



University of Lincoln Students' Union
Student Council Minutes

8th November 2013 at 12 noon in the Cargill Lecture Theatre

Chair
Societies Officer
Sports Officer
College of Arts Officer
College of Social Sciences Officer
Officer for Students

Josh Leafe
Connor Burton
Amy Womersley
Linford Butler
Charlotte Greenley
Imogen Napper

School Reps

Architecture
Art & Design
Business
Computing
Life Science
Media
Performance
Psychology
Sport

Daniel Orford
Mark Sowden
Kate Withers
Brett J Knights
Daniel Addai
Wade Baverstock
Tom Briggs
James Ferrier
Katie Allen

Societies Council

Societies Council Rep
Societies Council Rep

Alexandra-Carmen Mbu
Matthew Smeeth

Sports Council

Sports Council Rep

Chris Green

In Attendance – Non Voting

Laura Buttrick
Alexandra Westwood
Martin Harrison
Scott Raven
James Hayward
Megan Tuckwood
Jammil Ahmed
Louis Harman
Laetitia Gibbs- Martin
Itiafa Akerejola
Sam Gilbert
Olivia Hill
Daniel Richardson
Natasha Chapman
Calum Watt
Matthew Fido
Aimee Parks
Charlie Davidson
Jennifer Rigby
Abisoye Osundairo
Jack Maddock

Sam Strickson
Reece Horsley
James Loveday
Tom Larken
Gregor Smith
Jessica Ball
Rhys Clarihew
Joan Mwall
Vice-President Academic Affairs
Vice-President Activities
Vice-President Welfare & Community
Chief Executive Officer
Student Voice & Rep Manager
Membership Services Manager/
Deputy Chief Executive
Communications Worker
Administrative Support Worker
Casework and Policy intern

Ian Antwi
Joe Burt
Brian Alcorn
James Brooks
Aidan Mersh
Ian Johnston

Scott McGinn
Hannah Coleman
Lindsay Westgarth

1. Apologies for Absence

Noted:

- Apologies were received from Spencer Nash, Nyasha Takawira, Jade Casey and President Dan Sam.

2. Minutes from Previous Meeting

Noted:

- Apologies were received but not noted in the minutes from Spencer Nash and Elizabeth Jones for Student Council 11.10.2013.
- A speech was made against the Motion to deal with Anti-Social Behaviour in the local community Agenda item 7. pg 6.
- Minutes of the previous meeting were approved with the amendments made.

Chair of Student Council

Formatting of Council Papers

Agreed:

- All documents shall be identified in increment numerically and alphabetically as appropriate.
- All documents shall have the appropriate Students' Union headings.
- All Council papers shall be binded into a single PDF where appropriate. Compatible word document for individual documents.
- File names will follow consistent layout with identifiers.
- All documentation shall be publically available via the SU website, with emails pointing to the content.

Timescales of Council Papers

Agreed:

- Executive reports to be submitted to the Chair at least 5 working days prior to council.
- Sports and Societies Officer reports to be submitted to the Chair by the Monday after Sports and Societies Councils.
- Upon approval by the Chair, Council papers shall be uploaded to the website.
- Council members will be notified when Council papers are available via email on the Monday prior to Council.

3. Matters Arising

Representation

Noted:

- VP Academic Affairs Ian Antwi apologised to members for not receiving the report on vacant Rep positions prior to Council.
- School of Social and Political Science has the most unfilled Rep positions.
- Rep positions are unfilled for joint courses due to the dual nature of having a Rep for each individual course. VP Academic Affairs Ian Antwi is endeavouring to populate these positions.
- The Union are currently working with heads of schools to populate unfilled positions.
- School of media is reportedly to have elected another Rep.

Agreed:

- Circulate an update on vacant Rep positions in writing within the next 2 weeks.

International student Feedback Groups

Agreed:

- To report back to Members of Council who attended the feedback groups at the next scheduled Student Council within the Executive Report. (Carried forward due to President Dan Sam's absence)

Activities

Noted:

- Netball were runners up to the Cricket Club.
- Memberships statistics detailed in VP Activities Executive Report.
- Currently there are 3138 unique members.
- A quarter of the University population are engaging in Activities.
- Reports of Societies and Sports Council Chairs were circulated prior to Council.

