk](mailto:huu-rag@hull.ac.uk) and [huu.rag@gmail.com](mailto:huu.rag@gmail.com) email accounts daily and replying to emails appropriately or passing them on to the relevant Committee member(s).
- Taking minutes in **Executive Committee Meetings** and **Volunteers' Meetings** and publishing them on the RAG Google Drive page within 24 hours. It will be taken that Executive Committee Members agree to the minutes if they do not state otherwise within 24 hours of the minutes being posted.
- Keeping a file with contact details of all members who sign up to RAG Hull at Freshers' Fayre and Refreshers Fayre, as well as those who enquire about more information from us at any time. This file, and the subsequent mailing list, is to be kept updated throughout the year.

- Collecting reports from all Executive Committee Members each week, to be included in each **Executive Committee Meeting** agenda, where required by the **RAG Chair (3.1)**.
- Working with **RAG Chair (3.1)** to create the agenda for **Executive Committee Meetings** and publishing it on the RAG Google Drive at least 24 hours in advance of the meeting. Any action points that are decided in **Executive Committee Meetings** must be on the agenda for the following meeting to ensure that the actions were taken.
- Booking rooms for all meetings at least two weeks in advance (unless the meeting is planned last minute).

### 3.3 Events Coordinator (x2)

The Events Coordinators (3.3) are responsible for:

- The planning and running of all non-challenge related fundraising events organised by RAG such as RAG Week etc.
- Liaising with the **Publicity Officer (3.5)** to ensure a successful promotion of all RAG events.
- Helping the **RAG Chair (3.1)** to create a plan of events for the year over the summer following elections.
- Planning events far in advance and promoting the opportunities available, to aid the **Engagement Officer (3.7)** in their role.

### 3.4 Challenges Coordinator (x2)

The Challenge Coordinators (3.5) are responsible for:

- Acting as the Head Challenge leader. This will include training, hosting regular meetings with **Challenge Leaders (3.8)** to track their progress, helping with any problems, and ensuring the success of the Challenges, including but not exclusive to Jailbreak and Climb Mt. Kilimanjaro Challenge.
- Communicating regularly with the relevant charities about their trips, in particular having knowledge of struggling fundraisers.
- Bringing to the attention of the **RAG Chair (3.1)** any issues with recruits or **Challenge Leaders (3.9)**.
- To not be a **Challenge Leader (3.9)** themselves, to avoid a conflict of interest.

### 3.5 Publicity Officer

The Publicity Officer (3.5) is responsible for:

- The planning and running of all promotions of RAG-related events.
- Legally creating or obtaining any artwork, posters/flyers/cover photos at least two weeks in advance for an event. Being responsible to purchase these on the condition that they will be reimbursed from the RAG Budget.
- Ensuring that all RAG-related events are promoted no less than two weeks in advance. Liaising with the **Events Coordinator (3.3)**, **Engagement Officer (3.7)** and **Challenges Coordinators (3.4)** to ensure the successful promotion of RAG events and challenges.
- Keeping all RAG social media accounts updated and engaging.
- Liaising with HUU Media groups and ensuring that RAG events are reported on and promoted.

- Liaise with Union Marketing team and RAG to design and write content for RAG Mag.

### 3.6 Volunteers Coordinator

The Volunteers Coordinator (3.6) is responsible for:

- Working with the **RAG Chair (3.1)** and **Engagement Officer (3.7)** to increase volunteer participation in events.
- Planning events such as bag-packs, cake sales, raids etc.
- Promoting all volunteer-based events and working with the **Publicity Officer (3.5)** to ensure the successful promotion of these events.
- Writing and sending out a monthly newsletter, using the mailing list that **Vice Chair and Administrator (3.2)** has, to all members. This is to include the times and locations of each meeting and any events that are due to be planned, as well as any events that are upcoming. Also to gauge opinions for future events.
- Ensuring the safety and welfare of students on raids. This means having contact details and next of kin details and checking in on the student on the raid at least once throughout the day.
- Ensuring the general welfare of volunteers at all events, for example ensuring they have sufficient breaks if they are volunteering for more than four hours.
- Obtaining the necessary permits to do collections for non-challenge related charities.

### 3.7 Engagement Officer

The Engagement Officer (3.7) is responsible for:

- Working with the **RAG Chair (3.1)** to increase engagement from a variety of students.
- Focusing on building relationships with sports teams and societies.
- Working with the **Publicity Officer (3.5)** to promote all events, challenges and volunteer opportunities to these students.
- Developing new fundraising partnerships within the University.
- Communicating with non-RAG student fundraisers to organise things, such as equipment loans and total collation.
- Reaching out to first year and postgraduate students.
- Working to improve diversity and inclusion of RAG.

