



## Faculty Voice Committee (FVC) and Liberation, Equality, Diversity and Inclusion Committee (LEDIC)

29<sup>th</sup> August 2018, 2pm – 4pm

Welcome, apologies and absences	Laura Douds	<i>To note</i>	
Minutes of the last meeting	Laura Douds	<i>To approve</i>	282/18
Actions and matters arising from last meeting	Laura Douds	<i>To discuss</i>	283/18
Terms of reference	Megan Bennett	<i>To note</i>	284/18
Deputy President	Laura Douds	<i>To approve</i>	
Financial Support Review	Laura Douds	<i>To discuss</i>	
Bye Laws	Laura Douds	<i>To discuss</i>	285– 293/18
Trustee Appointment	Laura Douds	<i>To appoint</i>	294– 295/18
Placement Students	Tiegan Lawson	<i>To discuss</i>	
Policy & Ideas	Laura Douds	<i>To discuss</i>	
Executive Officer reports <i>Update on campaigns, projects, policy and ideas</i>			
President	Laura Douds	<i>To discuss</i>	296– 301/18
Vice President (Business)	Mary Copsey	<i>To discuss</i>	302– 306/18
Vice President (Health, Social Care, Education & Medical Science)	Fraser Luther-Yarwood	<i>To discuss</i>	307– 310/18
Vice President (Science & Technology)	Matt Hayes	<i>To discuss</i>	311– 314/18
Vice President (Arts, Law & Social Sciences)	Amanda Campbell White	<i>To discuss</i>	315– 323/18
Vice President (ARU London)	Oluwadamilare Ojewande	<i>To discuss</i>	324/18

Campaign Rep updates	All	<i>To discuss</i>	325/18
Faculty Rep updates	All	<i>To discuss</i>	326/18
<i>An opportunity for all representatives to discuss their projects and campaigns</i>			
Big Ideas*		<i>To</i>	
<i>New ideas to be discussed and taken forward</i>			
Big Ideas*		<i>note/discuss</i>	
New Policies*	All	<i>To</i>	
<i>A discussion of any recently passed policy</i>			
New Policies*		<i>note/discuss</i>	
Budget	Laura Douds	<i>To approve</i>	
<i>An update on the budget and an opportunity to consider any requests</i>			
AOB	Laura Douds		
<i>Any other business</i>			
Date of next meeting			
26 <sup>th</sup> September 2018, 2pm – 4pm			



Executive Committee Meeting Minutes  
20/06/18 12:00 – 14:00

Item No		Action
1	<div><div>Attendance</div><div>1.1</div><div>Members Present</div><div><div><div>Ben Morris</div><div>FMS Faculty Rep (Chelmsford)</div></div><div><div>Blessing Raimi</div><div>Black &amp; Minority Ethnic Students' Rep (Cambridge)</div></div><div><div>Bobby Hughes</div><div>FST Faculty Rep (Chelmsford)</div></div><div><div>Jamie Smith</div><div>President</div></div><div><div>Joanna Korhonen</div><div>Vice President (Arts, Law &amp; Social Sciences)</div></div><div><div>Kirran Khan</div><div>Vice President (Business)</div></div><div><div>Kyia Thompson</div><div>Women's Rep (Cambridge)</div></div><div><div>Laura Douds</div><div>Vice President (Science &amp; Technology)</div></div><div><div>Stewart Watson</div><div>FST Faculty Rep (Cambridge)</div></div></div><div><div>In Attendance</div><div><div><div>Amanda Campbell-White</div><div>Vice President Elect (Arts, Law &amp; Social Sciences)</div></div><div><div>Emma Howes</div><div>Engagement Manager</div></div><div><div>Fraser Luther-Yarwood</div><div>Vice President Elect (Health, Social Care, Education &amp; Medical Science)</div></div><div><div>Mary Copsey</div><div>Vice President Elect (Business)</div></div><div><div>Matt Hayes</div><div>Vice President Elect (Science &amp; Technology)</div></div><div><div>Megan Bennett</div><div>ARU London Manager &amp; Democracy Coordinator</div></div><div><div>Rose Guy</div><div>Campaigns &amp; Education Enhancement Coordinator</div></div></div></div><div><div>1.2</div><div>Apologies</div></div></div>	

	<p>Eliza Torres Vice President (Health, Social Care, Education &amp; Medical Science)</p> <p>Leigh Rooney FHSCE Faculty Rep (Chelmsford)</p> <p>Luca Giradi LGBT+ Students' Rep (Cambridge)</p> <p>Michael Graham LAIBS Faculty Rep (Cambridge)</p> <p>Michael Turner Trans* Students Rep (Cambridge)</p> <p><b>1.3 Absent</b></p> <p>Anita Miezah Women's Rep (Chelmsford)</p> <p>Antonia Vetter International Rep (Cambridge)</p> <p>Aysha Goodwin LAIBS Faculty Rep (Chelmsford)</p> <p>Bobby Hughes FST Faculty Rep (Chelmsford)</p> <p>Clarissa Devey-Smith FHSCE Faculty Rep (Cambridge)</p> <p>Christiane Kouassi Black and Minority Ethnic Students' Rep (Chelmsford)</p> <p>Eliza Torres VP (Health, Social Care, Education &amp; Medical Sciences)</p> <p>Grant Rose Disabled Students' Rep (Cambridge)</p> <p>Gill Jacob Disabled Students' Rep (Chelmsford)</p> <p>Imogen Davnall LGBT+ Students' Rep (Chelmsford)</p> <p>Joel Tyson ALSS Faculty Rep (Chelmsford)</p> <p>Kathryn Dunnill FMS Faculty Rep (Cambridge)</p> <p>Maggie Raleva ALSS Faculty Rep (Cambridge)</p> <p>Michael Turner Trans* Students' Rep (Cambridge)</p> <p>Roman Ivanov International Rep (Chelmsford)</p> <p><b>1.4 Declaration of Interest</b></p> <p>None</p>	
2	<p><b>2.1 Acceptance of Previous Minutes</b></p> <p>Change to the previous minutes:  Laura Douds is listed as FST Faculty Rep – This needs to change to Vice President (Science &amp; Technology)  Michael Turner is listed as both present and absent – He was present  The minutes from the previous Executive Committee were otherwise accepted as an accurate record of the meeting.</p> <p><b>2.2 Matters Arising</b></p> <p><b>Actions:</b></p>	

ITEM	ACTION	OWNER	UPDATE
Carried over from previous meetings:			
7.14	Money, Money, Money – RW to chase email reading UK island submissions.	RW	ongoing
	Support for Carers - KK to re-arrange meeting with Clarissa Devey-Smith about Young Street	KK	CDS unable to attend – KK has added to hand over for next exec team
5.2	Against Cuts to NHS – ET waiting for response from Communications team	ET	No update
5.8	Teaching Excellence Framework – KK and LD met to discuss TEF policy and how to interpret the policy into actions. Action JS to circulate in May	JS	complete
5.8	What The Faculty – SW to meet with Emma Howes	SW	Feedback incorporated into web updates and Rep training
5.8	BME Forum – rearrange meeting with Blessing	JS	To be completed in next academic year
5.8	Teaching Excellence Framework – JM/JS to organise a meeting with UCU and UNISON Reps to discuss how we can work together.	JS/JM	ARU Staff Union Reps are inaccessible due to restructure. This has been postponed.
4.3	CAM FM - LD to survey students outside Costa in Helmore of what type of programme would they listen to	LD	Not completed. LD to meet with Dan Fow to progress this action
4.5	Diversity Projects – Pride event to be discussed with Rhys Lewis	LD	Not complete: pride event clashes with handover. Resources & timing to be considered for next year
4.8	Movember Ambassador info to be sent to LG	SW	Complete
8.16	Grad ball – JS to meet with Dave Sexton to discuss	JS	Restructure has impacted staffing and this has been put on hold
Actions from the previous meeting (25 <sup>th</sup> May 2018)			
3.1	MES - RG to clarify routes for sensitive / anonymous feedback to be addressed.	RG	Complete: 'Tell Us' is the current appropriate method. SU advice service is also a suitable route.

			Alternative options are being considered for Post Grad students.	
3.1	JS to send email to the all exec to asking information regarding language used in the reports	JS	Complete (LD)	
3.1	JS to raise the MES distribution at Senate.	JS	Raised directly with Paul Baxter: They will consider how to manage MES feedback within the restructure	
4.1.1	Faculty restructure - SW to gather feedback from AMT & CG students on faculty changes	SW	Lots of feedback received and still being reviewed. SW to hand on to LD and Toby Pallatt for ongoing delivery.	
4.1.1	JS to seek written confirmation of savings going into Student facing Services from Aletta Norval	JS	Complete. JS will circulate.	
4.1.1	LD to gather feedback from the departments moving to faculties.	LD	Complete	
4.1.1	LD to create a briefing document to bring to June exec to inform execs decision on next steps for the union.	LD	Not complete. LD to circulate briefing document.	
4.1.3	Voting rights - EH & MB to explore bylaws and voting rights	EH/MB	Existing Articles and Bye-Laws allow Votes Of Censure based on attendance. These impact speaking rights, but not voting rights and are unclear in practice. New A & BLs will not include this and training for new Exec will be provided.	
7.1	Budgets - JS to circulate the budgets document to exec	JS	Complete	
7.1	Bathrooms - MT to send email to JS regarding campaign	MT	Complete	
7.1	LD to send out email to members of Executive Committee to accept the budget.	LD	Complete	
<b>2.3 Terms of Reference</b> There has been no update to the Terms of Reference				

3	<p><b>Permanent items</b></p> <p><b>3.1 Executive Officer Reports</b></p> <p><b>3.1.1– Jamie Smith</b></p> <p>Faculty Restructure - Working to ensure that ARU keep students informed has been a challenge and is ongoing.</p> <p>CEO Appraisal has been completed</p> <p>Delivering handover to the incoming President (LD) has been enjoyable as a chance to reflect.</p> <p>The ‘Lets be Honest’ report is being considered within the ARU Education strategy: JS has been reviewing and informing the new policy, working with David Walmsley to clarify the roles of SU and Uni and their commitments. This will be signed off in November.</p> <p>The new Articles and Bye-Laws have been presented to Senate and were supported.</p> <p>A module retake project plan has been developed to support next year’s team.</p> <p>The VC Iain Martin emailed to praise the Officers and SU team on a very successful Made A Difference awards evening.</p>	
	<p><b>3.1.2 – Johanna Korhonen</b></p> <p>Recipes trials have been completed</p> <p>Communication project: JK has continued to work with Fiona Caslake to complete content design regarding the SU aspect of the ARU website.</p> <p>BM raised concerns that the SU page in student handbooks, seen through Course (Re) Approval Processes, should also be updated with accurate SU content. Action LD to raise at QESC.</p> <p>Printing: Conrad Sackey is supporting JK to identify courses with physical hand in. JK will include this information in her handover</p> <p>International student outreach: no update. Action: JK to hand over project information to Mary Copsey (incoming officer)</p> <p>Renting Guide has been completed with support from a designer and JK is very pleased with the outcome.</p>	<p>LD</p> <p>JK</p>
	<p><b>3.1.3 – Kirran Khan</b></p> <p>The Personal Tutoring project survey received 180+ responses. These along with focus group feedback and MAD data has been incorporated into the ARU working group report – approved at Senate. Minor changes to student facing documents will be made with SU support. Thanks to EH and RG for support.</p> <p>Part Time Jobs Fair has been included in KK Officer handover. Action: Proposal to Abi Dickenson regarding ongoing activities, will be put forward</p> <p>Bike Safety: Action KK: Information to be passed to Tom Manville for support of the project going forward.</p> <p>Handover document complete and printed for ongoing reflective use for incoming officer.</p>	<p>KK</p> <p>KK</p>
	<p><b>3.1.4 – Eliza Torres</b></p> <p>Documents taken as read. No Questions or further updates</p>	

	<p><b>3.1.5 – Laura Douds</b></p> <p>Love Societies survey report completed and attached. Working with Abi Dickenson and Dan Fow to include supportive comments in Society promotional activity</p> <p>LGBT rainbow event will be running on Friday during Fresher’s Week in Cambridge.</p> <p>Receiving and developing handover has been a priority.</p>	
4	<p><b>4.1: FVC and LEDIC updates:</b></p> <p><b>4.1.1 - Ben Morris:</b> Has been working to get paramedics and nurses access to the learning support fund, to support their studies (for example to support transport costs.) He is speaking with Bethan Dudas to find supporting NUS policies and information.</p> <p><b>4.1.2 - Kyia Thompson:</b> ARU has purchased software called ‘bringing in the bystander’ to support members of the public stepping in to safely and legally address sexual assault scenarios. KT is receiving training to deliver sessions on safe and effective intervention. Plans to roll out to students are not yet in place but are being considered in society training events or through personal tutor communities. This was well received by Exec.</p> <p>Matt Hayes added that Good Lad training (in a similar vein) was very successful.</p>	
5	<p><b>5 Budgets</b></p> <p>5.1 Budgets have not changed since the last Exec and so no update is provided.</p> <p>5.2 Budget request JS: There is now £1000 in the budget which will not be rolled over into next year. A suggestion was made to invest this into a ‘Liberation Library’ to support incoming Campaign Reps and Faculty Reps with campaigning activities and specific Liberation group literature. The request is for £600. Voting members (not incoming officers) should vote online due to lack of quoracy.</p> <p>Amanda Campbell-White requested information about why the resource would be physical and not online? JS felt that online information on liberation and access to resources are potentially overwhelming. Amanda Campbell-White suggested an online hub to focus reading and save paper. LD suggested a physical resource as well as e-book purchases. KK raised concern with accessibility with physical resources. JS suggested that any books are supported / suggested by Reps and preferably second hand.</p> <p>JS suggested that the online vote could include the rest of the Exec and continue the discussion, but that the vote should be based on the premise of providing this resource with consideration to E-books and resourcing. Exec were generally in support of having both physical and e-books and the budget request should be considered in this spirit.</p>	



	<p><b>Policies</b></p> <p><b>5.1 Against Cuts to Education:</b> JS: ARU staff Union Reps are tied up with restructure but this will be ongoing. Vicky Ford MP also supports this policy and wants to work with SU on this project.</p> <p><b>5.2 Against NHS cuts:</b> ET: No update LD noted an NUS resource for supporting this campaign. Action LD to circulate link. BM will be working with RG for the next 12 months to make some progress in this project.</p> <p><b>5.3 Gender Neutral Toilets:</b> LD noted that the new Medical School building has GNTs on every floor. This is part of the agreement from the ARU to include GNTs in all new buildings.</p> <p><b>5.4 Increased Equality for Vegan Students:</b> JK: Much has been achieved and ongoing actions will be contained in hand over documents</p> <p><b>5.5 Keep Wednesday Afternoons Free:</b> ARU have told us that it is not currently possible in Cambridge due to space constraints and this will remain for the first half of next year. JS noted that the incoming team will need to continue to lobby and encourage Iain Martin to re-sign the pledge. Chelmsford will keep this policy active in timetabling</p> <p><b>5.6 Save Our Space:</b> JS: Awaiting written confirmation that ARU will cover costs for dance studio (although this is currently in practice). Student feedback is being seriously considered, for example the green space in Cambridge and JS is chasing to reduce sprinkler usage to support student use of the space. LD updated on student space and gardens which have been successfully included in the new medical school design.</p> <p><b>5.7 Teaching Excellence Framework:</b> JS: SU stance still opposes TEF and student experience should be the priority, which may coincide with some TEF metrics. Aletta Norval agreed this. Subject Level TEF is rolling out and the SU are also opposed to this. JS recommended that incoming officers read around this. JS has successfully included internal teaching excellence on the operational plan of the ARU Education Strategy.</p> <p><b>5.8 Up Your Grants:</b> LD: Budget increases have been approved through SU budgeting / bids. JS would like to be kept informed of policy review progress in November.</p> <p><b>5.11 Wheels in Motion:</b> KK no update, information will be included in hand over. Matt Hayes requested that the policy is applied to Chelmsford as well as Cambridge. The policy does not state Chelmsford, but policy can be enacted across both campuses.</p> <p><b>5.12 Equal Access:</b> LD: It is currently refugee week and articles are being prepared for our website, including surveys. A big push is required. Action: LD to publish articles and links to a survey on website by the end of the week. JS reminded Exec that fore-planning for next year will be helpful to keep this manageable due the timing of the event. Matt Hayes requested clarity on the scope of the survey: LD clarified it is a local Cambridge specific survey.</p> <p><b>5.13 Living Wage:</b> LD We pay student staff the living wage and will continue to do so. Living Wage week needs to be investigated.</p> <p><b>5.14 Reduced Printing Policy:</b> JK: Would like internal SU comms team to support the monitoring of internal printing. Ongoing materials will be provided in handover. Action: JK to circulate policy to SU staff in particular Office Coordinators to support this policy</p>	<p>LD</p> <p>LD</p> <p>JK</p>
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	<p><b>5.15 Liberate the Curriculum:</b> LD: Currently well supported by ARU staff and now hopes to develop this into action. Will work with RG to develop ideas and networks.</p> <p><b>5.16 Meaningful Mental Health campaigns:</b> LD: Mental health strategy is being developed with David Walmsley. Standing against the marketization of education is being partially fulfilled through our stance against TEF.</p> <p><b>5.17 Democracy Review a Year on:</b> LD: No officer or team has been allocated to the policy and the current university restructure has impacted on the enactment of this policy. JS: The restructure and the Faculty Rep roles can be reviewed once 'the dust has settled'. KK would like to see an update on the policy provided to students, although JS noted this is not standard practice for policies. KK: Action write this with support from LD and RG.</p> <p>JS raised a concern that the Officer roles have not been reviewed a year on from their inception and the current officer team have not had the opportunity to give feedback to support the development of the roles and their relation to the faculties. Action JS to speak to Bethan Dudas to discuss.</p>	<p>KK</p> <p>JS</p>
6	<p><b>Ideas*</b> (Starred items are not discussed unless a specific request is made to do so)</p> <p>6.1 SU Permanent Bar in Cambridge</p> <p>6.2 Books Plus Card Used for Printing</p> <p>6.3 Summer Graduation</p> <p>6.4 Stop Charging for Hot Water</p> <p>6.5 Therapy Dogs</p> <p>6.6 Accessible Microwave</p> <p>6.7 Free Graduation Guest Fee</p> <p>6.8 Halal Food and Prayer Room</p> <p>6.9 Free parking</p> <p>6.10 Jacket potatoes</p> <p>6.11 Cheerleading</p> <p>6.12 Food in Library</p> <p>6.13 Lab coats</p> <p>6.14 Money, money, money</p> <p>6.15 Graduation Hand Shake Should Come With Academic Certificate</p> <p>6.16 Grad Ball</p> <p>6.17 Students Guide of Renting Private Accommodation</p> <p>6.18 Reduce Healthy Food Prices</p> <p>6.19 New Accessible Toilet Signs</p> <p>6.20 Open All Hours</p>	

9	<p><b>Any Other Business</b></p> <p>9.1 MB requested that FVC and LEDIC part time Reps complete the annual survey. Clarity was given around the use of constructive criticism and the use of the survey (which is not anonymous).</p> <p>9.2 SW praised the committee and thanked them for their support in making this year a success.</p> <p>9.3 JS echoed this praise and asked the incoming Exec to focus on speaking to students and to get support from staff to achieve their campaigns.</p> <p>9.4 JS closed Exec for 2017/18 with thanks.</p>	
10	<p><b>Date and Time of Next Meeting:</b></p> <p>To Be Confirmed</p>	

# Actions & Matters Arising From Last Meeting



20<sup>th</sup> June 2018

ITEM	ACTION	OWNER	UPDATE
3.1.2	SU page in student handbook (seen through Course Re Approval) should be updated with accurate SU content. LD to raise at QESC.	LD	
5.2	Against NHS cuts: LD to circulate NUS resource for supporting this campaign.	LD	
5.12	Equal Access: re: Refugee Week, LD to publish articles and links to survey.	LD	

## **BYE LAW 2 – Executive Committee**

### **2.1 Membership**

2.2.1 The Executive Committee as defined in the Union's Articles of Association shall be made up of the:

- (a) Faculty Voice Committee; and
- (b) Liberation, Equality, Diversity and Inclusion Committee.

### **2.2 Faculty Voice Committee**

2.2.2 Initiation and frequency

- (a) The Faculty Voice Committee will be held monthly.
- (b) Other Faculty Voice Committee meetings may be called by a simple majority vote of the Faculty Voice Committee.

2.2.3 Organisation

Notice of at least five days shall be given for a Faculty Voice Committee meeting.

2.2.4 Membership

There will be a maximum of sixteen members, being the Student Members who hold the following positions within the Union:

- (a) President;
- (b) Vice President (Arts, Law and Social Sciences);
- (c) Vice President (Business);
- (d) Vice President (Health, Social Care, Education and Medical Science);
- (e) Vice President (Science and Technology);
- (f) ALSS Faculty Rep (Cambridge) and (Chelmsford);
- (g) FHSCE Faculty Rep (Cambridge), (Chelmsford) and (Peterborough);
- (h) FMS Faculty Rep (Cambridge) and (Chelmsford);
- (i) FST Faculty Rep (Cambridge) and (Chelmsford); and
- (j) LAIBS Faculty Rep (Cambridge) and (Chelmsford).

2.2.5 Chair and Vice Chair

- (a) The Chair of the Faculty Voice Committee will be the President.
- (b) The Vice Chair of the Faculty Voice Committee will be nominated by the Faculty Voice Committee.

2.2.6 Duties

The duties of the Faculty Voice Committee will include to:

- (a) plan and implement ideas and projects to improve the experience of students;
- (b) implement Policy;
- (c) discuss and draw together key issues and/or themes across faculties; and
- (d) plan and deliver campaigns.

#### 2.2.7 Quorum

Quorum shall be at least half of the elected members.

### 2.3 Liberation, Equality, Diversity and Inclusion Committee

#### 2.3.1 Initiation and frequency

- (a) The Liberation, Equality, Diversity and Inclusion Committee will be held monthly.
- (b) Other Liberation, Equality, Diversity and Inclusion Committee meetings may be called by a simple majority vote of the Liberation, Equality, Diversity and Inclusion Committee.

#### 2.3.2 Organisation

Notice of at least five days shall be given for a Liberation, Equality, Diversity and Inclusion Committee meeting.

#### 2.3.3 Membership

There will be a maximum of seventeen members, being the Student Members who hold the following positions within the Union:

- (a) President;
- (b) Vice President (Arts, Law and Social Sciences);
- (c) Vice President (Business);
- (d) Vice President (Health, Social Care, Education and Medical Science);
- (e) Vice President (Science and Technology);
- (f) Black and Minority Ethnic (BME) Students' Rep (Cambridge) and (Chelmsford);
- (g) Disabled Students' Rep (Cambridge) and (Chelmsford);
- (h) International Rep (Cambridge) and (Chelmsford);
- (i) LGBT+ Students' Rep (Cambridge) and (Chelmsford);
- (j) Trans\* Students' Rep (Cambridge) and (Chelmsford); and
- (k) Womens' Rep (Cambridge) and (Chelmsford).

#### 2.3.4 Chair and Vice Chair

The Chair and Vice Chair of the Liberation, Equality, Diversity and Inclusion Committee will each be a Campaign Rep nominated by the Liberation, Equality, Diversity and Inclusion Committee.

#### 2.3.5 Duties

The duties of the Liberation, Equality, Diversity and Inclusion Committee will include to:

- (a) ensure campaigns consider and promote liberation, equality, diversity and inclusion;
- (b) scrutinise and monitor engagement with minority groups and support the development of related action plans;
- (c) advise the Faculty Voice Committee on the implementation of ideas and projects to improve the experience of students; and
- (d) plan and deliver campaigns.

