

**UNION COUNCIL – Monday 19 February 2018 – Meeting Room 1,
6:30pm**

AGENDA

1. Adoption of the agenda
2. Apologies for absence (for acceptance)
3. Minutes from previous meeting (to note) (Paper A)
4. Minutes Board of Trustees (to note) (Paper B)
5. Breakout groups led by Ruth Williams on reward & recognition of part-time Officers
6. Breakout groups led by Jennie Watts on [Zero Tolerance Policy](#) (Paper C)
7. Discussion led by Salman Anwar on No Platform Review
8. Student Officer Reports – Objective updates (Paper D)
 - 7.1 President
 - 7.2 Education Officer
 - 7.3 Welfare & Community Officer (no report submitted)
9. Zone reports (Paper E)
 - 8.1 Governance Zone
 - 8.2 Education Zone (no report submitted)
 - 8.3 Activities Zone
 - 8.4 Welfare & Community Zone (no report submitted)
 - 8.5 Sports Zone (no report submitted)
10. New General Business
 - 9.1 M.1718-4 Motion to oppose strike action that affects students' teaching (Paper F)
 - 9.2 M.1718-5 Motion to amend Standing Order 8005 Governing the Union Executive Committee (Paper G)

11. Your Ideas

12. AOB

Date of next meeting:

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

HULL UNIVERSITY UNION

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

Attendance

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

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

In attendance:

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

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

1. Adoption of the agenda
The agenda was adopted. CM thanked DGC for her organisation of Union Council during her time at HUU.
2. Apologies for absence (for acceptance)
Apologies were noted from Kym Cardona, Hayley Hatton, Ashley Pattison, Adam Clifton, Rebecca Devine, Katie Hobson, Michael Howe and Tom McNamara.

It was noted that Alex Fynney has resigned from the Councillor for Scrutiny role in the Activities Zone.
3. Minutes from previous meeting (to note) (Paper A)
The minutes were approved as a correct record.
4. Breakout groups led by Connor Massey and Ruth Williams on reward & recognition of part-time Officers
Postponed until the next meeting.
5. Breakout groups led by Jennie Watts on [Zero Tolerance Policy](#)
Postponed until the next meeting.
6. Student Officer Reports – Objective updates (Paper B)
 - 6.1 President
Report taken as read, no questions were raised.
 - 6.2 Education Officer
SA updated on the team objective, the student officer team are reviewing their interaction with students within their assigned faculty. The team are now liaising with intramural sports teams and academic societies. SA welcomed any ideas from Union Council on how engagement could be improved.

SA report taken as read, no questions were raised.
 - 6.3 Welfare & Community Officer
Report taken as read; JW updated on a new consent campaign which will be launched and include blunt messages and statistics, RG raised concerns around blunt messages and students with PTSD. JW advised that this will be considered, with messages being along the lines of 'did you know there are X number of sexual assault victims in Hull'.

JW presented detail of the Mental Health campaign at University Council and received positive feedback from the University.

6.4 Sports Officer (no report submitted)

CON has a new objective linked to club debt, CON is researching how much clubs spend on travel and external facility hire per year. A survey will be circulated to discover clubs fees and expenditure, CON will create a report for the Finance, Audit & Risk Committee once the research is complete.

7. Zone reports (Paper C)

7.1 Governance Zone

Report taken as read, OO highlighted that planning for elections has begun. Marketing and engagement are being reviewed to ensure positions are contested and that students understand the benefits of becoming a Part-Time Officer.

OO and JW are working with the University on the Race Equality Charter. OO promoted a link for students to register their interest in participating in focus groups as part of the project.

OO is involved with the CEO recruitment process, following the [resignation announcement](#) of current CEO, Jackie Berry.

7.2 Education Zone

SA highlighted the engagement reach of faculty reps with course reps and students. The international student meet and greet went well, both PG Officers are working on improving the PG student experience.

7.3 Activities Zone

Report taken as read.

7.4 Welfare & Community Zone

Members of the BAME committee will be attending an anti-slavery march in London on 9th December.

JN has been working on conflict resolution for societies and liberation campaigns, to reduce miscommunication and address behaviour and etiquette. JN also requested feedback from zone members; GB asked for this to be requested via the zone Facebook group as a reminder.

7.5 Sports Zone (no report submitted)

ML said AU Ball was a success, raising £100 for charity in the raffle. Work is ongoing to reduce club debt, with several clubs now having a finance plan in place. Filming for the Varsity video is now complete, the video will be launched in February 2018. The AU Exec are also promoting club events and fixtures to improve attendance, in addition to relaunching the AU Facebook page.

8. Hull University Union Independent Student Activities (for approval) (Paper D)

OO presented the document for approval and gave an overview of the motion.

RW liked the idea and asked for clarity on who would be responsible if an issue or incident happened at an independent event; OO clarified that HUU would not be liable for independent events.

The motion was passed with 14 votes in favour, 0 votes against and 0 abstentions.

9. New General Business

9.1 M.1718-3 Motion to change the recruitment process for School and Faculty Representatives (Paper E)

SA presented the motion, highlighting the proposed change to appoint and pay Faculty Reps following an interview process, and for School Reps to become Subject Group Reps, who nominate themselves, as currently used for Course Reps. SA advised that the amends followed feedback from the by-elections report and student consultation, as many of these roles are co-opted after the elections.

SA provided additional background context for the Faculty Rep role, which has an expected time commitment of around 10 hours per week. Nick Wright (NWr) queried how the process would run if the role only had one applicant; SA said candidates would only be appointed if they met the required standards at interview. Natasha Wilson (NWi) asked who would be on the interview panel, DGC said other Students' unions include the Education Officer, outgoing Faculty Rep and a member of staff. JN asked if interviewing would lead to bias when appointing students, JC believes an appointment process would reduce bias during the appointments process. OO added that popularity and lobbying of friendship groups is more prominent as part of an election, whereas an interview panel would be impartial.

SS proposed an amendment to ensure appointed Faculty Reps could retain voting rights at Union Council and Course Rep Forum. SS added it is crucial that the rep maintains their representation at these meetings and can act on behalf of students. JC seconded the amendment.

RW noted that appointed reps would not have a democratic mandate to represent students. SS stated that the role represents the voice of students within the faculty at University meetings. RG and ML did not see why appointment of a position would lead to the loss of voting rights; DGC advised that some Students' unions feel the democratic mandate cannot be upheld if a role is appointed. NWr queried why the

Student Officer team do not have a vote at Union Council; DGC clarified whilst Student Officers do not have a vote at HUU, some Students' Unions do allow this. CT said media roles are appointed, but are still voting members of Union Council.

GB did not believe reps should receive a financial incentive for their role, SA said SVOT assistants are paid for doing a similar role. RG suggested offering a reward via HUU vouchers or other incentives, as many part time officers work a lot of hours. SS said Faculty Rep roles require understanding of several University policies, codes of conduct and services to effectively help students.

ML asked how reimbursement rates would be set, SA said reps would have a contract containing this detail. OO reminded Union Council that they have the power to bring motions to the meeting if they wish. SA clarified that academic representation is a priority for both the Student Officer team and Trustee Board.

The amendment to enable Faculty Reps to vote at Union Council and Course Rep Forum passed, with 12 votes in favour, 2 against and 1 abstention.

Union Council then voted in parts. For a change to the appointment of Faculty Reps, 13 were in favour, 2 were against and there were no abstentions. This part of the motion passed.

For the vote on whether Faculty Reps should receive payment for their role, 4 voted in favour, 6 voted against and 5 abstentions. The payment of Faculty Reps failed.

The motion passed with an amendment to retain voting rights, with no payments to be made to Faculty Reps.

RG proposed amending the name of School Reps from Subject Group Rep to Subject Rep, SS and AS seconded this amendment. Union Council voted on the amendment with 14 in favour, 0 against and 1 abstention.

The part of the motion to change the title of School Reps to Subject Reps and to use a nomination process for these roles passed with 15 in favour, 0 against and 0 abstentions.

9.2 M.1718-4 Motion to amend Standing Order 8012 Governing the Discipline of HUU Members (Paper F)

OO presented the motion and welcomed questions. RG asked whether the HUU code is stricter than the University disciplinary code; OO clarified that the HUU policy only covers HUU events and activity within its premises. CT asked if the policy applies to HUU staff; DGC clarified

that staff have a separate disciplinary procedure within the HR documents and that this policy applies solely to HUU members.

