UNION COUNCIL AGENDA

Monday 22nd October 2018 Meeting Room 1 6pm

- 1. Adoption of the agenda
- 2. Apologies for absence (for acceptance)
- 3. **Minutes from previous meeting** (to note) (Paper A)
- 4. Student President Reports Objective updates (Paper B)
- 4.1 President of the Students' Union
- 4.2 President of Education
- 4.3 President of Welfare & Community
- 4.4 President of Activities
- 4.5 President of Sport
- 4.6 President Team Objectives
 - 5. Zone reports (Paper C)
- 5.1 Governance Zone
- 5.2 Education Zone (no report submitted)
- 5.3 Activities Zone
- 5.4 Welfare & Community Zone
- 5.5 Sports Zone (no report submitted)
 - 6. Governance Review Workshop led by Osaro Otobo
 - 7. New General Business
- 7.1 M.1819-1 Motion to make the election process for the Trans Representative union-wide (Paper D)
- 7.2 M.18-19-2 Motion to update Standing Order 5007 (Paper E)
- 7.3 M.1819-3 Motion to reduce the number of members required for society ratification (Paper F)



7.4 M.1819-4 Motion to update the Structure & Responsibilities of the SEC (Paper G)

- 8. Your Ideas Update
- 9. AOB

Next Union Council Meeting - Monday 12th November 6.30pm, MR1



UNION

UNION COUNCIL MINUTES Monday 23 April 2018 – Meeting Room 1, 6:30pm

Attendance

	Attendance —		A44 1					
First Name	Surname	Position	Attenda				T •	T •
			16/10	13/11	04/12	19/02	19/03	23/04
Student Offi	icers							
Osaro	Otobo	President						
Salman	Anwar	Education Officer						
Jennie	Watts	Welfare & Community Officer						
Caitlin	O'Neill	Sports Officer				Resigned		
Governance	Zone							
Kym	Cardona	Councillor for Scrutiny						
Welfare & C	ommunity Zone	,		<u>'</u>	'			
Tom	Barnes	LINKS Officer			Thomas Gwilliam	Matthew Ward	Rory Hamill	Rory Hamill
Connor	Massey					Resigned		
Georgina	Baulch	LGBT+ Officer (Role share)				Resigned		
Rayan	Shipton	LGBT+ Officer						
Hayley	Hatton	Trans* Representative						
Maria	Majekodunmi	BAME Officer						
Jacqueline	Gomes-Neves	Women's Officer						
Jessica	Clunan	Disabled Students Officer						
Ruth	Williams	Environment and Ethics Officer						
Jordan	Navarro	Councillor for Scrutiny – Welfare & Community						
Education Z	one							
Ashley	Pattison	Mature Students Officer					Resign ed	
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				Resign ed	
Activities Z	one							
Rayne	Goddard	Chair SEC						
Megan Connah	Hammell (MH) Thompson (CT)	Media Representative		МН	СТ	МН	МН	МН
Tom	McNamara	Chair RAG						
Katie	Wilkie	Societies Council Rep	N/A					
Alex	Fynney	Councillor for Scrutiny - Activities			Resigned			
Sports Zone	2							
Natasha	Wilson	AU Secretary & Communications Officer						
Maisie	Loggie	AU Members' Rep						
Nick	Wright	AU Presidents' Rep						

In attendance:

Nicole Steele, Student Voice Manager (SVM)
Liz Pearce, Membership Services Director (MSD)
Emily Normington, Executive Support Co-ordinator (ESC, Minutes)

Jess Clunan (Disabled Students Officer, JC) was elected as Deputy Chair.

1. Adoption of Agenda

The agenda was adopted.

2. Apologies for absence (for acceptance)

None received.

3. Minutes for previous meeting (to note) (Paper A)

The minutes were approved as a correct record.

4. Student Officer Reports (Paper B)

4.1 President

Taken as read.

4.2 Education Officer (No report submitted)

Taken as read.

4.3 Welfare & Community Officer

Taken as read.

5. Zone Reports (Paper C)

5.1 Governance Zone

Taken as read.

5.2 Education Zone (no report submitted)

Taken as read.

5.3 Activities Zone

Taken as read.

5.4 Welfare & Community Zone

Taken as read.

5.5 Sports Zone (no report submitted)

Taken as read.

6. Breastfeeding Policy (Paper D)

Jennie Watts (Welfare & Community Officer, JW) summarised the purpose of the policy. Maisie Loggie (AU Members Rep, ML) asked what breastfeeding accreditation is; JW clarified that accreditation means HUU would be recognised as a safe, breastfeeding friendly place.

The motion passed unanimously.

7. Zero Tolerance Policy (Paper E)

JW summarised the policy, noting that a line regarding potential consequences requires removal.

The motion was passed, with 13 votes for, none against and no abstentions.

8. New General Business

7.1 M.1718-7 Motion to improve democracy within the union (Paper F)

Benedict Flexen (Motion Proposer, BF) presented the motion proposing that future motions should contain countermotions for issues brought to Union Council, therefore enabling Council members to vote on both motions to agree a stance.

Rayne Goddard (Chair SEC, RG) queried who would write the counter motion, noting that this approach would lengthen Union Council meetings and force a stance. BF said the motion would be for the exact opposite to that proposed, drafted by an impartial staff member.

Nick Wright (AU Presidents' Rep, NW) said in the example of recent strike action, HUU had adopted a stance prior to Union Council meeting. BF clarified that the change would not apply to all motions, only to those asking for an official stance or opinion. Tom McNamara (Chair RAG, TM) asked if there is an amendment to add a definition to the motion specifying which motions would be impacted; the motion was seconded and received 10 votes in favour, none against and 3 abstentions. Amendment passed.

SA said counter motions would extend Union Council meetings, adding that motions should be proposed by students who are passionate about a subject and not for the sake of bureaucracy. SA suggested that BF participates in aspects of the upcoming governance review. BF was unaware of the pending review and showed willing to be involved.

Edward Towers (ET) said motions can be changed by Union Council to change debates and outcomes via amendments.

Lauren Williams (Postgraduate Taught Officer, LW) asked what would happen if both motions were not passed; Osaro Otobo (President, OO) queried whether motions

should be neutral in these instances. OO added that Union Council are elected to act in the best interests of students; JW added that the Student Officer team must represent all students at the University of Hull in their decisions. Hayley Hatton (Trans* Representative) asked what other motions in recent years would have benefitted from this; RG suggested the NUS referendum and recent strike action. Steven Storey (Faculty Representative for Science & Engineering, SS) agreed that students proposing motions must be passionate, with students electing officers to make these decisions. NW highlighted that staff writing countermotions would take up staff time and would not necessarily lead to accurate or passionate motions and debate.

The motion received no votes in favour, 8 votes against and 5 abstentions; motion not passed.

7.2 M.1718-8 Motion to amend the AU Club Constitution in regards to the submission of yearly budgets (Paper G)

NW presented the motion, noting that 7 AU clubs have a collective debt of £39k, some of which is historic. The motion would add a clause to the AU constitution for clubs to submit their expected income and expenditure for the year ahead; restrictions would be imposed if this was not complied with.

SS queried how meaningful budgets would be submitted; NW said clubs can access previous year's club accounts and have a vague idea on their membership numbers each year. NW would expect costs for transport, competition fees, facility hire, coaching and kit to be disclosed, alongside sponsorship, fundraising and membership income. Maisie Loggie (AU Members Rep, ML) said this change would be positive and help committees understand their finances. OO said people take up committee roles, without being aware of club funds.

RG queried whether any restrictions or austerity measures would be applied to clubs in large debt to help reduce their debt; NW would expect clubs to attempt to reduce debt annually with support from HUU staff. Katie Wilkie (Societies Council Rep, KW) agreed with the proposal, which could be beneficial for societies too.

SS asked whether two weeks into semester 1 allows enough time for budgets to be compiled; NW said work on the budget can start as soon as committee members are elected during semester 2 of the previous year. JC noted that after the first year of this clause being in place, future committees would have a budget to work with and update going forward. RG suggested sharing standardised costs such as minibus/coach hire with committees to help them assess their upfront costs. NW said these costs are available from the Sports & Societies Co-ordinator.

The motion was voted on, receiving 11 votes in favour, 0 votes against and 1 abstention (NW, proposer, did not vote on this motion). The motion passed.

7.3 M. 1718-9 Motion to amend SO 4002 in regards to the AU Executive Committee (Paper H)

NW presented the motion, providing context behind the proposed move to have 4 appointed AU Exec members, plus two elected Councillors for Scrutiny. The 4 roles would be Members Rep, AU Secretary, Participation & Inclusivity and Non-BUCS Rep; these roles would ensure required tasks are completed. SS clarified that the Sports Zone had been amended last year; NW said the zone had been reduced to 3 members, which did not meet requirements and increased the workload on those individuals.

ML added that selection reiterates the importance of roles and will attract students who are put off by the election process.

LW queried whether the candidates would be selected using set criteria which would be advertised throughout the AU; NW advised that criteria would be agreed, with the roles being widely promoted. JC proposed an amendment to include 'The criteria for selection will be decided by the panel members prior to advertisement of roles in line with role descriptions.' The amendment was passed with 12 votes for, none against and no abstention (NW did not vote).

Danny Ingram (Councillor for Scrutiny Elect, DI) questioned whether removing the election of the AU Exec would be unrepresentative and hinder student engagement; NW said over 3,000 students play sport and must have representation on Union Council to fill these roles. SS said Faculty Representatives are selected due to these roles requiring people who are keen to fulfil their duties in post. JC added that roles can be co-opted at Union Council meetings, which does not require a campus wide election. Megan Hammell (Media Representative, MH) said media receives many nominations for roles that were previously difficult to fill via elections. NW clarified that applicants for the roles would be interviewed by HUU and University staff, in addition to some current AU Exec members. RG noted that continuing to elect these roles is not feasible, due to the roles currently being vacant for 2018/19.

The motion was voted in parts; firstly a move to roles and an increase to 4 members; 12 votes for, none against and no abstentions (NW did not vote). Part of motion passed. The motion in full, including amendment passed, with 12 votes in favour.

7.4 M. 1718-10 Motion to amend SOs 1001, 2001, 3001, 4001 and 5001 relating to the Student Officers (Paper I)

TM handed Chair responsibility to JC for this item due to being a seconder on this motion.

JW summarised the reason behind a change of role title for Student Officers, to 'President of'; clarifying that the President role would be 'President of the Students' Union'. RG queried why this has not been done previously; SA advised the decision has been taken based on the experience of officers this year.

There were 13 votes in favour, with no votes against or abstentions. The motion passed.

