

Student Senate Agenda Pack

Members of Student Senate are notified that the next meeting will be held:

Tuesday 19 November 2019

Room 4J, 4th Floor Students' Union 6pm

Agenda

Please contact the Student Voice Team on 02920 781434 or email democracy@cardiff.ac.uk to discuss any additions or amendments you may have or to request further information on any of the below agenda items.

Section I Standard Items:

- A. Apologies
- B. Welcome from the Chair
- C. Minutes from previous meeting

Section II Students' Union Items:

- A. Election of Vice-Chair
- B. Students' Union Budget
- C. Report from the Trustees
- D. Bye Laws Amendments
- E. Administrative review of the Memorandum & Articles of Association

Section III Submitted Items:

- A. Change of Campaign Officer position from LGBT+ Officer (Women's Place) to LGBT+ Officer (Trans Place)
- B. Interdisciplinary opportunities for students

Section IV Any Other Business:

- 1. Lapsed motions

The next meeting will take place at 6pm on Tuesday 10 December in 4J, Cardiff University Students' Union, Park Place

SECTION I

C. Minutes from previous meeting

Student Senate Tuesday 14 May 2019, 4J at 6pm Minutes

In Attendance:

Senators

Janet Williams	Zhihan Li	Alex Keyter
Daniel Onafuwa	Tomos Evans	Hannah McCarthy
Tom Kelross	Shekina Ortom	Elly Owen
Caitlyn Parr	Benjamin Leonard	Josh Prior (Vice Chair)
Takura Nyamowa	Josh Eynon	Nick Fox (Chair)

Student Academic Reps

Sai Woebking

Campaign Officers

Nia Jones

Hannah Ryan

Orla Tarn

Sabbatical Officers

Henri Page

Georgie Haynes

Students' Union Staff

Steve Wilford - Director of Engagement and Participation, Taz Jones - Student Voice Coordinator (BLS) *minutes*, and Lucy Davies – Student Voice coordinator (PSE)

I Standard Items:

A. Apologies

Apologies were received from Dimitra Psychari, Daniel Mapatac, Jacob Lloyd, Jacob Morris, Julia Rooke, Ollie Copleston, Jeevan Kaur, Kathryn Cribbin, Ayat Almezel and Zachary Edge.

B. Minutes from previous meeting

JP raised that Jen Kent's name is spelt incorrectly and needs to be amended.

Minutes were approved.

II Students' Union Items:

A. Election of Chair (for 2019/20)

JP spoke for two minutes

BL spoke for two minutes

Josh Prior elected as Chair.

B. University-Nominated Trustee Ratification

NF explained about the Board of Trustees, and that they need to be ratified by Student Senate. The University-Nominated Trustee is Jayne Sadgrove.

EO asked why they weren't circulated before today, including to the student trustees.

TJ explained that they did not have the details before today.

Jayne Sadgrove was ratified.

C. Student Trustee Ratification

NF explained that the student trustees have gone through a shortlisting process to be offered a position as a student trustee.

DO gave a 30 second speech about why senators should ratify them.

Gabriella Gropper, Ryan Singh and Daniel Onafuwa were ratified.

D. Amendments to Bye Laws

NF stepped down as chair for this section as they had submitted half of the amendments and JP chaired.

i) Activities Executive Committee

GH spoke for the motion, explaining it's important to have a broad range of members of the committee and to select them themselves.

EO asked if there is any evidence that selection shows more diversity rather than an election.

HP explained that students are more confident to apply rather than run in an election.

GH explained that students have not engaged with the election process for their exec.

AK asked what the selection process would consist of.

HP replied it would be like what the other execs go through - a short questionnaire and questions to candidates.

EO commented that the amendment does not say that the selection is done by a committee.

HP suggested changes to the amendment to include committee

Amendment of bye law to read “No less than five and no more than eight student members annually selected from the Guild of Societies membership by a panel chaired by the Vice President Societies and Volunteering” and “No less than five and no more than eight student members annually selected from the Athletic Union membership by a panel chaired by the Vice President Sports”

Amendment passed.

ii) Notice of Poll

HP explained that notice of poll would be released as soon as possible.