The motion was passed with 14 in favour, 0 against and 1 abstention.

10. Your Ideas (if applicable)
Not applicable.

11. AOB
JN raised concerns over an external speaker event taking place later in the week with Peter Tatchell and some of the controversial opinions held by Peter Tatchell. RG said it is a society event which has adhered to the External Speaker policy and has been approved. DGC confirmed that the current policy was approved by Union Council last year; HUSAH followed the process correctly, following research HUU and the University assess whether the speaker should be approved and whether any restrictions are required. As part of the process, the speaker has been approved, with observers from HUU and the University in attendance. The process is thorough and covers free speech on campus. DGC noted that the No Platform Policy is currently being reviewed. OO said students who disagree with Peter Tatchell's views are welcome to attend the event. DGC confirmed that the event would be going ahead as planned.

Date of next meeting:

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

MEETING OF THE BOARD OF HUU LIMITED
Held on 19 October 2017 at Student Central

Present: Stuart Ferguson (Trustee, Chair, SF); Simon Clements (Trustee, SC); Robin Gilchrist, (Trustee, RG); Gaius Powell (Trustee, GP); Osaro Ootobo (President, OO); Salman Anwar (Education Officer, SA); Jennie Watts (Welfare & Community Officer, JW); Caitlin O'Neill (Sports Officer, CON); Andrew Paluszkiewicz (Student Trustee, AP); Madeline Holden (Student Trustee, MH); Kathryn Sharman (Student Trustee, KS); Rebekah Greaves (Student Trustee, RGr)

Attending: Jackie Berry, Chief Executive (CEO); Andy King, Commercial Services Director (CSD); Liz Pearce, Membership Services Director (MSD); Kevin Pearson, Finance & Resource Manager (FRM); Rachel Kirby, Marketing & Communications Manager (MCM); Kate Jude, HR Manager (HRM); Stephen Willis, University Chief Finance Officer (UCFO); Emily Normington, Executive Support Co-ordinator (Minutes, ESC) Part of meeting: Tania Struetzel, Democracy & Governance Co-ordinator (DGC); Chris Turnock, Interim Director of Learning & Teaching Enhancement (CT)

Apologies

None received.

Conflicts of Interest

None raised.

NSS Presentation by Chris Turnock, Interim Director, Learning & Teaching Enhancement

CT presented the results of the National Student Survey (NSS) 2017 to the Board. For 2017, questions were added, removed and reworded making it difficult to compare results directly against previous years. Three categories of questions included in NSS are used as part of TEF. In 2017, Hull received a response rate of 70%, which is 2% above the national average. 6% of respondents were students on the Scarborough campus. Subject groups receive anonymous free text comments in addition to the responses statistics.

The Student Experience Enhancement Review (SEER) assesses subjects against their average NSS score to determine how well a subject is rated. Subjects are then rated on a scale of 1 to 4, with subjects rated a 4 receiving the lowest NSS scores. SEERs panels are then held for staff and student representatives in the subject area to identify areas of good practice that can be shared with other subject areas and understand why satisfaction is low and agree actions for improvement. CT advised that within the last 3 years, some courses have improved from level 4, to level 1. RG asked how HUU can assist with improvements to NSS results; CT said the University engage with Student Officers and academic representatives and use their feedback to make change; any improvement in this area will benefit student experience, and so NSS.

GP asked how subjects and faculties will respond to receiving a level 4 SEER rating; CT said whilst staff will be disappointed with results, they will be working to agree actions to ensure improvements are made. CT added that lecture recording will allow academic staff to review lectures to see how they can be more engaging. JW said a lot of NSS actions are retrospective and queried whether the Hull Student Survey (HSS) could be used to proactively make change. OO said some courses have been in Level 4 for 3 years and asked what the time frame for

improvement would be; CT said using data earlier from HSS and module evaluation can ensure action is taken sooner. KS is a School Representative and asked whether staff involved in SEERs panels receive feedback from School and Course Representatives to provide detail to improve understanding of scores; MSD advised that feedback from reps is communicated to the University.

The Board thanked CT for the insight into NSS data.

1 **Minutes of last meeting**

The minutes were approved as a correct record.

2 **Matters arising from last meeting**

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

3 **SWS & NSS Presentation**

DGC and SA presented detail of the Student Written Submission (SWS) 2017 and the ongoing work to improve academic representation at HUU. The SWS reviews survey data and minutes of Course Rep forum meetings to make recommendations for the year. This year the Student Voice Operations Group will be monitoring progress and improvements to ensure consistency between faculties.

This year Course Reps can apply for the role throughout the year, without standing in an election; elected representatives are also in place for faculties and the Mature, PG Taught and PG Research Officer roles have been filled. SA is working with HUU staff to build a course rep community and better communicate the course rep role and achievements. Visibility online is being improved, with rep lists available and faculty newsletters.

DGC reported a significant drop in responses to the Student Voice question 23; the question was optional, with only 37% of respondents answering. DGC compared responses for students' union satisfaction against others, many of the highest scoring universities for this question have a similar representation structure to HUU. Improved support is being offered to Part Time Officers by the Student Engagement Co-ordinator.

RG asked how many course reps return for a second year, DGC said the course rep survey showed 30 reps would return; reasons for leaving the course rep role included a lack of community feel, time commitment and not seeing an impact of their work.

GP commended staff for the quality of the SWS and asked where the document goes next, DGC advised that the document is received by relevant University staff including Associate Deans and members of UEG via University Student Experience, Employability & Engagement Committee and University Learning & Teaching Committee. MSD added that a trimesterly report is being trialled to record feedback from reps and surveys in a timely manner. UCFO would like the University Executive to see the SWS directly in future.

RG asked whether representative recruitment is low across students' unions, DGC advised that staff at other students' unions are having similar issues. JW queried whether academic teaching staff promote the course rep role to students, DGC and CT advised that lecturers promote being a rep.

AP raised concerns over late communications, particularly around the change of date for Welcome Week; MCM said HUU had wanted early communication of the date change from the University, adding that communication with students is being reviewed with the University.

The board thanked DGC and SA for their presentation, and the staff involved with writing the SWS.

4 **Sub-Committee Terms of Reference Review**

ESC updated the Board on the proposed changes to the terms of reference for the Appointments & Governance Development Committee and Finance, Audit & Risk Committee. The Board approved the amends to both terms of reference, noting that the next review will take place in October 2018.

5 **HUU Vision Presentation**

MCM presented to the Board research taken since WelcomeFest 2016 on creating a vision statement. Over the last year, students, staff and stakeholders have given feedback on their perceptions of HUU through surveys and focus groups. Since June 2017 staff, trustees and students have reviewed vision statements, which have led to the proposed vision statement. MCM asked the Board for their thoughts regarding the proposed vision statement.

OO said the statement would encompasses the key elements and tells students what we do; RK added staff could also relate to the statement. UCFO agreed that HUU's objectives are made clear in the statement and asked how services will link to the vision; MCM advised this will be explored in the rebrand phase. AP would like to see be your best you within the top line of the statement; MCM said this will come through the mission when used in communications. The rebrand is targeted for launch for the start of the new academic year.

Action: MCM

SF asked how HUU will live the mission and how will this be measured; MCM said changes to student surveys will provide regular feedback which can be benchmarked against other students' unions. CEO added that staff objectives are aligned to the mission and values, the introduction of a vision statement will inspire and challenge staff to achieve. GP asked for clarification of a time period for the vision to be achieved; CEO/MCM will work on this now the statement has been accepted by the Board.

Action: CEO/MCM

The Board thanked MCM for the progress made to date and presentation on the vision.

6 **WelcomeFest Video**

A WelcomeFest video showing statistics and footage of events was shown to the Board.

7 **Financial Performance Update**

FRM presented the figures for P2 to the Board, noting that a deficit is to be expected this early in the year, due to budgeted low levels of income. FRM advised that the Sanctuary closure was not budgeted for. SF asked how Sanctuary is performing since the refurbishment; CSD said it is doing well. FRM added that SPAR continues to perform well, recently making almost £15k in one day; CSD added the branch has the second highest turnover for SPAR in the North. It was a concern that catering and coffee sales were both 33% behind budget and this would be monitored.

