

## **Contents**

Scrutiny Panel Meeting 1 – Day 1 (International Officer) .....	2
Scrutiny Panel Meeting 1 – Day 1 (President) .....	9
Scrutiny Panel Meeting 1 – Day 1 (LGBTQ+ Students' Officer) .....	19
Scrutiny Panel Meeting 1 – Day 1 (Welfare and Community Officer) .....	24
Scrutiny Panel Meeting 1 – Day 1 (Activities and Employability Officer).....	32

**Present:**

Scrutiny Panel Members: Anamika Varghese (AH), Madi Hamblin (MH), Sam Hadley (SH), Anastasis Mauriac (AM)

Officers: Tianjie Liu (Alice), International Officer (TL)

**In Attendance:**

Core Staff: Jane Baston (Senior Voice Coordinator)

**Apologies:** Sukhdip Nagra (SN)

**Trigger/Content Warnings:**

Time	Discussion	Notes
11:00	Introductions	<p>Panel members introduced themselves and welcomed TL to the session.</p> <p>TL introduced herself and her role representing international students at Birmingham, on Year Abroad and at the Dubai Campus.</p> <p>TL mentioned that they are passionate about languages and that's where a lot of their focus has been.</p> <p>MH outlined how the session is going to run. We'll walk through the report and give some feedback. The Panel members will have some questions and then they'll put student questions.</p> <p>MD outlined that there will then be an option for TL to ask questions.</p>
11:05	Scrutiny Panel Feedback	<p>MH outlined that TL does a great job representing international students. Her passion for her role is evidence. A key strength is creativity of the ideas that TL has/</p>

Time	Discussion	Notes
		<p>MH has seen the acronym video that TL has done which was very informative and a great example of the work that TL does.</p> <p>MH mentioned that TL goes above and beyond in her role. She brings creative ideas to her role and represents students.</p>
11:10	Scrutiny Panel Questions	<p>MH asks about the problems that TL has identify with course handbooks and if there is a plan for do something about this.</p> <p>TL mentioned that students may know about the handbooks but don't necessarily go to them for information.</p> <p>TL planned first step is to work with the Colleges and students to promote knowledge of these handbooks.</p> <p>TL is also working on an International Students Guide that should make it easier for student to find information in a way that is tailored.</p> <p>TL mentioned that the handbooks are a University document so there can be limited changes that we can make.</p> <p>MH noted that AL mention how vital it is for the university departments and tutors to establish trust with international students - is she planning on aiding this in any way?</p> <p>TL spoke to the difference in tutoring that students experience. Some many do not know who their tutor is, but others may have a really strong relationship with their tutor</p> <p>TL has spoken to the Heads of College, and they've said that Tutors should be pro-actively reaching out to their tutees.</p> <p>TL mentioned that some Tutors may not have enough knowledge to be able to effectively signpost and general signpost to the International Student Team who can't help with all issues.</p> <p>TL wants Heads of College to provide adequate training so that tutors can accurately signpost.</p>

Time	Discussion	Notes
		<p>MH mentioned that they were going to move on to looking at TL's Manifesto.</p> <p>MH mentioned that in TL's manifesto, you mention wanting to reduce bias and stereotypes in communication - what steps has TL taken to achieve this?</p> <p>TL has been working with Comms and Marketing to help provide more information around acronyms and word shortening.</p> <p>TL mentioned that encouraging communication and encouraging people to get to know each other can help people understand each other better. Some people comment on the English of international students. Activities like Language Café can help to establish friendships and understanding.</p> <p>TL also encourages this culture within the Officer Team.</p> <p>MH asked about the support TL has been giving to various societies.</p> <p>TL mentioned that during the Welcome period she was signposting students to relevant societies. Some of them don't have a huge amount of engagement.</p> <p>TL has been using her Instagram stories and her emails to encourage people to get involved.</p> <p>TL has helped with the Japanese society Sushi event as they had a lot of people attending.</p> <p>TL has worked with the Ukrainian society in their hosting of the annual Ukrainian Societies Conference this weekend. She helped with initial planning, as well as funding applications, and providing them with advice and guidance.</p>

Time	Discussion	Notes
		<p>TL has worked with Change Society to help them book rooms and strengthen relationships with the University. Currently working to linking them up with the Global Ambassadors for an end of Semester event.</p> <p>MH commended the level of work that TL does in her role.</p> <p>MH asked for more information about the Working Hours Campaign.</p> <p>TL has been looking at this for a while. It's been a conversation with other Officers across the country as well who have also been looking at this issue.</p> <p>TL mentioned that part of it focuses on the 20-hour working cap for students on a VISA. This isn't likely to be changed due to the political environment in the UK.</p> <p>TL mentioned that the University has an internal cap of 15 hours per week which has been set by a Senior level. Students have been in touch over the summer asking why this is in place.</p> <p>TL has brought this to various departments, including Worklink. The Guild President is also interested in this and has worked on a survey to gather some evidence on it.</p> <p>TL has had conversations with Student Services, Registry and PVC I who are all supportive. Nothing confirmed yet.</p> <p>MH asked if TL could explain the Global Buddies scheme.</p> <p>TL spoke of this being something that she's wanted to work on for a while as the scheme was paused a few years ago.</p> <p>TL mentioned that it was focused on it being about bring together international students.</p>

