

Draft Minutes of UCL Union Council

**Tuesday 10 February 2009 at 6pm
in the JZ Young Lecture Theatre
Anatomy Building**

Present

See attached attendance list

The Chair opened the meeting at 18:17.

UC08/05/1 Apologies

UC08/05/1.1 Apologies were noted as per the attached attendance list.

UC08/05/2 Announcements

UC08/05/2.1 Annual General Meeting, postponement to Friday 27 February at 3pm.

NOTED

UC08/05/2.2 UCLU Elections - nominations re-open until 5pm on Tuesday 10 February. More information available on www.uclunion.org/elections

NOTED

UC08/05/2.3 Student Campaigns 2009/10 - Student Affairs Committee has announced the opening of bids for campaigns. Giving you the opportunity to get your voice heard on the issues that mean most to you. Deadline for bids: 20 March 2009. Find out more at: <http://www.uclunion.org/campaigns>

NOTED

UC08/05/2.4 The Welfare Officer announced that she had been contacted by the Evening Standard who would like to interview a final year undergraduate student about employment prospects and welcomed volunteers to contact her.

NOTED

UC08/05/2.5 Sports Ball and Arts Ball tickets were now on sale.

NOTED

UC08/05/3 Data Protection Act

UC08/05/3.1 There was one further objection noted with regards to names and initials being published on the internet.

UC08/05/4 Minutes of the last meeting

UC08/05/4.1 The minutes of the meeting dated 27 January 2009 were projected.

Members reviewed the minutes and the meeting moved to a vote to approve the minutes.

Following the vote, the Chair declared that there was a clear majority and the minutes dated 27 January 2009 were

APPROVED

and the Chair signed the minutes to confirm them as a true and accurate record.

UC08/05/5 Matters Arising

UC08/05/5.1 Elections to Union Standing Committees (2 reps to PGAEC)

The Chair advised that he will send a final call out to members of Union Council for nominations and should he not receive any interest these positions will remain vacant for the remainder of the year.

UC08/05/5.2 Elections to College Committees (1 part-time to JSSC)

The Chair advised that he will send a final call out to members of Union Council for nominations and should he not receive any interest these positions will remain vacant for the remainder of the year.

UC08/05/5.3 Motion to the UCL Union Council: UCL Union should allow minor stakes in Poker Tournaments on UCL Union Premises.

The Chair advised that Governance Committee had ruled out this motion after seeking legal advice.

UC08/05/6 Acceptance of the Agenda

Following a vote, the Chair declared that there was a clear majority and the agenda was

ACCEPTED

as circulated.

UC08/05/7 Union Executive Minutes

The Chair advised that the minutes of the emergency meeting of Union Executive were not yet available and that they be

DEFERRED.

UC08/05/8 Committee Reports

UC08/05/8.1 Activities Board Minutes of 4 December 2008

Members

RECEIVED

the minutes of Activities Board Minutes dated 4 December 2008.

UC08/05/8.2 Elections Committee Minutes of 13 January 2009

Members

RECEIVED

the minutes of Elections Committee Minutes dated 13 January 2009.

UC08/05/8.3 Finance Committee Minutes of 25 November 2008

Members

RECEIVED

the minutes of Finance Committee Minutes dated 25 November 2008.

UC08/05/8.4 Governance Committee Minutes of 3 December 2008

Members

RECEIVED

the minutes of Governance Committee Minutes dated 3 December 2008.

UC08/05/8.5 Strategic Planning Committee Minutes of 27 October 2008

Members

RECEIVED

the minutes of Strategic Planning Committee Minutes dated 27 October 2008.

UC08/05/9 Motions to Union Council

UC08/05/9.1 Motion: Sustainable Development Policy

The Communications & Services Officer provided a speech proposing the motion.

Yasmin Sahin arrived (18:23)

The Communications & Services Officer proposed a drafting amendment to strike the word “is” in the italicised paragraph at the start of point 4 of Union resolves. As proposer of the motion, he accepted the drafting amendment.

There was no speech against.

There was a discussion on the floor, which included the following points:

- The Promotions & Entertainments Officer asked how much the policy would cost the Union. The Communications & Services Officer responded that any extra costs incurred would not be passed on through prices in the commercial outlets.

