



**University of St Andrews  
Students' Association  
Students' Representative Council  
Student Services Council**

**MINUTES**

Tuesday 19<sup>th</sup> February 2019 – Large Rehearsal Room – 6pm

**Present**

<b>Member's Name</b>	<b>Position</b>
Gianluca Giammei	Arts & Divinity Faculty President
Olivia Sutton	Association Alumni Officer
Sneha Nair	Association Chair
Morgan Morris	Association Community Relations Officer
Adam Powrie	Association Director of Events and Services
Jamie Minns	Association Director of Student Development and Activities
Nick Farrer	Association Director of Wellbeing
Lauren Davis	Association Environment Officer
Zelda Kotyk	Association LGBT+ Officer
Sarah Ramage	Association Lifelong and Flexible Learners Officer
Paloma Paige	Association President
Emma Thompson	Principal Ambassador
Camilla Duke	Rector's Assessor
Alisa Danilenko	Science/Medical Science Faculty President
Lucy Allat	SRC Accommodation Officer
Avery Kitchens	SRC Member for First Years
Isabella Smith	SRC Member for Gender Equality
Wei Wei Chen	SRC Member for Racial Equality
Emily Muller	SRC Member for Students with Disabilities
Ciara McCumiskey	SRC Member for Widening Access and Participation
Robyn Wells	SRC Member Without Portfolio
Ashley Clayton	SRC Postgraduate Academic Convener
Courtney Aitken	SRC Postgraduate Development Officer
Chloe Ashley	SSC Arts Festival Convener
Laura Mueller	SSC Broadcasting Officer
Niamh McGurk	SSC Charities Convener
Matthew Singer	SSC Debates Officer
Mika Schmeling	SSC Design Convener
Paul Lancaster	SSC Entertainments Convener
Shaina Sullivan	SSC Member Without Portfolio
Casper Sanderson	SSC Music Officer
Kevin Phelan	SSC Societies Officer
Adam Lord	SSC Volunteering Officer

**In Attendance**

Ailsa Ritchie	Director of Student Services, University of St Andrews
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Anoushka Kohli  
Gabby Romney  
Heather Farley  
Iain Cupples  
Seoras Lyall  
Wren Winters

Student Advocate (Education)/HR Manager  
The Saint

## 1. Adoption of the Agenda

The agenda was adopted without dissent. As no reports had been requested, the Chair noted that items 5, 6 and 7 would consist of optional verbal updates from officers.

## 2. Apologies for Absence

Alice Foulis	Association Director of Education	Apologies
Fiona Murray	Athletic Union President	Apologies
Rowan Wishart	SSC Performing Arts Officer	Apologies
Cameron Rice	SSC Postgraduate Officer	Apologies

## 3. Adoption of Minutes from Previous Meetings

- 3.1. SSC 30<sup>th</sup> October 2018
- 3.2. SRC 20<sup>th</sup> November 2018

Accepted.

## 4. Matters Arising from Minutes of Previous Meetings

None.

## 5. Open Forum

Ailsa Ritchie (AR) had been asked to attend the meeting on behalf of the University to seek student feedback on the University's Brexit briefing paper. AR asked for feedback on specific points as follows:

*Do you think Brexit is going to impact you negatively, neutrally, or positively?*

Feedback from members was that Brexit would be negative for both Scottish and European students in particular and the student body in general. This was ascribed to factors including constitutional uncertainty, impact on research funding, potential loss of key academic and other staff, the impact on Erasmus and study abroad students, reduction in opportunities post-graduation to study, live and work in other countries, and the potential effects on the character of the University and makeup of the student body if EU student admissions decreased.

*How do you think Brexit impacts job prospects?*

Again, feedback was that Brexit would negatively impact the already tight job prospects for graduates due to the general impact on the UK economy as well as the potential loss of research jobs and further study opportunities. It was also felt there was a possible impact on employability due to the possible loss of opportunities to study or work abroad during the course of studies.

*How do you feel Brexit will impact fees and funding?*

Members felt uncertainty was the key problem here. As yet there was no concrete information on fees and funding, though students had many questions in this area, particularly whether EU students could now be asked to pay international fees.

*What do you think the impact of Brexit will be on your academic experience?*

Members believed there were many unknowns in this area, but that it could reduce the quality of the academic experience by making the University less international, reducing opportunities for students, and reducing graduate employment. They noted that Brexit directly affects many staff, and would reduce the quality of academic and other staff at the University. They believed that funding issues may also reduce the academic experience, as the costs of support and fees may increase, decreasing the time and money available for students to participate in extracurricular activity.

*What do you see the University doing about Brexit, and what would you like them to do?*

Members acknowledged that preparing for the unknown was difficult, but they would like to see the University prepare for many options. They felt it would be good for students to hear more about the University's plans: many reassurances had been communicated to students but these contained little concrete information.

*Is there anything we haven't highlighted?*

Members noted that societies regularly plan trips abroad, and these as well as subcommittee activities such as Race2 or Debates competitions might also be curtailed or become more complex after Brexit. They also reiterated the need to safeguard the international feel of the University, as this was highly prized by students.

AR thanked the group for their contributions and left the meeting.

## **6. Reports of the Sabbatical Officers**

### 6.1. Report of the Athletic Union President

Not present. A written report was available: Paloma Paige (PP) read this to Councils.

### 6.2. Report of the Association President

PP noted that nominations for Community Council elections would close on Thursday, and there had been a lot of student interest. There had been some controversy over the Fife Council HMO surveys: PP explained that separate surveys had been run for students, local residents, and local businesses and there had been some backlash from local residents about differences in methodology between the student and local resident surveys. PP was working to safeguard the credibility of the student responses and to ensure Fife councillors paid attention to the student point of view. PP continued to work with Lucy Allatt (LA) on input to Fife Council's HMO policy.

### 6.3. Report of the Association Director of Events & Services

Adam Powrie (AP) said that he was working with Jamie Minns (JM) and relevant Association staff to streamline event booking including an updated booking form. This should make the process easier and requirements clearer for student groups. The changes were not major, but mostly clarified capacities, timelines, equipment, etc. AP informed Councils that next Tuesday, there would be an elections mixer in the Beacon Bar from 8pm-10pm: current members were encouraged to attend to talk to potential candidates. AP discussed RAG week events and the Bop on Friday, which would be the 'Thank U Next' Bop.

### 6.4. Report of the Association Director of Student Development & Activities

JM offered congratulations to Niamh McGurk (NM) and the RAG Week convener for a successful week. JM said he was working with Rowan Wishart (RW), Chloe Ashley (ChA), Olivia Sutton (OS) and others on Alumni Festival Weekend. JM urged members to consider standing in the elections and reminded subcommittee heads that they remained in post until the relevant subcommittee AGM: they should keep working to make the transition smooth. Finally, JM offered thanks to all Councils members who would be leaving office.

### 6.5. Report of the Association Director of Education

Not present.

## 6.6. Report of the Association Director of Wellbeing

Nick Farrer (NF) echoed JM regarding standing for election and thanks for contributions from Councils members leaving their post. An update on out of hours healthcare cover was expected this week. NF was leading elections planning; the elections team would be controlling the University Instagram account for much of the campaign period and had secured the use of poster boards in the Main Library for candidates.

## 7. Questions for Association Committees

- 7.1. Questions for Association Alumni Committee
- 7.2. Questions for Association Community Relations Committee
- 7.3. Questions for Association LGBT+ Committee

Zelda Kotyk (ZK) noted that LGBT+ would host a staff/student mixer on Friday in the Gateway boardroom.

- 7.4. Questions for Association Lifelong and Flexible Learners Committee
- 7.5. Questions for Association Environment Committee

## 8. Questions for SSC Subcommittees

- 8.1. Questions for SSC Broadcasting Committee

Laura Mueller (LM) said that the amended Broadcasting Committee constitution would be passed tonight.

- 8.2. Questions for SSC Charities Committee

NM noted that RAG week events were ongoing and encouraged members to attend. Catwalk premium tickets did not go live last night as planned.

- 8.3. Questions for SSC Debates Committee
- 8.4. Questions for SSC Performing Arts Committee
- 8.5. Questions for SSC Postgraduate Committee
- 8.6. Questions for SSC Societies Committee

Kevin Phelan (KP) said that the committee were very busy with society awards planning.

- 8.7. Questions for SSC Music Committee

Casper Sanderson (CS) said that the open mic last week had been really successful.

- 8.8. Questions for SSC Volunteering Committee
- 8.9. Questions for SSC Design Committee
- 8.10. Questions for SSC ENTS Committee
- 8.11. Questions for SSC On The Rocks Committee

ChA said that the On The Rocks programme would launch on 12<sup>th</sup> March.

- 8.12. Questions for SSC Member without Portfolio

Shaina Sullivan (SS) said that there would be end of year events for Councils members and a handover brunch.

## 9. Questions for SRC Committees and Officers

- 9.1. Questions for SRC Accommodation Officer

LA said that the report on 'locked rooms' in private rented properties was coming together nicely: a meeting was planned with Willie Rennie, the local MSP. She also highlighted the upcoming How To Leave campaign and leaflet.

- 9.2. Questions for SRC Member for First Years
- 9.3. Questions for SRC Member for Gender Equality
- 9.4. Questions for SRC Member for Racial Equality
- 9.5. Questions for SRC Member for Students with Disabilities
- 9.6. Questions for SRC Member for Widening Access and Participation
- 9.7. Questions for SRC Arts/Divinity Faculty President
- 9.8. Questions for SRC Science/Medicine Faculty President
- 9.9. Questions for SRC Postgraduate Academic Convener
- 9.10. Questions for SRC Postgraduate Development Convener
- 9.11. Questions for Principal Ambassador
- 9.12. Questions for Rector's Assessor
- 9.13. Questions for SRC Member Without Portfolio

## **10. New General Joint Business**

### **10.1. J. 19-2 Motion to Address Hate Crimes and Incidents in St Andrews**

ZK introduced the motion, noting that it was a revision of a motion originally presented to SSC on the 5<sup>th</sup> February. She said that it was intended to address issues occurring in town this year, including some that had occurred in the Union building and at society events.

The chair opened the motion to questions. NF asked if ZK could explain some of the incidents? ZK related incidents including some unidentified people, apparently not students, spitting at a student in drag, unfriendly comments in LGBT+ events, defacing of posters, offensive stickers seen on lampposts in town, and comments made online. She noted that these incidents involved not just homophobic and transphobic behaviour but also other forms of discrimination based on disability status, gender etc.

Camilla Duke (CD) asked if in terms of gathering data, ZK had worked with others, for example the SRC Member for Students With Disabilities or SRC Member for Racial Equality, to discuss the needs of the students they represented and how best to deal with incidents involving those students? ZK said there had been conversations in the Equal Opportunities committee, including all of those members, and that the committee agreed the measures in the motion should address these needs. Other members could speak to these discussions.

Ciara McCumiskey (CMc) asked for clarity if the member co-opted to the Societies Committee, referred to in point 4 Resolves, could be anyone or should be someone from the Equal Opportunities committee? ZK said there had extensive consultation on that point, but no final conclusion had been reached. The move would open up a role for a person passionate about this sort of issue: at present, ZK felt it best to keep it open to anyone. KP noted that the designated person would oversee all of the actions involved.

CD said she felt it was a lot for one person to oversee, particularly if they didn't have experience or specialist knowledge in each area of discrimination. AP said that the primary role of the position was to make people aware of the Zero Tolerance policy, and they would be working within the guidelines of that policy. The person would not need to learn anything new, just follow established guidelines, signpost issues, and raise awareness. The person might have a role in channeling information to the Association Discipline committee but would not be expected to take any disciplinary action against individual members themselves. KP stressed that this was just a first step, and also reiterated that the person would be less directly overseeing, more liaising and co-ordinating. ZK agreed, noting that the individual wouldn't be responsible for calling out incidents: instead they would sit to ensure that societies were following point 5.

Sarah Ramage (SR) said that the discussion at the Equal Opportunities committee did address all protected characteristics. She felt that leaving the role open was the best way to get the best person for the job.

Morgan Morris (MM) said that the community council were very willing to have a discussion about incidents in the community.

(Paul Lancaster (PL) now left the meeting)

PP asked what would happen if societies did not comply? ZK said there would initially have to be a conversation with officers of that society: further action would depend on what happened and why.

The Chair then opened the motion to debate. NF said he was quite pleased with the motion in its current form. Officers had worked on this since SSC on the 5<sup>th</sup> February. NF felt that everything in the motion as it stood was achievable and justifiable. CMcC said she felt the move was likely to increase reporting and prevent people from pleading ignorance as a defence. AP said that the requirements for publicity were not going to be retrospective and would not be enforced where publicity had already been sent in.

KP moved to vote on the motion, with ZK seconding. No objection to this was heard. The motion was **passed without dissent**.

