

Guidance

- There are four sections to this report – (1) Roles and Responsibilities, (2) Written Statement (Manifesto) Action Plan, (3) Student Ideas & Policy and (4) Other Student Issues, Meetings or Projects to Note.
- You should write in all four sections, but it is up to you to decide how much you would like to write for each section.
- Your report should be submitted one week before your session. Completed reports should be emailed to Student Voice (studentvoice@guild.bham.ac.uk)
- If you are unable to submit your report on time, please let Jane and Scott know ASAP
- You will have two minutes at the beginning of your meeting slot to provide any further updates verbally

Officer:	Activities and Employability Officer
Date of Panel:	Tuesday 28 th November 2023

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.

Please feel free to add extra rows if you need to.

Meeting / Project	Outcome For Students
Co-chair Activities Committee and MedSoc Committee	New groups approved, including Roundnet, Afrodance and Virtual Reality. Enabling student groups to improve and evolve through constitution amendments. Allocating grant money, financially supporting the running of activity which is an integral component of university life.
Editor-in-chief of Redbrick	Prevents the society's writers/the Guild being sued for breaching Media Law. Helps facilitate the careers of students who want to work in journalism. Helps students understand what is going on in the university community/relevant spheres. At the time of writing, there has been one print and lots of digital articles that have been approved.

Oversee Complaints and Incidents	Ensuring that the organisation improves for the future and that there is a reduced likelihood of mistakes being repeated. As many students as possible have their desired outcomes achieved.
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Written Statement (Manifesto) 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.

Please feel free to add extra boxes if you need to.

Written Statement Aim #1	
Rejuvenate Fab n Fresh	
Context:	<p>Cost of living crisis means students have less money to spend on a night out. Money should not be a barrier to having a good time. The club nights were previously limited in their variation.</p> <p>Other Guild activities and expenditure are heavily dependent on income derived from these club nights.</p> <p>I sit on the Commercial Operations Strategy Group and have weekly 1 to 1s with the Venues Manager.</p>
Progress:	<p>Rebranded the night as ‘FAB’ with new logo that was voted for by students.</p> <p>Diversified the nights – acts have included Big Narstie, Tom Zanetti, Sigma, Fuse ODG and Taylor Swift tribute act. Had a K-pop DJ, Silent Discos, Karaoke, Afro Caribbean night. Sold out FAB created hype on Fab N Fresh Facebook group.</p> <p>Cheaper tickets - £2 super early bird, £4 early bird, £6 standard release.</p> <p>Removal of paper tickets and introduction of digital ticketing.</p> <p>Cheap drinks deals introduced – 50% off drinks until 12:30am (e.g. £1.50 for single house spirit + mixer, £2 VKs, £2 pints).</p> <p>Looking to having a Desi night in Semester 2.</p> <p>Hoping to introduce free entry to Chair and/or Social Secs of societies (excluding sports groups).</p>

Written Statement Aim #2	
Return of Fireworks Night	
Context:	<p>Years ago, there annually used to be a Fireworks Night on the Vale.</p> <p>However, this stopped being funded and has not happened for a few years.</p>
Progress:	<p>There was no Fireworks Night this year. The reason for this was my priorities had to change due to needing to respond to various complaints and incidents. These are currently confidential, and I am unable to provide further detail at the moment. These are confidential so I am unable to detail these.</p> <p>Unforeseen challenges have also arisen since I wrote my manifesto e.g. tensions surrounding Palestine/external memberships/cancelling of Valefest</p> <p>I still hope to work on this returning in 2024.</p>

Written Statement Aim #3	
Context:	<p>Increased accessibility to societies.</p> <p>Reducing the unnecessary time that is required to be on committees – streamlining forms/communications etc.</p>
Progress:	<p>Digitisation of student group finances – I have received very little negative feedback surrounding this.</p> <p>Canvas training being accessible online – a member from the Student Activities department is working on this</p> <p>Mid-year societies fair – Conversations have begun surrounding this potentially collaborating with a mid-year sports fair/give it a go fair</p> <p>Improved room bookings – reception staff should now be starting room bookings on Matrix when giving out room keys (previously was inconveniently the responsibility of committee members). Having conversations surrounding the creation of a Facebook group/page for committee members to discuss swapping room bookings. However, there are processes in the Guild around our communications and marketing plan which I have been told will impact the likelihood of this being able to happen. Looking into potential other buildings we could collaborate with, such as the Barber Institute of Fine Arts</p> <p>Risk Assessment templates are being reviewed.</p>

Student Ideas and Policy

This section is for you to report on progress made on student ideas and policy that you have been allocated from the Guild's decision-making (democratic) process.

You only need to provide updates on your actions.

You can also add ideas or policy as they are submitted throughout the year.

Please feel free to add extra rows to the table if you need to.

You can find a copy of all submitted ideas and policy, including information on who they were allocated to [here](#).

Idea / Policy	Action Taken Since Last Panel
<p>N/A – have not been delegated any official idea/policy suggestions that have gone through our democratic system. There have of course been unofficially submitted ideas that have been suggested to me from students.</p>	<p>N/A</p>

Other Student Issues, Meetings or Projects to Note:

Issue/Meeting/Project	Context/Updates
<p>Return of Valefest</p>	<p>Working with the Valefest committee, their student groups coordinator and other key stakeholders within/outside of the Guild</p> <p>Looking into financial options/collaboration options. The exact look of Valefest is TBC</p> <p>Supported them having a takeover of Deb Hall at FAB.</p>
<p>Return of External Memberships</p>	<p>People can apply to have/have been granted an external membership</p>

	<p>Supported the communications surrounding external membership applications, including the information website pages</p> <p>Upon receiving student feedback, improved the process of application (Basic DBS checks can happen online as well as in-person)</p>
Hot Water in the Guild	<p>Facilities Manager has confirmed that a hot water function is to be installed in the 'microwave room' soon. Date tbc</p>

Some other groups/committees/responsibilities:

- Activities Policy Working Group - one of four people working on a new policy for student group activity
- Good Campus Relations - discussing tension points on campus surrounding various Issues
- Reception Refresh Working Group - contributing to decisions being made about building work to the reception area
- Chair of Health & Safety Committee
- Chair of Engagement Committee
- Graduate Attributes Working Group
- Birmingham Award Panelist
- Student Entrepreneurship Working Group
- Member of the Trustee Board
- Guild representative at the College of Medical and Dental Sciences College Education Committee and CQAAC