### 3.8 Treasurer

The Treasurer (3.8) is responsible for:

- Being in charge of the RAG budget and fundraising spreadsheets, and updating them regularly. Coordinating with the **Challenge Leaders (3.9)** and **Challenge Coordinator (3.4)** to receive any relevant fundraising totals.
- Coordinating with the **Engagement Officer (3.7)** to receive details of fundraising pages for their relevant groups.
- Meeting with the **RAG Chair (3.1)**, and the relevant **HUU Staff Member** regarding the RAG budget.
- Signing off on all RAG paying out forms, where valid.

- Communicating with charities to notify them of an upcoming event to raise money for them; to retrieve payment information; and to ascertain if they can help by sending items such as banners, t-shirts or raffle prizes, to minimise the pressure on the RAG budget.

### **3.9 Challenge Leaders**

- Challenge leaders are in charge of their specific challenge trip.
- It is their responsibility to seek out training from the charity through the **Challenge Coordinators (3.4)**.
- This position is not elected at the **AGM (8)**, instead they are selected through a nomination process in the Executive Committee, working with the challenge related charities to select a suitable candidate.
- They are jointly responsible, with the **Publicity Officer (3.5)**, for the promotion and recruitment of their trip.
- Challenge Leaders work with their respective challenge providers and are expected to act as a good ambassador for the company, charity and the University.
- They are required to attend regular meetings with the **Challenge Coordinators (3.4)** to report on their recruits' progress, work through any issues that are being had and ensure that the Executive Committee is constantly updated.
- The Challenge Leaders are responsible for the success of their own trips.
- They are to have regular meetings with their recruits and to keep their Facebook groups active and engaging, with all information from the regular meetings posted on there to ensure everyone has all the information they need.
- They are to keep an up-to-date spreadsheet with all trip recruits' online fundraising pages, their ongoing totals, and any required notes on recruits.
- They are required to book rooms for any trip-related meetings, including but not limited to: information meetings, welcome meetings, weekly meetings and departure meetings.
- They are required to book bucket collections for their charity if required.
- They are to inform the **Treasurer (3.8)** of any relevant fundraising pages from their recruits and to help keep the RAG fundraising spreadsheet updated.

### **DISTRIBUTION OF MONEY RAISED**

4. RAG will transfer money to charities through their account held with the HUU Cash Office.
5. RAG will keep track of other student fundraising totals, where possible, to collate a full University total for the year.

### **GENERAL PROCEDURE**

6. Executive Committee The Executive Committee will attend all RAG meetings convened and take responsibility for their duties as expressed in these standing orders and shall encourage all members to attend meetings and have an involvement with RAG projects.

7. Activities Officer, Hull University Union The Activities Officer shall liaise with the Chair (or Vice Chair in their absence) in a meeting every two weeks regarding RAG projects and issues.
8. Annual General Meeting (AGM)  
The Committee shall be required to hold an Annual General Meeting to elect the Committee for the following academic year between weeks 8 and 10 of Semester 2, as agreed upon by the Committee
9. Emergency General Meeting (EGM)  
At least two weeks' notice must be given before an EGM.  
At least 10 members must be present for an EGM to be valid.  
Any full member of RAG is eligible to vote.  
Positions are open to all full members of RAG. Students can run for multiple positions but cannot hold more than one. The result of each position is to be announced immediately after the vote to ensure that students do not get voted into two positions.

Passed at UEC: 24/11/10  
Passed at HUU Council: 13/12/10

Updated: JM/KB  
Passed at UEC: 6 April 2016  
Passed at UC: 11 April 2016

Updated: DG/AJ  
Passed at UC: 8 May 2017



# SO 5005

## STANDING ORDER GOVERNING THE LGBT+ COMMITTEE

### **1. Definition**

The LGBT+ Committee is a standing committee as defined in SO 8008 and will be subject to these regulations unless otherwise stated in SO 5005. The Committee is responsible to the Welfare & Community Zone and Welfare & Community Officer.

### **2. Aims**

The LGBT+ Committee will:

- (a) provide a safe and supportive community for LGBT+ students, those questioning their sexuality and those who identify as non-heteronormative at the University of Hull;
- (b) offer support and advice to LGBT+ individuals and respect the person's confidentiality unless there is a perceived risk to themselves or others;
- (c) represent the views of LGBT+ members of HUU to HUU and the University;
- (d) ensure HUU's Equal Opportunity and Zero Tolerance policies are fair to LGBT+ members;
- (e) organise campaigns to increase awareness of LGBT+ issues within HUU and the University;
- (f) promote links with other similar groups and organisations, within the local community, regional area and nationally;
- (g) raise funds to support these aims.