#### 2.3.6 Quorum

Quorum shall be at least half of the elected members.

**Executive Committee 29.08.18**  
**Approval of Bye Laws**

**Background**

Following a number of projects and changes, including the adoption of new Articles of Association, the University Faculty Restructure and a major review of the management of student societies a number of amendments to the Union Bye Laws became necessary. Whilst conducting this exercise, the opportunity has also been taken to tidy up a number of out-dated/confusing Bye Laws at the same time.

Article 46.1 states that the Trustees and the Executive Committee shall have the power from time to time to jointly make, repeal or amend Bye-Laws as to the management of the Union and its working practices provided that such Bye-Laws shall not be inconsistent with these Articles.

These proposals will be seen by the Executive Committee on 29<sup>th</sup> August, and if approved, by the Trustee Board on 6<sup>th</sup> September.

**Recommendation**

The Executive Committee is asked to **APPROVE:**

**Bye Law 2: Setting the Direction**

**Bye Law 3: Officers & Reps**

**Bye Law 4: Elections – without Elections Committee OR Bye Law 4 – with Elections Committee**

**Bye Law 5: Student-Led Societies**

**Bye Law 6: Executive Committee and its Sub-Committees**

Appendix 1: Outline of changes to Bye Laws 2, 3, 4, & 6

Appendix 2: Society Governance Review

Appendix 3: Bye Law 2 Setting the Direction

Appendix 4: Bye Law 3 Officers & Reps

Appendix 5: Bye Law 4 without Elections Committee

Appendix 6: Bye Law 4 with Elections Committee

Appendix 7: Bye Law 5 Student-Led Societies

Appendix 8: Bye Law 6 Executive Committee and its Sub-Committees



## Appendix 1: Outline of proposed changes to Bye Laws 2, 3, 4 &amp; 6

*N.B. Rationale for proposed changed to Bye Law 5: Student Led Societies can be found in Appendix 2.*

## Bye Law 2: Setting the Direction

Change	Reason
Changing references to “Full-Time Officers” to Executive Committee	There was inconsistency across this Bye Law between referencing Full-Time Officers & the Executive Committee. This made it unclear where non Full-Time Officers were held to account. This has now been clarified and made consistent. All Executive Committee Members are held to account through the Student Members Meeting
Removed the Democratic Engagement & Accountability Group	This group was added in to our processes during the most recent review as a mechanism for those wishing to be involved in developing procedures to do so in a meaningful way. However, upon reflection we believe that in the context of our current levels of engagement that this group would be more burdensome to run than it would be beneficial. Responsibility for making recommendations for change in processes has been moved to the last Student Members Meeting each year.

## Bye Law 3: Officers &amp; Reps

Change	Reason
Full-Time Officer and Faculty Rep roles to the new Faculty names	To match the new University academic structure
Clarify the role of the Deputy President	Was not clear in old Bye Laws
Clarify process in NUS delegate elections	NUS sets our delegate entitlement and regulations for how they must be elected. This may change year on year, so it is more practical to say we will act in accordance with them, than have to change our Bye Laws if minor changes are made.
Remove the role of PGR Reps from Bye Laws	The PGR Reps are not a part of the Executive Committee (as determined by the large scale governance review in 2016), and are more akin to the course rep structure. Our Bye Laws should related to the running and leadership of the

	Union, and so we recommend that we treat PGR reps in the same way as course reps.
Changed reference to Faculty Forums to “student feedback forums”	Giving Vice Presidents and Faculty Reps the scope to hold a range of different types of forum as well as the formal Faculty Forums
Clarified that Campaign Reps are responsible for leading campaigns that relate to their student group.	The text was misleading, implying that Campaign reps were responsible for all campaigns.

#### Bye Law 4: Elections

Change	Reason
<p>Removed Elections Committee</p> <p><i>*This is a bigger change than most of the administrative changes being proposed, and therefore two options have been submitted. One Bye Law with Elections Committee, and one without.</i></p> <p><i>Exec Committee is being asked to make a choice about which they would prefer.</i></p>	<p>The Committee is an old mechanism from years past. SUs have moved on in how we ensure free and fair elections, and particularly by ensuring that those who can and should be active participants in the election are not putting themselves in a position where they have a conflict of interest. The role of the Returning Officer is to oversee a fair election, and so we should use that role to its full capacity, rather than duplicating.</p> <p>Over the past few years it has been obvious that the practical implementation of the committee is not working, with it very rarely being quorate. This does not mean that students will not have the opportunity to feed in to the election process, the Union will still actively seek feedback and input, but the conflict of interest will be removed and the large bureaucratic burden will be removed, giving the union more time to spend running.</p>
Removed restrictive rules about “Question the Candidate”.	These rules have been preventing the Union from developing more innovative and engaging ways of delivering candidate hustings. We do not want to have to change a Bye Law every time we want to try something new. The Returning Officer has the responsibility for ensuring any elections event is accessible and fair to all candidates.
Removed some duplicative, confusing or redundant clauses in the “media” section.	The rules were unclear and confusing.
Removed the “co-option” mechanism for filling vacant posts	Whilst theoretically a useful way of ensuring posts are filled, without having to run an

	election, the actual implementation is complex and doesn't align with our principles of a democratic union. It is more democratic for an open election with only one candidate & Re-Open Nominations than it is to have that person co-opted. This provides a core legitimacy for the roles.
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#### Bye Law 6: Executive Committee & its Sub-Committees

Change	Reason
Restructured the way in which Executive Committee, FVC & LEDIC interrelate to better reflect current practice.	After the first year of implementation it has become clear that the construction of these committees were not functioning as intended. The role of the Exec Committee as a whole was unclear, and the expectation of three separate meetings each month was unrealistic. The Bye Law now reflects current working practice and give the FVC & LEDIC greater flexibility in how and why they meet, as well as allowing them to elect a chair from within their members. The Exec Committee oversees this work and is ultimately responsible and accountable to the Student Members Meeting.
Changing meeting frequency to monthly during term time and as needed outside.	This gives flexibility over the summer to schedule training and induction, and no longer mandates the Union to hold a meeting when most members are not available- but still provides the ability to call meetings if needed.

## **Society Governance Review**

### **Purpose:**

The Student Activities Department has conducted a review into how societies are set up and governed. The review set out to re-evaluate existing bye laws for societies and propose changes based on research and student feedback. We researched options via online surveys, at society forums and by researching practices at other Students' Unions.

The review looked into various aspects of society governance, from an executive structure to committee member roles and memberships.

The review will be set out according to each aspect of society governance that we assessed and the reasoning behind any changes proposed in that area.

**The Executive Committee is asked to approve these proposed changes.**

### **Changes to Bye Laws**

#### **Current model:**

- **Two Bye Laws relating to Clubs and Societies and Forum. (Bye Law 3 and Bye Law 5)**
- **Multiple other documents relating to conduct and governance of societies**

There is currently two Bye Laws relating to Clubs and Societies. Bye Law 3 focuses on Clubs and Societies Forum and Bye Law 5 relates to the governance of Clubs and Societies. These Bye Laws are very strict and provide a lot of specific operational details for running societies, e.g. how many committee members are needed to run a society and how many members are needed to access the grants. This Bye Law is also dated in that it mentions the Experience Officers and a Societies Rep, roles that we no longer use.

This document provides an outline to all of the changes to society governance that we have outlined, but we have made changes overall to the Bye Laws which encompassed these guidelines.

#### **Proposed model:**

- **One Bye Law for Societies – Bye Law 5**

- **More expansive Societies Handbook**

We propose that there is one bye law for societies, known as Bye Law 5 which relates to Societies. We have worked hard to reduce the amount of operational content in this Bye Law as we have found that although it provides clear rules, some of these rules are extremely detailed and the department are not able to adapt as quickly to issues as we need to.

We propose then, that the content of the Bye Law is reduced significantly and that only the key details of the rules are included. The operational matters of these rules would be detailed further in the Societies Handbook.

We propose that the Societies Handbook becomes the document that provides the supplementary details of the Societies Bye Law and references all of the relevant policies relating to societies, e.g. Associate Membership, Guest Speaker, Grants Funding.

By reducing the content of the Societies Bye Law and supplementing the further details in a handbook, we are able to adapt more quickly to changes and trends relating to societies. This move also gives more power to the Student Activities Department to respond to issues and we hope by having a clearer Bye Law, more societies will be aware of the absolute guidelines they need to follow to be an affiliated society.

We appreciate society members may take issue with giving the Student Activities Department more power over the Bye Law. To ease their concerns, we plan to have the Handbook discussed and voted on at Society Forum. Staff would be responsible for keeping the Handbook up to date, but any changes to content or policies would be discussed and agreed at Societies Forum.

An example of the difference in Bye Law content is included below and the previous Bye Laws and our proposed Bye Law 5 are included in the appendices of this document.

## 2. Society Forum

- 2.1 There will be a regular Society Forum that shall be the platform for feedback and discussion for all Union-affiliated Societies.
- 2.2 Further details regarding the function of the Society Forum will be outlined in the Society Handbook.
- 2.3 The Society Forum may refuse affiliation for proposed groups on grounds outlined in the affiliation section of the Societies Handbook.
- 2.4 Appeals should be submitted to the Executive Committee. The decision of the Executive Committee is final.

Figure 1: The Forum section of the newly proposed Bye Law 5. Bye Law 3 was originally a two page document dedicated to Forum, it is now this part of an overall Societies Bye Law.

### Society Membership Costs and Branding

#### Current model:

- **Annual memberships only**
- **Minimum charge for societies and clubs**

Memberships to societies run in line with the academic year. Memberships are available from 1<sup>st</sup> August and expire on the 31<sup>st</sup> July the following year.

Societies and recreational sport clubs must charge a minimum membership fee for the year. This fee is £3.60 for societies (including VAT) and £3 for sport clubs. Sports club members must also pay an annual fee of £5 for Activities Insurance, meaning that once this fee is paid, they are insured for any of our sports clubs they join that year.

#### Proposed changes:

- **Societies and Sports Societies**
- **Semester Memberships**
- **Free societies**

#### Societies and Sports Societies:

The Students' Union are responsible for Recreational Sport while the University's Sport department are responsible for Competitive Sport Clubs. We propose removing the term clubs and running all groups under the banner of Societies to provide a clearer distinction between SU affiliated groups and University Sport-led Sports Clubs.



Sports Clubs would be known as Sports Societies. All aspects of running a sports club within the SU would remain the same, only the naming and branding of these groups would be different.

### **Semester Memberships:**

As a Students' Union, we are conscious that we have a number of international students studying for one semester and many new starters who join us in January. In January 2018, around 700 students joined ARU. We also have a number of students studying on placement courses, particularly on our Chelmsford campus, meaning that they are off-campus for a large part of a semester.

With these students in mind, we proposed a change to club and society memberships. We propose that societies and clubs provide an annual membership and a semester based membership, meaning that students who can only join for one semester or who will be arriving later in the year will get better value for money and we hope, will be more likely to join societies as they do not feel they have to pay for a full year when they can only benefit from a semester of activity. Memberships would still expire on the 31<sup>st</sup> July as normal.

In January 2018, our Student Activities Manager visited Hertfordshire Students' Union to discuss society governance and semester based memberships with their VP Activities. Herts SU also use MSL and have adopted a semester based approach for memberships and had positive success in this area. This helped us to work out how we would deliver this model at ARU Students' Union.

### **Free societies:**

With regards to charging a minimum membership fee, we do not propose this changes for our sports clubs. Sports clubs are expensive to run and the committee need to keep the club sustainable if they wish to train regularly.

For some societies however, we propose that they may not charge a membership fee if there is good reason. For example, our Student Minds society runs peer support groups for students suffering ill mental health and we feel it would be appropriate for membership to this society to be free of charge.

The terms and conditions of not charging for society membership would be:

- The committee must have a valid reason for not wishing to charge for membership.
- The committee must meet with the Student Activities Department to discuss free membership prior to society memberships going live on the 1<sup>st</sup> August.
- The society would be limited at how much they could apply for in the Grants Funding.

These requests would be taken on a case by case basis and approved at the discretion of the Student Activities Department.

In researching other Students' Unions, we found many allowed free society memberships but it depended on the society's aims and activities. For example, KCLSU, Sheffield SU and Cardiff SU all have a large number of active fundraising and volunteering based societies that do not charge for membership but more interest based and recreational societies do charge for membership.

For some organisations, such as Bangor Students' Union, the University provided greater funding in the block grant to allow the Students' Union to render all memberships free.

### Setting Up and Running Societies

#### **Current model:**

- **3 committee members needed**
- **15 paid members**

A group currently needs 3 core student committee members and 15 paid members in order to be an affiliated society with the Students' Union. These 15 members can include the committee and the committee roles must be President, Treasurer and Administrator.

#### **Proposed model:**

- **2 committee members needed**
- **15 paid members**

#### **Paid Members:**

After researching across the sector, we found there was no clear trend in how many members and committee members were required to run a society. KCLSU and Warwick asked for over 30 interested members, UEA and Aberdeen requested 20 interested members while Teeside, Northumbria and Aberystwyth asked for 10 members. As a result of this research, we decided not to change the number of members needed to run a society, as we believed any fewer than 15 members and it would be hard to ensure that grants funding was benefiting a large number of students.

#### **Committee Members:**



With regards to committee members, Students' Unions across the sector asked for between 2 and 5 students to act as committee members. The sector was consistent however in that the core committee roles all involved President and Treasurer positions.

After our committee elections in March, we noted that of our 119 groups, 80% were able to fill their committee while the remainder struggled to fill these core roles. We also noted an increase in disagreements between committee members based on members not fulfilling their roles.

We propose to move to having only a President and Treasurer needed to set up and run a society. We would still continue to suggest societies find themselves a third committee member to help with the administration of the society, but we believe that between the President and the Treasurer, the main running requirements of the society would still be met.

We have also done work on clarifying the expectations of these roles and supporting societies to write role descriptions for any additional roles they plan to fill. Committee members would also need to sign and agree their role descriptions at the beginning of the year, meaning there would be more accountability if a committee member does not fulfil their role.

### **Societies Forum**

#### **Current model:**

- **Once a month**
- **Campus-specific**
- **Voting in person**
- **Led by Student Activities staff**
- **Used mostly for news and updates**

Societies Forum takes place once a month on each campus and all committee members are asked to attend. Previously, Forum was led by the Experience Officer and then the Activities Officer. Following the changes to Full-time Officer roles, Student Activities staff then began leading Forum.

The main actions currently are to provide updates and news relating to societies and to gather feedback from committee members.

#### **Proposed model:**

- **Once a month**
- **Campus specific (with a cross campus social media group)**
- **Led by an elected student chair**
- **Voting online**
- **More decision making abilities**

We propose that the regularity and location of Forum does not change, we think it is important to keep it campus specific as this allows us to run Forum at times that suit the students of each campus. We have however introduced a cross campus committee member group on social media that students can join and will be introducing a cross campus newsletter that they can engage with so we can build a community for committee members.

### **Elected Student Chair:**

Prior to the changes to the Officer roles, the Activities or Executive Officer would have led Forum. This has fallen to Student Activities staff since but we feel that by being staff-led, there is less room for organic discussion. In researching other Students' Unions, we found a number of different models for society discussion which all had varied levels of responsibility.

For example, UEA SU, Lancaster SU, City University SU and Sheffield SU all run a Societies Executive made up of volunteers and an officer, who discuss new group affiliations, funding requests and updates. These groups are made up of a small population of society committee members.

We also spoke with Leeds Beckett SU regarding their structure for society feedback. For their groups, they run a Societies Forum every 2 weeks which discusses new society applications.

In asking our committee members what they would like Forum to look like and who would run it, we had a lot of differing responses. Some respondents wanted a Societies Executive Committee while others wanted a Society Forum chaired by a Full-time Officer or an elected student Chair.

In reviewing these ideas, we looked at similar models that currently exist within the Students' Union and discussed the benefits and drawbacks of these models. We found that in creating a Society Exec, we would need a number of our voluntary society committee members to take on additional voluntary roles within the Societies Exec. We were

concerned at the additional workload this would give to our volunteers and also worried that by replacing a Forum space where all society members and committee members could attend with a smaller committee, we would not get the same engagement with the society community.

We propose then to keep Societies Forum but with clear changes to the model to increase engagement and the quality of feedback and discussion. We propose that Forum is led by an Elected Forum Chair, a voluntary role that can be undertaken for the academic year. To reduce the demand on the student volunteer, Student Activities staff will remain responsible for the administrative tasks of Forum.

Members of the Student Activities department would put the call out for agenda items, compile and circulate the agendas and take and share minutes. The Student Activities Department would also be responsible for putting any polls or voting items online.

The Elected Student Chair would also be invited to attend Grants Committee.

### **Forum Responsibilities:**

Forum is a space for committee members to provide feedback but much of the time it relies on providing updates and news. We propose that going forward, the responsibilities of Forum are made clearer to student committee members and society members.

We propose that Forum does the following:

- Discusses new and returning society affiliations – if rejecting an affiliation, the society would then appeal to the Executive Committee who have the final decision
- Provides updates on society matters and discuss opportunities for collaboration
- Notes grant funding outcomes
- Provides feedback on proposed changes to society related policies and governance

We propose to elect a current committee member at the first forum of the academic year to act as Forum Chair and lead the Society Forums for the year. The election would take place online, voting would be done by secret ballot and students would have at least 48 hours to vote.

### **Online Voting:**

The current Forum model does not often vote on matters relating to societies. Instead, committee members only use their voting power at Student Council. We propose that more items are taken to Forum for voting purposes and that voting is held online for at least 24 hours after the meeting. We do not propose that items that would go to Student Council would be voted on at Forum, instead it would be items relating to Student Activities.

Items that would be voted upon at Forum:

- Voting on whether to deny affiliation to a new or returning society
- Voting on policy changes in the Society Handbook
- Voting on changes that relate to Societies

Notes on changes voted on at Forum would then be shared with Student Council. We hope that by providing more power at Forum, our Committee Members would feel more empowered in their roles and it would make them more confident in using their voting rights at Student Council.

We have included a screenshot below of the Student Council voting page, we would replicate this for Society Forum.

## Student Council - 25 April 2018

Voting will be open until 8:00pm on 26 April 2018

The large number in the box is the majority of either "for" (thumbs up) or "against" (thumbs down).

The small number is the total number of voters.

### Executive Officer reports

Your Executive Officers are elected to represent you. Are you happy with what they're doing? Is there something else you want them to work on? Let them know.

New Idea	
57 59 voters	<b>President</b> Submitted 1 month ago by <a href="#">Democracy Admin</a> <span>Current</span> <a href="#">Edit</a>
46 54 voters	<b>Vice President (Health, Social Care, Education and Medical Science)</b> Submitted 1 month ago by <a href="#">Emma Howes</a> <span>Current</span> <a href="#">Edit</a>
46 52 voters	<b>Vice President (Science and Technology)</b> Submitted 1 month ago by <a href="#">Emma Howes</a> <span>Current</span> <a href="#">Edit</a>

Figure 2: The voting page for Student Council. For Forum, staff will post items as ideas and committee members will then have 48 hours to vote the item up or down.

## **Grant Funding**

### **Current model:**

- **2 – 3 times a year (depending on funds leftover)**
- **15 members needed to apply**
- **Restricted to specific categories**
- **Grants committee with staff and Full-time Officers**

Grants funding is currently open to societies and clubs with at least 15 paid members on the system. The funding is open 2-3 times a year, depending on remaining funds. There are two pots per campus, one for societies and one for sports clubs. There are 8 categories that groups can apply for funding in, such as Guest Speakers, Health and Safety and Equipment. Once the deadline to apply for funding has closed, the Student Activities team and a Full Time Officer will hold a committee to decide funding for groups. This committee is open to all student committee members to attend but is not widely attended by students.

### **Proposed model:**

- **2 – 3 times a year (depending on funds leftover)**
- **15 members needed to apply**
- **Restricted amount available for free societies**
- **Ability to transfer between categories**
- **Grants committee with Elected Forum Chair**
- **More training for writing Grant applications**

### **Grants committee:**

In researching other Students' Unions, we found that most organisations using a Societies Executive Committee would have this group review funding applications for societies. A member of Student Activities staff visited UEASU to view how a Societies Executive worked and how funding requests were processed.

We also surveyed our committee members to ask who they felt should attend these funding meetings and we were surprised to find that committee members did not express a desire to attend these meetings.

As we have decided not to create a Societies Executive Committee, we felt it would be best to keep the Grants Committee separate. However, to ensure there is greater transparency for committee members, the elected Forum Chair would attend alongside a Full-time Officer and Student Activities staff.

Funding outcomes would also be discussed at Societies Forum, and we hope this will improve understanding of what Grants Funding is and how applications are approved. We also plan to run more in-depth training sessions for writing applications.

### **Frequency and minimum membership:**

We do not propose to change the frequency and structure of the funding pots (2 per campus for sport and societies) and we propose to keep the required 15 members needed to access the funding. We decided to keep the 15 members because on average, a society will have 3 committee members who all should be paid members of the society, meaning they only need 12 students to join the society to be able to access funding. We feel that allowing societies funding when they have less than 15 members would mean that they funding is not actually benefiting as many students as possible and could be better spent with a larger society.

We will ensure however that new societies starting receive a small start-up fund to help them raise awareness of their group.

### **Categories:**

Grants are currently split into eight categories and there have previously been limitations on transferring funds allocated in one category to another. We propose to allow the transfer of funds between categories and extensions to funding deadlines on a case by case basis with approval from the Student Activities Manager.

For free societies, we propose that we would limit the funding available to their society through the Grants but this would be done based on the quality of their application and how many students would be benefited by the funding.

### **Associate Membership:**

#### **Current model:**

- 15 members needed to apply
- Online application
- Endorsement needed



- **Must bring value to the group**

Societies are currently able to have one Associate Member for every fifteen paid student members. Associate members must apply online and there must be an endorsing committee member from the group named in the application. Associate members should highlight why they want to join the group and what they will bring to the group.

#### **Proposed model:**

- **10 members needed to apply**
- **Online application**
- **Endorsement needed**
- **Over 18s only**
- **No priority for members of the community**

In conversations with our student committee members, we found that many students from partner colleges were expressing an interest in joining societies, but the 15:1 ratio was quite high.

In reviewing the policy, we decided to implement a new ratio of 10 paid student members for every 1 associate member.

We propose that the online application and endorsement requirement remain the same but we will require that associate members are over 18 and priority will be given to alumni, ARU or SU staff, students from partner colleges and other HE establishments rather than members of the public.

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## Bye Law 2

### Setting the Direction

Purpose: This Bye Law explains the ways in which student members can set the direction of their union by attending Student Members Meeting, submitting ideas for discussion, taking part in referenda and holding the officers who implement the policy to account.

#### 1. How policy can be set

1.1 By the Trustee Board as outlined in the Articles. This shall normally be concerned with the administration and governance of the organisation.

1.2 A Student Members Meeting as outlined in section 2 below.

1.3 A referendum as outlined in the Articles and section 6 below

#### 2. Student Members Meeting

2.1 The purpose of a Student Members Meeting shall be:

2.1.1 To hold the Executive Committee accountable for their work

2.1.2 Review the work of the Executive Committee

2.1.3 To set policy which outlines a representative or political direction for the Union subject to Article 28.3. All policy must be approved by a vote of a simple majority of members voting on the meeting's proceedings.

2.1.4 Monitor the progress of policy which has previously been approved

2.1.5 Receive announcements from the Executive Committee

2.1.6 On an annual basis to receive the Annual Accounts of the Union and approve a list of organisations to which the Union is affiliated.

