

Officer Question Time Minutes

Present: Ellie Keiller (President), Brandon Hattiloney (Representation and Resources Officer), Chris Wilkinson (Education Officer), Izzie Nicholds (Housing and Community Officer), Rose Bennett (Postgraduate Students' Officer), Natalie Cox (Activities and Development Officer), Georgie Freeman (Sports Officer), Ross Strong (Welfare Officer), Alex Binnie (Women's Officer), Nicky Woods (Ethical and Environmental Officer), Rik Sowden (Mature and Part-Time Students' Officer)

In attendance: Oli Killeen (Representation Coordinator – Democracy) (Note Taker), Adam Sheridan (Director of Engagement)

The Chair welcomed everyone and the meeting commenced at 18.10

No	ITEM FOR DISCUSSION	QUESTIONS ASKED	ACTION
1	Welcome to Officer Question Time	The newly elected Chair of Officer Question Time, Tom Squires, welcomed everyone to the meeting. He reminded everyone of the importance of Officer Question Time, as the main ability to hold the Officer Team accountable for the work they do.	Noted
2	President's Vlog and Questions	The President's Vlog was played. Q: What is your highlight of the term? A: I have enjoyed meeting all of the people that have been helped by the changes I have been able to make so far, especially the work that has been done around GP registration	Noted
3	Education Officer Vlog and Questions	The Education Officer's Vlog was played. Q: Can an update be provided on the Panopto Working Group? A: The Working Group is a University Group that is concerned with supporting with those who work with Panopto. It is generally accepted that it is a good tool for students, especially international students and those with disabilities. It is intended not to harm teaching and work is intended not to harm teaching. There is a lot of work ongoing in this group about the catch up methods that might be used if a class is delivered in a seminar style or a different format to the standard lecture format. Q: Can you provide more information on what a SSA is? A: An SSA is a Student Support Assistant, they are used by students if they have special support needs in their university learning	Noted Noted
4	Housing and Community Vlog and Questions	The HCO's vlog was played Q: Can you provide an update on the situation regarding student safety in Selly Oak? A: We are currently working with police to increase the presence in the local area and to encourage students living in the area to be	Noted Noted

		more diligent – walking home in pairs for example. There is also a plan to run a warden led personal safety event for students	
5	Representation and Resources Officer Vlog and Questions	<p>The RRO's vlog was played</p> <p>Q: What provision is there for students who don't want to #FreeTheTea in the library? A: Information has gone out about this in the Student Reps newsletter, there are additional spaces in the library to account for silent study where food and drink cannot be consumed</p> <p>Q: What is happening as a result of the recent #FreeTheTea Campaign A: The New Library project task group is going to look into all of the options available, there are issues with some of the furniture in the library, where the warranty could expire sooner than otherwise if accidents involving food occur. In any case a compromise will need to be arrived at</p> <p>Q: Can more information be provided on Showcasing Student talent and live music events at the Guild A: An event will be taking place on January 20th at the Guild of Students, different student groups will be invited to perform. More events like this will be planned soon.</p> <p>Q: Can any more information be provided on the changes to Food Menu ideas in "Your Ideas"? A: The New Street Kitchen venue will be open in the new year, and should address some of these concerns, there will be an option to provide more vegetarian and vegan food options. Meetings have been held on the new food concept and the feedback has been largely positive</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
6	Sports Officer Vlog and Questions	<p>The Sports Officer's Vlog was played</p> <p>Q: Is there any reason why the Sports Centre lighting is on all the time? A: As we know the Sports Centre is well overdue, so the contractors are working around the clock to finish the project, but I was unaware that they would still be on at midnight, I can look into this</p> <p>Q: Can more information be provided on the work you're undertaking on disability sport? A: I am working with the Disabled Students' Officer and the Sports Development Officer at UBSport – we are currently looking at developing links with Basketball - but other sports may follow</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
7	Welfare Officer Vlog and Questions	<p>The Welfare Officer's Vlog was played</p> <p>Q: Can an update be provided on the status of gender neutral toilets around campus A: This is an ongoing piece of work that started many years ago. There needed to be buy in from University HR and the Estates Team although this is now occurring. The new Sports Centre is completely inclusive, and work is underway to scope out costings of placing them in the Maths Building.</p>	<p>Noted</p> <p>Noted</p>
8	Postgraduate	The Postgraduate Vlog was played	Noted