FRM said 1,600 wristbands were sold; CSD advised that a wristband will be sold for refreshers in January. JW said students were buying wristbands whilst in the queue for Asylum; SA added students appreciated the speed of entry with a wristband. CON expects the AU to be disappointed by the removal of the Infinity Card; CSD advised that £2 for every club member attending Tower goes into the club account to compensate them. AP said marketing has been improved this year, with varied events being promoted.

- 8 **VC Report to University Council Update**
OO and JW updated trustees on the VC's first update to University Council in September, topics included the TEF rating, facilities, student voice and student recruitment. OO noted that the Student Officer team have regular meetings with the VC and reminded trustees that the VC will be presenting at the December meeting.
- 9 **Report from CEO & Senior Managers**
CEO advised that External Trustee interviews took place on 18 October, the successful candidate has yet to be offered the role. CEO added the candidate is alumni of the University and has experience of membership organisations, as requested by AGDC. CEO updated on additional work to create strategy dashboards for each department, with a maximum of 3 KPI's each. **Action: SMT**
- MSD said the Your Ideas scheme has been well received by students so far this year, a number of ideas have been taken to UEC for action. MSD also advised that HullSTARS figures are now on track. Recruitment is ongoing for a second Education Co-ordinator to support academic representation. RG suggested the Board consider ways to improve the academic representation structures to reflect a focus on each faculty. SF and GP agreed this should be reviewed by AGDC. **Action: AGDC**
- CSD report taken as read. RG asked how the ground floor refurbishment has been received; CSD said overall the changes have been well received, with the only concern being the colour of the unisex toilets, which is being resolved. AP queried the change in mirrors for the Sanctuary/Asylum toilets; CSD advised the original mirrors did not meet requirements.
- 10 **Report from Appointments & Governance Development Committee**
OO updated on the AGDC meeting on 7th September 2017. The committee considered the focus on academic representation, as agreed at the July Board meeting. The committee reviewed the updated charity governance code, recommending a skills audit takes place by the end of December 2017. AGDC noted progress made to date on updates to the code of conduct for the Student Officers and CEO; agreeing the inclusion of safeguarding within the documents. The terms of reference were reviewed, alongside a decision to use formal voting when consensus cannot be reached. CEO was actioned to review the current grading system for risks within the committee remit to improve clarity.
- 11 **Report from Finance, Audit & Risk Committee**
KS gave an update from the FARC meeting on 12th October 2017. The committee reviewed and amended the terms of reference, as discussed under item 4. FRM was actioned to review insurance arrangements for 2018, as HUU enters the final year of a 3 year deal with Endsleigh. The committee actioned SMT to review minibus testing arrangements. FARC approved for £10k to be used to create a support fund to assist AU teams in debt.
- SC queried whether historic debt could be cleared, CON advised that FARC agreed to help clubs who are in debt, whilst teaching them how to manage their finances to reduce or remove debt.
- 12 **Health & Safety Report**
CSD reminded trustees that statistics cannot be compared against 2016 due WelcomeFest starting earlier in September. CSD added there has been one serious incident in Asylum so far, incidents have reduced since the removal of the stage as a dancefloor. SF asked how often staff are retrained; CSD said staff complete Flow training every 2 years, with commercial staff receiving training annually.

13 **Any Other Business**

RG was pleased with how the recently appointed trustees have taken to the role and developed an understanding of HUU.

14 **3 Big Things**

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

1. The Board received an update on HUU's new vision statement and agreed the next steps for its communication and implementation.
2. Trustees received presentations from the Interim Director of Learning & Teaching Enhancement at the University and from Tania Struetzel and Salman Anwar on the National Student Survey (NSS) and academic representation.
3. Trustees were updated on the University's new VC; since starting her role in August, the VC has attended HUU events including school/faculty rep training and fairs during WelcomeFest to meet students. The VC will meet regularly with the Student Officers and CEO; she will also be speaking to trustees at the December Board meeting.

Next Meeting

14 December 2017, 10.30am

Zero Tolerance Policy towards Discrimination, Bullying and Harassment

Statement

Hull University Union believes that all students, regardless of their circumstances, background or protected characteristics deserve to be treated with respect and dignity during their time at Hull University Union. Hull University Union is committed to providing equality of opportunity and will not tolerate any harassment, discrimination or bullying towards any of its members or staff. Hull University Union is committed to providing an inclusive environment for all students. Hull University Union's values of – Be Outstanding, Learning, Innovative, Openness, Student Led, Team Spirit and Equality are opposed to discrimination of any kind, and this type of behaviour will not be tolerated.

This policy ensures the safety of all HUU members, elected officers and staff, and allows all members to enjoy their involvement with HUU free from the fear of any manner of bullying, discrimination or harassment. All members of Hull University Union will be treated fairly, with dignity and respect. We will make sure that we provide a safe, supportive and welcoming environment in which our service and opportunities are open to all.

Purpose

Bullying, harassment and discrimination take place in our community and on our campus. This detrimentally affects the experiences of our members. This policy will take the necessary steps to ensure that all students are able to enjoy Hull University Union without experiences of discrimination of any nature. This policy will ensure HUU is an environment in which its members and visitors can study and partake in other activities with respect and dignity.

Scope

This policy applies to all members of staff, members and visitors of HUU. If you are a member of University staff – you should look at the [Prevention of Harassment policy](#).

Defining Discrimination, Bullying and Harassment

It is important to note that the [Equality Act 2010](#) states that protected characteristics [defined as the grounds upon which discrimination is unlawful] are,

- Age;
- disability;

- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.

Discrimination is defined as the unjust or prejudicial treatment of different categories of people, especially on the grounds of [but not exclusive to] race, age or sex. The Equality Act 2010 states that:

Harassment is unwanted, unreasonable and offensive conduct by one or more people against one person or a group of people which causes offence, embarrassment or tension. It is important to understand that it is the perception of the recipients which may define harassment. There could be harassment even when there was no intention to harass. Incidents might involve, for example, issues of race, colour, ethnic and national origins, sex and disability.

Bullying is defined as using 'superior strength or influence to intimidate (someone), typically to force them to do something'. Any of these behaviours are not acceptable to HUU, and relevant disciplinary procedures will be enforced should they be necessary.

Implementation

- HUU will promote diversity by continuing to ensure our opportunities and services are open to all, and address those which are deemed not to be through ensuring each member of staff is made aware of this policy, and this policy is at the heart of everything we do.
- We will continue to make reviews of our policies and procedures in a timely manner. This policy will be reviewed by UEC and Union Council every two years.
- We will continue to ensure our staff and students are educated on this policy and will continue to provide training to ensure it is easy for all to abide by our policy and be aware of the signs of discrimination, bullying and harassment.
- We will apply relevant disciplinary procedures when necessary to enforce this policy and ensure that members and staff of HUU are treated with respect and dignity throughout their time at HUU.
- The responsibility of the upkeep of this policy will lie with the VPWC, and the rest of the union executive committee.

Monitor and Review

HUU will continue to monitor this policy every two years to ensure it protects all students through good practice, and is in line with current legislation.

We will consult widely with the University's Equality and Diversity Advisory Group, and other relevant stakeholders on a regular basis.

HUU will continue to ensure its staff members are working in line with this policy through its integration into daily working life.

Where to go?

If, as a student you feel you are the victim of discrimination, harassment or bullying please contact our Advice Centre on the third floor of the union. We will take each case seriously, to ensure our students continue to work, study and relax in a safe space.

Passed at UEC: 6 April 2016

Passed at UC: 11 April 2016

Osaro Otobo : Objectives Template

Policy Objective

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

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

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

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

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

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

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

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

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Investigate with University how many lectures are scheduled to take place in 17/18 on Wed after 12pm. Breakdown of where/groups of students it affects.	4 September	Jeannette/Anji	Salman has emailed Timetabling expressing my interest in attending an already pre-existing meeting with them.
Can the new student card which tracks attendance, give any information on this?			I have had a meeting with Nikki Davies (Timetabling Group) – she said she will send me information on how many students are affected by lectures after 12pm but can't guarantee when she'll be able to send it to me as they are busy with finalising the timetable to release to students in time.

