

Scrutiny Panel Minutes

Date: 04/11/20

Time: 4pm-7pm

Present:

Guild Officers

Tobiloba Adeyemi (TA, President)

Rob Hegarty (RH, Sports Officer (SO))

Wei-Lun Chen (WLC, International Students Officer (ISO))

Amie Raphael (AR, Activities & Employability Officer (AEO))

Jules Singh (JS, Education Officer (EO))

Rebecca Cutler (RC, Postgraduate Officer (PO))

Charlotte Minter (CM, Welfare & Community Officer (WCO))

Imogen Mann (IM, Disabled Students Officer (DSO))

Israel Kiggundu-Tamale (IKT, Ethnic Minority Students Officer (EMSO))

Yu Xu (YX, Campaigns Officer (CO))

Matthew Griffin (MG, Ethical and Environmental Officer (EEO))

Sorcha Hughes (SH, LGBTQ+ Officer)

Scrutiny Panel Members

Jamie Tomkinson (JT)

Eleanor Thomas (ET)

Jessica Burton (JB)

Osione Oseni-Elamah (OO)

Olivia Platten (OP)

In Attendance:

Lucy Gill (LG, Student Voice Manager)

Rozena Nadeem (RN, Democracy Coordinator)

Apologies: N/A

Absence Without Apologies:

Alice Morley (AM, Womens' Officer (WO))

Alex Heighton (AH, Trans and Non-Binary Students Officer (TNBSO))

Em Andress (EA, Trans and Non-Binary Students Officer (TNBSO))

Key:

Scrutiny Panel (SP)

No.	Time	Item for discussion	Minutes/Notes
1	4pm - 4:10pm	Welcome and matters arising	LG opened the meeting, and explained to the Scrutiny Panel how the meeting would run.
2	4:10pm-4:20pm	President Report and Questions	<p>JT introduced the Scrutiny Panel to TA</p> <p>TA provided her updates: When I wrote my written statement, there was no global pandemic, but I've taken all of my points from my written statement and condensed them. I'm working on improving inclusion and diversity, improving transparency, and building confidence in Guild structures. I'm also working on sustainability. I'd be happy to take questions now.</p> <p>JB: In your written statement, there was big emphasis on transparency - how will you work on this with the other Officers for transparency?</p> <p>TA: One of things that I'm keen on is how to promote elections - so how move forward in terms of language and comms, and how we support students. In the short-term, I covered that by getting students involved in the process. For the long term - in the current climate, I can sit with students even if it's not face to face, and plan any other approaches that may work. I'm also working with students for the long term. It's hard to come up with things by myself. Students are at the heart of what we do, they are the priority, and the contribution of the Full-Time and Part-Time Officer Team is extremely important too.</p> <p>ET: I'd like to ask about the work that you're doing on sustainability and the Climate Emergency? Please could you talk about how this is going?</p> <p>TA: This wasn't an easy conversation to have with the University. Myself and the EEO lowered large goals that we had. EEO Officer is taking the rein. I also had a meeting with the VC. I started a conversation on climate emergency - it wasn't an easy conversation, and I hate having a conversation with no actions. It is also about the actions that we put in place, because having a conversation is one thing, but taking action is another. I'm working with the Policy & Campaigns Coordinator, on a tangible timeline. I sit with a Sustainability Group at the University, and outline opportunities to get involved with the University. For the idea of students' individual campaigns - we're not just going to wait for a response from the University, we're still going to go ahead with campaigns. The Policy & Campaigns Coordinator, EEO and SO are taking the lead on this. It's also important to note that the EEO's role is voluntary.</p> <p>JT: How successful are the collaborations between you and the University?</p> <p>TA: The collaborations have been really good - the relationships last year were quite tense as we had strikes last year, and this put strain on our relationship. However, we're all experiencing the unique challenging COVID-19 situation this year, which means that we've all put our heads together, and we have to be joined up. Nobody is not trying to join up, otherwise we would be</p>