Motion to deal with Anti-Social Behaviour in the local community

Noted:

- Positive feedback has been received from residents regarding the motion.
- The motion has been tweeted by the Union and is available on the Union's website.

OXJAM

Noted:

- It was confirmed that wristbands and tickets were sold for the events on the Union's Reception.
- The events have occurred.

Tennis Courts on Campus

Agreed:

- To contact a representative of Tennis as no representative attended council for the second consecutive time for Agenda Item 9.

Young Potential

Noted:

- VP Activities Joe Burt has tried to contact Young Potential to arrange a meeting to discuss potential fundraising events with no avail.
- The Union are currently setting up a fundraising event in partnership with the Anthony Nolan Trust.

Agreed:

- Update Council of any further developments in fundraising events.

Sabbatical Officer Time Analysis Charts

Noted:

- Received by members prior to Council.

Agreed:

- The Sabbatical Officer Time Analysis table documented will be an on-going document, being changed on a weekly basis and uploaded onto the Unions website each week.
- September Time Analysis Charts to be collated and added to the timetable to be uploaded onto the Unions website.
- Will be featured within the individual Executive Reports for the remaining Councils.

Report of Sports Council Chair

Noted:

- Chair of Student Council Josh Leafe apologised to Council for receiving an email version within the circulated Council papers of the October Report by the Sports Council Chair.
- It was reported that the email version circulated should not have been sent out in the format it was.
- Members received an updated version of the report prior to Council.
- It will be detailed in the Byelaws when Council papers should be received and circulated by Chair to Student Council.

Discussed:

- Members appreciated that a reformatted version of the October report was circulated but felt that the email detailing the original October report of Sports Council Chair was unproofed and not acceptable.
- It was asked if Council could demonstrate their disapproval of the original email of the report which was circulated by the disapproval being noted in the minutes.
- It was proposed that non-voting members should be able to show their disapproval so the disapproval would not be through the voting system.
- It was suggested that non-voting members would not have received the original report.
- A show of hands to acknowledge the disapproval of the report was recommended as it is not precedent within the Byelaws.
- The original October report of Sports Council Chair was read out to all attendees.
- The original report was emailed to VP Activities Joe Burt then was circulated with the Council papers.
- No Motion of Caution or action was proposed.

Disapproval of the October 2013 Report of Sports Council Chair : 25 raised hands.

4. Elect a Deputy Chair of Student Council

Election of Vice Chairs

Discussed:

- It was reported that the election should be done through a secret ballot as detailed in Byelaw 3, 9.1 although it was accepted that this was not precedent.

- The election of Vice Chairs in Societies Council was noted to have not been carried out by secret ballot.
- For over ten years, the election of Vice Chairs of Sports and Societies Councils have not been done by secret ballot.
- It was noted that the Union are currently reviewing the Byelaws.
- Byelaw 3, 9.1 was read out as members were unsure of the wording used.
- Members were unsure why a secret ballot vote had not been previously used.
- It was proposed that the elections of Vice Chairs of Sports and Societies Councils should not be rejected again as there had been no objection made of the elections being unfair.
- It was suggested that a strong recommendation could be made by Council to detail that Byelaws should be adhered to at all times.
- It was reported that the election for Vice Chairs of Societies Council was not informative enough with members and candidate's not knowing what the role entailed.
- It was noted that candidates for the Vice Chairs of Sports and Societies Councils were aware of the role but there was a potential that voters were not so did not know what they were voting for.
- The voting system of Vice Chairs was reported to be out of date and rejecting the elected Vice Chairs would be an inefficient use of time.

Agreed:

- It was noted that each position should be made clear to voters prior to voting commencing.
- An information sheet which specifies the roles and responsibilities of each of the positions which can be elected for to be produced for nominations and voting periods.

Motion

Communicate a notation to Sports and Societies Councils of the voting procedural error for their discretion to determine if the elections of Vice Chairs should be rerun.