7.5 M. 1718-11 Motion to remove HUU's No Platform Policy (Paper J)

TM resumed Chair duties. SA summarised the discussions at previous Union Council meetings regarding the proposed removal of the No Platform Policy. SA noted that the groups specified within the No Platform Policy would not be allowed on campus under the External Speaker and Zero Tolerance policies. RG agreed with the proposed removal, stating that the removal streamlines processes for students.

Rory Hamill (LINKS Officer, RH) said LINKS sometimes require trainers or speakers from St John's Ambulance (SJA) to come on campus at short notice, which would be restricted by the External Speaker policy requiring two weeks' notice. RG suggested that RH agrees for SJA speakers to be on an approved returners list; JW noted that this is a valid point that should be addressed. KW suggested fast tracking External Speaker requests for people from some approved organisations or bodies, including SJA.

The motion passed with 13 votes for, none against and no abstentions.

7.6 M. 1718-12 Motion about Students and Brexit (Paper K)

For this motion TM stepped down as chair and JC resumed Chair duties, as TM seconded this motion. OO presented a motion for Union Council to consider supporting a cross party campaign regarding students lobbying for a referendum on the terms of Brexit, due to the impact on students. OO clarified that this would not be a referendum to stop Brexit.

Salman Anwar (Education Officer, SA) said Union Council was not the right platform to lobby for a referendum regarding the terms of Brexit, lobbying should be to secure the rights of students in the future. OO said political topics affecting students should be discussed by Union Council. A student agreed the motion should not be reviewed by Union Council, as the rights of EU citizens have already been agreed. OO said 75% of students in the UK voted to remain in the EU, with topics such as Erasmus and student movement affecting students.

A student noted that For Our Future's Sake (FFS) make references to the Labour party on their website. Isobel Hall (Education Officer Elect, IH) gueried who will lead the campaign; OO advised that interest has been expressed by student groups to ensure the project is student-led. OO added that student engagement regarding this issue had been carried out prior to motion submission. SS queried the purpose of a referendum regarding the terms of Brexit, given that EU policy has been added to UK law and is unlikely to be amended until further in the future. ET believes HUU must represent students on all topics, including wider political matters. BF agreed, however queried why FFS had been chosen, when there are other organisations doing similar work. NW noted the impact Brexit will have on students and employment opportunities, acknowledging that HUU should debate this matter and represent students. MH said protection of student mobility and Erasmus + are vital to languages courses. ML asked for clarity on what the motion will achieve; OO said HUU would inform students about the motion and provide them with the support to lead their own campaign. HH questioned whether HUU would continue to liaise with the 10 students' unions already in the campaign. OO said as a national issue, a joint approach would be beneficial, however this would be for students to decide.

BF proposed an amendment to remove the first two bullet points under the resolve section of the motion. RG highlighted that some students may be put off participating in the campaign due to Labour party links, as some students will have voted leave. RG proposed removing FFS from the motion, with polls and coin drops used to identify an appropriate organisation to support this; amendment seconded. The amendment received 13 votes for, none against and no abstention. Amendment passed.

SS proposed amending bullet point two under resolves; SA proposed further amends to this item. The wording of the amendment was agreed as 'To help these students to lobby stakeholders in the UK, including MPs, to influence the meaningful vote on the terms of the Brexit deal in Parliament in Autumn 2018.' The amendment received 13 votes for, none against and no amendments; amendment passed.

The motion was voted on, containing the two amends passed, the motion received 13 votes in favour, none against and no abstentions. Motion passed.

10. Your Ideas (if applicable)

None reported.

11. Any Other Business

None reported.

Osaro Otobo: 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.

Policy Objective

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

Carry out a governance review this 18/19 academic year to improve the way students can make change effectively through our democratic processes.

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

I would have gained feedback from students to hear what they want from our democratic processes. Our structures would be reformed to reflect student feedback.

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

Who will benefit from this activity and how? You might want to think about the news story or Impact Report www.huu-impact.com 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.

All students at the University of Hull will benefit from this as this will help make their student experience better.

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Plan review	28 th September	Liz Nicole Student President Team	l've had meetings with Liz and Nicole. Liz will contact Dows for help give the review structure. After meeting with Dows we now have a timeline for the governance review.
Write ADGC paper	6 th September	Liz	I submitted a paper to the committee so they

		Nicole	can note this project.
Inform Zones about the review	Mid October	Student president team	I spoke to governance zone on Monday 8th October.
			Tom mentioned the review at societies council. He will mention it at his next zone meeting.
			Nick mentioned it at AU Council and will mention it at his next sports zone meeting.
			Andy his mentioned it to LINK chair, Trans rep and LGBT+ co-officers. He will mention it at his next zone meeting.
			Isobel will mention it at her next zone meeting.
Consult at Union Council	22 nd October	Nicole	I am planning on having a workshop at UC to get the views of PTOs on decision making at HUU.
Consult students	Trimester 1- ongoing	Student president team	Currently planning on what interactive and effective ways we can get feedback from students.
		Marketing	Statems.
		SVOT assistants	Once PTOs are consulted then we'll share
		Liz Nicole	information about the review online.
Consult HUU staff	End of October	Student president team	We will talk to the wider HUU staff base at the next staff meeting.
		Jane	
Inform the university about the review	Ongoing	Student president team Jane	I have mentioned the review at University Council and meetings with the university leadership team.

How will you be working with students on this?

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

The student president team and I will be consulting students to get their feedback.

Monthly reflection

September/October – A review of this scale is a big task but breaking it down to show who is responsible for each step of the review helps considerably.

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?

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

Support campaigns ran this 18/19 academic year with a focus on student-led campaigns and national & local HE issues.

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

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.

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 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 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.

Action Plan

What actions do I need to take?	Dy whon?	Who can halp ma?	Undata
What actions do I need to take?	By when?	Who can help me?	Update
Black history month planning with Student Engagement	End of August	Sam Page	I have had meetings/discussions with
Coordinator		Marketing	everyone listed in the 'who can help me?'
		BAME officer	section.
		Societies	
		Sport clubs	I am working very closely with Karen Okra
		Karen Okra	at
		Hull Black History	Hull Black History Partnership. We have a
		Partnership	programme of events.
		Kofi Smiles – BBC	
		Patrick John	Marketing have been very supportive. I
		Bev Palmer	have met with Alex Uney many times. We
		Steve Curtis	have a facebook event listing all of the
		VC	events going on this month.

Contact northern SUs to find out what topics they are focusing on.	End of August	Andy King Alex Tute Martin Batstone SU presidents	At our SU visits I have asked other officers what they are working on.
Ideas for change workshop	Beginning of October	Nicole Marketing	Breakout area is booked for 31st October 12-1pm
HE – black attainment gap		SEO University registrar Patrick John Bev Palmer	Jonathan (President at Huddersfield Students' Union)
President pop-ups	September	Marketing	I did the first one on 24/09 and it was successful. I spoke to students about campaigns being one of my focuses.

How will you working with students on this?

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

Monthly reflection

This month:

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

September/October – I've had interest from students about running campaigns which I'm happy about. With the Student Engagement Coordinator post vacant it has been challenging running campaigns like black history month.

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.

Improving hull university union's communication to students through online platforms and in person.

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.

Increased interactions on social media platforms.

Increased engagement at events and with campaigns.

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 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?

Action Plan

Action Flan			
What actions do I need to take?	By when?	Who can help me?	Update
Look at marketing comms strategy	End of August	Rachel	Rachel will send me the document.
Discuss comms with Governance Zone	October	Governance Zone	Danny Ingram (Councillor of Scrutiny for Governance Zone) had many great suggestions on how we can improve comms which will help me in this objective.
Be more active on social media	September	Marketing Student President Team	I have made a conscious effort to post more updates on twitter. I now also have a Facebook work account.
Plan sessions where I can be visible on campus.	September	Marketing	I've created 'president pop-up' sessions to be more visible on campus.

How will you working with students on this

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

I will get active feedback from students to see what they want to be communicated to.

Monthly reflection

This month:

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

September/October – I have noticed a big difference in social media interaction between twitter and facebook. Facebook seems to be more accessible to students. When I did my president pop up I got good feedback from students saying it was nice to see me around.

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?)

Trustee Objective

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

Establishing a more confident and effective board through board and sub-board pre-meets, chair/president catch ups and an active mentor/mentee scheme.

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 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?

It 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		
Have a discussion with Emily to decide mentor pairings	August	Emily	We have decided on pairings and Emily has sent an email out to everyone detailing who they are paired which		

Set monthly chats with Stuart	August	Emily	I've asked Emily to help put this in my diary.
Review with Emily how we elect student trustees	August	Emily AGDC	We had a meeting regarding this and as a result some changes to standing orders have been made – in particularly the detail around not allowed to campaign, they are now allowed to do so!

How will you working with students on this?

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

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

Monthly reflection

This month:

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

Reflection on completion

Overall

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

Other projects

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

policy or survey data.

Issues	Source	What am I going to do? / The part I played.	Who can	When will I do
	NSS	 Support Part-Time Officers in organising an event 	help me?	this by?
	Union Council	 Contribute to a University Working Group 		
Room bookings	Your Ideas	I've worked with the university on this and now we have 63 additional rooms.	Registry services	Done
Hubs	Referendum	I've been talking to the VC and university registrar on this issue. A few changes have been made. I have a blog post ready to publish. We now have a working group to go through these issues.	Hub managers Jeannette VC Student president team	Ongoing
Strikes	Student feedback	I have a blog post ready to publish as well as a survey to consult with students on how they want the money spent.	Marketing Student president team	Ongoing
Student Central redevelopment	Student feedback	Work with marking to ensure regular updates are posted. I also will be in all important meetings about this to ensure the student voice is heard.	SMT Student president team	Ongoing

Monthly reflection

This month:

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

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?)

Personal Development Plan - Review Monthly

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

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

Personal Objective

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

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

Development project Hubs Student Central Redevelopment

President of Education Objectives:

1. Printing: To have increased the University allocation of printing credits for all students by Trimester 2.

Outcome: All students will have an increased number of printing credits available.

Benefits to Students: By tackling hidden course costs which causes financial burden to students and to improve their learning experience by improving their access to printable learning resources.

Working with Students:

- 7 Your Ideas submitted and voted upon
- Election manifesto point
- Hidden Course Horrors Chocolate & Chat event

Actions	By when?	Who can help?	Update
Find out about the amount of	September	Other SU Officers	Completed: Table of
printing credits offered by other			19 Universities
Universities			_
Find out average spend per	October	ICT	Waiting on ICT
student			
Put findings into Student	October	Liz Pearce	Completed: Student
Written Submission			Written Submission
			written and presented
			to University
Communicate to students	Ongoing		
Submit draft proposal to DVC	October		
and PVC Academic Affairs			
Action pending response from			
University			

2. Partnership: To cultivate a culture of partnership between the University and students and foster aspirations for collaborative working in order to make real improvements to the student experience.

With reference to:

- The role of the Students' Union in ensuring effective student voice
- Student Charter Agreements and Code of Practices
- Teaching Excellence Framework

Outcome:

The University will demonstrate a strong commitment to working with students as partners through charters, codes and strategies.

Benefits to Students:

Students are empowered to take an active role in their University experience.

Academic Reps are empowered and perceptions of their role are enhanced.

Improvements to the students' learning experience.

Working with Students:

Students and Academic Reps will take an active role in the below actions.

Actions	By when?	Who can help?	Update
Update our Student Charter	June 2019		
Approach VC and DVC			
Give students a role in creating	June 2019		
the Education Strategy for 2020			
- 2024			
Approach VC and DVC			
Hadata the Cada of Buanting to	June 2019		
Update the Code of Practice to establish the Universities	June 2019		
commitment to students as			
partners, embed strategy and			
financial investment to the			
Academic Representation			
system			
Work with DVC to set up group			
Proposal for Academic Rep			
Hoodies			
Work in partnership with	Ongoing		
Students on the institutional			
and subject level TEF			
submissions Attend TEE Conference			
Attend TEF Conference			

3. Postgraduates: Making sure that the Postgraduate voice is heard at both the University and at HUU by reviewing HUU's democratic structures, establishing an approach to PG representation, campaigning/lobbying on PG specific issues such as workspace and teaching opportunities and increasing their sense of belonging and community.

Outcome/Benefits to Students:

Postgraduate students will be better represented by the Union and in turn will have a better University experience through improvements made to their learning experience.

Working with Students:

Actions	By when?	Who can help?	Update
Postgraduate Forum	August		Complete
Postgraduate Forum Report	September		Complete and Sent to VC

Postgraduate Working Group	October		President of Education to co-chair group
			Dates TBC
Postgraduate Week	October	PGT Officer	Planned WC: 22 nd
		Library Skills Team	October
		Careers	Working with PGT
		HUU Marketing	Officer
		HUU Events	Events planned

Policy Objective

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

Measurable: Completed strategy written/approved/released

Achievable: Hull university union and the university of Hull, in particular health and wellbeing are working jointly to focus on this. First draft being composed.

Relevant: Students have indicated in AltLine Pulse data, consistently, that mental health is a priority to them.

Time scaled: By Christmas (optimistic), by end of academic year (realistic).

The creation of a mental health strategy that clearly outlines how seriously the university is taking these issues. Strategy to be broken down to focus on three main 'umbrella' strands: Mental health/Wellbeing, Suicide Minimisation and Reducing Sexual Violence/Encouraging safe and healthy relationships.

The strategy should outline the long term vision of the university/union for good mental health, provision of care, communication of said care through marketing (campus wide) through a mix of different techniques including digital and traditional poster based methods. An implementation plan will outline what actions will be taken, by whom, and by when.

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.

When the creation of this document is either complete or on the way to completion as a joint effort through departments. Further to this work should be done to communicate the creation of the strategy to students directly and student facing staff.

When Mental health is on the agenda for every university department: Marketing/Student support/ASTs and lecturers/Catering/Library etc. Straw polls asking people if they know about services in the university including health and wellbeing / raising a welfare concern.

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

Who will benefit from this activity and how? You might want to think about the news story or make it count story 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.

Hopefully this is a change that will be campus wide as the aim is to make mental health a priority for all areas of the university.

2543 students accessed the face to face drop in service from 2017/2018 run by the Health and Wellbeing team. A robust mental health strategy that aims to bolster provisions and increase the accessibility of services and train staff to effectively signpost will hopefully push this number further to around 3000/3500.

Action Plan					
What actions do I need to take?	By when?	Who can help me?	Update		
Feed into strategy + ensure first draft completed	September 2018	Health and Wellbeing	Met with health and wellbeing and fed into first draft of strategy with over 4 pages of feedback given. Initial draft to be finished by student services directorate and I will be influencing the strategy directly at this point. A completed draft will be submitted to University leadership team for approval.		
Meet with university marketing to discuss creation of a 'support' tab on the university website	October 2018	University leadership team Marketing and Communications	Meeting took place in Canham Turner. Articulated the reasoning behind the need and expanded on how it would benefit incoming prospective students and students already here. Explained how this intervention can assist the difficult position in League Tables and with the NSS scores.		
"Translate" the strategy document into one that is easily accessible – that shows mental health is serious to us and we haven't written it "for the sake of it" or to tick any boxes.	January/February 2019 or April/May 2019 Depending on date of completion.	HUU Marketing University Marketing HUU/University staff Directorate/Leadership teams	Initial progress has been looking at past 'strategies' written by the universities and HUU's own strategic plan. Future meantime endeavours to look at other university strategies. Attending conference on student mental health in early December with student services director.		
How will you working with students on this?					

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

Investigate their opinions on the usefulness of this policy by conducting a snapshot opinion survey on campus. Repeat during the year. Make them aware, if implemented, through advertising and telling students directly.

Possibly an online forum or in person forum to assess the usefulness - or implement a question into the AltLine Survey.

Monthly reflection

- Secured a response from the university to Jennie Watt's mental health report. Firm commitment from university signals willing to make changes.
- Strong relationships with the university in regards to making joint ventures in the strategy and day to day events.
- World Mental Health day was a success with over 1200 A-Z wellbeing booklets given away and 30 sheets of feedback collected.
- University Leadership and University marketing have signalled their commitment to improving mental health, preventing suicide and minimising sexual violence/ encouraging healthy relationships in all their students.

What I would have done differently

- Advertised World Mental health day using posters beforehand leading up to the day.
- Possibly a talk or 'fun' activity may have been appreciated too in addition to the information
- An engagement activity: e.g. a mood wall (this is being considered for exam stress activities)

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?

Activist Objective

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

At least 250 additional students to use the advice centre services and 500 more students to use the health and wellbeing service respectively by the end of the academic year through engagement events on campus and alterations to the current marketing including distribution of leaflets. I will also be delivering "Welfare Training" to AU clubs and societies so that students are made aware in a dedicated session outside of semester inductions.

10% increase of students to be aware of both of these services.

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.

Increase in numbers of face to face drop in appointments which will be measured by monitoring recorded data at the end of the year and compared to year before. Distribution of leaflets (5000) across campus in HUBS, Receptions and by hand during engagement events. Monitoring of AltLine pulse data to see if there is an increase of awareness of services.

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 make it count story 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.

All students should benefit from this but in particular mature students and post graduate students can benefit from the advice centre because of the guidance on what financial help is available and academic representation. Undergraduates are the largest demographic of users of health and wellbeing. Students will care about what I will be doing/already have done because it helps them to know what help is available when they may never expect to use it or there may be a greater chance that a friend of theirs is aware and can effectively signpost to support.

Action Plan			
What actions do I need to take?	By when?	Who can help me?	Update
Planning engagement activities – face to face promotion /	September/October 2018	Health and	Advice centre
flyers / shout outs		Wellbeing / Reslife	mentioned in central
			induction sessions for
			the first time.
			World mental health
			day was a success with
			1200 booklets given
			out and an initial
			residential
			accommodation visits
			planned with Taylor
			Court first.
Meet with university marketing to discuss creation of a	October 2018	Marketing and	Initial planning stages,
'support' tab on the university website		Communications	further meetings with
		(University)	digital strategy
		HUU Marketing	planned.
		and Comms	
		manager	
Create promotional videos that are easily accessible and	December 2018	Advice centre	Need to write brief to
sharable on social media		Health and	university marketing
		Wellbeing	team – initial brief sent
		Marketing	to digital team but
		(Uni/Union)	further details required.

How will you working with students on this?

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

Inviting them to help distribute useful booklets, starting conversations with their peers to spread the knowledge about services available to them. Offer training on how to start conversations about good mental health and then being able to signpost on to University/Union services.

Monthly reflection

This month:

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

World mental health day relative success – 1200 booklets distributed to students/ student bodies.

I should have done more prior awareness raising of the event or put on an event to engage students further.

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?)

Distribution of material.

Outreach not necessarily as strong as I would have liked.

I would have liked to do more fun things but felt like feedback and information was more necessary.

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.

Recruit a women's officer and a BAME officer in time for the October By-election to ensure representation of BAME and female students

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

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

Nominations received and positions filled/ elected. Number of votes/ nominees.

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 make it count story 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.

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What actions do I need to take?	By when?	Who can help me?	Update
Encourage nominations through face to face engagement	September 2018	SVOT Team	3 nominations for WO
and flyer distribution			1 nomination for BAME
Support candidates with any questions in coordination with	October 2018	SVOT Team	3-4 emails sent,
the elections team			elections cc'd into
			communication

How will you working with students on this?

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

Monthly reflection

This month:

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

Initially 3 nominees for women's officer but 1 withdrew. Final vote counts were 123 votes in total for the position. 1 nominee for BAME officer, 7 votes cast in total.

Both positions filled.

If there was anything I would have done differently it would possibly be more 'hands on' marketing of the position when nominations open.

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?)

Trustee Objective

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

Give myself sufficient time to read over board papers and ensure I understand it. To follow up on any questions in advance so that SMT may be more prepared.

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.

Early meetings to discuss this with student trustees and external trustees. I will have sent questions well in advance of any board meetings.

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 make it count story 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.

All students will benefit as having sufficient knowledge about being a trustee ensures that I can effectively help govern the union in a sustainable manner.

Action Plan What actions do I need to take?	By when?	Who can help me?	Update
Read all papers thoroughly and highlight questions	After papers are released – before meetings	Other trustees SMT/ exec	`Trustee pairings released
		assistants	
How will you working with students on this?			