### **3. LGBT+ Officers**

There shall be two LGBT+ Officers sharing the responsibilities detailed below as well as the voting right on Union Council. The LGBT+ Officers shall be elected once per academic year, in accordance with S.O. 8001. The LGBT+ Officers shall have responsibility for both the Executive and the Committee. The LGBT+ Officers are members of the Welfare & Community Zone.

### **4. Membership**

The LGBT+ Committee has two types of membership:

#### **(a) Full Membership:**

Full membership is open to all LGBT+ self defining, those who are questioning their sexuality and those who have an interest in LGBT+ and are full members of HUU as defined in the Byelaws.

#### **(b) Associate Membership:**

Associate membership is open to all LGBT+ self defining, those who are questioning their sexuality and those who have an interest in LGBT+ who are associate members of HUU as defined in the Byelaws.

## **5. Elections**

The LGBT+ Officers and members of the Committee shall be elected in semester two in accordance with S.O. 8001 and shall hold their positions for the next academic year. Vacancies are to be elected in accordance with S.O 8008. If a member is elected through an emergency election during the academic year to fill a vacant post then they shall hold the position until the end of that academic year.

## **6. Executive Committee**

In addition to the LGBT+ Officers there shall be an Executive Committee. The Executive Committee shall be active in the promotion of LGBT+ rights; in HUU, nationally and globally in accordance with HUU's charitable objects. The Executive shall be responsible for the organisation, direction and performance of the Committee in fulfilling its strategy. The Executive shall be responsible for monitoring and updating its long term strategy.

The voting membership of the Executive shall be:

(a) **LGBT + Officers**

(b) **Secretary:**

The Secretary shall assist the LGBT+ Officers in the administration and organisation of the Committee. The Secretary shall be responsible for maintaining the membership list of the Committee; ensuring the Committee meets all relevant dates detailed in the Regulations; preparing and circulating publicity prior to meetings and taking minutes.

(c) **Treasurer:**

The Treasurer shall be responsible for monitoring the Committee's Primary and Secondary accounts and ensuring they are not overspent. Responsibilities shall include budgeting; monitoring expenditure and signing claim forms.

(d) **Campaigns Officer:**

The Campaigns officer shall assist the committee in the running of its awareness campaigns and ensuring they are suitable for the entire membership.

(e) **Publicity Officer:**

The Publicity Officer shall be responsible for assisting the Campaigns Officer and Social Secretary in advertising and promoting campaigns and social events.

**- Changes**

Combine with Campaigns to create, Campaigns and Publicity Officer

e. Campaigns and Publicity officer

The Campaigns and Publicity Officer shall assist the committee in the running of its awareness campaigns and ensuring they are suitable for LGBT+ students. The Campaigns and Publicity Officer shall also be responsible for advertising and promoting campaigns and events.

(f) **Social Secretary:**

The Social Secretary shall be responsible for ensuring that the committee engages its membership in social activities.

- change

“the committee engages its membership” to “The Committee engages LGBT+ students”

(g) **Trans\* Representative**

The Trans\* Representative shall be the person responsible for those students who want help, advice or information related to trans\* issues. The Trans\* Representative may not necessarily define as trans\* but should be secure in their knowledge of both the trans\* spectrum and issues faced by trans\* individuals. They should be as accessible as possible and have regular office hours.

- change to

The Trans Representative shall be the person responsible for those students who want help, advice, or information related to trans issues, and ensuring that the rights and identities of trans people are respected and represented. The Trans Representative must self-identity as trans, and should be secure in their knowledge of the trans spectrum and issues faced by trans individuals. They should be responsible for the running of the HUU Trans Support Group, and should be as accessible as possible and have regular office hours.

(h) **Equality & Diversity Officer**

The Equality & Diversity Officer shall be responsible for liaising with LGBT+ members about any concerns arising and relaying those back to the committee. The Equality & Diversity Officer shall also liaise with other welfare groups, provide additional support to members and ensure that all LGBT+ events are accessible.

## - Change

Name to Equality & Inclusivity Officer

## - Create new role

Create new role of Executive Support Officer

### I. Executive Support Officer

The Executive Support Officer shall serve as members of the committee with no specific area of authority. They shall assist the committee in the running of LGBT+ and shall sit on committee meetings and vote.

## **7. Meetings**

Meetings of the Committee shall take place at least bi-weekly, and meetings of the Executive on a weekly basis.