Mary Williamson arrived (18:29)

- The Faculty Representative for Social & Historical Sciences (JH) asked whether extra costs incurred would be passed on to clubs and societies. The Communications & Services Officer responded that he was hoping to receive an environment grant from UCL to cover any costs incurred.
- The Student Activities Officer also queried the logistics of sports teams travelling to long distance matches and having to return on the same day.

The Chair moved the meeting to a recorded vote on the substantive motion and the following votes were recorded:

For: 16

Against: 12

Abstentions: 3

The Chair declared that as there was a clear majority, the *Motion on Sustainable Development Policy* was

CARRIED.

Sustainable Development Policy

This Union Notes:

1. That UCLU does not have a comprehensive Sustainable Development policy incorporating Environment and Ethics.
2. That UCLU currently only has 'working towards' accreditation under the Sound Environmental Impact Award scheme.
3. That UCL is below number 100 in the People and Planet Green league.
4. That aspects of this policy will have resource and/or financial implications.

This Union Believes:

1. That it is important to minimise UCLU's environmental impact.
2. That it is important for UCLU to have a comprehensive Sustainable Development Policy in order to help the Union develop a sustainable approach to its activities.
3. That UCLU should aim for the highest score it can get in the Sound Environmental Impact Award Scheme, as well as aiming to attain the specific awards.
4. That College's environmental image reflects on the Union's image, and so we should work to improve both.
5. That UCLU should be willing to meet the resource and financial implications inherent in this policy.

This Union Resolves:

1. To mandate the CSO and the EEO to work to raise our Sound Impact score as high as practical.
2. To mandate the CSO and the EEO to ensure that this motion and the policy are widely publicised to the student body.
3. To mandate the CSO to look into meeting the resource issues.
4. To adopt the following commitments:

When it comes to Environmental and Ethical issues, UCLU has a poor record. As such this policy is has been created with three objectives in mind: first to enshrine in the collective consciousness of the Union the belief that such issues are of great importance; second, to act as a foundation and framework from which to develop our Union in a sustainable fashion; and third to help us minimise our Environmental impact as soon as we can. It should therefore be read with these goals in mind.

1. Definitions

1.1 'As far as practical': particular considerations which could render something impractical include cost (particularly when working to a budget) and other resource implications, time implications, quality of the service/facility. Despite this however none of these considerations will automatically override sustainable concerns.

1.2 'Green check list': a checklist of considerations to be taken into account when organising and planning events, in order to minimise their environmental impact.

1.3 'Sound Impact Awards': NUS Sound Environmental Impact Award scheme.

1.4 'Environmental Initiatives': schemes run by UCLU or its members designed to promote or encourage sustainable behaviour.

2. Operational

2.1 General

- i. *The Communications and Services Officer (CSO) and the Environment and Ethics Officer (EEO) are responsible for ensuring that this policy is fully implemented.*
- ii. *The CSO in particular holds responsibility for ensuring that UCLU keeps the sustainable development of its facilities and services on the agenda when both long and short-term strategies are considered.*
- iii. *UCLU commits to partaking in the Sound Impact Awards scheme each year.*

2.2 Transport

- i. *UCLU commits to arranging travel in such a way as to minimise the impact on the environment.*
- ii. *In particular by prioritising travel methods as follows: walk, cycle, bus, tube, train, plane.*
- iii. *UCLU will not fund domestic flights for staff or students, and will endeavour to discourage short haul flights in general. A Domestic flight in this context only includes flights in the UK.*
- iv. *Further UCLU commits to maintaining a register of business travel including distance, mode of transport and purpose of the trip.*

2.3 Renovation/Maintenance

- i. *When renovating any areas within the Union, UCLU commits to ensuring that those areas are made as environmentally efficient as is practical, through the use of appropriate appliances and fittings.*
- ii. *UCLU commits to ensuring that its facilities are maintained, as far as is practical, in such a way as to minimise their impact on the environment. This includes making necessary changes when areas are particularly inefficient.*

2.4 Legislation

- i. *UCLU commits to holding a register of all relevant legislation on environmental issues.*
- ii. *It further commits to ensuring that it abides by all legislation relevant to Student Unions, and will lobby UCL on issues relevant to Colleges.*

2.5 Reporting

- i. *UCLU commits to including a section on our sustainable development in the Annual Report each year.*