Time	Discussion	Notes
		<p>TL is currently exploring the options to pair people up and provide that support. This does present some risks about how we manage that and keep students information safe.</p> <p>TL is still exploring the options for this with the staff team. She'd like to get it done but it may be something that can be picked up by the next International Officer.</p> <p>MH asked about TL's mention in her manifesto having a model UN and an international rep scheme, if there an update on these?</p> <p>TL spoke to relevant staff and was informed that there was a society in the process of being created. This society hasn't yet been created by TL paused her activity on this.</p> <p>TL has also spoken to the School of Government who do a similar type of activity already</p> <p>TL is still looking for opportunities to make this happen.</p> <p>TL mentioned that the international rep scheme is likely to be picked up as part of the democracy review. It may not be formal Student Reps but more of getting international students who are Reps to attend meeting alongside her.</p> <p>MH mentioned that she's spoken to some international students who really enjoy Language Café.</p> <p>MH asked if TL has plans to improve engagement in the language cafe, have she thought about having activities for people to do with the person they are speaking to?</p> <p>TL mentioned that when Language Café started this was something that they did do. When it first started the event was very popular, so it has changed form a couple of times.</p> <p>TL tries to set a topic or theme for each language café. The first one was about Autumn Festival and had boardgames. The upcoming Language Café is about Christmas and has</p>

Time	Discussion	Notes
		<p>been moved to Mermaid Bar due to the need for additional capacity for the venue.</p> <p>TL is happy to consider some more activities that can be done.</p> <p>MH passed over to AM.</p>
11:20	Student Submitted Questions	<p>AM asked if the Officer Team has had a conversation with the University on 'Renaming the International Student Team to reflect their responsibility', and what is the update?</p> <p>TL updated that she has been working on this. She spoken to the International Student Team and the Director of Student Services.</p> <p>TL agrees with this change. It can be confusing for students and staff as the name currently indicates that they can provide more support than they currently do. The name doesn't reflect what the team currently does as they just support VISAs and not wider international advice.</p> <p>TL mentioned that there are other services that can provide advice for international students. These include Guild Advice and other support teams across the University.</p> <p>TL has spoken to different Officers at UKCISA Fest in London last week so see what the situation is across the country. Many of them have a VISA department and then a separate international student support team that does provide advice.</p> <p>TL mentioned that it will likely take some time for the name to change.</p> <p>TL is gathering evidence from other Universities and planning to take it to PVC for International.</p> <p>TL's conversations with the International Student Team are currently focused on updating their website and making sure that the information is correct.</p>

Time	Discussion	Notes
11:25	Questions from Officer	<p>MH asked if TL had any questions for the panel or feedback on the meeting as this is the first one.</p> <p>TL enjoyed the meeting and found it interesting.</p> <p>TL really valued the time taken to read reports and ask in detailed questions.</p> <p>MH mentioned that TL is doing a great job.</p> <p>TL mentioned that the next Language Café is on the 6<sup>th</sup> Dec 2-3:30pm and that it would be great to see Scrutiny Panel members there.</p> <p>TL mentioned that there is also a PG &amp; International Party in Joe's Bar on the 8<sup>th</sup> December with free food as well.</p>
11:30	Session closed	<p>The panel debriefed about how they felt the meeting went.</p> <p>The session closed.</p>



**Present:**

Scrutiny Panel Members: Anamika Varghese (AH), Madi Hamblin (MH), Sam Hadley (SH), Sukhdip Nagra (SN), Anastasis Mauriac (AM)

Officers: Amira Campbell, Guild President (AC)

**In Attendance:**

Core Staff: Jane Baston (Senior Voice Coordinator & Minute-Taker)

**Trigger/Content Warnings:**

Time	Discussion	Notes
13:00	Introductions	<p>The Panel introduced themselves and welcomed AC to the session.</p> <p>SH outlined that the panel would run through of AC's report and then some questions from the panel. There will then be some pre-submitted questions from students.</p> <p>AC introduced herself and her background as a student in music.</p>
13:05	Scrutiny Panel Feedback	<p>SH noted the detail and structure in AC's report. There's clear evidence of attention paid to AC's manifesto aims and flare for engagement with student activities.</p> <p>SH noted the engagement with the student body on social media and has seen good use of this. Particularly around the Trade Union Fair as this seemed very effectively.</p> <p>SH noted that AC is a visible President to the student body.</p> <p>SH mentioned that the focus on students at work has been a clear focus from AC.</p>

Time	Discussion	Notes
		<p>SH also noted the delegation of tasks to other Officers where necessary while still being involved with helping to progress those things.</p> <p>SH noted that the Presidential role is a very large role and AC has been doing a great job.</p> <p>SH mentioned that they would be moving on to questions from the Panel.</p>
13:15	Scrutiny Panel Questions	<p>SH mentioned the update the AC provided on the work she's been doing on presenting information around scholarships and support for medical students - how AC is planning to continue advocating for medical students?</p> <p>AC went to the APPG recently and spoke about it there. It didn't get a lot of traction there, however.</p> <p>AC has spoken to a couple of students from CAWC about this with various University Senior Leaders to raise the issue with them. The University hasn't shown a huge amount of willingness to expand this to medical students.</p> <p>AC noted that the university is looking to move away from having a graduate entry route for the medical school.</p> <p>AC is going to keep pushing for more change on this.</p> <p>SH asked about the work that AC has done with engaging societies on campus.</p> <p>AC mentioned that she's been along to some K-Cover events which has been really fun. It's a good opportunity to talk to students about different issues that they're facing.</p> <p>AC can talk with them about the work that Committees do to get events going and recognising the work that Committee members do.</p>