GH added that it will aim to be in 24-48 hour period.

Amendment passed.

iii) The Count

GH explained the amendment and that it is a preventative measure.

SO asked for clarification.

GH further explained and read out the rationale for the amendment.

Amendment passed.

iv) Complaints and Appeals Procedures

HP explained it's a clarification about what already happens.

Amendment passed.

v) Order of Business

GH explained the amendment and added that it should be advertised to students which motions are going to AGM and which to Student Senate, and the Chair can choose to table some motions for Student Senate.

SW asked for clarification.

JP and NF clarified what the amendment means for AGM and Senate.

Amendment passed.

vi) Scrutiny Committee Membership

NF explained the amendment. Change committee membership for Scrutiny, reverting back to elections but keeping in the option for applications and selection.

NJ asked if this goes against the societies and AU exec selection process.

NF explained that the time that it takes to set up interviews is too long when Scrutiny Committee is needed by November.

AK asked if there is a reason that it's not run more regularly.

JP explained that isn't related to this motion. You could suggest an amendment for next year to change how often Scrutiny meets.

Amendment passed.

vii) NUS Conference Delegate Replacement

NF explained the motion and that it allows any spaces to be filled by Student Senate and the Sabbatical Officer team. The second part means that the President can go as an observer, but if they are elected as a delegate then they can nominate a VP to go as an observer in their place.

Amendment passed.

viii) AGM Motion Amendments

NF explained the motion. Anyone can submit a motion to AGM, and anyone can submit an amendment up to 24 hours to AGM. This is to move it to 48 hours before AGM starts so Student Voice and students can prepare.

Amendment passed.

ix) Sabbatical Budget over £500

NF explained the motion. It's to provide more transparency about what the officers are spending money on and to allow better scrutiny.

EO explained that they haven't seen any disagreement from students or staff about SU President travelling to Namibia. Questioned the motive behind this amendment.

NF explained that this motion was not to allow Senate to vote on whether they should have spent the money, it is just for transparency.

EO asked what Senate could do if they disagreed with spending after it had happened.

AK asked if large spends should come to Senate as a motion

NF replied that it's for Senate to see for transparency and to scrutinise.

EO explained they didn't see the point of the motion as the money will have already been spent and discussion wouldn't change anything.

HP explained that the campaigns budget is discussed between all Sabbatical Officers. The Sabbatical Officer team then vote and if it's approved then the SU President signs it off. There was a long discussion before the President travelled.

JW explained that they may be issues with the wording of the rationale.

TN asked if there were any more examples about where you would like to see transparency.

NF explained that they haven't seen any campaigns as an engaged student and haven't seen anything about expenditure.

JW disagreed and explained they have seen a lot in Scrutiny committee.

JP ended the discussion to let voting commence.

Amendment passed.

EO departed from the meeting.

NF resumed as Chair.

III Submitted Items:

A. Nextbike at University Halls

BL asked if this is necessary.

HP explained that students want this.

NJ commented that Cardiff University is in partnership with Nextbike.

OT explained they are currently living at Uni Halls and are a Resident Life Assistant. Concerned that many students would use the bikes away from Uni halls but not back again.

NJ replied that there are trackers on the bikes and team of people redistribute bikes around bike racks. Doesn't know when a Nextbike station would be considered ineffective.

Motion passed.

B. Adopt 'Climate Change' Emergency Status in solidarity with other UK Universities
 NJ spoke for the motion and congratulated proposer on the large engagement. Wants to change the wording of the motion to lobby Cardiff University to announce a climate change emergency. UK universities are behind on their climate change targets.

Motion passed.

C. Getting rid of 50 supports for a motion limit
 JW spoke for the motion and explained that although the last motion had lots of votes, often smaller motions don't get through. 10 people is more viable as minorities may not be getting their voices heard.