2.6 Events

- i. *UCLU commits to running all of its events in such a way as to keep their environmental impact as small as is practical, by following the Union's Green checklist.*

3. Meetings

3.1 Sustainable Development Steering Committee:

- i. *UCLU commits to set up a formal committee: the Sustainable Development Steering Committee (SDSC), which shall:*
 - a. *Oversee implementation of this policy and other related policies*

- b. Oversee the completion and the submission of the Sound Impact workbook each year,*
- c. Discuss proposals for promotions and events aimed at raising awareness of environmental issues.*
- d. Commission surveys*
- e. Deal with any other business deemed appropriate by the membership of the Committee.*

3.2 Sustainability Forum

- i. UCLU mandates the EEO to hold a periodical meeting open to all students at which they can be updated on the Union's environmental projects, and air their views on what we should be doing. The EEO should report back to the SDSC.*

4. Procurement

4.1 General

- i. When quotes are necessary for a purchase at least one should be for a sustainable alternative where practical, and this alternative should be given priority where the cost implication is not too great.*
- ii. When tendering for services UCLU commits to including environmental and ethical considerations in the initial brief where appropriate to do so.*

4.2 Office Supplies

- i. UCLU commits to sourcing, where practical, sustainable office supplies.*
- ii. In particular UCLU commits to sourcing 100% recycled paper for photocopiers and printers.*

4.3 Commercial Services

- i. UCLU commits to ensuring that its Commercial Services source sustainable products where practical.*
- ii. In particular:*
 - a. Food packaging should be biodegradable/recycled,*
 - b. Electrical appliances (particularly fridges/dairy decks) should be energy efficient where possible.*
 - c. Increased use of reusable mugs, plates and cutlery.*

4.4 Printed Material

- i. UCLU commits to sourcing sustainable printed material where practical; this includes, fliers, posters magazines, newspapers, leaflets etc.*
- ii. UCLU commits to ensuring that no publications are overprinted, and that as many copies as possible are recycled.*

4.5 Fairtrade

- i. UCLU commits to procure Fairtrade products as per the joint Fairtrade policy of UCLU and UCL.*
- ii. UCLU commits to sourcing Fairtrade uniforms for staff.*
- iii. Fairtrade products should be locally sourced where practical.*

5. Waste Management

5.1 Reduction

- i. UCLU commits to reduce the amount of waste produced as best as possible*
- ii. In particular:*

- a. *Through monitoring and controlling the use of appliances such as Printers/Photocopiers.*
- b. *Through minimising the use of expendable food packaging in catering outlets (such as paper cups and plates etc).*

5.2 Reuse

- i. *UCLU commits to reuse as much waste as possible, in particular paper and other office supplies and furniture.*

5.3 Recycling

- i. *UCLU commits to ensuring the proper segregation of as much of our waste as practical so that the UCL's waste management system will be able to recycle as much as possible.*
- ii. *This includes ensuring that recycle bins are as accessible as possible.*
- iii. *In particular UCLU commits to recycling print cartridges.*

6. Water and Energy

6.1 Energy Audit

- i. *UCLU commits to arranging a full energy audit of itself, and further commits to future audits as and when it becomes necessary/appropriate.*

6.2 Energy Contracts

- i. *UCLU commits to raise the issue of green energy provision with UCL.*

6.3 Toilet facilities

- i. *UCLU commits to ensuring toilet facilities are as sustainable as possible, particularly through the installation of dual flushes on cisterns, and water saving devices on urinals.*

6.4 Monitoring usage

- i. *UCLU commits to monitoring its energy and water usage wherever practical.*

7. Awareness

7.1 Environmental Initiatives

- i. *UCLU commits to running at least one initiative per term, and should aim for more than this. Further to this, initiatives should be spread across UCLU services rather than focused on one area, in order to maximise their visibility.*
- ii. *UCLU commits to running a freecycling event at the end of each academic year.*

7.2 Website

- i. *UCLU commits to maintaining a current page on the website concerning our Environmental Initiatives relating to sustainable development.*

7.3 Campaigns

- i. *UCLU commits to support student led campaigns on matters relating to sustainable development.*
- ii. *UCLU commits to recognise and support the national Go Green Week*
- iii. *UCLU commits to lobby college on matters relating to sustainable development when necessary.*

7.4 Green Champions

- i. *UCLU commits to assisting UCL in finding student representatives for their Green champions Scheme*

There was a general discussion from the floor.

