

## Guidance

- Your report should be 1000 words or fewer. You should write in all three sections, but it is up to you to decide how much weight to give each section.
- Your report should be submitted one week before the date of each Scrutiny Panel. Completed reports should be emailed to [r.nadeem@guild.bham.ac.uk](mailto:r.nadeem@guild.bham.ac.uk) or [l.gill@guild.bham.ac.uk](mailto:l.gill@guild.bham.ac.uk)
- You will have two minutes at the beginning of each Scrutiny Panel meeting to supplement your report with a verbal update.

Officer:	Jules Singh (Education Officer)
Date of panel:	04/11/20

## Written Statement action plan

This section is for you to track your progress on your written statement priorities, as outlined in your action plan. The “context” section of the document can remain the same for each panel.

Written Statement Item #1	
<b>Enhance Campus Study Spaces</b>	
Context:	<b>Key Manifesto promise to review how campus study spaces can be improved and work with the University to implement changes</b>
Progress:	<p>COVID-19 has made this difficult given the reduction in capacity in a lot of study spaces. This has required the need for my attention to be promoting the spaces that are available and assuring students aren't disadvantaged. Efforts have been made through</p> <ul style="list-style-type: none"> <li>• Assisting Library services with the promotion of available spaces and presenting their videos on using the library safely and their ticketing process.</li> <li>• Successfully lobbying the University to create a dedicated space on available study spaces, capacities and opening times.</li> <li>• Actively encouraging the use of Microsoft teams as a study space platform.</li> </ul>

**Written Statement Item #2**

**Promote Student Voice**

<b>Context:</b>	<b>Key Manifesto promise to raise awareness of the voice students possess to make active change at a senior level and make it easier for their voices to be heard.</b>
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| <b>Progress:</b> | <ul style="list-style-type: none"> <li>• Held live Q&amp;As with Directors of Education in each college to allow students to get answers on how COVID-19 would affect their academic year</li> <li>• Inputted into and presented the Student voice report to key committees at University level</li> <li>• Consulted on implementing new systems for Module Evaluation Questionnaires and online feedback</li> </ul> |
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**Written Statement Item #3**

**Support Student Workers and expand Scholarships/bursaries**

<b>Context:</b>	<b>Two key Manifesto promises merged in light of the pandemic to ensure students are not disadvantaged financially during/after their studies at UoB.</b>
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| <b>Progress:</b> | <ul style="list-style-type: none"> <li>• Introduced an Employability Hub with a dedicated week in collaboration with the AEO, Worklink, Careers Network and DARO to give students the skills they need to pursue the jobs they may want. This includes workshops and videos to support students seeking work part or full time.</li> <li>• Working with senior University figures to ensure Scholarships/bursaries are well advertised to those that need them in light of the pandemic.</li> </ul> |
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## Role and responsibilities

This section is for you to write about any projects you have been working on or meetings you have been to that you think are of particular importance to your remit.

Meeting / project	Outcome for students
<b>MyUoB App</b>	<b>App launched allowing easier access to timetables amongst other beneficial features. Minor bug issues communicated to students</b>

## Ideas and policy

This section is for you to report on progress made to ideas and Guild policy that you have been mandated to work on. You only need to update your actions taken. You can also add ideas or policy as they are passed through the year.

Idea / policy	Action taken since last Panel
Idea / policy title	Short update on progress since last Scrutiny Panel

## Other student issues, meetings or projects to note:

- Commuter Student Social during Welcome Week
- US Presidential Election Event in collaboration with PolSoc
- Supporting Matt Griffin the E&E Officer with implementing his manifesto