2.2 Accountability of the Executive Committee shall take place before the setting of policy.

#### 3. Administrative procedures for a Student Members Meeting

3.1 The meetings shall be Chaired by a Student Member who is not a member of the Executive Committee and is elected for this purpose from among the attendees of the first meeting. The Returning Officer, or their Deputy shall outline a procedure for this election.

3.2 There shall be at least one Student Members Meetings in each academic year.

3.3 Meetings may be called by The Trustee Board and the Executive Committee.

3.4 At least 14 days' notice will be given for meetings except where they present the annual accounts and the list of affiliated organisations where at least 21 days' notice will be given.

3.5 Notice of Student Members Meetings shall include the time and place of the meeting and the procedures for setting policy and holding Full Time Officers accountable.

3.6 All Executive Committee Members shall be expected to attend Student Members Meetings.

3.7 All reasonable attempts will be made to schedule meetings to maximise participation and technology and other means will be used where possible to ensure involvement across multiple sites.

#### 4. Submission of policy ideas

- 4.1 At the last Student Members Meeting of each academic year, the meeting may receive a procedure for submitting policy ideas for the next year.
- 4.2 This procedure will:
  - 4.2.1 Allow for policy ideas to be submitted by as many student members as possible.
  - 4.2.2 Outline how the ideas will be made available to student members.
  - 4.2.3 Outline a process for voting on the ideas aimed at maximising participation from student members.
  - 4.2.4 Outline a minimum quorum of Student Members voting on a policy for it to be implemented.
  - 4.2.5 Allow for the Trustee Board and Executive Committee to submit policy ideas.
- 4.3 Should the Student Members Meeting reject the proposal the current arrangements for submission of policy ideas will remain. The proposal shall be made widely available to student members.
- 4.4 Proposed changes to the Articles from the Trustee Board will be made available for consultation for not less than one month and be open to proposals for change by any student member.

## 5. Accountability of the Executive Committee

- 5.1 At the last Student Members Meeting of each academic year, the meeting may receive a procedure for accountability of elected representatives for the next year.
- 5.2 This procedure will:
  - 5.2.1 Allow the Executive Committee to outline their work in a way that is widely published to student members both reporting on what has been done since the last Student Members Meeting and outlining future work
  - 5.2.2 Allow for student members to submit questions to the Executive Committee and to receive responses with an option for them to be published publically at the request of the student member.
  - 5.2.3 Allow for student members to:
    - 5.2.3.1 Accept the report of the Executive Committee Member
    - 5.2.3.2 Ask for a section of the report to be changed or the direction of work altered
    - 5.2.3.3 Censure an Executive Committee Member for not fulfilling the work of the Student Members without good reason
    - 5.2.3.4 Approve a motion of no-confidence in an Executive Committee Member as outlined in Article 26.2
- 5.3 Should the Student Members Meeting reject the proposal the current arrangements for submission of policy ideas will remain. The proposal shall be made widely available to student members.
- 5.4 For the avoidance of doubt the accountability of Union staff is not the property of the Student Members and should be directed through the Trustee Board.

## 6. Referenda

- 6.1 A Referendum shall be held to:

- 6.1.1 Consider a motion of no confidence in a Trustee or Executive Committee Member triggered by a Secure Petition signed or agreed to by at least 3% of the Student Members in accordance with Article 26 of the Articles of Association.
- 6.1.2 Consider a Policy Idea, triggered by a simple majority vote of the Trustee Board or triggered by a Secure Petition signed or agreed to by at least 3% of Student Members
- 6.2 The Trustees shall appoint an independent Returning Officer on an annual basis. They shall not be a member of the Union and they shall be responsible for the conduct, administration and the development and interpretation of the regulations for Referendums.
- 6.3 The Returning Officer may appoint a Deputy Returning Officer to assist them in the organisation of Referendums
- 6.4 The quorum for a referendum will be set by the Returning Officer but shall not be less than 3% or more than 5%.
- 6.5 The regulations for the Referendum shall be set by the Returning officer but shall include
  - 6.5.1 A notice period of the referendum of at least 14 days
  - 6.5.2 Provision held by secret ballot outlining the process for voting including how many days it shall be open for.
  - 6.5.3 The date and time where the count will take place and how the result will be publicised.
  - 6.5.4 The procedure for submitting complaints and how they will be dealt with.
- 6.7 There will be an Appeals process concerning the outcome of the referenda and the conduct of the Returning Officer. Appeals should be submitted to the Board of Trustees no later than 3 calendar days following receipt of a response from the Returning Officer. The Trustee's decision is final.

## Bye Law 3

### Officers and Reps

Purpose: The purpose of this Bye Law is to outline the responsibilities of the representative role which make up the Executive Committee. All members of the Executive Committee are “Elected Officers” for the purposes the Articles of Association.

#### 1. Roles

1.1 There shall be five Full Time Officers elected in accordance with the Articles of Association and the Elections Bye-Law. The roles shall be titled:

- 1.1.1 President;
- 1.1.2 Vice President (Arts, Humanities and Social Sciences);
- 1.1.3 Vice President (Business and Law);
- 1.1.4 Vice President (Health, Education, Medicine and Social Care); and
- 1.1.5 Vice President (Science and Engineering).

1.2 A Deputy President shall be nominated by the Executive Committee. The role of Deputy President shall be to cover the responsibilities of the role of President in their absence. For the avoidance of doubt, this does not include the role of Chair of the Trustee Board.

1.3 The Full-Time Officers shall be remunerated on a monthly basis by BACS in accordance with their terms and conditions of employment.

1.4 There shall be twelve part-time Campaign Reps elected in accordance with the Elections Bye-Laws:

- 1.4.1 Black and Minority Ethnic (BME) Students’ Rep (Cambridge) and (Chelmsford);
- 1.4.2 Disabled Students’ Rep (Cambridge) and (Chelmsford);
- 1.4.3 International Rep (Cambridge) and (Chelmsford);
- 1.4.4 LGBT+ Students’ Rep (Cambridge) and (Chelmsford);
- 1.4.5 Trans Students’ Rep (Cambridge) and (Chelmsford); and
- 1.4.6 Womens’ Rep (Cambridge) and (Chelmsford).

1.5 There shall be eleven part-time Faculty Reps elected in accordance with the Elections Bye Law:

- 1.5.1 Arts, Humanities and Social Sciences Faculty Rep (Cambridge) and (Chelmsford);
- 1.5.2 Health, Education, Medicine and Social Care Faculty Rep (Cambridge x2), (Chelmsford x2) and (Peterborough);
- 1.5.3 Science & Engineering Faculty Rep (Cambridge) and (Chelmsford); and
- 1.5.4 Business and Law Faculty Rep (Cambridge) and (Chelmsford).

1.6 There will be an election of NUS National Conference Delegates held in the first term of the academic year, in accordance with the rules and regulations set out by NUS.

#### 2. Terms of office

2.1 The term of office of the Full-Time Officers, Campaign Reps and Faculty Reps shall be from the 1 July to the 30 June the following year. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end. There will be a handover period of at least one week.

2.2 Full-Time Officers shall be remunerated in line with their terms and conditions of service.

2.3 The Term of Office for a Campaign or Faculty Rep will be terminated before the next balloting period if they are no longer registered as a student.

### 3. Responsibilities

3.1 The duties of all Executive Committee Members are to:

- 3.1.1 represent students; attend and support all democratic meetings and gather student views, opinions, ideas and feedback;
- 3.1.2 work in the direction of the vision, mission, values and strategic priorities of the Students' Union;
- 3.1.3 work to maximise communication with students;
- 3.1.4 encourage participation in Union activities, in particular act as a champion for meetings, elections and campaigns;
- 3.1.5 represent individuals, groups and the body of students to the University, National Union of Students, community and policy forming bodies, including attending meetings of such organisations;
- 3.1.6 champion liberation, equality, diversity and inclusion;
- 3.1.7 attend training courses and other opportunities for personal and professional development;
- 3.1.8 attend meetings as appropriate
- 3.1.9 to plan activities and review progress; and
- 3.1.10 comply with all regulations, policies and protocols of the Union.

3.2 The duties of all Full-Time Officers are to:

- 3.2.1 act as an Officer Trustee and member of the Board of Trustees with ultimate responsibility for directing the affairs of the Union;
- 3.2.2 act as a member of the Executive Committee & its Sub-Committees;
- 3.2.3 lead priority campaigns to promote change for the benefit of students and support all campaigns organised by the Union;
- 3.2.4 hold regular meetings with relevant members of the Vice Chancellor's Group and Corporate Management Team and attend other meetings with the University appropriate to the role; and
- 3.2.5 work such hours and in locations required to satisfy the duties of the post to maximise benefit to students.

3.3 The responsibilities of the President be to:

- 3.3.1 chair the Executive Committee
- 3.3.2 provide day-to-day support for the Full-Time Officers, championing accountability and communication;
- 3.3.3 act as the primary spokesperson and figurehead for the Union to the University;
- 3.3.4 Chair the Board of Trustees with line management responsibility for the Chief Executive;
- 3.3.5 represent the Union at the annual National Union of Students National Conference;
- 3.3.6 lead on significant campaigns and projects, working closely with the Chief Executive and fulfil any other appropriate needs of the Union that are not covered by another Full-Time Officer;
- 3.3.7 act as the Student Governor on the University's Board of Governors and relevant sub-committees; and
- 3.3.8 act as the main point of contact with the National Union of Students.

3.4 The responsibilities of all Vice Presidents are to:

- 3.4.1 act as the lead representative for a faculty or faculties;
- 3.4.2 chair a regular student feedback forums to gather views, opinions, ideas and feedback;
- 3.4.3 implement ideas and projects to improve the experience of students within the faculty or faculties;
- 3.4.4 lead and support all elected representatives and volunteers within the faculty or faculties and Union;
- 3.4.5 provide effective academic representation and prioritise the wider development of representation within the University;
- 3.4.6 prepare for and attend Faculty & University meetings on which they are a member;
- 3.4.7 proactively campaign on matters relating to wellbeing and welfare (including but not limited to accommodation, belief, equal opportunities, housing, finance, safety and religion); and
- 3.4.8 champion the benefits and growth of co-curricular and extra-curricular activities and opportunities.

3.5 The responsibilities of all Campaign Reps are to:

- 3.5.1 act as a member of the Liberation, Equality, Diversity and Inclusion Committee;
- 3.5.2 lead campaign(s) to promote change to the benefit of students who identify into their campaign and support all campaigns organised by the Union;

3.6 The responsibilities of all Faculty Rep are to:

- 3.6.1 act as a member of the Faculty Voice Committee;
- 3.6.2 support all campaigns organised by the Union;
- 3.6.3 attend and support a regular Faculty Forum to gather views, opinions, ideas and feedback;
- 3.6.4 implement ideas and projects to improve the experience of students within the faculty or faculties;
- 3.6.5 provide effective academic representation;
- 3.6.6 prepare for Faculty and University committees on which they are a member and
- 3.6.7 act as a deputy for the relevant Vice President when appropriate.

3.7 The sole responsibility of all National Conferences Delegates shall be to represent the Union at the annual National Union of Students National Conference.

## Bye Law 4: Elections

### 1. Returning Officer

1.1 The Returning Officer shall be a member of staff from the National Union of Students.

1.2 The Returning Officer shall:

- 1.2.1 be responsible for the proper conduct of the elections;
- 1.2.2 be responsible for interpreting the election regulations;
- 1.2.3 be responsible for producing and publicising an elections timetable.;
- 1.2.4 make arrangements to publicise the location of voting stations together with a list of candidates;
- 1.2.5 ensure that provision is made for all members of the Union to vote;
- 1.2.6 rule on any contravention of the election regulations
  
- 1.2.7 recommend the disqualification of candidates from an election for contravention of the Articles or the Education Act 1994; and
- 1.2.8 undertake any duties necessary to ensure the fair and proper conduct of the election process.

### 2. Deputy Returning Officer

2.1 There shall be a Deputy Returning Officer who shall be the Chief Executive or nominee.

2.2 The Deputy Returning Officer shall be responsible for the following:

- 2.2.1 assisting the Returning Officer in the execution of his/her duties; and
- 2.2.2 acting in the absence of the Returning Officer.

### 3. Timing of elections

3.1 The election of the Full-Time Officers, Campaign Reps and Faculty Reps shall take place in the second semester prior to the Easter holiday.

3.2 There will be an election of NUS National Conference Delegates held in the first term of the academic year, in accordance with the rules and regulations set out by NUS.

3.3 The dates of all elections, related timetables and a copy of the Election regulations shall be posted on the Union website & notice boards at least 18 University working days prior to the first day of balloting.

### 4. Eligibility & Nominations

4.1 Any Student Member of the Union, as defined in Article 9 of the Articles of Association is eligible to stand for election.

4.2 For elections to Campaign and Faculty Rep positions, all members normally studying at that campus are eligible to stand.

4.3 Candidates wishing to stand are required to complete a nomination form.

4.4 Candidates may not stand for more than one elected position, with the exception of standing additionally for National Conference Delegate.

### 5. Manifestos

- 5.1 Candidates for any all positions must produce a manifesto.
- 5.2 The manifesto shall be a minimum of 10 words submitted online and a photograph must be provided.
- 5.3 The Students' Union has the right to reproduce the manifesto but may not alter the content or layout in any way. The Students' Union reserves the right not to publish a manifesto that contains defamatory material or material that contravenes the Union's Equal Opportunities Policy. The Returning Officer (or nominee) will decide if manifesto material is defamatory or contravenes the Union's Equal Opportunities Policy and their decision is final.
- 5.4 Manifestos will be printed unabridged, with any spelling or grammatical mistakes left uncorrected by the Students' Union.
- 5.5 Once submitted all manifestos shall be checked to ensure compliance with the Students' Union Policies or Articles and these Bye Laws. If the nominee has any issues with the content of the manifesto, the candidate shall be given the opportunity to resubmit the manifesto.
- 5.6 The Returning Officer, or their Deputy, shall be responsible for the oversight and fair running of any formal hustings/candidate question times.
- 5.7 Candidates will receive copies of the elections regulations to which they must adhere before balloting starts.

## 6. Balloting

- 6.1 Balloting shall be held over a period of five University working days, concluding on the fifth day and will be conducted through an online ballot
- 6.2 All members of the Union may vote for any full time position once they have completed the security procedures in place at the time. Campaign and Faculty Rep campus-specific posts may only be elected by members of the Union from that campus.
- 6.3 Any member of the Union who defines into the student group which a campaign rep represents will be eligible to vote in that election.
- 6.4 Voting for Campaign and Faculty Rep posts will be restricted to members normally studying at that campus.
- 6.5 Ballots shall bear the name of each candidate and the position being contested and a re-open nominations option.
- 6.6 The elections shall be held in accordance with the Single Transferable Vote system or Alternative Transferable Vote system as applicable, as specified in the Electoral Reform Society publication "How to conduct an election by Single Transferable Vote" and shall be the adopted voting system.
- 6.7 The returning officer will be responsibility for the oversight and running of any formal or informal hustings

## 7. Expenses

- 7.1 Candidates' campaign budgets and rates for photocopying will be publicised in advance of the elections. Provision will be made for the appropriate use of Union facilities. Expenditure for any elections materials will be reimbursed on production of receipts, provided that the expenses limit is not breached.
- 7.2 If anyone is found to be providing false information on expenditure this is a breach of election regulations and the candidate, at the discretion of the Returning Officer, could be disqualified from the election.

## 8. Media



- 8.1 The Union may produce a manifesto document on behalf of all candidates, at no cost to the candidates.
- 8.2 Candidates may use any election material they wish, as long as it conforms to the election regulations.
- 8.3 Material produced on behalf of the candidate must not be of a defamatory nature and may not mention any other candidates in any other Students' Union election unless they are part of an official slate. It must conform to the Students' Union Equal Opportunities policy.

## 9. Bye Elections

- 9.1 A Bye Election may be called by the Returning Officer following if at any time there is a vacancy for a Full-Time Officer, Campaign or Faculty Rep position through no candidate standing for election or the removal/withdrawal of an Elected Officer or a previously Elected Officer is no longer a Student Member.
- 9.2 Bye Elections shall be overseen by the Returning Officer, or their delegate, in the same way as a normal election.

## 10. The Count

- 10.1 The count shall be conducted by the Returning Officer, or nominee.
- 10.2 Each candidate shall have the right to send a representative to attend the count.
- 10.3 The count shall take place in a closed area.
- 10.4 The count shall begin as soon as is practical after the close of balloting.
- 10.5 The Returning Officer, or nominee, will witness the online votes being counted.

## 12. Declaration of Results

- 12.1 The declaration of the results of a Union election shall be made at the completion of the count and posted on the Union website and notice boards.

## 13. Disputes

- 13.1 Any complaints must be received by the Returning Officer, or their nominee, before the count starts.
- 13.2 Any complaint received must be in writing and clearly state which regulation has been broken, by whom and supply any evidence that they have in their possession. The complainant must provide their full name and contact details.
- 13.3 Any complaint regarding the count must be received within five University working days of the count being published.
- 13.4 In the event of the Deputy Returning Officer receiving a complaint, they shall investigate the complaint and any evidence accompanying it and then shall report their findings and submit any evidence they may possess to the Returning Officer.
- 13.5 The Returning Officer and Deputy Returning Officer will make a decision based on the investigation and evidence provided to them.
- 13.6 At the end of the elections period the Returning Officer will compile a report of the conduct of the elections.
- 13.7 If the complainant is dissatisfied with the decision they may appeal to the Returning Officer in writing no later than 7 days after the decision was made. The Returning Officer will investigate the appeal and make a decision which shall be final and shall notify the complainant within 14 days of the appeal being lodged under normal circumstances.

14. Conduct

14.1 All members of the Union shall act in the interests of a fair election.

14.2 All candidates and their campaigners shall act in accordance with the Election Regulations including any additional rules imposed by the Returning Officer.

14.3 Candidates are responsible for their campaign and the conduct of their campaigners.

14.4 Any candidates found to be in breach of any of the Regulations shall, at the discretion of the Returning Officer, be disqualified from the election.

14.5 All candidates and their supporters shall abide by the Equal Opportunities policy at all times during the election.

14.6 All Union staff and Union members are bound by the Staff/Student Protocol in relation to elections.

## Bye Law 4: Elections

### 1. Returning Officer

1.1 The Returning Officer shall be a member of staff from the National Union of Students.

1.2 The Returning Officer shall:

- 1.2.1 be responsible for the proper conduct of the elections;
- 1.2.2 be responsible for interpreting the election regulations;
- 1.2.3 be responsible for producing and publicising an elections timetable, in conjunction with the Elections Committee;
- 1.2.4 make arrangements to publicise the location of voting stations together with a list of candidates as agreed in the Elections Committee;
- 1.2.5 ensure that provision is made for all members of the Union to vote;
- 1.2.6 bring any contravention of the election regulations to the attention of the Elections Committee;
- 1.2.7 be able to speak but not vote during Elections Committee meetings;
- 1.2.8 recommend the disqualification of candidates from an election for contravention of the Articles or the Education Act 1994; and
- 1.2.9 undertake any duties necessary to ensure the fair and proper conduct of the election process.

### 2. Deputy Returning Officer

2.1 There shall be a Deputy Returning Officer who shall be the Chief Executive or nominee.

2.2 The Deputy Returning Officer shall be responsible for the following:

- 2.2.1 assisting the Returning Officer in the execution of his/her duties; and
- 2.2.2 acting in the absence of the Returning Officer.

### 3. Timing of elections

3.1 The election of the Full-Time Officers, Campaign Reps and Faculty Reps shall take place in the second semester prior to the Easter holiday.

3.2 There will be an election of NUS National Conference Delegates held in the first term of the academic year, in accordance with the rules and regulations set out by NUS.

3.3 The dates of all elections, related timetables and a copy of the election regulations shall be posted on the Union website & notice boards at least 18 University working days prior to the first day of balloting.

### 4. Elections Committee

#### 4.1 Membership

4.1.1 The Elections Committee will be chaired by the Returning Officer (or nominee) and is made up of the following people, prohibited from standing for election, with voting rights:

- 4.1.1.1 The Deputy Returning Officer;
- 4.1.1.2 The Full-Time Officers; and
- 4.1.1.3 Four students nominated by the Student Members Meeting who are not standing in the election.

4.2 The Elections Committee may also be attended by the following people, prohibited from standing for election:

- 4.2.1 Campaign and Faculty Reps;

- 4.2.2 A member of staff from each of the core campuses with automatic speaking rights;
- 4.2.3 A guest or consultant invited to attend to speak on an issue;
- 4.2.4 Other staff members as requested/required; and
- 4.2.5 Other students as requested/required.

4.3 The quorum for the Elections Committee shall be 60% of the total voting membership.

#### 4.4 Function

4.4.1 The Elections Committee shall:

- 4.4.1.1 agree and publish elections regulations in accordance with these Bye Laws;
- 4.4.1.2 create a year long elections timetable;
- 4.4.1.3 create an easy process for students to nominate, campaign and vote;
- 4.4.1.4 review the candidate training;
- 4.4.1.5 review the voting regulations;
- 4.4.1.6 ensure a co-ordinated and consistent branding for elections across all available media;
- 4.4.1.7 investigate and facilitate alternative methods of campaigning and voting; and
- 4.4.1.8 have in mind at all time the need to increase voter turnout and nominations.

#### 5. Eligibility & Nominations

- 5.1 Any Student Member of the Union, as defined in Article 9 of the Articles of Association is eligible to stand for election.
- 5.1 For elections to Campaign and Faculty Rep positions, all members normally studying at that campus are eligible to stand.
- 5.2 For Campaign Rep positions, all Student Members who identify into that Campaign group are eligible to stand.
- 5.3 Candidates wishing to stand are required to complete a nomination form.
- 5.4 Candidates may not stand for more than one elected position, with the exception of standing additionally for National Conference Delegate.

#### 6. Manifestos

- 6.1 Candidates for any all positions must produce a manifesto.
- 6.2 The manifesto shall be a minimum of 10 words submitted online and a photograph must be provided.
- 6.3 The Students' Union has the right to reproduce the manifesto but may not alter the content or layout in any way. The Students' Union reserves the right not to publish a manifesto that contains defamatory material or material that contravenes the Union's Equal Opportunities Policy. The Returning Officer (or nominee) will decide if manifesto material is defamatory or contravenes the Union's Equal Opportunities Policy and their decision is final.
- 6.4 Manifestos will be printed unabridged, with any spelling or grammatical mistakes left uncorrected by the Students' Union.
- 6.5 Once submitted all manifestos shall be checked by a nominee of the Elections Committee to ensure compliance with the Students' Union Policies or Articles and these Bye Laws. If the nominee has any issues with the content of the manifesto, the candidate shall be given the opportunity to resubmit the manifesto.
- 6.6 The Returning Officer, or their Deputy, shall be responsible for the oversight and fair running of any formal hustings/candidate question times.

6.7 Candidates will receive copies of the elections regulations to which they must adhere before balloting starts.

## 7. Balloting

- 7.1 Balloting shall be held over a period of five University working days, concluding on the fifth day and will be conducted through an online ballot
- 7.2 All members of the Union may vote for any full time position once they have completed the security procedures in place at the time. Campaign and Faculty Rep campus-specific posts may only be elected by members of the Union from that campus.
- 7.3 Any member of the Union who defines into the student group which a campaign rep represents will be eligible to vote in that election.
- 7.4 Voting for Campaign and Faculty Rep posts will be restricted to members normally studying at that campus.
- 7.5 Ballots shall bear the name of each candidate and the position being contested and a re-open nominations option.
- 7.6 The elections shall be held in accordance with the Single Transferable Vote system or Alternative Transferable Vote system as applicable, as specified in the Electoral Reform Society publication "How to conduct an election by Single Transferable Vote" and shall be the adopted voting system.
- 7.7 The returning officer will be responsible for the oversight and running of any formal or informal hustings

## 8. Expenses

- 8.1 The Elections Committee will set budgets for candidates' campaigns and rates for photocopying, which will be publicised in advance of the elections. It will also make provision for the use of Union facilities. Expenditure for any elections materials will be reimbursed on production of receipts, provided that the expenses limit is not breached.
- 8.2 If anyone is found to be providing false information on expenditure this is a breach of election regulations and the candidate, at the discretion of the Returning Officer, could be disqualified from the election.

## 9. Media

- 9.1 The Union may produce a manifesto document on behalf of all candidates, at no cost to the candidates.
- 9.2 Candidates may use any election material they wish, as long as it conforms to the election regulations.
- 9.3 Material produced on behalf of the candidate must not be of a defamatory nature and may not mention any other candidates in any other Students' Union election unless they are part of an official slate. It must conform to the Students' Union Equal Opportunities policy.

## 10. Bye Elections

- 10.1 A Bye Election may be called by the Returning Officer following if at any time there is a vacancy for a Full-Time Officer, Campaign or Faculty Rep position through no candidate standing for election or the removal/withdrawal of an Elected Officer or a previously Elected Officer is no longer a Student Member.
- 10.2 Bye Elections shall be overseen by the Returning Officer, or their delegate, in the same way as a normal election.

## 11. The Count

- 11.1 The count shall be conducted by the Returning Officer, or nominee.
- 11.2 Each candidate shall have the right to send a representative to attend the count.
- 11.3 The count shall take place in a closed area.
- 11.4 The count shall begin as soon as is practical after the close of balloting.
- 11.5 The Returning Officer, or nominee, will witness the online votes being counted.

## 12. Declaration of Results

- 12.1 The declaration of the results of a Union election shall be made at the completion of the count and posted on the Union website and notice boards.

## 13. Disputes

- 13.1 Any complaints must be received by the Returning Officer, or their nominee, before the count starts.
- 13.2 Any complaint received must be in writing and clearly state which regulation has been broken, by whom and supply any evidence that they have in their possession. The complainant must provide their full name and contact details.
- 13.3 Any complaint regarding the count must be received within five University working days of the count being published.
- 13.4 In the event of the Deputy Returning Officer receiving a complaint, they shall investigate the complaint and any evidence accompanying it and then shall report their findings and submit any evidence they may possess to the Returning Officer.
- 13.5 The Returning Officer and Deputy Returning Officer will make a decision based on the investigation and evidence provided to them.
- 13.6 At the end of the elections period the Returning Officer will compile a report of the conduct of the elections.
- 13.7 In the event of a complaint being made against any member of the Elections Committee the Deputy Returning Officer will judge whether the complaint about the alleged action is worthy of investigation and if so, he/she will investigate and decide what action to take.
- 13.8 If the complainant is dissatisfied with the decision they may appeal to the Returning Officer in writing no later than 7 days after the decision was made. The Returning Officer will investigate the appeal and make a decision which shall be final and shall notify the complainant and Elections Committee within 14 days of the appeal being lodged under normal circumstances.

## 14. Conduct

- 14.1 All members of the Union shall act in the interests of a fair election.
- 14.2 All candidates and their campaigners shall act in accordance with the Election Regulations including any additional rules imposed by the Returning Officer.
- 14.3 Candidates are responsible for their campaign and the conduct of their campaigners.
- 14.4 Any candidates found to be in breach of any of the Regulations shall, at the discretion of the Returning Officer, be disqualified from the election.
- 14.5 All candidates and their supporters shall abide by the Equal Opportunities policy at all times during the election.
- 14.6 All Union staff and Union members are bound by the Staff/Student Protocol in relation to elections.

## **BYE-LAW 5**

### **Student-led Societies**

**Societies should provide a positive, transformative experience for their members. The purpose of this Bye-Law is to provide structure and guidance for successfully running Union-affiliated Societies.**

#### **1. Terms of Affiliation**

- 1.1 The term 'Society' relates to student-led interest groups that run activities or events for the benefit of other students at Anglia Ruskin University.
- 1.2 Societies that run sporting activities will be recreational and are supported and governed separately from the Sports Clubs run by Anglia Ruskin University.
- 1.3 A Society will be recommended for affiliation by the Union if it complies with the principles outlined in the Society Handbook.
- 1.4 A proposed Society can be denied affiliation by the relevant SU staff member responsible for Societies.
- 1.5 The committee of the proposed Society can appeal the denial of affiliation at the Society Forum.

#### **2. Society Forum**

- 2.1 There will be a regular Society Forum that shall be the platform for feedback and discussion for all Union-affiliated Societies.
- 2.2 Further details regarding the function of the Society Forum will be outlined in the Society Handbook.
- 2.3 The Society Forum may refuse affiliation for proposed groups on grounds outlined in the affiliation section of the Societies Handbook.
- 2.4 Appeals should be submitted to the Executive Committee. The decision of the Executive Committee is final.

#### **3. Process of Approval**

- 3.1 If the Society Forum approves the affiliation of the Society, the group's affiliation will be categorised as pending with a deadline to reach a designated number of full members.
- 3.2 Principles of affiliation for Societies are outlined in the Society Handbook.

#### **4. Societies Handbook**

- 4.1 The Societies Handbook will be the guidance document for all Union-affiliated Societies and will include all relevant policies for Societies.

- 4.2 The Societies Handbook will be kept up to date by a member of Union staff from the department responsible for societies.
- 4.3 Any changes to policies outlined in the Societies Handbook will be overseen by the Manager from the department responsible for Societies.
- 4.4 Any proposed changes to policies will be shared at Societies Forum for feedback prior to them being approved.

## **5. Terms of Membership**

- 5.1 Any current ARU Students' Union member can join an affiliated Society.
- 5.2 A non-member may join a Union-affiliated Society in line with the Associate Membership policy in the Societies Handbook.
- 5.3 Committee members and members of Union-affiliated sport societies must have valid Activities Insurance before taking part in the group's activities.
- 5.4 Committee members should themselves purchase a membership to their Society.

## **6. Group Finances**

- 6.1 Union-affiliated Societies will ensure that they follow the financial policies for their student group accounts as outlined in the Societies Handbook.
- 6.2 Any Societies who contravene these policies will be subject to the Society Complaints and Disciplinary Procedure.

## **7. Grants Committee and Allocations**

- 7.1 The procedure of allocating the Grants funding to Union-affiliated Societies shall be through the Grants Committee.
- 7.2 The criteria and process of allocating Grants funding to Societies will be detailed in the Grants Policy in the Societies Handbook.

## **8. Elections and AGM**

- 8.1 Societies shall hold an Annual General Meeting in the second semester prior to the committee elections.
- 8.2 The Society shall hold an election for each committee role during a period determined by the Students' Union. Guidelines for committee elections are provided in the Societies Handbook.
- 8.3 Once the election has taken place, the outgoing committee must follow the Handover Policy outlined in the Societies Handbook.

## **9. Club and Society Committee Expectations**



- 9.1 There is a set of expectations for committee members outlined in the Societies Handbook.
- 9.2 If a committee member is not fulfilling their role, the committee member can be subject to the Performance Management Policy outlined in the Societies Handbook.

## **10. Complaints and Disciplinaries**

- 10.1 There is a Complaints and Disciplinary Procedure for Union-affiliated Societies.
- 10.2 This procedure applies to members and committee members of Union-affiliated Societies and relates to Society matters.
- 10.3 For complaints relating to matters outside of Union-affiliated Society activities, the University or Union Complaints Procedure will be followed.

## Bye Law 6:

### Executive Committee & its Sub-Committees

Purpose: This Bye Law outlines the roles, responsibilities and ways of working of the Executive Committee and its two Sub-Committees.

#### 1. Terms of Reference

##### 1.1 The purpose of the Executive Committee shall be to:

- 1.1.1 Ensure policies passed by Student Members are upheld and implemented appropriately
- 1.1.2 Lead the delivery of the representation and campaigning work of the Union
- 1.1.3 To consider and recommend the adoption of ideas suggested by students
- 1.1.4 To oversee the use of the Union campaigns budget
- 1.1.5 To ensure Union representation and campaigns consider and promote liberation, equality, diversity and inclusion.
- 1.1.6 To elect a Deputy President from within the Full Time Officer Team.

#### 2. Membership

##### 2.1 The Executive Committee shall be made up of the Elected Officers of the Union:

- 2.1.1 The Full Time Officers (President; Vice President (Arts, Humanities and Social Sciences); Vice President (Business and Law); Vice President (Health, Education Medicine and Social Science); Vice President (Science and Engineering);
- 2.1.2 The Faculty Reps (Arts, Humanities and Social Science Faculty Reps (Cambridge) and (Chelmsford); HEMS Faculty Reps (Cambridge x2), (Chelmsford x2) and (Peterborough); Science & Engineering Faculty Reps (Cambridge) and (Chelmsford); and Business and Law Faculty Reps (Cambridge) and (Chelmsford).
- 2.1.3 The Campaign Reps (Black and Minority Ethnic (BME) Students' Rep (Cambridge) and (Chelmsford); Disabled Students' Rep (Cambridge) and (Chelmsford); International Rep (Cambridge) and (Chelmsford); LGBT+ Students' Rep (Cambridge) and (Chelmsford); Trans Students' Rep (Cambridge) and (Chelmsford); and Women's Rep (Cambridge) and (Chelmsford).

#### 3. Organisation

- 3.1 Meetings shall be held monthly during term time on a date set by the Chair, with at least five working days' notice.
- 3.2 The Chair shall be the President.
- 3.3 Extraordinary meetings may be called at the discretion of the Chair or by request of a simple majority of ordinary members to the Chair.

#### 4. Faculty Voice Committee

##### 4.1 The Faculty Voice Committee shall be a Sub-Committee of the Executive Committee and meet as necessary to:

- 4.1.1 Discuss and draw together key issues and/or themes across faculties
- 4.1.2 Plan and implement ideas, projects and campaigns to improve the educational experience of students in their Faculties

##### 4.2 The membership of the Faculty Voice Committee shall be all Full-Time Officers and all Faculty Reps

##### 4.3 The Committee shall elect a chair from within their membership.

- 4.4 Meetings of the committee shall be called as deemed necessary by the Chair of the committee or at the request of a simple majority of members.
5. Liberation, Equality, Diversity and Inclusion Committee
  - 5.1 The Liberation, Equality, Diversity and Inclusion Committee shall be a Sub-Committee of the Executive Committee and meet as necessary to:
    - 5.1.1 Discuss and draw together key issues and/or themes relating to the liberation, equality, diversity and inclusion of students.
    - 5.1.2 Plan and implement ideas, projects and campaigns to improve the experience of the students they represent within their named portfolios.
  - 5.2 The membership of the Liberation, Equality, Diversity & Inclusion Committee shall be all Full-Time Officers and all Campaign Reps.
  - 5.3 The committee shall elect a Chair from within their membership.
  - 5.4 Meetings of the committee shall be called as deemed necessary by the Chair of the committee or at the request of a simple majority of members.
6. Quorum & Accountability
  - 6.1 Quorum for all committees and sub-committees shall be at least half of the elected members of that committee.
  - 6.2 Executive Committee Members shall be held to account through the Student Members Meeting.

**Executive Committee 29.08.18**  
**Trustee Appointment Approval**

**Background**

Article 19.3 of the Students' Union Articles of Association, outlined that the Students' Union Trustee Board is permitted up to 6 lay trustees. A Lay Trustee is someone who is external to both the Union (unlike Officer Trustees) and the University (unlike Student Trustees).

The Appointments & Governance Committee have identified that 5 Lay Trustees is the appropriate number for our current governance needs. We currently have three vacancies.

Article 22.1 says that Lay Trustees shall be recommended by the Appointments & Governance Committee and then appointed by a simple majority vote of the Executive Committee.

The Appointments & Governance Committee have identified one highly experienced candidate from our current pool of external subcommittee experts and are making a recommendation to appoint as outlined below. The other two vacancies are being recruited through an external recruitment agency, and we expect the recommendations to be made to the Executive Committee very shortly.

Following discussions with the Deputy Chair of the Trustee Board, Jason Snowdon was identified as a strong candidate for Trusteeship.

On Tuesday 14th August, Laura Douds, as Chair of the Trustee Board and on behalf of the Appointments and Governance Subcommittee, approached Jason Snowdon to see if he would be willing to act as a Trustee of the Union. Jason is willing to do this. The Appointments and Governance Subcommittee has taken a vote and we are able to recommend Jason.

Jason currently serves on the Finance and Risk Subcommittee of the Students' Union as a Committee Expert. A fuller profile of his working history can be found in the appendix to this paper.

**Recommendation**

The Board of Trustees is asked to **APPROVE** Jason Snowdon as a Trustee of ARU Students' Union for the standard term of four years.

**Laura Douds**

**President and Chair of the Trustee Board, ARU Students' Union**

**20.08.18**

Appendix 1: Jason Snowdon Biography

## Trustee Appointment Approval: Appendix 1

## Biography of Jason Snowdon



Jason joined the ARU Students' Union Finance & Risk Subcommittee as an expert member in December 2016. He has taken a key supportive role in the development and implementation of our new commercial operations in Chelmsford, providing valued expertise and insight to this new venture.

Jason is currently Chief Innovation Officer at Leicester Services Partnership Ltd, a company wholly owned by the University of Leicester and Leicester Students' Union and the organisation responsible for managing the University of Leicester's 29 commercial outlets. The first of its type in the U.K. the University of Leicester leads the way in delivering a truly student-led commercial service.

Jason joined Leicester in 2014 and during his time in post has introduced a number of unique and exciting new spaces to campus that have successfully engaged students at both the retail and social-learning level. These new spaces operate throughout the day and allow students to combine their social and retail needs with their need to study; either independently or as part of a larger work group. With social-learning/playing an ever-increasing part in university life, the adaptation of the commercial service to meet this new need is now the single biggest driver in campus services decision-making.

Before this Jason held a number of senior director level roles with international organisations such as Whitbread, Hilton and Walt Disney before becoming an entrepreneur. He built, and then successfully sold, a medium sized U.K. based social care provider in 2007.

## EXECUTIVE COMMITTEE UPDATE

**LAURA DOUDS - PRESIDENT**

My campaigns, policy and other work

**My campaigns**

Rent (To be renamed)	In progress
<i>Actions updated: 17-08-18</i>  Project plan sent to exec Working on budget requests Deliverables have been split between officers	
History months	In progress
<i>Actions updated: 17-08-18</i>  Working Group invites are being extended to appropriate people ASAP Budget requests have been sent to this exec.	
Christmas Companionship	Not started
<i>Actions updated: 17-08-18</i>  The general idea is that a lot of students can't go home over Christmas for a whole bunch of reasons; distance, difficult family dynamics, work commitments etc. On hold until further research is gathered, other sources of budget have been identified, and have checked that there is a real demand for this.	

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## Other relevant updates

*Actions updated: 17-08-18*

Officers have been undergoing extensive ongoing training; we began with a residential retreat for 3 days with members of the Union's Senior Management Team, the HR Manager, and then Megan and Rose joined us on the last day. It was great for officer bonding and really hammering home what being an officer is. We have since attended Lead & Change, NUS run training where we were able to build networks of officers who will be able to support us throughout the year and we will also be able to support them. It's really great to grow networks of people who are working on similar problems so that we can share ideas and best practice alongside the training sessions.

We met with the Cambridge SU officers to figure out if we had any priorities in common and if so, where we could link up. We've got some good progress on LGBT+ stuff and for the Rent campaign out of it, at least for me!

CAMPAIGN	ACTIVITY	PLANNING DUE BY	EVENT OCCURS	MEETINGS	
BLACK HISTORY MONTH	COMMS	AUGUST	SEPTEMBER	BOARD OF TRUSTEES	4 TIMES
	SOCIETY/STUDENT INVOLVEMENT	SEPTEMBER	OCTOBER	TRUSTEE SUBCOMMITTEES	FnR x3, A&Gx4, HR&EEx4
	GUEST SPEAKER/S?	ASAP	OCTOBER	BOARD OF GOVERNORS	4 TIMES
	BUDGET	JULY	AUGUST/SEPTEMBER EXEC	STUDENT MATTERS SUBCOMMITTEE	3 TIMES
DISABILITY HISTORY MONTH	COMMS	SEPTEMBER	LATE NOVEMBER-DECEMBER	INCLUSIVITY CHAMPION ACTION NETWORK	Monthly?
	SOCIETY/STUDENT INVOLVEMENT	OCTOBER	NOVEMBER-DECEMBER	USU	Monthly?
	GUEST SPEAKER/S	ASAP	DECEMBER	ACCESS AGREEMENT STEERING GROUP	?
	BUDGET	AUGUST	SEPTEMBER EXEC	STUDENT SATISFACTION IMPROVEMENT GROUP	?
LGBT+ HISTORY MONTH	COMMS	DECEMBER	JANUARY	LET'S BE HONEST WORKING GROUP	TBC
	SOCIETY/STUDENT INVOLVEMENT	DECEMBER-JANUARY	FEBRUARY	STUDENT FUNDS STEERING GROUP	?
	GUEST SPEAKER/S (AMIE TAYLOR)	ASAP	FEBRUARY	UNION STEERING GROUP	Monthly
	BUDGET	NOVEMBER	DECEMBER EXEC	MADE A DIFFERENCE PLANNING	TBC
CHRISTMAS COMPANIONSHIP	COMMS	OCTOBER	NOVEMBER	HISTORY MONTH WORKING GROUPS	Dependent on planning needs
	STUDENT INVOLVEMENT	NOVEMBER	DECEMBER 25TH		
	BUDGET	OCTOBER	NOVEMBER EXEC		
				Other Union Events:	
BME ATTAINMENT GAP	COLLAB WITH SALLY EVERETT/ICAN/EDIG ETC	ONGOING	ONGOING	October Elections	
	EXACT ACTIVITY TO BE CONFIRMED	ONGOING	ONGOING	March Elections	
				Global Week	
				Volunteering Week	
RENT	BUDGET	ASAP	ASAP		
	SURVEY	ASAP	ASAP		
	MEET MPs	ONCE SURVEY IS COMPLETE	ONCE SURVEY IS COMPLETE		



## Project Plan

**CAMPAIGN PROJECT PLAN**

<b>Project Title</b>	<b>Start Date</b>	<b>End Date</b>
<i>DIVERSITY HISTORY MONTHS</i>	OCTOBER	FEBRUARY

<b>Lead Officer/Rep</b>	LAURA DOUDS	<b>Officer Support</b>	Dependent on Month
<b>Staff Support</b>	ROSE, ACTIVITIES, COMMERCIAL	<b>Exec Support</b>	Relevant Reps

<b>The problem</b>	<b>Evidence</b>	<b>Vision</b>
<p><i>What's the issue? Why are you doing this campaign?</i></p> <p>Students who are part of various minority groups often feel isolated and alone, or lack a community of people who they can trust. This can contribute to mental health difficulties.</p>	<p><i>How do you know it's a problem?</i></p> <p>Still being added to, however... Anecdotal evidence from students NSS data University data</p> <p>Let's Be Honest pages 11-14: LGBT+ students experience more stress, sleeping problems, depression and anxiety, and are more likely to cite social isolation as a cause. Disabled students more likely to experience stress, anxiety and sleeping problems, and more likely to cite social isolation as a cause. Asian students more likely to cite distance from friends and family as a cause for their issues.</p>	<p><i>What do you want the outcome of this campaign to be?</i></p> <p>Students to feel more like part of a community/a sense of belonging.</p> <p>To show students in these groups that the Union cares about them and their history.</p>

<b>Aim</b>	<b>Objectives</b>
<i>What is the purpose and broad activity of the campaign?</i>	<i>What are the specific objectives of this campaign?</i> <i>What will it achieve?</i>

To show students that they belong and are appreciated at Anglia Ruskin.	Students will celebrate diversity in the student body
	Students will understand EDI issues and promote acceptance of differences
	Students will build a community they can trust, tackling the isolation many of these students can feel
	Students will know who their relevant reps are, and know that the Union prioritises these issues.

Key Stakeholders	How to get them on board
<i>Who will play a big part in your campaign?</i>	<i>How are you going to win them over/get them involved?</i>
Students in these groups	Advertise widely, include them in the planning stages
EDI uni staff	Collaborate where possible; demonstrate the impact of previous events.
Relevant reps	Talk to them 1-on-1 – encourage them to lead working groups
Relevant staff networks	Liaise with network leads and see how they'd like to get involved.

<b>Project Team and responsibilities</b>	<b>Consultation/Approval</b>	<b>Date</b>	
	<b>Campaigns Coordinator</b>		✓
	<b>Executive Committee</b>		✓

*Who is going to help you and what are their responsibilities?*

*Working groups will have a chair who self IDs into that population, and additional invites will be given to relevant reps, society committee members, volunteers and students who want to be involved.*

**Students**

✓

<b>Deliverables</b>	<b>Departments Involved in Delivery</b>	<b>Monitor, Measure and Evaluate (KPIs)</b>
<p><i>What will the outputs of the project be (an event, a facebook group)</i></p> <p>A varied group of students who are leading on working groups that meets regularly to determine direction of history months.</p> <p>A series of events, usually consisting of the following:</p> <ul style="list-style-type: none"> <li>- Coherent theme (maybe linking to national theme, maybe not)</li> <li>- A launch event</li> <li>- A 'party'</li> <li>- A closing event</li> <li>- At least 2 smaller events per campus, eg panel talks, movie nights</li> <li>- Facebook/twitter posts for every day of the month</li> </ul>	<p><i>Are there any specific Students' Union departments/teams that you would like to be involved?</i></p> <p>Commercial Comms Activities Representation</p>	<i>How will you measure the success of the project? How will we know if it has achieved its objectives?</i>
		Number of students attending
		Amount of engagement with online content
		Anecdotal feedback from students
		Long term, students will achieve on a more equal basis with the majority-group students
		Profit at events that include a bar/tickets
		KPIs for specific HMs will be measured and monitored by the Working Groups.