			<p>kicked out of the room. We have joined up conversations in meetings, argue respectfully, and relationship-wise, things are good. However, I don't want to jinx it, as it's still very early.</p> <p>JT thanked TA and asked the SP Members if they had any more questions. The SP did not have any more questions. TA thanked the SP, then left the meeting.</p>
3	4:20pm - 4:30pm	Activities & Employability Officer Report and Questions	<p>AR entered the meeting. JT introduced the SP, and AR introduced herself.</p> <p>AR provided updates:</p> <ul style="list-style-type: none"> • There were some points on my written statement that I had to change. • I'm looking to put financial forms online. • In terms of training, there is extra training for the DSO to come to, this will help groups to be more inclusive. There is also EDI training for the University to use. • For November, we have Not on November - 7 workshops are in the works, and the committees will attend. If there's enough demand, we'll put some more workshops on. • I have also been working on employability week. Here I've helped to ensure that there's a key focus on employability skills. There is a new page that contains everything employability-wise from the Guild. • We had a Virtual Welcome Fair, Virtual Societies Fair and General Virtual Activities. We had Lakeside, which was put together in three weeks, and was a collaboration between the University and Guild. <p>JT thanked AR for her update and asked the SP if they had any questions.</p> <p>JB: For the interest of time, I've merged some of my questions. I'm wondering what the general feedback was from virtual groups?</p> <p>AR: On average, there were many more sign ups than before, there were more sign-ups for societies than in previous years. Students now have free membership - a lot went for free membership, and most societies were positive about that. Students want to be engaged a lot given the current situation. During the Virtual Fair, we had Native - quizzes, bingo, club nights etc. We will also review the Societies Fair.</p> <p>OP: I'd like to ask about your work surrounding discontent to the Guild. How are you improving reach beyond that? Maybe you could collaborate with Reach?</p> <p>AR talked about her collaboration with Reach.</p> <p>OO: How does transparency and accountability fit with societies? I understand that there is anger among student groups?</p> <p>AR: Student Groups are accountable. We're trying to get Groups to put out frequent comms.</p> <p>JT: How successful was Employability Week?</p>

		<p>AR: Engagement-wise, for the Panel we had 4-5 students, but bear in mind that engagement is exhausting online. I'm looking to review this, re-watch the recordings, and repost.</p> <p>JT asked the SP if they had any more questions.</p> <p>JT: How are you engaging Student Groups in lockdown?</p> <p>AR: We had our 1st collaboration month, which was a 3 week program. Each group was put in a session, and groups had to collaborate. There was an award from the Student Groups Team. Those who did successful collaboration presented.</p> <p>JT asked the SP if they had any more questions. The SP and AR thanked each other, and AR left the meeting.</p>
4	4:30pm - 4:40pm	<p>Education Officer Report and Questions</p> <p>JS entered the meeting. JT welcomed JS and introduced the SP.</p> <p>JS provided updates:</p> <ul style="list-style-type: none"> • As TA and AR have probably said, it's been a difficult year. I've been working on campus spaces, consultation feedback, surveys, assisting with library services, university intranet, describing what spaces are open, encouraging the use of Microsoft teams, IT have expressed that not many students are using it when it is a useable platform to use • In September, with Student Voice, I did live Q&As with the Director of Student Engagement, which allowed students to ask COVID-related questions and non-COVID-related questions. • I've also done general work on how students could provide feedback. I've looked at support student bursaries - combine to make sense in light of COVID, reduce the impact of financial instability. • Along with AR, we've worked on an employability Hub, worked with WorkLink and Careers Network, to do jobs they want. • I've helped to ensure that scholarships and bursaries are well advertised. <p>OP: The My UoB App is a great, useful app, but because of timetabling, there were some issues with accuracy. How can there be more of a balance between systems?</p> <p>JS: For the 2nd part, the idea was for My Bham to stop. It has web functionality and has a wellbeing link. For the 1st part on timetabling issues, and how could timetabling be improved, this has been a headache for years now. I will do student consultations moving forwards.</p> <p>OP: Thank-you</p> <p>OO: In May, for the library, there was a huge focus on Eventbrite events bookings, this affected people who just needed to borrow books. The slots quickly got filled up. How would the university be able to do 15-minute timeslots?</p> <p>JS: The University would be difficult to deal with when dealing with refunds.</p>