AK spoke against the motion and suggested that the platform needs to be brought to the students. If it's less than 50, a less serious motion could get through. Asked why they can't get 50 votes.

SW added that they hadn't heard of it and it needs more publication.

NF explained that any student can do it, just need to log on to cardiffstudents.com.

JP proposed an amendment to not put a number on the engagements.

JW replied that the system is not well known and accepted the amendment.

NJ asked why it was changed.

HP explained that there was an extensive consultation last year.

JP added that 16-17 senators wanted it to change.

NJ submitted a motion early this year and it took a lot of effort to get the 50 engagements. A student who was not an officer or confident enough may not feel that they can put forward an idea.

GH asked if there was a screening process for joke motions.

NF explained the difference about operational and political and that this means that not all ideas will go up on the website if the issue can be dealt with by staff in an operational manner.

HP commented that the system has been successful so far and helps to avoid debates on topics that only a couple of people care about. It should be a senator's responsibility to go out and talk to peers and encourage engagement on the topics.

SW added that they feel that the SU underestimates the students to engage in a serious manner.

TK explained they didn't think the climate change issue would've received as much engagement without the system. Thinks that 50 is a reasonable number.

NJ explained that they submitted a motion about the balloon ban, but it took time for students to vote for it. We shouldn't expect students who are just dealing with degrees and have other issues to put in that time. I had to put in the effort to get it to 50 votes.

OT added that it is Senate's responsibility to represent the voice of students, even if it's just one student.

SW commented that the updated system would show the number of students engaged with it

JP added that you can already see this.

AK suggested having a senator second the motion for it to be brought to senate.

AK proposed an amendment to keep the 50 engagement or add that if a senator seconds the idea then it comes to Senate.

JW disagreed as there are students who don't have the confidence to approach a senator.

AK asked if lowering the number would be accepting that students won't get involved with the Students' Union.

HP proposed a procedural motion to go straight to a vote.

OT seconded.

Motion passed.

D. Lift Accessibility

Submitted by Rhiannon Lunney.

JW spoke for the motion and explained about accessibility issues and that they feel that the University don't always take this into account. In the Main Building the lift is on other side of the building and is old fashioned.

GH did not disagree but explained that the motion isn't around limited accessibility. It's about signage around lifts and who can use them.

BL added that it's asking for signs to consider people who have disability when using the lift, but it contradicts itself when it says not every disability is visible.

HP replied that it's just asking to consider everyone and not assume people are lazy.

BL suggested a sign saying, "please only use this lift if you're disabled".

JW added that a sign that says not all disabilities are visible would be useful.

OT this motion is about another stop and think point, it's a point of consideration about people with disabilities.

Motion passed.

IV Any Other Business:

A. Lapsed motions

There were no lapsed motions this year.

B. Additional

TK asked what is the scope of AOB.

NF explained it's for any other items that weren't on the agenda for the meeting.

TK commented that it's been a good year in senate and has enjoyed it.

HP asked for any more ideas about how to engage with students.

SW suggested putting everything in one place, with summaries as the intranet is confusing. Need basic links to websites etc that can be used.