Time	Discussion	Notes
		<p>AC mentioned that she wants to stay in touch with the wider student body to help boost engagement. She enjoys doing this.</p> <p>SH asked about AC's manifesto commitment for long-term liberation support within the Guild.</p> <p>AC hasn't made as much progress on this as she'd like. When she was BVCO AC helped to build the campaign through community organising techniques.</p> <p>AC noted that the investment in this campaign was key to making this engagement and wanted to see this expanded.</p> <p>AC mentioned that the Guild was working on the Democracy Review and were looking at consulting on bringing in community organising.</p> <p>AC updated that the Guild is currently consulting on reviewing the representation of marginalised students. A survey was put out, but it didn't get a huge number of responses.</p> <p>AC noted that more work could have been done to get higher engagement from marginalised communities in that survey.</p> <p>AC noted that the democracy survey has been tied to the Guild's annual survey to get more insight from students. There have also been some focus groups run to gain more views on this and there have now been more responses.</p> <p>AC noted that this manifesto point may be changed based on the results from those consultation pieces. She wouldn't want to go against student opinion to implement this.</p> <p>SH mentioned that they wanted to move on to student artist manifesto point.</p> <p>SH noted that there was an event that took place but had relatively low attendance. How is AC planning to work with</p>

Time	Discussion	Notes
		<p>societies to help promote this event? If she didn't do this already and how would she look to do that?</p> <p>AC acknowledged that the missing piece was working with societies for that event.</p> <p>AC had reached out to the Black community as the event was aimed at them. It would make sense to reach out to a wider range on that for the next event.</p> <p>SH noted that the Barber Institute is close to the Guild and it's good to see that the relationship is being built.</p> <p>AC has talked to the Barber Institute about building that relationship and how the Barber Institute can be brought to students. Especially as it's not open that much anymore.</p> <p>SH asked how AC is planning to improve drop-in session for societies before dissolving the scheme?</p> <p>AC mentioned that they're looking to put them online. There are also conversations about using central comms to advertise them rather than relying on just Student Activities Comms.</p> <p>AC noted that one of the challenges is that society committee members will often get in touch via email and then come to the Officers Office. It may not be productive to be running drop-ins.</p> <p>AC mentioned that they'll probably do 2 more drop-in sessions to see if there is an appetite for the sessions. If not, then we can reconsider it.</p> <p>AC noted that the key aim of this was about improving transparency and help with escalation to give committee members a space to raise things if they need.</p>

Time	Discussion	Notes
		<p>AC has noticed that a lot of Committee members already feel empowered to approach Officers and raise issues already so the drop-ins may not be necessary.</p> <p>SH noted that sometimes manifesto points can change and looking at adapting them based on feedback and how things work operationally and is a good idea.</p> <p>SH asked what has prevented progress on centralising EDI Aims.</p> <p>AC missed the first EDI meeting with the Heads of College which has impacted this.</p> <p>AC noted that the University and the Guild need to improve communication around EDI.</p> <p>AC has been working to improve these relationships, both between the University and the Guild as well as within the Guild.</p> <p>AC noted that the Guild and University Communication Departments are working more closely together, particularly around the Inclusion Calendar.</p> <p>AC noted that it's an ongoing piece of work. A lot of it is operational and will likely progress as we go through the year and see stronger implementation.</p> <p>AC noted that the Guild Cultural Calendar has been progressing. It has Officers involved and has more work going on around it.</p> <p>SH acknowledge the good progress made on this, even with the delayed started.</p> <p>SH asked about the progress made on shifting PTOs in to paid Community Organisers.</p>

Time	Discussion	Notes
		<p>AC noted that this is something that is mainly in the Democracy Review as she talked about earlier. We're waiting for the results of the survey.</p> <p>AC doesn't think that we should have another year of unpaid PTOs. There are certain challenges around paying the PTOs based on the Education Act 1994 which can limit this.</p> <p>AC noted that moving to Community Organisers would mean that they wouldn't be elected. There are also discussions around what those roles look like as well and how they are structured.</p> <p>AC noted that a lot of this is dependant on the outcomes from the Democracy Survey.</p> <p>SH asked how AC is working with Black Voices to ensure that initiatives like the Black Hairdressers and catering are well received?</p> <p>AC noted that she had a meeting with campus services last week. At the moment a Black food catered is only on campus one day a week. The financial turnover is needed for that to be come permeant. The Catering Team have been supportive of this project.</p> <p>AC mentioned that we need to encourage as many students as possible to engage with that catered to encourage the University to continue supporting it.</p> <p>AC noted that she has had conversations with the Hairdresser in the Guild about Black Hairdressers. It would be focused on having students providing the services in the space and as part of the services that are already there.</p> <p>AC is working with Guild Senior Management on a business case for that and looking at how we support those students. The Careers Network have been really helpful with providing advice and guidance.</p>

Time	Discussion	Notes
		<p>AC wants to ensure that we provide space for students to use their skills while the Guild provides the space and resources from them to do that.</p> <p>AC would like this to be a soft-launch next Spring at the latest.</p> <p>SH noted the great work that AC has been doing on the pieces of work and the goals noted.</p> <p>SH asked for more clarity around the work of West Midlands Sabbs?</p> <p>AC apologised for the use of acronyms and clarified the “Sabbs” stand for Sabbatical Officer.</p> <p>AC noted that the previous President tried to re-launch the One City Network, but it didn’t see much success with it. It was predominantly the previous President leading this work.</p> <p>AC has redeveloped this to be across the West Midlands. We know that we’re about to go into a Mayoral Election next year which gives a good opportunity to look at how we can campaign around this election.</p> <p>AC noted that Andy Street has been the mayor since the role was created. Students could potentially swing this vote.</p> <p>AC noted that we should be mobilising students to vote in this election and how we can use this to get commitments that will impact students’ lives. There are certain things that we might want to push the Mayor to do in his role.</p> <p>AC has been in touch with various SUs that cover about 150,000 students across the West Midlands Combined Authority area. They have been looking at developing a manifesto for the next election.</p> <p>AC noted that this has been focused predominantly on housing and travel.</p>