			<p>JT asked the SP if they had any more questions. The Panel agreed that they had no more questions.</p> <p>The SP thanked JS for his time and JS thanked the SP. JS left the meeting.</p>
5	4:40pm-4:55pm	Postgraduate Officer report and questions	<p>RC entered the meeting. JT introduced the SP.</p> <p>RC introduced herself, her work and her written statement aims:</p> <ul style="list-style-type: none"> • Helping to make PG courses more diverse • Ensure nothing is data-affected • Observed how Postgraduate Inductions happened • Hosted Brum With a Brew - this has been really nice, and we now have regular time slots for this • Postgraduate students don't come through UCAS., so I opened a conversation with admissions about this • I'd like to do a Postgraduate-specific Speak Week. Speak Week took place last Autumn 2019, but only 12% of responses were from Postgraduates, and It's difficult to present this data to the University. I'm settled on 5 themes for Postgraduate Speak Week- motivation (why Postgraduate students are here, what Postgraduate students want to get out of their time here), transition (how getting started on Birmingham), situation (how doing now, imposter syndrome, how transpired now are a student) and representation (what representation do they want or need) • I will communicate with Postgraduate Research students, as they are different, and as during Welcome and Induction, It can be difficult to communicate with them. Not all Postgraduates will use social media, and International students use other social media sites, not same ones as here In the UK. I'm about to write questions for these. <p>JT thanked RC for her update, and asked the SP If they had any questions.</p> <p>JB: On your manifesto, I like how you split your points into academic and social experience. Also, you talked about a specific Sports Societies Week during Welcome for Postgraduate students – could you tell us a little more about this please?</p> <p>RC: Unfortunately, this one was not COVID-19 adaptable, but I used social media to talk about the virtual fairs that had been going on. In terms of how I might implement the 5 themes with the Student Voice and C&M Teams, they all been designed by experience with students. University staff need to work out why Postgraduate students are not engaging, as there is still lots that we don't know. I feel a lot of Postgraduates can be hesitant. They may not be used to doing University on a computer (e.g. a Postgraduate student who was in University in 1994), some International students who passed English courses to get into the University don't know their level of confidence until they start their course with the course's level of English. I'm also making things like inductions smoother, and looking at what works well. Brum with a Brew is a little difficult with the building</p>

			<p>not being open. But we can explore more on why Postgraduates are not engaging, and why the engagement is down.</p> <p>JT asked the SP if they had any more questions. The SP had no more questions. The SP and RC thanked each other and RC left the meeting.</p>
6	4:55pm-5:10pm	International Officer Report and Questions	<p>WLC entered the meeting. JT welcomed WLC and Introduced the SP.</p> <p>WLC introduced himself and talked about his progress on his work to date:</p> <ul style="list-style-type: none"> • Inclusivity of international students • Supporting cultural societies and event • Supporting students on year abroad <p>ET: What support are you involved in for international students stuck in Birmingham, and those outside of Birmingham?</p> <p>WLC: The main students who are not engaged are 2nd and 3rd years who are not on campus, or who are abroad. There is extensive care for Fresher's.</p> <p>ET: Sounds like you're doing a good job!</p> <p>OO: Last year I came from a year abroad, I'm interested in what support you are providing for year abroad students, for example a Facebook group? Do the students on years abroad have all of the Information that they need?</p> <p>WLC: Everything is virtual, and I'm showcasing dates for events. I'm doing this through an Instagram and Facebook page. Year abroad students are more likely to join this way.</p> <p>OO: Are you continuing work on the Guarantor Scheme from the previous International Officer?</p> <p>WLC: Not working on Guarantor Scheme now, but I will be attending a meeting next year. International students pay a certain amount for a guarantor. Meetings are once a year. On the 3rd item, I am supporting cultural societies and events. I'm working within the Guild and delivering the Guild side on culture exchange, for example helping with Global Buddies.</p> <p>JT asked the SP if they had any more questions. The SP had no more questions. The SP and WLC thanked each other and WLC left the meeting.</p>
7	5:10pm-5:30pm	Welfare & Community Officer Report & Questions	<p>CM entered the meeting. JT introduced the Scrutiny Panel.</p> <p>CM introduced herself and talked her progress on her work and campaigns:</p> <ul style="list-style-type: none"> • Don't Rush to Rent Campaign • Lobbying for alcohol-free flats • Work on Not On Campaign • Looking at crime in Selly Oak