STUDENT SENATE

SECTION II

	2019-20 Budget	2018-19 Budget	2018-19 Actual Spend	Variance Budget	Notes of changes in budget between 2018-19 and 2019-20
Total Cost of Operation (For services without income generation)					
Student Advice	174,000	158,000	164,747	10.1%	Increase in staffing related costs
Cardiff Volunteering	115,000	116,000	107,606	-0.9%	
Sabbatical Officers & Campaigns	202,000	192,000	191,398	5.2%	
Student Media	50,000	56,000	50,090	-10.7%	Budget reduced in line with recent years actual expenditure
Student Voice	165,000	157,000	160,187	5.1%	
Membership Services Central	156,000	168,000	156,648	-7.1%	
Total Cost of Operation (For services that generate income)					
AU Income	130,000	119,000	120,122	9.2%	Increased income in relation to the cost of sales
AU Expenditure	401,000	394,000	396,835	1.8%	
Total AU Funding	271,000	275,000	276,713	-1.5%	
Societies Income	37,000	37,000	36,871	0.0%	
Societies Expenditure	56,000	62,000	41,844	-9.7%	Reduced expectation of funding in line with recent years actual expenditure
Total Societies Funding	19,000	24,000	4,973	-20.8%	
Give it a Go Income	27,000	25,000	22,598	8.0%	
Give it a Go Expenditure	29,000	30,000	27,360	-3.3%	
Total Give it a Go Funding	2,000	5,000	4,762	-60.0%	Seeking to pursue a break even position
Transport Income	35,000	29,000	28,497	20.7%	Increased income with new mileage rates, net income has eroded in recent years due to fuel price increases
Transport Expenditure	96,000	101,000	103,779	-5.0%	
Total Transport Expenditure	61,000	72,000	75,282	-15.3%	
Skills Development Service Income	2,000	500	0	300.0%	
Skills Development Expenditure	66,000	65,000	60,458	1.5%	
Total Skills Development Funding	64,000	64,500	60,458	-0.8%	
Jobshop Income	133,000	120,000	150,804	10.8%	Increased turnover due to growth in University vacancies
Jobshop Expenditure	112,000	94,000	104,781	19.1%	Increased staff resource in order to facilitate service delivery
Total Jobshop Funding	-21,000	-26,000	-46,023	-19.2%	Note: A negative figure indicates a surplus
Total Funding to Student Service Delivery	1,258,000	1,261,500	1,206,841	-0.3%	

Bye Laws Amendments

4. Procedure for Debate

- (a) Policy ideas must be submitted through the students' union online voting mechanism before they are added to the Student Senate Agenda. Members Meeting policy is excluded from this process, instead the process for submitting policy will be outlined within the Notice of the Members Meeting
- (i) Students submit their policy idea via the students' union website
 - (ii) If the policy idea is of operational concern it will be added to the next Leadership or Management Team meeting and will not require a vote
 - (iii) If the policy idea is a political stance or request for action from the elected representatives of the students' union, the policy idea will be made available for students to vote on within one working day of the submission
 - ~~(iv) Policy ideas will be given two weeks to receive a minimum of 50 votes in order to be added to the upcoming Student Senate agenda outside of the academic term this timeframe may be extended~~
 - (iv) Policy ideas must be submitted at least 2 working days before the circulation of the Student Senate agenda in order to be considered at any upcoming meeting.

Rationale:

At the last Student Senate of the 2018/2019 academic session it was decided to remove the requirement for an idea to reach 50 voters. This Bye Laws amendment removes that requirement but also provides structure to allow for Welsh translation of any ideas as well as the opportunity for Student Senators to engage those they represent to ensure their votes are in line with the student population.

Administrative review of the Memorandum & Articles of Association

Introduction

The Union's Memorandum and Articles is a document which forms the Union's constitution, defines the responsibilities of the Board of Trustees, the type of business the Union may undertake and the means by which the Board of Trustees is held accountable by the Students.

Context of Review and Process

The Articles require that the Memorandum and Articles are reviewed every five years, and a review is now due. The document is considered fit for purpose, but a series of administrative amendments is proposed, with a view to clarifying ambiguity, removing duplication, and updating terminology. The process for the approval to the Memorandum and Articles is set out in Article 9 and can be summarised as follows:

- Proposed amendments to be agreed by the Board of Trustees
- Proposed amendments to be circulated to all Student members – this agenda item constitutes this circulation
- Revisions to the proposals may be submitted via petition or a majority of the Student Senate
- Proposed amendments (or revised proposal) to be agreed at a Students Members Meeting or by referendum
- Amendments to be agreed by special resolution of the Board of Trustees
- Amendments to be agreed by University Council

Recommendation

- To approve the proposed amendments to the Memorandum and Articles as set out in the Appendix to this report, for onward submission for approval as outlined above.
- That in relation to the Byelaws and Appendices to Byelaws, to authorise the Student Senate to consider the implications of any of the above amendments, and to make such concomitant revisions as it sees fit.
- To authorise the Chief Executive to make such other drafting amendments necessitated by the above changes to ensure grammatical and referencing accuracy.

