



Guild Officer Group Minutes

Present: Ellie Keiller (President)[EK], Natalie Cox (Activities & Development Officer)[NC], Chris Wilkinson (Education Officer)[CW], Rose Bennett (Postgraduate Students' Officer)[RB], Izzie Nicholds (Housing & Community Officer)[IN], Brandon Hattiloney (Representation and Resources Officer)[BH], Georgie Freeman (Sports Officer)[GF], Ross Strong (Welfare Officer)[RS], Alex Binnie (Womens' Officer)[AB], Nicky Woods (Ethical and Environmental Officer)[NW], Jess Levy (Representation & Resources Officer Elect)[JL], Helena Bailey (Sports Officer Elect)[HB], Kris Ali (Housing & Community Officer Elect)[KA], Adam Goldstone (Education Officer Elect)[AG], Henny Green (Welfare Officer Elect)[HG], Cameron Beavan-King (Community Action Officer Elect)[CBK], Lucy Bleichroeder-Baker (LGBTQ Officer Elect)[LBB], Nat Crawley (Ethical and Environmental Officer Elect)[NCr]

Arrived Late: Awati Mohammed (International Students' Officer)[AW], Mirabel Chu (International Students' Officer Elect)[MC]

In attendance: Lewis Lay (Representation Coordinator)[LL] [Note Taker], Rosie Vass (Representation Coordinator)[RV], Adam Sheridan (Director of Engagement)[AS]

Apologies:

The Chair welcomed everyone and the meeting commenced at 17:30

No	ITEM FOR DISCUSSION	MATTERS DISCUSSED	ACTION
1	Welcome	EK welcomed everyone to this handover Guild Officer Group meeting. EK asked everyone to introduce themselves and their role and explained what GOG is and what the meeting covers.	Noted
2	Minutes from the previous meeting and Matters Arising	<p>Minutes of the Last Meeting</p> <p>The minutes from the previous meeting were accurate and approved.</p> <p>Matters Arising</p> <p>Liberation Officer Accountability: BH and RS updated the group that they have not had an opportunity to catch up regarding this action. This is something that is being looked at in a wider Bylaw review.</p> <p>Gender Neutral Toilets: RS updated that group that everything is going well with regards to Gender Neutral Toilets.</p> <p>EEO Activities: NW updated the group that the films went well.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
3	Officer Verbal Updates	EK moved over this agenda item and informed the group to refer to the Officer's OQT (Officer Question Time) videos.	Noted

