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:	Jules Singh (Education Officer)
Date of panel:	21/04/21

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	
Enhance Campus Study Spaces	
Context:	**Key Manifesto promise to review how campus study spaces can be improved and work with the University to implement changes**
Progress:	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; • Assisting Library services with the promotion of available spaces and presenting their videos on using the library safely and their ticketing process. • Successfully lobbying the University to create a dedicated space on available study spaces, capacities and opening times. • Actively encouraging the use of Microsoft teams as a study space platform.

	• Updated the University intranet page to include latest study space opening times • Will be lobbying to provide at least one space to be open 24 hours but proving difficult • Meeting with Library Services regularly to feedback student issues and discuss potential improvements • Promoting the less used study spaces to make it easier to find a space • Successfully achieved a 'collection hour' so students can collect books without having to book a ticket

Written Statement Item #2
Promote Student Voice

Context:	**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.**
Progress:	• Held live Q&As with Directors of Education in each college to allow students to get answers on how COVID-19 would affect their academic year • Inputted into and presented the Student voice report to key committees at University level • Consulted on implementing new systems for Module Evaluation Questionnaires and online feedback • Speak Week questions submitted, high turnout received and analysis underway • Two new projects in the beginning stages. One on Guild transparency and another on improving University Communications. • Held another round of Live Q&As with the Directors of Education • Lobbied for calls for a 'no detriment policy' to be heard by senior education teams and negotiated a fair assessments and fair outcomes policy with the University • Plan going forward to increase frequency and advertising of student reference groups in colleges

	• Launch of the first Student Evaluation of learning teaching survey successful with over 10,000 responses

Written Statement Item #3	
Support Student Workers and expand Scholarships/bursaries	
Context:	**Two key Manifesto promises merged in light of the pandemic to ensure students are not disadvantaged financially during/after their studies at UoB.**
Progress:	• 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. • Working with senior University figures to ensure Scholarships/bursaries are well advertised to those that need them in light of the pandemic. • 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 • A suggested Improvement to advertising and process of Student support fund agreed to with an increase from £250,000 to £1 million in the pot and decrease in expected provisions • Employability Week 2.0 in the planning stages • Guild Officers successfully negotiated a £10,000 top-up to the Guild's hardship fund- dubbed the 'Covid response fund'

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	App launched allowing easier access to timetables amongst other beneficial features. Minor bug issues communicated to students. Concerns about mistrust around the app communicated to key University contacts. Student voice involvement on improvements underway. Assured that app is now fully functioning and being used for Student Evaluation of Teaching and Learning
Assessment Support Week	Successful week held with over 60,000 hits on the page
Timetabling	Working with University on implementing a workable timetable for the next academic year
Extenuating Circumstances	New EC process due to be live for 21-22 Student consultation ongoing

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
• Temperature of Study Spaces on Campus to be Brought to the Attention of the University	• To be brought to the attention of Library Services at catch up on 9th
• Financial Help/Support to Lecturers Whilst Remote Working	• Student Issue resolved without Guild assistance needed in the end
• Water Fountains on the Campus Map	• Worked with Welfare Officer to arrange bottled water in Main Library for students with medical conditions
• Student Hub Efficiency	• To be followed up towards the end of the Academic year

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
- Supporting Imogen Mann with the Disabled Students' Commission survey
- Q&A with Head of POLSIS and Head of Education for School of Government on Decolonisation and Module Issues