Jackie Yip

President

Daniel Palmer

Chief Executive

Number	Provision	Existing wording with proposed edit shown. Strike through shows deletion, bold text shows addition.	Proposed new wording	Rationale
23.6	Sabbatical Trustees – contract of employment	23.6 At the same time as commencing the term of office as a Sabbatical Trustee, the Sabbatical Trustee will enter into a contract of employment with Cardiff University Students' Union or Cardiff Union Services Limited for a term to be determined by the Bye-Laws.	23.6 At the same time as commencing the term of office as a Sabbatical Trustee, the Sabbatical Trustee will enter into a contract of employment with Cardiff University Students' Union for a term to be determined by the Bye-Laws.	The proposed amendment would reflect arrangements in practice
30.1/ 30.2	Filling a Sabbatical Trustee vacancy	<p>30.1 If a Sabbatical Trustee resigns, is disqualified or is removed from office at any time prior to or after the commencement of the Academic Year, the vacancy that results on the Board of Trustees shall be filled in accordance with the Bye-Laws.</p> <p>30.2 If a Sabbatical Trustee resigns, is disqualified or is removed from office after the commencement of the Academic Year, the vacancy shall be filled in accordance with the Bye-Laws. Any person elected under this Article may be required to assume the responsibilities of the Sabbatical Trustee.</p>	30.1 If a Sabbatical Trustee resigns, is disqualified or is removed from office prior to or after the commencement of the Academic Year, the vacancy that results on the Board of Trustees shall be filled in accordance with the Bye-Laws. Any person elected under this Article may be required to assume the responsibilities of the Sabbatical Trustee	Merger of existing provisions; no substantive change of effect.

33.2	Establishing Committees of the Board of Trustees	<p>33.2 The Trustees shall establish</p> <ul style="list-style-type: none"> • a Leadership Team as further described in Article 35 • A Committee with specific responsibility for and oversight of the Union's financial performance and sustainability; • Such other Committees and/or Sub-Committees as it requires in order to discharges its functions and responsibilities, in accordance with Articles 32 and 33.1. <p>the following committees (which is a non-exhaustive list)</p> <p>33.2.1 Leadership Team (as further described in Article 35);</p> <p>33.2.2 Appointments and Remuneration Committee;</p> <p>33.2.3 Finance and Audit Committee; and</p> <p>33.2.4 Health, Safety and Maintenance Committee.</p>	<p>33.2 The Trustees shall establish:-</p> <ul style="list-style-type: none"> • A Leadership Team as further described in Article 35; • A Committee with specific responsibility for and oversight of the Union's financial performance and sustainability; • Such other Committees and/or Sub-Committees as it requires in order to discharges its functions and responsibilities, in accordance with Articles 32 and 33.1. <p>(If approved, this would also mean the deletion of 59.1.24, 59.1.27 and 59.1.36 which define the prescribed Committees. It is therefore proposed to add a paragraph in 59.1 giving a generic definition of a Committee.)</p>	<p>The removal of a prescribed number and remit of Committees will enable the Board of Trustees to determine which Committee structure best serves the efficient discharge of its responsibilities, without having to seek a further amendment to the Articles. The prescription of the Leadership Team and a Finance Committee respectively is retained.</p>