*The specific timelines will be decided for each group; dates of events etc are TBC. However, I will be keeping everything on track with regards to process, such as ensuring that guest speakers are booked, speaker forms are in on time, and*

Detailed Timeline & budget				
Dates activity	Activity	Action	Who's doing it	Cost
<i>When?</i>	<i>What?</i>	<i>List what needs to happen for your activity to take place</i>	<i>Who is responsible?</i>	<i>How much money will this cost?</i>
August + September + December	Comms plans		Laura+WGs	TBC
October	Black History Month	Working group set up Pick activities + plan who is going Comms	Laura, WGs	£500
Nov-Dec	Disability History Month	Working group set up Pick activities + plan who is going Comms	Laura, WGs	£500
February	LGBT+ History Month	Working group set up Pick activities + plan who is going Comms	Laura, WGs	£500

**TOTAL COST: £500 per month.**

## Campaigns Budget Form

*Please submit alongside project plan or update*

Name:

Laura Douds

Role:

President

Dates:

Ongoing

Which campaign is this for?:

History Months

Date of Executive Committee:

29th August

What are you delivering?	Estimated Cost	What you need and why you need it:	Amount Approved	Amount Spent	Items Purchased	Date Purchased
Black History Month	£500.00	There will be a series of events delivered; potentially to include guest speakers, film nights, etc. Exact details to be decided by the working group.				
LGBT+ History Month	£500.00	As above.				
Disability History Month	£500.00	As above.				
<b>Total Requested</b>	<b>£1,500.00</b>		<b>£0.00</b>	<b>£0.00</b>		
<b>Variation between Amount Approved and Amount Spent:</b>						
				£0.00		

## Project Plan

**CAMPAIGN PROJECT PLAN**

<b>Project Title</b>	<b>Start Date</b>	<b>End Date</b>
<i>Operation: RENT</i>	July 18	ongoing

<b>Lead Officer/Rep</b>	Laura	<b>Officer Support</b>	<b>All Officers</b>
<b>Staff Support</b>	Rose, Emma, Bethan, Comms, etc	<b>Exec Support</b>	<b>All Exec</b>

<b>The problem</b>	<b>Evidence</b>	<b>Vision</b>
<p><i>What's the issue? Why are you doing this campaign?</i></p> <p>Students often live in unaffordable accommodation – working many hours or borrowing significant amounts of money from banks or family to support themselves.</p> <p>Student accommodation is not always fit for purpose – often bathrooms are mouldy, houses are missing carbon monoxide detectors or are otherwise not fit for habitation/or are unsafe for some students, contracts are too long or too short etc.</p>	<p><i>How do you know it's a problem?</i></p> <p>Overwhelming amounts of anecdotal feedback on both fronts.</p> <p>NUS data: Poverty Commission Executive Summary:          “Student hall rents routinely exceed what is affordable given the maintenance loan available to students, and institutional strategies to ensure affordability are rare.”          “Working class students, and other student groups including international students, can struggle to find a guarantor to rent in the private sector, leading them to use private schemes with exorbitant fees and interest rates.”          “Average student expenditure routinely exceeds the income available through student support, and working class students are more likely to have to rely on part-time employment or other forms of debt to make ends meet, while being less likely to receive support from their families.”</p>	<p><i>What do you want the outcome of this campaign to be?</i></p> <p>Safe, appropriate and affordable housing for students.</p>

Aim	Objectives
<p><i>What is the purpose and broad activity of the campaign?</i></p> <p>To help students have accommodation that is safe, affordable and appropriate for them.</p>	<p><i>What are the specific objectives of this campaign? What will it achieve?</i></p>
	<p>Students will not be forced to work excessive hours to afford to live.</p>
	<p>Students will not be forced to borrow money to afford to live.</p>
	<p>Student housing will be habitable and safe.</p>
	<p>Students will know their tenancy rights and be comfortable challenging poor behaviour from landlords.</p>
	<p>The city council will stop giving planning permission to companies building student housing that is unaffordable.</p>
	<p>Anglia Ruskin will provide housing, and encourage partner halls to provide housing for an entire year of full-time postgraduate study rather than for a typical 'academic year'.</p>
	<p>Students will be supported to find suitable housemates for their needs.</p>
	<p>There will not be unreasonable 'administrative' fees from letting agents or ARU's accommodation services while searching for and booking accommodation.</p>
	<p>Students will have an in-house guarantor rather than needing to rely on external agencies.</p>
	<p>International students will be equipped with the tools to tackle discrimination in the housing sector.</p>
	<p>Anglia Ruskin will ensure that students' wellbeing is supported while living in their own and partner halls. This can include but is not limited to: combating harassment or hate crime in halls, helping students who have been sexually assaulted to move out if they wish— eg. Helping students who have been bullied or otherwise harassed to find a suitable replacement.</p>
	<p>Anglia Ruskin will stop promoting excessively expensive partner halls.</p>

Key Stakeholders	How to get them on board
<i>Who will play a big part in your campaign?</i>	<i>How are you going to win them over/get them involved?</i>
CUSU	Acknowledge that this issue is broader than just ARU students; see where we can collaborate with each other as there is strength in numbers.
Students	Get them angry about the injustice they face; promote at Fresher's Fair; advertise widely.
Exec	Explain our rationale/same as all students.
SU Staff	Explain the importance of this work.
Anyone in Estates/Facilities	Evidence; set up meetings with them where appropriate; gather information from them.
Local MPs/council	Evidence; anecdotes that they can use in parliament, meetings where appropriate.
Local Landlords	Community building; seeing who and how many are on-side already; try to paint the positives rather than the negatives.
Local Letting Agencies	As above
Board of Governors	Evidence, personal influence as board member.
Vice Chancellor Group	Keep them involved as and when necessary; try to constructively challenge rather than 'go hard' too early.
Families of Students	Get the students on board.

### Project Team and responsibilities

*Who is going to help you and what are their responsibilities?*

*Officers  
Which SU staff?*

Consultation/Approval	Date	
<b>Campaigns Coordinator</b>		✓
<b>Executive Committee</b>		✓
<b>Students</b>		✓



<b>Deliverables</b>	<b>Departments Involved in Delivery</b>	<b>Monitor, Measure and Evaluate (KPIs)</b>	<b>Which Officer is Leading (but not wholly responsible for)?</b>
<i>What will the outputs of the project be (an event, a facebook group)</i>	<i>Are there any specific Students' Union departments/teams that you would like to be involved?</i>	<i>How will you measure the success of the project? How will we know if it has achieved its objectives?</i>	
A research project into rent and housing issues faced by students at ARU.  This report will allow us to figure out a lot of our other deliverables/actions.	ALL Union teams should use their reach to students to help gather responses.	Number of responses Quality of data	Laura designing project All responsible for promoting and gathering responses
Lobby accommodation dept. to provide a feedback/help hub.	Officers, ARU Accommodation	A feedback hub is produced.	Amanda
Monthly meetings set up with local MPs to discuss student housing issues.  Meeting with local councils to discuss student housing issues.	Officers, Campaigns.	A meeting is set up.	Laura (Luca)
A report on alternatives to guarantors/bringing guarantor schemes in-house rather than external. Potentially leading to an internal Guarantor Scheme.	Officers, Campaigns.	Suitable data is found and the report is written.	Laura
A 'find a flatmate' event will be hosted on each campus.	Officers, Campaigns, Activities.	The event happens, number of people who attend.	Mary and Fraser
A paper to discuss/a protest against students being 'trapped' in halls where they are unsafe/discriminated against.	Officers, Campaigns. (Advice)	Students will be allowed to break their contracts early in the event of harassment, bullying, etc.	Amanda

An 'accommodation working group' to focus on student feedback about halls.	Officers, Campaigns, Rep (to get reps to sit on it with us?), University Accommodation team	The group will be set up and effective.	Matt
Promotion of the tenancy guide. (and adaptations for international students?)	Officers, Comms, Campaigns	Students will be aware of and use the tenancy guide.	Mary

**TOTAL COST: £**

## Campaigns Budget Form

*Please submit alongside project plan or update*

Name:

Laura Douds

Role:

President

Dates:

Ongoing

Which campaign is this for?:

Campaign Reps Budget

Date of Executive Committee:

29th August

What are you delivering?	Estimated Cost	What you need and why you need it:	Amount Approved	Amount Spent	Items Purchased	Date Purchased
Budget for Womens Rep Cambs	£50.00	To allow the campaign reps to begin work (forums etc) without needing budget approval for small amounts.				
Budget for Womens Rep Chelms	£50.00	As above.				
Budget for LGBT+ Rep Cambs	£50.00	As above.				
Budget for LGBT+ Rep Chelms	£50.00	As above.				
Budget for Trans Rep Cambs	£50.00	As above.				
Budget for Trans Rep Chelms	£50.00	As above.				
Budget for Disabled Rep Cambs	£50.00	As above.				
Budget for Disabled Rep Chelms	£50.00	As above.				
Budget for International Rep Cambs	£50.00	As above.				
Budget for International Rep Chelms	£50.00	As above.				
Budget for BME Rep Cambs	£50.00	As above.				
Budget for BME Rep Chelms	£50.00	As above.				
<b>Total Requested</b>	<b>£600.00</b>		<b>£0.00</b>	<b>£0.00</b>		

Variation between Amount  
Approved and Amount Spent:

£0.00

## EXECUTIVE COMMITTEE UPDATE

**MARY COPSEY - VICE PRESIDENT (BUSINESS)**

My campaigns, policy and other work

**My campaigns**

Business Blogs	In progress
<p><i>Action update: website been under edit form for business blogs [July/August] Meeting with Comms has been planned to discuss adding a comments drop section for students.</i></p> <p><i>Action update: email signature for business blogs has been created by Comms.</i></p> <p><i>Actions: Write the first Business Blog.</i></p> <p><i>Actions to complete: write terms and conditions for blogs page and have a meeting with Comms and Campaign Coordinator to check and install onto the Business Blogs website.</i></p>	

Other relevant updates
<p><i>Action update: [September] creating a project plan for September Exec for the International Support Package.</i></p> <p><i>Action update: [September] meetings with the Engagement Team in designing the rep training in September.</i></p> <p><i>Action update: [October] Working in partnership with the Course-based Coordinator with the university on the LAIBS networking event.</i></p> <p><i>Action update [ongoing] discussion with the Business School on Monitoring the development of the Personal Tutoring pilot testing and working with the university to develop the current Personal Tutoring Program.</i></p>

## Project Plan

## CAMPAIGN PROJECT PLAN

Project Title	Start Date	End Date
<i>Carers Awareness</i>	July 2018	Ongoing

<b>Lead Officer/Rep</b>	Mary Copsey	<b>Officer Support</b>	Amanda Campbell-white
<b>Staff Support</b>	Rose Guy	<b>Exec Support</b>	<b>campaign reps</b>

The problem	Evidence	Vision
<p><i>What's the issue? Why are you doing this campaign?</i></p> <p><i>Students who are carers find it more difficult to complete their studies, reducing retention rates and giving them a poorer student experience.</i></p>	<p><i>How do you know it's a problem?</i></p> <p>Carers Trust (2015) quote that, "A carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support"</p> <ul style="list-style-type: none"> <li>- ARU currently offer support in parent and carer for childcare support. The aim of this project is to develop that support to include student carers.</li> <li>- Lack of information for carers to seek lecture support/assessment support and general student experience.</li> </ul>	<p><i>What do you want the outcome of this campaign to be?</i></p> <p>Student carers will recognise themselves as carers and feel supported through a variety of ways across their university journey.</p>
<b>References of evidence</b>		
Time To Change - lets end Mental health Discrimination (student Carers) - <a href="https://twitter.com/TimetoChange">https://twitter.com/TimetoChange</a>		

- **A guild to being in your mates corner** - [https://www.time-to-change.org.uk/about-mental-health/support-someone?field\\_relation\\_type\\_value=1](https://www.time-to-change.org.uk/about-mental-health/support-someone?field_relation_type_value=1)
- **supporting someone-** (friend or child) [https://www.time-to-change.org.uk/about-mental-health/support-someone?field\\_relation\\_type\\_value=1](https://www.time-to-change.org.uk/about-mental-health/support-someone?field_relation_type_value=1)

### **Carers Trust, students with caring responsibilities**

- [https://professionals.carers.org/sites/default/files/supporting\\_students\\_with\\_caring\\_responsibilities\\_ideas\\_and\\_practice\\_for\\_universities\\_to\\_help\\_student\\_carers.pdf](https://professionals.carers.org/sites/default/files/supporting_students_with_caring_responsibilities_ideas_and_practice_for_universities_to_help_student_carers.pdf)
- NUS (2015), Who are student Carers? <https://www.nus.org.uk/en/advice/caring-and-studying/who-are-student-carers/>
- University of Stirling (Scotland) - they talk about their student carers and support at ARU. <https://www.stir.ac.uk/study/undergraduate/widening-participation/young-and-adult-carers/>
- Life as a student carer at Sheffield Hallam University- <https://www.youtube.com/watch?v=Wdgh6H2LGhk>
- <https://www.youtube.com/watch?v=wjlv0IUltPk> - being an adult student
- <https://carers.org/time-be-heard> - time to be heard
- <https://www.nus.org.uk/en/advice/caring-and-studying/who-are-student-carers/> - NUS (WHERE ARE CARERS?, caring while studying, supporting students at university, benefits for student carers)
- <https://www.ed.ac.uk/news/students/2016/support-boost-for-student-carers> (Support boost for student carers)
- <https://www.ed.ac.uk/news/students/2016/support-boost-for-student-carers> (Support boost for student carers)
- "A young adult carer is [campaigning for a small change to the UCAS form](#) that would make a huge difference for young adult carers and student carers. <https://carers.org/news-item/tick-if-you-care-its-time-change-university-application-forms>  
How to get a carers assessment - <https://carers.org/article/carers-assessment>
- <https://www.youtube.com/watch?v=eFhbgS0yJTW> - This Documentary tells the stories of three Young Adult Carers (YAC) in Swansea. The film was created with the support of MAD (Music Art Digital) and funded by Swansea Youth Bank. The YAC project from Swansea Carers Centre created this film to try and raise awareness of the issues that they face as 16-25 year olds in caring for family members and to highlight the importance of the support that they receive from the YAC project at Swansea Carers Centre.
- Carers Trust Cambridgeshire, Peterborough, Norfolk [https://www.youtube.com/watch?v=Pcte\\_hA12LI](https://www.youtube.com/watch?v=Pcte_hA12LI) - Feylyn Lewis, PhD student from the University of Birmingham, talks about Identity and young adult carers (at UOB)
- <https://www.youtube.com/watch?v=1FBWEMYQNFU> - TEDX - Hidden Carer Carers.
- Working with Mind to investigate into carer Support at university - [https://www.youtube.com/watch?v=O\\_DxJHEZj4s](https://www.youtube.com/watch?v=O_DxJHEZj4s) (Talks about a student at university getting support and extension on deadlines). Chloe, Ally and Kate talk about what it's like to care for someone with a mental health problem and how they look after themselves.

<https://www.youtube.com/watch?v=caXCs5BbJKw> - A Carer's Experience of Mental Illness - Violeta Petersen will relate to how carers feel at carers.

### **Getting the support you need to student a friend at university.**

- Student Minds (2018) Remembering to look after yourself <http://www.studentminds.org.uk/lookingafteryourself.html>
- Student Minds (2018) Friends are often the first person that we talk to when we are having a difficult time. [www.studentminds.org.uk/supportforafriend.html](http://www.studentminds.org.uk/supportforafriend.html)
- learning and education CARERS FEELINGS AT UNIVERISTY <https://www.carersuk.org/help-and-advice/work-and-career/learning-and-education>
- List of Universities supporting students with caring responsibilities <https://professionals.carers.org/universities-supporting-students-caring-responsibilities>

### **Community Project Evidence**

- [https://professionals.carers.org/sites/default/files/supporting\\_students\\_with\\_caring\\_responsibilities\\_ideas\\_and\\_practice\\_for\\_universities\\_to\\_help\\_student\\_carers.pdf](https://professionals.carers.org/sites/default/files/supporting_students_with_caring_responsibilities_ideas_and_practice_for_universities_to_help_student_carers.pdf)
- <https://www.nus.org.uk/en/advice/caring-and-studying/who-are-student-carers/>

Aim	Objectives
<p><i>What is the purpose and broad activity of the campaign?</i></p> <p>To achieve Carers awareness throughout all faculties throughout the university.</p> <p>To provide academic and peer support for young and adult carers.</p>	<p><b><i>What are the specific objectives of this campaign? What will it achieve?</i></b></p>
	<p>Students will identify themselves as carers.</p>
	<p>Students will know where/how to access appropriate support for carers.</p>
	<p>Students will feel supported throughout their studies.</p>
	<p>Students will be confident to step into minor caring roles during their time at university and care for themselves in that role (i.e. Mental Health First Aid Training).</p>

	Students will donate items for charity and support a Relevant charity.
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Key Stakeholders	How to get them on board
<i>Who will play a big part in your campaign?</i>	<i>How are you going to win them over/get them involved?</i>
All Students (Main focus – Student Carers)	Enhancing the support for student carers and providing further support for students with friends and family with mental and/or physical implement.
Student union Volunteer Advice Advice Team	Work with these teams in the planning and creation of the carers awareness campaign. <ul style="list-style-type: none"> <li>- Students able to long hours for their caring role</li> <li>- Advice team services and ARU develop support for student carers.</li> </ul>
Student Services (Counselling and Wellbeing Team)	Arrange meetings with the ARU student serviced to see develop current carers support and work in partnership to develop new ideas in supporting students.
Student Minds	They have a “support your mate” campaign and also provide support for students who have friends and family with mental or physical implement
Any charities linked to mental and physical implement	Get them on board with visibility. <ul style="list-style-type: none"> <li>• <a href="#">Little Bundles</a></li> <li>• <a href="#">Mind Cambridge</a></li> <li>• Carers Trust</li> </ul>
Carers Trust (Cambridge, Peterborough and Norfolk)	Connect with them alongside the university to implement carers support at ARU. (Sent email to arrange meeting).
Action for family Carers (across Essex)	<a href="https://affc.org.uk/">https://affc.org.uk/</a> - Connect with them alongside the university to implement carers support at ARU. (Sent email to arrange meeting).

### Project Team and responsibilities



Who is going to help you and what are their responsibilities?

Mary – Carers awareness – the whole campaign

Amanda- Community Project – Amanda is leading on this project which involves collecting donations.

Working with the Advice Team to create/adapt the network platform providing advice and support for student carers.

Comms/SU STAFF – to assist on creating a webpage where students can answer questions and information boxes appear where they seek support and identify into a careering category

ARU STUDENT SERVICES - university resources and developing carers support throughout the university.

Societies (Pokémon, etc.) – 24hour gaming raising money for Macmillan cancer support (RAG – raise and giving)

- Work with societies to support student carers at university.
- Getting student carers on board with societies, sports and hobbies to help them get a break from their caring role.

Volunteer team – volunteer week, getting students to log hours for donations and carers awareness events

- Create a page for recognised carers to log their caring role hours.

Consultation/Approval	Date	
Campaigns Coordinator		✓
Executive Committee		
Students		

Deliverables	Departments Involved in Delivery	Monitor, Measure and Evaluate (KPIs)
<b>What will the outputs of the project be (an event, a Facebook group)</b> <ul style="list-style-type: none"> <li>- Are you a Carer Quiz? (guide to support)</li> <li>- Community Project (donations collection and charity delivery)</li> <li>- Posters/info-screens</li> <li>- Facebook poll for students to vote on charity to donate to (only charities to choose from in the options list will be mental and physical implement charities)</li> </ul> <p>Appropriate list of items that can be donated organise a pick up (collection of items) to be dropped off to the relevant charity</p> <ul style="list-style-type: none"> <li>- Trial run of collection and drop off to figure out how often we donate clothes</li> <li>- Volunteers can log their hours for helping to take donations to charities</li> <li>- <i>To provide an opportunity were students can donate their</i></li> </ul>	<b>Are there any specific Students' Union departments/teams that you would like to be involved?</b> <ul style="list-style-type: none"> <li>- Comms</li> <li>- Advice Service</li> <li>- Volunteering Team</li> <li>- Societies</li> <li>- Society coordinators – links to societies and promotion of event.</li> <li>- Officers</li> <li>- Residential</li> <li>- Student services</li> </ul>	<b><i>How will you measure the success of the project? How will we know if it has achieved its objectives?</i></b>
		Monitoring: check the dropbox and poll once a week(Wednesday)
		Can produce feedback forms on the charity events to gather student feedback.
		Analyse the feedback from the feedback survey at the end of the year
		Review student engagement with events, have a sign up page online for students to book places on getting involved in donations events.
		Feedback survey on the project

<p><i>unwanted items to support local community.</i></p> <ul style="list-style-type: none"> <li>- <i>Carer's awareness is important in supporting student carers throughout their students.</i></li> <li>- To host a Celebration Carers awareness day/Disability History Month Event – launch event (30<sup>th</sup> November).</li> </ul>		
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Detailed Timeline & budget				
Dates activity	Activity	Action	Who's doing it	Cost
When?	What?	List what needs to happen for your activity to take place	Who is responsible?	How much money will this cost?
September/oct	Deadline for Design briefs	Intro-screens Posters Carers quiz	<p>Mary is responsible for communicating with the relevant SU Teams advice time/comms/ campaigns team.</p> <p>Mary is responsible for creating the design brief.</p>	Posters - £40.00

End of September	Deadline for ordering materials	Order the donations bin	Amanda (community project)	£30.00
Beginning of October	Comms material complete	Promotions of carer's awareness.	Comms/Mary/Amanda	n/a
Oct/November	Website launch	Carers quiz	Mary	n/a
30 <sup>th</sup> November first event	Book event spaces	Carers events with charities  - Possible getting speakers in from carers trust- tbc - Ongoing student events	Mary and Amanda.	Petrol within the budget request (£100)
30 <sup>th</sup> November	Carers event for Disabled History Month	Decorations and food for carer's awareness event.	Mary	Food and decoration £50
SEM1/SEM 2	Events – Carers meeting group	Connect with student cares – plan and organise events throughout the course of the year.	Mary/ SU team, Societies.	£100

30 <sup>th</sup> November	Event – donation to charity	Webpage link to book tickets/ Facebook events/info screens.	Mary/Comms	n/a
Ongoing-tbc	Charitable events with societies	Support the planning and production of events alongside socialites for RAG.	Societies/Mary/The SU/Students	n/a

**TOTAL COST: £320**

## Campaigns Budget Form

*Please submit alongside project plan or update*

Name:

Mary Copsey

Role:

Vice President for Business

Dates:

ongoing

Which campaign is this for?:

Carers awareness

Date of Executive

29th August

What are you delivering?	Estimated Cost	what you need and why you need it: :	Amount Approved	Amount Spent	Items Purchased	Date Spent
Donation station	£30.00	To store donations				
Petrol for Donations.	£100.00	To cover for donations to be transported from campus to the charity estimated cost for the year.				
Events - Carers working Group	£100.00	tea/cakes, crafts and movie nights, games nights. Educational for awareness and fun events - students to get a break from caring role				
Posters and postage	£40.00	prompt cares awareness- How do I identify as a Carer?				
Carers Event - Disability Month	£50.00	food/decorations.				
<b>Total Requested</b>	<b>£320.00</b>		<b>£0.00</b>	<b>£0.00</b>		
			<b>Variation between Amount Approved</b>	<b>£0.00</b>		

## Project Plan

**CAMPAIGN PROJECT PLAN**

Project Title	Start Date	End Date
<i>Part time jobs fair</i>	July 2018	Semester 1 2018

<b>Lead Officer/Rep</b>	Mary Copsey and Fraser Luther-Yarwood	<b>Officer Support</b>	All
<b>Staff Support</b>	SU Staff	<b>Exec Support</b>	Faculty Reps/Officers

The problem	Evidence (Reference list below)	Vision
<p><b><i>What's the issue? Why are you doing this campaign?</i></b></p> <ul style="list-style-type: none"> <li>• Employment and experience is an important factor in the life of students</li> <li>• Students struggle to maintain a stable lifestyle at university without financial support and a job</li> <li>• Extra-curricular activities or jobs can help boost the attainment levels of students</li> <li>• Students believe that work during studies is a good investment for their future</li> </ul>	<p><b><i>How do you know it's a problem?</i></b></p> <p>Students lacking skills Students in need of financial support Students lacking workplace experience.</p> <ul style="list-style-type: none"> <li>• NUS sustainability survey, 2018</li> <li>• The reluctant workforce: undergraduates' part-time employment, 2002<sup>1</sup></li> <li>• Term time employment and the academic performance of undergraduates, 2010<sup>2</sup></li> <li>• Students work part time employability (The Guardian, 2014)</li> <li>• In the let's be honest report fees and finances does impact students wellbeing at university.</li> </ul> <p><i>(Facebook Poll demonstrating engaged students' desire for PTJF)</i></p>	<p><b><i>What do you want the outcome of this campaign to be?</i></b></p> <p>To create a successful part-time jobs fair that can be implemented every year in Cambridge and Chelmsford for students at ARU.</p>

**References (Print)**

<sup>1</sup><https://www.emeraldinsight.com/doi/full/10.1108/00400910210416192>

<sup>2</sup>[https://www.jstor.org/stable/40704398?seq=1#page\\_scan\\_tab\\_contents](https://www.jstor.org/stable/40704398?seq=1#page_scan_tab_contents)

<sup>3</sup><https://www.theguardian.com/education/2014/aug/11/students-work-part-time-employability-2014>

Aim	Objectives
<i>What is the purpose and broad activity of the campaign?</i>	<i>What are the specific objectives of this campaign?</i> <i>What will it achieve?</i>
Aim: To provide an inclusive environment where students can interact with employers exploring the opportunities for part-time jobs during their studies.	A range of job opportunities for students during their studies ranging from part-time, casual, fixed and temp.
	An opportunity for students to meet a variety of employers.
	Students lead opportunities available for other students
	Increase applications for SU roles.
	Increase student engagement of the employability service.