The Chair moved the meeting to a recorded vote for the relevant parts to be retained and the following votes were recorded:

For: 13

Against: 14

Abstentions: 4

The Chair declared that as there was clearly not a majority, the parts relating to the proposed Students of Faith Officer were

REMOVED

from the substantive special resolution.

The Chair moved the meeting to a recorded vote on the substantive special resolution and the following votes were recorded:

For: 25

Against: 3

Abstentions: 1

The Chair declared that as there was a clear two-thirds majority, the *Special Resolution on Welfare Groups and Officers* was

CARRIED

for a second reading.

Special Resolution: Welfare Groups and Officers

This Union notes:

- 1. That the Welfare Officer and the Student Activities Officer have set up a system of welfare groups and networks for peer support.*

This Union believes:

- 1. That these networks will be overseen by officers on Council.*
- 2. That the job descriptions of existing officers do not reflect any responsibility*

This Union resolves:

- 1. To change the standing orders as follows (appendix 1), and to renumber the job roles according to the new alphabetical order.*
- 2. To elect the LGBT Officer cross-campus in the autumn term 2009, and thereafter in the spring term.*
- 3. To mandate the Finance and Democracy Officer and Elections Committee to investigate the potential for elections of interest group officers to be limited to students who self-define as members of the group.*

Proposer

Department/Year

SN

Kate Rowley Archaeology, affil. 40668255

Seconders

Edward Steward History, affil. 40135268
 Jennifer Currigan Medicine, affil. 20266356
 Charlie Clinton Laws, affil. 50082506
 Billy Street SSEES, affil. 52200900
 Daniel Sommer Medicine, 3 60045661
 Dave Edwards SSEES, 3 50098138
 N J Macdonald Biomedical Sciences, affil. 50081833
 Clare Harding Geography, 3 50386116
 Rowan Bevan Biological Sciences, intercalated 843549
 Dirk Forsyth Jewish History, 4 50377354
 Nicki Challenger SSEES, 4 50462395

Appendix 1 (changes shown by underline or strikethrough)

Section 6 – Job Descriptions

XXI. Non-Executive Officers: General

- A. Non-Executive Officers shall:
 - 4. be elected in accordance with the standing orders for elections, except for the Arts, Societies and Sports Officers, who shall be elected by the Arts, Societies and Sports Boards. ~~and the LGBT Officer who will be elected by the LGBT Society.~~

XXII. Black and Minority Ethnic Students' Officer

- A. shall be a non-executive officer;
- B. shall be the president of the Black and Minority Ethnic (BME) Students' group;
- C. shall self-define as black and/or minority ethnic student;
- D. shall attend Student Affairs Committee and be responsible for bringing any matters or campaigns relating to black and/or minority ethnic students to the attention of this committee.
- E. shall represent the interests of students facing potential racial discrimination within the Union;
- F. shall attend Union Council and Social Colours Committee.
- G. shall liaise where appropriate with the NUS Black Students' Campaign.
- H. shall be ex-officio delegate on behalf of UCL Union to NUS Black Students' Conference and NUS Anti-Racism, Anti-Fascism Conference.

XXIV. International Students' Officer

- A. shall be a non-executive officer;
- B. shall be the president of the International Students' group;
- C. shall be a student whose normal place of residence is outside the UK;
- D. shall represent the interests of international students within the Union;
- E. shall attend Union Council and Social Colours Committee;

- F. shall attend Student Affairs Committee and be responsible for bringing any campaigns relating to international students to the attention of this committee;
- G. shall help and advise in the running of International Student Orientation Programmes;
- H. shall attend College Fees Committee.