#### 10.2. J. 19-3 A motion to combat Sexual and Gender-Based Violence (SGBV), within the St Andrews Community

Isabella Smith (IS) introduced the motion. She said that it had arisen from a working group formed between herself, sabbaticals and the University's Student Services staff to talk about this issue and the experiences of those who had suffered from SGBV in St Andrews. The working group had put together the ideas in this motion, in the belief that these represent concrete steps that will raise awareness and reduce the incidence of SGBV. SGBV was at the forefront of many conversations just now, and this motion represented a chance to cement various trainings and other measures that the Association currently offers.

The Chair opened the motion to questions. Matt Singer (MS) asked about Resolves point 2, asking what that would look like? IS noted that already four Halls of Residence make such workshops mandatory, though enforcement was a problem because of the lack of consequences for failing to attend. She noted that the University already has a system to track the matriculation process, and this could be used to enforce attendance. However, she was clear that the motion could not make this happen directly: instead, it mandates Councils to lobby the University to take action. CMcC said she was also concerned about Resolve point 2, on the grounds of whether the Association had the resources, including trained volunteers and time, to conduct this number of workshops? It was noted that the student Got Consent co-ordinator, Heather Farley (HF), was in attendance: speaking rights were granted to HF to respond to this question.

HF said that this was a concern of the Got Consent team, and they were working on a business plan to increase their volunteer base. They would put this to the Association and University shortly. She noted that there was also concern in the team over how attendance could be monitored and enforced, but that Wardennial teams already completed attendance registers for some existing workshops. IS said that any sanctions for not attending might properly be left to the University to decide.

LA said that Hall Committees were really on board with this and senior students would push it. NF said he had seen the Got Consent business plan and felt it was realistic. CD said that in terms of lobbying the University, the University Court appeared to be receptive to the idea of mandatory Got Consent training. MM noted that the community council's new health and wellbeing subcommittee may also be keen to facilitate participation by local businesses including bars and restaurants.

Courtney Aitken (CA) asked about the provisions around the Sexual Misconduct Policy in Resolves point 9. IS said that this was constantly updated to be in line with the law in this area. PP asked if in Resolves point 7, it was really necessary for the Association to lobby the AU, given that the AU President worked closely with Association sabbaticals and sat on Councils? CMcC asked about Resolves point 8, mandating that officers attend training. IS noted that the training lasted less than an hour, and that she felt this was not unreasonable to ask. Tracking attendance would not be difficult. CD said she felt that Association officers should be willing to attend such training. PP asked if student officers would not already have done this workshop at matriculation? IS said that compulsory training for all students was a goal, but if it were not achieved, point 8 would still be relevant as something directly within the Association's control.

(Emily Muller (EM) arrived late: Wei Wei Chan (WWC) left the meeting.)

CMcC said that she thought Resolves point 4 could be worded more strongly. NF said that from his previous discussions with the Proctor, he did not think the University would need to be asked that strongly.

NF went on to discuss why he felt the motion was important. Much of the Resolves section involved formally committing to things that were current practice with the intention of keeping these going, continuing to find solutions, recognising what is being done and ensuring it continues. He felt Councils could safely and confidently commit to these actions in full.

MS said he felt that in the first line of the Believes section, he wondered if it made sense to say the programme was 'ambitious' but also to describe it as a 'natural extension'? CD said that in some ways this was ambitious, but it was also reasonable and a starting point.

Gianluca Giammei (GG) said that he did not doubt that the training would be of benefit, but he had a concern about students being comfortable with the content of training? IS explained how such concerns were addressed during workshops. ZK noted that there might be a case for exemption for students who might find some of the content to trigger traumatic memories, but that this would require disclosure, which was also problematic. It was an area that would need to be explored. AL said that any opt-out should be simple and straightforward so people can access it. HF noted that other Universities have opt-outs from SGBV training, but many students exploited these to opt out from disinterest rather than because of trauma. She would want any opt-out to be easy, but a level of disclosure would be a safeguard. CMcC noted that the easier an opt-out was, the less 'mandatory' the requirement became

ZK wondered if there was an easy way to write an opt-out provision into the motion? IS said she was happy to talk about an amendment, but the aim was to lobby the University to make Got Consent training mandatory. Councils would therefore not be taking a decision about what that meant in practice. Conversations would have to happen and ways to opt out would be explored, but at this stage there was no intention to make specific proposals on that. CA noted that the University had a legal duty to make reasonable adjustments during the matriculation process anyway.

Emma Thompson (ET) noted that St Andrews would not be the first University to include mandatory SGBV training for students, and could learn from others.

There was a discussion of the importance of working with the University on these issues: NF highlighted that the working group had been a University initiative, and that he was certain the Association would be a part of the process of implementation. CA noted that Got Consent came into existence from student activism. AP noted that there was a substantial amount of information sharing and shared policies and values with the University at present.

MS proposed an amendment to Believes point 1, changing the word 'ambitious' to 'comprehensive', the word 'begin' to 'strive', and to insert the word 'continued' before 'combating'. NF seconded. This amendment was **passed without dissent**.

PP proposed an amendment to Resolves point 7, changing the word 'lobby' to 'encourage'. CMcC seconded. HF noted that the present AU President was very strong on this issue, but expressed concern that 'encourage' may not be a strong enough term bearing in mind that it was impossible to know the attitude of future AU Presidents. PP said she took this point but felt that strong language would set a precedent and she did not want to put future sabbatical teams in an awkward position. CD proposed that instead the word 'lobby' should be replaced by 'work with'? NF seconded. This amendment was **passed without dissent**.

AP moved to vote. AL objected as he wanted further discussion on Resolves points 6 and 8. He asked the Councils if there was support for adding some wording on allowing reasonable exceptions? AP said he felt it was not necessary to put this in the motion. Iain Cupples (IC) noted that legally the Association had a duty of care to volunteers, including officers, and that this would extend to allowing exceptions or adjustments to required training where there was a good reason to do so. This duty would apply whether or not the possibility of exceptions was directly referred to in the motion. HF reiterated that Got Consent was mindful of these issues when giving training, and gave an example from the SRC members' training this year. MS said that it was important to let people know about this. HF said that this could be incorporated into publicity.

JM now moved to vote again: ZK seconded. No objections were heard. The motion as amended was **passed without dissent**.

10.3. J. 19-4 A Motion for the adoption of an Equality and Diversity Policy by the Students' Association.

CMc introduced the motion. She explained that this revision of the policy had been done to bring our policy more closely into alignment with that of the University, at their request.

The chair opened the motion to questions: there being none, the Chair opened the motion to debate. NF spoke in favour of the motion and discussed the role of the University's equality compliance group. He offered thanks to CMc for the work that had gone into this motion.

AP moved to vote: ZK seconded. No objections were heard. The motion as amended was **passed without dissent**.

#### **11. New General SSC Business**

None

#### **12. New General SRC Business**

None

#### **13. Any Other Competent Business**

None

#### **14. Collaborative Solutions**

Not minuted



## ASSOCIATION OFFICER REPORTS

### **Association Alumni Officer – Olivia Sutton**

Met with the Development Office and Athletic Union team organising the Alumni Festival Weekend this April. The meeting went well and we have had a lot of interest expressed in the different events that we are holding across the university. It should be a really great weekend and you are all, of course, more than welcome to attend any of the events! As part of this I am organising a careers event with OTR, which focuses on creative careers. I look forward to continuing to support the organisation of the weekend, and the alumni team in the coming months. My subcommittee and I are also working on some infographics for soon-to-be graduates to make them aware of alumni groups around the world that they can join when they head off in new, exciting directions.

### **Association Community Relations Officer – Morgan Morris**

Not much to report as we begin to wind down. The Community Council elections coming up. We have a couple of projects that we are going to work on this semester such as cycle safety, making the local community aware of this position in the SA, hopefully, a concert in association with music is love and the community council, and then the alumni festival weekend. If anyone has any ideas or would like to collaborate please just let me know.

### **Association Environment Officer – Lauren Davis**

The Environment Subcommittee is busy planning for the upcoming FairTrade Fortnight; this is a period where we plan to work with businesses and societies to show support for the farmers and workers who grow our food in developing countries. On top of that we have events planned for Fashion Revolution week in April (22-29) in collaboration with the Sustainable Style group - these are going to be very popular, so stay tuned for event notifications coming soon. Besides that, we are collaborating on smaller events with societies in the coming weeks before Elections.

### **Association LGBT+ Officer – Zelda Kotyk**

We had queer fest this week which was amazing. We engaged a lot of new people and sparked meaningful conversations about the intersection of LGBT+ identity with other identities people hold. Still working on combatting hate crime and working on getting a comprehensive handover for my successor! I will also be meeting with the new VP of Diversity and the Staff Network.

### **Association Lifers Officer – Sarah Ramage**

Lifers week has been relatively quiet. I've been in touch with a few people regarding Deans Court catering changes, and postgraduate student experience in general. This will definitely be followed up after elections to see how we can be of further help.

## SRC REPORTS

### **SRC Accommodation Officer – Lucy Allat**

Nothing much to report. In the planning stages of putting on an event with the rector's committee and Debates about housing in St Andrews - this would hopefully run alongside the 'How to leave campaign'. The locked bedrooms report is finally coming together and the information that was collected has now been mapped.

### **SRC Member for First Year – Avery Kitchens**

Nothing to report.

### **SRC Member for Gender Equality – Isabella Smith**

Hey everyone! It's been a busy week with the Working Group on Gender based Violence putting the final touches on the the motion we'll vote on later this evening! I look forward to discussing it with you all later.

### **SRC Member for Racial Equality – Wei Wei Chen**

This week, I wrapped up all loose ends left by the previous person in this position and I am now in the process of finalizing transition documents for the next person stepping in after elections. Specifically, I am working with Sukhi from the St. Andrews Diversity Office to send out a survey to gather student feedback about past and future events in the realm of racial/cultural diversity, developing a team/timeline structure for future Pangea organizers, and gathering SRC Member for Racial Equality alumni contact information.

### **SRC Member for Students with Disabilities – Emily Muller**

Nothing to report.

### **SRC Member for Widening Access and Participation – Ciara McCumiskey**

The only thing I really have to report is that I've spent the past two weeks working on the motion for later tonight! Beyond that, I've not had time for much else.

### **Arts/Divinity Faculty President – Gianluca Giammei**

Nothing to report.

### **Science/Medicine Faculty President - Alisa Danilenko**

Nothing to report

### **SRC Postgraduate Academic Convener –Ashley Clayton**

No report submitted.

### **SRC Postgraduate Development Convener – Courtney Aitken**

Nothing to report.

### **Principal Ambassador – Emma Thompson**

Not much to report that's new. We are just beginning preparations for our first Visiting Day on 6 March!

### **Rector's Assessor – Camilla Duke**

Yesterday, the Rector's Committee hosted our These Islands event. We are opening application for the Rector's Fund at the end of this month, with our new, streamlined application, which is very exciting. We are also continuing to work on the Universal Credit campaign, and we are building support amongst the politically active student societies, most recently the Lib Dems. We are hoping to generate a good deal of media coverage to demonstrate how far the campaign has come.

### **SRC Member Without Portfolio – Robyn Wells**

Still working on plans for socials to mark the end of 2018/19 councils.

## **SSC REPORTS**

### **SSC Broadcasting Officer- Laura Mueller**

STAR has just finished our schedule for this semester, with a completely full week of shows from 10am to midnight, more than ever before! As well, we have just hosted a Show Host social, and look forward to doing a few new training sessions during our Specials hour.

### **SSC Charities Officer -Niamh McGurk**

Our lecturer and student gig in the byre had a good turnout. CATWALK standard tickets went on sale last week with premium going live last night and have been selling very well. This week is RAG week please have a look at our facebook and go along to any events you fancy , there is something for everyone! If anyone wants to be a rag week volunteer please let me know.

### **SSC Debates Officer- Matthew Singer**

The UDS has had a great couple of weeks. We hosted the Scottish debating championships as well as some public debates including our Valentines Day debate, This House Believes Love is Poison in collaboration with Comedy Soc. This week we will be hosting a motion on universal basic income with some very interesting external speakers.

### **SSC Performing Arts Officer- Rowan Wishart**

Mermaids now has all of their fringe shows confirmed! We also have elected a new set and props officer.

### **SSC Postgraduate Officer – Cameron Rice**

The PG Society have finalised the majority of their upcoming events, which should take us up to the beginning of April. We've successfully locked down a number of key collaborative events with LGBT Subcommittee and St

Leonard's College. We've also arranged for a lawyer from JustRight Scotland to come and give a consultation event on the rights of EU citizens in the UK after Brexit. Despite efforts and organised elections events, we have had no interest in any of the three postgraduate roles up for election within the Students' Association.

**SSC Societies Officer-Kevin Phelan**

No report submitted.

**SSC Student Music Officer - Casper Sanderson**

Nothing to report

**SSC Volunteering Officer - Adam Lord**

Nothing to report.

**SSC Design Team Convener – Mika Schmeling**

No report submitted.

**SSC ENTS Convener – Paul Lancaster**

Over the past couple of weeks Ents has been working with building staff to reformat the booking form process to make it clearer to those booking events the various requirements in terms of attending an Ents users meeting 2 week in-advance and the sorts of things they need to be thinking about when they make a booking. As part of this we have also clarified the various rights that we have in-terms of events that don't attend these meetings or don't come prepared in the form of being able to cancel bookings and withhold technical assistance/equipment.

**SSC Arts Festival Convener- Chloe Ashley**

On The Rocks is going well and our programme is going to print. All of the union events have been approved by the union and we are currently in the risk assessment section of our timeline. We also have almost 50 volunteers for this year's festival and are having an introductory social on Monday. We have our programme launch at the Adamson on the 12th of March and would be great if everyone could attend!

**SSC Member without Portfolio- Shaina Sullivan**

Nothing to report.

## J. 19-2 Motion to Address Hate Crimes and Incidents in St Andrews.

Owner: Zelda Tobias-Kotyk  
In Effect From: April 1st 2019  
Review Date: 19 February 2019

### Notes

1. Affiliated Societies and Subcommittees are required to follow the policies and rules laid out by Students' Association. **Appendix 1**
2. The Students' Association amended and adopted the Zero Tolerance Policy in 2016 which "enforces a strict zero tolerance policy to harassment and bullying." **Appendix 2.**
3. There has been an increase in visible discriminatory speech and actions against the LGBT+ community within the University, Union, and town during the last academic year.
4. Other individuals with protected characteristics have also experienced visible discriminatory speech and actions.
5. The Affiliation Agreement requires societies "to send a society officer to attend additional training as required by the SSC Societies Committee." **Appendix 3.**
6. Hate crime defined by Police Scotland: "Hate Crime is any criminal offence motivated by a person's hatred of someone because of their perceived race, religion, gender identity, sexual orientation or disability." **Appendix 4.**
7. Hate incidents are defined by Police Scotland: "A hate incident is any incident that is not a criminal offence, but something which is perceived by the victim or any other person to be motivated by hate or prejudice." **Appendix 4.**

### Believes

1. That Societies and Subcommittees have an obligation to provide a safe and welcoming environment for all members of their groups and attendees of their events.
2. That increased awareness of different identities and what classifies a hate crime/incidents as well as how to report a hate crime/incident will help to combat discriminatory speech and action.

### Resolves

1. To condemn hate crime in all its forms.
2. To lobby the University to include the Students' Association's Zero Tolerance Policy in the matriculation and rematriculation processes so that every student is aware of this policy.
3. For Equal Opportunities Committee, Societies Officer and other relevant parties to create slides to be inserted into the societies president's training, school presidents' training, Association Councils' training and any other relevant trainings that will encompass pronouns/terminology, police definitions and reporting procedures
4. That a member will be co-opted to Societies Committee to oversee more extensive training sessions, such as Got Consent and Conscious Awareness Training; as well as monitoring adherence to Resolves points 2, 3 and 5.
  - a. In the event that a matriculated student breaches the Students' Association's Zero Tolerance Policy then the student may be referred to the Student's Association Discipline Committee.
  - b. The member will assist the discipline committee in following up with the incident in question by signposting the individual to proper procedures for reporting an incident.
5. Following the co-option of the member described in Resolves; To mandate Societies and Subcommittees to add the following text to the event descriptions of all events held in any Union or University space. They are also instructed and encouraged to add the following text any event regardless of location:

"Our event is a fully inclusive space and follows the Students' Association's zero tolerance policy towards discriminatory and hateful speech and actions."
6. For Equal Opportunities Committee, Sabbatical Officers, and other relevant parties to work towards easing of process of reporting hate crimes/incidents.

### Proposed

Zelda Tobias-Kotyk, Association LGBT+ Officer

***Seconded***

Equal Opportunities Subcommittee

Morgan Morris, *Association Community Relations Officer*

Kevin Phelan, *SSC Societies Officer*

Nicholas Farrer, *Director of Wellbeing*

Ciara McCumiskey, *Member for Widening Access and Participation*

Jamie Minns, *Director of Student Development and Activities*

Adam Powrie, *Director of Events and Services*

## **Appendix 1: University of St. Andrews Students' Association Laws Chapter 27 Association Equal Opportunities**

- 3.1. The principles and practice of equality of opportunity will be promoted by such means as the Association may determine from time to time.
- 3.2. A brief statement expressing the Association's commitment to equality of opportunity will be clearly printed on all documentation (advertisements, job descriptions, etc.) relating to job opportunities within the Association.
- 3.3. All societies active within the Association will be expected to conduct their activities in ways that are compatible with the principles and practices of this chapter.
- 3.4. Appropriate training to staff and student officers of the Students' Association annually to enable them to implement the Association's commitment to equality of opportunity. Breach of the rules of conduct outlined in this chapter shall be regarded as a serious disciplinary matter.
- 3.5. Any person(s) affected by discrimination or alleged discrimination will be made aware of the full range of counselling and support services offered by the Students' Association and the University of St Andrews.

## Appendix 2: Students' Association Zero Tolerance Policy (2013)

The Student's Association shall enforce a strict zero tolerance policy to harassment and bullying, as defined below. The policy shall protect all members, visitors, and staff in all Students' Association venues.

Definition of Harassment: Unwanted verbal, non-verbal or physical behavior of any kind that is unwanted, unreasonable and offensive to the recipient and violates people's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Types of harassment that can occur in "The Union" include but are not limited to:

- Race, ethnic origin, nationality or skin colour
  - Racial Harassment:
    - Derogatory name-calling, insults
    - Reference to skin colour
    - Racist jokes
    - Ridicule for cultural difference
    - Verbal abuse and assault.
- Gender and/or sexual orientation
  - Sexual Harassment:
    - Unwanted sexual comments (including but not limited to comments about your body or private life).
    - Unwelcome sexual invitations, innuendos, and offensive gestures.
    - Wolf whistling, catcalling or offensive sexual noises.
    - Groping, pinching or smacking of your body, such as your bottom or chest.
    - Having any item of your clothing lifted, tugged, removed or altered without your consent.
    - Someone exposing their sexual organs to you without consent.
    - Biting
    - Any other form of unwanted behaviour with a sexual or gender element
  - Sexual Orientation Harassment:
    - Homophobic jokes or remarks
    - Threats to disclose sexual orientation
    - Ridiculing civil partnerships or same-sex couples.
  - Gender Reassignment Harassment:
    - Ridiculing dress and personal appearance
    - Offensive jokes and remarks
- Religious or political convictions
  - Religion or Belief Harassment:
    - Offensive remarks and jokes, ridiculing religious beliefs, practices, and dress.
- Disabilities, illness, sensory impairments or learning difficulties
  - Disability Harassment:
  - Not recognising competencies
  - Drawing attention to disability or personal appearance
  - Jokes
  - Ignoring or focussing on a person because of their disability
- Age
  - Ageist Harassment:
    - Denigrating competencies
    - Patronising
    - Ridiculing
    - Marginalising
    - Leaving people out of social activities.
- Socioeconomic status
  - Status Harassment:
    - Patronising, ostracising or marginalising people with different social or economic backgrounds

The above list of examples is not exclusive or exhaustive; harassment can occur on the basis of any personal attribute that makes the individual different from the majority, or from the person who harasses them.

Definition of Bullying: is a form of harassment characterized by the abuse of power or position to undermine a person so that their confidence and self-esteem is weakened or destroyed. Bullying may happen in public or in private, may arise from the personal style of the bully, and attacks may be irrational, unpredictable and unfair. The policy defines a practical plan for investigating claims of sexual harassment, a clear set of consequences for those found to be guilty of such complaints, and strategies to help each victim of harassment. It also serves as a preventative step; as a result of the policy, security guards and bar staff will be trained in how to prevent sexual assault within the Students' Association, as well as how to recognize its precursory signs. Posters, beer mats, and stickers are used to further the policy's effectiveness throughout the Students' Association.



### **Appendix 3: Students' Association Affiliation Agreement**

#### **AFFILIATION AGREEMENT**

- i. \_\_\_\_\_ ('Society') wishes to affiliate to the University of St Andrews Students' Association ('Association') and the Association wishes to affiliate the Society in accordance with the terms of this Agreement. This Agreement sets out the terms and conditions, which in addition to the Standing Orders for Affiliated Societies, apply to societies affiliated to the Association.
- ii. The Society and Association acknowledge that the Association is only a grant making body to the Society and that the Society is an independent unincorporated membership association. The Society and Association also acknowledge that the Association may provide additional support or advice to the Society.
- iii. The Association agrees to provide the Society with:
  - i. A free stall at the annual Freshers' Fayre upon application received by the Association's fixed deadline.
  - ii. Access to room bookings in University buildings.
  - iii. Access to room bookings in the Association's premises for a minimum number of hours each week per semester determined by the Association.
  - iv. Two audits of financial records in each academic year.
  - v. Public liability insurance cover, provided that the cover shall vitiate if the requirements of Paragraphs 4(H) and 4(I) are not fully met or the provisions of Paragraph 5 are invoked.
  - vi. Asset insurance for high-value items, at the discretion of the Management Accountant.
  - vii. The right to apply for funding from the Association.
  - viii. Any other benefits or discounts that the Association may, from time to time, offer.
- iv. The Society agrees to:
  - i. Permit any student matriculated at the University of St Andrews to become an ordinary member of the society and to exercise the full rights of membership.
  - ii. To hold annual elections for its officers in a free, fair, and transparent manner.
  - iii. Maintain accounts of all income and expenditure and submit such accounts, along with appropriate evidences, to the Association for audit twice each academic year
  - iv. Only expend Society funds to the benefit of the Society as a whole or for the fulfilment of its aims.
  - v. Send a Society officer to attend a training session provided by the Association for treasurers.
  - vi. Send a Society officer to attend an awareness session provided by the Association for health and safety practices.
  - vii. Send a Society officer to attend additional training as required by the SSC Societies Committee.**
  - viii. Submit to the Association an adequate General Risk Assessment for all events within the Society's general course of business and an adequate Supplementary Risk Assessment for any and all events outwith the scope of the General Risk Assessment.
  - ix. Fully implement the mitigation measures set out in its General Risk Assessment and any Supplementary Risk Assessment.

- x. Maintain at least 25 paid ordinary members at all times and provide the Association with a full membership roll upon request.
- xi. Charge an annual membership subscription of at least £3.00.
- xii. Adhere to the Standing Orders for Affiliated Societies (attached as Exhibit A), as adopted by the Association and as the Association may amend from time to time.
- v. The Association may, at its discretion, decline to extend to the Society public liability insurance cover for any event for which it believes risks are not adequately mitigated by providing the Society with notice of the same.
- vi. The Association agrees to provide the Society with 7-days' notice of any proposed change to the Standing Orders for Affiliated Societies. The Association further agrees that no change to the Standing Orders for Affiliated Societies shall become effective sooner than 21 days after its adoption. With the consent of the Society, the Association reserves the right to grant waivers or variances from the Standing Orders to the Society.
- vii. By executing this Agreement the Society additionally agrees to adhere to the following provisions, unless it agrees at a General Meeting to opt-out from any of the following provisions:
  - i. To designate the SSC Societies Committee as the exclusive arbitrator to which disciplinary charges against any officer or member of the Society will be referred and to agree to be bound by the SSC Societies Committee's decision.
  - ii. To agree to submit to the SSC Societies Committee for arbitration any disputes of the following nature and that any decision rendered by the SSC Societies Committee shall be final and binding:
    - i. Disputes between members and the Society, officers, and/or other members
    - ii. Disputes between the Society and any other society affiliated to the Association that has not opted-out from this provision
- viii. This Agreement shall have effect until May 2019 ('Termination Date'). The Association may extend the effective period of this Agreement by up to 60 days, provided that the Association provides the Society with seven-days' notice of the extension and the Society does not notify the Association within said seven-day period that it declines the extension.
- ix. Notwithstanding the foregoing provision, the Association reserves the right to terminate this Agreement without notice if the Society materially breaches any provision of this Agreement or of the Standing Orders for Affiliated Societies.
- x. The Society may terminate this Agreement by approving a resolution to disaffiliate at a general meeting, provided that the Society provides 14-days' notice to its members of the meeting and informs the Societies Officer. Termination shall not become effective until the Society has removed the Association General Manager and Association Management Accountant as signatories on the Society's bank account and provided documentation of the same to the Association.
- xi. The Society agrees that if it or the Association terminates this Agreement pursuant to the foregoing paragraphs or if it fails to execute another Affiliation Agreement before the Termination Date, the Association may seize all capital assets purchased with Association grants or a sum equivalent to the depreciated value of such assets, which shall be no less than its salvage value.
- xii. The Society agrees that if it winds up, disbands, dissolves, or in any other way ceases to operate (collectively 'Dissolution'), the Association may hold its assets in trust for a period of up to three years and assign those assets to any other society party to an affiliation Agreement with substantially the same aims as the Society. The Society agrees that at the conclusion of the three-year period, the Association may liquidate its assets and dispose of them in any way that benefits any other society or societies party to an affiliation Agreement. Notwithstanding the

foregoing provisions, if the Society has a constitutional aim to support a charity or charities registered in the United Kingdom, the Society may donate its assets to such charity or charities upon Dissolution.

**Appendix 4: Police Scotland on Hate Crime**

<http://www.scotland.police.uk/keep-safe/advice-for-victims-of-crime/hate-crime/what-is-hate-crime/>

## **J. 19-3 A motion to combat Sexual and Gender-Based Violence (SGBV), within the St Andrews Community.**

Owner: Isabella Smith

In effect by: 19 February 2019

Review Date: 19 February 2019

### **Notes:**

1. The UNHCR defines sexual and gender-based violence as “any act that is perpetrated against a person’s will and is based on gender norms and unequal power relationships”. [1]
2. A 2018 report from Revolt Sexual Assault found 62% of students and graduates have experienced sexual violence, as per the definition used by Rape Crisis. [2]
3. Of those who responded to the survey, only 6% reported their experiences to their University. Only a third of which felt both able to report and satisfied with the reporting process. Rape Crisis England and Wales notes 15% of those who experience sexual violence report it to the police.
4. A UK government survey of over 108,000 LGBT+ people found that “at least 2 in 5 respondents had experienced an incident because they were LGBT+, such as verbal harassment or physical violence, in the 12 months preceding the survey. However, more than 9 in 10 of the most serious incidents went unreported, often because respondents thought ‘it happens all the time.’ [3]
5. Testimony and high profile news stories show these issues of SGBV are present in St Andrews. [4]
6. Senior leaders at other high ranking UK universities have acknowledged the “ significant problem involving sexual misconduct ” within their universities. [5]
7. The ‘StAnd Together: Got Consent’ initiative in St Andrews has developed substantially since its creation - with 2018 marking the first year all captains of sports clubs received training, and the establishment of a full committee.
8. Due to increased demand for workshops, Got Consent has expanded its volunteer base from 11 in 2016 to 42 in 2018.
9. Many university residences label Got Consent talks compulsory. However, this practice is not universal and or consistently enforced.
10. The ‘Sexual and Gender Based Violence’ working group is co-chaired by Director of Wellbeing and Student Services’ Assistant Director (Projects and Residential). The group’s focus is on issues surrounding sexual and gender based violence within the St Andrews community. It is currently comprised of the Got Consent Convenor, the Director of Wellbeing, the Member for Gender Equality, and other relevant student leaders within the community committed to combating SGBV in St Andrews.

### **Believes:**

1. This to be an ambitious motion, the resolutions of which will begin to make a difference in the combating of SGBV within the St Andrews community.
2. The University of St Andrews, the University of St Andrews Students’ Association, and the student body have a duty to collaborate to reduce incidents of SGBV and to support survivors of SGBV.
3. With the support of the University and the Students’ Association, the Got Consent programme has the capacity to handle the requirements of our resolutions. The program’s student Convenor and the Student Services’ Assistant Director (Projects and Residential) have developed a comprehensive action plan to support Got Consent’s growth.
4. Good work has been done by the University and the Students’ Association. The current collaboration, including on the Got Consent programme and the SGBV Working Group, must be supported, continued, and strengthened.

### **Resolves:**

1. To continue to collaboratively find solutions that address the prevalence of SGBV in St Andrews and any culture that perpetuates it.
2. To lobby the University to make attending a Got Consent workshop a mandatory element of the official matriculation process.
3. To lobby the University to make engagement with the Sexual Misconduct Policy part of the online matriculation process, as is the case for the TGAP programme.
4. To encourage the attendance of the Principal and Vice-Chancellor, and relevant members of the Principal’s Office, at a meeting of the SGBV Working Group.

5. To seek the public support of the Principal's Office in combating SGBV at the University.
6. To formalise the compulsory attendance of SRC members, SSC members and Students' Association staff at Got Consent workshops, to ensure this practice continues and becomes permanent within the Students' Association.
7. To lobby the Athletic Union to formalise the compulsory attendance of club presidents (or equivalent) at Got Consent workshops, continuing the policy enforced in 2018/19.
8. To mandate that executive members of union subcommittees attend a Got Consent training.
9. To support the welcome and ongoing efforts by the University and Students' Association to develop the Sexual Misconduct Policy.
10. To support a collaborative student-led awareness campaign that addresses SGBV in the coming academic year. This should be ensured by an effective handover between the current SGBV Working Group and the future group.

**Proposed:**

Isabella Smith, Member for Gender Equality

**Seconded:**

Zelda Tobias-Kotyk, Association LGBT+ Officer

Camilla Duke, Rector's Assessor

Avery Kitchens, SRC Member for First Years

Robyn Wells, SRC Member Without Portfolio

Lauren Davis, Association Environment Officer

Morgan Morris, Community Relations Officer

Lucy Allatt, Accommodation Officer

Nicholas Farrer, Director of Wellbeing

Adam Powrie, Director of Events and Services

Jamie Minns, Director of Student Development and Activities

[1] <http://www.unhcr.org/uk/sexual-and-gender-based-violence.html>

[2] <https://www.theguardian.com/commentisfree/2018/mar/02/universities-rape-epidemic-sexual-assault-students>

[3] <https://www.gov.uk/government/publications/national-lgbt-survey-summary-report/national-lgbt-survey-summary-report>

[4] <https://thestand-online.com/2018/04/20/experience-sexual-violence-st-andrews/>

<https://www.theguardian.com/society/2018/jan/17/woman-sues-man-acquitted-of-in-scottish-court-trial>

<http://www.thetribeonline.com/2018/10/rape-culture-in-st-andrews-the-absence-of-education/?fbclid=IwAR08Z-heGo2>

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[5] <https://www.theguardian.com/education/2018/feb/05/university-of-cambridge-significant-sexual-misconduct-problem>

## **J. 19-4 A Motion for the adoption of an Equality and Diversity Policy by the Students' Association.**

Owner: Ciara McCumiskey  
In Effect From: Immediately  
Review Date: 19 February 2019

### **Councils Notes:**

1. The Students' Association address issues regard equality and diversity though the existing Equal Opportunities Committee
2. The Students' Association has many practices striving for the highest levels of equality and diversity
3. These practices are explained across many documents such as the Students' Association Laws and the Students' Association's Constitution.
4. The University of St Andrews has a specific Equality and Diversity Inclusion Policy (2011).
5. The University requested of a previous Director of Wellbeing that we, the Students' Association, have a policy in line with their own. The current Director of Wellbeing believed that would be beneficial.

### **Councils Believes:**

1. That equality and diversity are of the utmost importance within all activities conducted by the Students' Association.
2. That the Students' Association already conducts its business with the spirit of achieving the highest levels of equality and diversity.
3. That the current policies and practices are hard to find as they are spread between many documents.
4. That this is not a radical step, as this policy currently only codifies our current practises and would not require an update to any of our procedures thus far.
5. That having one policy codifying all which we already do would be beneficial to the Students' Association.
6. That having one policy codifying all which we already do would make it easier for it to be improved in the future.
7. That having one policy codifying all which we already do would minimise uncertainty and would give clear signposts when it comes to conducted future business by any member under the Students' Association.

### **Councils Resolves:**

1. To adopt the proposed Equality and Diversity Policy.
2. To review said policy once yearly or when any supporting documents are updated, whichever occurs first.
3. To recommend that the Students' Association Board adopts this policy and ensures its enforcement in all business conducted on behalf of the Students' Association.
4. For the Equal Opportunities Committee and the Director of Wellbeing to aid in the enforcement of this policy.

### **Proposed:**

Ciara McCumiskey, *Member for Widening Access and Participation.*

### **Seconded:**

Zelda Kotyk, *Association LGBT+ Officer*

Courtney Aitken, *Postgraduate Development Officer*

Morgan Morris, *Association Community Relations Officer*

Nicholas Farrer, *Director of Wellbeing*

# University of St Andrews Students' Association

## Equality & Diversity Policy.

### Contents:

1. Introduction
2. Equality Statement
3. Commitment to Equality
4. Responsibilities and Commitment
5. Complaints of Discrimination or Harassment
6. Staffing
7. Supporting Policies & Guidance
8. Review

### Appendices:

University of St Andrews Students' Association Constitution (2011)

University of St Andrews Students' Association Laws

- Chapter Twenty-seven: Equal Opportunities, pages 121-124

University of St Andrews Students' Association 'Zero Tolerance to Harassment and Bullying Policy'

University of St Andrews Students' Association Strategic Plan 2017-2020

University of St Andrews Students' Association Complaints Procedure

University of St Andrews Students' Association Board - Governance, Nominations, and Staffing Subcommittee 'Terms of Reference'

University of St Andrews Equality and Diversity Inclusion Policy (2011)

## 1. Introduction

This policy codifies the spirit and practise of numerous documents and programmes that exist within the University of St Andrews Students' Association and inherits aspects from the University of St Andrews Equality and Diversity Inclusion Policy.

This document borrows from the following - which are all added as appendices:

- University of St Andrews Students' Association Constitution (2011)
- University of St Andrews Students' Association Laws
  - Chapter Twenty-seven: Equal Opportunities, pages 121-124
- University of St Andrews Students' Association 'Zero Tolerance to Harassment and Bullying Policy'
- University of St Andrews Students' Association Strategic Plan 2017-2020
- University of St Andrews Students' Association Complaints Procedure
- University of St Andrews Students' Association Board - Governance, Nominations, and Staffing Subcommittee 'Terms of Reference'
- University of St Andrews Equality and Diversity Inclusion Policy (2011)

This policy highlights our commitment and dedication to ensuring that all members, staff and visitors of the Students' Association have an experience free from discrimination and prejudice. Our practises currently celebrate the diversity of the student body and we will continue to promote an inclusive and progressive environment for students to develop into well-rounded and fulfilled individuals

## 2. Equality Statement



The University of St Andrews Students' Association is fully committed to achieving the highest standards of equality so as to provide for a more open, safe and accessible environment which allows all students to not only celebrate their diversity but also promote unity through areas of increased understanding and awareness.

In addition to being compliant with the equality laws; public duties; and Human Rights Acts (Universal and European), the Association also supports diversity and promotes equality of opportunity and employs our own 'Zero Tolerance to Harassment and Bullying Policy' which protects all members, visitors and staff from harassment regardless of their:

- 'Protected Characteristic' (Single Equality Act)
  - Age
  - Disability
  - Gender Reassignment
  - Marriage and Civil partnership
  - Pregnancy and Maternity (including Paternity)
  - Race (colour, ethnicity or national background)
  - Religion or Belief (including non-belief)
  - Sex/Gender
  - Sexual Orientation
- Caring responsibilities for a 'Protected Characteristic' including dependents
- Transgender and non-binary individuals
- Family planning decisions
- Socio-economic background/grouping
- Unrelated spent convictions

The Equality & Diversity Policy outlines the Students' Association's dedication and responsibility to promote, internally and externally, inclusive environments, free from discrimination, for all members, staff, and visitors.

### **3. Commitment to Equality**

The Students' Association strives to ensure that equality is embedded into all areas of its operations. Initiatives to support the embedding process are facilitated by the Equal Opportunities Committee, the Governance, Nominations, and Staffing Subcommittee of the Student's Association Board, the Human Resources Manager/Education Advocate, and the Director of Wellbeing.

### **4. Responsibilities and Commitment**

Each individual is responsible for their own behaviour and must accept the principle that there is equality of opportunity and fairness for all staff and students and anyone associated with the Students' Association (e.g. members, staff and visitors).

Individuals and affiliated societies must ensure they do not support unfair behaviour by ignoring what is happening around them and must not incite or collude with unfair or unlawful discrimination.

The law stipulates that, any member of the Students' Association community found to be responsible for inciting, perpetrating or colluding with harassment may face disciplinary action as per our duties as a licensed premises, a charity and an employer.

Members of the Association, including staff, elected officers and volunteers, have a responsibility to adhere to this statement and apply it in their day to day activities. The specific responsibilities in relation to this statement as follows:

4.1 The Students Association Board is ultimately responsible for ensuring that the Students' Association fulfils its legal responsibilities for promoting equality and eliminating discrimination, and for making sure the commitments within this statement are fulfilled.

4.2 The Equal Opportunities Committee and Director of Wellbeing have a duty to address representational concerns of all students with motions to the Students Representative Council and Joint Councils, host an array of education and social events, and to collaborate with other subcommittees of the St Andrews Students' Association. All of these are conducted to ensure that the Students' Association works to achieve the highest standards of equality in all of its activities.

4.3 The Human Resources Manager/Education Advocate is responsible for implementation of the statement with respect to staff and also for implementation of related policies and procedures. The Human Resources Manager/Education Advocate will also ensure that all staff receive appropriate equality and diversity inclusion training.

4.5 Presidents of subcommittees/societies have a responsibility to raise the profile of the policy within their subcommittees/societies and ensure that all members are aware of the commitments within the policy. They also have a responsibility to promote equality of opportunity and to eliminate discrimination within their subcommittee/society.

4.5 All members have a responsibility to promote equality and to eliminate discrimination on the grounds listed in section 2 and adhere to the 'Equality Statement'. Any act of discrimination or harassment by a member of the Students' Association will be taken very seriously and may result in disciplinary action being taken. Any reports will be treated with sensitivity and discretion by staff. A person reporting harassment or bullying will be treated with dignity and respect and their report will be treated seriously.

## **5. Complaints of Discrimination or Harassment**

5.1 If a member of the Students' Association feels that they have been treated unfairly by a member of staff and/or officers in violation of this policy, a complaint should be raised in accordance with the Students' Association '[Complaints Procedure](#)'.

5.2 If a member of the Students' Association feels that they are being bullied or harassed, the complaint should be raised in accordance with the Students' Association '[Zero Tolerance to Harassment and Bullying Policy](#)'.

Advice on the use of these procedures can be obtained from Your Union website or the Human Resources Manager/Education Advocate.

## **6. Staffing**

The Governance, Nominations, and Staffing Subcommittee of the Student's Association Board ensures legal compliance and promotes good practice in human resources issues throughout the Association.

## **7. Supporting Policies & Guidance**

The Students' Association has a range of policies and guidance that support the underlying principles of this policy. Further information can be obtained from the Human Resources Manager/Education Advocate, the Your Union webpage or the appendices of this document

## **8. Review**

A review of this policy will be conducted every year by the Director of Wellbeing and whenever one of the documents listed as appendices are updated.

If you have any questions regarding the content of this statement or would like further information, please contact:

Iain Cupples  
Human Resources Manager/Education Advocate

Nicholas Farrer  
Director of Wellbeing

Email: [inc@st-andrews.ac.uk](mailto:inc@st-andrews.ac.uk)

Email: [dowell@st-andrews.ac.uk](mailto:dowell@st-andrews.ac.uk)

## Appendix 1 - University of St Andrews Students' Association Constitution (February 2011)

### University of St Andrews

#### Students' Association Constitution

FEBRUARY 2011

#### Preface

The Students' Association of the University of St Andrews was formed in April 1983 by the amalgamation of two organisations:

#### 1. The Students' Representative Council

The Students' Representative Council of the University of St Andrews was instituted in January 1885.

Under the Universities (Scotland) Act 1889, the Commissioners thereby appointed were authorised to make Ordinances, inter alia (Section 14(12)), "to lay down regulations for the constitution and functions of a Students' Representative Council in each university, and to frame regulations under which that Council shall be entitled to make representations to the University Court."

The University Commissioners, in pursuance of these powers, made an Ordinance No. 60 (General No. 22 – Regulations for the Students' Representative Council), which was approved by Her Late Majesty Queen Victoria in Council on 29<sup>th</sup> June 1895, and came into force after that date. This Ordinance provides:

1. The Students' Representative Council in each university shall submit to the University Court for approval the regulations under which it has been formed or now exists, and those regulations as approved, or with such alterations as may from time to time be approved by the University Court, shall form the Constitution of the Students' Representative Council, and shall, subject to the provisions of this Ordinance, determine the functions thereof and the mode of election thereto.
2. After the University Court has approved a Constitution of a Students' Representative Council in any university, alterations in the said Constitution shall be of no effect unless and until they receive the approval of the University Court.
3. The Students' Representative Council shall be entitled to petition the Senatus Academicus with regard to any matter affecting the teaching and discipline of the University, and the Senatus Academicus shall dispose of the matter of the petition, or shall, if so prayed, forward any such petition to the University Court with such observations as it may think fit to make thereon.
4. The Students' Representative Council shall be entitled to petition the University Court with regard to any matter affecting the students other than those falling under the immediately preceding subsection.
5. Nothing contained in this section shall be held to prejudice any right of appeal, which may be competent under Section 6, Subsection 2 of the said Act (i.e. the Universities (Scotland) Act, 1889), nor the powers and jurisdiction of the Senatus Academicus with regard to the teaching and discipline of the university.

#### 2. The Students' Union

The Students' Union of the University of St Andrews was founded in 1892. The Women's Union was founded in 1904 and subsequently amalgamated with the Students' Union in 1963. In 1973, the Union moved to its present premises in St Mary's Place, held by the University Court as proprietors in trust.

The Union was established for the provision and maintenance of means of recreation and of such social and academic intercourse and of such services as were from time to time deemed appropriate and beneficial to its members.

# CONSTITUTION

## 1. Organisation

The organisation formed by the amalgamation of the University of St Andrews Students' Representative Council, hereinafter referred to as "the SRC", and the Students' Union, hereinafter referred to as "the

Union", shall be known as the "University of St Andrews Students' Association", hereinafter referred to as "the Association". The Students' Representative Council and the Union Management Committee (also known as the "Union Council") shall remain in existence as constituent parts of the Association, with the Students' Association Board having overall responsibility for both.

## 2. Objects

The objects of the Association are founded on those of the SRC and the Union and shall be:

1. To promote the interests and coordinate the activities of the SRC, whose activities are to include, but not be limited to:

i. Providing services supporting the health and wellbeing of all members.

ii. Providing its members with educational resources about issues relevant to them.

iii. Making such representations on behalf of its members as are deemed appropriate to the University Court, the Senatus Academicus, the Principal of the University or any other appropriate individuals or organisations.

2. To promote and develop the activities and goals of all of its affiliated clubs and societies, whose individual aims are to enhance education, culture, the arts or other recreational activities.

3. To initiate projects aimed for the benefit of its members' educational, cultural and social development.

4. To promote and maintain good relations between its members, the local community, and the wider world.

5. To support registered charities, nominated by members of the Association, through its Charities Campaign.

6. To provide its members with recreational facilities and other services which meet their needs.

## 3. Assets

The assets of the Association will only be used in furtherance of the objects set out in section 2.

## 4. Membership

1. All matriculated students with the exception of those students who have exercised their right under the 1994 Education Act not to be members shall be Ordinary Members of the Association and shall have full voting rights in all matters.

2. There shall also be Life Members, Honorary Members, Honorary Life Members, Reciprocal Members, Associate Members and Temporary Members of the Association as prescribed in the Laws of the Association (hereinafter referred to as “the Laws”). Such members shall not have voting rights.

3. Details of membership categories and conditions of membership shall be set out in the Laws.

4. The minimum number of Ordinary Members shall be 25.

## **5. Student Officers**

1. The student officers of the Association shall be elected annually for a one-year term of office by the Ordinary Members from amongst the Ordinary Membership. The election process, the number, titles and terms of reference of the student officers shall be set out in the Laws.

2. In particular, there shall be Sabbatical Officers, each of whom shall be remunerated by the Association, and whose responsibilities shall include the coordination of all student activities within the Association.

## **6. Students’ Association Board (SAB)**

1. There shall be a Students’ Association Board (hereafter “SAB”) whose voting membership shall be such as to ensure a student majority and shall comprise the Association Sabbatical Officers, three elected non-sabbatical Officers of the Association including the Association Chair, two appointees of the University Court and as many external members as shall not prejudice the student voting majority.

2. The members of the SAB shall be the Trustees of the Association as defined by the Charities and Trustee Investment (Scotland) Act 2005, and will be responsible for its governance and strategic leadership.

3. The appointees of University Court on the SAB shall serve for a three-year term, which may be renewed up to a maximum of three terms.

4. Each external member of the SAB shall be nominated by the SAB Nominations Committee and elected by the SAB for a three-year term, which may be renewable up to a maximum of three terms.

5. The Chairperson of the SAB shall be elected annually at the first meeting of the SAB in the first semester of the academic year from among the non-student members. In the absence of the Chairperson from any meeting of the SAB, the meeting shall be chaired by a person elected from the non-student members present.

6. Casual vacancies on the SAB shall be filled in the manner in which the post was originally filled and for the unexpired period of the term of office.

7. Each member of the SAB must act at all times in the interests of the Association and with due care and diligence, ensuring that the activities of the Association are consistent with its objects and that all relevant legislative and regulatory requirements are observed.

8. A member of the SAB who has a personal interest in any transaction or other arrangement into which the Association is proposing to enter must declare that interest. He/she will recuse himself/herself from voting on any question relating to that interest which comes before the SAB.

9. When a conflict of interest arises between the Association and the University, the members who are appointees of the University Court should act as Trustees of the Association.

10. The SAB shall have the power to:

- i. carry out any activities that further any of the objects, including anything that may be incidental or conducive to the furtherance of any of the Association's objects;
- ii. purchase, take on lease, hire, or otherwise acquire property or rights which are suitable for the Association's activities;
- iii. improve, manage, develop or otherwise deal with, all or part of the property and rights of the Association;
- iv. as appropriate, sell, let, hire out, license, or otherwise dispose of, all or part of the property and rights of the Association;
- v. borrow money, and to give security in support of any such borrowings by the Association;
- vi. employ such staff as, in its opinion, shall be required to best achieve its objects, and ensure the proper conduct of the Association's activities, and to make reasonable provision for the payment of pension and/or other benefits for current and former members of staff;
- vii. effect insurance of all kinds;
- viii. invest any funds which are not immediately required for the Association's activities in such a way as may be considered appropriate;
- ix. take such steps as may be deemed appropriate for the purpose of raising funds for the Association's activities;
- x. accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them);
- xi. engage consultants and advisers as considered appropriate;
- xii. authorise any Officers or employees of the Association to undertake any of the above on its behalf.

11. Specific areas for which the Board is responsible include:

- i. compliance with all relevant legislation and regulation;
- ii. oversight of employment issues within the Association;
- iii. authorisation of capital and contractual transactions;
- iv. provision of advice to the Association on administrative and financial matters;

- v. approval of the Association's annual financial statements;
- vi. appointment of auditors and bankers;
- vii. approval of amendments to the Laws;
- viii. approval of amendments to the Constitution;
- ix. appointment of a person to conduct all necessary business with the licensing authorities and to be the Association's licensee.

12. The SAB shall be responsible for ensuring that the University Court is kept appropriately advised in respect of all those matters for which it has statutory responsibility and of other such matters as may from time to time be judged appropriate.

13. The procedure as regards SAB meetings and the creation of SAB committees shall be as follows:

- i. The SAB shall meet at least twice a semester and at other times as necessary.
- ii. For a meeting of the SAB to be quorate, there must be a majority of members present, and there must also be a student majority.
- iii. The SAB shall establish such committees as it may deem appropriate to assist it in the discharge of its duties: the membership and terms of reference of each committee shall be agreed by the SAB, and set forth in the Laws. There shall only be a valid vote in such committees if there is a student majority present, failing which the vote shall require ratification by the SAB at its next ordinary meeting.
- iv. The SAB will establish an emergency committee to take such decisions (subject to ratification at the next following ordinary meeting of the SAB) as may be necessary during University vacation periods and may also establish such working parties and *ad hoc* committees as it judges necessary.

## **7. Appeals & Complaints**

1. Any Ordinary Member who is dissatisfied with his or her dealings with the Association, or any group of Members dissatisfied with their collective dealings with the Association, shall utilise the appeals and complaints procedure set forth in the Laws and, only after exhausting such procedures, shall have the right to appeal or complain to the University.

2. In such circumstances, the SAB shall accept the outcome of any review carried out by an independent and objective arbitrator appointed by the University, and, if the appeal or complaint is upheld, shall adopt and implement any recommendations for an effective remedy.

## **8. The Laws of the Association**

1. The activities of the Association shall be regulated by the Laws.

2. Under the overall authority of the SAB, the Association's activities shall be managed by such elected officers, committees and sub-committees as are appropriate to meet the needs of its members and its statutory requirements. The membership and terms of reference of such officers, committees and sub-committees shall be defined in the Laws.



3. The Laws do not form part of the Constitution.
4. Amendments to the Laws shall take effect only if agreed by the SAB.
5. Amendments to the Laws may be submitted to the SAB by:
  - i. any member of the SAB;
  - ii. the Union Council.

## **9. Amendments to the Constitution**

1. Amendments to the Constitution shall take effect only if agreed by the SAB.
2. Amendments to the Constitution may be submitted to the SAB by any of its members.
3. Proposed changes will be sent to the University Court for comment and ratification.
4. In the case of an irreconcilable difference between the SAB and the University Court, the members of the SAB will have ultimate authority over, and primary responsibility for, the governance of the Association.
5. Amendments to the Constitution will be made in consultation with the local Sheriff Clerk's office (as required by the relevant Licensing Acts).

## **10. Dissolution**

1. The Association may only be dissolved if two-thirds of the SAB deem it necessary and expedient.
2. Before deciding to dissolve the Association, the SAB will determine how the surplus assets shall subsequently be disposed, but those assets must be donated to a charity or organisation sharing some or all of the objects of the Association.
3. These decisions will be subject to ratification by the Ordinary Members in a referendum; a majority of those exercising their vote in the referendum must be in favour of the proposals.