<p>4</p>	<p>“Your Ideas” and Mandate Updates</p>	<p>BH updated the group that FTOG (Full-Time Officer Group) went through ideas and actions to sign off mandates and archive completed ideas.</p> <p>For new member BH explained what FTOG is and mandates. BH also explained the process of how mandates work and are assigned.</p> <p>EK updated the group on the results of the last round of ‘Your Ideas’. EK Explained for new members the Ideas process and how ideas need to meet quoracy. BH defined quoracy levels. EK explained that no ideas met quoracy but gave the Officers a clear steer on some ideas.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
<p>5</p>	<p>Officer Accountability / Officer Question Time</p>	<p>EK explained what OQT is and how full-time officers are held to account. The next OQT will be happening on 7th June. This will be a handover OQT and will have speeches from current officers and were we award Life Memberships and food will be available. Part time officers also can update and be asked questions if they choose.</p> <p>EK explained the formal process of reprimands, censures and vote of no confidence and that if students complain they can come and talk to you at OQTs.</p> <p>CW explained to new members how OQT came about with the end of Guild Council and that we now have two years’ worth of experience of how it works and does not. This is the new teams opportunity to build on this further.</p> <p>EK mentioned that anyone is free to come along and also go to the open air cinema that is happened on the same day where they will be showing Shrek.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
<p>6</p>	<p>NUS News/Updates</p>	<p>EK explained that this is a standing item on GOG agenda mainly related back to when disaffiliation was being looked at.</p> <p>EK and JL updated the group of NUS National Conference and the JL has been elected onto NUS NEC and Izzy Lenga is the new Welfare Officer at NUS. EK also outlined upcoming NUS events such as Student Unions 2017 and lead and change.</p> <p>CW gave the group a personal experience of NUS and lead and change and how you can work with NUS as much or as little and can be beneficial for projects you are working on.</p> <p>RB also gave a personal experience saying that NUS events are great for networking and that if you want something to pass at National Conference then you need to build these networks.</p> <p>BH explained how NUS can also offer lots of opportunities if you want to take them.</p> <p>GF explained what BUCs is and that they work separate to NUS and on more than just competitions such as wellbeing. There is an upcoming BUCs Conference.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		EK gave a personal experience of being on NUS Extra Card board and how this is a great opportunity.	Noted
7	Student Equality and Diversity Committee Report	<p>RS explained to the group for new members what the committee is and its remit. The committee has representatives from each liberation and representation group. Restarted this year and meets 6 times a year and have been working on: a review of the Guild's Zero Tolerance Policy and Gender Neutral Toilets.</p> <p>This committee have decided to cancel the meeting on 6th June and did meet last week which will be the last meeting this year. The committee still needs to complete its review of the Zero Tolerance policy and other E&D work. The committee will agree the Zero Tolerance Policy and the Guild E&D Strategy over email.</p>	<p>Noted</p> <p>Noted</p>
8	Proposed changes to 'Your Ideas'	<p>This was moved to item 9</p> <p>BH pointed out to the group that this is not a proposed change to 'Your Ideas' but rather a process to support 'Your Ideas'. BH highlighted that currently it is difficult to pass policy through 'Your Ideas' and the proposal is to create a group that would develop this policy. BH asked the group to read points 1.6 to 1.8 of the proposal document to give them an idea of the group.</p> <p>BH explained that bylaws, articles of association and memoranda of understanding are all Guild Governing documents with Bylaws covering day to day activity. Policy is something that dictates how we do stuff. In the old Guild Council system policy would pass regularly but in the current system 'Your Ideas' covers more actionable activity, such as add XXX to the menu, and not policy discussion.</p> <p>BH explained that the members of the new group will mainly be from GOG with additional members to cover other representation groups. This new group will take over the remit of the assessment group. There is a question about how we integrate a Trans Rep onto the group as a previous 'Your Idea' that passed asked for a Trans Rep on assessment group.</p> <p>BH explained that currently any policy that has ever passed does not lapse. This change would introduce a lapse time of 3 years on any policy. This new group will also review lapsing policy as well as new policy. The group will also ratify policy that needs to be done annually as beliefs and commitments of the Guild.</p> <p>BH explained that policy, like with an idea and assessment group, will go to the group for review. Once it is passed through the group it will go online on 'Your Ideas'. Students will then have the opportunity to vote the policy down, like a Student Veto Power, but the policy does not need to be voted up. BH explained how a petition would also work with this process.</p> <p>AG questioned about voting down. BH explained that it will only be voted down in 'Your Ideas'. AG asked if this proposal needed to go through your ideas. EK explained that this is a bylaw change and that GOG will give it a steer.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>JL asked if there is an idea of what goes to policy. BH explained where this came from and that students can bring policy to the group.</p>	Noted
		<p>LBB asked if this could be used for Trans Officer motions. EK explained that this will need to go through the officer review as it is a fundamental change and occurs every five years. RS explained how this would work with liberation and that this would go down to liberation members. AS explained it as a stance as opposed to action such as a political stance. This would give the Guild and Officer a steer.</p>	Noted
		<p>RS thinks that it is a good way to get policy done as the current way does not work. Feels comfortable that representatives will be democratically elected. Liked the veto power for students. Main concern is that this replaces assessment group which currently struggles with the business it currently has in the time set aside. BH explained the assessment group function and that ideas would be sent out in advance and they would come back for comment to JL. If no one has a comment then JL will go through the idea with staff and will bring it to the group with recommendations.</p>	Noted
		<p>AB said that some ideas in the past have gone through as non-liberation ideas but can easily be liberation ideas with changed wording. BH explained that JL and the staff member could cover this with recommendations. BH advised the group that is something is outside of their area of expertise to go to a staff member who can support then.</p>	Noted
		<p>RS asked how zoning of your ideas has been an area of contention and that we have been lucky this year about getting it in the right zone. We would not have time to argue or explain zoning over email. Also concerns about the risk of oversight. BH understand this risk but believes that it is minimum. The idea proposer suggests a zone and the RRO can make a recommendation which the group can then discuss or argue in the meeting if needed for that idea. EK suggests that some of this can go to FOG for discussion.</p>	Noted
		<p>CW asked when representatives for this group would be elected. BH explained that this will be part of term 1 elections. CW had a concern over when items or policy would be ratified. BH explained that as long as they are ratified at some point in the year then it is ok. The officers on the group would be decided in a GOG which will be down to the president to decide which GOG. RB suggested doing it in the handover GOG. CW thinks that timing needs to be looked at. BH explained that cycles of 'Your Ideas' have not yet been set but there would probably be one before term 1 elections.</p>	Noted
		<p>CW asked if the voting down can be called student vetoing as students would be more interested.</p>	Noted
		<p>RB asked if it is possible to make term 1 elections sooner, ideally before the first round of 'Your Ideas'.</p>	Action to look into