XXV. Lesbian, Gay, Bisexual and Trans Students' Officer

- A. shall be a non-executive Officer;
- B. shall self-define as lesbian, gay, bisexual or trans;
- C. shall be the president of the Lesbian, Gay, Bisexual and Trans Students' group;
- D. shall represent the interests of lesbian, gay, bisexual and trans students within the Union.
- E. shall attend Student Affairs Committee and be responsible for bringing any matters or campaigns relating to lesbian, gay, bisexual or trans students to the attention of this committee;
- F. shall attend Union Council and Social Colours Committee;
- G. shall liaise on behalf of UCL Union with the NUS Lesbian, Gay, Bisexual and Trans Campaign;
- H. shall attend NUS Lesbian, Gay, Bisexual and Trans Students' Conference alongside 3 delegates elected by the Lesbian, Gay Bisexual and Trans Society.

XXXIV. Disabled Students Officer

- A. shall be a non-executive officer;
- B. shall self define as disabled;
- C. shall be the president of the Disabled Students' group;
- D. shall attend Student Affairs Committee and be responsible for bringing any matters or campaigns relating to disabled students to the attention of this committee;
- E. shall represent interests of disabled students within the Union;
- F. shall attend the College Disabilities Committee.
- G. shall attend Union Council and Social Colours Committee.
- H. shall be ex-officio delegate on behalf of UCL Union to NUS Disabled Students Conference.
- I. shall liaise on behalf of UCL Union with the NUS Disabled Students campaign.

XXXVI. Women's Officer

- A. shall be a non-executive officer;
- B. shall self-define as a woman;
- C. shall be the president of the Women Students' group;
- D. shall represent the interests of women students within the Union;
- E. shall attend Student Affairs Committee and be responsible for bringing any matters of campaigns relating to women to the attention of this committee;
- F. shall be ex-officio delegate to NUS Women's Conference;
- G. shall attend Union Council and Social Colours Committee.

R. Student Affairs Committee

Membership

Chair (joint) Education Officer and Welfare Officer

Secretary Academic Affairs Officer
All other Sabbatical Officers
Clubs & Societies Officer
C&EO Officer
E&E Officer
BME Officer
Disabled Students' Officer
LGBT Officer
P&E Officer
Clinical Vice-President (Archway)
Clinical Vice-President (Bloomsbury)
Clinical Vice-President (Hampstead)
Clinical President
Pre-Clinical President
Pre-Clinical Vice-President
Part-Time Students' Officer
Women's Officer
International Students' Officer
Mature Students' Officer
PGA President
PGA Vice-President
SSEES Site President
6 members elected by and from Council
In attendance Union staff as required by the agenda
Assessor General Manager

Subject to any general or particular direction that may be given from time to time by Council,

Student Affairs Committee is charged to:

1. Governance
 - a. Elect students to the following College Committees:
 - i. Committee for Equal Opportunities;
 - ii. Committee for People with Disabilities;
 - iii. Joint Staff Student Committee;
 - iv. Academic Board;
 - v. Discipline Committee;
 - vi. Faculty Boards;
 - vii. Quality Management Enhancement Committee;
 - viii. Other relevant College Committees as determined by Union Council.
 - b. Elect one student to Social Colours Committee.
 - c. Consider the minutes of the Hall Reps Sub-Committee.
2. General
 - a. Provide a forum where issues relating to academic matters and matters relating to student welfare can be raised.

- b. Consider academic, academic support and student welfare issues raised at Union and/or College committees and make recommendations to Council as appropriate.*
- c. Develop awareness of student welfare related issues and coordinate information and training as appropriate.*
- d. Monitor the provision and usage of student welfare services within the College and make recommendations to Council as appropriate.*
- e. Monitor the provision of academic support facilities and make recommendations to Council as appropriate.*
- f. Monitor Union and College progress on equal opportunities and make recommendations to Council as appropriate.*
- g. Monitor the Union's ethical and environmental performance and make recommendations to Union Council and other standing committees.*
- h. Coordinate the campaigning activity of the Union.*
- i. Coordinate and oversee the actions of the welfare groups.*

3. Authority

- a. Student Affairs Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.*
- b. Student Affairs Committee will report to Council by submission of the minutes of each meeting of the Committee.*

UC08/05/11 Officer Reports

UC08/05/11.1 Education Officer

Members

DEFERRED

the report from the Education Officer as he was absent from the meeting.

UC08/05/11.2 Communication & Services Officer

Members

RECEIVED

the Communication & Services Officer's report as provided on the Union Notice Board.

UC08/05/11.3 Finance & Democracy Officer

Members

RECEIVED

the Communication & Services Officer's report as provided on the Union Notice Board.