## **8. Quorum**

The quorate of such meetings shall be three of the voting membership plus the Chair.

## **9. Minutes**

The minutes shall be taken by the Secretary.

## **10. Voting**

All votes shall require a two thirds majority to pass. All votes shall be public except those on motions of caution, censure and no confidence which shall be conducted by secret ballot, counted by the Secretary and checked by the Chair.

## **11. Powers**

The Executive shall be able to:

- (a) Pass a motion of caution against the LGBT+ Officers as detailed in S.O. 8008;
- (b) Bring motions of censure and no confidence as detailed in S.O. 8008 against the LGBT+ Officers to Council;
- (c) Pass a motion of caution, censure or no confidence against other Executive or Committee members as detailed in S.O. 8008. Motions of no confidence are to be ratified by Council and if successful the member is removed from the Executive;
- (d) Submit questions in writing to the trustees of HUU to be asked by the Welfare & Community Officer.

## **12. Budget**

Welfare & Community Officer is the budget head for the Committee in accordance with S.O 5001 and shall ultimately control expenditure. The Welfare & Community Officer may request the Treasurer attend Welfare & Community Zone and/or Council to report on the financial performance of the Committee.

KLH/SR

Approved UEC: 25/03/2013

Approved Union Council: 15/04/2013

Updated AD/ME

Approved UEC:

Approved UC: 19 October 2015

Passed UEC: 26 April 2016

Passed UC: 9 May 2016

Updated CM/RG

Passed UEC:

Passed UC: 14 November 2016



## **M.1718-2 Motion to introduce environmental impact forms for all events being booked through the Union**

### **HUU Notes:**

1. Currently events booked through the union require a room booking form, an events form and a risk assessment. It can also require a charity form if fundraising is taking place. Although the risk assessment can accommodate a certain amount of environmental concerns e.g. noise pollution or litter, there is no responsibility for potential environmental damage before, during and after the event.

### **HUU Believes:**

1. THIS IS FOR BIG EVENTS ONLY (those that require event permission forms).
2. There is no responsibility for potential environmental damage before, during and after the event at the moment.
3. This means those planning events are not necessarily being considerate of issues such as paper wastage from leafletting, decorations etc, energy required for events such as music and issues of recycling and single use plastic.
4. An environmental impact form is not a restriction, it is a way of making sure those who are planning a big event are aware of the potential harm and therefore giving them the opportunity to either reduce their proposed actions or at the very least reflect on it. This is all in effort to make the student population more aware of the environment and what they can do to help.
5. Obviously, the form would be digital.

### **HUU Resolves:**

1. The form should be implemented at the start of next semester once fully reviewed by the Student Officer team. It should be directed to at the same time as risk assessment and events permission forms. It should also be available as soon as possible on the union website but until then will have to be sent by email (either by the Environment and Ethics Officer or the events team).
2. The forms should also be the responsibility of the Environment and Ethics Officer to have approval of completion and also the potential to suggest changes (although these are not enforceable). The Environment and Ethics Officer will also provide a list of alternatives before the form is completed.
3. It will also be considered whether more environmental or ethical questions should be added to trip pack forms (encouraging the use of public rather than private transport).

**Proposer:** Ruth Williams (Environment and Ethics Officer)

**Seconded:** Rayne Goddard (SEC Chair)

## ANNEX A Environmental Impact Form

Question	Answer
What potential risks will your event have for surrounding environment	<i>List the environmental features and risk and state briefly why e.g. flower beds foot traffic, the loud music could disturb woodland creatures</i>
will any animals be participating in your event?  What potential risks are there to their wellbeing?	<i>Yes or no and what those animals are.  List the risks such as they could be distressed by large crowds, startled by camera flashes ...</i>
Are the materials you are using biodegradable/recyclable?	<i>Yes or no and what are recyclable or biodegradable that you are responsible for</i>
Are there any materials you could exchange for biodegradable/recyclable?	<i>Yes or no</i>
Do the facilities you are using have the appropriate disposal methods available?	<i>Yes or no and what they are (recycle bin etc)</i>
Have you considered ways of reducing your energy/water usage?	<i>Consider how much electricity your event will require and how much water usage participants at the event will use,  this does not require an estimation just simple yes and no and what you have done to reduce i.e. for day events not using the lights.</i>
Are you using a third party for the event?  What is their environmental stance?	<i>Yes, name  Copy and paste from website or summarise in 100 words max.</i>
For future reference, if you were to repeat this event, what changes would you make to be more environmentally friendly?	<i>The improvements you would make in light of previous answers  Also suggestions to union facilities to be more environmentally friendly</i>