Approved: 17 Against: 1 Abstained: 1

Voting procedure of Vice Chairs

Discussed:

- It was suggested that the Single Transferable Vote (STV) system be used as it is used for other Elections in the Union. Results would not be available until the next day.
- The Vice Chairs elected for Sports and Societies Councils were not the same as prior to the re-run of the elections.
- The voting procedure that currently occurs to elect Vice Chairs can make it difficult to reject a candidate due to peer pressure.
- A Motion of disapproval of the current voting of Vice Chairs could be made.
- It was noted that at the previous Student Council 11.10.13 no member discussed the Byelaws when proposing to reject the elected Vice Chairs of Sports and Societies Councils.
- It became evident during the elections of the Deputy Chair of Student Council that the Byelaws were not being followed at Student Council 8.11.13
- Members have the right to spoil their vote to not participate in the voting.
- It was proposed that it be noted to Sports and Societies Councils of the procedural error of the voting and for their members to determine whether to rerun the election of their Vice Chairs.
- STV system is when voters select candidates based on their preference. Voters can assign preference to as many candidates including the option to reopen nominations (RON). A quota is determined which candidate must reach to be elected. Results are generated via a computer script.
- STV system was used during the Rep elections.
- 'First past the post' voting system could be used however current conformity of voting is based around STV.
- It was proposed that a vote should take place to enforce the current Byelaws.

Motion

To change the current voting system.

Approved: 16 Against: 2 Abstained: 1

Agreed:

- The results of the Vice Chairs elected to be circulated to members by no longer than three working days.

- Byelaws to be amended to stipulate STV system is used.

Election of Deputy Chair of Student Council

Noted:

- Byelaw 3, 9.1 was read out to members.
- It is a requirement that Student Council has a Deputy Chair.
- To be eligible, students must be a member of Student Council.
- College of Arts Officer Linford Butler was nominated but did not wish to stand.
- The vote to be carried out by STV and Secret Ballot.
- Societies Council Rep Alexandra-Carmen Mbu (Lexi) nominated herself. If the Vice Chairs for Societies Council are rerun then she may not be eligible for the position.
- Second year advertising student Lexi noted that no other member nominated themselves, she reported that she has good experience, is neutral, likes hearing different opinions and is involved in different societies.
- A vote was carried out by members being handed a date stamped piece of paper and told to write Lexi and RON. Members were explained that they could put a cross on the paper to stipulate a spoil vote. First preference to be detailed as "1".
- Membership Services Manager/Deputy Chef Executive Ian Johnston oversaw the counting of the votes as an impartial witness.

Agreed:

- Results of vote to be circulated to members once calculated.

5. Sabbatical Key Points

President

Noted:

- Questions regarding the President's report to be sent to the Council email address.
- The Chair of Student Council Josh Leafe accepted the report as read and delivered the report in the absence of President Dan Sam.

Mentors in Schools

Noted:

- Female representation when visiting schools was not mentioned within the report as noted in Matters Arising.

Discussed:

- College of Social Sciences Officer Charlotte Greenley reported that President Dan Sam had spoken to her about getting Female Rep's involved in the visits.

Agreed:

- President Dan Sam to provide an update on female Reps being involved in school visits at the next Student Council.
- Council to receive feedback on the school visits.

International Agenda

Agreed:

- Numbers of International students who will be affected by the bursary being removed to be brought to Council.
- Dates of meetings and updates from the meetings regarding the removal of the bursary to be reported to Council.

Recommendations

Noted:

- Members to email President Dan Sam dsam@lincoln.ac.uk with recommendations they would like the University Senior Management Team (SMT) to view. President Dan Sam to report the recommendations to SMT on behalf of the students.

Strike Action

Noted:

- The day salary of each staff member who participated in the strike will be put into the Student Hardship Fund. This amount is yet to be confirmed.

Discussion:

- There is the potential for a Motion to be brought to the next Student Council to ask for an increase to the money added to the Student Hardship Fund to compensate students and to demonstrate a consequence for the action to the University.

Agreed:

- The amount to be added to the Student Hardship Fund to be confirmed and updated at the next scheduled Student Council.

Union Development Zone

Noted:

- Jack Maddock wished to commend President Dan Sam on his election onto the national committee.
- Members shared this commendation.