		<p>OP: I have seen your Don't Rush to Rent campaign, all over social media. 1st years definitely need to know about this, as students are stressed! How outside of COVID times, will you change/adapt this campaign?</p> <p>CM: This has got to be a gradual process. It's hard. Have to do right now, housemate finder, haven't done. Previous years it's usually in October/December time, real push back launch in January. Just get as many people on board as possible.</p> <p>OO: Could you tell us about your work on lobbying for alcohol-free flats, or what your future plans are for this?</p> <p>CM: This has been raised with the Director of Accommodation - increased in relation to demand. Didn't push on it. Intention to see how many students are allocated. Decrease in students living in accommodation, but they will definitely be introduced in future.</p> <p>ET: Great work! I'd like to ask about your work on tackling crime in Selly Oak, and sexual harassment, as this was talked about last year.</p> <p>CM: This is a priority I'm thinking about. I've talked about crime in Selly Oak with the Crime Prevention Manager. Bike locks purchased, Selly Express money going towards bike locks etc.</p> <p>JT: How are you supporting the welfare of students?</p> <p>CM: Have been supporting students that have been on year abroad. Also doing a Support month to reiterate support that is there for students. I'd also like to look into Pause UoB, hotline, student mentors, Student Services.</p> <p>JT asked the Scrutiny Panel if they had any more questions. The Panel did not have any questions. The Scrutiny Panel and CM thanked each other and CM left the meeting.</p>
8	5:30pm-5:45pm	<p>LGBTQ+ Officer Report and Questions</p> <p>SH entered the meeting. JT introduced the Scrutiny Panel. SH introduced themselves, and talked about their progress on their work and campaigns.</p> <p>SH: I've enjoyed what is happening, and achieved a lot of things. I have a vision for how to achieve my manifesto aims.</p> <p>JB: For your point on mental health, I'd like to ask how you plan to ensure that LGBTQ+ students are supported in future?</p> <p>SH: I have my own experience, I will be a spokesperson, and make sure my voice is implemented. I'll also plan what is most effective.</p> <p>JB: That sounds great!</p> <p>OP: You mentioned that you will be providing training for student mentors, which is great, because I'm a mentor! Could you possibly extend this to Reps too, as well as society committees? To get this out more?</p>