Key Stakeholders	How to get them on board
<i>Who will play a big part in your campaign?</i>	<i>How are you going to win them over/get them involved?</i>
Students	Explaining the benefits involved in upskilling, soft-skills and gaining experience.
Tony	Meetings to arrange employers to participate in the event. - Get employer contacts
Employability	Build relationship with them and get them on-board with effective communication to keep them informed and provide them with opportunity to get actively involved.
Sarah (SU-HR)	Providing the SU with the opportunity to connect to students and get potential recruits on-board.
Employers	Contact employers and ask about if they have any part-time or casual jobs that they would be interested in promoting at the jobs fair. - Explain to them the promotional benefits involved

Project Team and responsibilities
<i>Who is going to help you and what are their responsibilities?</i>
Mary and Fraser – responsibilities are arrangements of both

Consultation/Approval	Date	
Campaigns Coordinator	16/08	✓
Executive Committee		
Students	July/August 2018	✓



Chelmsford and  
Cambridge campuses

*Comms, exec team,  
SU engagement team,  
Commercial team,  
employability and SU  
HR*

Deliverables	Departments Involved in Delivery	Monitor, Measure and Evaluate (KPIs)
<p><i>What will the outputs of the project be (an event, a Facebook group)</i></p> <p><i>A part-time jobs fair on both Chelmsford and Cambridge campuses</i></p> <p><i>Facebook engagement</i></p> <p><i>Facebook event</i></p> <p><i>Twitter engagement</i></p> <p><i>Digital info screens</i></p> <p><i>Posters</i></p>	<p><i>Are there any specific Students' Union departments/teams that you would like to be involved?</i></p> <p><b>Union HR staff – Sue and Sarah</b></p> <p><b>Comms team -promo</b></p> <p><b>Commercial team – Tony</b></p> <p>Other SU staff who may be able to volunteer to assist in helping out in the event</p>	<p><i>How will you measure the success of the project? How will we know if it has achieved its objectives?</i></p> <p>Communicate with Comms organising either survey or poll on student experience of the part-time jobs fair.</p> <ul style="list-style-type: none"> <li>- Did students enjoy the jobs fair?</li> <li>- Did students get employment from the jobs fair?</li> </ul> <p>Survey sent to businesses to measure experience and number of students employed</p> <p>Set target on how many businesses are at each one</p> <p>To measure number of applications to the SU which heard about the opportunity through part-time jobs fair.</p>

Detailed Timeline & budget				
Dates activity	Activity	Action	Who's doing it	Cost
When?	What?	List what needs to happen for your activity to take place	Who is responsible?	How much money will this cost?
July 2018	Book event spaces	to contact – employability and Susie	Fraser, Susie, SU-HR and Employability.	Booked – Helmore street (Cambridge) and Chelmsford.
9 <sup>th</sup> august	Working group	Set up working group – Mary leads first meeting, then Fraser	Date WG – 9 <sup>th</sup> august Second working group 3 <sup>rd</sup> September.	n/a
13 <sup>th</sup> august	Deadline for design briefs	Flyers Information screens Facebook event Pull up Banner	Deadline to send design brief to Comms 13 <sup>th</sup> august Officers and Comms	£80 -2500 flyers £10 –delivery £80.00
23 <sup>rd</sup> August	1 month leading up to it - information	Monitor progress Organise 2 <sup>nd</sup> /3 <sup>rd</sup> working groups	23 <sup>rd</sup> August – officers	n/a
29 <sup>th</sup> August	Send notification to Comms to process print. (Only if approved by exec).	Present project plan to exec	Mary and Fraser to create project plans and budget plans ready to present to exec.	£170.
31 <sup>st</sup> August- end of September	Final list of employers	Action Tony to provide list of employers to invite who are	Mary/Fraser/tony/Tom Deadline 31 <sup>st</sup> August be handed to Mary	n/a

		involved with Fresher's Fair. Check with employability that the list of employers not to invite remains the same.	and Fraser to ring up and book employers.	
17 <sup>th</sup> September	Comms material complete	articles from officers to be send to Comms	Deadline – 17 <sup>th</sup> September	Included in flyer price
End of September	Website launch	Comms design brief Input created for Facebook event.	Comms/Mary/Fraser – end of September 2018.	n/a
Event 23 <sup>rd</sup> and 30 <sup>th</sup> October	Set up of the event on the day	Greet employers- make sure everything is set up. Outreach – student reminder of event.	Chelmsford 23 <sup>rd</sup> October and 30 <sup>th</sup> October Cambridge 11am – 2 pm  Officers/all staff	Free – new event no cost to employers  SU staffing tbc

**Total: £170**

### Evidence of Student input (Facebook poll)

VP Fraser Luther-Yarwood created a poll — with Laura Douds, SU and 3 others.  
30 July at 10:49 · 🌐 ▼

Hey all! Following out high approval percentage from the last poll regarding a part time jobs fair I now want to ask "What is your motivation for getting a part time job alongside your studies?"

**81% Money** ☑️

**19% Experience/Skills**

Undo Vote 186 Votes

👤 Kaileb Bryant and 1 other 5 Comments 14 Shares

👍 Like 🗨 Comment ➦ Share

Kaileb Bryant I said money, but I'd say it's pretty 50/50 for me with money and experience but there's no option to show that! 2

Like · Reply · 1w

👤 Kaileb Bryant replied · 4 Replies

Write a comment... 🗨 📷 📺 🗨

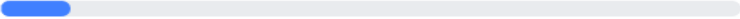


**VP Fraser Luther-Yarwood** created a poll — with [Mary Copsey](#) ...  
SU and 3 others.  
24 July at 11:35 · 🌐 ▼

Would a student's part time jobs fair be beneficial for you?



93% Yes 😊



7% No

Undo Vote 302 Votes

👍 Kaileb Bryant, Ayoosh Binji and 3 others 1 Comment 22 Shares

## Campaigns Budget Form

*Please submit alongside project plan or update*

Name: Mary and Fraser  
 Dates: 23rd and 30th October

Role: officer

Which campaign is this for?: part-time jobs fair

Date of Executive Committee: 29th August 2018

What are you delivering?	Estimated Cost	What you need and why you need it:	Amount Approved	Amount Spent	Items Purchased	Date Spent
Visial to put up at the event	£80.00	Pull-up Banner				
promotion at freshers and leading up to the event.	£90.00	flyers and printing costs				
<b>Total Requested</b>	<b>£170.00</b>		<b>£0.00</b>	<b>£0.00</b>		
			<b>Variation between Amount Approved</b>	<b>£0.00</b>		

## EXECUTIVE COMMITTEE UPDATE

# FRASER LUTHER-YARWOOD - VICE PRESIDENT (HEALTH, SOCIAL CARE, EDUCATION & MEDICAL SCIENCE)

My campaigns, policy and other work

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## My campaigns

Part Time Jobs Fair	In Progress
<p><i>A working group has been set in place involving both the union and employability</i>  <i>The dates of the event are 23<sup>rd</sup> October (Chelmsford) and 30<sup>th</sup> October (Cambridge) each event will run 11-2</i>  <i>The budget, as shown through the project plan, will solely go towards the promotion of the event.</i></p>	
Peer Mentoring Programme	In Progress
<p><i>Currently working with different members within the faculty to use experience and history to apply a more effective Peer Mentoring Programme</i>  <i>A presentation will be made at both my FPT and FEC</i>  <i>Trial period hopes to commence in January</i></p>	
Love Societies	Not started
<p><i>Working on from last years' Love Societies project we are aiming to help promote smaller societies, invoke a better feedback mechanism for societies and also start a new Society of the Month awards</i>  <i>Communications have already started with Dan Fow</i></p>	

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## Other relevant updates

*Actions updated: 17/08/18*

### *Interdisciplinary Learning Activities*

*Nicky Milner and Ben Morris are partners in the project*

*A system that brings all medical based courses together to complete a story line diagnosis*

*We are currently looking to start a focus group for this project to gather student interest*

*This project has already been granted funding by the LTA*

### *Open Library*

*Communications have started already and actions now are supported by the CircPolicy survey*

*Looking to reduce late return fees*

*Potential to have a food designated area within the library, most likely on the ground floor*

### *Reps and Research*

*A project I was invited to which looks into the pre-university process of application, acceptance and arrival.*

*I have already myself completed a 1:1 to discuss my own experiences but we are looking to expand upon this and look into how prospective students can be better support before they even arrive at the university*

### *Hot Food on Young Street*

*Once Terry's replacement has arrived I will start communications to provide the necessary provisions and facilities at Young Street*

## Project Plan

**CAMPAIGN PROJECT PLAN**

<b>Project Title</b>	<b>Start Date</b>	<b>End Date</b>
<i>Love Societies</i>	ASAP	June 2019

<b>Lead Officer/Rep</b>	Fraser Luther-Yarwood	<b>Officer Support</b>	-
<b>Staff Support</b>	Dan Fow	<b>Exec Support</b>	-

<b>The problem</b>	<b>Evidence</b>	<b>Vision</b>
<p><i>What's the issue? Why are you doing this campaign?</i></p> <p><i>Despite current measures there is not adequate feedback mechanisms</i></p> <p><i>Individuals are recognised for their work through monthly volunteer awards but societies are not</i></p>	<p><i>How do you know it's a problem?</i></p> <p>Big 10 survey</p>	<p><i>What do you want the outcome of this campaign to be?</i></p> <p>A feedback mechanism will be put in place which will more frequent than the current societies forum</p> <p>Societies will have access to additional promotion and a further reward system</p> <p>Smaller societies will receive support to gain improved promotion to assist in their growth</p>

<b>Aim</b>	<b>Objectives</b>
<p><i>What is the purpose and broad activity of the campaign?</i></p> <p>To develop from the work from last years' Love Societies project, develop a feedback mechanisms for</p>	<p><i>What are the specific objectives of this campaign? What will it achieve?</i></p>
	Societies feel effectively supported by the Students' union
	Societies will benefit from the promotion support from the Students' Union



societies, offer monthly society of the month awards and help boost smaller societies within the union	Committee members feel that their voice is better represented and listened to

Key Stakeholders	How to get them on board
<i>Who will play a big part in your campaign?</i>	<i>How are you going to win them over/get them involved?</i>
Societies	They will benefit from the extra time and promotions
Activities team	More engagement with societies and better the committee experience

### Project Team and responsibilities

*Who is going to help you and what are their responsibilities?*

*I will be assisting with society promotions and will attend feedback sessions as well as helping pick society of the month*

*Comms team will help with the design and set up of the individual pages and promotion of the changes*

Consultation/Approval	Date	
Campaigns Coordinator		✓
Executive Committee		✓
Students		✓

*The activities team will help with the maintenance of the extended feedback mechanism whilst still helping to communicate these changes to the societies*

Deliverables	Departments Involved in Delivery	Monitor, Measure and Evaluate (KPIs)
<i>What will the outputs of the project be (an event, a Facebook group)</i>	<i>Are there any specific Students' Union departments/teams that you would like to be involved?</i>	<i>How will you measure the success of the project? How will we know if it has achieved its objectives?</i>
<i>When, How, what's in the middle</i>	Comms	The number of memberships for societies
<i>Anglia Student pages and articles</i>	Activities	The number of applications for society of the month
<i>Every month a society will be given a society of the month award</i>		The number of societies that achieve the minimum requirement of 15 members for grant eligibility
<i>An opportunity for students to write articles regarding societies about their society and being a committee member to promote to other students on why they should join</i>		
<i>The membership count for 'smaller' societies will increase and a majority of societies make the minimum 15 memberships for grant access</i>		

### Detailed Timeline & budget

Dates activity	Activity	Action	Who's doing it	Cost
<i>When?</i>	<i>What?</i>	<i>List what needs to happen for your activity to take place</i>	<i>Who is responsible?</i>	<i>How much money will this cost?</i>

9 <sup>th</sup> July	Meeting with Dan Fow	Plan actions for what the campaign will entail and how we can achieve the goals	FLY	N/A
October 2018	Meet activities team	Decide best course of action to improve and make society forums more frequent	FLY	N/A
November 2018	Society of the month awards start	This month will be the first month to award society of the month	FLY	N/A

**TOTAL COST: £N/A**

## Project Plan

**CAMPAIGN PROJECT PLAN**

<b>Project Title</b>	<b>Start Date</b>	<b>End Date</b>
<i>FHEMS Peer Mentoring</i>	ASAP	N/A

<b>Lead Officer/Rep</b>	Fraser Luther-Yarwood	<b>Officer Support</b>	N/A
<b>Staff Support</b>	Chris Pursell	<b>Exec Support</b>	Ben Morris

<b>The problem</b>	<b>Evidence</b>	<b>Vision</b>
<p><i>What's the issue? Why are you doing this campaign?</i></p> <p><i>The SU could do more to support students on their academic journey</i></p> <p><i>Lack of student involvement</i></p> <p><i>Need for developed student relations and confidence</i></p> <p><i>FHEMS is the only faculty to not have a main buddy scheme</i></p>	<p><i>How do you know it's a problem?</i></p> <p><i>One question survey</i></p> <p><i>Research and Stats<sup>1</sup></i></p> <p><i>Ask different groups of students such as other faculties and paramedic students</i></p>	<p><i>What do you want the outcome of this campaign to be?</i></p> <p><i>The SU to be a reliable area for students to get academic support</i></p> <p><i>Students are confident and frequently get involved</i></p> <p><i>Students communicate and understand each other's different backgrounds and experiences.</i></p> <p><i>A sustainable and successful mentoring programme is in place that both the university and union support to effectively assist students with their academics</i></p>

<https://www.tandfonline.com/doi/full/10.1080/13611261003678879?scroll=top&needAccess=true>

<https://eric.ed.gov/?id=EJ788475>

<http://journals.sagepub.com/doi/abs/10.3102/00346543061004505>

<https://link.springer.com/article/10.1023/A:1017968906264>

<b>Aim</b>	<b>Objectives</b>
<i>What is the purpose and broad activity of the campaign?</i>	<p><i>What are the specific objectives of this campaign?</i></p> <p><i>What will it achieve?</i></p>

<i>A programme that has 1<sup>st</sup> year students partnered with 2<sup>nd</sup>/3<sup>rd</sup> year students to develop collaboration and communication</i>	<i>Improved student awareness of opportunities</i>
	<i>Develop student communication and relations</i>
	<i>Introduction of basic and essential life and university skills</i>
	<i>Students become more involved</i>

Further objectives:

The SU to be a reliable area for students to get academic support

Students are confident and frequently get involved

Students communicate and understand each other's different backgrounds and experiences

<b>Key Stakeholders</b>	<b>How to get them on board</b>
<i>Who will play a big part in your campaign?</i>	<i>How are you going to win them over/get them involved?</i>
<i>Student Mentors</i>	<i>Developed skills, logged hours and gained experience</i>
<i>Participants</i>	<i>Support, they will be listened to when given a mentor</i>
<i>Volunteering team</i>	<i>Promotion of volunteer opportunities in brings volunteers</i>
<i>Faculty</i>	<i>The faculty will have their own programs boosted and have a better student experience</i>

<b>Project Team and responsibilities</b>
<i>Who is going to help you and what are their responsibilities?</i>
<i>Faculty reps will help promote the program and will help find volunteers to participate and also find those</i>

<b>Consultation/Approval</b>	<b>Date</b>	
<b>Campaigns Coordinator</b>		✓
<b>Executive Committee</b>		✓
<b>Students</b>		✓

*who would like to be mentored*

*I will be working with staff in FPT to collaborate particularly with other related buddy programs*

*Chris Pursell will help find and promote the program with volunteers*

<b>Deliverables</b>	<b>Departments Involved in Delivery</b>	<b>Monitor, Measure and Evaluate (KPIs)</b>
<i>What will the outputs of the project be (an event, a Facebook group)</i>	<i>Are there any specific Students' Union departments/teams that you would like to be involved?</i>	<i>How will you measure the success of the project? How will we know if it has achieved its objectives?</i>
<i>SU promotion via website and Facebook posts</i>	Volunteering team	Feedback provided by mentors
<i>University will promote the programme</i>	Comms team	Feedback provided by those being mentored
<i>Faculty reps and VP will promote during welcome period and lectures</i>		Number of people involved in the program
<i>The design for the program will be completed and will be in a position to be put in place for the January trial</i>		Number of hours volunteering will have increased amongst FHEM students
<i>A training course will be prepared and provided for the mentors/mentees</i>		

Detailed Timeline & budget				
Dates activity	Activity	Action	Who's doing it	Cost
<i>When?</i>	<i>What?</i>	<i>List what needs to happen for your activity to take place</i>	<i>Who is responsible?</i>	<i>How much money will this cost?</i>
3/7/18	Speak to FPT and find out about their programs	Set out guidelines for how the project will be up	FLY	N/A
6/7/18	Speak to Chris to set up volunteer announcements	Present ideas of how volunteers can get involved as well as the benefits	FLY	N/A
Aug 18	Use other expertise and experience to further plan the program	Discuss with other staff and faculties regarding peer mentoring	FLY	N/A
Aug 18	The survey will help gather information, the feedback will help determine the success of the program and we need to know how we are partnering students	Create a survey, feedback and partnering mechanism	FLY	N/A
TBD	Use FEC to gather information, insight and support for the program	Bring the program to FEC	FLY	N/A
Sept 18	Find out what students would want out a peer mentoring program	Gather student feedback	FLY	N/A
Sept 18	Plan the layout and format of how the	Plan the program	FLY	N/A

	program will work			
Oct 18	Present the plans and format of the program to FPT	Program presentation	FLY	N/A
TBD	Speak to Comms to do promo for the program	Have a plan of how we want Comms to announce the program	FLY	£50
TBD	Arrange training sessions for mentors	Have necessary trainers, time and location for the training	FLY	£300
TBD	Schedule feedback session for project	Have an effective time for mentors to present feedback and a separate time for mentees	FLY	N/A

**TOTAL COST: £350**



## Campaigns Budget Form

Please submit alongside project plan or update

Name: Fraser Luther-Yarwood

Role: Vice President (Health, Social Care,  
Education & Medical Science)

Dates: 17/08/2018

Which campaign is this for?: Peer Mentoring Programme and Part Time Jobs Fair

Date of Executive Committee: 29th August 2018

What are you delivering?	Estimated Cost	What you need and why you need it:	Amount Approved	Amount Spent	Items Purchased	Date Purchased
Peer Mentoring Programme	£50.00	Posters for programme promotion				
Peer Mentoring Programme	£300.00	Training materials for mentors and mentees				
Part Time Jobs Fair	£90.00	Leaflets for event promotion				
<b>Total Requested</b>	<b>£440.00</b>		<b>£0.00</b>	<b>£0.00</b>		

Variation between Amount  
Approved and Amount Spent: £0.00

July	Notes	August	Notes	September	Notes	October	Notes	November	Notes	December	Notes	January	Notes	February	Notes	March	Notes	April	Notes	May	Notes	June	Notes
Project plans	Finish by 3rd August (2-3 major campaigns) - save in shared drive campaign folder	Lead and Change	Leeds Beckett University	Freshers'	Basically a whole month of running round like a headless chicken.	Course Rep Elections	Help out Toby and Emma with promoting elections	Disability History Month	22/11-22/12	Disability History Month	22/11-22/12	Prep for Refreshers		LGBT History Month		Elections		Write summary paper for the Access Project to present to FSE FPT	12/04/2019	Handover Prep		Handover to new officers	
GDPR Training	Complete by 15th August	Prepare papers for first exec re: campaigns		Trustees		Best Night In/Out	First BNI/O events running on Cambs Campus	Start Movement on Team Campaign		Best Night In/Out	Chelmsford Campus	F&R	W/C 14/1/19	Trustees		Global Week		Best Night In/Best Night Out		Laura's Birthday	30-May	MAD Awards	
		Start designing first 2 workshops		Media Law Training		Faculty Networking Events	Bee Newbould leading	F&R	(3 times a year)	Trustees				Best Night In/Best Night Out						SU Awards		Trustees	
				Lectures visits - ALL OF THEM		Society Skills Workshop 1	Events/Money	Society Skills Workshop 2	Events/Money					Society Skills Workshop 3		Society Skills Worksop 4							
				Write 'Access' paper to present to FSE FPT	14-Sep	Student Council	Drugs policy?	Society Committee survey	To find out what they want for the next Skills Workshops														

GOAL	Be more receptive to challenges	Build relationships with staff	Push to find the root cause when issues arise rather than looking at them superficially
ACTION	Be empathetic, understand both sides of the fence	Engage in conversation, actively listen, find common ground	Be inquisitive, curious and critical
Achieved when?			

## Project Plan

**CAMPAIGN PROJECT PLAN**

Project Title	Start Date	End Date
Society Skills	August	Ongoing

Lead Officer/Rep	Matt Hayes	Officer Support	ACW/FLY/LD
Staff Support	AD/DF/RG	Exec Support	

The problem	Evidence	Vision
<p><i>What's the issue? Why are you doing this campaign?</i></p> <p>A lot of societies don't realise the facilities at their disposal. Too many societies rely on their grants to see them through a semesters. By empowering them to put on their own events, we will create a better SU community as well as giving the societies more opportunities.</p>	<p><i>How do you know it's a problem?</i></p> <p>Having been Student Staff, I saw how many events could have been so much better with more structured organisation.</p> <p>The #LoveSocieties data shows that societies are a huge part of people's university experience but there was only 4 responses that mentioned collaborating with other societies.</p>	<p><i>What do you want the outcome of this campaign to be?</i></p> <p>An SU where all societies have the skills to make the most out of all resources available to them, be that putting on events, applying for supplementary grants, etc.</p>

Aim	Objectives
<p><i>What is the purpose and broad activity of the campaign?</i></p> <p>To create a better COMMUNITY of societies where people utilise each other's strengths as well as gain new skills to help their own societies and others.</p>	<p><i>What are the specific objectives of this campaign? What will it achieve?</i></p>
	Societies will not be reliant on their grants for their operation; they will organise events which bring in a profit that can be used to fund more material things/activities.
	The process of booking The Academy and 92 will be simple for society committees.
	Course-based societies will have strong links with their relevant courses, schools and faculties and feel comfortable contacting staff to give talks on their specialist subjects etc.

Key Stakeholders	How to get them on board
<i>Who will play a big part in your campaign?</i>	<i>How are you going to win them over/get them involved?</i>
Society committees	Workshops to contribute towards additional grant possibilities (Tier system)? Food. Freebies (SU Awards tickets).
Activities team	Show them how beneficial the sessions will be for all societies. Could increase engagement with the union.
Course Leaders	Food and drink. Academic evidence that CBS increase skills etc.
Commercial Team	Hold event workshop in 92/Academy and have the bar open so that people can see it in action.

### Project Team and responsibilities

*Who is going to help you and what are their responsibilities?*

Bee – To plan and execute the CBS/faculty networking events

FLY – To assist with the delivery to Chelmsford societies.

Abi – To help promote workshops to societies.

Comms – Help with designing of workshop resources and promotional materials. MSL emails to committees.