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

Monthly reflection

This month:

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

Reflection on completion

Overall

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

Other projects

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

Issues	Source NSS Union Council	 What am I going to do? / The part I played. Support Part-Time Officers in organising an event Contribute to a University Working Group 	Who can help me?	When will I do this by?
Concerns over sexual assault on campus	Students via emails/ face to face meetings	Liaise with Health and Wellbeing to put together "Welfare Training" that will be available to all students and this will be recorded and put on Union Website	Health and Wellbeing	End of November 2018
Lack of provisions for period poverty on campus	Student feedback (your ideas)	Meeting with democracy and campaigns coordinator to arrange buying another batch of sanitary products. Possibly to be rolled out across campus through the university.	SETT/ HUU Women's officer	November 2018
Lighting on Salmon Grove/Ferens Avenue	Student/Staff feedback (Your ideas/Lighting Report)	Liaise with the council lighting technician to install upgraded lighting on Salmon Grove/ Ferens Avenue. I wrote a lighting report on the area which was circulated amongst university staff/ The council.	HCC UoH ULT Estates team	November 2018 (Dependant on Council. Lanterns have already been manufactured but require installation).
International Men's day/ Women's day/ Trans' day	Verbal student and staff feedback	Organise and facilitate days dedicated to these demographics. Opportunity to "celebrate being your best you" i.e. international men's day inviting in male suicide support groups, NHS testicular/prostate cancer groups, Movember, White Ribbon and a debate in the evening titled "What it means to be a man in 2018".	HUU Marketing/ Women's officer/ Trans rep	March 2019

Tom McNamara (President, Activities) - Officer Objectives 2018-19

Objective	Туре	Status
Objective 1: To improve the representation and support provided to Societies through a revamp of the SEC (Societies Executive Committee).	Policy, Activist, Representative	Ongoing
Objective 2: To review our current room booking system; working with the University to continue making space accessible for students while ensuring we accommodate societies and clubs of all size.	Policy	Ongoing
Objective 3: To improve dialogue between our commercial team and student stakeholders to generate new ideas and events; enticing more students into using and benefitting from our outlets.	Trustee, Activist	Ongoing
Objective 4 : To review how Societies spend their money in order to build up a case for financial investment from the University. In particular focusing on the use of the Societies Grant.	Policy, Activist	Bulk of work planned for Sem. 2
Objective 5 : To improve advertising opportunities for Societies and other student-led groups on campus.	Policy	Paused – more work can be done however I've chosen to focus on other objectives.

Policy	Activist	Representative	Trustee

Objective 1: To improve the representation and support provided to Societies through a revamp of the SEC (Societies Executive Committee).

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.

- A motion will be passed at Union Council to amend the SEC standing orders: SO 2004. This will see a restructure of the committee as well as a redistribution of responsibilities within the committee.
- I will work more closely with the revamped SEC, chairing their committee meetings to ensure that Societies are receiving adequate support and kept up to date with ongoing matters within the Union.
- I have had students say to me that they don't see the point of the SEC and that they basically try to do the job of the President of Activities. I would like to see a change in opinion that the SEC has had a significant presence this year in helping champion societies. This will be reviewed via feedback throughout the year.

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 make it count story 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?

My planned revamp of the SEC will mainly effect societies, in particular Society Presidents. It will benefit societies by:

- Improving transparency between the SEC, HUU staff and students through the new streamlined structure.
- Allowing the SEC to react more quickly to issues raised as well as being more proactive in general.
- Providing more oragnised support between the SEC and myself.

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.

expressed to me.

Host an EGM for the SEC to elect vacant positions	12 th October 2018	Current SEC members Rob Ackers (Societies Chair)	 EGM planned for the 12th of October to elect an Secretary, Events Coordinator, Welfare Officer and Marketing Officer.
Pass a motion at Union Council to amend the SEC standing orders.	22 nd October 2018	Nicole Steele	 Spoke to Nicole for advice. Wrote draft motion to circulate.

How will you working with students on this?

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

- Students, in particular Society Presidents have been consulted for feedback.
- I will work with the SEC closely this year to coordinate their efforts, delegating society queries and concerns to members where suitable.
- I will ensure Societies Council runs 3 times a semester to ensure Societies are kept up to date as much as possible as to what is going on in the Union.

Policy	Activist	Representative	Trustee
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Objective 2: To review our current room booking system; working with the University to continue making space accessible to students for booking, while ensuring we accommodate societies and clubs of all size.

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.

- Work to get a written agreement from the University around booking space on campus
- If feasible, the booking process will be made more streamlined for multiple/ recurring bookings while also remaining fair for all societies, giving all students the equal opportunity to book space.
- Continued communication with societies over booking issues is absolutely necessary.

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

Who will benefit from this activity and how? You might want to think about the news story or make it count story 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.

One of the main aims of HUU is to bring students together. Students need space to do this and quite often there isn't enough space to go around especially for our larger societies such as WARPS and Drama Society.

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Bookable space was increased by 60% through conversations between HUU staff and the University Estates Team.	Complete	Osaro Otobo Chloe Birr-Pixton	 Meeting held on the 15th August 2018 with Timetabling. Ferens Lecture theatres available until 2130 on Wednesday to accommodate Society-Use. 63 Other Rooms available in Derwent, Cohen, Allam Esk, RBB and Nidd.

Talked to Reception: 1) What space can be currently booked out by students; 2) How students can book out rooms; 3) Which groups usually demand a lot of space; 4) How we can best prioritise it.	Ongoing	Sue Sargeson (HUU Reception)	 Pole fitness, Afros Street Dance, Dance squad, Dance Sport, Swing Dance, Drama Soc and PA typically require a lot of performance space. Within the Student Central Building Meeting Rooms 1, 3, 6 and 7 (dance studio) are available for booking. Need to get a full breakdown of space available across campus
Talked to Andy King about students booking out Jmac, in particular for performance-based societies.	Completed	Andy King	 Performance based societies can now book out Jmac for rehearsals between 6pm and midnight on weekdays.
Requested access to the bookings calender for student space in the Student Central Building.	Completed	Joe Raw	I can now view the sharepoint bookings calender for all student-focused space in student central.
Met with Estates on 10/10/18 to understand issues around getting to assistance of porters to rearrange furniture in rooms being used by Societies.	Completed	John Findlay (Facilities & Security Manager, Estates)	 There would be a signidicant cost for rearranging rooms for every session. It was suggested that I go back to Timetabling to see if there are any more suitable rooms that could be used without rearranging the space. Meeting was set for 12/10/18 to meet with Ian Aylett from Timetabling.
Meeting with Ian Aylett to discuss bookable space for societies, in particular looking at specific needs of individual societies/clubs.	Ongoing	Ian Aylett (Timetabling) John Findlay	<u> </u>

How will you working with students on this?

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

• Working with students to understand space requirements and then communicating with Unviersity staff to find solutions.

Policy Activist	Representative	Trustee
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Objective 3: To improve dialogue between our commercial team and student stakeholders to generate new ideas and events; enticing more students into using and benefitting from our outlets.

"More Events" was an idea submitted through the "Your Ideas" scheme which I am taking forward in this objective; providing more events that will engage with a wider range of students.

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

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

- Establish a student working group to help generate ideas and provide direction for improving student attendance.
- More students attending events such as Karaoke, Quiz Night and Tower compaired with last year.
- Introduce new events (both one off and recurring), ran by student groups and external companies.

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 make it count story 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?

Action Plan			
What actions do I need to take?	By when?	Who can help me?	Update
The involvement of the Student President Team in the Commercial arm of the organisation was discussed at UEC	2 nd October 2018	UEC Andy King (CSD)	 It was agreed that I would have an increased involvement in commercial with me sitting in on the fortnightly commercial team meetings. I am also now in the mailing list for all commercial matters. This works well with the Commercial Services Director also being my Senior Management Mentor.

	•	My involvement with commercial is a recent development as and such, more updates will follow soon.

How will you working with students on this?

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

- I will be looking for student feedback on the Union outlets and how they would suggest making them better, practically. My current thoughts are to hold focus groups/ make a working group to brainstorm ideas.
- Encourage students to run more large scale events in the Union that we can help coordinate, e.g. Gig Nights etc.

	Policy	Activist	Representative	Trustee
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Objective 4: To review how societies spend their money in order to build up a case for financial investment from the University. In particular focusing on the use of the Societies Grant.

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 write a report on the expenditures of societies, looking at how money is spent, how this impacts their members and get a sense of how further funding could revolutionise the success of our societies.
- Once a solid case has been made, I will try to convince the University to give us a more money to invest in our student-led societies.

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 make it count story 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.

Action Plan			
What actions do I need to take?	By when?	Who can help me?	Update
Release details of the Societies' Grant Criteria and Application Process to Societies.	12 th October 2018		Details of the Society Grant were released on 09/10/18.
Review applications for the Societies Grant	Early November	SEC	
Gather feedback from Societies using the Grant	Throughout the Year	Society Treasurers/ Presidents	
Seek feedback from other SU's regarding their	End of Semester 1.	Other Activites	

funding for societies and how increased funding has positively impacted their students.		Officers	
How will you working with students on this?			
What roles will students plan and how will you engage	e / keep them engaged?		
•			

PolicyActivistRepresentativeTrustee

Objective 5: To improve advertising opportunities for Societies and other student-led groups on campus.

"More advertising space across campus for societies and sports teams" is an idea that has come from the "Your Ideas Scheme" so it is clearly something students have an interest in happening.

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.

- There will be visibly more noticeboards around campus for students to use.
 - o There will be clarification around the space on campus that societies can use to advertise.
 - o Potential for more noticeboards in key areas if necessary.
- Students will know how to make the most of the electronic advertising space available across campus.
- Students will know what physical space they can book out to advertise their society/ sports team such as booking out a stall or HUU gazebo.

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

Who will benefit from this activity and how? You might want to think about the news story or make it count story 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.

In recent years, we have seen a drop in footfall through Student Central. As this is the main place where we advertise our opportunities, we potentially aren't reaching as many students as we used to. By getting more advertising space across campus we will hopefully be able to reach more students. Raising our profile across campus will hopefully translate to an increase in signups for Societies and Sports teams meaning more money for the groups and likely an increase in student satisfaction due to involvement in extracurricular activities.

Action Plan			
What actions do I need to take?	By when?	Who can help me?	Update
Enquire about advertising	Completed	Michelle Anderson	Michelle forwarded me onto Carl Barrow (Customer

space in the University Library.		(University Librarian)	 Experience Operations Manager) to put ads on the electronic screens in the library. Met with Michelle on 20/07 to discuss further. Would prefer not to have any physical noticeboards as they aim to keep all the communication and advertisement in the library as electronic. Happy for us to engage students and gain feedback using the interactive screen on the ground floor. Possible arrangement for Societies and Sports Teams to email Carl directly with ads for their group. Michelle happy for Societies/ Sports teams to have marquees on the grass outside of the library.
Enquire about advertising space around campus accommodation.	Completed	Abi Page (ResLife)	 Met with Abi on 17/07 to discuss possibilities. Can advertise on electronic screens at The Lawns and at The Courtyard. Ads need to be sent as a single PowerPoint slide. Happy to let us book stalls out at the Lawns. The Commercial space at Westfield Court isn't suitable for an outlet so is being used as an open space which we can use to run a Fair with space for roughly 15 popup stalls. We can push HUU events through the New ResLife App which will be available to all accommodation residents.
Enquire about advertising space around commercial outlets on campus.	Completed	Trudi Vout (Campus and Accommodation Services) Richard Heppell	 Emailed Trudi to arrange a meeting on 20/07. Trudi responded and forwarded me on to Richard Heppell to discuss advertising in commercial outlets. Met with Richard for the 7th of August. Can use "table talkers" in University Commercial Outlets.
Confirm procedure for arranging gazebo outside the library/ booking stalls in the library	Ongoing	Ali Craig (Head of Customer Services, BJL)	 Met with Ali on the 9th August. Follow up email sent on 6th September.