			<p>SH: I'm going to start conversations with those who don't have an interest in LGBTQ+ issues.</p> <p>ET: It can be hard to actively educate university staff on issues of LGBTQ+ students, do you have steps of reporting?</p> <p>SH: No, but this is something that I can work on</p> <p>ET: I'd like to ask about the anti-racism work you're doing with the LGBTQ Guild committees?</p> <p>SH: From feedback, the racism was reflected in the Association's structure, there was a lot of exclusion issues last year. Last year's committee is not there now. POC members now on Committee.</p> <p>JT asked the SP if they had any more questions. The SP had no more questions. The SP and SH thanked each other, and SH left the meeting.</p>
9	5:45pm-6:00pm	Campaigns Officer Report and Questions	<p>YX entered the meeting. JT Introduced the Scrutiny Panel, and YX Introduced himself to the Panel.</p> <p>YX: I'd like to make campaigns easier, and make things work. I've been attending and joining events for colleges, and investigate work where campaigns could help.</p> <p>JB: A big part of your manifesto was weekly meetings – please could I ask about this?</p> <p>YX: Thank-you for mentioning this, am communicating with the Policy and Campaigns Coordinator and TA about this. Conclusion about learning, not meeting weekly. Like meetings and activities.</p> <p>ET: Sorry that your job is hard to do in COVID times. You wrote a lot about BEMA, please could you tell us more about this?</p> <p>YX: I've helped with BEMA Association events.</p> <p>JT asked the SP if they had any more questions. The SP did not have any more questions. The Panel and YX thanked each other, and YX left the meeting.</p>
10	6:00pm-6:15pm	Ethnic Minority Students' Officer Report and Questions	<p>IKT entered the meeting. JT introduced the Scrutiny Panel, and IKT introduced himself.</p> <p>IKT talked about the work they have been doing in their role.</p> <p>IKT: I have been figuring how to do stuff after COVID, how to reach out to people. I've worked with BEMA, and have helped with events that they wanted to do. I also helped with Black History Month talks. I tried to present in as many places as possible, College EDI staff, staff and students moving forwards.</p> <p>JB: How will you be supporting ethnic minority students during the upcoming lockdown?</p> <p>IKT: Yes, in general, there are more challenges that ethnic minority students face. I'm looking at how to best tackle this,</p>

			<p>such as online alternatives. I'm also looking at helping disadvantaged groups and employability.</p> <p>ET: I have two short questions. What feedback came from BHM, and Black Voices project?</p> <p>IKT: I've worked with BEMA. The Decolonise Conference was on the second half of last week. The University and Guild engaged staff. Students were engaged with it too. We're in the very early stages of it. Decolonisation of the curriculum is a good step in the right direction.</p> <p>JT asked the SP if they had any more questions. The SP did not have any more questions. The SP and IKT thanked each other, and IKT left the meeting.</p>
11	6:15pm-6:25pm	Sports Officer Report and Questions	<p>RH entered the meeting JT introduced the Scrutiny Panel</p> <p>RH introduced himself, and talked about his work:</p> <ul style="list-style-type: none"> • Meet with Sports Club Presidents 3-4 times a week • Everything done with timelines • Helping to remove barriers to participating in sport – looking at inclusivity and fairer representation • Working with DSO to look at parasport • Everyone who is involved in sport is involved • Huge capacity issues with UB Sport <p>JB: In my first year, we were able to have a meal plan from the Vale, how taken this being taken forward?</p> <p>RH: Click & collect meal plan is in the shop too, not UoB catering Infusion offer healthy options, I'm involved in these conversations. Not expensive snacks e.g. crisps. I'm speaking about healthy options. Lots of support from 1st years with that.</p> <p>OP: You're obviously working hard, your report is detailed!</p> <p>RH: Working with nutritionist that UoB Sport had. Not just meant, but most dietary options. Working with Becky from Club Development, it's been a hefty task. Hopefully, we can work on this soon.</p> <p>OO: I would like to hear back about this, and about what discussions you're having in meetings.</p> <p>RH: Aimed to put people on committee. Lots of work going on, on the committee. Also doing academic service events.</p> <p>ET: Is the Athlete Network with UoB up and running?</p> <p>RH: There is a Clubs Captains page. I released survey with IKT, but I haven't heard back from IKT yet. I fed this into the inclusive legacy team.</p> <p>JT: How can sport continue in the next few months?</p> <p>RH: Following national guidelines – we're looking at how quickly sports clubs can get back up and running.</p> <p>JT asked the SP if they had any more questions</p>