Consultation/Approval	Date	
Campaigns Coordinator		✓
Executive Committee		✓
Students		✓

Deliverables	Departments Involved in Delivery	Monitor, Measure and Evaluate (KPIs)
<p><i>What will the outputs of the project be (an event, a facebook group)</i></p> <p>An ongoing series of workshops that will be delivered to committee members. The first two will be 'booking and executing an event' and 'applying for extra funding and grants'.</p> <p>An 'Event Brief' document that details what resources a society has at their disposal for events.</p> <p>A networking event that encourages course-based societies to liaise with faculty staff.</p> <p>A survey where society committee members can vote on the content of further workshops.</p>	<p><i>Are there any specific Students' Union departments/teams that you would like to be involved?</i></p> <p>Commercial team Activities Comms</p>	<p><i>How will you measure the success of the project? How will we know if it has achieved its objectives?</i></p> <p>Have one committee member from 50% of societies attend a workshop</p> <p>Have an attendance of 30 to a workshop</p> <p>Temperature check at beginning and end of year</p>

Detailed Timeline & budget				
Dates activity	Activity	Action	Who's doing it	Cost
<i>When?</i>	<i>What?</i>	<i>List what needs to happen for your activity to take place</i>	<i>Who is responsible?</i>	<i>How much money will this cost?</i>
Oct	Faculty networking events x4	Book rooms, purchase of drinks, contact with faculty staff, CBS, Faculty Reps	Bee Newbould	£200 (£50 per event) for food and drink
Oct/Nov	First 2 workshops	Book room, purchase food & drink, contact societies, organise workshop materials.	Matt Hayes	£50 for food and drink (x2) - £100

November	Survey committees – what do they want to see in future workshops.	Create survey, attend society meetings to get responses.	Matt Hayes	Low cost, possible incentives like sweets? £20
Aug-Oct	Design first two workshops	Organise people to give presentations, decide content, research, design powerpoints, plan activities, sample drinks for events, AMT to set up Academy for Event workshop	Matt, discuss grants with Abi, talk to Max Colverson about AMT, work with Rhys to design some sample drinks.	Low cost, sample drinks £60.

**TOTAL COST: £380**

## Project Plan

**‘ACCESS DENIED’ CAMPAIGN PROJECT PLAN**

Project Title	Start Date	End Date
Access Denied	August	Ongoing

Lead Officer/Rep	Matt	Officer Support	Laura, Amanda
Staff Support	Rose/Toby/Demi	Exec Support	Jamie, Alex

The problem	Evidence	Vision
<p><i>What's the issue? Why are you doing this campaign?</i></p> <p>FST students have insufficient access to facilities at weekends e.g. Compass House/Marconi, which contain specialist equipment that is too expensive to buy or won't run on a non-specialist machine.</p>	<p><i>How do you know it's a problem?</i></p> <p>Students have been bringing the matter up for several years (SSLCs).</p> <p>Trial in 17/18 SEM2 was a success after students were informed. (CH)</p> <p><i>A number of students commented on their inability to access the PCs in Compass House, both out of hours and during other classes. One requests "24-hour computer access" – CAT SSLC SEM1 16/17</i></p> <p><i>A lot of the other students would like Compass House to be open more hours – CAT SSLC SEM2 17/18</i></p> <p>Petition about 24/7 access to the Studio and Computer labs which student handed to The Chair. The petition had been signed by 140 students (Marconi). 16/17 3<sup>rd</sup> Year Course Rep – SEM1</p>	<p><i>What do you want the outcome of this campaign to be?</i></p> <p>Round the clock access to specialist facilities e.g. AV and Gaming labs, Architecture studios.</p>

Aim	Objectives
<p><i>What is the purpose and broad activity of the campaign?</i></p> <p>Students will have 24/7 access to Compass House in order to complete work at times that work best for them.</p>	<p><i>What are the specific objectives of this campaign?</i></p> <p><i>What will it achieve?</i></p>
	Students will be able to access specialist software at all times
	Students will have better mental health as a result of being able to spread their workload more.
	Students will have better academic performance in coursework that requires specialist software.

Key Stakeholders	How to get them on board
<i>Who will play a big part in your campaign?</i>	<i>How are you going to win them over/get them involved?</i>
Peter Crabtree	Video testimonials
Marcian Cirstea	Video testimonials, facts and figures.
Steve Oxnard	Organise meeting, discuss further involvement
Senir Dinar	Organise meeting, discuss further involvement
Security team	Organise meeting, ask about potential issues and how it will affect their team.
Compass House/Marconi Students	Find out what they want and then do it. Keep them in the loop about everything.

### Project Team and responsibilities

*Who is going to help you and what are their responsibilities?*

Jamie, Tavonga, Emma and Toby to assist with gathering and compiling student feedback and Rose to advise on campaigning.

Consultation/Approval	Date	
<b>Campaigns Coordinator</b>		✓
<b>Executive Committee</b>		✓
<b>Students</b>		✓



Deliverables	Departments Involved in Delivery	Monitor, Measure and Evaluate (KPIs)
<p><i>What will the outputs of the project be (an event, a facebook group)</i></p> <p>Specialist spaces being open at weekends.</p> <p>(If necessary) Occupation.</p> <p>Establishing the need of Chelmsford students for Marconi.</p>	<p><i>Are there any specific Students' Union departments/teams that you would like to be involved?</i></p> <p>Rose Guy Representation team</p>	<p><i>How will you measure the success of the project? How will we know if it has achieved its objectives?</i></p> <p>Continued trial of opening hours for Compass House (Avenues for Marconi to be explored).</p> <p>Number of students using the facilities is greater than 17/18 SEM2 trial.</p> <p>Two students from each course feedback about satisfaction/use of CH/Marconi.</p>

Detailed Timeline & budget				
Dates activity	Activity	Action	Who's doing it	Cost
<i>When?</i>	<i>What?</i>	<i>List what needs to happen for your activity to take place</i>	<i>Who is responsible?</i>	<i>How much money will this cost?</i>
Feb (FPT?)	Present statistics from SEM1 access as a case for permanent opening.	Students to have used the buildings.	Matt.	N/A
Dec	POTENTIALLY Department(s) trial late night access over exam periods if they refuse to	Must convince, Peter, Marcian, Security, HoS (Sport Science and Creative Industries)	Matt.	N/A

	extend hours fully.			
3/10/18	FSE FEC	Update on plans moving forward.		N/A
16/1/19	FSE FEC	Assess first semester of stuff.		N/A
1/5/19	FSE FEC	Summarise the development of the project over the year.		N/A
August/Sept	Gather anecdotal/video testimonials	Message people to schedule in times	Matt	£0, Will need editing etc though (will do myself)
Feb	Occupy Buildings if no progress	Organise group of willing students, create banners, come up with catchy slogans	Matt, Rose (To advise on campaigning)	£30 for signs and banners

**TOTAL COST: £30**

## Campaigns Budget Form

*Please submit alongside project plan or update*

Name: Matt Hayes

Role: Vice President (Science & Technology)

Dates: Sem1

Which campaign is this for?:

Society Skills

Date of Executive Committee:

29/08/2018

What are you delivering?	Estimated Cost	What you need and why you need it:	Amount Approved	Amount Spent	Items Purchased	Date Purchased
<i>Faculty Networking Events</i>	£200.00	Food and drink to incentivise staff and students to come along to the events				
<i>First two Skills Workshops</i>	£100.00	Food and drink to incentivise attendance				
<i>Sweets for survey respondents</i>	£20.00	To incentivise participation				
<i>Events Workshop</i>	£60.00	Sample cocktails to show people the range we can offer and personalisation options				
<b>Total Requested</b>	<b>£380.00</b>		<b>£0.00</b>	<b>£0.00</b>		

Variation between Amount  
Approved and Amount Spent:

£0.00

July	Notes	August	Notes	September	Notes	October
Project plans	Finish by 3rd August (2-3 major campaigns) - save in shared drive campaign folder	Lead and Change	Leeds Beckett University, learning all things SU, NUS and officer fun	Freshers'	Basically a whole month of running round like a headless chicken.	Course Rep Elections
GDPR Training	Complete by 15th August	Prepare papers for first exec re: campaigns		Sexual Respect Working group	meeting once every other month, this is super exciting stuff!	Best Night In/Out (BNO/BNI)
FMT/FPT Meeting	On July 18th.	EXEC	WHOOOOOO, all team get together of awesome people. We meet everyone month to discuss what we've all been up to and ask for budget approval for campaigns and projects	Consent Campaign	on going throughout the year, yay!	Potential holiday (somewhere hot)
Best Night In/Out campaign	started work on campaign, first events already in the calendar and live on the website.	Meeting with David Walmsley	Meeting with the deputy director of student services. Intro meeting and to discuss Sexual respect working group	EXEC		EXEC
Meeting with Apurbae	Meeting with the man, the myth, the legend.	Meeting with the dean of the Faculty (ALSS)	Monthly one to one with Apurba to discuss all things ALSS and SU.	Society and student invovlement	BASICALLY GATECRASH some societies to say hello and find out more about them and what they do.	Make Your Mark
Campaign meeting	Monthly with the lovely Rose!	Drug Policy	With the help of Matt, Laura and myself we're tackling this. On going	Trustees	We meet 4 times a year	Campaign meeting
GDPR Training	Completed this training	Campaign meeting		Campaign meeting		Meeting with the dean of ALSS
		FMT/FPT Meeting	22nd August, meeting with the dean, deputy deans and HOD's of faculty	EDIG (Equality, diversity and inclusion group)		Research and innovation committee
		Shuan - deputy dean of ALSS faculty	Meet with him once a month to dicuss my campaigns , what I am doing and how we can work together	ICAN (Inclusivity, champions action network)		Faculty Subcommittee
Personal Development:				Student engagment dashboard steering group	oversees the development and direction of the dashboard	community project
Goal for the year	Action I will take:	How will you know you've achieved it:				Toast Tuesdays
Public speaking	Welcome talks in freshers, SU/MAD awards presenting	I will have done it several times over the year? Had feedback on it etc				body positivity calendar started
Identify students interest	Talk to students, access feedback we already have and feedback I can collect. Check up on the ideas page. SSLC's feedback and try to attend some of them if I can. Talk and work with Demi.	Present the evidence of student interest, show how popular/unpopular campaign events were to students. See if ideas page suggestions have been followed/considered. Liasioned with DEMI and have provided an update through Faculty forum.				
Understand how things work	Keep asking questions/double checking I know what I am doing and the relevant people I may need	I will have worked with a variety of people who have been able to explain things to me and guide me if needed.				
Research into Aru students	Using the resources and students at ARU to research into issues in relation to campaigns (Best Night Out - bar etc etc etc)	Provided the feedback and evidence				

[illegible]

[illegible]

[illegible]

## Project Plan

### CAMPAIGN PROJECT PLAN

Project Title	Start Date	End Date
#BestNightIn	September	May 2019

Lead Officer/Rep	Amanda Campbell White and Matt Hayes	Officer Support	All officers
Staff Support	Rose; Tom; Abi; Rhys	Exec Support	Matt Hayes

The problem	Evidence	Vision
<p><i>What's the issue? Why are you doing this campaign?</i></p> <p>Some students who do not want to go out clubbing or on nights out do not feel a part of the ARU community</p>	<p><i>How do you know it's a problem?</i></p> <p>One question survey? Or a Facebook poll?</p> <p>NSS data stuff; look at some way of measuring students on campus who don't drink, who want to reduce drinking</p>	<p><i>What do you want the outcome of this campaign to be?</i></p> <p>To provide a student community with events and options that means they can still feel a part of ARU without going on nights out.</p>

Aim	Objectives
<p><i>What is the purpose and broad activity of the campaign?</i></p> <p>Aim is to provide students with inclusive alternatives and supplements to nights out. Students don't have to worry about going out if it is not their thing.</p>	<p><i>What are the specific objectives of this campaign? What will it achieve?</i></p> <p>Students will have an alternative option to going out</p> <p>Student to feel a part of the community through Night In events</p> <p>Students will have fun and an enjoyable time with Best Night In</p> <p>Students will be provided with Non-Alcohol events</p> <p>Wider student participation will occur</p>



Key Stakeholders	How to get them on board
<i>Who will play a big part in your campaign?</i>	<i>How are you going to win them over/get them involved?</i>
Students	GOAT to students and evidence
Student services	DAVID and evidence
Residential	Talk through project//evidence
Societies	GOAT/evidence
Faculty	Talk to Shaun//HODS about events going on

### Project Team and responsibilities

*Who is going to help you and what are their responsibilities?*

Officers

Exec committee

Rose/Meg

Consultation/Approval	Date	
Campaigns Coordinator		✓
Executive Committee		✓
Students		✓

Deliverables	Departments Involved in Delivery	Monitor, Measure and Evaluate (KPIs)
<i>What will the outputs of the project be (an event, a facebook group)</i> <ul style="list-style-type: none"> <li>Nights In the SU space with games (board and computer), food (soft drinks and snacks), activities (face masks, pamper stuff).</li> </ul>	<i>Are there any specific Students' Union departments/teams that you would like to be involved?</i> <ul style="list-style-type: none"> <li>Comms</li> <li>Commercial</li> <li>Activities (Abi)</li> <li>Campaigns</li> <li>Residential services</li> <li>Officers</li> <li>Student services</li> </ul>	<i>How will you measure the success of the project? How will we know if it has achieved its objectives?</i>
		Feedback from students on events
		See how many students answer my survey or Facebook poll
		See how many societies would like to get involved in events.

<ul style="list-style-type: none"> <li>- Academy/92 will hold film nights for us for the event with the bar open.</li> <li>- Small research project about what students want instead of nights out.</li> <li>- Toast tuesdays</li> <li>- A website hub (inspiration from Yummly + University of Portsmouth SU) where we can share quick and simple student recipes.</li> <li>- Basic advice on how to use kitchen equipment like a microwave and toaster. Also highlight basic hygiene and respect for mutual living space.</li> </ul>		Hold 4 'Best Night In' events throughout the academic year

### Detailed Timeline & budget

Dates activity	Activity	Action	Who's doing it	Cost
<i>When?</i>	<i>What?</i>	<i>List what needs to happen for your activity to take place</i>	<i>Who is responsible?</i>	<i>How much money will this cost?</i>
September	Talk to comms	Give comms designs briefs for Facebook, website and flyers etc	Me/Matt/Comms	N/A
September 2018	Food safety	Health and food safety training in prep for toast Tuesdays	Me/Matt/officers//bar staff??	N/A

October	Best Night In event (every other month i.e.: December, February and April)	First event 9 <sup>th</sup> October. Collaboration with societies to be involved in first event (TAGS, harry potter, arts and crafts etc). - Discuss with Tom and Rhys about what food//soft drinks we can provide and are financially available.	Me and Matt  Me/Tom.	£50 per event
October 2018	Comms	Give designs briefs in etc to comms for December Best Night In event	Me	N/A
November	Small researching project	NSS and own data collection through Facebook polls etc	Me	N/A
November	Talk to comms about Website hub	Talk to comms to create the website hub. A website hub (inspiration from Yummly + University of Portsmouth SU) where we can share quick and simple student recipes// offer basic advice on how to use kitchen equipment like a microwave and toaster. Also highlight basic hygiene and respect for mutual living space.	Me//comms	N/A
November	Toast Tuesdays – coincides with Best Night In//Out	Creating a place once a month where students can come together to eat, socialise and feel a part of the community	Officers	£80.00. Budgeted £10.00 per event for 8 events (BIN/O) in the whole year.

December	Best Night In event	Games consoles for games night. To talk to residential services about renting them out and then returning the next day	Me//or Rhys to arrange.	£50.00
December	comms	Give designs briefs in etc to comms for February Best Night In event	Me/comms	N/A
January 2019	Research project	Produce research findings	Me	N/A
January 2019	Website hub	Website is up and ready for students etc to put resources//recipes etc in	Me//officers	N/A
February 2019	Best Night In event	Best Night in collaboration with Film viewing society	Me//matt/society	£50.00
February 2019	Comms	Designs briefs sent off to comms ready for Best night in event for April	Me/Comms	N/A
April 2019	Best Night In event	Academy event	Me/Matt/Rhys	£50.00

**TOTAL COST: £**

# Project Plan

## CAMPAIGN PROJECT PLAN

Project Title	Start Date	End Date
#BestNightOut	2 <sup>nd</sup> Oct 2018	3 <sup>rd</sup> Oct 2018

Lead Officer/Rep	Amanda Campbell White	Officer Support	Matt
Staff Support	Rose; Tom/Rhys/Tony	Exec Support	Kyia

The problem	Evidence	Vision
<p><i>What's the issue? Why are you doing this campaign?</i></p> <p>The nightlife culture is seen to normalise sexual harassment, ignores sexual health and naive to drug culture.</p>	<p><i>How do you know it's a problem?</i></p> <p>We have gathered data from various external sources</p> <ul style="list-style-type: none"> <li>- Direct from gov.uk, number of 20-24 year olds who attended sexual health services increased by 67,000* people from 2013-2017. (*Rounded up amount).</li> <li>- In a recent NUS survey, 39% of students surveyed supported that they currently used drugs.</li> <li>- Quoting Nus taking the hit report: respondents were least likely to report using drugs in student union venue such their bars.</li> <li>- Revolt sexual assault group: of students surveyed 62% said they had been sexually assaulted/harassed.</li> <li>- A third of female students in Britain have endured a sexual assault or unwanted advances at university, stark new research conducted for The Telegraph shows.</li> </ul>	<p><i>What do you want the outcome of this campaign to be?</i></p> <p>Safe nights out for students</p>

Aim	Objectives
<i>What is the purpose and broad activity of the campaign?</i>	<i>What are the specific objectives of this campaign? What will it achieve?</i>

Promoting safer nights out	Students will have a safe night out
	Students will enjoy their time our own safe venue on campus
	Students will learn the risks of nights out, drugs, sexual assault/health and so forth.
	Provide sexual health pack to give out to students
	Students will be informed of the advice service at the students' union
	Students will be aware of the advice and wellbeing resources around all areas of night out culture/life.

Key Stakeholders	How to get them on board
<i>Who will play a big part in your campaign?</i>	<i>How are you going to win them over/get them involved?</i>
Students	Talk to students, discuss night out options on their home campus.
Student Services	Already spoken to David, continue discussions and ask for promotion on campaign//events.
Security	Let them know events going on and times of events
Residential	Discuss idea
Advice team	Refer students who are stressed or worried about going out etc.

Project Team and responsibilities
<i>Who is going to help you and what are their responsibilities?</i>
Officers
Exec committee
Commercial

Consultation/Approval	Date	
Campaigns Coordinator		✓
Executive Committee		✓
Students		✓

Deliverables	Departments Involved in Delivery	Monitor, Measure and Evaluate (KPIs)
<i>What will the outputs of the project be (an event, a facebook group)</i> <ul style="list-style-type: none"> <li>Night out event every other month across campus (Cambridge students) and 92 (Chelmsford).</li> </ul>	<i>Are there any specific Students' Union departments/teams that you would like to be involved?</i> <ul style="list-style-type: none"> <li>Comms</li> <li>Commercial</li> <li>Activities (Abi)</li> </ul>	<i>How will you measure the success of the project? How will we know if it has achieved its objectives?</i>
		Keep in contact with all teams involved in the project, follow up meetings and emails

<ul style="list-style-type: none"> <li>- Sexual health pack to be distributed at the event.</li> <li>- Written resource: campus specific guide</li> <li>- SU own version of Ask Angelia or the alternative</li> <li>- University commitment to a bar on Cambridge Campus</li> <li>- Drink Aware crew training (welfare campaign) to happen in Cambridge and Chelmsford</li> <li>- At least one event with some form of testing in terms of either sexual health or drugs etc.</li> <li>- ARU specific research project</li> <li>- To have all bar staff trained on creating a safe environment free from sexual harassment, creating a culture of belief and practical support amongst all union staff. (Bringing in the bystander//Good night out training).</li> <li>- Bring your own food to Pre bar (highlights communal living, safer night by encouraging eating before drinking, using leftover food from canteen that goes off that day means more sustainable??)</li> <li>- Toast Tuesdays</li> </ul>	<ul style="list-style-type: none"> <li>- Campaigns</li> <li>- Student services</li> <li>- Officers</li> </ul>	See how many students answer my Facebook poll, analyse the data responses.
		Engagement of how many students come to the event
		Have all bar supervisors trained on the Bystander
		For the Academy to sign a venue agreement and receives a Good Night Out Campaign Training certificate.
		Have 100 sexual health packs handed out within the academic year
		Have 1 event with sexual health testing involved (Terrance Higgins trust... etc)
		Have all bar supervisors trained in the drink aware crew
		Have all student staff trained on the good night scheme and Bringing in the bystander
		Have 10 Wednesday pre bar events where students bring in their own food

## Detailed Timeline & budget

Dates activity	Activity	Action	Who's doing it	Cost
<i>When?</i>	<i>What?</i>	<i>List what needs to happen for your activity to take place</i>	<i>Who is responsible?</i>	<i>How much money will this cost?</i>

September 2018	Designs briefs to comms	Design briefs for Facebook and su website etc etc//promotion of events	Me//Comms	N/A
September 2018	Goodie bags	Order goodie nags for all events	Me/Matt	£20 for 120 bags.
September 2018	Inflatables	Order inflatables for Best night out October event	Me/Matt	£40.00
October 2018- June 2019	Bring your own food	Bring your own food to pre bar every Wednesday (encourage sustainable eating//eating before nights out)	Me/officers	N/A
October 2018	Best night out event	Academy best night out event arranged for 2 <sup>nd</sup> already on calendar on website and space booked for our use	Me, Rhys (maybe officers help).	£20.00
October 2018	Research gathering	NSS/Student survey// su website survey on Cambridge nightlife... gather info for permanent bar and nights out in Cambridge.	Me/ maybe Matt	N/A
November 2018	Toast Thursdays (once a month)	From 6pm-9pm. Interchangeable with Night In campaign. Make toast for students in the student space to encourage eating before a night out (Cambridge) Chelmsford 92.	Me//Officers	N/A already requested in Best Night In.
December 2018	Meeting with Comms to talk about the write up of resource guide	Writing up the resource guide and create the webpage	Me/Comms	N/A
December 2018	Best Night Out	Academy event		£20.00



January 2019	Talk to comms	Comms designs briefs ready for Best night out for Feb		N/A
January 2019	Resource Guide (Online)	Guide to safer nights out released online	Me//Matt Hayes//comms	N/A
February 2019	Best Night out	Academy event		£20.00
February/March 2019	Good night out training//Bringing in the bystander	Training opportunities for SU student staff	Me/Kia/Rhys/Rose	N/A
March	Talk to comms	Designs briefs etc ready for Best Night out event		N/A
April 2019	Alcohol Impact scheme	Discussion with the VC about opting onto this scheme	Me/Tom/VC	Free for union (Uni are encouraged by NUS to pay for this)
April 2019	Best Night Out event	Academy	Me/Rhys	£20.00
May 2021 (estimated year for the bar)	Permanent bar for Cambridge	Over this academic year I will be developing a research report for the VC using first hand data collection Survey as well as NSS etc etc.	Me//Rose	N/A
September 2019	Alcohol impact scheme	University will have opted in for us	Tom/VC	N/A

**TOTAL COST: £**

### Research

Is this issue found across many universities? Show evidence.

Has this issue been solved successfully by any other SUs or universities? Show evidence. Look for creative problem-solving, institutional similarities (comparators), and data.

<http://www.goodnightoutcampaign.org/students-unions/>

Is there any other research that you have come across that supports solving this issue?