	Students' Officer Vlog and Questions	<p>Q: When is the Postgraduate Officer Conference happening? A: It will be taking place tomorrow (2nd December). There will be discussions around research funding Postgraduate Mental Health</p> <p>As a general update there is a Postgraduate event called Jingle Bell Jam on the 12th December. There is also a Parent and Carer Meet and Greet in Amos on Monday 5th December at 2pm before Christmas on Campus – we will then be taking the Children to see Santa.</p>	<p>Noted</p> <p>Noted</p>
8	Activities and Development Officer Vlog and Questions	<p>The ADO's vlog was played</p> <p>Q: Are you aware that there are issues for some committee members in terms of accessing emails from mobile phones? A: I am not aware of this issue, but I will pass this on to the Communications and Marketing Team who may be able to look into this particular issue</p> <p>Q: Can you update on the recent changes to locker space – and why has this taken place? A: Carnival Rag are being moved out of their current Office by the Easter Term, it will be necessary to provide more space for all of the groups that need space – we will be looking at other places where space can be provided</p> <p>Q: Are there any plans to offer any non-alcoholic nights available for those that do not drink? A: There is a space available in Beorma Bar on Societies Night which is non-alcoholic, there is also now a newly created Sober Socials Society – which people can join if they wish to</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
9	Part-Time Officer Updates	<p>Alex Binnie (Women's Officer) The Not On campaign is still ongoing – the University are working on a not on video – that will go out in the pre-arrival communication – there is a further meeting about this on 14th December</p> <p>Nicky Woods (Ethical and Environmental Officer) Solar Panels and More Vegan Options at the Guild have passed successfully so I will now be working on those. Work is underway on the new street kitchen menu. I am also keen to work on a Meat Free Mondays and a Campus without Cruelty Campaigns</p> <p>Rik Sowden (Mature and Part-Time Students Officer) As a new Officer in the role, I will undertake work to raise the profile of support available for Mature and Part-Time Students, especially those returning to learning</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
10	"Your Ideas" – Mandate Updates	<p>Two ideas have passed so far:</p> <p>Affordable Graduations – There is research underway on the affordable alternatives to graduation including Gown hire options, whether the Guild can purchase some or assist with costs for those in need</p> <p>Full-Time International Students Officer – This idea will be rolled into the Officer Team review at the end of the year</p>	<p>Noted</p>

		It was noted that Your Ideas is progressing well. Keep the ideas coming for the change you want to see in the Guild in the coming year	
11	Officer Elections 2017	<p>This update was provided by the Representation and Resources Officer</p> <p>Officer Elections will be opening soon. Nominations will open on the 10th January and are your chance to get involved.</p> <p>More votes mean the elected Officers will have a greater mandate for change. So if you think you can do better, why not nominate yourself and put your ideas for change forward.</p>	Noted
12	Discussion: New Library Feedback	<p>It is noted that there is no clarity on where the quiet zones in the new library are – CW fed back that this is a new and enhanced system, and will eventually learn what people need and will act accordingly, but more general signage would be helpful; e.g. floor layout and toilet locations.</p> <p>It is possible to feedback through the Officer Team and Student Reps, who will both be happy to pass on any feedback.</p> <p>It is noted that rooms with assistive technology for those with specific access needs are not always available. This will be noted with library services.</p> <p>Q: Is there a book fetching service available for those with additional support needs? A: There is a service available, there may be some issues with regards customer service issue, the library staff may also be busy at certain times, so you may need to wait for a short time, but requests such as this will be accommodated, and the library staff are generally very helpful.</p> <p>Q: Not all books are easily accessible, what can be done about this? A: Tell your student reps if you think books should be more available, they can raise this with your Student Staff Committee. Books that are more widely used will be made more available. Departments may not be aware of the issue. Not all books can be displayed on the shelves as there is a lack of space, so some may be subject to a short wait</p> <p>Q: In terms of access, there is a small lip at the library entrance, which may make it difficult for wheelchair users – can something be done about this? A: This is something we are aware of, and it will be fixed soon, but we can pass this on to the Estates Team</p> <p>It was noted that there are some issues with the swipe card gates in the entrance to the library. Bottle necks can be caused at busy periods. This is something staff will be aware of. The new library is technologically advanced and will eventually be able to learn when the busy periods are and respond accordingly to make the</p>	<p>Noted</p> <p>Particular issue to be raised with Estates Team</p>

		<p>flow easier and quicker.</p> <p>Anyone with particular issues or suggested changes can submit an idea via the "Your Ideas"</p>	
13	The Guild and Student Staff	<p>This discussion was raised as a result of some changes made by the Guild to the working conditions of student staff. There is an idea on "Your Ideas regarding consulting student staff on major changes to their working conditions or contracts.</p> <p>BH noted that the contributions of student staff at the Guild is valued, they work very hard to make the Guild a better place for all the members.</p> <p>Particular concerns have been raised about late finishes and whether there can be arrangements made to improve the safety of staff getting home at that time. Anyone going home at that time was advised to be vigilant and go home in pairs or groups.</p> <p>Q: Would it be possible for staff to receive anti-social hours pay for working late at night? A: This is not something that is common across the sector – Guild Pay already includes holiday pay, and does always strive to pay employees the Living Wage.</p> <p>It is important that anyone with concerns or individual issues raise this with their line manager to come to a solutions, Officers are always available to listen to individual concerns outside of Officer Question Time.</p> <p>NC made the room aware that being a Guild Student Staff member does also appear on an enhanced transcript, so recognition is also provided in that way.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
14	Any further Questions	No other additional questions were noted	Noted

The Chair closed the meeting at 19:40