VP Academic Affairs

Representation

Noted:

- 360 Course Rep's have been successfully trained so far. School Rep's are conducting the remaining training of the Course Rep's.
- Rep hoodies are now available and have almost sold out. It is hoped that more can be purchased.
- Rep newsletter has been launched called Rep Buzz which was reported to have been circulated prior to Council.
- First Rep Forum occurred on Wednesday 6th November 2013. Feedback has been gathered from the forum with a plan to obtain more feedback to develop the forum in the future.
- Senior Rep's have undergone committee training, Vice Chancellor Mary Stuart has reported that they are the best Senior reps she has ever seen.
- There has been positive feedback from Academics regarding Rep's input into University processes during Subject Committee meetings which are nearly all done.
- A Senior Rep catch-up is being arranged with Senior Rep's feeding into National Student Survey plans.

Discussion:

- A Key Performance Indicator (KPI) for VP Academic Affairs details that 80% of Course Reps believed the training to be effective.
- It was reported that 1 Rep out of 360 Rep's trained when asked if the training was effective said no.

Academic

Noted:

- There is new timetabling software being introduced for the next academic year.
- Academics continue to use paper registers for attendance until electronic attendance registers are available.
- Student feedback continues to be gathered regarding the proposed changes to assignment submission policies.

Discussion:

- Focus Groups are being organised to create an opportunity for postgraduates to provide feedback for the Representation Charter. A meeting with postgraduates is due to take place next week.
- It is hoped that the Representation Charter will be completed by the end of 2013.

Student Staff Conference

- Student Staff Conference is happening on 27th November around employability with 5 workshops scheduled.
- Contact VP Academic Affairs Ian Antwi if interested in participating in the conference.

Discussion:

- It was reported that the conference was not well attended last year with students taking the food which was left over to the homeless.
- It was asked if there was food left over from the conference this year, how students could officially donate it to organisations.

Agreed:

- The Union to look into the official donation of food and different organisations in the community where food could be donated if there is left over food from the conference.

VP Activities

Noted:

- The Sports Strategy was positively received at Student Experience Committee however the meeting was not quorate so will be received again at the next Student Experience Committee.
- A new marketing strategy from British Universities and Colleges Sports (BUCS) has been introduced which allows them to potentially film fixtures.
- It was reported that Sky Sports have contacted the Golf Club who won BUCS last year to film them which will be aired in December. This will be one of the first times Sky Sports have shown university sport which highlights what a good achievement it is for Lincoln.
- A Societies Showcase is being planned with Chair of Societies Council which will be similar to Varsity as it is felt that there is a lack of representation for societies.

Memberships

Noted:

- At present, there are over 4000 memberships with 3138 unique memberships.
- 200 volunteers have been placed, with another 500 registered volunteers waiting to be placed.
- Coach provider Hodsons Coaches has been contacted to discuss the facilitation of cultural trips. A list of attractions and cities were provided to the Union and quotes are being obtained.
- VP Activities has visited 7 sports games and 4 society activities so far this year.

Pep Rally

Noted:

- The target in the KPI for attendance was 400. 120 students attended the event this year.
- Feedback was received from Sports and Societies Councils which included societies reporting that it was more of an event for sports and sports reporting that the event clashed with fixtures on a Wednesday afternoon.

Discussion:

- It has been agreed that the date for the next Pep Rally will be decided and confirmed at the last Sports and Societies Councils.
- The budget for the event was the same as last year but less money was spent on the event this year.
- It was reported that transport and the timing of the event could have been a factor for attendance.

Training

Noted:

- The training for activities including 'How to run an effective society' is due to be confirmed once venues are confirmed. It was reported that recently there have been issues with the timetabling system being down which is causing a delay in the confirmation of training.

Discussed:

- Health and Safety and Finance training will be rerun for committees who have not yet received it. Dates of this have yet to be confirmed.
- Media training mentioned in the Activities induction is yet to occur.
- An activity has no treasurer at present to authorise the purchase of goods. It was suggested that this be taken to Societies Council to be discussed.

Agreed:

- An update of training to be given at the next scheduled Student Council.
- Update at the next Student Council if media training for Sports and Societies will be given.