Time	Discussion	Notes
		<p>AC has arranged 2 meeting so far. The first had good attendance. The second saw slightly poor attendance.</p> <p>AC met with Andy Street recently to discuss the manifesto. He has expressed interest in meeting with the West Midlands Sabbs, so they need to pull the manifesto together.</p> <p>AC noted that we'll be looking at running a husting event as well to encourage engagement with the election. This will be discussed at the next meeting next week.</p> <p>SH thanked AC for the additional information on this and for her response on all the questions.</p> <p>SH noted the excellent work that AC has been doing and the passion she shows for the role.</p> <p>SH passed over to MH.</p>
13:40	Student Submitted Questions	<p>MH noted AC's passion for her role.</p> <p>MH asked why given strike action first take place weeks ago, why was Guild policy ignored and no statement made in relation to UNISON strike action?</p> <p>AC noted that the Guild does have active policy on supporting trade unions.</p> <p>AC noted that at a GOG meeting agreed to make a statement but due to various reasons it was released after the UCU solidarity statement. AC noted that the Officer Team are not full in agreement on this topic which has led to further discussion</p> <p>MH asked if AC could explain the different between Officer Instagram accounts and what seems to be personal Facebook accounts? What can Sabbaticals do in their personal capacity at the Guild as members, but cannot do as Sabbaticals?</p>



Time	Discussion	Notes
		<p>AC noted that on her personal accounts she's allowed to do what she'd like – within the law.</p> <p>AC noted that on a lot of issues related to the Guild AC is allowed to express her view on her Guild accounts.</p> <p>AC noted that there have been some changes made to Referendum Campaigning. Originally PTOs weren't allowed to campaign as Officers, but they can now.</p> <p>AC noted that as a Trustee she can't make defamatory remarks. She can, and does, encourage students to attend Scrutiny Panels.</p> <p>AC noted that she encourages Scrutiny as it's an important part of elected Office and holding the Officers to account</p>
13:50	Questions from Officer	<p>SH asked if AC wanted to mention anything else about her Report or anything that she wanted to ask the panel.</p> <p>AC didn't have any additional questions that she had for the panel.</p> <p>AC noted that there are a lot of things going on at the moment that haven't been discussed but she's happy to answer any other questions.</p> <p>SH asked AC what she was expecting to be asked about.</p> <p>AC was expecting to be asked about the Israel-Palestine conflict. It has been a challenging situation and we've been able to get statement through on it.</p> <p>AC has been able to discuss the issue with different students and valued those conversations. Understanding the different views that students can take and provide them with support has been good to do.</p>

Time	Discussion	Notes
		<p>AC noted that this will likely continue for a while. The Guild is here to provide support for this if anyone needs it.</p> <p>SH noted that it can be difficult to put out collective messages, noting the disagreement within the Officer Team with regards to strike action.</p> <p>AC noted that she would value the panels views on this on any other issue.</p>
14:00	Session Closed	<p>SH thanked AC for answer questions and encouraged engagement on social media.</p> <p>SH closed the session.</p>

**Present:**

Scrutiny Panel Members: Anamika Varghese (AH), Madi Hamblin (MH), Sam Hadley (SH), Sukhdip Nagra (SN), Anastasis Mauriac (AM)

Officers: Trinity Barson, LGBTQ+ Students’ Officer (TB)

**In Attendance:**

Core Staff: Jane Baston (Senior Voice Coordinator), Dayna Hopkins (International and Postgraduate, Minute Taker)

**Apologies:**

**Absence Without Apologies:**

**Trigger/Content Warnings: LGBTQ+, Trans awareness work,**

Time	Discussion	Notes
14:00	Introductions	<p>SW: Welcomed TB to Scrutiny panel and introduced themselves.</p> <p>TB: Introduced themselves.</p> <p>SW outlined that the panel would run through TB’s report and then some questions from the panel. There were not pre-submitted questions from students.</p>
14:05	Scrutiny Panel Feedback	<p>SW: Firstly, I would like to commend you for your strategic collaborations, including meetings with key stakeholders and active participation in the Welfare and liberation Committee which showcase a deep understanding of Equality, Diversity, and Inclusion issues at UOB. You have begun to make tangible progress on your written statement aims particularly</p>

Time	Discussion	Notes
		<p>in the successful execution of the Halloween and Welcome Week events however I just wanted to know more about your next steps.</p>
14:10	Scrutiny Panel Questions	<p>SN: Commended them on the work they have been doing so far, and asked can you provide details on the social events fundraiser, including the goals and outcomes achieved?</p> <p>TB: There have been a few issues with the social fundraiser event that is supposed to be happening on Friday 1<sup>st</sup> December, this is being moved to Semester 2. It was in support of raising money for the National Aids trust by providing a film and some other activity for LGBTQ+ students.</p> <p>SN: How do you measure the success of social events in fostering a sense of community among LGBTQ+ students?</p> <p>TB: I currently do not have access to the Officer social media account, however once I do have access, I will post an anonymous feedback form to collect feedback from the students.</p> <p>SN: What insights did you gain from the meeting with Sammy Li, and how has it influenced your work?</p> <p>TB: The meeting with Sammy Li was good, they have helped give training to staff on LGBTQ+ support via canvas modules. TB is going to review these to make sure what people are learning is relevant and if needed suggest updates.</p> <p>SN: How has your involvement with the Welfare and liberation committee contributed to your understanding of Equality, Diversity, and Inclusion (EDI) at University of Birmingham?</p> <p>TB: The first meeting helped to know who was on the committee, what gets discussed and it was good to know that funding has been sorted and how we can use the funding to support campaigns and events.</p>

