



Date: Monday 9 October 2023
Time: 18:00 – 20:00
Venue: Chadwick Building, 2.18, Hybrid

Union Executive

Minutes

Chair: Mary McHarg, Union Affairs Officer

Members:	P	AP	AB
Ahmad Ismail, Equity & Inclusion Officer		X	
Aria Xingni Shi, Activities and Engagement Officer		X	
Elisa de Aragao Bibay, Women's Officer	X		
Grace Yang, Sustainability Officer	X		
Issy Smith, Postgraduate Officer	X		
Mary McHarg, Union Affairs Officer	X		
Micah Gerstner, LGBTQ+ Officer	X		
Philip Greger and Suzanna Chen, Disabled Students' Officer	X		
Rawleka Wilson and Rachel Lim, People of Colour Students' Officer	X		
Shaban Chaudhary, Education Officer	X		

In Attendance:
Jeff Saddington-Wiltshire, Representation and Democracy Manager
Rhiannon Ellis, Representation and Democracy Coordinator, minutes
Matthew Phuklaewkla, Democracy Assistant, minutes
Simon To, Director of Policy, Governance and Advocacy
Student Observer

Actions Log 2023/24	Responsibility	Update due:
Send Policy Zone Summit invitation to Student Officers.	RDC	13 November 2023
Chair to speak to CEO about updating Union strategy demographic data.	Chair	13 November 2023
Review Student Officer support requests.	Chair, RDM & RDC	13 November 2023

1. Preliminary Matters - Welcome and Introductions

The chair welcomed members to the zone.

2. Preliminary Matters – Union Exec Training and next steps

Representation and Democracy Manager (RDM) explained how UE zones work and advised Zone members to read the zone papers before the meeting and ask clarifying questions by reaching out to Representation and Democracy Coordinator (RDC) or himself. He explained that if you cannot attend, you can send someone on your behalf or send your apologies, and alternatively you can also join the zone through Microsoft Teams. RDM spoke about staff support and their role. RDM explained that during UE zones, members should share their point of view, but avoid repeating debates that

were already discussed at policy zones. RDM explains that after the meeting, minutes are signed by the chair and ratified policies are passed to the relevant Sabbatical Officer.

RDM talked about what is likely to be on an agenda: for instance: policy proposals and Amendments to Governing Documents. RDM explained the quorum is 50% of members plus one member, and that 51% need to vote in favour for policy proposals to pass. Also, 75% need to vote in favour to pass an Amendment to Governing Documents (AGD).

Director of Policy, Governance and Advocacy (DPGA) added that the majority is counted from those who are actively voting, excluding abstain votes.

RDM talked about key dates and next steps, which include the Rep Elections, and the Policy Zone Summit on Saturday 28 October 2023.

Action – RDC to send out Policy Zone Summit invitation to Student Officers.

3. Announcements – Rep Elections

Chair gave a reminder that nominations close on Monday 16 October.

4. Matters for Approval - Approval of minutes from the previous meetings

Nothing to approve.

5. Matters for Approval – Follow up on action points from previous meeting

No action points from previous meeting

6. Matters for Approval – Confirm appointments to Disciplinary Pool

Chair explained the Disciplinary Pool and reminded officers that if they are appointed to the Disciplinary Pool, they are able to decline.

7. Matters for Discussion – Union Strategy

Chair introduced the Union Strategy booklet. LGBTQ+ Officer asked if non-binary and other genders can be included as a category for demographic statistics next year. Chair explained vision, mission and values of the Union. Strategic themes and objectives include: effective influence, amazing experience, vibrant and inclusive community and excellent union. The strategy can be read [here](#).

Action – Chair to speak with John Dubber (CEO of Students' Union) about updating the strategy to include non-binary as a demographic category.

8. Matters for Discussion – Existing Union Policies

RDM explained how approved Union policies can be viewed on the SU website. Chair went into more depth for some previously approved policies and encouraged officers to submit their own policies. LGBTQ+ Officer asked what guidance is available for writing policies. RDM explained that ideas do not need to be fully formed as the SU will support policy proposers with developing their policies. LGBTQ+ Officer asked where progress can be seen on progress for policies. RDM explained that approved policies are assigned to a specific Sabbatical Officer, and that updates on these policies are available on their pages. LGBTQ+ Officer asked if this can be made more easily accessible. RDM raised this as an action point. Postgraduate Officer asked if it is possible for policies to go directly to UE Zones, instead of through Policy Zones first. Chair said that it is rare and if it does occur, it will most likely be a referendum. Women's Officer asked if Policy Zones are affected by UCU strikes, Chair said that this is usually not the case, and if Zones are affected then ways will be found to have meetings.

