

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:	Trans and Nonbinary Students' Officer
Date of panel:	

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	
Pronouns badges in guild reception	
Context:	Pronouns badges are a useful tool for normalising trans acceptance
Progress:	Come up with preliminary design for badges, next step will be to contact other officers and marketing team to get these into production

Written Statement Item #2	
Inclusive language guide for lecturers	
Context:	Lecturers currently use a lot of language that is not very trans inclusive

Progress:	Guide is being written, will be sent out to relevant parties when completed
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Written Statement Item #3	
Improve visibility of trans people of colour	
Context:	Group is often ignored by other campaigns for inclusivity
Progress:	Campaign planned for trans awareness week that will highlight some trans POC

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
Meeting / project name	Short update on progress since last Scrutiny Panel
Working with LGBTQ+ Association	Association committee is being reformed, constitution has been changed, events are being run- we are helping to make the association a more inclusive place for students

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
Have not been mandated to work on any Guild policy yet	N/A

Other student issues, meetings or projects to note:

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