UC08/05/11.4 Medical & Postgraduate Students' Officer

Members

DEFERRED

the report from the Education Officer as he was absent from the meeting.

UC08/05/11.5 Student Activities Officer

Members

RECEIVED

the Student Activities Officer's report as provided on the Union Notice Board.

UC08/05/11.6 Welfare Officer

Members

RECEIVED

the report from the Welfare Officer's report as provided on the Union Notice Board.

UC08/05/11.7 General Secretary

Members

RECEIVED

an oral report from the General Secretary, which included preparations with elections and rescheduling the Annual General Meeting. He also advised members of Union Council that as he will be unable to attend, Governance Committee had resolved to appoint the Finance & Democracy Officer to act as Chair at the rescheduled Annual General Meeting.

UC08/05/11.8 Academic Affairs Officer

Members

DEFERRED

the report from the Academic Affairs Officer as he was absent from the meeting.

UC08/05/11.9 Clubs & Societies Officer

Members

RECEIVED

an oral report from the Clubs & Societies Officer, which included preparations for the One World Week and preparation for Arts, Societies and Sports Balls.

UC08/05/11.10 Campaigns & Equal Opportunities Officer

Members

RECEIVED

an oral report from the Campaigns & Equal Opportunities Officer, which included promoting RAG (Raising and Giving) and preparing for the campaign week. He has also been involved in discussions about the quiet contemplation room.

UC08/05/11.11 Environment & Ethics Officer

Members

DEFERRED

the report from the **Environment & Ethics** Officer as she was absent from the meeting.

UC08/05/11.12 Promotions & Entertainments Officer

Members

RECEIVED

an oral report from the Promotions & Entertainments Officer, which included assisting with the organisation and promotion of Club Neon, VodPop and an independent film festival at UCL.

UC08/05/11.13 Postgraduate Association President

Members

DEFERRED

the report from the Postgraduate Association President as he was absent from the meeting.

UC08/05/11.14 Pre-Clinical President

Members

RECEIVED

an oral report from the Pre-Clinical President.

UC08/05/11.15 Clinical President

Members

DEFERRED

the report from the Clinical President as he was absent from the meeting.

UC08/05/11.16 SSEES Site President

Members

RECEIVED

an oral report from the SSEES Site President, which included preparations for the Annual SSEES Spring Ball.

UC08/05/11.17 Any other reports from Union Council Members

No other reports were provided.

UC08/05/12 Questions to Officers

The RUMS Clinical Vice President (Bloomsbury) asked whether the statement about the AGM rescheduling could be sent out to all students.

The Finance & Democracy Officer responded that he would ensure that the statement is sent out to all students.

The Faculty Representative for Life Sciences (AW) asked whether there were any other dates which the AGM could have been rescheduled to take place on.

The Finance & Democracy Officer responded that the UCL Bloomsbury theatre was the only space that could hold the numbers expected, especially with the mandate at Activities

Board that all clubs and societies had to send a minimum of two representatives.

UC08/05/13 Nominations to Senior Treasurers

The Finance & Democracy Officer raised a point of information on what is a Senior Treasurer.

The Chair projected the job description of Senior Treasurers as outlined in the Standing Orders.

The Chair proposed that an email be sent to all UCL staff outlining the opportunity and welcoming nominations with a summary profile.

The Student Activities Officer suggested seeking guidance from the one existing Senior Treasurer about how he came about becoming a Senior Treasurer.

The Chair advised that nominations would be reviewed by Union Council at a later date.

Members agreed with the process outlined by the Chair.

James Streetley arrives (19:08)

UC08/05/14 Any other business

UC08/05/14.1 Lapsing Policy

The Chair apologised that there was an oversight with the treatment of lapsing policy at the last meeting of Union Council. He proposed that the vote taken be void and that the lapsing policy from last term be posted on the Union Notice Board with amendments submitted as per the procedures laid down in the Standing Orders.

Members agreed with the Chair's suggestion.

UC08/05/14.2 Attendance at Union Council

The Finance & Democracy Officer asked members to remember to attend the meeting on time and to read the motions beforehand.

The meeting closed at 19:10.

Approved minutes signed by the Chair:

Chair: Leo Nicholas, General Secretary

Signed:

Date:

DRAFT