

# FULL TIME OFFICER GROUP MINUTES

12:00 – 13:30  
 Online Meeting (via Zoom)

## Present

Tobiloba Adeyemi, President **(President)**  
 Rebecca Cutler, Postgraduate Officer **(PGO) (Chair)**  
 Rob Hegarty, Sports Officer **(SO)**  
 Jules Singh, Education Officer **(EO)**  
 Amie Raphael, Activities and Employability Officer **(AEO)**  
 Charlotte Minter, Welfare & Community Officer **(WCO)**  
 Wei-Lun Chen, International Officer **(IO)**

## Also in Attendance

Jo Thomas, CEO **(JT)**  
 Sam Jones, Executive Assistant **(SJ)** (notetaker)

The Chair opened the meeting at 12:00

No	ITEM FOR DISCUSSION	Notes	ACTION
1	<b>Minutes from 02.02.21</b>	<p>The minutes from Tuesday 2<sup>nd</sup> February 2021 were approved as an accurate record of the meeting.</p> <p>The WCO and PGO noted minor changes required. SJ to update and circulate.</p>	<p><b>Approved</b></p> <p><b>Noted</b></p>
2	<b>New Hardship Fund</b>	<p>The WCO updated the Officer Team on planning for a new hardship fund, following additional government funding for students facing hardship during the COVID-19 national lockdown. The WCO noted plans for direct payments to students identified as 'estranged', with the remaining funding allocated to existing hardship processes.</p> <p>The Officer team discussed the apportioning of the additional hardship funding by the University. JT noted that much greater detail of data from the University would be needed for appropriate targeting of funding and communications to students. The PGO noted the need for detailed conversations with the University on appropriate criteria for eligibility for the fund and handling of 'marginal' cases. The PGO suggested the value of targeted funding for all students.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
3	<b>NUS Delegation Lead</b>	<p>The President noted that, as per Guild policy, the Guild President usually took the lead position on the Guild's delegation to NUS National Conference. The President noted that, as a member of NUS's democratic procedures committee, they would be unable to attend conference as a voting delegate this year.</p> <p>The President suggested nominating another Full-Time Officer as lead NUS delegate. The Officer Team discussed the position.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>

4	<b>Counselling Provision</b>	<p>The WCO noted that in the coming months, the majority of the University's counselling team were expected to leave as part of the University's voluntary leavers scheme. The WCO noted that the University had proposed a number of external providers to take on these roles.</p> <p>The WCO noted that the University viewed the change as an opportunity to increase services provision, offer a 24-hour service and reduce waiting times, however campus trade unions had raised concerns about the outsourcing of the service.</p> <p>The Officer Team discussed the proposed changes. The PGO noted a lack of prior consultation on the proposed change. The EO noted concerns on service quality compared to the existing in-house services.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
5	<b>Joined Up Conversations</b>	<p>The Officer team discussed the agenda for the upcoming meeting of 'Joined-Up Conversations'.</p>	<p><b>Noted</b></p>
6	<b>Diaries</b>	<p><b>The Officer team discussed their key meetings for the week ahead:</b></p> <p><b>WCO</b> – Guild Quiz, Honest Conversations, Care Leavers working group, Student Services catch-up, rent meeting, STARS project board, TOIL.</p> <p><b>EO</b> – Guild Quiz, Honest Conversations 1:1 SVM, SV team meeting, Reps Catch-up, UQAC, 1:2 PVC education, APP review meeting, Hybrid Teaching groups planning, All Student Meeting, NATY strategic oversight board, campaigns meeting, Honest Conversations.</p> <p><b>AEO</b> – DARO catch-up, Guild Quiz, Honest Conversations, C&amp;M Catch-Up, Volunteering catch-up, 1:1 CEO, All Student meeting, TOIL, MedSoc AGM, Honest Conversations.</p> <p><b>IO</b> – PVC International 1:1, CQAC, SAEC, Guild Quiz, Honest Conversations.</p> <p><b>SO</b> – Guild Quiz, Honest Conversations, Club Development Catch-up, UB Sport management meeting, Sexual Harassment Steering Group, All Student Meeting, DSO 1:1, Gender Policy meeting, Sustainability catch-up.</p> <p><b>PGO</b> – Guild Quiz, Honest Conversations, UQAC, GTB, PG engagement committee, Reps awards, Shakespeare Institute meeting, Dean of PG's meeting.</p> <p><b>President</b> – Joined Up Conversations, Democracy Comms meeting, C&amp;M/Officers/Voice, Elections planning meetings, Finance Committee, Commonwealth Games meeting, Hate Crime &amp; Harassment group meeting, Investments Sub-Committee meeting, VC appointments meeting, GEMT, 1:1 SVM, Guild Quiz, Honest Conversations.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

7	<b>Priority Campaigns/ Officer Wins</b>	<p><b>AEO</b> – Guild Awards progress.</p> <p><b>WCO</b>- MP raising Guild in Parliamentary Debate.</p> <p><b>EO</b>- Study Space progress.</p> <p><b>IO</b>- Student hearing success.</p> <p><b>President</b>- Conversion therapy meeting.</p> <p><b>PGO</b> – 5000 student SELT responses.</p> <p><b>SO</b>- Full Gym refunds for closed weeks.</p> <p>The Officer team discussed the updated priority campaign action plans.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
8	<b>University Relationships</b>	The Officer Team agreed to remove this standing item.	<b>Noted</b>
9	<b>Guild Communications/ Social Media</b>	<p>The Officer Team noted the following items for promotion via Guild communications:</p> <ul style="list-style-type: none"> <li>• Go Green Week.</li> <li>• LGBTQ+ History Month.</li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p>
10	<b>Schools/Colleges/ Dubai Update</b>	No Items noted.	<b>Noted</b>
14	<b>Part Time Officers</b>	No Items noted.	<b>Noted</b>
15	<b>Officer Training and Development</b>	The Officer Team agreed to remove this standing item.	<b>Noted</b>
16	<b>AOB</b>	<p>The AEO suggested arranging an introduction session for the new coordinators in Student Groups and Student Voice and Representation. SJ to arrange introductory sessions.</p> <p>The Officer team discussed the Guild's adoption of the definitions of Islamophobia and anti-Semitism via the Zero Tolerance Policy. The IO noted discussions with Islamic society over the Guild's implementation of the policy.</p> <p>The EO noted discussions with student campaigners on recent protests in India for civil rights. The Officer team discussed opportunities to support affected students.</p>	<p><b>SJ</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

The meeting closed at 13:00.

Signed .....

Date .....