			<p>The SP had no more questions The SP and RH thanked each other and RH left the meeting.</p>
12	6:25pm-6:40pm	Ethical & Environmental Officer Report and Questions	<p>MG entered the meeting. JT introduced the Scrutiny Panel.</p> <p>MG introduced himself and his work:</p> <ul style="list-style-type: none"> • Go Green Week • Plastic free shopping - place on campus • University conservation volunteers - COMPA • Reduction of plastic usage in the Guild during FAB and Sports Nights • Scientific approach for evidence for climate emergency • Conversations with David Eastwood, but with the possibility that he doesn't accept in mind <p>ET: Thank-you for telling us more about your work on climate change. How will you raise awareness beyond wider Guild comms. Do you have any plans to talk about climate change as a whole?</p> <p>MG: Yes, I'd like to broaden my campaign, and do some work on a green new deal. Get support from local area to endorse campaign.</p> <p>ET: How would you go about educating students about climate change? What would campus be like?</p> <p>MG: I think it's important to highlight what the university are doing wrong. These can be seen as decisive steps for after.</p> <p>ET: How will you communicate more, as it can be frustrating if societies are doing the same thing.</p> <p>MG: In the September Ethical & Environmental Committee, we looked at single use plastic use in Venues, and talked to the Facilities Manager. I'm also looking at a default web browser for the Guild.</p> <p>JT: You've been exceptionally active already, well done!</p> <p>JT asked the Scrutiny Panel if they had any more questions. The Scrutiny Panel had no more questions. The Panel and MG thanked each other, and MG left the meeting.</p>
13	6:40pm-6:55pm	Disabled Students' Officer Report and Questions	<p>IM entered the meeting. JT introduced the Scrutiny Panel.</p> <p>IM introduced herself to the Scrutiny Panel, and talked about her work:</p> <ul style="list-style-type: none"> • Action plan detailed - looking at hidden disabilities, sunflower lanyards • Had a panel discussion about History Months and disabilities with other Universities • Panopto - gone well, although there are issues with accuracy • Sport - although difficult with COVID-19, been working with the SO and DSO from University of Nottingham

		<p>Students' Union. This has been really positive, and have had positive feedback for this</p> <p>JT asked the Scrutiny Panel if they had any questions.</p> <p>OP: Could I ask about your work on lobbying for subtitles in lectures?</p> <p>IM: Disability Services in the University are not responding to my emails about this, there's not been a great response, and that's been difficult. The lecturer's consensus is that they don't have time for this. I've already outsourced software that makes subtitles 93% more accurate.</p> <p>OP: You're really pushing for the issue, so well done for trying! Couldn't the University get volunteers to scribe the lectures?</p> <p>IM: I can ask about this, I've not asked about this yet.</p> <p>OO: Is there any other person that you can go to, to put pressure on disability services?</p> <p>IM: I spoke to the Head of Disability Services at the start of the term. I asked the WCO and other Officers If they could email, and they're helped. This worked a bit, but no one has managed to get through otherwise.</p> <p>ET: You're doing a really great job, and I think you should tell more students that you're stuck. Students should put more pressure on their departments to support disabled students.</p> <p>IM: They are breaking the law. Subtitles must be accessible.</p> <p>ET: You could maybe tell RedBrick, or student news articles. Other universities probably also have the same problem. You could probably go to the national press to give a national push.</p> <p>JT: We're In with you on this! Students should speak up too!</p> <p>ET: You're doing really well with your work on parasports, so you should be proud of all of that!</p> <p>IM: I've done a lot, but I've had a lot of push back. I've got wheelchair basketball up, but people have made confrontations at me that I don't need to have. From staff too.</p> <p>JT: Societies can support you on this.</p> <p>OP: Societies, and all of UoB are with you on this!</p> <p>OO: Usually the Guild sends out newsletters. Discussion with cohort, College level, students pushing in different directions.</p> <p>JT: Maybe we should talk to TA about this.</p> <p>The Scrutiny Panel and IM agreed that this Issue should be discussed at the All Student Meeting.</p> <p>JT asked the Scrutiny Panel If they had any more questions.</p>
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14	6:55pm-7:00pm	Next Steps for Scrutiny Panel	<p>LG and RN explained that the Trans and Non Binary Student Officers, and Women's Officer did not submit a report for the meeting.</p> <p>The Scrutiny Panel agreed that they were happy for their questions to be sent to these Officers, and that they would welcome their responses.</p> <p>The Scrutiny Panel agreed to meet following this meeting, to discuss the feedback they would like to provide to the Officers.</p> <p>The meeting was closed.</p>