	Mid October – End of semester 2		<p>I've received the timetable now and I have my whiteboard; I will go out to lectures each week (on a Wednesday or on another day) to talk to students about how Wednesday lectures effect their experience.</p> <p>Time tables are still changing (10 Oct) <i>Action – Osaro to use the breakfast meeting next week with VC as a deadline for the info.</i></p> <p><i>Action - Set up meeting to review first stats of attendance monitoring with Jim.</i></p> <p>I've emailed Marketing (30/10) to set up a meeting to review this objective to see how it can get more impact. I want more students to be aware of what I am doing.</p>
Market this objective effectively	Ongoing		<p>I had a meeting with Marketing on 17/11. I have a survey that students can fill out now telling me about their Wednesday afternoon experience. This will be send out on social media and via email. Marketing will help me target postgrads especially as they are the ones who are mostly effected.</p> <p>Here is my action plan from Marketing:</p> <ul style="list-style-type: none"> • Osaro is going to write some content on her experience as a post grad and missing out on sports, which we can use for an email to post grad students. She's sending this w/c November 27th. • The email will also include a survey on which course they study, if they have lectures on Wednesday, which times they find inconvenient, and a tick box on if they'd like to 'sign' the petition on getting rid of Wednesday lectures. We're looking to get this set up w/c27th November.

		<ul style="list-style-type: none"> For other students, Osaro is going to find a target of 10 compelling quotes from students which we can use for a social media campaign inviting people to send their thoughts to her. She's aiming to do this by December 8th. The social media campaign will start on December 17th.
How will you working with students on this? What roles will students plan and how will you engage / keep them engaged? Once I know exactly which students are affected, I will go to them to find out the impact they think this is having on their student experience. I will go out to them with a whiteboard to get them to write their views down and take a photo (if they are comfortable with me taking one) so eventually I'll have many photos to have a collage on have on display at various locations (e.g. Student Central). I have briefed this into Faculty reps – I have their support on this. I will follow up to encourage feedback if there are any issues on their course.		
Monthly reflection This month: <ul style="list-style-type: none"> What has gone well? What would you have done differently? What did you learn (about the topic / your approach / yourself / others?) Revisit actions above – what else do you need to do? 		
September/October – So far I've had feedback on how timetabling is effecting the student experience for many students – it appears to be the main problem throughout the first weeks of the semester. The first time I will go out to a Wednesday lecture is 11/10 so I'll have more to say once that gets going. October – I emailed the Marketing team (3010) to arrange a meeting with to discuss my timetabling objective. Upon reflection I've realised that what I've done so far isn't making as big of an impact that I would like it to and not many students will be aware of what I'm doing. I'm thinking it would be a good idea to have a re-launch of my objective with branding for semester 2 so more students can be aware that this is something I am looking into. In the meantime I think to get it out there more I need to make sure of Facebook live and get the marketing team to tweet when I'm out there. I also want this objective to encompass how timetabling affects mature and part-time students too.		

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

Dec - Email survey has been sent out – 30 responses to date, mostly post grads who said it affected them with sport (1 mentioned societies) Went out with white board on Wednesday – a few quotes from students (mostly part time students, so it didn't bother them) Targeting 50+ responses – Osaro to talk to Marketing to agree how can be pushed out on social media/all student email. Has enough free text comments from survey to link into social media campaign. Students targeted based on info that Nicki supplied. Osaro to speak to PGT/PGR reps to gain their support. On track for deadlines so far. Reflection that could have involved them at the start as partners with this.

Jan – Marketing really helpful getting posts on social media. Had feedback from lots of students individually – some mature students also raised issues with time tabling eg early and late lectures. Next step to collate info and decided what appropriate next steps are. Goal to complete within the next 2 weeks.

February – Survey is now closed and I had over 80 responses. I'm currently analysing the data. So far there has been mixed responses, those that are interested in sports & activities, especially postgrads, would like the afternoon free. However those that are not interested in sport & activities aren't bothered about it.

<p>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.</p>			
<p>There will be 3 visible student campaigns by the end of the academic year (on campus and online) which engage with students.</p>			
<p><i>Ideas of options – Women's Officer, LGBT?, links to Varsity/Sport?, BME (racial discrimination on campus?) Welfare? Are there any national campaigns that could be a focus?</i></p>			
<p>How will I know I have achieved success? What KPI will I need to measure?</p>			
<p><i>3 visible student campaigns – how will engagement be measured? Hits on web site? Likes on FB, Retweets? Attendance at events?</i></p>			
<p>Ultimately new leaders will be developed and more people will run for elected positions. I will need to measure: attendance at events, likes on Facebook, the number of people that join a Facebook group relating to a campaign, the number of people that engage with a campaign hashtag.</p>			
<p>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?</p>			
<p>Does your activity benefit particular types of students (international / postgraduate / living in halls). Thinking this through may help you make your objective more achievable and help target resources.</p>			
<p>It will benefit students by empowering them to make change. Depending on the individual campaign, it will benefit students by bringing about the change they want to see. Making sure that the campaigns are visible on campus and online will make sure every student has the potential to feel included. The particular groups of students that it will definitely benefit will become known when the campaigns arise.</p>			
<p>Action Plan</p>			
What actions do I need to take?	By when?	Who can help me?	Update
Discuss with Tania and Chloe the support needed to hold a campaigns workshop during semester 1	Semester 1	Tania/Chloe	<p>I will tie in campaigns/projects with the Your Ideas scheme during WelcomeFest</p> <p>We have a date set for the Your Ideas workshop - 25/10 – now compulsory for part time officers.</p> <p>Everyone is welcome to attend the workshop; part time officers will be told it's a compulsory thing for them to attend. I will then see how I can support each of their campaigns.</p> <p>I will attend the session on Union Council, to</p>

			<p>promote to the volunteers how important it is (16/10)</p> <p>Ran the Ideas for Change workshop. We had at least 10 different ideas for student-led campaigns. It was successful. Many students that attended have contacted Sam to carry out the next steps of their action plan.</p>
Discuss with University any opportunities to partner together on BME campaign?	<p>End of August</p> <p>Ongoing</p>	Patrick John	<p>BME attainment is a big issue that EDI want to focus on. Along with Patrick John, we will have focus groups with 8 to 10 students to discuss their own experiences to help understand why there is a problem and what we can do about it. Deadlines tbc (<i>End October/wk 7</i>)</p> <p>I'm now working with Beverley Palmer from EDI on the Race Equality Charter and focus groups. We are aiming to have them take place in week 7.</p> <p>We have reviewed this and the focus groups will be taking place in second semester after exams. The form to fill out interest is now live and it will be open until the exam feedback period.</p>
Discuss with University any opportunities to partner together on possible welfare campaign?	<p>End of August</p> <p>October – End of</p>	Anji Gardiner/team Jeni D&W	<p>I have monthly meeting with Anji and Jeanette (18/08) – I will ask Anji if there are any welfare campaigns I can work with her on.</p> <p>Anji suggested these campaigns as possible ones to partner on: White Ribbon, Hull Uni Angels, Mental health, Studying Abroad.</p> <p>I'm working on making HUU a Hate Crime Reporting Centre, I will get in contact with</p>

	Semester 1		<p>Martin Batstone (Head of Student Support) as I've been told he's interested in working closer with HUU in regards to racial discrimination.</p> <p>I have got in contact with Martin. I have also spoken to Anji about hate crime reporting centres. I have a meeting in mid-November to discuss this further with them.</p> <p>I'm working with Student Services now on this anti-hate crime project. Here are the action points from my meeting with Anji and her team:</p> <ul style="list-style-type: none"> - Osaro to liaise with HUU marketing and UoH Marcomms team to come up with a brand and marketing materials for the Hate Crime reporting centre and reporting button. - Osaro to discuss with HUU Advice centre regarding availability for training - Janet to liaise with Sgt Bunker regarding dates for awareness training - Sarah and Martin to discuss with Mark Jardine regarding Talking Head and then all to meet with Osaro & Jennieto create script, content, etc. - Janet to liaise with Jim Keane regarding him, Dimitar Nikovski and Andy Marston working with Stewart Doyle in ICT on reporting button, form behind, etc. - Janet to discuss with Carl Palmer & Sgt Bunker regarding Police presence/representation on campus last week Jan/first week of Feb 2018) <p>Jan update – working with Univ to get</p>
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			promotion video for hate crime, Called “Hull Against Hate”. VC supporting with video. AC invited to Hate Crime Conference – let Liz know. Video live on 21 st Feb – launch date for campaign, and for centre going live. Find out from Gina whether they will be ready for this deadline.
Set up meeting with NUS President, to discuss disaffiliation/changes made at NUS	End Of August 27 th October November	Emily with calendars/other officers	List of possible dates have been sent across to us. We have a date set for the meeting – 27/10 Will discuss on 13/10 with the Officer Team exactly what we want out of this meeting and how to engage students. The NUS president came to visit HUU on 27/10. We gave students a chance to ask any questions, face to face and online. We livestreamed the event. Once all the Officer team is back at work we will discuss how the event went and if we think the NUS is relevant for HUU now, at some point in the future or not at all. As a team we don’t think a referendum should happen this academic year, it’s too soon. NUS affiliation is something that can possibly be reviewed every 2-3 years.
How will you working with students on this?			
<i>What roles will students plan and how will you engage / keep them engaged?</i>			

I will work on this with students continuously throughout the year through the Your Ideas scheme by asking them what do they really want to change to make their time at university better.