## **Appendix 2 - Students' Association Laws - Chapter Twenty-seven: Equal Opportunities**

### **Chapter Twenty-Seven: Equal Opportunities**

#### **1. Mission Statement:**

**1.1.** The mission of the St Andrews Students' Association Equal Opportunities Committee (EOC) is to achieve the highest standards of equality so as to provide for a more open, safe, and accessible environment which allows all students to not only celebrate their diversity but also promote their unity through the areas of increased understanding and awareness. We aim to do this by addressing representational concerns of all students, hosting an array of educational and social events, and collaborating with other subcommittees of the St Andrews Students' Association in order to fulfil the Association's larger aims.

**1.2.** As outlined in Students' Association Constitution (2011) and the University's Equality and Diversity Inclusion Policy (2011):

**1.3.** The promotion and advancement of any group which seeks to increase its inclusivity, diversity, fairness, impartiality, or support to those who share a protected characteristic.

**1.4.** Collaboration on services supporting the health and wellbeing of all students regardless of background.

**1.5.** The representation of all students as deemed appropriate to the University Court, the Senatus Academicus, the Principal of the University, or any other appropriate individuals or organisations.

**1.6.** The initiation of projects aimed for the benefit of students educational, cultural, and social development.

**2.** The responsibilities described above will require the EOC to be able to flexibly respond to a changing environment.

#### Aims

**2.1.** The Students' Association will ensure that all individuals will be treated with respect and will not be subjected to unfair or unlawful discrimination in any aspect of the Association's activities or on its premises.

**2.2.** The Students' Association will not tolerate unfair or unlawful discrimination on any grounds. These grounds shall include colour, race, nationality, gender, marital status, disability, religion, age, sexual orientation, socio-economic grouping, union activity, politics or any unrelated spent conviction.

**2.3.** The list in subsection 2.2 of this chapter is a guide, and is not exhaustive.

**2.4.** The Students' Association will promote understanding of the principles and practice of equality of opportunity and will campaign against discrimination on any of the grounds mentioned in subsection 2.2 of this chapter, or on any other grounds that constitute unfair discrimination.

**2.5.** The Association will take every reasonable step to ensure that its services are delivered in such a way that there is no unfair or unlawful discrimination against any individual or group and that, in the event of discrimination or alleged discrimination, steps are taken promptly to investigate and, if appropriate, apply corrective or disciplinary measures.

**2.6.** The Association will, on request, represent its members within the University, supporting individuals or groups as appropriate whenever cases of discrimination arise or are alleged.

**2.7.** The Association respects the freedom of association of individuals.

#### 3. Actions

**3.1.** The principles and practice of equality of opportunity will be promoted by such means as the Association may determine from time to time.

**3.2.** A brief statement expressing the Association's commitment to equality of opportunity will be clearly printed on all documentation (advertisements, job descriptions, etc.) relating to job opportunities within the Association.

**3.3.** All societies active within the Association will be expected to conduct their activities in ways that are compatible with the principles and practices of this chapter.

**3.4.** Appropriate training to staff and student officers of the Students' Association annually to enable them to implement the Association's commitment to equality of opportunity. Breach of the rules of conduct outlined in this chapter shall be regarded as a serious disciplinary matter.

**3.5.** Any person(s) affected by discrimination or alleged discrimination will be made aware of the full range of counselling and support services offered by the Students' Association and the University of St Andrews.

#### 4. Equal Opportunities Committee Membership:

##### 4.1. Member for Gender Equality:

**4.1.1.** To raise awareness regarding consent and sexual harassment and to educate all students about what constitutes harassment so as to reduce the number of cases in St Andrews and to ensure that the University remains a safe environment for all students.

**4.1.2.** To ensure that all differences in gender and identity are equally and adequately represented in all areas of student life.

**4.1.3.** To establish closer working relationships between societies and subcommittees with the common goal of promoting gender equality

##### 4.2. Member for Age Equality:

**4.2.1.** To improve communications with mature students in order to foster a sense of integration into the larger student community.

**4.2.2.** To identify and ensure that the specific needs of mature students are met.

**4.2.3.** To establish institutional and community identities in order to sustain the involvement of mature students in the University.

**4.2.4.** To increase event engagement and access to support systems for student parents.

##### 4.3. Member for Racial Equality:

**4.3.1.** To expand representation of minorities within the student body. To create platforms for dialogue regarding racial and ethnic issues.

**4.3.2.** To collaborate with relevant University officials in order to diversity curriculum across all schools.

**4.3.3.** To provide opportunities for interim (i.e. study abroad) students to engage with student life.

**4.3.4.** To chair a collaborative forum for cultural societies in order to collectively promote diversity and cross-cultural understanding.

##### 4.4. Member for Students with Disabilities:

**4.4.1. To strengthen the assistance provided to students with disabilities by increasing communication between all entities which provide these resources (e.g. the Students' Association, Student Services, Nightline).**

**4.4.2.** To educate the student body about the issues facing students with disabilities in order to cultivate a culture of understanding and awareness within the University.

**4.4.3.** To provide more avenues of communication between the Member for Students with Disabilities and the student body.

**4.5. Member for Widening Access and Participation:**

**4.5.1. To provide incoming students with more resources upon arrival in order to ensure that their transition into university life is without difficulty.**

**4.5.2.** To improve the information given to prospective students regarding scholarships, bursaries, and financial aid offered by the University and to lobby for additional promotion of the University to prospective students throughout the United Kingdom

**4.5.3.** To coordinate the University's outreach outside of Fife with other Scottish universities so as to avoid the alienation of rival institutions while increasing the number of prospective students around the United Kingdom.

**4.5.4.** To bolster the presence and approachability of the Member for Widening Access and Participation in order to provide students with information regarding available resources and how best to utilise them.

**4.6. Association LGBT+ Officer:**

**4.6.1. To ensure an environment where individuals of the LGBT+ community can freely express their opinions and concerns without fear of judgement.**

**4.6.2.** To establish an anonymous and confidential support system that specialises in helping LGBT++ students.

**4.6.3.** To ease the transition into university for members of the LGBT+ community, especially those who identify as Transgender, Intersex, or Agender (TIA).

**4.7. Interfaith Steering Group Carve-Up:**

**4.7.1. To increase the collaboration between faith societies and the Equal Opportunities Committee so that students of all faiths can practice their beliefs free from judgement or discrimination.**

**4.7.2.** To initiate and encourage cross-faith dialogue in order to lay the foundations for a community of mutual understanding and coexistence.

**5. Forum for Life Long Learners**

**5.1.** The Forum for Life Long Learners shall be a forum where mature students, students of 21 years of age and above, can express their views on their university experience.

**5.2.** The forum aims to promote communication and cooperation between mature students and the Students' Association through the

**5.3. Committee:**

### **5.3.1. Members of Committee**

**5.3.1.1. The SRC Member for Age Equality: Shall chair and convene the meetings. They will also be in charge of communicating the concerns raised in the forum being brought to the appropriate parties, either the Students' Association or the University.**

*5.3.1.2. Secretary: Shall be in charge of taking minutes during the meetings.*

*5.3.1.3. Treasurer: Shall be in charge of the finances for the Forum.*

*5.3.1.4. Representative for Students with Children 5.3.1.5. Representative for*

*Commuting Students 5.3.1.6. Representative for Part Time Degree Students*

*5.3.1.7. Representative for PhD/Masters*

**5.3.2. Selection process:**

*5.3.2.1. The Treasurer and Secretary shall be selected through an interview process.*

*5.3.2.2. The interview panel shall consist of: The SRC Member for Age Equality and the Director of Wellbeing.*

**5.4. Meetings:**

**5.4.1. Will convene at least once per month.**

**5.4.2. Calendar will be publicized in the commuters' room at the beginning of every semester.**

**5.4.3. Shall be open to all mature students.**

### Appendix 3 - Zero Tolerance to Harassment and Bullying Policy

The Student's Association shall enforce a strict zero tolerance policy to harassment and bullying, as defined below. The policy shall protect all members, visitors, and staff in all Students' Association venues.

Definition of Harassment: Unwanted verbal, non-verbal or physical behavior of any kind that is unwanted, unreasonable and offensive to the recipient and violates people's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Types of harassment that can occur in "The Union" include but are not limited to:

- Race, ethnic origin, nationality or skin colour
  - Racial Harassment:
    - Derogatory name-calling, insults
    - Reference to skin colour
    - Racist jokes
    - Ridicule for cultural difference
    - Verbal abuse and assault.
- Gender and/or sexual orientation
  - Sexual Harassment:
    - Unwanted sexual comments (including but not limited to comments about your body or private life).
    - Unwelcome sexual invitations, innuendos, and offensive gestures.
    - Wolf whistling, catcalling or offensive sexual noises.
    - Groping, pinching or smacking of your body, such as your bottom or chest.
    - Having any item of your clothing lifted, tugged, removed or altered without your consent.
    - Someone exposing their sexual organs to you without consent.
    - Biting
    - Any other form of unwanted behaviour with a sexual or gender element
  - Sexual Orientation Harassment:
    - Homophobic jokes or remarks
    - Threats to disclose sexual orientation
    - Ridiculing civil partnerships or same-sex couples.
  - Gender Reassignment Harassment:
    - Ridiculing dress and personal appearance
    - Offensive jokes and remarks
- Religious or political convictions
  - Religion or Belief Harassment:
    - Offensive remarks and jokes, ridiculing religious beliefs, practices, and dress.
- Disabilities, illness, sensory impairments or learning difficulties
  - Disability Harassment:
  - Not recognising competencies
  - Drawing attention to disability or personal appearance
  - Jokes
  - Ignoring or focussing on a person because of their disability
- Age
  - Ageist Harassment:
    - Denigrating competencies
    - Patronising
    - Ridiculing
    - Marginalising
    - Leaving people out of social activities.
- Socioeconomic status
  - Status Harassment:
    - Patronising, ostracising or marginalising people with different social or economic backgrounds

The above list of examples is not exclusive or exhaustive; harassment can occur on the basis of any personal attribute that makes the individual different from the majority, or from the person who harasses them.

Definition of Bullying: is a form of harassment characterized by the abuse of power or position to undermine a person so that their confidence and self-esteem is weakened or destroyed. Bullying may happen in public or in private, may arise from the personal style of the bully, and attacks may be irrational, unpredictable and unfair.

The policy defines a practical plan for investigating claims of sexual harassment, a clear set of consequences for those found to be guilty of such complaints, and strategies to help each victim of harassment. It also serves as a preventative step; as a result of the policy, security guards and bar staff will be trained in how to prevent sexual assault within the Students' Association, as well as how to recognize its precursory signs. Posters, beer mats, and stickers are used to further the policy's effectiveness throughout the Students' Association.

### **Training**

- All staff shall be trained and briefed on the policy.
- All bar and security staff shall receive a briefing on the policy and training on its operations annually during the September training session, or when they join if after September.
- Where possible, efforts will be made to ensure that all security working in the Students' Association are fully aware of the policy and its operations.

### **Promotion**

- The Students' Association shall ensure that the policy is constantly and consistently advertised and promoted to its visitors through various promotional material in all visitor and staff areas.
- The zero tolerance policy logo will be included in all events run by the Students' Association event promotional material.
- The policy will have a page on the website containing the written version of the policy, the motion as passed by the Association Councils, and other useful information where appropriate and relevant.

### **Reporting an incident**

- When a customer wants to report an incident they may do so by speaking to any member of security or staff
- The staff/security member who receives the report shall pass it to the duty manager (through a supervisor if needs be).
- When a staff member wishes to report an incident, they shall tell the duty manager (through a supervisor if needs be).
- Whilst other reports coming from those who believe to be victims shall be taken very seriously, reports from other observing an incident (e.g. staff or other visitors) shall also be seen as equally valid, depending on the context of the situation.
- All reports of behaviour deemed unacceptable as stated in the definition must be logged in the incident logbook
- Students shall also have the opportunity to report incidents through emailing [union@st-andrews.ac.uk](mailto:union@st-andrews.ac.uk)

### **Dealing with a report**

- At all times, reports alleging harassment will be treated with sensitivity and discretion by staff. A person reporting harassment or bullying will be treated with dignity and respect and their report will be treated seriously.
- On receiving a report of an incident, staff members should take any appropriate immediate action required to restore a safe environment (for example, ensuring that anyone accused of harassment or bullying is asked to leave and subsequently removed from the premises).
- Staff members should then report the incident to their supervisor or the duty manager.
- The duty manager should record details of the incident including location, time, date, names and (if relevant) matriculation numbers of those involved including witnesses, and a brief description of what occurred. The person reporting the incident should be allowed the opportunity to view this record and say whether they believe it is complete and accurate.
- If the person reporting the incident prefers to speak to another member of staff for any reason, the duty manager will arrange for another member of staff to record the incident instead.
- If the incident takes the form of a criminal offence, the Association will advise calling the police. The person reporting the incident will be supported to approach the police if necessary.
- The report of the incident will be forwarded to the Authorised Discipline Officer to be dealt with by the appropriate disciplinary process.

- Persons accused of harassment or bullying will be suspended from entry to the building pending the outcome of the disciplinary process.

#### **Investigation and consequences**

- When a report of an alleged incident is received, the Association will contact all parties (including those accused) and ask them to give their views on the incident.
- As far as possible, confidentiality will be maintained in the process. The normal expectation is that no personal details of the alleged victim will be disclosed to the person accused.
- After investigation the Authorised Discipline Officer will refer the issue for disciplinary action under the relevant procedure.
- Consequences under these procedures will include bans from the premises for any period up to and including a life ban.
- The Association reserves the right to inform the University of cases of alleged harassment or bullying where they believe there is good reason to do so.



## Appendix 4 - Strategic Plan 2017-2020

### Welcome

Thank you for taking the time to read our strategic plan, an outline of our priorities for the next three years. The University of St Andrews' Students' Association has consistently provided a high quality service to students, supporting a University like no other. The priorities we outline in this document are intended to ensure this level of excellence and sustained partnership continues.

As the University expands student numbers towards a total of 10,000, the work of the Students' Association to enhance the quality of the holistic student experience will become ever more crucial. The University's additional aim to have 25% of the student body consist of postgraduate students, and the challenges of appealing to and catering for an international student body in the wake of recent political upheavals will also provide both difficulties and opportunities for our Students' Association.

With a newly redeveloped building and a consistent, highly regarded level of support for students, there is no doubt that we can continue to provide the best experience possible. However, we don't just want to maintain our current performance level, we want to improve and diversify our offering to our student membership and local community. Part of ensuring this occurs includes prioritising the long term sustainability of the organisation and maintaining a positive relationship with the University and the Athletic Union.

The strategies adopted over the next three years are intended to help us successfully ensure an excellent experience for every student. They will mitigate the issues which might arise from the strain of student growth upon the current organisational structures which we have in place. They also emphasise measuring and evaluating our positive characteristics, seeking to highlight and celebrate them. Moreover, we want our graduates to have a developmental student experience which allows them to become active ambassadors for positive change, both during their time with us and long after university.

### Governance Framework

The trustees of the Students' Association consist of 7 students and 6 lay members. The 5 Students' Association Sabbatical Officers, the 2 Senior Officers of the SRC and SSC comprise the student majority, whilst 2 University representatives and 4 external lay members form the remainder of the Board. The General Manager, Deputy General Manager, Athletic Union President, Clerk and Secretary to Board also sit in attendance at Board meetings. The Board of Trustees is the supreme governing body of the Association. It is responsible for maintaining the financial and legal integrity of the Students' Association. It sets the annual budget and determines the long-term strategic direction of the Association. Each of the four Board subcommittees (Audit & Risk, Finance, Governance & Nominations and Staffing) are chaired by student representatives.

There are 25 members of our Student Representative Council (SRC) and 24 members of our Student Services Council (SSC), each including all 6 Sabbatical Officers and 5 Association position members. Overall there are 38 members of our Student Councils. The SRC is the legally recognized voice of the student body, whilst the SSC is responsible for supporting and leading the activities and events of the Students' Association.

Three elected representatives from each council sit on the Executive Committee with the Association Chair and 6 sabbatical officers, to create a committee of 13 members. The Executive Committee passes procedural motions, decides on areas of disagreement between the SSC and SRC and decides who receives Honorary Life Memberships.

### Mission Statement

The University of St Andrews Students' Association is dedicated to delivering an excellent student experience in coordination with the University and Athletic Union. We are student-led and student-run, dedicated to promoting an inclusive and progressive environment for students to develop into well-rounded and fulfilled individuals.

We represent students on all topics, ranging from areas such as educational experience, social responsibility and student wellbeing to the University and wider community.

We deliver and facilitate student development and charitable work through our wide range of subcommittees and societies.

We provide and support a wide range of events and facilities for students that caters to a diversity of preferences and needs.

## **Student Development**

There are three broad themes within ensuring we provide sufficient areas for student progression; how we support and train our student volunteers and staff, how we provide opportunities more generally, and how we use our existing structures to advise upon the classroom side of university life.

### **Development of volunteers and staff**

We rely on student volunteers for a significant amount of commitment to the operation of the organisation; from box office provisions in Freshers' Week, to raising money for charity, running the technical side of events in the Union, producing theatre and cleaning up Lower College lawn after the Raisin foam fight. Student volunteers are an intrinsic part of the Students' Association and they should be recognized and supported to a level that reflects their contribution.

Both permanent and student staff also contribute above and beyond the expected levels too, working extra hours on short notice, often over especially intense periods i.e. on Freshers' Week nights.

In order to ensure that the willingness to volunteer and work for the Students' Association continues, we need to be rewarding current work and ensuring there is a high level of training and recognition offered to develop individuals.

### **Future work streams:**

- Volunteer recognition scheme
- Providing the ENTS crew with a more rigorous and detailed training, particularly in relation to health and safety and unusual equipment
- Further training for student bar staff in first aid and cocktail making
- Mental Health training for key student volunteers and permanent staff

### **General student development**

Providing volunteer roles through councils and our various subcommittees is a laudable process, but we should also look beyond and focus upon the skills students will need in an interview and future career. Our graduate community is and should continue to be the best ambassadors possible wherever they live and work, promoting the concept of volunteering, university education and, where appropriate, the University itself.

A focus upon employability is necessary, primarily to help students convey the level of experience and talent which they already gain through our current offering to future employers.

### **Future work streams:**

- Continue to support and promote our Student Services Committee (SSC), the body that represents our primary volunteering activities
- A closer and more consistent relationship with the Careers Centre and a clearer understanding of which sabbatical remit is responsible for employability.
- Improve upon the recent developments in Alumni relations to create stronger and more coherent links between subcommittees and their alumni to encourage knowledge sharing, the availability of internships and career talks

Ensuring the education of students is of excellent quality Our current system of Class Representatives and School Presidents, line managed by the Director of Representation, is one of the most comprehensive and effective in the country.

Development and promotion of the support we provide to the University with regards to education is imperative; we must ensure students are aware of the current framework and that we are consistently looking to advance the system. There must be efforts made by the Director of Education in conjunction with the University to enhance the School Presidents' role within the Students' Association, by giving them greater presence within the structures of the SRC.

Future work streams:

- Conduct our own survey into how students view our system of academic representation
- Publicise our School President and Class Representative structure centrally, with particular focus upon the fact it is a Students' Association operated initiative
- Present the SRC with a paper on how the academic representation structure works annually, so they are able to recognize the positive work of their fellow students and collaborate effectively with the academic schools.

## **Social Responsibility**

One of the primary aims of the Students' Association is to represent and further the causes and needs of the student population. A consistent characteristic of student movements everywhere is an idealism that pushes for change and improvement; not just within the institutions they interact with directly, but also those of the outside world.

This also relates to our responsibility to reflect upon our own methods of engaging the entire diversity of the student population and providing services that benefit all of them. We should also consistently be holding the University to account for their obligations in this area, whilst providing support wherever possible.

Social responsibility also refers to engagement with our local community and advancing the cause of sustainability within both our own building and the actions of students. Additionally, it implies a duty to promoting the causes of equality and student wellbeing within and outside of university life.

Future work streams:

Led by the Association President, engage intensively in a campaign to highlight the importance of E.U. and international students attending the University of St Andrews, universities in Britain generally and to oppose any further restrictions on their ability to remain in Britain upon graduation. This is particularly crucial in light of Britain's exit from the European Union.

Directly reach out to groups within the general student body who have specific needs, i.e. commuter students, mature students through the new Life Long Learner forum, students who are carers or come from a care background and postgraduate students, in a more consistent and rigorous manner

Work alongside the Student Ambassadors closely to promote Widening Access and Participation initiatives, including the outreach scheme to local high schools and the Ambassadors' summer projects in Fife

Create a stable and enduring relationship with other Scottish Student Unions/ Guilds/ Associations in order to share best practice and also to enable us to make joint statements on government policies affecting students

Ensure the distribution of bursaries by the University is as effective and accessible to students as possible

Consistently raise the issue of a lack of affordable accommodation with the University Promote subcommittee

outreach into local schools and other community activities Host Community events within the Students' Association, presenting our achievements and projects directly to the local population

## **Communication and Encouraging engagement**

Strategic Plan 2017 - 2020

We coordinate the network of approximately 350 Academic Representatives, 38 councillors, the financial and organisational management of over 170 affiliated societies and subcommittees, and offer impartial and independent support to students through our advocacy service.

It is vital that we consistently strive to more effectively communicate student activities, events and achievements to all stakeholders, highlighting where progress has been made and where broader participation would be welcomed.

Communication between the Students' Association and the wider student body

This is the most crucial aspect of our focus upon communication, ensuring student awareness of the opportunities available to them, as well as recognizing and sharing their success.

Future work streams:

- Reports of student trustees and councilors to be regularly published online
- Student awards and achievements to be promoted to all key stakeholders
- Consistent reviews of our website to be regularly administered
- Core focus upon communicating the activity of the sabbatical officers
- Utilise publicity and events at Halls of Residences

Communication between sabbatical officers, staff members and lay trustees

Good internal communication is vital to a smoothly run organization. In order to ensure we offer students the best service possible, we aim to consistently be evaluating and improving our processes, conveying to everyone involved in the Students' Association the details of the events and projects that are being worked on. Given the annual change in teams of sabbatical officers, this must be a continuous process adhered to rigorously.

Future work streams:

- Development of a mentoring relationship between lay and student trustees
- Regular written and verbal updates on student activities to staff members and lay trustees
- Calendar of key events to be circulated at the beginning of each semester

Communication between the Students' Association and wider community  
(i.e. local residents, alumni, University staff)

Our students are incredibly talented and dedicated to both their work and their extracurricular commitments; we should always be looking to ensure they are not only recognized but that any recognition is promoted outside of just the student body.

We should also encourage an ever increasing level of connectivity between our alumni, local residents, the University and the Athletic Union with the Students' Association. In order to do so, our activities and events should also be promoted to interested parties alongside our achievements.

Future work streams:

- Consistently communicate our projects, events, achievements and concerns to the local media in order to inform residents of our activities and encourage their participation or comments
- Circulate the semester calendar of key events where appropriate
- Engage with Community Council, the Tourist Board, local radio stations and news papers (including The Courier, The Citizen and In Focus)

## **Measuring our success**

Few of our key performance indicators are quantitative, with the clearest outline of our work each year presented in our Annual Report. Outside of the National Student Survey and our finances, our progress and level of service to students must be evaluated holistically. Below are the key areas the Board of Trustees will use to assess the progress of the Students' Association.

1. National Student Survey results: from 2017 onwards, the NSS will measure the success of the Students' Association in terms of how well students felt academically represented while studying. At minimum, we aim to improve year on year in our ranking.
2. Democratic engagement: Our elections consistently record one of the highest levels of turnout in the United Kingdom. We aim to retain this performance and hope to regain the position of highest turnout.

3. Student achievements: Although the least quantifiable of the metrics we employ to measure success, our goal is to continue to develop a student body that receives both external and internal recognition at the highest level.
4. Union attendance: Comparing year on year attendance at similar events, footfall and head counts throughout the semester demonstrates the trends and changes in the usage of our building. We aim to increase the number of sell-out events whilst still appealing to a diverse range of tastes and providing a safe and open space for all, ensuring that our building is constantly busy and a welcoming student hub both day and night.
5. Utilisation of our advocacy service: Survey feedback on the service and the volume of appointments made will be used to evaluate our performance. Our objective is to increase positive feedback results, including response time and approachability, and to continuously adapt to the type and timing of student requirements.
6. Student survey results: Our annual student survey recording the opinions of our members on our communication with them is used to improve our services. The target is receive increasingly favourable feedback year on year, with innovative developments always encouraged.
7. Staff survey results: Our regular staff survey evaluating their experience within the organisation is crucial to ensuring both student and permanent staff experience personal development and enjoy their time employed by us. The objective is increasingly favourable and representative survey results.
8. Commercial sustainability: Every penny spent in the Students' Association is directed towards student activity. In order to ensure we provide a high level of service to students, we have reached a careful balance of commercial profitability and affordability. We look to maintain this balance and, as far as possible, keep any financial risk to a minimum.
9. Volunteering: Without our volunteers, the Students' Association would not be able to provide the services students are accustomed to. We'd like to maintain and increase their prominence, success and the quality of the experience for our volunteers.
10. Society Membership: Ensuring that the currently high level of participation in our societies and subcommittees continues. By measuring the percentage of student participation in our societies and encouraging that to continue or increase each year we can ensure student development outside the classroom continues.
11. Sustainability: We regularly update our Sustainability policy, and the Board of Trustees annually reviews how well the Students' Association has met the aims of our policy.