Enquire about advertising space in the Allam Medical Building	Complete	Jules Cornes (Student Hub Manager – FHS)	 Emailed Jules on 15/08. Happy for students to commandeer a table and chairs near the café. Potentially useful for the medical-based societies/ reaching out to nursing/ midwifery student.
Establish a working relationship with Abi (from ResLife) and Carl Barrow (Library) for utilising electronic advertising	Ongoing	Abi Page (ResLife) Carl Barrow (Library)	 Meeting arranged with Carl for the 7th of September to discuss how we can proceed.
Get more noticeboards in the Union for advertising student events	Ongoing	Rachel Kirby	 More noticeboards will be put up in retreat, following requests from students.

How will you working with students on this?

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

- Inform Society Presidents through email, social media and Societies Council. Also include information in the Societies Handbook.
- Establish a system through which they can submit their ads for approval; book out slots for stalls and gazebos.

Other projects

Issues	Source	What am I going to do? / The part I played.	Who can help me?	When will I do this by?
RAG Grant	My Manifesto	 Write up a proposal for a grant that students can use to help facilitate events held to raise money for charity. Consulted the RAG Committee for feedback. Submitted to FRM for approval. Meeting on 15/10/18 to discuss the grant with Membership Services Director. 	Kevin Pearson (FRM) Angie Drinkall	Ongoing
HUU Societies & Volunteering Facebook Page	My Manifesto	 Asked Marketing to set up this page, including creating banner and profile graphics. 	Jack Baldwin (Marketing)	Completed
Accreditation Scheme for Societies	SEC Society Execs	To be discussed with the incoming SEC.	SEC Vicky Dean	Ongoing
Storage Space for Societies	Student Feedback	 Shelving for the Tardis (Drama/GS Storeroom) acquired from Andy King. Nigel and Sam to help with setup. 	Sam Salvidge Andy King	Ongoing
Society/ Volunteer of the Month	Student President Team	 Need to look into potential sponsorship for a cash prize for societies. 		Ongoing
Subsidised/ Free Bus Passes with EYMS for all University of Hull.	Your Ideas	 Emailed Mark Mullaney regarding the University's partnership with EYMS for first year accommodation. Mark passed me onto Julie Blenkarn and Elli Shearer from purchasing to discuss feasibility of this deal being expanded to the entire student population. EYMS HAVE STATED SUBSIDISED PASSES WOULD NOT BE FEASIBLE Mark also gave me Bob Rackley or Claire Robinson as contacts at EYMS. 	Mark Mullaney	Ongoing

		 Contact EYMS regarding the possibility of arranging a Trimester 3 pass for students studying over summer. 		
Request Music on the Union Radio?	Your Ideas	 Not possible on the Union sound system however it is possible to request songs on JAM Radio now that they are up and running with a full exec. 	Andy King Connor Drake (JAM Radio)	Complete
Longer opening hours for Membership Services	Your Ideas	 Not feasible. Staff need sufficient time to get work done without disruption. 	Andy King	Complete

Description

To set up, advertise and support a Facebook group for mature students. This will allow mature students to find and interact with each other across courses, hopefully allowing them to form friendship groups, get more out of their time at University and feel more involved with the wider student community.

What does success look like? What are the KPIs?

Growth of the Facebook group, interaction of members

How many Students will this benefit and how?

6000 mature students at UoH, could impact on all of them.

Action Plan

Actions	Deadlines	Key helpers/allies	Update
Work Facebook Profile creation	15/8/18		COMPLETED
Fb group creation	15/8/18	SEOs	COMPLETED
#MoreforMature campaign			

How are you empowering students to help meet this objective?

Mature Students PTO to support, look to create leaders within the community.

Mature Students Society being set up, hopefully this will complement this work and increase the engagement from mature students.

Monthly Reflection

MSO elected, is promoting the group herself.

Objective: Increasing awareness of sports fixtures/results/successes (Manifes
--

Description

Using existing and potentially new methods of student communication to regularly and efficiently publicise the fixtures, results and successes of sport at Hull. Including but not limited to, BUCS fixtures and results, Non-BUCS fixtures and results and club successes on and off the pitch.

What does success look like? What are the KPIs?

Increase in numbers following Fb page, Twitter, Instagram and interacting with posts

How many Students will this benefit and how?

All students interested in sports from full participants to casual observers

Action Plan

Actions	Deadlines	Key helpers/allies	Update
Revamp of HUU AU Facebook page	16/8/18	Jack - marketing	Done
New Graphics	16/8/18	Marketing	Done
Graphics for fixtures/resutsI/GOW/GOM	08/10/18	Marketing	Done

How are you empowering students to help meet this objective?

Bring AU Exec onboard and give them ownership of certain areas

Monthly Reflection

First BUCS Wednesday was a big success for GOW and Instagram interactions

	Policy	Activist	Representative	Trustee
Description	-		<u> </u>	-
To plan, launch and deliver a y	earlong series of events to	celebrate the 70th Anniversary	of the Athletic Union	
What does success look	like? What are the K	(Pls?		
Good attendance at events, so	cial media engagements, p	ositive feedback from current s	tudents and alumni	
How many Students wi	II this benefit and how	w?		
Students in the Athletic Union	this year, potential longer t	term impact		
Action Plan				
Actions		Deadlines	Key helpers/allies	Update
Get launch photo shot with the	e AU	3/10/18	Marketing/Sports Centre/AU	DONE
How are you empoweri	ng students to help n	neet this objective?		
Encourage students to explo	<u> </u>	<u> </u>		
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Monthly Reflection				
	, 170 students showed up a	at relatively short notice and a	good number of clubs represented.	

Description

Working with clubs to reduce their debt on an individual basis, with the aim of every club making a profit in the year 2018/19 and therefore reducing the level of AU debt overall.

What does success look like? What are the KPIs?

No Club currently in debt to increase that debt by year end, overall financial status of the AU

How many Students will this benefit and how?

All students involved in those clubs and future students involved In those clubs

Action Plan

Actions	Deadlines	Key helpers/allies	Update
All clubs to submit budgets as per Constitution	8/10/18	Finance, clubs	Some still outstanding

How are you empowering students to help meet this objective?

Giving clubs ownership of their budget formats, encouraging them to find solutions to their problems

Monthly Reflection

Some really great work done by some clubs, some clubs have needed a great deal of time and effort invested in them to meet their obligations but progress overall has been good.

Personal	Policy	Activist	Representat	ive Truste
Description				'
have a week of events in 2 nd s	emester for the promotior	of sports at HUU/UoH espec	cially highlighting the good worl	c clubs do
/hat does success look li	ke? What are the KP	ls?		
1inimum of one 'Sports Week' e	vent for each of the seven	days, 50% buy in from AU Cl	ubs in terms of promotion oper	ning up of their training sessions
How many Students will t	this benefit and how	?		
tudents within the AU and those	e outside the AU with an in	terest in sport		
Action Plan				
Actions		Deadlines	Key helpers/allies	Update
How are you empowering	students to help mo	eet this objective?		
Get clubs to think about how t	<u> </u>		events for the week	
set class to timik about now t	arey can promote them s	oorts amerently and create	events for the week	
Monthly Reflection				
Sports Week is on the Wall Plann	er as the 4 th – 10 th Februar	y 2019.		
LGBT+ Colour run on 9/2/19 will	•			
	give clubs time to think of	things		

Objective:	President's	Handbook
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Description

Compile a President's Handbook, to be emailed to each President, which will contain key information, help and contacts to aid them in performing their role.

What does success look like? What are the KPIs?

Good feedback from Presidents, continuation of Handbook by my successor

How many Students will this benefit and how?

Current Presidents, future Presidents

Action Plan

Actions	Deadlines	Key helpers/allies	Update
1 st Draft ready	31/8/18		missed

How are you empowering students to help meet this objective?

Cultivate feedback from Presidents on its usefulness and use that to refine

Monthly Reflection

More work needed on this to meet first deadline

Has slipped down the priority list with everything that has happened over the first few weeks, hoping to pick this up and get final version to Presidents by end of October.

Obj	ective:	ΑU	EXEC
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Personal	Policy	Activist	Representative	Trustee

Description

AU Executive Committee recruitment and training, advertise and inform people about the roles ahead of the start of the year to allow a swift but thorough recruitment process. Once chosen, provide training and leadership/mentoring to the AU Exec to help them excel in their roles and get the most out of the year. Analyse the recruitment process to highlight areas of improvement and make necessary changes to standing orders ahead of the recruitment of their successors at the end of the year.

What does success look like? What are the KPIs?

Recruitment in all four positions, training documents ready ahead of this, with positive and constructive feedback from this year's Exec. More applicants for next year than this year.

How many Students will this benefit and how?

All students in the AU and wider sport, particular benefits for the members of AU Exec

Action Plan

Actions	Deadlines	Key helpers/allies	Update
Create Adverts for roles	31/8/18	Chloe	DONE
Create Google Form Application forms	31/8/18	Vicky	DONE
Release Adverts and Promote	10/9/18		DONE
Interview Applicants and decide on those successful	5/10/18	Liz	DONE
Motion to Union Council submitted	11/10/18	Nicole	DONE
Motion Passed	22/10/18	Maisie	Please

How are you empowering students to help meet this objective?

Allow AU Exec to define their own objectives rather than just support mine.

Monthly Reflection

Received five outstanding candidates, Motion to Union Council to allow AU Participation and Inclusivity to be a 'co' role

Objective: Crowdfun	dina			
_		Activist	Donnocontestino	Twiston
Personal	Policy	Activist	Representative	Trustee
Description				
Help and encourage clubs to for	ormulate projects that can take	advantage of the new crowdf	unding platform available this	year.
What does success look	like? What are the KPIs	?		
25% of AU Clubs getting a proj	ect approved for crowdfunding	and 75% of them reaching th	eir funding target.	
How many Students wil	I this benefit and how?			
Action Plan				
Actions		Deadlines	Key helpers/allies	Update
How are you empoweri	ng students to help mee	t this objective?		
Monthly Reflection				
SUSPENDED 17/8/18				
-Crowdfunding project on hold	, cannot progress with this obje	ective without that.		

Objective: Paying for Sport at the University of Hull and HUU

Personal Policy Activist Representative Trustee

Description

To undertake the following, over the course of this year conduct an in depth and wide ranging review into the cost of sport and how it is paid for, compile findings into a report with a proposal for UoH and HUU going forward.

What does success look like? What are the KPIs?

Presenting a comprehensive report with detailed and costed recommendations before I leave.

How many Students will this benefit and how?

Potentially, all students who wish to partake in sport in future years

Action Plan

Actions	Deadlines	Key helpers/allies	Update
Identify scope, initial ideas and areas to investigate	17/8/18		DONE
Collect key information and compile	31/10/18	Dave Varley	
Create working group to help me review information	7/11/18		

How are you empowering students to help meet this objective?

Possibility for surveys, focus groups, review groups. Will involve AU Exec and AU Council depending on whether they have the time

Monthly Reflection

This objective sees the 'parking' of lobbying the University over Gym memberships for accommodation and will need other 'shorter term' objectives to have increased focus before fresher's to free up time afterwards.

Have shared objective with Dave Varley and Steve Curtis, have their support to proceed.

Shared objective at first AU Council and have spoken in person to some students about it

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.

Carry out a governance review this 18/19 academic year to improve the way students can make change effectively through our democratic processes.

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

We would have gained feedback from students to hear what they want from our democratic processes.

Our structures would be reformed to reflect student feedback.

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 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.

All students at the University of Hull will benefit from this as this will help make their student experience better.

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
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Plan review	28 th September	Liz	Osaro had meetings with
		Nicole	Liz and Nicole to discuss first steps.
		Student president team	The student president team had a session with
		Marketing	Dows to have a
		Dows	structured approach to the governance review.
Let Trustees know about the review.	Early September	Liz	Osaro provided a verbal
		Nicole	update at the July Board and presented a paper at ADGC on 6 th September.
Inform Zones about the review.	Mid October	Student president	Osaro spoke to
		team	governance zone on Monday 8 th October.
			Tom mentioned the review at societies council. He will mention it at his next zone meeting.
			Nick mentioned it at AU Council and will mention
			it at his next sports zone meeting.
			Andy has mentioned it to LINK chair, Trans rep and
			LGBT+ co-officers. He will

Consult at Union Council	22 nd October	Osaro Nicole	mention it at his next zone meeting. Isobel will mention it at her next zone meeting. Osaro is planning on having a workshop at UC to get the views of PTOs on decision making at HUU.
Consult students	Trimester 1- ongoing	Student president team Marketing SVOT assistants Liz Nicole	Currently planning on what interactive and effective ways we can get feedback from students. Once PTOs are consulted then we'll share information about the review online.
Consult HUU staff	End of October	Student president team Jane	We will talk to the wider HUU staff base at the next staff meeting.
Inform the university about the review	Ongoing	Student president team Jane	Osaro has mentioned the review at University Council and meetings with the university leadership team.

How will you working with students on this?

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

We will engage with students by actively asking them, about their academic concerns and encouraging them

The student president team will be actively consulting students to get their feedback.

Monthly reflection

September/October – A review of this scale is a big task but breaking it down to show who is responsible for each step of the review helps considerably.

This month:

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

Reflection on completion

Overall

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

UC Papers

Environment And Ethics Officer

No Report Submitted

LINKS

- 1. Last count of 22 new applicants during 'WelcomeFest' to cover asylum, sports and other events
- 2. Open evening was a success
- 3. Working on a 'Harm reduction' campaign- encouraging students to drink less/not take drugs- planning working with Hull Uni Angels and renew

LGBT+ Co-officers

- 4. 'WelcomeFest' was a success stalls at sports and societies fairs and there was lots of interest and lots of students turning up to the new social (Welcome Night- 30 students, mostly new members)
- 5. World Aids day- 'Rock' related events because the theme is 'Rock the ribbon"
- 6. LGBT approved badges for societies and sports teams there will be an events/social where they are observed and it will be decided if they're inclusive and accepting and they will either receive the badge or they will be given advice on how to improveaims to make it easier for first-years coming into University so they know where they can go and where they will be accepted
- 7. HUU Pride week last week of Feb
- 8. Campaign on LGBT and sexual health specifically

Trans Officer

- 9. Over Summer, I wrote the motion to make the election for Trans Rep union-wide which will be brought to the union council on 22nd October.
- 10. Advertised the Trans Rep email online and on posters so that trans students can contact to access the secret Trans Group. A few new attendees have joined.
- 11. Gave the Trans 101 talk. It was well-received by attendees and there were about 20 people. A few people have asked for the slides to be emailed to them.

Women's Officer

- I attended the first Welfare Zone Meeting and have since been planning for the year ahead.
- I had a meeting with Andy on Tuesday and we discussed potential campaigns and I'm currently organising an EGM to get a committee sorted.

Disabled Students Officer

- Attended W&OF, and engaged with students and external organisations alike
- First meet and greet of the year in scoop. One previous attendee and four new ones, along with PW&C. This doesn't seem positive, however last year only the one existing member turned up to this event, so this gives an increase of 500%, which sounds a lot better.
- On the back of this meet and greet, accessibility issues were highlighted in scoop. I
 have Spoken to Andy King, and these will be fixed during next summer, due to the
 possible complexity of the job.
- Held a governance review meeting to update SO5007. This was attended by two members and PW&C. This was another successful event.
- Will be holding an AGM/EGM soon to elect an executive for the coming year, pending SO5007 passing through UC

BAME Students Officer

No Report Submitted

Councillor of Scrutiny

No Report Submitted

Governance Zone Report 8th October 2018 Meeting room 2

Councillor for Scrutiny

- 1. Read up on standing orders for governance zone, president of the students' union and union council in order to effectively hold president of the students' union to account.
- 2. Contributed ideas towards improving communication to students at the students' union.
- 3. Flagged that part-time officers should be highlighted more around the union especially liberation campaign offers.
- 4. Asked what the current priorities for the zone this year are. These are the 3 things: the governance review, student hubs and the student development project.



Activities Zone Report

SEC

- Planning a restructure of the Exec. Motion to be proposed at Union Council.
- Running an EGM on the 12th of October to elect vacant positions. Currently have plenty of interest.
- Societies Council was well attended and took place on 2nd of October.
- Main time commitment at the moment is checking in on ECMs

Media

- Torch TV is still without a Station Manager.
- JAM Radio now has 2 Co-Station Managers and have started filling out their exec with a General Secretary, Head of Programming, Head of Music and Head of News.
- JAM have had a big push on social media.
- The Hullfire is in the process of electing a committee and is aiming to get the first issue launched towards the back end of November.

RAG

- RAG is going well with almost £2k already being raised for charity.
- Elected a new Volunteers Coordinator at their EGM on the 8th Oct but still need to recruit a challenges coordinator.
- Already starting to engage with Clubs and Societies.
- Working with Societies to develop the 24hr Charity event run by Com Soc, Warps, Board Games and Anime Soc.
- Alzheimer's Research UK is RAG's Charity of the Year.

Councillors of Scrutiny

- Main concern was the reduction in opening hours of Sanctuary and how this was poorly communicated to students.

UNION COUNCIL MOTION

M.1819-1 Motion to make the election process for the Trans Representative union-wide

HUU Notes:

- 1. The Trans Representative sits on the LGBT+ committee run by the LGBT+ Coofficers to represent the trans community.
- 2. Currently the Trans Rep is elected in a meeting open to any trans students, similar to how the other LGBT+ committee members are elected in a meeting open to any LGBT+ students.
- 3. The position was created in the 2012-13 academic year to make sure trans people who are often overlooked and erased in LGBT+ spaces had a say on the LGBT+ committee.
- 4. In May 2017, motion M.1617-23 passed giving the Trans Rep a vote on union council and the Welfare and Community Zone.
- 5. On the Welfare and Community Zone the LGBT+ Coofficers, BAME Officer, Disabled Students' Officer, Women's Officer and Environment and Ethics Officer are all elected in the main union elections.

HUU Believes:

- 1. The Trans Rep now has a vote on union council and therefore represents the interests of every transgender student.
- 2. This is the same as how part-time student officers on the Welfare and Community Zone LGBT+ Co-officers, Disabled Students' Officer, BAME Officer and Women's Officer represent every student in their particular demographic.
- 3. Yet the Trans Rep is elected by whichever trans students are aware of the AGM and are able to attend the current Trans Rep was elected on a mandate of 7 people excluding their own vote.
- 4. Every trans student should have the opportunity to vote; to do this the election process should be brought in line with the other elected part-time officer roles.



HUU Resolves:

- 1. Add the position of Trans Representative to the main union-wide elections.
- 2. The Trans Rep will be elected in the same online process as the other elected part-time officers.
- 3. As part of this process currently, the voting union member has to select what characteristics apply to them such as BAME, LGBT+, part-time student, etc. Add trans to this list and then the Trans Rep candidate(s) will only appear for the students who select that they are trans.

Proposer: Rayan Shipton (Trans Representative)

Seconder: Andrew Costigan (President of Welfare and Community), Hayley Hatton (Trans Representative 2017-18), Ralph Lending (LGBT+ Co-officer), Caroline Studdart (LGBT+ Co-officer), Alex Blight (LGBT+ Secretary)



UNION COUNCIL MOTION

M.1819-2 Updating SO5007 (Disabled Students Officer

HUU Notes:

SO5007 Has not been reviewed since 2015

It currently requires students to essentially act as counsellors for other students, rather than as people who can signpost

It currently contains no mention of lobbying UoH

HUU Believes:

Changes are needed to ensure the correct information is given to vulnerable students and that the University is held fully to account around accessibility.

HUU Resolves:

SO5007 is updated as shown below. This version has been developed with a group of disabled students

Proposer: Jessica Clunan (Disabled Students Officer)
Seconder: Rosie Russell (Post Graduate Taught Officer)



STANDING ORDER GOVERNING THE DISABLED STUDENTS' COMMITTEE

1. Definition

The Committee is a Standing Committee of HUU as defined in SO 8008 and will be subject to these regulations unless otherwise stated in SO 5007. The Disabled Students' Officer and the Committee are accountable to the President of Welfare & Community and the Welfare & Community Zone.

2. <u>Aims</u>

The Disabled Students' Committee will:

- a) campaign for disability rights within HUU, across The University of Hull campus, locally and nationally;
- b) ensure HUU's Equal Opportunity policy is fair to disabled members;
- c) campaign for the provision, maintenance and improvement of accessibility across HUU and The University of Hull
- d) promote links with other similar groups and organisations, within the local community, regionally and nationally;
- e) raise funds to support local and national charities in line with HUU values and the founding principles of the disabled student committee.

3. Disabled Students' Officer

The Disabled Students' Officer shall be elected once per academic year, in accordance with SO 8001. The Disabled Students' Officer shall chair the committee and have responsibility for both the Executive and the Committee and is a voting member of the Welfare & Community Zone and union council.

4. Membership

The Disabled Students' Committee has two types of membership:

a) Full Membership:

Full membership is open to all full members of HUU as defined in the Byelaws.

b) Associate Membership:

Associate membership is open to all associate members of HUU as defined in the Byelaws.

5. Elections

The Disabled Students' Officer shall be elected in semester two in accordance with SO 8001 and members of the Executive Committee in accordance with SO 8008. They shall hold their positions for the next academic year. Vacancies are to be elected in accordance with SO 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 Disabled Students' Officer there shall be an Executive Committee. The Executive Committee shall be active in the promotion of Disability Rights; in HUU, across The University of Hull, regionally and nationally 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, if necessary, its long term strategy and standing orders.

The voting membership of the Executive Committee shall be:

- a) Chair Disabled Students' Committee
 The Chair Disabled Students' Committee is Chair of the Executive;
- b) Finance and Administration Officer
- The Finance and Administration Officer shall assist the Chair Disabled Students' Committee in the administration and organisation of the Committee. The Finance and Administration Officer 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; and keeping the Committee's Primary and Secondary accounts solvent. Responsibilities shall include budgeting; monitoring expenditure and signing claim forms.

d) Education Representative

The Education representative shall work with the committee to voice concerns regarding issues that affect disabled student's education. For example, access issues to lectures and university buildings, making sure that learning material is available in all formats and generally signposting to ensure that disabled students have the equipment and support that they need to succeed in their education. The Education representative shall also work closely with disability services and sign post students to them if necessary.

e) Sports Representative

The Sports representative shall work closely with the Sports Development team and the Athletic Union to ensure that all disabled students have opportunities to play sports at university. They shall also help to resolve issues that disabled students may have with accessing sports facilities at the university. Further, the Sports representative shall be responsible for raising awareness of disability sports at the university.

f) Mental, Cognitive and Developmental Differences Representative

The Mental, congnitive and developmental differences Representative shall work to on behalf disabled students. They shall be a point of contact for disabled students experiencing issues specific to their role. They must sign post students to the relevant department of SWLWS and/or HUU Advice Centre as appropriate, as well as external organisations. The MCDDR shall also have the responsibility to run campaigns related to these areas whilst liaising with relevant student groups, the President of Welfare & Community and other partners as appropriate.

g) Campaigns Officer

The Campaigns Officer shall assist the Committee in the running of its campaigns and liaise with HUU Student Voice and Opportunities team.

7. Meetings

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

a) Quorum: The quorum of such meetings shall be 50% of the voting membership. Minutes: The minutes shall be taken by the Finance and Administration Officer

Attendance of voting members: Any voting member of the Executive Committee who fails to attend two consecutive meetings of the Committee, other than for reasons of health, or University or Union business, is deemed to have resigned. Apologies for non- attendance due to these reasons should be submitted to the Chairperson of the Committee.

8. Powers

The Executive shall be able to:

- (a) Pass a motion of caution against the Disabled Students Officer as detailed in SO 8008;
- (b) Bring motions of censure and no confidence as detailed in SO 8008 against the Disabled Students Officer to Council;
- (c) Pass a motion of caution, censure or no confidence against other Executive or Committee members as detailed in SO 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 President of Welfare & Community.

9. Budget

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

KLH March 2013

Passed by UEC on: 25th March 2013 Passed by Union Council on: 15/04/2013 Updated: AD/ME

Passed UEC:

Passed UC: 15 December 2015

Updated: GL/GB

Passed at UEC:

Passed at UC: 14 November 2016

Passed at UC: 8 May 2017

Passed at UC: 23 April 2018

Updated 29 September 2018: JC/RR/AL/AFC

Passed at UEC:

UNION COUNCIL MOTION

A motion to reduce the number of members required for society ratification

HUU Notes:

• Currently Societies need 15 members in order to be recognised by HUU as a Society.

HUU Believes:

- This requirement can often prevent smaller niche societies from being ratified or see them collapse altogether from previous years of success.
- By reducing the number of members required for ratification, HUU will be able to recognise and support smaller societies as well as still offering the framework for new students to get involved with their group.

HUU Resolves:

- The number of members required for society ratification should be reduced from 15 to 10 with amendments being made to SO 2003.
- While this isn't a huge change it will help struggling societies get back on their feet.

Proposer: Tom McNamara (President, Activities)

Seconder:

- Jess Clunan (Disabled Students Officer)
- Dominic Clare (Councillor of Scrutiny for the AZ and President of Computer & Gaming Society)
- Kathryn Burrows (President of Arts & Crafts Society)
- Monica Costa (President of Film Society)
- David Wait (President of Physics Society)



SO 2003

STANDING ORDER GOVERNING UNION SOCIETIES

INTERPRETATION

1. These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union and shall be interpreted accordingly.

RECOGNITION

- 2. A Society may apply for recognition by Union Council provided:
 - (a) it has at least fifteen ten Full Members of Union who have paid their subscription;
 - (b) its Constitution, membership list and information sheet have been lodged with the President of Activities, the Chair Societies & Student Activities Coordinator with a copy filed with the Societies Co-ordinator;
 - (c) specimen signatures of the Chairperson, Treasurer, Secretary and one other nominated Executive member have been logged with the President of Activities and/or Societies Co-ordinator. NB A HUU bank account cannot be opened by a society until it is ratified by Union Council.

CONSTITUTION

3. The Constitution of the Society must not conflict with the Constitution of Hull University Union or bring its charitable aims into question. The Constitution having been ratified by Council shall only be amended by a majority of two thirds of those present and eligible to vote at a duly convened general meeting of the Society, provided that the proposed amendment is published in full on the agenda. Such amendments should be notified to the President of Activities and shall not be valid until ratified by Union Council.

MEMBERSHIP

- 4. Full Membership Full Membership of any Society shall be open to all Full Members of the Union on payment of the annual subscription to the relevant Society's President.
- 5. Associate Membership Associate Membership of the Society shall only be open to Associate Members of HUU as defined in the Bye Laws.
- 6. Membership lists Membership lists are to be held in the Student's Union and can be emailed to society presidents from HUU reception, they can also be accessed by the Societies Co-ordinator.



- 7. Committee The Society must establish a committee of at least five full members who shall be elected by the Annual General Meeting, which shall be convened during weeks 5-8 of Semester 2. A casual vacancy may be filled by co-option or by election at a general meeting. To elect a Committee a Society must hold an Annual General Meeting, where all their members are invited to attend.
- 8. Officers The Society's membership shall appoint a Chairperson, Treasurer and Secretary from amongst its membership. Persons holding these specific posts must be full members of the Union.

GENERAL MEETINGS

- 9. Calling a General Meeting A general meeting of a Society shall be called by the Chairperson, the Committee, or at the written request of the voting membership. A general meeting can also be called by the Chair Societies at the request of a simple majority of the Societies' Executive Committee and in the later case, shall be chaired by the Chair Societies or by their nominee.
- 10. Notice of Meetings Notice of meetings shall be as follows:
 - a. for an Annual General Meeting; seven clear days1; 1 Clear days shall not include Saturdays, Sundays, Public Holidays or University vacations.
 - b. for Societies Council; five clear days.

Such notice shall be posted on society social media, and if necessary emailed to all voting members

11. Voting rights and quorum Only full members of the Society shall have voting rights. The quorum for any general meeting shall be 20% of the voting membership.

FINANCIAL ARRANGEMENTS

- 12. Grant Application A grant application is to be made in accordance with Annex B to Standing Order governing Financial Procedures.
- 13. Financial Controls The Chairperson, Secretary and Treasurer of the Society are to control the funds of the Society in accordance with Standing Orders governing Financial Procedures.
- 14. Accounts Printouts of a Society's account balances and transactions can be obtained from the Cash Office in Membership Services.
- 15. Society Charge This will be reviewed annually by the incoming relevant Sabbatical Officer in line with HUU funding support and inflation.



CLERICAL ARRANGEMENTS

16. Members of Societies may make use of the facilities including printing, mailing, faxing, photocopying and telephones; charges will be made for each facility.

TP/MP/SR October

Passed at UEC Meeting: 24/11/10 Passed at H.U.U. Council: 13/12/10

Passed at UEC: 26 April 2016 Passed at UC: 9 May 2016 Passed at UC: 8 May 2017 Passed at UC: 23 April 2018



UNION COUNCIL MOTION

A motion to update the Structure & Responsibilities of the Societies Executive Committee (SEC).

HUU Notes:

- That the SEC play an integral role in engaging and supporting societies and their committees.
- The Committee is comprised of eight roles: Societies Chair, Secretary, Treasurer, Communication Officer, Graphic Designer, Marketing Officer, Welfare Officer and Events Coordinator.
- Currently, the Societies Chair leads and chairs the SEC meetings; reporting to the President of Activities with any feedback and issues from societies.
- In 2017/18, the responsibility for chairing Societies Council moved from the Societies Chair to the President of Activities. Council is mandatory for all Society Presidents and is their main chance to hear about what is going on in the Union and give their feedback.
- The HUU sports-equivalent, the Athletic Union Executive Committee (AU Exec), is chaired and led by the President of Sport, which allows them to work effectively with their Exec to support and celebrate sports at the University.

HUU Believes:

- Communication has suffered over the past few years between Societies, the SEC and the Union. A more streamlined model for the committee should help improve communication, transparency and overall improve the effectiveness of the committee.
- Societies make up such a large part of the responsibilities of the President of Activities, it seems strange that they do not work with the SEC in a similar way to how the President of Sport does with the AU Exec.
- The standing orders for the SEC contains roles (such as the Graphics Designer) that have not been actively filled and have role descriptions that need updating



for the current year in order to make the committee as a whole, fit for purpose.

HUU Resolves:

- That the position of Societies Chair should be removed with the responsibility of leading and chairing the committee moving to the President of Activities.
- To accommodate for the Societies Chair's role to support societies, 2 new positions would be introduced: Society Mentors. Mentors would be responsible for sharing best practise and advising new societies. The elected Societies Chair would in turn take on one of the mentor roles.
- That the position of graphics designer is also removed with necessary responsibilities moving to the Marketing Officer which would in turn be renamed to Publicity Officer.
- Other minor changes as mentioned below including updating the Events Coordinator description to include responsibilities around signing societies up to Varsity.
- The new committee would be comprised of eight positions: Secretary, Treasurer, Communication Officer, Publicity Officer, Welfare Officer, Events Coordinator and Society Mentors (x2), with the President of Activities chairing.