Make a difference day:

Noted:

- Hodsons Coaches sponsored a skip for the event, this was noted with thanks.

Snowflake Ball

Noted:

- Snowflake Ball cannot be held in Engine Shed. It was reported that it could be held in the Tower bar but the venue would not be closed to the public.

Discussed:

- VP Activities Joe Burt was responsible for obtaining the venue.
- It was asked to members if the event should go ahead or alternatively organise other events.
- The Harry Potter society is holding a ball in the platform which Council were invited too attend, the platform can hold 300 people maximum.
- Other venues have been approached but are fully booked due to the Christmas period.

- It was reported that there was difficulty securing Engine shed for the Elections results night, with the event being held there after the Union looked at other potential venues.
- It was suggested that a May Ball could be held as there are a lot of deadlines over the Christmas period.
- A May Ball may overlap with the Sports and Societies Awards.
- A date in May could potentially be found so that the ball did not clash with other events.
- It was reported that the Rugby Club held a Masquerade Ball in an alternative venue which was successful. This was opened to all students.
- It was unsure if students would have money to spend in May.
- Chief Executive James Brooks reported on President Dan Sam's behalf that Dan has spoken to Vice Chancellor Mary Stuart regarding a proposal to hold an outside ball. There are a lot of discussions which need to take place before this could occur.

Agreed:

- An update on the Snowflake Ball to be given at the next scheduled Student Council.

VP Welfare and Community

Community

Noted:

- Litter picks have already occurred with another one planned in the Sincil Bank area. There has been positive feedback received from residents regarding this.
- Lincoln County Council, Police, University and Anti-Social Behaviour Team met to discuss the reporting system of anti-social behaviour within the community.
- The Article 4 Directive was discussed during Carholme Community Forum which reportedly made the process of it clearer.
- 'Meet the Street' events have been organised within the West End area between 18th- 22nd November 2013. £600.00 funding has been secured for the events.

Discussed:

- It was requested that an update be given to Council of what the implications for students will be if Article 4 Directive is approved.
- It was suggested that Bishop Grosseteste be involved in the community projects as many of their students live in the West End area.
- There have been a couple of meetings with Bishop Grosseteste who have a similar agenda to the Union, it is hoped that a partnership can be started with them.
- There was concern over if students could respond to the Anti-Social Behaviour letters. It was clarified that the student can respond to the letter once it had been sent out.
- It is hoped that Community Rep's will be appointed in time to assist in the community work.

Agreed:

- A report to be compiled and brought to Council detailing the implications of Article 4 Directive for students.

Diversity groups

Noted:

- Diversity Groups are being redefined as at present it was suggested that they are not represented well and representation was not at the core of what the groups do.
- Standing orders are being drafted which will tie into the Union's Byelaws. It is proposed that there will be a part-time officer for each Diversity Group. Council will be updated of more details to this when applicable.

Housing Horrors Campaign

Noted:

- The campaign started last week, a housing booklet has been produced and good conversations were reported to have been held with students regarding the campaign. The Campaign is on-going.

Discussed:

- The promotion states not to look for housing before the January Housing Fayre. It was suggested that there is a potential for students not to get housing if they wait till January.
- There is a potential for first year students to rush into acquiring housing early on with people they have only known for a short period of time which was reported to be one of the reasons for the promotion.
- A Housing Booklet has been produced so that students looking now can use it.

- A school led idea was proposed where by each School Rep could email all first year students inviting them to a meeting to discuss housing issues and hand out information.
- Cost of rent reportedly reduces later in the year.
- It was noted that the Union hopes to improve the University Accreditation scheme. At present the Union does not have an input in this scheme.
- Jack Maddock wished to commend VP Welfare and Community Brian Alcorn for his work in the community.

6. Report of Sports Council Chair

Noted:

- A training slot for Archery is currently being organised.
- The Sports Council Chair apologised for the report being sent out late.
- The development fund of £7615.83 will be increased due to fines from council non-attendees not having been added.
- Emerging sports which were approved were Archery and Expedition.
- Development fund requests which were approved were Sailing and Surfing. Tennis Club's development fund request was rejected.
- There have been problems reported regarding BUCS transport including pick up times, players not attending due to pick up times when sharing transport and teams being late to pick up who were sharing transport.
- Lincoln is currently in position 61st in the BUCS league table.
- The Union is currently working to develop the intermural sports scheme which is run within the School of Sport and Exercise Science to further widen the participation of it within the University.