Time	Discussion	Notes
		<p>SN: Could you share the highlights and feedback from the Halloween and Welcome Week Social events?</p> <p>TB: The welcome week event went well; we had a lot of first year students there which was good as they got to meet other people and, we had a lot of Postgraduates attend also. For the Halloween event we had less people attend and less Postgraduates at that event.</p> <p>SN: How do you hope to increase the number of Postgraduates at events?</p> <p>TB: I have spoken to HB about promoting the events, and they mention that AL and BL have newsletter that get sent out to International and Postgraduate students, I will give them notice of an event coming up and hopefully that can be promoted via those channels.</p> <p>SN: That sounds good. Why do you think there was a decrease at the Halloween social?</p> <p>TB: It was a reading week at the University, my course does not have a reading week, so I was unaware that it was happening the week of the event. Around 35 people turned up to the event, but I hope to collaborate more with societies on future events.</p> <p>SN: What additional events currently being planned, and how do you ensure inclusivity in event planning?</p> <p>TB: For the event that has now been moved to next semester, I have been planning that with the LGBTQ+ association and working with the disabled rep and neurodivergent rep to ensure inclusivity, we will have a sensory corner.</p> <p>SN: Could you expand on what is a sensory corner?</p> <p>TB: Of course, it will be a space with sensory toys and ear plugs and will be open during the whole event.</p>

Time	Discussion	Notes
		<p>SN: What strategies have you used to regularly post about different LGBTQ+ identities and awareness days?</p> <p>TB: As I currently don't have my own social media, I have been using the LGBTQ+ association social media to post about events we have been hosting, also created information packs for trans awareness week about commonly used terms for people to read, that was shared on the LGBTQ+ association Instagram.</p> <p>SN: How do you plan to enhance communication with Schools and Support services on this matter?</p> <p>TB: I have been working with school and support services by having meetings with Sammy Li and I have also had conversations with the careers network. I created information packs for trans awareness week that I shared with terms that are often used with the community so that other can educated themselves.</p> <p>SN: Can you provide details on the ongoing campaign and collaborative efforts with the IFA?</p> <p>TB: Working with Sammy Li to ensure that there is training provided for staff and students.</p> <p>SN: For clarity, who is Sammy Li?</p> <p>TB: They work as part of EDI for the University. With the IFA we ran a panel for students to come along and ask a panel of Tans and Nonbinary students any questions. TB was unable to attend the event however they heard it went well.</p> <p>SN: There was no Student submitted questions so I will move onto updates.</p> <p>SN: How have you been contributing to the LGBTQ+ Association's social media presence?</p>

Time	Discussion	Notes
		<p>TB: I currently chair the LGBTQ+ Association and use the social media while I currently don't have access to the Guild LGBTQ+ social media.</p> <p>SN: Can you provide insights into recent committee meetings and any initiatives being worked on?</p> <p>TB: We are working on a trans support campaign and have spoken with UCL about a current trans support campaign they are doing, and we may also support them with that campaign here at the University.</p> <p>SN: What events or initiatives are currently being worked on by the LGBTQ+ Association?</p> <p>TB: There will be a WLW event coming up.</p> <p>SN: Can you expand on what WLW means please?</p> <p>TB: It stands for Women Loving Women, so the event is for our lesbian community. The event is on Wednesday 29<sup>th</sup> November or Wednesday 6<sup>th</sup> December. We are also doing an online event that the Disabled rep is working on increase accessibility.</p> <p>SN: Thank you. That is all my questions, does any other scrutiny panel member have other questions?</p> <p>AM: provided feedback.</p> <p>SN: Thank you for your attending today.</p>
14:15	Student Submitted Questions	SN – Noted there were no student questions to be asked.
14:16	Session ended	Session ended 2:16pm.

**Present:**

Scrutiny Panel Members: Anamika Varghese (AH), Madi Hamblin (MH), Sam Hadley (SH), Sukhdip Nagra (SN), Anastasis Mauriac (AM)

Officers: Dean Turner, Welfare and Community Officer (DT)

**In Attendance:**

Core Staff: Jane Baston (Senior Voice Coordinator, Minute-Taker)

**Trigger/Content Warnings:**

Time	Discussion	Notes
15:00	Introductions	<p>The Panel introduced themselves and welcomed DT to the session.</p> <p>DT introduced themselves to the Panel.</p> <p>AM outlined how the sessions will run. The panel will start with feedback on the report and then ask some questions. They will then ask student submitted questions.</p> <p>AM noted that DT will be given the opportunity to give some feedback and any other comments that he might want to make.</p>
15:05	Scrutiny Panel Feedback	<p>AM noted the good job that DT has been doing. DT has touch on all the key points of his manifesto and has a clearly detailed report.</p> <p>AM noted how well DT has been doing with Instagram reels as well. The promotion of the Community Breakfast has been doing well.</p> <p>AM noted the promotion of sanitary products in the Guild.</p>



Time	Discussion	Notes
	Scrutiny Panel Questions	<p>AM asked if DT could expand on the project to reduce violence against women.</p> <p>DT clarifying that this was about Campus Community Staff Group and the Pan-Birmingham Policing Group.</p> <p>DT sits on the Campus Community Staff Group along with a Staff Member from Community Welfare and it's focused on sharing information mainly.</p> <p>DT shared that there are representative from the WM Police there too and they're able to share stats and respond to them.</p> <p>DT noted that in the recent safety week there were a lot of stalls on campus where personal safety alarms were given out.</p> <p>DT noted that the Pan-Birmingham Policing Group is new this year. There isn't a lot of student engagement from other Officers in Birmingham, but DT has been involved with it.</p> <p>DT has pushed to have international students as a standing item for this meeting. It's clear that there should be links with this as some of the discussions can ignore international students, but they can be heavily impacted.</p> <p>DT has been primarily representing students and raising their voices in those meetings.</p> <p>AM asked about the free period products machine and where it would be set-up. AM asked why it had been delayed and if there were plans to communicate about it when it's been installed.</p> <p>DT noted that this is part of a University wide project for 22 locations across campus and in accommodation.</p> <p>DT has been pushing for the Guild to be part of this contract. There has been a bit of delay for these due to sorting out the details of these contracts.</p>