Action: Increase visibility of updates on officer policies

9. Matters for Information – Annual Impact Report

Chair spoke about the Annual Impact Report. The full report can be read [here](#).

10. Officer priorities – Sabbatical Officer Priorities

Chair explained the role of Sabbatical Officers and their priorities for this year, which are:

- World class education,
- A new building for the Student Union, and
- A supportive and inclusive community.

Each Sabbatical Officer talked about their individual priorities, except for the Postgraduate Officer who also spoke about the priorities of the Activities & Engagement Officer and Equity & Inclusion Officer on their behalf. (More information about priorities may be found [here](#)).

Education Officer reminded members that all the Sabbatical Officers' emails are always open for those who would like to ask any questions. Emails addresses can be found on the SU website.

11. Officer priorities – Student Officer Priorities

Each of the Student Officers present then discussed their priorities for the year.

Women's Officer:

- Better lighting on campus at night

- Using social media to promote female campaigns
- Tackling sexual and gender-based violence:
- Anonymous forums and trained student mentors, who are non-judgemental and confidential, who you can go to if you feel like you have been the victim of a sexual assault for example
- Tackling eating disorders and body image
- Body positive fashion show, working with the [MODO Society](#) to hold a show in March for International Women's Month
- Calorific information on menus around campus
- Menu changes for calorie-free days/months
- Supporting and rewarding equal representation
- Increasing the scope and presence of [Project Period](#) around campus and working with the Sustainability Officer to increase the use of biodegradable solutions

LGBQ+ Officer:

- Re-open the Stonewall conversation
- Increasing LGBTQ+ participation in sport
- Encouraging mix-gender sports and inclusive gender practices (Pride in Sport)
- Increasing knowledge, support and training for staff + students on LGBTQ+ issues
- Increasing the scope and visibility of networks to raise awareness of LGBTQ+ issues

Sustainability Officer:

- Introduce sustainability lanyards
- Working with the Women's Officer to increase the sustainability of [Project Period](#)
- Convenient, sustainable environments
- Ensuring that bins on campus are regularly cleaned and maintained
- Increasing awareness of sustainable causes
- Create more positive attitudes towards sustainability
- Sustainability training, with incentives for societies

Disabled Students' Officers:

- Expand networks by creating an awareness platform and communication channel for people to learn more about disability and receive peer support and socials
- Financial support for disabled students for equipment, activities, setting up a support fund

- Explore topics such as inclusion in university and student life

People of Colour Officers:

- Break down barriers between cultural cliques
- Accessibility (including financial) for career and networking events
- Keeping UCL accountable
- Decolonisation of curriculum
- Increase awareness of opportunities

12. Officer priorities – Discussion about Shared Objectives for the Academic Year

Sustainability and Women's Officers agreed to work together on [Project Period](#) to increase its scope and sustainability.

Postgraduate Officer and Chair extended Sabbatical Officers' support to the Student Officers. Some forms of support that were requested were:

- Support with things such as using Canva
- Support with big projects such as improving campus lighting
- Administrative support, such as room bookings
- Promoting knowledge of Student Union activities
- Increasing knowledge of wellbeing activities from the Student Union
- Increasing awareness of disability and what its definition is
- Support in changing title of 'LGBQ+ Officer' back to 'LGBTQ+ Officer' in order to increase inclusivity
- Where extra funding can be found (Chair responded to this with suggestions such as external funding or ticketing).

Action – Chair, RDM and RDC to review these support requests and update at the next UE meeting.

Lastly, the Disabled Students' Officer extended their support to any officers who may want to make their events more accessible, and said to feel free to contact them and collaborate!

13. Any Other Business

There was no other business.

Minutes approved as a true and accurate record	
Chair:	Mary McHarg, Union Affairs Officer
Signature:	Mary McHarg
Date:	02/11/23