		EK asked the group for a steer. Group were positive and BH was more concerned about what the new team thought.	term 1 election schedule with ideas schedule. BH to send new officer team information and request for feedback
9	GOG Support Suggestions	<p>This was moved to item 10</p> <p>EK informed the group that we will be going through an Officer review which happens every 5 years and is externally reviewed ready for the next election.</p> <p>EK has been aware this year and as a part-time officer that the structure and support for Part-time officers is not where we want to be and is something that needs looking at. EK asked the group what they would like to see with regards to Part-time officer support.</p> <p>RB suggested more resources for Part-Time officer and a more dedicated staff member if it fits. AB said someone to help who knows how the Guild works would be useful. NW outlined it is what the officer make of it. LBB mentioned about finding the time to make relationships to support their role and this could be why people do not prioritise.</p> <p>CW mentioned that when departments do planning for the following year, getting involved in this has been really useful. NW pointed out again it is what the PT Officers put into it. CW pointed out that it helps to give awareness of what the departments are doing and linking this to what the officers want to do.</p> <p>EK explained to the group that FT Officers and PT Officers are buddied. Could this structure be made better? CQ explained how he did work to encourage this relationship of support. NW believed this would encourage PT Officers to do more. LBB suggested this relationship would make you feel like you want to do more. AB said it has been useful to get a push and check in as it got more work done.</p> <p>BH explained to the group that PT officers are not paid and what if we started to pay PT Officers Part-time money. This would need to be worked out, what do the group think? RB mentioned that this does happen in other Unions. LBB said it may encourage people to do this role and run. NW mentioned maybe using other volunteering perks. KA said it may get more people involved in elections. EK mentioned that once you are paid you will then be managed and held accountable in a different way that a volunteer. CW would make you more accountable. NW asked if PT Officers would get paid</p>	Noted Noted Noted Noted Noted Noted

		<p>weekly or based on work. BH said this is only a thought but maybe paid for 4 hours per week, this would give PT Officers an idea about the work you will be managed and helps monitor the work you are doing. RS highlighted there may be issues paying some PT Officers and the Education Act.</p> <p>RS mentioned that with buddying it was only by term 3 being buddied with FN that they did not review each others manifesto and by reviewing manifestos it gave RS mentoring responsibilities by planning their budding around their manifesto work. EK mentioned that with MS this worked well. This could be manageable and structure time to ensure things are not booked over and allows a plan to follow up actions.</p> <p>CW mentioned this will need to be a relationship of understanding with both FT and PT officers understanding that each others schedules can be busy. RB mentioned that will being flexible with calendar can at times be difficult and if it is not in calendar can easily be overlooked.</p>	<p>Noted</p> <p>Noted</p>
10	'This Brum Girl Can' Night In	<p>This was moved to item 8.</p> <p>GF informed the group about the 'This Brum Girl Can' event that GF is leading on. This event is for those who define as female or non-binary. It will be hosted at the new sports centre on the 4th June with 21 different sports taking place that are as accessible as possible.</p> <p>GF would like support from the group to promote this event.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
11	FTOG Updates	<p>EK updated the group of FTOG business and that nothing major has come through the group. FTOG has passed campaigns pot proposals for General Election activity and GF's 'This Brum Girl Can' activity. EK informed new members that all FTOG minutes are published online for you to read</p>	<p>Noted</p>
12	AOB	<p>NW asked when officers terms are over and they will no longer be officers. EK explained that this will be the 14th July. EK will email all current officers informing them of this date.</p> <p>RB wants to look at setting up a forum for Liberation Officers to encourage them working together on Cross Liberation work. RS mentioned that ideally this would form part of the E&D committee. LBB informed the group that there is an informal Facebook group already but mainly is there to support each other's events. EK mentioned this may need a bylaw change.</p> <p>NC explained to the group what SGX (Student Groups Executive) is and how this has been under review and was discussed at the last GOG. AS outlined what happened at last GOG and explained how the current and now new process will work with final approval going to FTOG.</p> <p>NC explained that at last GOG the proposal for the finance element of SGX was not approved. This covers the rolling grant and annual grant. AS explained that feedback was to keep SGX for the group to approve funding. The Bylaws currently say that SGX recommend this and then the finance committee approves. This would not practically</p>	<p>EK to email all officers</p> <p>Noted</p> <p>Noted</p> <p>Noted SF to update GOG</p>

		<p>work and the suggestion is to change the Bylaws for SGX to approve and inform finance. Membership would be 3 officers and 6 students with 9 members in total. This is here for information and will be passed onto SF to update next GOG</p> <p>EK updated the group on the progress of the NUS Conference Report and that it can't be completed until all vote cards have been returned from delegates. If anyone is interested the NUS report is imminent.</p>	<p>Noted</p>
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The Chair closed the meeting at 18:51

Date of Next Meeting: