

**Students' Union Executive Committee 29/10/2021
Vice President for Healthcare Practice Students**

Background

To increase the relevance and diversity of the Elected Officers within the Students' Union the working group for this project is looking to introduce a new Vice President for Healthcare Practice Students, in order to fill a candidacy and relevancy gap identified during the creation of the new Students' Union strategic plan.

Recommendation

The working group for this project recommends that the Executive Committee approves the changes to the Bye-Laws set out in the paper presented to the Board below.

Demi Smith

Senior Representation Coordinator and HEMS Representation Coordinator

10/08/2021

Students' Union Executive Committee - 29-10-2021

Vice President for Healthcare Practice Students

Background

When developing the new ARU Students' Union strategic plan, a need to increase the relevance and diversity of Elected Officers and better support the student body was identified in the HEMS Faculty. Although students from practice-based courses (e.g., Nursing, Midwifery, Medicine, Social Work, etc.) are well represented in part time roles, they are extremely poorly represented in candidacy for full time posts. For example, we have had only 1 candidate in the past 5 years who is an NHS placement student and candidate for full time post. This project is investigating the feasibility of the introduction of a part-time paid officer role specifically for healthcare practice/placement students. Such a role will help reduce the candidacy gap and allow us to work with the elected officer to deliver relevant campaigns and representation that will increase the executive committee's ability to engage with their constituents through the development of appropriate officer roles.

As the largest provider of higher education in nursing in England, this role will be a chance to raise the profile of ARU and ARU Students' Union as an HE provider that strives to provide the best student experience and representation possible for the student body. In our research for the introduction of this role we discovered that St Georges' University London (the oldest medical school in the UK) has no NHS, Medical or placement officers and Manchester University Medical School (the largest medical school in the UK and largest graduate provider to the NHS in NE) also has no medical or NHS officer. The introduction of this role is a chance for ARU and ARU Students' Union to provide something that no other HE institutions are providing, giving the University a unique selling point to potential students and other stakeholders.

The project team have carried out robust student consultation in the form of focus groups with HEMS students to determine student's needs with regards to officer-led representation. Students commented that they would welcome 'an advocate who has their specific knowledge and understanding' and would find the role interesting as their chosen 'professions are highly competitive and in high demand – the leadership and authority this role would give would be great experience.' Overall students were highly positive about the introduction of this role, and several expressed an interest in applying for the role if it is implemented.

In addition, the role has been discussed with faculty members in HEMS, including the Dean, Deputy Deans, and Heads of School, who are happy with how the role is looking so far. They are happy to support the Students' Union in the implementation of the role, as well as being happy to support the potential future officer when they are elected.

Finally, the funding implications of creating this part-time paid role have also been explored, with the totals coming to £8640.61 per annum including all tax and pensions costs for a 2-day per week contract (14 hour), or £13456.24 per annum for a 3-day per week (21 hour) contract. The Students' Union has discussed this funding with the HEMS Faculty, and they will be taking a paper to the HEMS Faculty Executive Team (FET) in September to clarify whether they will be able to approve funding for the role. If approved, this funding would be on a one-year pilot scheme basis with a view to including the funding in the Students' Union block grant in the future, if the pilot year produces the results we are aiming for. If the funding from HEMS is not approved at FET then this project will be unable to go ahead.

The Executive Committee will, alongside the Students' Union Board of Trustees, need to approve any changes to the bye-laws and Articles of Association to implement this new role; these changes are outlined in the Recommendations below. The Students' Union Executive Committee will also need to approve these once their regular meetings begin in the coming academic year.

Recommendation

The working group behind this project recommends that the Students' Union Executive Committee approve the changes to the Bye-Laws as detailed in the attached tracked changes documents.

Articles of Association

We are proposing no changes to the Articles of Association whilst this project is still in the pilot phase. If successful, the Board of Trustees and Executive Committee may wish to consider in the future if the Vice President (Healthcare Practice) should become a member of the Board.

Project Information

The proposed measures for success of this project are:

- The HEMS Faculty will be looking at NSS results around student voice, the Students' Union, and organisation and management in order to check that satisfaction rates in relevant courses are commensurate with the university average, if not better, after the pilot year of having the VP Healthcare Practice in post.
- Within the Students' Union our initial measure for success will be interest in the role during the election, both in the form of students applying for the role and students voting for the role.
- Ongoing measures for success within the Students' Union will be the VP Healthcare Practice completing the requirements of their job description during their year in office.

Timelines for this project are presented below:

- 08/09/2021 - A version of this paper will be presented to the HEMS Faculty Executive Team (FET) for approval of the funding.
- 09/09/2021 - This paper is presented to the Students' Union Board of Trustees for approval of the changes to the bye-laws.
- September/October 2021 - The Healthcare Practice Officer proposal will be presented to the SU Executive Committee for their approval over changes to the bye-laws.
- January 2022 – Proposal accepted and changes to the bye-laws completed by Deputy Returning Officer.
- March 2022 – The Vice President for Healthcare Practice will be a position available in the election, and a student will be elected to post.
- Summer 2022 – Analysis of the pilot year of the role, with appropriate success measures completed.

Demi Smith

Senior Representation Coordinator and HEMS Representation Coordinator

10/08/2021

Appendix 1

Bye-Law 6

EXECUTIVE COMMITTEE AND 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 President and Vice Presidents, ~~Full Time Officers~~ (President; Vice President (Arts, Humanities and Social Sciences); Vice President (Business and Law); Vice President (Health, Education, Medicine and Social Care Sciences); Vice President (Science and Engineering); Vice President (Healthcare Practice)).
 - 2.1.2 The Faculty Reps (Arts, Humanities and Social Science Faculty Rep (Cambridge); 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); Mental Health 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 the President and Vice Presidents ~~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 the President and Vice Presidents ~~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.

Appendix 2

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
 - 1.1 There shall be a Deputy Returning Officer who shall be the Chief Executive or nominee.
 - 1.2 The Deputy Returning Officer shall be responsible for the following:
 - 1.2.1 assisting the Returning Officer in the execution of his/her duties; and
 - 1.2.2 acting in the absence of the Returning Officer.
3. Timing of elections
 - 1.1 The election of the Full-Time Officers, Campaign Reps and Faculty Reps shall take place in the second semester prior to the Easter holiday.
 - 1.2 There will be an annual election of NUS National Conference Delegates held in accordance with the rules and regulations set out by NUS.
 - 1.3 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
 - 1.1 Any Student Member of the Union, as defined in Article 9 of the Articles of Association is eligible to stand for election.
 - 1.2 For elections to Campaign and Faculty Rep positions, all members normally studying at that campus are eligible to stand.
 - 1.3 Candidates wishing to stand are required to complete a nomination form.
 - 1.4 Candidates may not stand for more than one elected position, with the exception of standing additionally for National Conference Delegate.

- 1.5 Candidates wishing to stand for or vote for the position of Vice President (Healthcare Practice) must be current students of a select list of courses agreed upon by the Deputy Returning Officer, the Dean of FHEMS, and Deputy Deans of FHEMS.
5. Manifestos
- 1.1 Candidates for any/all positions must produce a manifesto.
- 1.2 The manifesto shall be a minimum of 10 words submitted online and a photograph must be provided.
- 1.3 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.
- 1.4 Manifestos will be printed unabridged, with any spelling or grammatical mistakes left uncorrected by the Students' Union.
- 1.5 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.
- 1.6 The Returning Officer, or their Deputy, shall be responsible for the oversight and fair running of any formal hustings/candidate question times.
- 1.7 Candidates will receive copies of the elections regulations to which they must adhere before balloting starts.
6. Balloting
- 1.1 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
- 1.2 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.
- 1.3 Any member of the Union who defines into the student group which a campaign rep represents will be eligible to vote in that election.
- 1.4 Voting for Campaign and Faculty Rep posts will be restricted to members normally studying at that campus.
- 1.5 Ballots shall bear the name of each candidate and the position being contested and a re-open nominations option.
- 1.6 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.
- 1.7 The returning officer will be responsibility for the oversight and running of any formal or informal hustings
7. Expenses

- 1.1 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.
 - 1.2 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
- 1.1 The Union may produce a manifesto document on behalf of all candidates, at no cost to the candidates.
 - 1.2 Candidates may use any election material they wish, as long as it conforms to the election regulations.
 - 1.3 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
- 1.1 A Bye Election may be called by the Returning Officer following if at any time there is a vacancy for a ~~Full Time Officer~~ President or Vice President, 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.
 - 1.2 Bye Elections shall be overseen by the Returning Officer, or their delegate, in the same way as a normal election.
10. The Count
- 1.1 The count shall be conducted by the Returning Officer, or nominee.
 - 1.2 Each candidate shall have the right to send a representative to attend the count.
 - 1.3 The count shall take place in a closed area.
 - 1.4 The count shall begin as soon as is practical after the close of balloting.
 - 1.5 The Returning Officer, or nominee, will witness the online votes being counted.
- 2 Declaration of Results
- 11.1 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.
12. Disputes
- 1.1 Any complaints must be received by the Returning Officer, or their nominee, before the count starts.
 - 1.2 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.
 - 1.3 Any complaint regarding the count must be received within five University working days of the count being published.

- 1.4 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.
 - 1.5 The Returning Officer and Deputy Returning Officer will make a decision based on the investigation and evidence provided to them.
 - 1.6 At the end of the elections period the Returning Officer will compile a report of the conduct of the elections.
 - 1.7 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.
13. Conduct
- 1.1 All members of the Union shall act in the interests of a fair election.
 - 1.2 All candidates and their campaigners shall act in accordance with the Election Regulations including any additional rules imposed by the Returning Officer.
 - 1.3 Candidates are responsible for their campaign and the conduct of their campaigners.
 - 1.4 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.
 - 1.5 All candidates and their supporters shall abide by the Equal Opportunities policy at all times during the election.
 - 1.6 All Union staff and Union members are bound by the Staff/Student Protocol in relation to elections.

Appendix 3

Bye-Law 3**OFFICERS AND REPS**

Purpose: The purpose of this Bye Law is to outline the responsibilities of the representative roles 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 ~~six Officers elected~~ 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).
 - 1.1.6 Vice President (Healthcare Practice)
 - 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 President and Vice -shall~~ Presidents shall be remunerated on a monthly basis by BACS in accordance with their terms and conditions of employment.
 - 1.4 There shall be fourteen 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 Mental Health Rep (Cambridge) and (Chelmsford)
 - 1.4.6 Trans Students’ Rep (Cambridge) and (Chelmsford); and
 - 1.4.7 Womens’ Rep (Cambridge) and (Chelmsford).
 - 1.5 There shall be ten part-time Faculty Reps elected in accordance with the Elections Bye Law:
 - 1.5.1 Arts, Humanities and Social Sciences Faculty Rep (Cambridge);
 - 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 annual election of NUS National Conference Delegates held in accordance with the rules and regulations set out by NUS.
2. Terms of office
- 2.1 The term of office of the ~~President and Vice Presidents~~ ~~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 ~~The President and Vice Presidents~~ ~~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 are 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~~ an area of academic interest;
 - 3.4.2 chair 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~~ their respective area of academic interest;
 - 3.4.4 lead and support all elected representatives and volunteers within ~~the faculty or faculties~~ their area of academic interest 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 Reps 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.