

## 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:	10/12/20

## 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>

	<ul style="list-style-type: none"> <li>• Meeting with Library Services upcoming to feedback student issues and discuss potential improvements</li> </ul>
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Written Statement Item #2	
<b>Promote Student Voice</b>	
<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>
<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> <li>• Speak Week questions submitted, high turnout received and analysis underway</li> <li>• Two new projects in the beginning stages. One on Guild transparency and another on improving University Communications.</li> </ul>

Written Statement Item #3	
<b>Support Student Workers and expand Scholarships/bursaries</b>	
<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>
<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> </ul>

	<ul style="list-style-type: none"> <li>• Working with senior University figures to ensure Scholarships/bursaries are well advertised to those that need them in light of the pandemic.</li> <li>• Meeting planned in new year with Funding, graduation, and awards to see where changes can be made to scholarships and bursaries with overly specific conditions provided by Alumni with</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
MyUoB App	<p>App launched allowing easier access to timetables amongst other beneficial features. Minor bug issues communicated to students.</p> <p>Concerns about mistrust around the app communicated to key University contacts. Student voice involvement on improvements underway.</p>
Assessment Support Week	<p>Working with the University on supporting students with assessments and revision in the final week of the semester</p>

## 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
<ul style="list-style-type: none"><li>• Temperature of Study Spaces on Campus to be Brought to the Attention of the University</li></ul>	<ul style="list-style-type: none"><li>• To be brought to the attention of Library Services at catch up on 9th</li></ul>
<ul style="list-style-type: none"><li>• Financial Help/Support to Lecturers Whilst Remote Working</li></ul>	<ul style="list-style-type: none"><li>• Being followed up with HEFI and College Deputy Education Directors for Digital to seek guidance on microphone quality</li></ul>
<ul style="list-style-type: none"><li>• Water Fountains on the Campus Map</li></ul>	<ul style="list-style-type: none"><li>• To be followed up with Campus Services and other relevant bodies</li></ul>
<ul style="list-style-type: none"><li>• Student Hub Efficiency</li></ul>	<ul style="list-style-type: none"><li>• To be followed up towards the end of the Academic year</li></ul>

## 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