Discussion:

- It was noted within the minutes of the Sports Council who had transport issues.
- Finance Controller Dean Howard is being contacted to discuss transport issues. It was noted that academic lectures do not finish till 1pm which needs to be considered when organising transport.

Agreed:

- An update on transport issues to be taken to the next scheduled Student Council.

7. Report of Societies Council Chair

Noted:

- The Societies Council Chair apologised for the report being sent out late.
- Presently, there are 2200 societies memberships.
- Emerging societies that were approved were Cinema, Electronic Dance Music, Events and Tourism, Feminism, Lincoln Assassin and Genders Neutral Support.
- Juggling's development fund request of £200.00 was approved.
- The proposal to hold a Societies Showcase is being discussed with VP Activities.
- The University is offering a grant of 2 x £500.00 to any activity who gets Lincoln noticed by any means they would like to as part of the 'Get Lincoln Noticed' initiative.

Discussed:

- It was reported that the School of Performing Arts organise a variety showcase event and suggested that societies could get involved with it. Societies Council Chair asked to speak about this in further detail after Council.
- A Facebook group for Societies was proposed to be created; it was felt that it was more appropriate for this to be discussed within Societies Council.

8. Motion to say no to page 3.

Noted:

- Apologies were noted due to the proposer and Seconder of the Motion not being detailed. The proposer was Olivia who is a third year student and the Seconder was President Dan Sam.
- It was proposed that the Sun newspaper be banned from the University Shop on campus.
- There is a national campaign regarding this set up by Lucy Holmes who noticed that the next female in a newspaper after picturing Jessica Ennis who won Olympic Gold was of a Page 3 female. A petition which can be signed was started as a result of this which will be going to the Editor of the Sun.

- It was noted that if Men and Women are seen as equal then the publications detailing this material undermine this.
- It was suggested that if the Union is a supportive Union and enforces a zero tolerance on discriminatory behaviour then the Sun newspaper being sold on campus undermines what the Union and University stand for.
- A quote from a former Page 3 was read out that detailed the negative impact and experience of Page 3.
- NUS are promoting the Campaign. Other Universities who are promoting the campaign were read out to Council.

Discussion:

- Due to being time sensitive, questions regarding the Motion were requested by Twitter.
- The ban is at the University shop, Londis and Spa shops are both external companies so the ban may not be able to be enforced.
- The ban is on the selling of the Sun Newspaper but also has the potential to cover any publications which detail similar material to Page 3.
- A secret ballot was proposed due to the sensitive nature of the subject, this was put forward as a Motion.
- The Chair of Student Council can approve the usage of a secret ballot so no Motion was carried out.
- It was suggested that the Motion was a political campaign and heavily weighted as the opposite side of the story had not been heard so the Motion was considered to be bias.
- It was noted that Motions do not need to have both sides of the argument detailed.
- It was suggested that if the Motion was enforced, publications such as Men's Health have the potential to be banned as well if the argument was the same.
- A speech against the Motion was proposed. Due to being time sensitive, this could not be carried out.
- It was suggested that the Motion be carried forward to AGM.
- The member of Council who proposed a speech against the Motion was asked to stay to discuss this with the Chair of Student Council.

Agreed:

- Motion to say no to page 3 to be taken to AGM. The Proposer agreed to this.

9. Student Open Session

Tennis Courts on Campus

Noted:

- No tennis representative was in attendance.

10. Any Other Business

Election of Deputy Chair of Student Council

Agreed:

- Lexi voted in as Deputy Chair of Student Council with one candidate winning in the first round. The Quota was set at 11 votes.

Approved: 20 RON: 0 Abstained: 0

I certify that the above minutes are a true and accurate summary of the meeting held on 8th November 2013, and have been approved by Student Council. These minutes will now be publicly available.

.....
Name (Chair)

.....
Date