Time	Discussion	Notes
		<p>DT noted that the ones on campus should be being installed this week. The ones in the Guild are slightly delayed but he can check with the Facilities Manager.</p> <p>DT mentioned that it will be similar to what is already outside the Officers Office with provisions of sanitary products. There are plans to promote it on social media.</p> <p>AM asked if DT had plans to expand the Community Pantry/Breakfast Scheme? Are all students being catered to with halal/gluten-free options? Has he considered incorporating recent Guild policy around having more vegetarian food provided in the Guild?</p> <p>DT mentioned that everything is vegetarian and halal as there is no meat. There is only 1 gluten-free option at the moment. They're looking to see if this can be expanded.</p> <p>DT noted that the Breakfast was just supposed to be November but has been expanded to have one running in December too.</p> <p>DT is looking to expand to a new location. Mermaid Bar can get quite crowded so it would be good to have a location where people can sit down and socialise.</p> <p>DT note that lots of people attend which means that the social aspect isn't as easy.</p> <p>DT noted that currently he's involved in making sure that it happens every week. There are conversations about embedding it into staff provision.</p> <p>AM noted the DT wanted to look at low-cost food items in the Guild. What progress has been made?</p> <p>DT noted that Joe's has a savers menu which continued from last year. Working with HB on the name to call it a Savers Menu that is available from 3-5pm every day.</p>

Time	Discussion	Notes
		<p>DT mentioned that this has been rolled out.</p> <p>AM mentioned that bring all the housing activity under 1 heading is a good idea but if students aren't aware then it's likely to not be useful. The recent housing fairs didn't have huge attendance. What is the plan to look at encouraging engagement for this work?</p> <p>DT noted that when the housing fairs took place the online content was ready. There is ongoing work around a physical booklet.</p> <p>DT noted that it's a good point and it would have been useful to have something to point to. We do now have this as the work on the website has been done.</p> <p>DT mentioned that the last phase of the content will be rolled out. There are also plans for more housing work next semester.</p> <p>AM asked if DT could expand on the Housing Working Group.</p> <p>DT updated that this group brings together various people from across the Guild who work on housing related issues.</p> <p>DT mentioned that this group has been useful for coordinating the activity for the housing hub.</p> <p>AM asked if DT had considering student input on that?</p> <p>DT had liaised with the Community Wardens around the visits that they do throughout the first few weeks. Those initial visits were used to reflect content on the website.</p> <p>DT agreed about the need for student consultation and input of this and be looking to do more of that during Semester 2.</p> <p>AM asked about DT's plans to "tackle rogue Selly Oak landlords" as outlined in his manifesto.</p>

Time	Discussion	Notes
		<p>DT updated on the Marks Out Tenancy Scheme. This scheme allows students to rate their house/landlords and encourage students too look at that. He is planning to promote it more at the end of the year when it won't cause conflict with landlords and students have had more time in their accommodation.</p> <p>DT mentioned that it should encourage landlords to be better and respond to their tenants.</p> <p>AM asked if it will be on Guild website.</p> <p>DT updated that it will be on the Guild website and will be promote via Guild channels too.</p> <p>AM asked if DT had any updates on the cultural calendar.</p> <p>DT acknowledged that this is on various Officers Manifestos. Alongside TL and AC he meets with Comms to go through which days are most relevant to students and which students groups it would be useful to bring in for different cultural events.</p> <p>DT mentioned that having student groups involved is really useful as they can get involved with creating content for it.</p> <p>DT's most recent update for the calendar is that they'll be doing something for Student Drug and Alcohol Awareness week this week.</p> <p>DT updated that the next meeting to discuss more days will be in Jan.</p> <p>AM asked about the Harm Reduction Drug and Alcohol Policy – are there any updates and what is DT's plan to get this implemented.</p> <p>DT updated that the Harm Reduction Policy is focused on safe drug and alcohol use. We know that we can't stop</p>

Time	Discussion	Notes
		<p>students from engaging in those activities so instead we want them to engage in them safely.</p> <p>DT mentioned that a lot of this work is around education and making sure that people are aware of how to engage with drugs and alcohol safely.</p> <p>DT is currently working on a paper for the Guild Trustee Board and University Executive Board that looks at taking a long-term institutional approach to this work. There are things that we can do now but we need a wider approach.</p> <p>DT is proposing pursuing the SOS-UK Drug and Alcohol Scheme that supports Universities in implementing best practice around that work and helps to implement activity.</p> <p>DT mentioned that the first thing is gathering data around this. The University has a zero-tolerance approach at the moment, so drug use is currently not talked about.</p> <p>DT mentioned that asking students about their drug use is the first step to de-stigmatizing it. This will then allow us to know what actions will be the most relevant for us to do.</p> <p>AM asked about DT's commitment to support the Guild's Community Warden's Team. What are the plans to make Selly Oak cleaner and greener.</p> <p>DT had a meeting this week about student volunteering week where this was discussed. There are currently plans to encourage students to get involved with litter picking and canal grapping through that week.</p> <p>DT mentioned that there are planters out by Tiverton Road, owned by Community Wardens. The plan is to rejuvenate these and get the local community involved in this work.</p> <p>AM mentioned seeing volunteering week this year. It would be nice to see how successful it is as it didn't seem like there was a huge amount of engagement.</p>