53.3	Publication of Minutes	<p>53.3 The minutes of the meetings referred to in Article 53.1 above shall normally be considered open and shall be available to the Student Members on the Union's website, except where those minutes relate to any reserved or confidential matters, including without limitation staff-related or disciplinary matters.</p> <p>Where the minutes contain confidential information, a summary of decisions taken, which does not include said information, shall be available to the Student Members on the Union's website.</p> <p>Copies of the minutes shall also be kept in the Union's offices.</p>	<p>53.3 The minutes of the meetings referred to in Article 53.1 above shall normally be considered open, except where those minutes relate to any reserved or confidential matters, including without limitation staff-related or disciplinary matters.</p> <p>Where the minutes contain confidential information, a summary of decisions taken, which does not include said information, shall be available to the Student Members on the Union's website.</p> <p>Copies of the minutes shall also be kept in the Union's offices.</p>	<p>As the nature of the Union's business has evolved, it is rare that minutes of Board and Committee meetings do not contain information that should not be published for reasons of commercial confidentiality and/or to avoid the disclosure of personal information.</p> <p>The proposed amendment retains the presumption of openness and the provisions allowing for the protection of commercial and personal confidentiality, but also ensures the publication of decisions taken.</p>

<p>59.2</p>	<p>Interpretation – use of gendered terms</p>	<p>59.2 Words importing the singular shall include the plural and vice versa. and words importing the masculine shall include the feminine and vice versa.</p> <p>The words “they”, “them”, “their”, “theirs”, and “themselves”, where used to describe an individual, shall be taken to refer to that individual, irrespective of that individual’s gender identity.</p>	<p>59.2 Words importing the singular shall include the plural and vice versa. The words “they”, “them”, “their”, “theirs”, and “themselves”, where used to describe an individual, shall be taken to refer to that individual, irrespective of that individual’s gender identity.</p>	<p>The Union is taking active steps to use inclusive, non-gendered language and the proposed amendment will bring the Articles in line with that activity.</p>

SECTION III

A. Change of Campaign Officer position from LGBT+ Officer (Women's Place) to LGBT+ Officer (Trans Place)

What is the problem?

Currently, with an Open Place and a Women's Place LGBT+ Officer, trans issues may be overlooked by the officer structure. In the media, we see shockingly poor representations of Trans people and reports of ever increasing aggressions towards Trans people. Also, an unprecedented level of poor mental health in the Trans community, who also find a lack of support in the public, and in universities. Due to the current possible lack of representation, we can do better to support our Trans students.

What is your idea?

As of the Spring Elections in the Academic Year 2019-2020, the Campaign Officer Team will include an LGBT+ Officer (Trans Place), instead of an LGBT+ Officer (Women's Place). This shows that the Students' Union actively supports and makes visible its trans members. It is also a step towards ensuring that the LGBT+ Officers are able to cover more issues that affect the LGBT+ community, which is not a homogeneous group. The representation of women will be the responsibility of both officers.

B. Interdisciplinary opportunities for students

What is the problem?

Currently, it is difficult for students to work on projects that extend beyond the discipline of their academic School. (This affects all undergraduate and may concern post-graduate students.)

What is your idea?

The University should enable and increase opportunities for students to work on projects across academic Schools. (eg: Combining the Schools of Business and Earth, how can we create an economic model that encourages environmental protection?) This idea is a logical next step following the Great Challenges, where students from a wide range of backgrounds came together to tackle a current issue. The next step is to support academic liaison between Schools.

Section IV Any Other Business:

1. Lapsed motions

Catering for all - Vegan food options at the SU (21/11/2016 - 21/11/2019)

Senate Notes:

- Currently, there are no vegan friendly menu options available at the Taf, with the salad bar being the only provider of vegan foods in the SU food court. Additionally, the staff at the Taf often have no information regarding how vegan friendly the alcohol provision currently is.

Senate Believes:

- Vegan foods are increasingly becoming mainstream, with most large restaurant chains having at least one option available. Vegan lifestyles are becoming more common within the student population as the popularity of veganism continues to grow.

Senate Resolves:

- Taf will provide at least one Vegan friendly menu option ASAP, but at the very latest, before the start of the second semester 2016/17
- This senate also resolves that information regarding the animal content in the drinks served is available to staff, is physically visible around bars, and is registered on the SU website.
- That The SU should consider stocking vegan friendly alcohol choices as standard.
- The students union should lobby the relevant University catering departments to similarly provide vegan friendly foods and drinks and label them accordingly.