<https://www.downyourdrink.org.uk/>

# Project Plan

## CAMPAIGN PROJECT PLAN

Project Title	Start Date	End Date
Body positive campaign		

Lead Officer/Rep	Amanda Campbell White	Officer Support	Mary
Staff Support	Rose	Exec Support	TBC

The problem	Evidence	Vision
<p><i>What's the issue? Why are you doing this campaign?</i></p> <p>Negative body image circulates all the time in the media and can make students feel less confident.</p>	<p><i>How do you know it's a problem?</i></p> <p>Will gather ARU specific research through a one question survey</p> <p>Let's be honest</p> <p><a href="https://www.sciencedirect.com/science/article/pii/S1740144510000021">https://www.sciencedirect.com/science/article/pii/S1740144510000021</a></p> <p><a href="https://www.sciencedirect.com/science/article/pii/S174014450800048X">https://www.sciencedirect.com/science/article/pii/S174014450800048X</a></p>	<p><i>What do you want the outcome of this campaign to be?</i></p> <p>For students to feel more confident in themselves and for their bodies.</p>

Aim	Objectives
<p><i>What is the purpose and broad activity of the campaign?</i></p> <p>Aim is to inspire body confidence by encouraging everyone to think about what they love about their bodies and to focus on the positives of ourselves.</p>	<p><i>What are the specific objectives of this campaign? What will it achieve?</i></p> <p>Students will be able to relate to this</p> <p>To normalise different body types within university</p> <p>To highlight that we can love bodies of all shapes and sizes.</p> <p>Students will be able to build a network with other students who can relate to body confidence issues</p>

	Students will have a higher wellbeing because of having this network with other students
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Key Stakeholders	How to get them on board
<i>Who will play a big part in your campaign?</i>	<i>How are you going to win them over/get them involved?</i>
Students (Female)	Approach taken will be different depending on whether you're male/Female... GOAT//Evidence
Students (male)	Evidence
Advice service	Discuss project
Wellbeing team university	Evidence and discuss
Student services	Discuss project
Marketing team at the uni	Discuss photoshoot marketing (may be case of just changing wording) and explain this campaign

Project Team and responsibilities
<i>Who is going to help you and what are their responsibilities?</i>
Officers Exec Comms

Consultation/Approval	Date	
<b>Campaigns Coordinator</b>		✓
<b>Executive Committee</b>		✓
<b>Students</b>		✓

Deliverables	Departments Involved in Delivery	Monitor, Measure and Evaluate (KPIs)
<i>What will the outputs of the project be (an event, a facebook group)</i> <ul style="list-style-type: none"> <li>- A guide to body confidence; how to promote it, what to say and not to say. Include principles of body image (diversity, reality, health and wellbeing), various resources.</li> <li>- Cut out of person and students get to write a note about what they love about their own body or someone else</li> </ul>	<i>Are there any specific Students' Union departments/teams that you would like to be involved?</i> <ul style="list-style-type: none"> <li>- Comms</li> <li>- Campaigns</li> <li>- Officers</li> <li>- Faculty rep</li> <li>- ALSS Rep coordinator</li> </ul>	<i>How will you measure the success of the project? How will we know if it has achieved its objectives?</i>
		Website views to guide online
		See how many students use the cut out
		See how many students turn up to the build your footprint event

<p>and then stick it on the cut out.</p> <ul style="list-style-type: none"> <li>- Fashion show event with ALSS students' involvement from the Cambridge school of art and school of creative industries.</li> <li>- Vlogs? ARU Girls society involvement</li> <li>- Social Media component (post photo of yourself with the 3 step campaign business card "Snap, post and pass in on".</li> <li>- Stickers with campaign hashtag to hand out when GOAT with students'</li> <li>- Build your footprint event. (Digital image activity; websites you visit, people you follow etc what does this tell you about yourself and body image? Short footprint body image quiz).</li> <li>- Student charity calendar</li> <li>- Link to Marys confidence article</li> </ul>		<p>See how many students go to the fashion show event. Have at least 2 ALSS students from Cambridge school of arts become involved in the fashion show event</p> <p>Have at least 4 Vlogs up on the campaign website</p> <p>Have 20 selfie photos with the campaign card and hashtags</p> <p>Hand out 100 stickers across the year</p> <p>See how many students attend the Digital image event</p> <p>See how many students get involved with the calendar, sales of calendar to coppa feel charity//breast cancer</p> <p>Feedback from students after the events/activities</p>
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### Detailed Timeline & budget

Dates activity	Activity	Action	Who's doing it	Cost
<i>When?</i>	<i>What?</i>	<i>List what needs to happen for your activity to take place</i>	<i>Who is responsible?</i>	<i>How much money will this cost?</i>
October-Nov 2018	ARU specific research	<p>Will gather ARU specific research through a one question survey</p> <p>Cambridge and Chelmsford shop research – what is/isn't accessible for plus size students. To present through guide.</p>	Me//Laura	N/A

October-November 2018	Naked calendar	A naked calendar with involvement from other societies and students. Ready by December for distribution and sale also from this could get involved in The University Paper's Naked Calendar Competition 2019??	Laura (lead), Me (helping), students and societies involvement.	Calendar cost: 100 copies = £230 From: <a href="https://www.teamcalendars.co.uk/t/pricelist">https://www.teamcalendars.co.uk/t/pricelist</a>
November (throughout the year)	Cut out activity	Cut out of person in the SU Student spaces cross campus. Students get to write a note about what they love about their own body, then stick it on the cut out	Me	£100
November	Meeting with Commercial	To discuss Fashion show event booking the academy etc.	Me/commercial	N/A

November	Comms	Designs briefs sent off to comms for Fashion show event	Me/Comms	N/A
December	Digital image event	Digital image event in the Academy. Large footprint where students write and decorate websites you visit, people you follow etc. Think about what does this tell you about yourself and body image? Short footprint body image quiz as well.	Me hosting/Academy team	Free – use office supplies of pens//flipchart paper//post it notes etc.
Dec 2018 (throughout )	Articles	Officers/students to write articles about food and body size to stop feeling guilty prep for Christmas//post-Christmas	Students//SU	N/A
January	Vlogs//Instagram selfies for the website	Social Media component through Vlogs and Selfies (post photo of yourself with the 3 step campaign business card “Snap, post and pass in on”).	Officers/Su staff/ARU girls society//societies/student services/ARU blogs students	N/A
End of February 2019	Fashion Show event	(proposed date: Thursday night 28 <sup>th</sup> Feb) Host a fashion show event in the academy to highlight body shapes and sizes to promote confidence//positivity	Me/Laura/Cambridge school of art students/LGBT+ society	£100
March 2019	The guide finished and to be online	Body confidence//Positivity guide full of information//resources	Me/Laura	N/A

**TOTAL COST: £**

### Research

Is this issue found across many universities? Show evidence.

<https://www.thebodypositive.org/research>

Has this issue been solved successfully by any other SUs or universities? Show evidence. Look for creative problem-solving, institutional similarities (comparators), and data.

<http://www.studentminds.org.uk/loveyourbody.html>

<https://www.su.nottingham.ac.uk/societies/society/womensnetwork/bodyconfidenceweek/>

Is there any other research that you have come across that supports solving this issue?

<https://www.anglia.ac.uk/news/natural-environments-promote-positive-body-image>

<https://www.youtube.com/watch?v=yUTJQIB1oA>

[https://l.facebook.com/l.php?u=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DF8vnaRiF-U&h=AT2ggHANl3APDOmULUpkRiVuRau3Aa4mUMV7rGB6qytQqNhFDHNz9e-QlLfuzRUrYamcGZ7p-Z2tulsm3a2QySMILY-GzjEHYz5TKxfrISF55zBLdRcDJXEljBSLklecL1tBqyA9R487w8Le\\_sSxVNS](https://l.facebook.com/l.php?u=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DF8vnaRiF-U&h=AT2ggHANl3APDOmULUpkRiVuRau3Aa4mUMV7rGB6qytQqNhFDHNz9e-QlLfuzRUrYamcGZ7p-Z2tulsm3a2QySMILY-GzjEHYz5TKxfrISF55zBLdRcDJXEljBSLklecL1tBqyA9R487w8Le_sSxVNS)

<https://www.berealcampaign.co.uk/>

<https://www.berealcampaign.co.uk/>

<https://www.berealcampaign.co.uk/>

<https://www.thebodypositive.org/>



# Project Plan

## CAMPAIGN PROJECT PLAN

Project Title	Start Date	End Date
Managing stress	September 2018	May 2019

Lead Officer/Rep	Amanda Campbell White	Officer Support	Officers
Staff Support	Rose, Dan, Bee, Rhys	Exec Support	TBC

The problem	Evidence	Vision
<p><i>What's the issue? Why are you doing this campaign?</i></p> <p>Students are stressed because of the student lifestyle, this has an impact on students' studies, mental health and university experience.</p>	<p><i>How do you know it's a problem?</i></p> <ul style="list-style-type: none"> <li>- Let's be honest: 70.1% ARU students reported feeling stressed.</li> <li>- 53% of students reported that their stress levels increased since starting university (Student Living Report, 2002)</li> <li>- could do my own research (survey, one question survey, focus group)</li> <li>- ask advice team how many cases in relation to stress they have</li> <li>- housing research</li> <li>- exam and deadline stress</li> </ul>	<p><i>What do you want the outcome of this campaign to be?</i></p> <p>For all students to be stress free at ARU.</p>

Aim	Objectives
<p><i>What is the purpose and broad activity of the campaign?</i></p> <p>For students to have less stressors through coping mechanisms we can provide</p>	<p><i>What are the specific objectives of this campaign? What will it achieve?</i></p> <p>Students will be able to Identify stress in their life</p> <p>Students will utilise the tools we provide to cope with stress (de-stress fest, advice team)</p> <p>Students will feel less stressed</p> <p>Students mental health will be improved due to the de-stress fest</p>
	Students will feel a part of the ARU community

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Key Stakeholders	How to get them on board
<i>Who will play a big part in your campaign?</i>	<i>How are you going to win them over/get them involved?</i>
Students	GOAT, social media promo
Tom//Liz from the SU	Discuss breakfast scheme
ALSS faculty	Meetings with them to discuss and promote the whole project
Wellbeing service at the university	Discuss events and see if they would like to be involved in any of them
Heads of department	Explain idea and to see if they mind me dropping into lectures first thing
Module/Course leaders	Explain idea and to see if they mind me dropping into their lectures (will only go to those that are happy for me to)

### Project Team and responsibilities

*Who is going to help you and what are their responsibilities?*

Rose  
Officers  
Exec committee

Consultation/Approval	Date	
Campaigns Coordinator		✓
Executive Committee		✓
Students		✓

Deliverables	Departments Involved in Delivery	Monitor, Measure and Evaluate (KPIs)
<i>What will the outputs of the project be (an event, a facebook group)</i> <ul style="list-style-type: none"> <li>- Managing stress workshops (trials)</li> <li>- breakfast scheme provided for students in their 9am lectures with water and snacks (fruit or energy bars from the shop etc) to help with energy and</li> </ul>	<i>Are there any specific Students' Union departments/teams that you would like to be involved?</i> <ul style="list-style-type: none"> <li>- Comms</li> <li>- Campaigns</li> <li>- Commercial</li> <li>- ALSS faculty</li> </ul>	<i>How will you measure the success of the project? How will we know if it has achieved its objectives?</i> <ul style="list-style-type: none"> <li>See how the workshop trials go, how many attend</li> <li>To do the workshops on the day of a de-stress event to further promote the event.</li> <li>Gather student feedback from students before and after workshops. ie: how did they</li> </ul>

concentration levels, especially around exams season - making stress relief kits - Linked to de-stress fest		feel before the workshop to how they felt after
		To do at least 6 breakfast lecture visits
		Response from HODs and lecturers on the breakfast scheme
		Feedback on what students thought of the breakfast scheme

### Detailed Timeline & budget

Dates activity	Activity	Action	Who's doing it	Cost
<i>When?</i>	<i>What?</i>	<i>List what needs to happen for your activity to take place</i>	<i>Who is responsible?</i>	<i>How much money will this cost?</i>
September 2018	Mini student research/feedback into stress at uni	For me to gather student research through survey or Facebook poll on whether they would benefit from managing stress workshops in prep for deadlines//exams	Me	N/A
September	Activities team//Commercial	Discuss the breakfast scheme idea and order fruit bars etc for the scheme etc	Me/Activities/commercial	N/A
September	Comms meeting about breakfast scheme	Explain idea//design brief for website//info screens ready for end of September	Me/Comms	N/A
October	Meeting with su Rep team etc	Discuss the concept of managing stress workshops and who should deliver this to who.	Me//SU Rep team	N/A
October 2018	Talk to Comms	Design briefs and advertising managing stress workshops for November-December	Me/comms	N/A
Beginning of October 2018 - December 2019	Breakfast scheme	Breakfast scheme (semester 1) provided once a week (Monday) for students in their 9am-11am lectures with snacks (fruit packs or energy bars from SU shop).	Officers/Exec team	£50

Mid-November 2018	Managing stress workshops in prep for deadlines and January exams	To run workshops on identify stresses in students life and how to cope with them (similar to that of skills summit) Start off as an opportunity to give to societies... if popular roll put to wider student body	Officers and SU team (rep coordinators// Dan/Bee)	N/A/free
December	Meeting with comms	Design briefs for info screens on stress relief kits ready for February		
January 2019	Stress relief packs and supplies	To order the stress relief kits//things for them		£200
January 2019	Comms meeting	Design briefs etc for comms ready for March-April managing stress workshops and for de-stress fest!	Me/Comms	N/A
February	Prep for the kits	Make all the stress relief kits to hand out. Stress relief kits for students (included inside the kit: packet of tissues, tea bag, starburst sweets and stress balls, let's be honest wristbands)		N/A
March-April 2019	Managing stress workshops in prep for disso hand in//exam session	To run workshops on identify stresses in students life and how to cope with them (similar to that of skills summit)	Officers and SU team (rep coordinators// Dan/Bee)	Free event to attend?
March-April 2019	De-stress fest	Various events to support students in managing stress	Officers	£800
May 2019	Student feedback from events//workshops through the year	Produce feedback report or something similar of how the events/workshops were for students etc	Me/officers	N/A


**TOTAL COST: £**

## Research

Is this issue found across many universities? Show evidence.

<https://www.nus.org.uk/en/news/silently-stressed-report-reveals-soaring-mental-ill-health-rates/>

<https://yougov.co.uk/news/2016/08/09/quarter-britains-students-are-afflicted-mental-hea/>

<https://www.timeshighereducation.com/student/news/finance-one-main-causes-student-stress#survey-answer>

Has this issue been solved successfully by any other SUs or universities? Show evidence. Look for creative problem-solving, institutional similarities (comparators), and data.

Student minds guide for students starting or at university (Mental health section):

[http://www.studentminds.org.uk/uploads/3/7/8/4/3784584/180531\\_transitions\\_interactive.pdf](http://www.studentminds.org.uk/uploads/3/7/8/4/3784584/180531_transitions_interactive.pdf)

Is there any other research that you have come across that supports solving this issue?

TED talk: <https://www.youtube.com/watch?v=RcGyVTAoXEU>

<https://www.mind.org.uk/information-support/types-of-mental-health-problems/stress/#.Wzn0uUxFw2y>

<https://www.theguardian.com/education/mortarboard/2013/nov/06/students-ten-ways-to-beat-stress>

<https://adaa.org/taking-action/ways-give/stress-relief-kit>

<https://truestressmanagement.com/stress-relief-kit/>

<http://www.greengiftmonster.com/p/5498767/pack-of-5-message-seeds.html>

[https://www.amazon.co.uk/gp/product/B01JGKRA7U/ref=s9\\_acsd\\_top\\_hd\\_bw\\_b1vkyLH\\_c\\_x\\_w?pf\\_rd\\_m=A3P5ROKL5A1OLE&pf\\_rd\\_s=merchandised-search-3&pf\\_rd\\_r=5VE4WWREQPVWGRKPDJR0&pf\\_rd\\_t=101&pf\\_rd\\_p=17495ded-b284-59f8-98b6-f707ed7cc911&pf\\_rd\\_i=1769579031&th=1](https://www.amazon.co.uk/gp/product/B01JGKRA7U/ref=s9_acsd_top_hd_bw_b1vkyLH_c_x_w?pf_rd_m=A3P5ROKL5A1OLE&pf_rd_s=merchandised-search-3&pf_rd_r=5VE4WWREQPVWGRKPDJR0&pf_rd_t=101&pf_rd_p=17495ded-b284-59f8-98b6-f707ed7cc911&pf_rd_i=1769579031&th=1)

## Campaigns Budget Form

*Please submit alongside project plan or update*

Name:	A + M	Role:	Officers
Dates:	09/10/2018		
Which campaign is this for?:	Best Night In	Date of Executive Committee:	29/08/2018

What are you delivering:	Estimated Cost	What and Why You Need This:	Amount Approved	Amount Spent	Items Purchased	Date Spent
<i>October best night in event</i>	£50.00	supplies for activities/food/soft drink so students can have a good time				
<i>December Best Night In Event</i>	£50.00	supplies for activities/food/soft drink				
<i>February best night In event</i>	£50.00	activities/food/soft drink				
<i>April Best Night In event</i>	£50.00	activities/food/soft drink				
<i>Toast Tuesdays</i>	£80.00	Toast and toppings for the whole year				
<i>Flyers - double sided to correlate with Best Night Out</i>	£80.00	Promotion				
	<b>£360.00</b>		<b>£0.00</b>	<b>£0.00</b>		
<b>Total Requested</b>			<b>Variation between Amount Approved</b>	£0.00		

## Campaigns Budget Form

*Please submit alongside project plan or update*

Name:	A + M	Role:	Officers
Dates:	02/10/2018	Date of Executive Committee:	29/08/2018
Which campaign is this for?:	Best Night Out		

What are you delivering:	Estimated Cost	What and Why You Need This:	Amount Approved	Amount Spent	Items Purchased	Date Spent
<i>October Best Night Out event</i>	£20	items for the goodie bags to provide students with something fun and that they will want				
<i>December Best Night Out event</i>	£20.00	items for the goodie bags				
<i>February Best Night Out event</i>	£20.00	items for the goodie bags				
<i>April Best Night Out event</i>	£20.00	items for the goodie bags				
<i>Small bags for goodies giveaway X 120 bags</i>	£20.00	To put our condoms and resources into for every event				
<i>Inflatables</i>	£40.00	To create a fun atmosphere and to spark conversation, will entise people into the event. We can also reuse for future events				
<i>Stickers (300 for 50mm X 50mm) from: <a href="https://www.stickermule.com/uk/cart">https://www.stickermule.com/uk/cart</a></i>	£90.00	To put on the goodie bags and give out to students when we GOAT. Will spark conversation when people see the stickers around campus.				
<b>Total Requested</b>	<b>£230.00</b>		<b>£0.00</b>	<b>£0.00</b>		
			<b>Variation between Amount Approved</b>	<b>£0.00</b>		

## Campaigns Budget Form

*Please submit alongside project plan or update*

Name:

Amanda

Role:

Vice President (Arts, Law &amp; Social Sciences)

Dates:

16/08/2018

Which campaign is this for?:

Body Positivity

Date of Executive Committee:

29/08/2018

What are you delivering?	Estimated Cost	What you need and why you need it:	Amount Approved	Amount Spent	Items Purchased	Date Purchased
<i>calendars</i>	£230.00	for our photoshoot (we produce) to be made into a calendar to then sell and raise money for charity (Coppa feel//Breast cancer etc)				
<i>cut outs</i>	£100.00	cupboard cut outs for the cut out activity in the su space				
<i>fashion show event</i>	£100.00	fashion design materials and supplies for students to use for the event				
<b>Total Requested</b>	<b>£430.00</b>		<b>£0.00</b>	<b>£0.00</b>		

Variation between Amount

Approved and Amount Spent:

£0.00



## Campaigns Budget Form

*Please submit alongside project plan or update*

Name: Amanda  
 Dates: 17/08/2018  
 Which campaign is this for?: Managing stress campaign  
 Role: Vice President (Arts, Law & Social Sciences)  
 Date of Executive Committee: 29/08/2017

What are you delivering?	Estimated Cost	What you need and why you need it:	Amount Approved	Amount Spent	Items Purchased	Date Purchased
Breakfast scheme	£50.00	To provide students with fruit packs in ther 9am lectures to encourgae healthy eating/improve concentration				
De-stress fest	£800.00	To buy supplies to run de-stress events				
Stress relief kits	£200.00	To buy the kits and supplies to distribute to students which will have things in them to help relieve stress				
<b>Total Requested</b>	<b>£1,050.00</b>		<b>£0.00</b>	<b>£0.00</b>		

Variation between Amount  
 Approved and Amount Spent: £0.00

## EXECUTIVE COMMITTEE UPDATE

**OLUWADAMILARE OJEWANDE - VICE PRESIDENT (ARU LONDON)**

My campaigns, policy and other work

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**My campaigns**

Cultural Week	In progress
<i>Actions updated: [ 17-08-2018]</i> <i>Have being working with the SU staff to finalise my Cultural Week project plans</i>	

Lecture Capture	In progress
<i>Actions updated: [17-08-2018]</i> <i>Have being working heard to make sure that all my wok are up to date.</i>	

Access to Electronic Devices	In progress
<i>Actions updated: [17-08-2018]</i> <i>I am working tirelessly with the SU staffs to make the best out of our time at work.</i>	

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### Other relevant updates

*Actions updated: [17-08-2018]*

*I have being busy working on my project plan and have also being to lead and change conference to acquire more knowledge and to widding my experience on our to run an executive office effectively.*

*Have also being doing a lots of research and creating survey on the demand of our student.*

*Have being working closely with with the union staffs on our campus to bring a lasting solutions to observations raised on the campus.*

## EXECUTIVE COMMITTEE UPDATE

**CAMPAIGN REPS**Campaigns, projects and other work

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Blessing Raimi / BME Rep, Cambridge
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*Update:*

*(perhaps introducing the feedback forms at the BME student meet up?)*

*Collating feedback from the BME student feedback forms and creating some events during the year + more to coincide with university-wide events e.g Student Volunteering Week/Global Week.*

*Working with BME/international societies to do different Cultural GIAG events?*

*Also working with BME societies to promote Black History Month events for October? Highlighting events societies are doing during this month such as African Society and ACS, encouraging collaborate and perhaps having a few guest speakers if possible? Etc*

*Creating a hub for BME societies to raise more awareness of their major events?*

*Potential BME students poster campaign? Showing how diverse the minority is?*

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## EXECUTIVE COMMITTEE UPDATE

**FACULTY REPS**Campaigns, projects and other work

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Ben Morris - FMS Faculty Rep

*Hi Team! Since our last meeting/training day I attended FPT meeting alongside Fraser (VP) and Tiegan (FHSCE/FHEMS CAM) where we met the new faculty team; discussed promoting finance surgeries for students to know what grants/funds/loans they can access. I brought up my new campaign re: paramedic access to the NHS Learning Support Fund. Ruth Taylor (Faculty Dean) was very receptive and would raise at the Council of Deans of Health.*

*We also discussed their on-going plans for ePortfolios, it was mentioned these ePortfolios will be rolled out to all placement students. I raised concerns over the practicality and security of these devices across acute trusts (including ambulances). Since this meeting, 1<sup>st</sup> year nursing students were informed of the 'enforced' nature of this and many students were very upset regarding these changes and the lack of communication. Fraser has been communicating with the Faculty and specific departments/people and has been able to arrange a meeting with Louise Jenkins (29/8) to discuss this further. Tiegan is currently gathering feedback to take to this meeting.*

*Since last year, I have been working alongside Nicky Milner on an interdisciplinary teaching and learning project. Fraser has taken over from Eliza, and is also involved. We are looking at recruiting students for a focus group in October/November. We are aiming to be able to allow students from across FMS/FHCSE to work together around a patient case, each bringing in specific skills from their course.*

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