Time	Discussion	Notes
		<p>DT mentioned that there are plans for a volunteer of the week and plans to incentivise engagement.</p> <p>AM mentioned the DT helps promote E&amp;D through the cultural calendar. What engagement has DT done with Liberation Officers and Associations in this?</p> <p>DT worked with AOD on the Disability History Month content. Also worked with the RH on the Trans Day of Remembrance vigil as part of the cultural calendar.</p> <p>AM asked about the accessible gender-neutral toilets which has been raised in multiple years. It may be confidential, but could we get an update.</p> <p>DT mentioned that there aren't many updates at the moment. We're currently working to arrange a meeting with the various people who will be involved in the Action Group as the Idea has gone through the Democratic System</p> <p>DT is determined to make it happen.</p> <p>AM passed over to AV.</p>
15:30	Student Submitted Questions	<p>AV asked about the manifesto commitment to engagement with associations. Apart of the cultural calendar what are DT's plans to engage with the Associations.</p> <p>DT updated that the FTOs each have a PTO buddy. DT's is AOD.</p> <p>DT mentioned that they have been talking about working on RAPs and a plan to improve them with AOD.</p> <p>DT attends Disability Oversight Group with AOD and supports them in providing student voice in that group.</p> <p>DT recently met with TB and the LGBTQ+ Ally Network Lead from the University. They talked about the LGBTQ+</p>

Time	Discussion	Notes
		<p>mentoring scheme as well to provide support to LGBTQ+ students.</p> <p>DT mentioned that they discussed looking at various types of support being provided by the University.</p> <p>AV noted the good collaboration with other Officers on these projects.</p>
15:35	Questions from Officer	<p>AM asked if DT had any questions or feedback for the Panel or if there was anything else the DT wanted to update on.</p> <p>DT asked if the Panel wanted to ask about the Reclaim the Night March.</p> <p>AM mentioned that they had heard that it was due to the PTO being unavailable.</p> <p>DT clarified that the reason was staff leaving in the Student Voice Team which has reduced capacity to be available to deliver this.</p> <p>DT updated that they're now looking at running this at the end of Feb. It will be on campus but they're also looking at seeing if other Officers from across Birmingham would be able to attend.</p> <p>AM asked if DT had any feedback on the session.</p> <p>DT noted that the session was enjoyable and useful.</p>
15:40		AM closed the session.

**Present:**

Scrutiny Panel Members: Anamika Varghese (AH), Madi Hamblin (MH), Sam Hadley (SH), Sukhdip Nagra (SN), Anastasis Mauriac (AM)

Officers: Harry Brooks, Activities and Employability Officer (HB)

**In Attendance:**

Core Staff: Jane Baston (Senior Voice Coordinator), Dayna Hopkins (International and Postgraduate coordinator, Minute taker)

**Trigger/Content Warnings: External membership, Food hygiene,**

Time	Discussion	Notes
16:00	Introductions	<p>HB enters the room at 16:00.</p> <p>AV introduces HB to the panel, and each panel member introduces themselves.</p> <p>AV gives an overview of how the session will go.</p>
16:05	Scrutiny Panel Feedback	<p>AV: One of your manifesto points is to rejuvenate Fab N Fresh, especially to tackle the high prices and lack of variety. I'd like to commend you for meeting these targets, fab tickets early bird is £2 and even standard release at £6 is relatively inexpensive. I also think its great that you have diversified the fab nights by including different genres of music such as KPOP. I think it will attract cultural societies and can help reflect the diversity of our university. Also, cheap drinks introduced – 50% off drinks until 12:30am.</p>
16:10	Scrutiny Panel Questions	<p>AV: How are you helping the Guild to respond to the drink spiking issue? How are you helping to direct the Guild's action in this area?</p> <p>HB: Thank you for that, So DT and I have been in conversation with the Director of Engagement about spiking, we have looked at the spiking guidance on the Guild website and have asked</p>



Time	Discussion	Notes
		<p>for some wording to be changed as things have changed since that was wrote, I think it was updated around 2 years ago, so we are going to update the wording on that and training for student staff and security who work on the night shifts. They have already had this training such as looking out for the signs, but I was speaking to a charity about coming in and giving some training, however although the charity would come in for free to give that talk. We would need to pay for the staff to come along to that training so we are currently looking at where we would get that money from, and also want to check the content of the training to make sure it is high quality. In the past there has been training from the police, but I am still currently looking into that and progressing that forward.</p> <p>AV: Another one of your manifesto points was the return of fireworks night. I understand there was no fireworks night this year. The reason for this was because your priorities had to change due to needing to respond to various complaints and incidents. These are currently confidential. But I see you hope to work on this returning in 2024. Can you please update on this, what discussions are you currently having?</p> <p>HB: I was having conversations with the Director of Engagement, nearer to the time of when fireworks night was going to be. The dates we were thinking was the 5<sup>th</sup> of November or to incorporate it as part of Diwali celebrations, but like I said things popped up and I didn't fully understand the complexity of it, to run fireworks night it would cost £25,000 before and that was before inflation. The University also used to subsidise money towards this as well but after covid they did not provide this funding and it is a big challenge to get the University to fund this or we would have to cut something in the guild. I would expect a lot of resistance to do that for a one-night event, the money could be spent somewhere else people would argue. Also, this would require a lot of staff members time, so it couldn't happen this year. I haven't thought about it for next year as I have other pressing issues, but I will be looking to address it soon, it needs to be spoken about months in advance which I didn't realise when I wrote my manifesto. I would want it to be as part of a Diwali event, but that's not a</p>