To date, the suggestions for campaigns have included breast cancer awareness, sexual harassment, vegan food, sustainability/renewable energy.

Monthly reflection

This month:

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

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

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

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

December – on track. Met with student (See Nov) along with BAME officer. Student interested in blood born diseases, and raising awareness of blood donation in the BAME community. Opportunity to do a specific blood drive on campus, or to piggy back on one planned already on campus. Student don't some research about current campaigns (I.e. national) Looking at best time to hold this.

January – Blood drive “can't” happen on campus. Plan to promote a nearby promo. Osaro to check with Sam who said it can't take place on campus. Course rep wants to do a English festival for a week near end of Feb – Life & Literature. Your ideas week coming up - goal to generate more interest in student campaigns. Blog written to advertise the week – 5th Feb. Check Varsity – is standing against homophobia in sport going to run at same time – rainbow laces. Planning to link in with Georgina via Jeni for LGBT.

February – Blood drive meeting with Jennie & Sam w/c 12/02. We have contacts in NHS that can possibly help with the drive if we tie it in to organ donation. Your ideas week was a success; it was a great way to talk to students face to face about student-led campaigns. For varsity we are able to do the standing against homophobia and transphobia in sport however Jennie did some research for rainbow laces and its something we can't afford to do this year.

Reflection on completion

Overall

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

Representative Objective

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

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

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

Question to think about - how will you “empower” students?

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

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

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

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

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

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

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

It will benefit students that identify as these minority groups (BME, disabled, LGBT+ and women) and those that are looking at careers in restricted areas (e.g. women in STEM). I will update with rough numbers once I get data from Patrick John.

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Investigate what groups fall into “restrictive career areas” Ideas to date are women in stem subjects, LGBT, BME, Disabled	End August	Norman Day	Had a meeting with Norman on 10/08. We discussed having a big event and smaller

<p>students.</p> <p>Investigate what the University already does; how can it be enhanced to connect with these groups?</p> <p>Understand what employability guides exist at present? Can it be made more accessible e.g. on line?</p> <p>What part could Hull Awards play in this objective? What is the current participation of students in these (and also of these target groups)</p> <p>What KPIs do you use, that could be relevant to this objective?</p>	<p>October – February/March</p>	<p>Ben Butler</p>	<p>events in the year. I will have a Team Meeting with him again in the beginning of September when he is back on holiday and he will introduce me to Julia (who is in charge of resources on SharePoint and canvas) and John (who will help with deciding what events we have and how many). We will set a date for the big event for early next year.</p> <p>He said they can provide funding for the events too</p> <p>The big event will have inspirational speakers as well as different companies attending. The smaller events may involve workshops and presentations run by the Careers team and external organisations.</p> <p>I will work alongside Norman and the Alumni Office to make sure the “Inspired in Hull” speakers are more diverse (they come from the minority groups I’ve mentioned previously) so it’s more inclusive of all the students we have.</p> <p><i>Action - Osaro to link in with chairs/students to get their input into the event – what would they like to see.</i></p> <p>PDFs for employment guides can be made available online. Once I met Julia we can make it happen in the 1st semester. Looking to put on canvas – meeting scheduled to review.</p> <p>When I met with Ben Butler he said Alumni from the groups I want to target (e.g. BME, LGBT, Disabled, Women) will be happy to come and speak at events.</p>
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			<p>in partnership with different societies. I have picked 4 inspirational BAME figures to celebrate each week – I've wrote a bit about each one. The 4 figures will be displayed on posters around the union, online and on special Black History Month badges we have made.</p> <p>For Black History Month, Jennie & I got students and staff to make a 'I Stand Against Racial Discrimination' pledge – colourful fingerprints are placed on the board as a sign of support for pledge.</p> <p>I did a BBC podcast on Black History Month which should be published by mid October.</p>
Investigate other methods of employment e.g. setting up your own business	End of September – End of Semester 2	Paula Gouldthorpe	<p>I met with Paula Gouldthorpe on 14/08 to discuss Enterprise, here are the outcomes:</p> <ul style="list-style-type: none"> - Engage and bring together students of different cultures and countries via existing societies - Help draw out and identify those who have a passion for entrepreneurship or being their own boss someday - Sharing of experience and knowledge on different cultural approaches to business (and networking) - Opportunity for students to meet new contacts and develop friendships and potential business ideas - Potential to continue on as a peer group for continued cross cultural shared learning on enterprise <p>I last spoke to Paula on 03/10, I'm now actively going to contact societies now that all</p>

			<p>the returning students are back and Welcomefest is over.</p> <p><i>Action: Osaro to suggest meeting with Paula/Jackie to discuss enterprise in context of student central capex development.</i></p> <p>I've not had any interest from societies on this topic.</p>
How will you working with students on this?			
<p>What roles will students plan and how will you engage / keep them engaged?</p> <p>I plan to keep them engage by talking to 2nd and 3rd regarding what things are they worried about when it comes to employment and what a good employability guide should have.</p> <p>I will take to the part time officers that represent the minority groups and the people that identify as those groups to ask them about their concerns about employment to help make the events relevant.</p>			
<p>Monthly reflection</p> <p>This month:</p> <ul style="list-style-type: none"> • 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? 			
<p>July/August – fact finding with relevant University departments</p> <p>September/October – things are going really well. Careers are very supportive and helpful in making this happen. I've had regular meetings with Careers and it looks like my big event will actually happen next semester. In terms of celebrating diversity, HUU have made a massive impact for Black History Month and I've had very positive feedback from students. In terms of the enterprise side of my object, I need to be more proactive and have more concrete steps established.</p> <p>October/November – For the diverse job event things are on track, I have a date set for the event now. For the enterprise side of the objective I have not had much interest so far.</p> <p>November – the careers event is on track, I have a venue booked. I've not had any interest from societies on enterprise unfortunately.</p> <p>December – 21st Feb (Diversity and Inclusion in the Work Place) Have had meeting with careers as well as some of the liberation officers/BAME committee etc. so they can feed their view in. Their feedback confirmed Osaro on right track. Osaro communicating with Alumni to get inspirational speakers – Nigerian alumni, professor of diversity at Bradford Uni. Event has been briefed into Marketing, Johnny Mac booked, organised jointly with Careers/Osaro. Univ inviting companies/speakers. BAME & LGBT chairs have said they will help promote the event. Osaro to speak to Sam to see if she has any thoughts (post her organising a great Black history month)</p>			

January - all on track. Alumni & careers supporting. Had meeting with HUU marketing about the event. Success looks like – no people attending? Speak to marketing re how to track? Hope to have 30-50 people attend.

February – We are just promoting the event now that everything is sorted.

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.