## **Appendix 5 - Complaints Procedure**

### **Introduction**

The Students' Association aims always to serve the interests of its members, in compliance with all relevant legal requirements and best practise, and in a spirit of equality and fairness. However, we recognise that on occasion aspects of our operations may fall short of our own expectations. This policy is intended to explain how complaints about our operations or policies can be raised and what we will do when this happens.

### **Scope**

This policy is mainly intended for the use of members (of any category). However, any other person who wishes to raise a complaint against the Association may do so under this procedure.

Complaints may relate to any aspect of our operations or policies, including but not limited to:

- Poor or unsatisfactory service (including advice, etc.).
- Issues relating to equal opportunities or discrimination (including harassment, bullying, bias or prejudice).
- Unacceptable conduct by staff and/or officers.
- Breach of legal duties or code of practise.

### **Initial stage**

The Association will aim to resolve complaints informally and immediately wherever possible. Members or others who have a complaint should, where possible, raise this initially with the member of staff concerned or ask to speak to that person's line manager or supervisor.

### **Making a formal complaint**

Where the complaint can't be resolved informally to the complainant's satisfaction, or where the complainant feels for whatever reason that this route isn't appropriate, they can address a formal complaint to the HR Manager. This may be done by email ([union@st-andrews.ac.uk](mailto:union@st-andrews.ac.uk)) or in writing (Mr. Iain Cupples, c/o the Union Building, St Mary's Place, St Andrews, KY16 9UZ). Where the complaint involves the HR Manager, complainants may instead contact the General Manager, Dave Whitton, at the above address.

Complaints should state clearly the extent and nature of the issues complained about, the outcome the complainant is seeking and any actions taken to resolve the complaint so far. Complainants are advised that they should normally raise a complaint as soon as possible, as undue delay may make complaints harder to resolve.

### **Our actions**

The HR Manager will contact the complainant within five working days to formally acknowledge receipt of the complaint.

If the HR Manager judges the complaint to be trivial or vexatious, he may write to the complainant to say so. Where the complaint relates to a matter of SRC/SSC policy or to an officer, he will pass the matter on to the President (or to the Director of Services if the complaint involves the President). Where the matter relates to a service department, he will investigate the matter further, normally by contacting the relevant Head of Department and/or any other staff involved in the complaint. At this stage he may conclude that action under another policy or procedure is appropriate (e.g. the Grievance Procedure or Staff Discipline Procedure) and if so will refer the matter to be dealt with under these. Alternatively he may believe some other action is appropriate. In any case the HR Manager will give a full response to the complaint in writing within 20 working days.

### **Appeals**

Where the complainant remains dissatisfied after the HR Manager's response, they may appeal to the Chair of Board, c/o the address above. The Chair will review the matter and respond in writing within a further 20 working days.

### **Timescales**

The Association reserves the right to extend the timelines contained in this procedure in the case of complex or major complaints, particularly in relation to final resolution of a complaint. We will notify the complainant where this applies. Extensions to the timeline may also apply at times such as University vacation periods. 'Working days' in this procedure covers normal Association administrative hours, that is, Monday to Friday excluding holidays.

## Appendix 6 - UNIVERSITY OF ST ANDREWS STUDENTS' ASSOCIATION BOARD GOVERNANCE, NOMINATIONS AND STAFFING COMMITTEE - TERMS OF REFERENCE

### Proposed Terms of Reference

#### 1. Membership

The members of the Committee shall be:

- 1.1. Director of Wellbeing (*ex officio*)
- 1.2. Director of Events and Services (*ex officio*)
- 1.3. One other student trustee appointed by Board
- 1.4. Two non-student trustees appointed by Board

Others shall attend as non-voting members by invitation only. These shall include the Association President, the Association Chair and the Chair of Board.

#### 2. Chair

- 2.1. The Chair of the committee shall be the Director of Wellbeing.
- 2.2. The Chair of the Committee shall be responsible to SAB for ensuring that the Committee meets at required intervals (at least once per semester), functions appropriately, and reports to SAB.
- 2.3. The Chair of the Committee should regularly meet with the Chair of SAB to keep apprised of matters relating to the Committee's remit.

#### 3. Remit of the Committee

### *Governance and Nominations*

The Committee shall:

- 3.1. Continually review the governance of the Association, in particular the effectiveness of SAB, and produce an annual report to SAB with results and recommendations as appropriate.
- 3.2. Review the register of trustees' interests and ensure this is available to be consulted by members of the Association.
- 3.3. Ensure that all trustees are qualified and receive adequate training in their role.
- 3.4. Maintain a skills analysis of current trustees, identifying skills and knowledge of trustees already on SAB and identifying skills gaps amongst trustees.
- 3.5. Oversee the recruitment of new lay trustees, identify suitable characteristics for new lay trustees, put in place procedures to advertise vacancies that arise and recommend the appointment of new trustees to SAB.
- 3.6. Receive a report on the annual student elections and comment on any governance issues that may arise.
- 3.7. Receive the strategic and operational plans of the Association and comment on any governance issues that may arise.

### *Staffing*

The Committee shall:

- 3.8. Monitor and report on human resources and employment issues within the Association.
- 3.9. Act to ensure legal compliance and promote good practice in human resources issues throughout the Association.
- 3.10. Take steps to ensure proper planning and deployment of human resources within the Association, identifying the need for new staffing or for redeployment of staffing resources, and making appropriate recommendations to Board. As part of this process, consider new and revised job descriptions for staff roles and make recommendations concerning these to Board.
- 3.11. Ensure that the Association has appropriate policies and procedures in place in respect of staffing matters, including but not limited to procedures for staff discipline, grievances and complaints, performance management, protected disclosures, salary review, and others. Ensure these policies are reviewed on a regular basis and make appropriate recommendations to Board.
- 3.12. Review management information on staffing matters including staff surveys, equal opportunities audits etc. and make recommendations to SAB based on these reviews.



4. Meetings

- 4.1. At the end of each academic year, the Chair of the Committee shall circulate a schedule of regular Committee meetings for the forthcoming academic year.
- 4.2. The Committee shall additionally meet as required to complete its proposed annual work programme.
- 4.3. The quorum necessary for the transaction of business shall be three members

5. Authority of the Committee

The Committee shall have the authority to:

- 5.1. Seek any information it requires from any trustee, officer, or employee of the Association in order to perform its duties.
- 5.2. Require the production of any record and document of the Association.
- 5.3. Obtain outside legal or other professional advice on any matter within its terms of reference.
- 5.4. Report findings and recommendations to SAB.

## Appendix 7

### University of St Andrews

#### Equality & Diversity Inclusion Policy

##### Contents:

1. Introduction
2. Equality Statement
3. Commitment to Equality
4. Assessing Equality of Opportunity and Fairness
5. Responsibilities and commitment
6. Monitoring
7. Complaints of Discrimination or Harassment
8. Supporting Policies/Guidance
9. Review

##### Appendices:

Annex 1: At a glance summary of how the E&DI Policy impacts people  
Annex 2: Glossary of Terms

Sukhi Bains  
Equality & Diversity Officer Human  
Resources (HR) University of St  
Andrews

Reviewed: 7 February 2012

This document is available in Alternative Formats upon request.

##### 1. Introduction

The policy takes into account the updated approach to equality by the UK Government as outlined in the **Single Equality Act (2010)**, as well as the '**General Duties of the Scottish Public Sector Equality Duty (2011)**', which requires the University to:

- ü Advance equality of opportunity between people who share a protected characteristic and those who do not.
- ü Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- ü Foster good relations between people who share a protected characteristic and those who do not.

This policy outlines our commitment across all operations of the University with an internal and external focus. Internally we are creating an inclusive working, researching and studying environment where differences are valued and equality of opportunity is advanced.

Externally our focus is on continuing to deliver a fair service to our students and visitors by meeting the changing needs of global diverse communities.

## 2. Equality Statement

The University of St Andrews is fully committed to respect and fair treatment for everyone, eliminating discrimination and actively promoting equality of opportunity and delivering fairness to all.

In addition to being compliant with the equality laws; public duties; and Human Rights Acts (Universal and European), the University also supports diversity and promotes equality of opportunity for all staff, students and visitors regardless of their:

- 'Protected Characteristic' (Single Equality Act):
  - o Age
  - o Disability
  - o Gender Reassignment
  - o Marriage and Civil partnership
  - o Pregnancy and Maternity (including Paternity)
  - o Race (colour, ethnic or national background)
  - o Religion or Belief (including non-belief)
  - o Sex/Gender
  - o Sexual Orientation
- Caring responsibilities for a 'Protected Characteristic' including dependants
- Socio-economic background/grouping
- Union activity
- Unrelated spent criminal convictions

The Equality & Diversity Inclusion Policy outlines the responsibility for promoting inclusive environments, which are free from discrimination for our national and international staff; students; and anyone associated with the University (e.g. visitors, contractors and service providers).

## 3. Commitment to Equality

The University aims to ensure that equality is embedded into all its functions, operations and activities. Initiatives to support the embedding process are facilitated by the University's Equality & Diversity Officer.

### 4. Assessing the Equality of Opportunity and Fairness

Equality Impact Assessments (EIAs) are methods of 'self-assessment or auditing', which result in a detailed indicator of the University's performance with the 'Single Equality Act' and the 'Scottish Public Sector Equality Duty'. The University is committed to promoting and monitoring fairness and equality of opportunity through the conducting of EIAs.

## 5. Responsibilities and commitment

Each individual is responsible for their own behaviour and must accept the principle that there is equality of opportunity and fairness for all staff and students and anyone associated with the University (e.g. visitors, contractors and service providers), in all aspects of University life.

Individuals must ensure they do not support unfair behaviour by ignoring what is happening around them and must not incite or collude with unfair or unlawful discrimination.

The law stipulates that, any member of the University community found to be responsible for inciting, perpetrating or colluding with discrimination or harassment may face disciplinary action.

All staff, students and anyone associated with the University, have a responsibility to adhere to this statement and apply it in their day to day work. The specific responsibilities in relation to this statement are as follows:

- 5.1 The University Court, as the employer, is ultimately responsible for ensuring that the University fulfils its legal responsibilities for promoting equality and eliminating discrimination, and for making sure that the commitments within this statement are fulfilled.
- 5.2 The Principal's Office, having the overall leadership for managing the University, has the responsibility to ensure that the legal responsibilities for promoting equality and eliminating discrimination, and for making sure that the commitments within this statement are fulfilled across the University.
- 5.3 The Director of Human Resources is responsible for implementation of this statement with respect to staff and also for implementing related policies and procedures. The Director of Human Resources will also ensure that all staff receive appropriate equality and diversity inclusion training.
- 5.4 The Director of Student Services is responsible for implementation of this statement with respect to students and also for implementing related policies and procedures.
- 5.5 Heads of School/Unit have a responsibility to raise the profile of the policy within their Schools/Units and ensure that all staff and students are aware of the commitments within the policy. They also have a responsibility to promote equality of opportunity and to eliminate discrimination within their Schools/Units.
- 5.6 All staff and students have a responsibility to promote equality and to eliminate discrimination on the grounds listed in section 2 and to adhere to the 'Equality Statement'. Any act of discrimination or harassment by a member of staff or a student will be taken very seriously and may result in disciplinary action being taken.

## **6. Monitoring**

Monitoring will be essential to ensure that the University's 'Equality Statement' is working effectively. In order to achieve this, the University will monitor annually and publish details of:

- the profile of the staff and student population across the 'protected characteristics' (transgender profiles are not published)
- student applications, offers made, acceptances, assessment results, drop-out rates and awards of degrees
- recruitment and selection, leavers, promotion, re-grading and participation in training and development activities
- complaints including harassment and bullying complaints, grievances and disciplinary proceedings for staff and students

The University guarantees that information gathered for the purposes of monitoring will be used only for monitoring and to improve its equality performance and will be held and processed in accordance with the Data Protection Act (1998).

## **7. Complaints of Discrimination or Harassment**

- 7.1 If a member of staff feels that they have been discriminated against, the complaint should be raised in accordance with the appropriate University 'Grievance Procedure'.
- 7.2 If a student feels that they have been discriminated against, the complaint should be raised in accordance with the University's 'Code of Practice on Complaints, Appeals and Discipline'.
- 7.3 If a member of staff or student feels that they are being bullied or harassed, the complaint should be raised in accordance with the University's 'Harassment and Bullying at Work and Study Policy'.

Advice on the use of these procedures can be obtained from Human Resources and Student Services.

## 8. Supporting Policies & Guidance

The University has a range of policies and guidance that support the underlying principles of this policy. Further information can be obtained from Human Resources and Student Services.

## 9. Review

A review of the policy will be conducted once the Specific Duties of the 'Scottish Public Sector Equality Duty (2011)' have been confirmed, in addition to the University feedback initiatives such as questionnaires and surveys.

If you have any questions regarding the content of this statement or would like any further information please contact:

### Staff

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