Proposer: Tom McNamara (President, Activities)
Seconder:

- Rob Ackers (Chair Societies & President of Dr Who Society)
- Luke Blair (SEC Communications Officer)
- James Hibberd (SEC Treasurer)
- Dominic Clare (Councillor of Scrutiny for the AZ and President of Computer & Gaming Society
- Kathryn Burrows (President of Arts & Crafts Society)
- Ashley Tasker (President of Zoology Society)
- Monica Costa (President of Film Society)
- David Wait (President of Physics Society)



SO 2004

STANDING ORDER GOVERNING UNION SOCIETIES' EXECUTIVE COMMITTEE

FUNCTION

- 1. The Union Societies' Executive Committee in discharging its responsibilities in accordance with the Constitution and Bye-Laws, shall:
 - (a) Consider and advise on matters referred by the Societies' and the Union Executive Committee;
 - (b) ensure the publication of a Societies' and a Presidents' handbook;
 - (c) ensure there is at least one Societies Fair in Welcome week and whenever one is needed:
 - (d) ensure that members of Hull University Union know they can set up a Society and facilitate their ability to do this;
 - (e) ensure communication between Societies,
 - (f) ensure the promotion of Societies within Hull University Union and Hull University;
 - (g) monitor the activity of Societies;
 - (h) provide mediation, help and support for struggling societies
 - (i) act as a forum for the exchange of ideas;
 - (j) ensure the publication of a Society Events Calendar;
 - (k) run societies council;

MEMBERSHIP AND DUTIES

- 2. The membership of the Union Societies' Executive Committee and their duties shall be:
 - (a) <u>The Chair Societies</u> who shall be responsible and accountable for the management and overseeing of the committee. Their responsibilities are set out in Standing Order 2011.
 - (b) <u>The President of Activities</u> who shall offer advice and provide Support to the committee. They shall not have a vote.
 - (c) <u>Secretary</u> who is first in the line of succession, will be responsible for:
 - (i) Organising the Society Council meetings, Society AGM and any other relevant meetings



- (ii) Ensuring that all societies are ratified as of week five of semester one.
- (d) <u>Treasurer</u> who is second in the line of succession, shall be responsible for:
 - (i) Overseeing the societies grant fund and its allocation to societies.
 - (ii) Overseeing the societies' individual balances and encouraging societies to remain out of, or remove themselves from, debt.
 - (iii) Encouraging societies to spend their own society finances to ensure value for money for their members.
 - (iv) Offering advice and support on matters relating to finances and sponsorship.
- (v) Helping societies generate income through ideas and support.
 - (vi) Overseeing the committee's own allocated budget through cooperation with President of Activities.
- (e) <u>Communications Officer</u> who will assume the Secretary position in a time of succession, will be responsible for:
 - (i) Updating societies and their membership, their executives and presidents of all relevant matters relating to the administration and promotion of societies.
 - (ii) Forwarding all emails to their relevant committee member or union staff member.
- (f) <u>Marketing Officer</u> who will assume the Treasurer position in a time of succession, will be responsible for:
 - (i) Providing advice to societies on matters relating to marketing and promotion
 - (ii) Updating the societies calendar
 - (iii) Overseeing societies' individual social media and relying information to the committee



- (g) Events Co-ordinator They shall be responsible for:
 - (i) Providing advice to societies on matters relating to the running of events
 - (ii) Setting up Presidents' Social, to be held within the first two weeks of semester one.
 - (iii) Setting up additional events throughout the year to promote societies and cooperation between them
- (h) Graphic Designer They shall be responsible for:
 - (i) Providing advice to societies on matters relating to graphic design and visual advertising
 - (iii) Assisting the Marketing Officer and the Communications Officer through the creation of graphics for the purpose of marketing the committee, societies in general, or events that the committee are running.
 - (iv) Assisting individual societies with the creation of graphics on a purely discretionary basis
 - (v) Overseeing the use of the 'HUU Societies' Facebook page.
 - (vi) Overseeing the use of the 'HUU Societies' Twitter account.
- (vii) Overseeing the use of the 'Secil the Bear' Facebook account.
 - (viii) Overseeing the 'HUU Societies' YouTube account
- (ix) Overseeing and establishing all other forms of social media
- (j) Welfare Officer who will be responsible for:
 - (i) Overseeing societies that represent particular religious, ethnic or cultural minorities to ensure that their needs and concerns are represented within the committee;
 - (ii) Assisting in all informal complaints between and within all societies to ensure that equity is met within societies as a whole, regardless of their circumstances, background or protected characteristics;
 - (iii) Liaising with relevant Welfare Officers at HUU;
 - (iv) Overseeing Secil the Bear and his transportation between events, where possible.



MEMBERSHIP AND DUTIES (updated)

- 2. The membership of the Union Societies' Executive Committee and their duties shall be:
 - (a) The President of Activities shall be responsible and accountable for the management and oversight of the committee. Their responsibilities are set out in Standing Order 2001.
 - (b) <u>Secretary</u> who will act as the <u>Chair in the absence of the</u>
 President of Activities. They will be responsible for:
 - (i) Organising the Society Council meetings, Society AGM and any other relevant meetings
 - (ii) Ensuring that all new societies submit their constitution for ratification by the first Union Council of Semester 1.
 - (c) <u>Treasurer</u>, <u>They will</u> be responsible for:
 - (i) Overseeing the societies grant fund and its allocation to societies.
 - (ii) Overseeing the societies' individual balances and encouraging societies to remain out of, or remove themselves from, debt.
 - (iii) Encouraging societies to spend their own society finances to ensure value for money for their members.
 - (iv) Offering advice and support on matters relating to finances and sponsorship.
 - (v) Helping societies generate income through ideas and support.
 - (vi) Overseeing the committee's own allocated budget through cooperation with the President of Activities.
 - (d) <u>Communications Officer</u> who will assume the Secretary position in a time of succession, taking minutes when the Secretary is Chairing the meeting. They will be responsible for:
 - (i) Updating societies and their membership, their executives and presidents of all relevant matters relating to the administration and promotion of societies.
 - (ii) Forwarding all emails to their relevant committee member or union staff member



- (e) Marketing Publicity Officer, They will be responsible for:
 - (i) Providing advice to societies on matters relating to marketing and promotion
 - (ii) Updating the societies calendar
 - (iii) Overseeing societies' individual social media and relying information to the committee
 - (iv) Overseeing the use of the 'HUU Societies & Volunteering' Facebook page
 - (v) Overseeing and establishing all other forms of social

media

- (f) <u>Events Co-ordinator</u>, who will assume the Treasurer position in a time of succession. They will be responsible for:
 - (i) Providing advice to societies on matters relating to the running of events.
 - (ii) Setting up Presidents' Social, to be held within the first two weeks of semester one.
 - (iii) Setting up additional events throughout the year to promote societies and cooperation between them.
 - (iv) Working with the President of Activities to enrol interested societies up to compete at Varsity. Establishing relationships with their counterparts at Lincoln.
- (g) Welfare Officer who will be responsible for:
 - (i) Overseeing societies that represent particular religious, ethnic or cultural minorities to ensure that their needs and concerns are represented within the committee;
 - (ii) Assisting in all informal complaints between and within all societies to ensure that equity is met within societies as a whole, regardless of their circumstances, background or protected characteristics;
 - (iii) Liaising with relevant Welfare Officers at HUU;
 - (iv) Signposting students to wellbeing services.
- (h) Society Mentors (x2), who will be the primary port of call for:
 - (i) Assisting with the development of societies and best practice for existing ones.
 - (ii) Directing Society Presidents to relevant members of staff.
 - (iii) Promoting Give it a Go within Societies



MEETINGS OF THE COMMITTEE

- 3. Calling a Meeting. Meetings should take place at least twice a month fortnightly and shall be organised by the Societies Chair SEC Secretary at a time that is convenient for all members of the committee. Emergency meetings may be called by the President of Activities or the Chair Societies SEC Secretary on their own initiative or at the request of a Societies Council or by four members of the Committee.
- 4. Notice of Meetings. All members of the Union Societies' Executive Committee must be notified two clear days in advance of the meeting. The Agenda will be produced by the SEC Secretary in partnership with the President of Activities and must also be made available to the committee at least one day before the meeting.
- 5. Quorum. The guorum of the Committee shall be 50%.
- 6. Minutes. Minutes shall be taken by the Secretary at all meetings and will be made available to all members of the SEC, and society members should they request this and distributed to all society presidents. Minutes can be distributed to society members upon request.
- 7. Closed Session. Any full voting member of HUU may attend the meeting as an observer with speaking rights except when two thirds of the Committee wish to meet in closed session.
- 8. Attendance. If a voting member misses two meetings without apologies, they will have deemed to have resigned.

RESPONSIBILITIES

- 9. The responsibilities of the Union Societies' Executive Committee are as follows:
- (a) The Chair Societies who shall be Chair and have a casting vote only. They shall liaise with the rest of the committee.
- (b) The President of Activities who will provide advice and support to the executive committee.
- (c) Each member of the Committee, excluding the President of Activities, shall have responsibility for the communication between societies. They shall also be responsible for the coordination of the activities and for supporting all societies.

5

(d) The President of Activities and the Chair Societies shall be responsible for coordinating the activities of the Societies Executive Committee.



- (e) Each Society Executive member will also be expected to take a full and active role in supporting the activities of other members of the societies' executive committee. This may include, but is not exclusive to, assisting with fundraising activity and assisting with the organisation of events such as the Activities Awards.
- (f) The Chair Societies, the SEC Secretary, Welfare Officer and one nominated societies council member shall be responsible for representing societies to all meetings of Union Council.

RESPONSIBILITIES (updated)

- 10. The responsibilities of the Union Societies' Executive Committee are as follows:
- (a) The President of Activities who shall Chair meetings and have a casting vote only. They shall liaise with the rest of the committee and be their main link to the rest of the Union.
- (b) Each member of the Committee shall have direct responsibility for the communication between societies. They shall also be responsible for the coordination of the activities and for supporting all societies.
- (c) The President of Activities and the SEC Secretary shall be responsible for coordinating the activities of the Societies Executive Committee.
- (d) Each Society Executive member will also be expected to take a full and active role in supporting the activities of other members of the societies' executive committee. This may include, but is not exclusive to, assisting with fundraising activity and organising President's Socials.
- (e) The SEC Secretary, Welfare Officer and two Society Mentors shall be responsible for representing societies to all meetings of Union Council.

ELECTION

11. Each member of the Societies' Executive Committee, excluding the President of Activities and the Chair Societies, shall be elected in the Societies' Annual General Meeting in week 8 of Semester 2 and shall hold position from week one of the following academic year, or in the event of a vacant position by Union Council. Any society member can stand.

CONFLICT OF INTEREST

12. Members are not permitted to handle matters regarding societies that they are paid members of, or where there otherwise may be a possible conflict of interest. If this is not possible to achieve, the committee must request additional oversight from the President of Activities on matters of finance and/or complaints, and on all other matters it is the responsibility of the least conflicted member, by discretion of the President of Activities.



Passed at UEC: 26 April 2016 Passed at UC: 9 May 2016 Passed at UC: 8 May 2017 Passed at UC: 23 April 2018