Time	Discussion	Notes
		<p>guarantee that it will happen like that. I am not sure if I am running again next year or not, so it could also be for the next AEO to decide. It is a huge project so if a full-time member of staff wanted to take it on, they could.</p> <p>AV: I understand you're an editor in-chief of Redbrick, this helps facilitate the careers of students who want to work in journalism. As Employability Officer can you please tell me more about what you've done to ensure students get access or aid regarding employability? For example, have you held meetings with the careers network?</p> <p>HB: So I get quite a few question through my DMs, which I've responded too, I get quite a few from my role, If I've been contacted via dm I've responded, I wanted to make sure I was given out the correct information on how you can contact careers network and work link, I post information quite a bit on my social media and also people can come directly to me as well. I've got a meeting with the careers network and work link, the new work link office, the location is a lot easy for students to find them. I have spent more time on the activities side than the employability because of the meetings I get put in. I do hope to do more with it as I wish I have done more up to this point. I am looking to work with work link on open communication with students on jobs. Working with societies on employability skills that they can use. Always reminding University staff in meetings about employability issues and the Vice-Chancellor came to the societies fair which was really worthwhile.</p> <p>AV: Additionally, do you have any specific aspirational goals relating to employability and how to increase visibility of employability opportunities for students for second semester?</p> <p>HB: Trying to look into more jobs on campus because I've been told there was a huge abundance of students who need jobs because of the cost of living. Students want more jobs, it is not always making students aware of work link if there are no jobs on campus. It would be better if there were more jobs available</p>

Time	Discussion	Notes
		<p>on campus, of course work link can direct students to jobs elsewhere but it is something I want to work on more.</p> <p>AV: Another manifesto point is increased accessibility to societies, reducing the unnecessary time that is required to be on committees – streamlining forms and communications and Canvas training being accessible online - what does this training include and how will it be implemented?</p> <p>HB: I worded it badly in my report, the training sessions they have are in September and June. For new Committee members they have training sessions and canvas training is already accessible online. The Student Groups Department run sessions, such as how to run a ball, which are already online via zoom or teams. They aren't recorded, I wanted them to be recorded so people can look back during the year and to prevent questions during the year. They are currently looking into it being able to be subtitled so it can be fully accessible. The canvas training covers a range of this such as admin, how long you need to submit a risk assessment, how does an AGM or EGM work, how much time you need to notify the department on a change. I want to take a deep dive at the training. I want to welcome student feedback on that. I will reach out to Part-Time Officers on certain things that are on there. The student activities from what I've seen are doing really good, their staff are focusing on that which is really good to see.</p> <p>AV: I see that you are looking at using other buildings to book out their rooms and that you are in currently working with the IT systems to progress that, but there have been a few delays because of that also. I saw that you have chosen the barber institute as one of the buildings to book out rooms, what have you done so far?</p> <p>HB: I've been in conversations with the Room Bookings Coordinator about this. The Barber Institute is a building I picked out, the building is under repair works for maybe over a year, however there is conversations still to be had. I'm not sure of their role but we speak with them about that. I haven't</p>

Time	Discussion	Notes
		<p>done much specifically on reaching out to other buildings on campus, I'm focusing on strengthening current relationships with building managers as we've had complaints on societies being noisy when people are trying to study, so speaking with building managers about that. But I haven't reached out to other buildings due to time capacity.</p> <p>AV: There has been the return of external memberships, can you go into more details about what is an external member and how can people apply for external membership.</p> <p>HB: External members used to be allowed to be apart of student groups and applications were different as the President would have to approve all external members. They would not be current students, they could be alumni, students on a leave of absence or could have no affiliation to the University. Often societies are dependent on external members to survive, it can be really beneficial to some societies to have external members. Last year the Trustee Board, external members were put on hold, then it was fully removed, and then the first trustee board during my handover period that External members would return and there would be a working group to discuss on how this would be implemented, how do you apply, who would approve the members and new conditions. It was removed for a number of reasons. We have added that all external members need a DBS check, this was via trustee board. There is guidance on the website, you can apply online on the website not via email. I have pushed for having you DBS check over zoom or teams because those who are applying may work 9-5 and the staff at the Guild checking those also work 9-5 so now, they can show this over zoom so they can be checked during the day and get that approved. I've had some complaints at the start of the year but none recently so that's all smoothed out. Last year it was a big scandal that they removed them, but I am glad they are back. It has been going well the past few months.</p> <p>AV: Well done for that.</p>

Time	Discussion	Notes
16:25	Student Submitted Questions	<p>SH: I'm going to ask you a question that was submitted by a student. Can you provide more details on the specific findings of the initial food inspection at Joe Bar that resulted in a rating of 2 out of 5? For example, one student submission stated that mouldy food was almost given to a customer twice. What actions were taken immediately following the inspection, and have there been any interim measures to address the identified issues?</p> <p>HB: Basically, I was incredibly disappointed. The inspection happened during Fresher's week and I wasn't aware it had taken place. It has been taken incredibly seriously. I sit on Health and Safety committee, seeing what has been happening behind the scenes, more specifics about the report, students can reach out to me if they want to more details about what was in the report and there were recommendations. All the recommendations have been rectified and everything has been acted on. The University EHO has visited and agreed that all the requirements have been completed. Just to clarify it wasn't another inspection it was a revisit. I've looked at the report since then, and everything has been resolved or acted upon. A few repairs need to be completed, that will be done out of term time and then ask for a reinspection, just want to make sure everything has been done, operating correctly, hopefully get 5 stars, but if anyone wants to reach out to me, I can speak to them about it.</p> <p>AV: Thank you for that update.</p>
16:29	Meeting End	<p>AV: Thank you for your time.</p> <p>Meeting ended: 16:29.</p>