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 or 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:	Imogen Mann (Disabled Students' Officer)
Date of panel:	4/1/2020

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
Launch a Hidden Disabilities campaign

Context:	**Raising awareness of hidden disabilities within the university setting is key for every student to succeed. This acknowledgment will help to raise awareness, reduce stigma and provide vital support for those that need it.**
Progress:	**Access to lanyards has been restricted due to COVID, but I have worked with the Welfare Officer to secure lanyards that can be kept in the Guild reception for students to easily access once campus re-opens.** **I am starting to plan another campaign that will work towards promoting mental health as a hidden disability,**

	helping to educate students about disabilities but also the help that's available. This will be launched for University Mental Health Day on 1st March 2021.

Written Statement Item #2	
Push for the use of subtitles in Panopto and increase accessibility of lectures	
Context:	**Accessibility of course material is a key aspect of making higher education inclusive to all. The new accessibility requirements that came into force in September this year mean that online documents and videos produced must be in an accessible format – meaning subtitles on lectures.**
Progress:	**Communication is still on-going in this area. The University have claimed to be 'outsourcing' better software for more accurate subtitles since September, so I will continue to talk with full-time officers about pushing for actual change.**

Written Statement Item #3	
Campaign for increased inclusivity and accessibility of sports	
Context:	**There are currently few accessible sports options at the University of Birmingham and this needs to change.**
Progress:	**Work on accessible sports has not progressed since the last meeting due to COVID restrictions. I feel my time has been best prioritised to help students access their education in the present context and continue my work with sports in the new year.**

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
Disability page on the Guild website	**I have worked with the Activities Officer on this, to hopefully launch a section of the website dedicated to disability. This will be a hub for useful information, key contacts, and accessibility information for events. The discussions for this are slow, possibly due to the Guild website's redevelopment, but not providing resources to students in a clear and accessible way is frustrating.**
Re-establish DAMSA	**I worked with the Activities Officer to hold an EGM and successfully form a new committee. As co-chair, I am helping to organise a discord server for easier communication and planning our first committee meeting where we will be able to discuss our priorities. I will be working with other societies to further establish our association over the next few months and ensure DAMSA is there for the people who need it.**
NSS report questionnaire	**Following the poor outcome of the NSS review for disabled students, I have worked with the Student Voice team to set up a commission to further understand the views of disabled students at UoB. This is in the last stages of development so will hopefully be sent out to students soon. We will be able to use the data from this to inform the University and Guild of specific changes they need to make in order to better accommodate disabled students.**
Employability / careers	**I am working the Activities and Employability Officer about how we**

	can better help disabled students getting into the workplace and giving career advice as this seems to be an area lacking by the University. My aim, similar to the disability page on the Guild website, is to provide a clear hub of resources for students to access that enables them to have the best chance of success, regardless of their disabilities.

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:

- Dealt with numerous personal enquiries from students, signposting them to useful resources or giving them support and advice when necessary.
- I am in communication with MDS college reps and full-time officers around the mistakes made in recent examinations and ill-treatment of students with RAPs.
- I continue to work with MDS on the way RAPs are communicated to and handled by placement providers.