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

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

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

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

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

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

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

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

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Speak to Stuart re this - I will have a monthly meeting with the Chair.	18/08		We spoke about helping the student trustees and student officers remain in better contact with the external trustees outside board meetings so that they feel more confident and comfortable at the board. I also spoke about making sure that the student officers remain in contact with their student trustee buddy. I've created a whatsapp group for trustees so we

			can stay in contact better.
Review with Emily how to attract student trustees in 2018	End of Semester 1	Emily	I've had a meeting with Emily and we have reviewed the information that comes alongside the applications and have made suggestions on how to make it more interesting to students.
Review the new governance code of practice at AGDC to see what areas can be prioritised to support this objective.	Ongoing	Emily	
How will you working with students on this? What roles will students plan and how will you engage / keep them engaged?			
The students involved in this objective are the student trustees and I'll keep them engaged by making sure we have catch up meetings with them often.			
Monthly reflection This month: <ul style="list-style-type: none"> • What has gone well? • What would you have done differently? • What did you learn (about the topic / your approach / yourself / others?) • Revisit actions above – what else do you need to do? 			
September/October – I think things are going well. In terms of my weekly catch ups with the Chair I need to have them planned more in advanced. I can enlist the help of Alex (Administration Co-ordinator) to help with getting that in my diary. I've had positive feedback regarding creating the whatsapp group from Trustees. I need to organise a meeting with Emily to look at how to attract student trustees in 2018 & review the governance code of practice. October/November – Student trustees have had meetings with mentors before the board and they have found it very useful. If a student trustee has not contributed at the board I have followed it up and asked how we can be more supportive in helping them speak up. Externals, student trustees and officers have been in contact via email or text to help build strong communication between us all. November – The review of student trustee recruitment went well with Emily. I feel that it really helped that I reviewed it because I could use my own experience of when I was a student trustee to help shape it. December - Date to read through papers with student trustees to be organised (Board papers going out 7 Dec) Osaro will contact student trustees to highlight importance of replying/responding when requested to group emails to board - a present, only feedback is generally external trustees & Osaro/Jeni. Osaro to message student trustees on the Whats App group to remind them. Osaro to look at organising a monthly catch up with student trustees (Via Emily)			

January – sent out email in December asking student trustees to contribute/respond to emails. Also posted in the Whatapps group re this. Everyone replied apart from one student trustee. I feel this was a good thing to do as this didn't happen when I was a trustee. Need to follow up with Emily re monthly meetings with student trustees/check when good days to catch up with papers. Student Trustee recruitment – shared notice of elections on social media. On lookout for people appropriate for the role to give them a nudge. Talk to Maddie and/or Kathryn re possible contacts for role. Need to chase up outstanding student trustees to give a testimonial about the role.

February – Waiting for student trustees to let me know when they are free to meet before board & committee meetings. Before the student trustee deadline, I mentioned applying for the role at any available opportunity including AU council, where I got some interest from 2 students.

Reflection on completion

Overall

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

Other projects

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

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

		by mid October.		
		Throughout the year I've been helping minority groups (e.g. women, other nationalities etc) to celebrate important events in their calendar e.g. I am working with Alumni on an employability event for women in leadership to celebrate 100 years of womens suffrage.		
Monthly reflection				
This month: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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?) 				

Salman Anwar - Education Officer : Objectives and Development Template

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

Changes in Red

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

		Kirby	Marketing now have my engagement time noted and will send out social media updates
<ul style="list-style-type: none"> • Monthly reflection • Have emailed marketing about Faculty Engagement times. I've got weekly engagement time scheduled for semester 1. • Still working nicely on this. I've got feedback from students how to better use the time, maybe more shout-outs. • Continuing with weekly engagement but also looking to become more engaged with elections coming up and the no platform review 			
<p>This month:</p> <ul style="list-style-type: none"> • What has gone well? • What hasn't 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? 			

Policy Objective			
<p>Your objective is a clear statement which encapsulates what you want to achieve. Think about making your objectives as SMART as possible. Specific, Measureable, Achievable, Relevant, Timescaled.</p> <p>A more welcome atmosphere for international students. This includes; Lobbying university to keep international fees frozen and the university keeps EU students fees low after Brexit in 2019. Ask the University to sign up to the We Are International campaign to signal we are a welcome home to international students. Host a cultural event celebrating international students.</p>			
How will I know I have achieved success? What KPI will I need to measure?			
<p>This might be a policy change, a number of people attending an event, a change in attitudes or awareness.</p> <p>The university agrees to keep international fees frozen and the EU students fees the same after 2019, signs up to the We Are International campaign and good student feedback from cultural event.</p>			
How will this benefit students? Roughly how many students will this benefit?			
<p>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?</p> <p>The objective is directly aimed at international students and EU students, keeping the costs low for students and keeping university attractive for international students.</p>			
Action Plan			
What actions do I need to take?	By when?	Who can help me?	Update
Talk to Alan about international fees and We Are International campaign	ASAP	Alan Speight	<ul style="list-style-type: none"> We are now signed up to We Are International, need to organise with Alan about an official launch

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

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

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

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

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

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

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

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

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Set up a way to contact reps	ASAP	Tania Benedict	<ul style="list-style-type: none">Many faculty and school Facebook Groups set up, can communicate in Canvas but will look at ways in CRF to see if Course

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

Representative Objective

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

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

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

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

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

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

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

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

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

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

Action Plan

What actions do I need to take?	By when?	Who can help me?	Update
Talk to FACE to see how they have done this in past	ASAP	Ally Dunhill	Completed
Work out structural details	ASAP	Tania	• Structure

			worked out and talking to schools and reps in how to best include them and invite students
Work with marketing to ensure known about	After details worked out	Rachel	<ul style="list-style-type: none"> Need to tell marketing about events to ensure good attendance
How will you working with students on this?			
What roles will students plan and how will you engage / keep them engaged? <ul style="list-style-type: none"> - Need to work with the school and faculty reps on the details of the student forums - Make sure students know these are important for the student voice 			
Monthly reflection			
<ul style="list-style-type: none"> Wheels in motion, event with pizza and feedback in the style of a town hall event organised for late November/Early December for students to feedback positives and areas in need of improvement First Politics Open Forum went ahead and was a success. Wanted more clarification around ASTs and their role, and what we do in HUU, came up with suggestions on how we interact with students, especially during freshers week. Had the Open Forums in the Semester 1, reflecting on feedback received and looking at what went well and what could be improved 			
This month: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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.

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

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

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

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

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

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

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

Action Plan

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

How will you working with students on this?

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

Monthly reflection

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

This month:

- What has gone well?
- What would you have done differently?
- What did you learn (about the topic / your approach / yourself / others?)

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

Reflection on completion

Overall

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

Other projects

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

Issues	Source	What am I going to do? / The part I played.	Who can help me?	When will I do this by?
Timetabling	Student Feedback	Collected feedback from students and sent it to Registry Services. Will also raise at next timetabling group meeting.	Anyone at HUU that runs into students receiving timetabling issues.	Ongoing throughout the year
Excellence in Learning & Teaching Day at the Lawns	Alan Speight, Ian Smallwood, Glen Burgess, Chris Turnock	Took away what staff at university aimed for in their approach to teaching and learning and I gave the student perspective on what they good practice in learning and teaching was and their expectations.	Liz helped me on preparing for the day.	Completed
Exams at the Lawns	Student Feedback	Lobbied the University to ensure transport was provided for students if exams were to take place at the Lawns		Completed
No Platform review		From the 19 th February, will seek student feedback on the current no platforming policy of HUU and come back to Union Council with any changes		Completed
Monthly reflection				
This month: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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?

Team Objective

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

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

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

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

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

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

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

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

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

It will benefit every student studying at the university.

Action Plan			
What actions do I need to take?	By when?	Who can help me?	Update
Talk to Associate Deans to ensure that we can do shoutouts and have HUU slides at lectures.	End of August	Emily	We all have met with our ADs, we have done shoutouts & had a HUU presence in induction lectures during WelcomeFest.
	September		ADs support having HUU slides in lectures.
	Semester 1		<p>The Officer Team has decided on 5 topics for the slides including:</p> <p>WelcomeFest/Introduction to Officers Faculty and School rep introduction Your Ideas Varsity Elections</p> <p>Slides by Faculty with an overview of Faculty and School reps were sent to all Associate Deans on 23/10</p>

Talk to the team managing SID in regards to the online feedback form to ask how we can have insight to the data	<p>August/September</p> <p>Ongoing</p>	Emily	<p>Jeannette & Anji (university registrar & director of student services) have said that there will be a form but we have not been told when it will be operational.</p> <p>At the Officer breakfast meeting with the university senior leadership team and at Osaro's breakfast meeting with the university registrar & director of student services, we asked when the form will be operational and they still have not given a clear date.</p> <p>The form will be on ihull on the student voice tile.</p> <p>Still waiting on the form from the university.</p>
Talk to marketing about making a video on academic representation	End of August	Rachel	<p>The video that was made last year is the one that is being used this year as it is still fit for purpose in regards to the information about the academic reps we have.</p> <p>As a team we did facebook</p>

	<p>September</p> <p>October – End of Semester 2</p>	<p>live videos to introduce ourselves and tell students which faculties we are aligned to. We also mentioned it in our lecture shoutouts.</p> <p>The officer team will do regular facebook live videos to promote our faculty drop-ins as well as our hot-topics of the week.</p> <p>Benedict and Salman are looking into videos for Academic Rep training. Can link videos around Academic Representation around that too.</p>
Decide which committee meetings we will attend	September	<p>Each Officer is aligned to a faculty board and SEERs level 4 panel. Faculty reps will sit on the Faculty Education and Student Experience committee meetings. Each Officer will have meetings with Faculty reps before Faculty board and Faculty Education and Student Experience committee meetings.</p> <p>The Officer team will get SVEN minutes from SEOs so you can keep up to date</p>

	Ongoing		<p>with what's happening and from minutes can see if there's any consistent themes.</p> <p>The officer team have been attending SEERS level 4 panels and have been at their faculty board meetings.</p> <p>Osaro and Salman attended the NSS open forum meeting on 24/10.</p> <p>Jennie, Osaro, and Salman went to University Senate in November with Steven Storey and Stefan Caluser.</p>
Plan and carry out School & Faculty Training	October	Tania/Benedict	<p>Each officer will be supporting the School & Faculty Training on 09/10. We ran through with Tania & Benedict exactly what it will consist of on 06/10.</p> <p>Osaro invited the VC to attend the training and it will be a good way to show School & Faculty reps how much HUU and the university values them.</p>

Look online at timetabling to see when big lectures are to be able to try and engage outside, cafes nearby? Hubs are okay but also get limited footfall.	Ongoing	Salman	We have found that hubs have very limited footfall so we are right to look at other areas to engage with students in our faculties
Decide on questions we have from our objectives that we want to have as our Hot Topics	Ongoing		<p>The officer team will</p> <p>Our first Hot Topic will be related to Anti-hate Crime Week.</p> <p>Our second Hot Topic was about timetabling.</p> <p>Our third hot topic is lecture recording.</p> <p>We have all of our hot topics planned for Semester 1.</p> <ul style="list-style-type: none"> • Anti-Bullying - WC 13/11 • Academic Reps - WC 20/11 • Your Ideas - WC 24/11 • Student Concerns - WC 4/12
Send out promotional material and information to students about faculty, school reps and officers so they know who represents them in each faculty	Ongoing		Officers have sent out their faculty drop in dates & times to marketing and Tania so it can be sent to faculty hubs and promoted on HUU social media.

			<p>Slides by Faculty with an overview of Faculty and School reps were sent to all Associate Deans on so they can be displayed in lectures for students to see.</p> <p>The Faculty newsletters are now scheduled to go out 4x per year. The first will be sent on November 3rd which will include an introduction (text and photo) of the relevant Faculty rep and Student Officer.</p> <p>Subsequent newsletters are scheduled for:</p> <ul style="list-style-type: none"> - 8th December: Elections teaser, impact reports from Faculty - 16th February: Elections promotion, impact reports from Faculty - 13th April: Impact reports from Faculty, sign-up for course reps for 2018/19 <p>Faculty reps will be able to add content to these newsletters that they deem</p>
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			relevant for their Faculty.
Have regular monthly meetings with ADs			<p>Each Officer has had meetings with their Ads to discuss any issues or hot topics in their faculty or within the university.</p> <p>At the meeting with the FoSE AD, Osaro and Salman discussed:</p> <ul style="list-style-type: none"> - Open forums for subject areas - Slides from HUU that are being shown at the start of lectures - Course rep recruitment - Officer weekly faculty engagement - faculty board - SEERs panel - SEATs - Lecture recording <p>Continue to have regular meetings with the ADs to catch up and raise any issues. Have the meetings now scheduled for the rest of the year.</p>
Officers will raise important issues to relevant members of staff			<p>Issues & concerns have been raised at:</p> <ul style="list-style-type: none"> - VC monthly

			meeting - Breakfast meeting - Jeannette and Anji meeting - University meetings such as USEEC (the student written submission was presented there) Emails have also been sent to: - Chris Turnock - ADs
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 to raise them. We will engage with students with the help of various academic reps and Ads. Social media is another way we will keep students engaged			
Monthly reflection This month: <ul style="list-style-type: none"> • 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 - The Officer Team have been active in course, school & faculty recruitment – we wanted more course reps but we have found that only a similar amount of people from last year were interested in being course reps at the beginning of this academic year. We have now made course rep nominations open for the whole year. As a team we are happy that each faculty now has a faculty rep. We feel that lecture shoutouts have been a great way to get our faces out there to the students in our faculties. Facebook live videos have been an easy innovative way to also introduce ourselves & explain our alignment to faculties.			

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

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

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

January/February – Now that it is a new semester and now that there are only 3 student officers, we have had to do some reflection and re-evaluate this objective. This was done at our UEC away day. We worked through what success would look like if we did this object well. Each officer is now on the same page with the objective – this semester we should all be more effective in carrying this out. We have been to faculty boards and have had meetings with our ADs.

Reflection on completion

Overall

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

October/November

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

Activities Zone RAG Report – Tom McNamara

In January, we announced the University's Student Fundraising Total as £34,853.38 for Semester 1. This total is almost £10K (40%) higher than the semester 1 total from last year. A great result for the University!

RAG are currently organising our first ever "Adopt a Charity" Week from the 19th to the 25th of February. We have invited all Sports Teams and Societies to get involved and raise money for a charity they believe in!

It is with regret that I announce, our longest standing Charity Partner, Childreach International, has gone into liquidation. Due to our Kilimanjaro and Machu Picchu treks being in support of Childreach, our teams have lost money to the charity and the future of their expeditions remain uncertain. I am currently working out a deal with a new charity and trip provider to hopefully get their fundraising back on track.

Upcoming Dates:

Jailbreak Info Meeting – 27th Feb (In support of The Children's Society)

Charity Skydive Info Meeting – 6th March (In support of Meningitis Research Foundation)

Animal Sanctuary – 13th March (In support of RSPCA Hull)

Governance Zone Report

1. Tom McNamara, Chair of Activities Zone

- RAG raised almost 10k more in semester 1 2017 then 2016 - £34853.38
- Childreach (main supporter) has gone bankrupt leaving many students unsure whether they will get the money back they have already paid for the Kilimanjaro expedition
- Charity week 19th-25th February – trying to get more sports teams and societies involved
- Animal sanctuary – 13th February
- Jail Break information meeting – 27th February 18

2. Maisie Loggie, Chair of Sports Zone

- Continuing work on club debt and fundraising efforts of clubs that have more significant debt
- Varsity – promo video released and packs have been finalised (feedback was mainly positive)
- AGM rules and regulations sent to the presidents – all AGMs will be attended by a representative of sports zone to ensure rules are met
- Club photos – date and time to be confirmed in the coming weeks
- Motion being created by sports zone to restructure – create stronger guidelines of what each role entails

3. Ashley Pattison, Chair Union Council/Education Zone

- No zone meeting in 2018 as of yet
- Increasing engagements of students in the structure of their faculties
- Ethics and research consent forms – slow return can hinder peoples research
- Mature students – create a newsletter to increase engagement and representation
- Create “champions” for mature students in each faculty

4. Osaro Ootobo, President

- HUU is now a 3rd party hate crime reporting centre (based in the advice centre)
- Diversity & Inclusion in the Workplace event with Careers is on 21st February – its currently being promoted.
- Deputy chair of UC to be co-opted at the next meeting (19th February)
- Lecture strikes – HUU current stance is against the disruption strikes will cause
 - A motion being raised at UC against the strike

- Students asking to be refunded for the time missed
- Consultation is ongoing to find out what students want HUU to do.

5. Chair of Welfare Zone (Vacant)

No report submitted

6. Kym Cardona, Councillor for Scrutiny

No report submitted

Motion to oppose strike action that affects students' teaching

HUU Notes:

- The Universities and Colleges Union (UCU), which represents lecturers at Hull and other universities, recently voted to go on 14 days of escalating strike action.
- This is in response to proposed changes to USS pension scheme by Universities UK (UUK).
- The UCU guidance on strike action states that lecturers on strike are not to reschedule lectures that are missed due to strike action
- Proposed strike action intends to run across four weeks

Week one - Thursday 22 and Friday 23 February (two days)

Week two - Monday 26, Tuesday 27 and Wednesday 28 February (three days)

Week three - Monday 5, Tuesday 6, Wednesday 7 and Thursday 8 March (four days)

Week four - Monday 12, Tuesday 13, Wednesday 14, Thursday 15 and Friday 16 March (five days)

HUU Believes:

- Sympathises with staff concerns over USS Pension Scheme changes
- Respects the right for staff to strike
- That University, UUK, and UCU/Staff members should continue negotiations without detrimental impact on students education
- Exam season is fast approaching and the disruption to valuable teaching time caused by 14 days of strike action will have a detrimental impact on the learning of students
- Missed teaching will have a detrimental on students' ability to complete assessments and have an effect on grades achieved
- Delay in feedback results in less time to be able to reflect on assessment feedback for improvement in subsequent assessment
- That the dispute is between UCU, representing staff members, UUK, and the university and that student learning experience shouldn't be negatively impacted due to the dispute

HUU Resolves:

- To not support UCU and strike action as it will have a negative impact on students and disrupt their teaching
- To encourage students to support staff that want to teach and cross the picket
- That strike action by staff should be aimed at the university directly and disrupt university activity rather than teaching and feedback
- To lobby both the University and UCU to resolve this dispute quickly, to have the least impact on students

Proposer: Nathan Kett

Seconded: Nick Coultish, Martin Goodman, Lewis Stanniland, Christian Calgie, Alex Jones, David Cadwell

James Melling, Emily Hodgson-Thomson, Jennifer Sharp, Christopher Williams, Alicia Burgess, Caisley Crow, Harriet Fox, Joseph Lewis, Alexander Riches, Ella Wilson, Sam Green, Hrish Venjatesh, Thomas Nolan, Jack Haines, John Manners, Sudeepa Bhardwaj, Reve Myers, James Ellwood, James Griffiths, Kyle Jones, James Nell, Nicole Szenher, Amy Dring, Connor Ingham, Charlotte Marlborough, Alice Ord, Reuben Holman, Warwick Gross, Louise Evans, Maddy Beharrell, Anna Bellringer. Ashley Fubler, Hannah Katherine, Laura Gibb, Claire Piercy, Caitlin Biggs, Ben Weeks, Luke Lancaster, Sasha Sturdy, Emily Robinson, Richard Baxter, Natasha Barron, Kira Brown, Amelia Smallwood, Nathaniel Lee Kerry, Jemima James, Tom Newton, Jess Phipps, Joshua Graham, Stephanie Knier, Samuel Peskett, Ryan Sainty, David Cummins, Danny Poynton, Thomas Lester, Amy Rutter, Emily Pegge, Jess Dowle, Rhys Evans, Zara Chowdhery, Thomas Barratt, Tillie Cook, Jessica Wells, Afoma Andrea, Jade Nichol Norton, Natasha Setterfield, Grete Ovaldaite, Thendai Mzumara, Charlotte Cooper, Seb Palmer, Charlotte Houghton Birkett, Jess Clunan, Holly Wilkinson, Carly Foston, Jessie Martin, Chloe King, Peter Dring, Matthew Marlow, James Parker, Rajinthan Rasiah, Dehenna Davison, Matthew Keeble, Tonika Rose Kelly, Mikolai Szybkowski, Samuel William Stead, Maggie Anne Evans, Ryan Gilmore, Ewan Collier, Casey-Jane Overton, Faye Kantaris, Beccy Hill, Dan DeBono, Josh West, Tammi Lesko, Jonathan David Kipling-Vasey, Cameron Wood, Robert Boxall, Katie Lister, Shauna Carter, Jonathan Harpe, Koulla Panayi, Damon Heath, Kyle Jones, Jess Duncum, Barbara Hukes, Callum Flint, Joe Welch, Benjamin Grewcock, Liam Coope, Kaan Uyduran



Motion to amend Standing Order 8005 Governing the Union Executive Committee

HUU Notes:

1. The current SO 8005 has not been reviewed since 2009 since which time the number of student officers in the UEC has changed.
2. The current SO 8005 does not reflect the current processes of UEC

HUU Believes:

1. The SO should reflect that the chairperson is not automatically the President, UEC have the choice to decide what works best. (section 3)
2. The SO should reflect that SMT are also present at UEC (section 4a)
3. Given that the number of student officers has changed and can change throughout the year, the UEC quorum should be able to be changed accordingly – two thirds of voting members should reflect the UEC quorum (section 5 and section 8)
4. Administration Co-ordinator sends out agenda not the chairperson and anyone at UEC has the power to call an emergency meeting. (section 6)
5. The SO should reflect that reports are posted online (Section 7b)
6. The SO should reflect that minutes are posted online (section 9)

HUU Resolves:

1. That SO 8005 (Governing the Union Executive Committee) is amended as appended with immediate effect.

Proposer: Osaro Otobo (HUU President)

Seconded: Jennie Watts (Welfare & Community Officer)

Salman Anwar (Education Officer)

SO 8005

STANDING ORDER GOVERNING THE UNION EXECUTIVE COMMITTEE

AUTHORITY

1. The Union Executive Committee (UEC) in discharging its responsibilities in accordance with the Constitution shall focus on:
 - a. Developing a democratic organisation;
 - b. Improving participation in all activities available in the Union;
 - c. Representing members to the University, local community and nationally;
 - d. Providing members with appropriate support and advice;
 - e. Investing continually to improve services;
 - f. Recruiting and retaining appropriate staff; and
 - g. Continually striving to improve everything the Union undertakes.
2. The provisions of Standing Orders governing Standing Committees of Union shall not apply to the Union Executive Committee.

MEMBERSHIP

3. The voting membership of the Committee shall be:
 - a. the President, ~~who shall be Chairperson and have a casting vote only;~~
 - b. the Education Officer;
 - c. the Sports Officer;
 - d. the Welfare & Community Officer;
 - e. the Activities Officer.

The Chairperson shall be agreed by UEC.

4. The non-voting membership of the Committee shall be:
 - a. the Chief Executive and Senior Management Team;
 - b. UEC officers-elect.

MEETINGS OF THE COMMITTEE

5. Calling a meeting

Meetings of the Committee shall be called by the Chairperson or at the request of ~~at least three~~two thirds of voting members. The Committee shall normally meet weekly during term time and in vacation on an as required basis. The frequency and timing of meetings may be dependent on the availability of the officers and therefore subject to modification each year.

6. Notice of a meeting

Notice of each meeting together with the agenda shall be sent by the ~~Chairperson- Administration Co-ordinator~~ to all members of the Committee ~~and posted on the Standing Committee Notice Board~~ at least one clear day in advance. An emergency meeting may only be called by ~~the Chairperson~~UEC where a matter of extreme urgency is involved.

7. Business

a. only the business published on the agenda shall be transacted at a meeting of the Committee, unless in the opinion of the Chairperson it would not have been possible for the item to be published on the agenda and that the matter is of extreme urgency which cannot reasonably be deferred to the next meeting;

b. reports from each member of the committee shall be available ~~promulgated~~ on the official HUU website.

8. Quorum

The quorum shall be two thirds of the officer team.~~four members.~~

9. Minutes

Minutes shall be taken of all Committee meetings and except those concerning 'staff matters' or disciplinaries, ~~forwarded to Council for acceptance,~~ Minutes will be available on the HUU website after ratification by a subsequent meeting of the Committee.

10. Attendance of other full members of Union

Any full member of Union may attend a meeting of the Committee, except when a 'staff matter' or disciplinary is to be discussed. Any such member attending may have speaking rights, except where such rights are withdrawn by a majority of the voting members of the Committee ~~present at the time.~~

CONFLICT OF INTEREST

11. Should any members of the Committee have any interest or conflict of interest with a topic of discussion, whether direct or indirect, then such an interest shall be declared and they shall not take part in any vote on such matters.

AMENDMENT

12. These Standing Orders shall not be suspended and shall only be amended in accordance with the terms of the Constitution.

PWT/SEB
August 2009

Passed at UEC: 4th August 2009
Passed at HUU Council: 26th October 2009

Passed at UC: 8 May 2017
Passed at UC: