



Papers for Joint Council Meeting

Tuesday 17th of November

6pm - MS Teams

Contents of Papers:

1. Reports from Councilors
2. Minutes of the Emergency Joint Councils Meeting, 11th August 2020
3. Minutes of the SSC Meeting, 29th September 2020
4. J20-20 Motion to change the name of social coordinator
5. J20-21 A motion to mandate Got Consent Leadership Training for Society Committees
6. J20-22
7. University Environmental Strategy Consultation

JOINT COUNCIL REPORT FROM COUNCILLORS

Sabbatical Officers

Director of Events and Services – Tom Groves

What have I done since my last report?

FiEld is now on the room booking system; acoustic music and theatre groups have been using the space for rehearsals. Applied for government funding to buy a locker for Transition's ToolShare outside the Union. A printer/scanner is now available for students on the top floor. Proactively adding society events to yourunion.net/events. Design Team now has Union photographer passes to loan out. Lots of work with Can Do to review in-person events and keep up with changing government restrictions.

What progress has been made on my manifesto?

Manifesto is 34/170 (20%) complete. Full breakdown: bit.ly/DoESchecklist

Weekly updates: fb.com/Tom4DoES

Daily updates: twitter.com/whatDoESdoes

What do I hope to achieve by next report?

For the new Edible Campus site outside the Union to be up and running. For the new discipline procedure to be implemented. To make progress on updating the About section of yourunion.net. To finish clearing the councils office.

Any events, opportunities that you would like other members to know about?

All events are on yourunion.net/events. Add your own events via the link at the top.

Association Officers

Association Alumni Officer – Emily Gilson

What have I done since my last report?

Since my last report I've had two meetings with my committee. We worked on creating an email to let societies know about a new alumni tracking system that is available to contact people who used to be in their groups. I then sent those emails out to each society president. We also talked about social media strategy and made plans to feature different alumni from SaintConnect on the Instagram to promote the platform. Also, I talked to Fiona Hill's secretary and have arranged for her to come speak in a Q&A session sponsored by the Alumni Subcommittee February 10th next semester.

What do I hope to achieve by next report?

By next report, I hope to finish any paperwork for risk assessment for Fiona to come and to have started the posts. I hope to have come up with some more promotion ideas for Saintconnect and to have another speaker event in the works.

Any events, opportunities that you would like other members to know about? If you have a subcommittee, there is the above mentioned Alumni Tracking system. It basically gives permissions from the grad when they fill out the form (can have people fill it out when they graduate) to alumni relations to relay communications from the future society or subcommittee.

Link to alumni communications form:

<https://www.st-andrews.ac.uk/development/communications/societies/?fbclid=IwAR0WE4MUXY1GvQnGEz7UdynOATcz0SzIX0PsUrQM6OnlVKDP4Aswy4PujE>

Association Community Relations Officer – Anna Young

What have I done since my last report:

We have continued to film for our community conversations series, which we are aiming to publish across Community Relations Week (week 11). We are also in the midst of planning for a St Andrews Day Programme of events for Monday 30th. I had a meeting with Transition representatives about pushing a bike light campaign in the next few weeks, as well as back in January (refreshers week).

What progress has been made on my manifesto?

As ever the collaborative webinars and events we are planning address the intention of the Community Relations Sub-Committee to facilitate an inclusive and positive platform of engagement between Town and Gown.

What will I have done by my next report?

Will be pushing ahead with planning for Community Relations Week and St Andrews Day.

Association Environment Officer – Lea Weinman

What have I done since my last report?

- Meeting about St Andrews museums and sustainability on Monday the 9th of November
- Environment Subcommittee bi-weekly meeting on Wednesday the 11th of November
- Consultation sessions regarding University Environmental Sustainability Strategy
- Participated in the Global University Climate Forum 2020 week of workshops

What progress has been made on my manifesto?

- Working with the University on the new Environmental Sustainability Strategy
- Working on environmental collaborations and projects beyond the bubble

What do I hope to achieve by next report?

- Next week's Environment Subcommittee theme is Education and Sustainability so we are hoping to host discussions with representatives from the ESB Sustainability in the Curriculum working group, School Sustainability Reps and the UK EAUC.
- EAUC Roundtable talk on Thursday the 20th of November
- Gathering feedback and consulting on the University Sustainability Strategy

Any events, opportunities that you would like other members to know about?

- Please have a look at the draft of the Sustainability Strategy and bring any comments and feedback to Joint Councils: www.st-andrews.ac.uk/esb

Association LGBT+ Officer – Georgina Beeby

What have I done since my last report?

- Finalised events for transfest, made request for glitterball email, had meetings about lgbt sports inclusion, worked on pride in stem event

What progress has been made on my manifesto?

- working with peer support

What do I hope to achieve by next report?

- Finishing projects started this week (e.g. glitterball email!)

Any events, opportunities that you would like other members to know about?

- Transfest is happening! Pls support if u want to!

Association Lifers Officer – Jenny Menday

No report submitted.

Association BAME Officer – Ananya Jain

No report submitted.

SSC REPORTS

SSC Broadcasting Officer - Anna Harris

- Since my last report Star has continued to broadcast and is receiving great engagement from show hosts and listeners. We are investigating buying more podcasting microphones to allow more students to access our kit that we lend out and we're hoping to collaborate on an event with Nightline Awareness week.
- Communication amongst committee has been furthered by hosting a series of 1:1 feedback sessions to allow committee members to raise any concerns or deliver any feedback they may have.

- By my next report I hope to have furthered plans for a skills week in Semester Two.

SSC Charities Officer – Amy Feakes

No report submitted.

SSC Debates Officer - Zaine Mansuralli

What have I done since my last report?

- Held a series of events for the 2020 United States elections
- Collaborated with Green Week to hold a sustainability debate
- Continued delivery of online and in-person competitive debate training

What progress has been made on my manifesto?

- Delivered high-profile external speakers for a debate event (Senior lobbyists for US election debate)
- Delivered a collaborative event
- Delivered first single speaker event

What do I hope to achieve by next report?

- Hold two in-person debates
- Hold annual internal pro-am
- Hold a single speaker event
- Organise debates for 2021
- Finalise restructure proposal for 2021

SSC Performing Arts Officer - Martin Caforio

What have I done since my last report?

- Continued to work to put on / broadcast our filmed workshop; meeting with Can Do and others to achieve this.
- Worked on developing (and subsequently cancelled due to entry into Tier 3) several workshops in the marquee and screenings at the Byre
- Launching the proposal process for Semester 2. Applications should open this weekend, with office hours in Week 10
- Continued radio shows
- Updated proposals guide based on the lessons learned this semester

What progress has been made on my manifesto?

- First proposal season with the Engagement and Opportunity section on the form – this will encourage our members to think about how their productions open up chances for all students to get involved
- Added an anonymous feedback box to the Mermaids Website

What do I hope to achieve by next report?

- Have a successful slate of shows and workshops for 2021

Any events, opportunities that you would like other members to know about?

- Please share our proposals applications event, and / or apply for a show yourself!

SSC Postgraduate Officer – Sam Ross

What have I done since my last report?

We have been planning a movie night/potential other event given changing Covid restrictions. I've been working with corporate communications to discuss how PGs can be best interacted with during the virtual commencement ceremonies in Dec. Attended St Leonard's Commemorative Service and gave a reading.

SSC Societies Officer – Avery Kitchens

What have I done since my last report?

- Society Cheques - With the help of Gavin and the Cash Office, societies can now pick up cheques from the cash office from their September membership fees.
- GRA Workshops - I have done 6 hours of GRA workshops in the past two weeks. We are almost done with the re-affiliation process. If societies are not re-affiliated by Week 11, they will be disaffiliated.
- Elections Officer - We are promoting our Elections Advisor to Elections Officer and we will be looking for a new Elections Advisor soon!
- BAME Soc events - Our new BAME Societies Coordinator has been working very hard to encourage societies to engage in events regarding the BAME experience. She is working with 4 societies currently! She has been such a great asset!
- University Strategic Plan - I did some research for Dan and totaled up the number of societies the Students Association has had in the past 4 academic years. This is to keep in line with the University's Strategic Plan regarding student involvement.

What progress has been made on my manifesto?

- New Society trainings have all been updated and are now recorded!

What do I hope to achieve by next report?

- More publicity for grants and society events! We will hopefully be giving out more society grants as well!

Any events, opportunities that you would like other members to know about?

- Dodgeball has been suspended for the foreseeable future because of COVID Tier 3 :(

SSC Student Music Officer – Alistair Addison

No report submitted.

SSC Volunteering Officer – Cara Nicholson

What have I done since my last report?

- Gathered feedback from volunteers and committee about the careers event, volunteering and ideas for moving forward
- Held a committee brainstorming session to plan the rest of the semester

What progress have I made since my last report?

- Reducing Barriers to Volunteering
- Included accessibility and inclusivity in the Events Officer's remit
- Increase Publicity around Volunteering
- Made more progress on website relaunch
- Was featured by The Saint
- Hosted an event to recruit volunteers for Families First
- Improve the Range of Volunteering Opportunities Available
- Introduced 3 more new projects
- Make Volunteering More Social
- Increase Training and Support for Volunteers
- Hosted a dementia friendly training event
- Planned a second session of 3rd Sector Careers
- Completed a meeting with Fife Voluntary Action about supporting volunteers
- Completed Volunteer Managers Training with Fife Voluntary Action to ensure volunteers are being appropriately supported

What do I hope to achieve by my next report?

- To have a clearer events plan.

SSC Design Team Convener – Edward Spencer

What have I done since my last report?

- Worked with committee to run a head shot event
- Planning a photography training event
- Working on the initial stages of a design training event
- Working on our development process for our project management system

What progress has been made on my manifesto?

n/a

What do I hope to achieve by next report?

- Further all of the above (excl. the first)

Any events, opportunities that you would like other members to know about?
If you are interested in getting involved or attending our classes email sadt@ we have a lot of different opportunities available.

SSC ENTS Convener – Ryan Delaney

No report submitted.

SSC Arts Festival Convener - TBA

SSC Member without Portfolio - Toni Valencia

What have I done since my last report?

Progress overall is maintaining consistency throughout the academic year. Majority of my manifesto points have been completed in regards to implementation, it is simply a matter of maintaining the constant stream of communication throughout the year.

I am currently working on more graphic designs to ensure there is constant communication with the student body about what Councils is currently doing.

What progress has been made on my manifesto?

I'm continuing to create more media for the student body and ensure transparency. I aim to serve quality and fast updates throughout the rest of the academic year. I am also in the process of crafting more ideas for graphic designs for the student body.

For more information about my manifesto, check out my website at tonivalencia.com

What do I hope to achieve by next report?

I will also ensure to send updates quicker with more message templates for Councilors to use and share on their personal and subcommittee pages!

We're also working on an infographic series so that the student body is more aware of how Councils could help them! Make sure to watch out for this! This project is still in progress but I hope to implement it very soon!

Any events, opportunities that you would like other members to know about?

As always Councillors, please continue to promote our social media channels on Facebook and Instagram! Please also let us know if you would like to do an Instagram takeover or if you would like us to share your subcommittee's posts on any of our social media channels!

SRC REPORTS

SRC Accommodation Officer – Sophie Bickerton

What have I done since my last report?

Since my last report Accommodation has taken place with 2 How to Rent talks taking place and the How to Rent Guide being finalised. This was the focus of myself and the accommodation subcommittee, this week would have not been as successful without them.

What progress has been made on my manifesto?

The how to rent guide was a big part of my manifesto and being able to update it with all the relevant information as well as working with the local letting agents was important to me. We made sure to take into consideration the differences that this year in particular would make.

What do I hope to achieve by next report?

By my next report I hope to turn my focus back to halls and look at formalising the position hall committees sit within the university structure. This will involve working closely with the Senior Students and members of staff to form an agreement.

Any events, opportunities that you would like other members to know about?

N/A

SRC Member for First Year – Maitreyi Tusharika

What have I done since my last report?

Worked with the 'Adopt, Get Adopted' team to create and post graphics for all the responses that came through on the form. I have also conducted a survey for first-years to assess their awareness around career opportunities and support currently available to them.

What progress has been made on my manifesto?

I have helped quite a few freshers and third years connect and 'become a family'.

What do I hope to achieve by next report?

I am hoping to create a report of the survey results and send it to the Career Centre. I am hoping to work with them to provide the first years with any support they need: particularly in terms of information and awareness. I am also going to meet with the Adopt, Get Adopted team to strategize on ways we can highlight the 100+ posts of unadopted kids to ensure nobody is left unadopted.

Any events, opportunities that you would like other members to know about?

As always, get in touch if you need to take over the class Instagram to reach first years.

SRC Member for Gender Equality – Elise Lenzi

Since my last report I have worked with got consent on some new initiative for the upcoming semester

On my manifesto, I've written a motion that I am presenting today to work towards the goal of increasing consent workshops on campus.

By my next report, I will have had a meeting with student services to see how they are progressing with the goals we set for this semester.

SRC Disability Officer – Anna-Ruth Cockerham

What have I done since my last report?

Since my last report I have been working on an advertising campaign for mask exemptions and putting together events and advertising for Disability History Month with the DSN Committee. The DSN has also organised two successful Can Do events and we have been planning another event for Nightline Awareness Week next week.

What progress has been made on my manifesto?

I have been putting together questions for a survey at the end of the semester to collect some feedback and set some goals for next semester as laid out in my manifesto.

I attended the first meeting of the Sports Participation Group and I hope that I will be able to set some goals to improve sports and fitness services in St Andrews for disabled students through that group.

I have set up meetings with the Postgraduate Development Officer and Science and Medicine Faculty President to discuss postgraduate-specific disability issues and how to improve the experiences of disabled students within academic schools.

I have been working with Jess and Maja - the Accessibility Officer on DSN Committee - to put together a workshop on improving the accessibility of societies for Disability History Month and feedback from that will inform the disability awareness and accessibility workshop we are working on for next semester.

What do I hope to achieve by next report?

By next report, I hope to have set some plans for the start of next semester based on the feedback in the survey I mentioned above and started work on them. I also hope to have started work on supporting disabled PGRs and encouraging the use and advertising of disability provisions - like online notes and microphones - across academic schools. I also hope to have put some advertising materials together for students who do not feel "disabled enough" or struggle accessing wellbeing support to share next semester.

Any events, opportunities that you would like other members to know about? Disability History Month starts this month, and the DSN and myself are taking part in a joint campaign with other Student Union's and Disabled Students'

Officers with a whole host of collaborative events. We will be sharing more information on our social media and you can find more information at [su-disabilityhm.co.uk](https://www.facebook.com/su-disabilityhm.co.uk).

We're also running a collaborative event with Nightline for Nightline Awareness Week on neurodivergent masking. More info here: <https://www.facebook.com/events/1018827415263353>

SRC Member for Student Health – Gabby Kryiakou

What have I done since my last report?

- Meetings with library about how to reach out to students
 - Coordinated 'goody bags' for halls, including wellbeing leaflets and information
 - Library Instagram takeover planned for the 23rd November about healthy practices for remote revision
- We interviewed for an 'Events and Outreach Representative' who will focus on in-person collaborations, this means we can host weekly events and branch out to more societies
- Since my last report, the Wellbeing Subcommittee have: started a new series on Instagram which condenses information into colour-coded graphics; continued planning for revision events; started planning to put wellbeing related posters around library spaces.

What progress has been made on my manifesto?

- Tab on the Union Help Hub called 'getting around St Andrews' for university/union buildings including library work zones. More University buildings will be added to this as soon as I get access to them.

What do I hope to achieve by next report?

- Need to focus more on Wellbeing Officers and seeing how many Schools have the 'wellbeing flow charts'- hopefully will be able to publish a provisional list of these, given that it's not completely formalised in all schools
- Takeover for library
- Over Christmas will begin planning for more of my manifesto points, if they are still feasible given COVID

SRC Member for Widening Access and Participation – Tooba Shah

No report submitted.

Arts/Divinity Faculty President – Joe Horsnell

- Attended an EDI meeting with Gillian Brown and Anna Brown to discuss the BAME Action Plan and suggested edits

- Second meeting with Gillian and Anna to discuss the Study Buddy scheme being drawn up
- Met with Amy and Chloe on Friday 6th to catch-up and discuss our plans for the week
- School President Advisory Group (SPAG) met last Wednesday and emailed all SPs a prompt for actions to be completed – follow-up email sent
- Sent the School President Forum invites out via Teams
- Met with Saints Study Support, the Director of Wellbeing and the Peer Support Coordinator to discuss a Study Buddy scheme in relation to the email sent to all SPs a few weeks ago – resulting actions from this
- Requested feedback on Study buddy schemes from School Presidents
- Coordinated the next SPAG meeting for Revision Week
- Set up a meeting with Dr Lisa Jones about the William & Mary programme transition report
- Set up the Academic Representatives Instagram takeover for this week – thank you so much to all of the Presidents who signed up for a slot!
- Attended another EDI meeting with Gillian and Anna Brown on 13th November
- Chaired Education Committee’s first ever Open Forum (at which School Presidents were invited to bring up any issue they’d like to discuss – this was really effective and I’m going to look at whether we can make sure this happens again in a regular way).
- Met with DoSDA and DoEd to discuss a potential employability strategy and the position of Employability Officer
- Handed over the Education Committee Hub Facebook page to Iona, the DoEd intern

Science/Medicine Faculty President – Chloe Fielding

What have I done since my last report?

- Chaired and minuted EduCom
- Attended BAME meeting with Joe, EDI Faculty Staff Leads and BAME Subcom members
- Attended a meeting with Psych & Neuro SP and a member of Psych & Neuro staff to discuss the recent Inclusive Curriculum Review
- Started working on a Psych & Neuro EDI reflective review idea to put forward with Lindsay at the next EDI meeting
- Weekly catch up with Amy and Joe
- Met with Fiona Whelan and the EDI Faculty Staff Leads to discuss the role of the Disabilities and EDI Officers, and to figure out a plan moving forward
- Set out meeting reminders for SWAG and the Disabilities Rep Forum
- Made SWAG and Disabilities Rep Forum agendas
- Weekly office hours
- General admin as usual

What progress has been made on my manifesto?

- Continuing to try to help students with disabilities have their voices heard from an educational viewpoint
- Started bringing together some wellbeing initiatives within the Uni
- Continuing work on EDI matters
- Worked on making things more open and accessible to students, mainly in relation to EDI matters

What do I hope to achieve by next report?

- Have next SWAG and Disabilities Rep Forum
- Attend BAME education meetings
- Prepare plan for things to work on next semester

SRC Postgraduate Academic Convener – Abigail Whitefield

What have I done since my last report?

I have hosted both the PGR and PGT Executive Forums, where PG class reps get the opportunity to speak to senior staff about any issues they think are problematic at a university level. I have also been attending a lot of other meetings, including LTC and PGRC. Additionally, I've been helping to organise a new meeting for PGR Tutors to bring their concerns to senior staff – there are currently a lot of concerns being regularly brought to me. I have also been helping distribute emails for the PG Interns, to help gather people's thoughts and improve PG Academic Representation.

What progress has been made on my manifesto?

Did I really have a manifesto? I can't really remember what I wrote – sorry Morgan, please feel free to filter this bit out :p. I've been improving PG academic representation!

What do I hope to achieve by next report?

Ideally, not much! Much of this semester has been dominated by this role and I look forward to doing some PhD. I will of course be attending a lot of meetings though!

Any events, opportunities that you would like other members to know about?

Nope.

SRC Postgraduate Development Convener – Jasmina Rodriguez

What have I done since my last report?

This is my first report for the Joint Councils, but I have been working on further understanding what I want to and am able to accomplish whilst I'm in this role. I have been meeting various members of staff in CEED and faculties to explore resources available to PG students here and how I can help to try to facilitate cooperation between different groups to avoid overlaps. I have been attending various meetings and finding where the PG perspective could be reflected more

in regularly occurring events. For the Research Lecture Series, a call has gone out for 2nd year PhDs and older to be able to submit their proposals for their presentations now.

What progress has been made on my manifesto?

After consulting PG reps at CEED, we will start trying to get opinions on what types of professional and learning workshops that PG students would want to be running there. I have also been in contact with a few people about what events could be run/useful to try to help the sense of community around PG students right now.

What do I hope to achieve by next report?

By the next report, I hope to have more concrete events running/in progress, the PG Lecture Series to be scheduled, and to have a better understanding of Careers Centre/CEED to further be able to begin working with them to create more professional opportunities for the PG students here.

Any events, opportunities, that you would like other members to know about?

If all things go well, the first session of the PG lecture series will be running in mid-December and should hopefully be run in-person and virtually (pending confirmation from CanDo).

Principal Ambassador – Kate MacLachlan

What have I done since my last report?

We have held a number of UG visiting day, welcoming hundreds of prospective students to each and coordinating many university departments to deliver the best day possible through Hopin. On top of this, we have held a successful PG visiting day which followed a similar layout. Training has been delivered to all of our approx. 500 Ambassadors. We have been continuing to deliver our mentoring and tutoring programs to local young people but have been doing this online instead of in person to ensure the safety of Ambassadors. We have worked with other Uni departments (such as Digi Comms and Development) to have a number of photoshoots. A number of videos giving tours of the town and halls have been produced and used on visiting days.

What progress has been made on my manifesto?

N/A

What do I hope to achieve by next report?

We will be beginning to work on recruitment ideas for our next recruitment cycle in February while continuing any of our ongoing work.

Any events, opportunities that you would like other members to know about?

N/A

Rector's Assessor – Papa Obeng

No report submitted.

SRC Member Without Portfolio – Annie Smith

What have I done since my last report?

Since my last report, I have been working to secure more takeovers for the @stacouncils Instagram and have been in contact to work as the Minutes Secretary for Councils.

What progress has been made on my manifesto?

Increasing followers on the Instagram!

What do I hope to achieve by next report?

Finalise the ideas for the "how to make a motion" infographics with Toni and Morgan, and start brainstorming how to increase our following on Instagram.

Any events, opportunities that you would like other members to know about?

Please email me av64@ if you are interested in doing a takeover on our Instagram and sharing what you do in your role / promoting upcoming events! You can also email me if there's anything you'd like extra promotion for and we can share it on our social media



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

MINUTES

Held by videoconference, Tuesday 11th August 2020, 4pm

Present

Member's Name

Position

Joe Horsnell	Arts/Divinity Faculty President
Luke Simboli	Association Alumni Officer
Morgan Morris	Association Chair
Anna Maria Young	Association Community Relations Officer
Amy Gallacher	Association Director of Education
Tom Groves	Association Director of Events and Services
Gavin Sandford	Association Director of Student Development and Activities
Emma Walsh	Association Director of Wellbeing
Lea Weimann	Association Environment Officer
Georgina Beeby	Association LGBT+ Officer
Dan Marshall	Association President
Sophie Tyler	Athletic Union President
Papa Obeng	Rector's Assessor
Ananya Jain	SRC Member for Racial Equality
Gabrielle Kyriakou	SRC Member for Student Health
Anna-Ruth Cockerham	SRC Member for Students with Disabilities
Annie Smith	SRC Member Without Portfolio
Ana Maria Neferu	SRC Postgraduate Development Officer
Anna Rose Harris	SSC Broadcasting Officer
Amy Feakes	SSC Charities Officer
Zaine Mansuralli	SSC Debates Officer
Edward Spencer	SSC Design Team Convener
Ryan Delaney	SSC Entertainments Convener
Toni Valencia	SSC Member Without Portfolio
Ally Addison	SSC Music Officer
Martin Caforio	SSC Performing Arts Officer
Sam Ross	SSC Postgraduate Officer
Cara Nicholson	SSC Volunteering Officer

In Attendance

Iain Cupples

Student Advocate (Education)/HR Manager

1. Adoption of the Agenda

Adopted without dissent.

2. Apologies for Absence.

Avery Kitchens	SSC Societies Officer	Apologies
Jenny Menday	Association Lifelong and Flexible Learning Officer	Apologies
Tooba Shah	SRC Member for Widening Access and Participation	Apologies

3. Adoption of Minutes from Previous Meetings

- 3.1. SSC Minutes from Tuesday 11th February 2020
- 3.2. Joint Councils Minutes from Tuesday 25th February 2020
- 3.3. SRC Minutes from Tuesday 4th February 2020

These minutes were **approved**.

4. Matters Arising from Minutes of Previous Meetings

None

5. Open Forum

No business

6. Updates from the Most Recent Board Meeting

- 6.1. SRC Senior Officer

Joe Horsnell (JH) relayed details of the extraordinary meeting of the Students' Association Board (SAB) held on 24th June 2020 to discuss the ongoing situation regarding the COVID-19 pandemic and its impact on the Association's activities. SAB's discussions had focused on the temporary building closure, staff furlough, and plans and preparations for September. There had been another extraordinary meeting on 13th July 2020 focused on a response to publishing of the accounts of survivors of sexual assault and harassment in St Andrews: this had considered reporting procedures, training for staff, information sharing with the University and other issues.

- 6.2. SSC Senior Officer

Absent.

7. Reports of the Sabbatical Officers

- 7.1. Report of the Athletic Union President

Sophie Tyler (ST) said that the Athletic Union (AU) were presently planning in-person events for Orientation Week, but these would be dependent on possible government restrictions. Work was ongoing on virus mitigation measures for those participating in sport but at present it appeared likely that national competitions would proceed.

7.2. Report of the Association President

Dan Marshall (DM) reported working closely with the University on preparations for September, getting COVID-19 guidance to students, preparations in halls of residence and looking at transport issues. It was anticipated that such work would continue and develop through the semester. Raising Weekend would be moved to semester 2 in hopes that it could proceed safely. DM would be working with the University to try to create employment opportunities for students where possible collate information about vacancies and advertise them, given the expected reduction in term employment available.

7.3. Report of the Association Director of Events & Services

Tom Groves (TG) reported that work was progressing with the management and sabbatical team on plans to reopen the building, and finding the right ways to use the space available, bearing in mind social distancing requirements. TG was also working on 'Countdown To St Andrews' – the public launch would be this week. There would be about 100 Union events in all. TG was working on some virtual events for Orientation Week and would explore what else was possible following the Scottish Government update due on the 20th August. TG was working with the new Music Officer and the Director of Student Development and Activities to get Music Is Love working.

7.4. Report of the Association Director of Student Development & Activities

Gavin Sandford (GS) had been working on developing the virtual Freshers' Fayre: this had been a lot of work but would be essential and was now almost ready to go. GS had also been working on the Book and the Orientation app, the latter with Student Services. GS emphasised that although the AU were able to do some in-person events, at this time none were planned for the Association – the team would try to put some on, but there was a requirement to adhere to government and University guidance and to properly risk assess any potential activities. Virtual events would also include students not in St Andrews and those still in quarantine.

7.5. Report of the Association Director of Education

Absent.

7.6. Report of the Association Director of Wellbeing

Emma Walsh (EW) updated Councils on the issues with the 'St Andrews Survivors' Instagram account. EW was in confidential contact with those running the account and was working with them to improve responsiveness to reports of sexual assault and harassment in the Association and the University. EW was also working with Student Services in anticipation of student loneliness and isolation due to COVID-19 restrictions becoming a problem.

8. New General Joint Business

8.1. J 20-10 Motion to allow for Design Team interviewed positions

Edward Spencer (ES) introduced the motion, noting that there had been issues getting a suitable Vice-President replacement after a resignation. The switch to interviewed positions had been considered last academic year but was now imperative to ensure the Design Team could function.

The motion was **passed without dissent**.

8.2. J 20-11 A motion to create the BAME Students' Subcommittee as a new Subcommittee of the Students Association

Ananya Jain (AJ) introduced the motion. AJ noted that there was a lot to do in the area of BAME representation in the University and the Association, but that the remit of the SRC Member for Racial Equality was limited and they lacked support structures. This meant that action could be slow or ineffective sometimes. There was a need to create a structure that would allow lasting change, and go beyond a 'checkbox' approach.

The floor was opened to questions. Anna-Ruth Cockerham (ARC) asked about the proposed position of Afro-Caribbean Society liaison, noting that there was no equivalent position for other societies. ARC raised the issue of reports of racial abuse against Asian students as an example of a major issue that might suffer from an excessive focus on black student issues.

AJ explained that an informal network focusing on BAME issues already existed, doing work on black student issues, and that this had been a driving force behind establishing the committee. Papa Obeng (PO) noted that black students were the most underrepresented group in the student body, with particular welfare concerns, and that the University wanted to focus on the black student experience. PO believed this would not be at the expense of other groups, who should have significant representation on the subcommittee. AJ noted that there was also a societies officer position with a remit to form links with other groups.

ES asked how overlap with other subcommittee remits would be handled? AJ responded that wherever possible, the BAME network would seek to have someone sit on other subcommittees to provide a voice for BAME students.

Gabrielle Kyriakou (GK) asked if the subcommittee would be choosing interviewed members for this semester? AJ acknowledged that this was not clearly outlined in the motion, but the aim would be to get people in place as soon as possible, prior to the beginning of the semester if possible.

ARC asked about the number of positions and what could be seen as overlapping remits. AJ noted that the committee would just be starting out and there would be time to review and consolidate: however AJ felt most of the positions had separate roles, and it was important not to be reductive – there was not a single BAME experience. AJ accepted that there was some overlap with the Design Officer, Marketing Officer and Photography Officer roles but there was a lot of work involved and the post holders would be volunteers. ES asked why a Design Officer was required when the Design Team was there to support subcommittees? AJ replied that there would be a significant amount of work to tight deadlines involved in launching the subcommittee and establishing a programme of activities initially. This could be kept under review. TG noted that a design position was not unusual on subcommittees. As for the size of the committee, a comparison was drawn with LGBT+ (15 positions vs 19 on BAME).

There was debate on moving forward the review date, with members arguing that a review date sooner than the end of the year would not allow time for a proper assessment. The committee agreed to leave the existing review date in place.

DM proposed an amendment that the Education Officer should liaise with the Director of Education and Faculty Presidents rather than sit on Education Committee. JH seconded. This amendment was **passed without dissent**.

EW proposed an amendment to change references to 'line manage' in the motion to 'oversee' – Iain Cupples (IC) explained that this was important to maintain a clear distinction between staff and volunteer positions, which was recognised as good practice by the charity regulator. GS seconded the amendment. The amendment **passed without dissent**.

Concerns were again raised about links with the Afro-Caribbean Society: Councils acknowledged the value of this link in establishing the committee but some members were concerned to ensure that the link did not become too embedded and that accountability of committee members did not become an issue. It was recognised that there was a commitment to review. ARC proposed an amendment to 6.135 to add the following text: 'this year, followed by a self-nomination process in years onwards'. ZM seconded. ST objected to this amendment. GS expressed the view that the existing commitment to review was sufficient. After discussion, ZM proposed to amend the amendment to read: 'this year, subject to a consultation in years onwards', seconded by ARC. TG moved to vote on this amendment. This amendment **did not pass**.

ARC then withdrew the original amendment and proposed instead to add point 6 to the 'Resolves' section, to read: 'There will be subject to a public consultation prior to the review of the Laws'. ST and DM moved to vote on this amendment. The amendment **did not pass**.

GS moved to vote on the motion as amended, seconded by Martin Caforio (MC). The motion as amended **passed**.

8.2 J20-12 A Motion to update the Music Committee's (MusFund) Constitution

8.3 J20-13 A Motion to instate a name change for the Music Is Love (MiL) Subcommittee

Ally Addison (AA) presented these two items. AA explained that the name 'Music Is Love' was perceived as unprofessional to external agencies and was unpopular with students. In addition, the Music Committee had struggled recently and was seeking to reinvent itself. A name change and revised constitution, setting out concrete aims, would be a good basis to relaunch the committee.

The motion was **passed without dissent**.

9. New General SSC Business

9.1. Co-option of one SSC Member and one Association representative to the Museums Student Advisory Panel

GS explained the background of a request by the MSAP for student input, and what the role would entail. The floor was then opened for nominations.

For the SSC position:

Zaine Mansuralli (ZM) self-nominated, Sophie Tyler (ST) seconded.
Martin Caforio (MC) self-nominated, Gavin Sandford (GS) seconded.
Anna Rose Harris (AH) self-nominated, Gavin Sandford (GS) seconded.

For the Association position:

Zaine Mansuralli (ZM) self-nominated, Sophie Tyler (ST) seconded.

A poll was held online and results were tallied after the meeting: Martin Caforio and Zaine Mansuralli were duly elected.

10. New General SRC Business

10.1. Co-option of one SRC Member to the Rectors Election Committee

Anna-Ruth Cockerham (ARC) self-nominated, Gavin Sandford (GS) seconded.

A poll was held after the meeting and Anna-Ruth Cockerham was duly elected.

11. Any Other Competent Business

No business

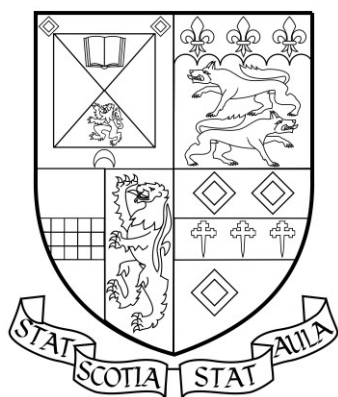
12. Collaborative Solutions

Not minuted

University of St Andrews
Students' Association
Student Services Council

MINUTES

Tuesday 29th September 2020 – MS Teams – 6pm



Present

Member's Name

Position

Luke Simboli	Association Alumni Officer
Ananya Jain	Association BAME Officer
Morgan Morris	Association Chair
Anna Young	Association Community Relations Officer
Tom Groves	Association Director of Events and Services
Gavin Sandford	Association Director of Student Development and Activities
Lea Weimann	Association Environment Officer
Jenny Menday	Association Lifelong and Flexible Learners Officer
Dan Marshall	Association President
Sophie Tyler	Athletic Union President
VACANT	SSC Arts Festival Convener
Anna Harris	SSC Broadcasting Officer
Amy Feakes	SSC Charities Officer
Zaine Mansuralli	SSC Debates Officer
Ryan Delaney	SSC Entertainments Convener
Toni Valencia	SSC Member Without Portfolio
Ali Addison	SSC Music Officer
Martin Caforio	SSC Performing Arts Officer
Sam Ross	SSC Postgraduate Officer
Avery Kitchens	SSC Societies Officer
Cara Nicholson	SSC Volunteering Officer
Georgina Beeby	Association LGBT+ Officer
Edward Spencer	SSC Design Convener

In Attendance

Iain Cupples

Student Advocate (Education)/HR Manager

1. Adoption of the Agenda

Approved.

2. Apologies for Absence

Emma Walsh
Amy Gallacher

Association Director of Wellbeing
Association Director of Education

Apologies Proxy Avery Kitchens
Apologies

3. Adoption of Minutes from Previous Meetings

None.

4. Reports of Sabbatical Officers

4.1. Report of the Association President

Dan Marshall (DM) had spent time trying to clarify the government and University position on COVID-19. The Principal and Proctor would be providing further details to students in the coming days and DM would continue to work with the University on communications to students about what they can and cannot do under the relevant regulations. DM noted that the teaching method consultation now had over 4,500 responses.

4.2. Report of the Association Director of Wellbeing

Not present.

4.3. Report of the Association Director of Education

Not present.

4.4. Report of the Athletic Union President

Sophie Tyler (ST) was doing admin work on COVID-19 policies for sports clubs, and working on arranging travel for those clubs who needed it. ST had also participated in the sustainability and sport group, and was working on inclusion and engagement in sport for underrepresented groups. There was a reservation for Association subcommittees and societies to participate in dodgeball on Tuesday evenings at the Sports Centre.

4.5. Report of the Association Director of Events & Services

Tom Groves (TG) reported that the Main Bar would be opening from 11am until 10pm, Monday to Saturday, from tomorrow (30th September). Work was ongoing on opening up the top floor for study spaces. The pub quiz yesterday was at maximum capacity: a survey had been sent to those attending on how we can improve the event. TG was working on updating various areas of the website: if members found any problems, please let TG know. TG, Gavin Sandford (GS) and others from the sabbatical and management team were working with the University's 'Can Do' project, looking at approving student events to take place in the marquee space: the aim was to launch during Independent Learning Week.

4.6. Report of the Association Director of Student Development & Activities

GS reported that the PGR event held on Monday went well. As above, TG, GS and others were working with the Can Do group. The risk assessment process for societies and subcommittees had been revised and an update email would be sent out shortly. Budgets for subcommittees had been approved at the Finance, Audit and Risk subcommittee and would receive final approval at the Board meeting tomorrow night.

5. Questions for Association Committees

- 5.1. Questions for Association Alumni Committee
- 5.2. Questions for Association Community Relations Committee
- 5.3. Questions for Association Environment Committee
- 5.4. Questions for Association LGBT+ Committee
- 5.5. Questions for Association Lifers Committee
- 5.6. BAME Officer

Ananya Jain (AJ) highlighted the virtual access event to be held for BAME students.

6. Questions for SSC Subcommittees

- 6.1. Questions for SSC Postgraduate Committee
- 6.2. Questions for SSC Broadcasting Committee
- 6.3. Questions for SSC Charities Committee
- 6.4. Questions for SSC Entertainments Committee
- 6.5. Questions for SSC Debates Committee
- 6.6. Questions for SSC Design Committee

Applications for committee positions were now closed.

- 6.7. Questions for SSC Music Committee

Ali Addison (AA) was putting together a new Music Fund committee: the deadline for applications had been extended.

- 6.8. Questions for SSC Performing Arts Committee

Martin Caforio (MC) announced a Mermaids radio show in collaboration with the Broadcasting Committee.

- 6.9. Questions for SSC Societies Committee

Avery Kitchens (AK) was working with the Cash Office on trials for online banking for societies. A number of EGMs were being held.

- 6.10. Questions for SSC Volunteering Committee
- 6.11. Questions for SSC On The Rocks Committee
- 6.12. Questions for SSC Member without Portfolio

7. Any Other Competent Questions

None.

8. Unfinished SSC Business

None.

9. New SSC Business

None.

10. Any Other Competent Business

None.

11. Collaborative Solutions

Not minuted.

J20-20 Motion to change the name of social coordinator

Owner: Edward Spencer

In effect from: Immediately

Review date: November 2021

Notes:

1. The position of Design Team Social Coordinator is currently vacant and has been since before September 2020

Believes:

1. The positions of Social Coordinator will be easier to fill if renamed Social Secretary

Resolves:

1. To update chapter sixteen of the laws to change anywhere where Social Coordinator is mentioned to Social Secretary, as seen in appendix 1.

Proposer:

Edward Spencer – Design Team Convenor

Secunder:

Tom Groves – DoES

Gavin Sandford – DoSDA

Ryan Delaney – SSC Events Officer

Appendix 1: Updated Chapter Sixteen: SSC Design Team

2. Committee

2.1. Design Team Membership: The Design Team Committee shall have the following members:

- 2.1.1. SSC Design Convenor (Convenor and Chair)
- 2.1.2. Vice-President
- 2.1.3. Head of Design & Illustration
- 2.1.4. Ordinary Member (designers) (x3)
- 2.1.5. Graphic Design & Illustration Training Officer
- 2.1.6. Head of Photography
- 2.1.7. Ordinary Member (photographer) (x3)
- 2.1.8. Photography Training Officer
- 2.1.9. Secretary
- 2.1.10. Treasurer
- 2.1.11. Marketing Team
- 2.1.12. Branding Officer
- 2.1.13. Social Media Officer
- 2.1.14. **Social Secretary**
- 2.1.15. Director of Events and Services

3.9. Social Secretary shall:

- 3.9.1. Organize committee socials, volunteer socials, and creative workshops

J20-21 A motion to mandate Got Consent Leadership Training for Society Committees

Owner: Elise Lenzi

In Effect From: 1 September 2021

Review Date: 1 November 2021

It is noted that:

1. Got Consent has provided workshops for the past 4 years, for at least 2,000 students a year.
2. Got Consent currently provides Leadership Trainings to many society committees, approximately 80 from August-November 2020.
3. The Leadership Trainings are approximately one hour long.
4. The Leadership Trainings can be delivered either online or in person.
5. The Leadership Trainings are updated every year.
6. Under 20 students opted out of the Got Consent training, which was part of matriculation for approximately 9,000 students, even though everyone was presented with this option.
7. The AU has had mandatory Got Consent training for 3 years. Sports clubs have been very positive about attending this training, and it has not led to the disaffiliation of any clubs.
8. The Societies Committee's affiliation process and training does not currently mention any form of GotConsent training.
9. The SSC Societies Officer polled the "Your Society Presidents" Facebook page, asking "Would you be a proponent of having GotConsent Leadership Training a mandatory part of re-affiliation? Why or why not?," and a certifiable majority voiced their support of a mandatory/strongly suggested GotConsent Leadership Training.

It is believed that:

1. It is beneficial to have committees and student leaders attend this training.
2. Student leaders will gain knowledge on consent, bystander intervention, leadership responsibilities, and University resources.
3. This will make leaders more confident in knowing how to deal with situations of misconduct within their organizations or at events they are hosting.
4. Student leaders who have attended the training have expressed a belief that it is helpful.
5. These workshops are voluntarily attended by approximately 80 committees already, so this motion would mostly function to formalize this and ensure that this practice continues into the future and does not depend on current leadership.
6. The Got Consent Committee has demonstrated a capacity to organize and run a sufficient number of trainings even when they are not mandatory. Making trainings mandatory would simplify the process for them as they would be able to schedule all the trainings in advance.

7. Some students cannot attend a training such as this for personal reasons, and there should be an opt-out procedure.
8. The inclusion of an opt-out procedure will not lead to many people opting out as this has always been an option, but people do not take advantage of this.
9. The addition of a mandatory training would not be an undue burden on clubs which might lead to disaffiliation

It is resolved to:

1. To mandate that the leadership of every society and subcommittee must participate in a Got Consent Leadership Training, following a trial period to ensure that this training would not lead to disaffiliation of any societies or other unintended consequences. The review date is set at the end of the trial period, in November 2021.
2. The trainings will be managed, organized, and facilitated by the Got Consent Committee, and not the SSC Societies Committee. Clubs will be able to sign up via a new online portal to streamline the process.
3. To mandate the Member for Gender Equality to work with Got Consent every year to review and update the trainings. This should occur between academic years, no later than July 31st.
4. To ensure that if a member of a committee has not undergone a training, their line manager will check in with them. This is to ensure that no one skips the training.
5. To establish an opt-out procedure whereby students who cannot attend the training may be excused without disclosing unnecessary personal information. They must simply state that they cannot attend the training due to personal reasons, and this will be sufficient.
6. Resolves 4 and 5 will be jointly overseen by the Member for Gender Equality and the Societies Officer.

Proposer

Elise Lenzi – Member for Gender Equality

Secunder

Dan Marshall - Association President
Emma Rose Walsh - Association Director of Wellbeing
Ananya Jain - Association BAME Officer
Anna Young - Association Community Relations Officer
Georgina Beeby - Association LGBT+ Officer
Avery Kitchens - SSC Societies Officer
Joe Horsnell - Art & Divinity Faculty President
Gabby Kyriakou - SRC Member for Student Health

J20-22: Motion to update the Association Discipline Procedure

Proposed: Tom Groves

Submitted: November 2020

In effect from: immediately

Review date: November 2021

Seconded:

Emma Walsh, Director of Wellbeing

Gavin Sandford, Director of Student Development and Activities

Dan Marshall, Association President

It is noted that:

- Minor changes were made to the Association Discipline Procedure in 2016 and 2018.
- Current discipline penalties are significantly different to national averages.
- The Zero Tolerance Policy is not mentioned in the current Association Discipline Procedure.
- Current procedure does not include a quorum for the Discipline Committee.
- Current procedure allows nominated security staff to give on-the-spot fines, but this has not been put into practice.
- Problems have arisen in previous years where the accused member is well known to Councils, as quorum for the Discipline Committee could not be achieved within the SSC.

It is believed that:

- Several of the current penalties are too harsh, and not congruent to an Association where members who commit an offence are judged by their peers.
- Current discipline penalties have the potential to severely affect the wellbeing and social life of members, in a way that is disproportionate to their offence.
- Underage students are particularly harshly affected by current penalties: most venues will not admit under-18s, leaving the Union as one of the few places they can socialise in the evening.
- The introduction of evening bans, allowing members to continue accessing Association premises before 7pm whilst a fine is pending, is more appropriate for less serious offences.
- Students experiencing financial hardship should have the option of a fixed-length evening ban as an alternative to a fine, for less serious offences.

It is resolved to:

- Update Chapter 26 of the Association Laws with the changes shown in Appendix C.
- Review current life bans for offences where the penalty is to be reduced.

Appendix A: Summary of changes

- Quorum shall be 3 members (60%) of the Discipline Committee, or their nominated substitutes.
- Personal interest should be *significant* for a member to justify not participating in a disciplinary decision.
- If a member of Discipline Committee believes they have a significant personal interest in a case, the convenor may nominate another member of Councils (previously only SSC). If no councillors can be found without significant personal interest, the convenor may instead nominate a School President.
- Distinguish between full ban and evening ban:
 - Full ban: the member can only access the building for “*representation, advice, and welfare services by appointment in advance*”. “Lifetime” full bans will usually expire 10 years after graduation, except in truly exceptional cases (decision up to General Manager).
 - Evening ban does not allow the member on main premises after 7pm; they can still access the building before that time, and can access satellite venues (Barron Theatre, Old Union Coffee Shop) as normal, but cannot purchase or consume alcohol. May be extended up to date of graduation.
- Temporary ban during ongoing investigation will match accusation, i.e. temporary evening ban for less serious offences, and temporary full ban for more serious cases.
- Standard penalties for less serious statutory offences:
 - First offence: £25 fine
 - Second offence: £50 fine
 - Third offence: refer to Discipline Committee
 - For such an offence, the member will be subject to an evening ban while a fine is outstanding.
 - Members facing financial hardship may request alternative penalties of 1-month (first offence) and 2-month (second offence) evening bans.
- The length of a ban will begin on the date of the offence. All bans that would otherwise include Winter and Summer breaks may be extended by 1 or 3 months, respectively, at the discretion of the Discipline Committee.

- Nominated staff may issue on-the-spot fines for certain statutory offences, if there is clear evidence that a member is guilty.

Appendix B: Changes to statutory offences

“3.3. These penalties shall normally apply to a single instance: serious, aggravated, or multiple offences should be referred to the Discipline Committee”

UK average based on survey of disciplinary procedures at 40+ universities/unions across the United Kingdom and Canada.

Offence	Current	UK average	Proposed
Drinking alcohol not purchased on premises	£25	1 st offence: £25 2 nd offence: £50 3 rd offence: disciplinary hearing	1 st offence: £25 2 nd offence: £50 3 rd offence: refer to Discipline Committee
Smoking/vaping on premises	£50	1 st offence: £25 2 nd offence: £50 3 rd offence: disciplinary hearing	1 st offence: £25 2 nd offence: £50 3 rd offence: refer to Discipline Committee
Minor damage (incl. vandalism and vomiting/befouling anywhere other than a toilet)	£30 (“incl. befouling”)	Cost of reparation + ban dependent on severity	1 st offence: £25 2 nd offence: £50 3 rd offence: refer to Discipline Committee
Behaving in a manner likely to cause nuisance to other members (excluding incidents covered by Zero Tolerance Policy)	£20	Ban dependent on severity	1 st offence: £25 2 nd offence: £50 3 rd offence: refer to Discipline Committee
Buying, consuming, or attempting to buy alcohol while under 18	6-month ban or ban until 18 th (whichever longer)	1 st offence: £25 2 nd offence: £50 3 rd offence: disciplinary hearing	1 st offence: £25 2 nd offence: £50 3 rd offence: refer to Discipline Committee
Buying alcohol on behalf of a member under 18, or supplying them with alcohol on premises	6-month ban	1 st offence: £25 2 nd offence: £50 3 rd offence: disciplinary hearing	1 st offence: £25 2 nd offence: £50 3 rd offence: refer to Discipline Committee

Unauthorised access, e.g. use of fire doors outwith an emergency, or forging tickets to gain entry to the premises	£50	1 st offence: £10 2 nd offence: restart length of original ban 3 rd offence: disciplinary hearing	1 st offence: £25 2 nd offence: £50 3 rd offence: refer to Discipline Committee
Signing in a guest who commits an offence	None		£20
Possession of drugs (<i>move from Licensee Ban; added "or abuse"</i>)	Life ban	£50 and ban dependent on severity/risk to members	1 st offence: 3-month full ban 2 nd offence: 6-month full ban 3 rd offence: full ban until graduation
On premises while banned	£50	1 st offence: £10 2 nd offence: restart length of original ban 3 rd offence: disciplinary hearing	£25 and reset original length of ban. If terms of evening ban broken, also change to full ban.
Harassment, bullying, and other offences covered by Zero Tolerance Policy (<i>not currently mentioned</i>)	Up to life ban	Contextual ban, min. 2 months	Minimum 2-month full ban; up to life ban, dependent on severity

Appendix C: Changes to Chapter 26

~~Remove this~~, don't change this, **add this**.

Chapter Twenty-Six: Association Discipline Procedure

This chapter of the laws can only be amended with the agreement of the SSC and the General Manager (as a representative of the staff of the Students' Association). If both parties agree to amendments, they will be passed to the Students' Association Board for final ratification.

1. Introduction

1.1. Where members violate the Constitution and/or Laws of the Association, break civil or

criminal law on the premises, cause damage to the premises, act in such a way as to damage relations between the Association and the community, damage the financial or other interests of the Association, or otherwise act in a way that causes other members distress or nuisance, Member Discipline may be enacted against them.:-

1.2. For this purpose the Association shall delegate power to the General Manager and to the Association ~~Disciplinary~~ Discipline Committee, whose membership shall be:

1.2.1. The Director of Events and Services (convenor)

1.2.2. The Director of Student Development and Activities

1.2.3. The SSC Entertainments eConvenor

1.2.4. Two SSC nominees.

1.3. The ~~Disciplinary~~ Discipline Committee shall meet to consider individual cases of alleged misconduct as set out below. The Committee shall also have the power to consider and recommend amendments to this procedure to the SSC and the General Manager. This shall include the creation of new statutory offences (see below). A member other than the convenor must be nominated to keep a confidential minute of proceedings of the eCommittee, including all cases heard.

1.4. The convenor of the ~~Disciplinary~~ Discipline Committee and the General Manager may ~~also~~ jointly appoint one or more Authorised Discipline Officers and delegate ~~such~~ powers to these Officers ~~as that~~ shall, in their opinion, promote the efficient management of disciplinary issues.

2. Disciplinary Procedure

2.1. Scope

2.1.1. All full, Life, and Honorary Life members of the Association shall be subject to the jurisdiction of the Association in respect of their conduct insofar as it affects the Association property and the working of the Association. Members may also be held responsible for the actions of their guests, or for their behaviour at institutions where the Association has a reciprocal agreement.

2.1.2. ~~Associate members and r~~ Reciprocal members (i.e. members of any organisation with whom the Association has a reciprocal agreement) shall be subject to the jurisdiction of the Association only insofar as their right of entry to the premises may be withdrawn.

2.1.3. All others, including guests, shall be deemed to have no intrinsic right of entry to the Union and may be refused entry temporarily or permanently at the discretion of relevant staff. Queries about these decisions shall not be dealt with under this policy but are a matter for line managers.

[1 These shall normally consist of ~~registered security staff~~ SIA licensed door supervisors and/or senior management.]

2.1.4. The Association reserves the right to report misconduct or alleged misconduct to other bodies where appropriate, including but not limited to the University, other Associations, the police, and specified local licensed premises.

2.2.Principles

2.2.1.The Association will at all times aim to process disciplinary matters with sensitivity, fairness, and consistency of treatment; in confidence; and without prejudice or undue delay.

2.2.2.Where a criminal offence is involved, the Association will not normally take any disciplinary action, other than suspending the right of entry where appropriate, until the outcome of any formal legal process is known.

2.2.3.In deciding whether a member is guilty of misconduct, the Association shall use the 'balance of probabilities' as the standard to be met.

2.2.4.A member shall always be informed where disciplinary action is being considered against them, and shall always be informed of the nature of the complaint that has instigated such action.

2.2.5.A member shall always have the right to appeal against disciplinary sanctions.

2.2.6.A member shall have the right to be accompanied by another member to any meeting held under this procedure.

2.2.7.It is not the Association's policy to allow audio or visual recording of meetings held under this procedure²

[² Except where this would qualify as a 'reasonable adjustment' under the Disability Discrimination Act 2005.]

2.2.8.No officer or member of staff should participate in a disciplinary decision where they have a **significant** personal interest or any other conflict of interest.

~~**2.2.9.**Where a member is restricted from accessing the building, temporarily or permanently, for disciplinary purposes the Association shall continue to provide access for representation, advice and welfare services by appointment in advance.~~

2.3.Temporary bans

~~**2.3.1.**Where a member has been accused of misconduct, they may be asked to leave the premises by relevant staff (see I, above) and may be suspended from further entry pending an investigation and appropriate action to resolve the matter. Such suspension shall not be regarded as a disciplinary sanction and is without prejudice to the outcome of any investigation and/or subsequent disciplinary action. In the event that the member is not found guilty of misconduct, any record of such a suspension shall be expunged.~~

2.3.1.Where a member has been accused of misconduct, they may be asked to leave the premises by relevant staff¹ and may be suspended from further entry pending an investigation and appropriate action to resolve the matter. Such suspension shall not be regarded as a disciplinary sanction and is without prejudice to the outcome of any investigation and/or subsequent disciplinary action.

2.3.2.For accusations of statutory offences 3.2.1 to 3.2.8, this temporary suspension shall be an evening ban (see 6.6).

2.3.3.In the event that the member is not found guilty of misconduct, any record of such a suspension shall be expunged.

2.4. Investigation of offences

2.4.1. Upon receipt of a complaint, an investigation will be conducted³ to establish the facts of the case. The time limit for this investigation will necessarily vary according to the nature and complexity of the case, but if it is likely to exceed one month then this should be communicated to all those involved. The investigation may include taking evidence from relevant parties, including witnesses and the member accused of an offence, by means including written statements, telephone, email or personal conversations. It should be made clear to all parties that any such contact is an investigation and not a disciplinary meeting.

[³ Normally by an Authorised Discipline Officer.]

2.5. Classification of offences

2.5.1. Following an investigation, the case will be classified into one of the four categories based on the results of that investigation:

2.5.2. No further action. This is appropriate where there is no case to answer, i.e. there is no evidence of an offence or the alleged offence is minor, and the member has no previous offences or warnings.

2.5.3. Statutory action. This is appropriate where there is clear evidence of a statutory offence, as defined under Section 3.

2.5.4. Licensee holder ban. This is appropriate where there is clear evidence of an offence in serious breach of the licensing principles or of criminal law. The term "licensee" shall refer to the person named on the premises licence.

2.5.5. Referral to Disciplinary Discipline Committee. This is appropriate in all other cases.

2.5.6. Where no further action is the outcome, the member should be informed, any restrictions on entry removed and the record expunged within five working days. For all other cases, see the relevant sections below.

3. Statutory Offences

3.1. Where, in the opinion of an Authorised Discipline Officer, there is clear evidence that a member is guilty of one of the following offences described in 3.2, the member concerned shall be informed of the penalty in writing within ten working days of the conclusion of the investigation, along with the grounds and procedures for appeal. The Authorised Discipline Officer shall ensure that a record of all penalties issued is promptly shared with the Discipline Committee.

3.1.1. Where a member is guilty of a statutory offence 3.2.1 to 3.2.7, they shall be issued with a fine of £25 for the first offence, £50 for the second similar offence, and referred to Discipline Committee for the third similar offence.

3.1.2. On-the-spot fines

3.1.2.1 An Authorised Discipline Officer may issue an on-the-spot fine for statutory offences 3.2.1 to 3.2.8 if there is clear evidence that a member is guilty. If the incident does not fall within a clear single statutory offence, is the third similar offence of that member, or is in any way serious (e.g. presents any risk to

other members or staff), the case should instead be referred to the Discipline Committee.

3.1.2.2 On-the-spot fines should never be paid on the night of the incident.

3.1.2.3 If a member is issued with an on-the-spot fine, they should subsequently be removed from the premises until the building reopens in the morning.

3.1.2.4 On-the-spot fines may be appealed following the procedure outlined in 6.7.

3.1.3. Where a member is issued with a fine for statutory offences 3.2.1 to 3.2.7, they will be able to appeal the penalty to the Authorised Discipline Officer on the basis of low income or financial hardship. The Authorised Discipline Officer may change the penalty to a 1-month evening ban for the first offence or 2-month evening ban for the second similar offence, beginning on the date of the incident, at their discretion. If this length of time has already passed before the conclusion of a low-income appeal, no further ban will be issued, and the outstanding fine will be expunged.

3.2. Statutory Offences

3.2.1. Drinking alcohol not purchased on the premises: ~~£25 fine~~

3.2.2. Smoking or vaping on Association premises: ~~£50 fine~~ If fire alarm triggered, refer to Discipline Committee.

~~**3.2.3.** Minor damage to Association property (including vandalism or befouling): £30 fine~~

3.2.3. Causing minor damage or creating undue mess on Association property through malice or negligence (including vandalism and vomiting/befouling anywhere other than a toilet).

3.2.4. Behaving in a manner likely to cause nuisance to other members or staff: ~~£20 fine~~ (excluding incidents covered by Zero Tolerance Policy).

~~**3.2.5.** Being present on Association premises while banned (without permission): £50 fine~~

~~**3.2.6** Buying, consuming, or attempting to buy alcohol while under the age of 18: -6 month ban or ban until 18th birthday (whichever is longer)~~

~~**3.2.7** Buying alcohol on behalf of a member under 18, or supplying them with alcohol on the premises: -6 month ban~~

3.2.7. Unauthorised access, such as use of fire doors outwith an emergency, or forging tickets to gain entry to the premises (excluding being on Association premises while banned). If fire alarm triggered, refer to Discipline Committee.

3.2.8. Signing in a guest who commits an offence: £20 fine.

3.2.9. Possession or abuse of drugs/controlled substances on the premises. This shall include any item a reasonable person would assume to be drugs, unless evidence to the contrary is provided. First offence: 3-month full ban. Second offence: 6-month full ban. Third offence: full ban until date of graduation.

3.2.10. Being present on Association premises while banned, without permission: £25 fine, and reset length of original ban. This includes breaking the terms of an evening ban (see 6.6), in which case the ban should change to a full ban.

3.2.11. Harassment, bullying, and other offences covered by Zero Tolerance Policy: minimum 2-month full ban. Up to life ban, dependent on severity.

~~**3.3.** These penalties shall normally apply to a single instance: serious, aggravated, multiple or repeat offences may be referred to the Disciplinary Committee or to License Holder discipline for a more serious penalty. Members will not normally be allowed access to Association premises while a disciplinary fine is outstanding (with the exceptions outlined in Section II).~~

3.3. The penalties for statutory offences shall normally apply to a single instance: serious, aggravated, or multiple offences should be referred to the Discipline Committee or to licensee discipline for a more serious penalty.

3.4. Appeals against statutory penalties

3.4.1. Members may appeal against statutory penalties only on the following grounds: **3.4.1.1.** *Information not known at the time of the original decision*

3.4.1.2. *Procedural irregularity that could make a material difference to the original decision (including inaccurate information, etc.)*

3.4.1.3. *Bias or prejudice.*

3.4.2. Appeals against statutory penalties will be heard by the ~~Disciplinary~~ Discipline Committee, and should be addressed to the Director of Events and Services. Appeals must be submitted in writing within ten working days of notice of the statutory penalty being received.

4. Licensee Ban

4.1. Where, after an investigation, there is clear evidence that a member is guilty of an offence in serious breach of criminal law or the licensing objectives, the licensee may ban that member from the premises for life. Examples of circumstances that would justify such action would include, but not be limited to:

4.1.1. Serious assaults.

4.1.2. Theft from the Association, members or staff.

4.1.3. Serious or repeated cases of supplying alcohol to persons under 18.

~~**4.1.4.** Drugs-related offences, including possession and/or supply of controlled substances on the premises.~~ Supply of drugs or controlled substances on the premises. This shall include any item a reasonable person would assume to be drugs, unless evidence to the contrary is provided.

4.1.5. Serious infringements of health and safety.

4.2. In such cases the licensee should write to the member concerned within ten working days of the conclusion of the investigation, informing them of the ban and of the grounds and procedures for appeal.

4.3. Appeals against ~~license holder~~ licensee discipline

4.3.1. Members may appeal against ~~license holder~~ licensee discipline only on the following grounds:

4.3.1.1. *Information not known at the time of the original decision.*

4.3.1.2. *Procedural irregularity that could make a material difference to the original decision (including inaccurate information, etc.)*

4.3.1.3. *Bias or prejudice.*

4.4. Appeals against ~~license holder~~ licensee discipline will be heard by the Appeals Committee of the Students' Association Board. This eCommittee shall consist of:

4.4.1. The Chair of Board (or their nominee), who shall act as convene~~or~~.

4.4.2. The President of the Students' Association (or their nominee).

4.4.3. One other member of the Board who has no previous involvement in the case.

4.4.4. ~~They~~ Appeals should be addressed to the Chair of Board, ~~and Appeals~~ must be submitted in writing within ten working days of the penalty being issued.

5. ~~Disciplinary~~ Discipline Committee Meetings

5.1. Notification

5.1.1. Where, following an investigation, it is believed that grounds exist to refer a member to the ~~Disciplinary~~ Discipline Committee, they should within ten working days of the conclusion of the investigation be invited in writing to attend the next meeting of the Committee. This notification should include:

5.1.1.1. *The date, time and place of the next meeting (if known).*

5.1.1.2. *A summary of the allegation against the member and the facts as understood at the time of writing.*

5.1.1.3. *Procedures for the member to submit evidence, call witnesses, request further information, etc.*

5.1.1.4. *Notification of the right to be accompanied.*

5.1.1.5. *Details of any interim measures in force, e.g. temporary restrictions on entry.*

5.1.2. Meeting will be scheduled at the discretion of the convene~~or~~, bearing in mind the number and nature of any cases pending, and the necessity to avoid undue delay in processing cases.

5.1.3. However, members invited to appear should normally be given at least five working days' notice of the meeting, and meetings should normally be held at least once per calendar month between September and May.

5.1.4. The convene~~or~~ will consider requests to rearrange meetings where a member accused of misconduct is unable to attend at the scheduled time. However, the

Association reserves the right to proceed in a member's absence where the reasons for the request are in the opinion of the convenor inadequate, or where this would cause an unreasonable delay.

5.1.5. The quorum shall be three members of the Discipline Committee, or their nominated substitutes.

5.2. Evidence

5.2.1. The Association will circulate all written evidence and the names of any witnesses they intend to call in each case at least five working days in advance of a hearing. Members accused of misconduct may submit a written statement for circulation: this must be submitted at least three working days before the hearing. Names of any witnesses⁴ must also be submitted at this time. It is the responsibility of the member to ensure that witnesses they wish to call are approached and are informed of the meeting time and location. Where witnesses are Association staff or officers, the Association will take all reasonable steps to facilitate their attendance.

[⁴ And their matriculation number, if they are a student of the University: or their address if not.]

5.2.2. Where the member chooses to exercise their right to be accompanied to the meeting, the name and (if appropriate) matriculation number of the member who will accompany them should be notified at the same time as that of any witnesses.

5.3. Conduct of the meeting

5.3.1. Cases will be heard in private: members accused of misconduct will be entitled to be present normally only while their own case is being discussed.⁵

[⁵ The exception shall be where two or more members are invited to attend in relation to a single incident.]

5.3.2. The normal procedure will be for the facts as presently known to be presented⁶, followed by an opportunity for the member to make any submission they choose. Witnesses may be called and all parties may ask questions or raise points: the convenor will moderate this process.

[⁶ Normally by an Authorised Discipline Officer.]

5.3.3. When the eCommittee is satisfied that an adequate opportunity for airing of evidence has taken place, the member will be asked to withdraw and the eCommittee shall consider its decision.

5.3.4. At their discretion, the convenor may suspend the hearing of any case and reconvene that case at a later date, if further evidence is needed or other circumstances justify this. Where new evidence is considered, all parties must be given a reasonable opportunity to consider and respond to it.

~~**5.3.5.** Members of the committee who believe they may have a personal interest in a case should excuse themselves from any consideration or discussion of that case. If this renders the committee inquorate, the convenor may nominate another member of the SSC as a substitute.~~

5.3.5. Members of the Committee who believe they have a significant personal interest

in a case should excuse themselves from any consideration or discussion of that case. If this renders the Committee inquorate, the convenor may nominate another member of Association Councils as a substitute. If no councillors can be found without significant personal interest, the convenor may nominate a School President as a substitute.

Note: *significant personal interest* should be interpreted as any link which, to a reasonable and unbiased external perspective, would bring the validity of a disciplinary hearing into question.

6.Outcomes and penalties

6.1.After due consideration of the evidence presented, the ~~Disciplinary~~ Discipline Committee shall decide whether the member is, in their opinion, guilty of misconduct.

6.2.If they believe that the member has no case to answer, the case will be dismissed, all temporary disciplinary measures shall be removed immediately, and records of the case shall not be admissible in any future disciplinary case. The member shall be informed of this outcome in writing within five working days.

6.3.If the member is found guilty of misconduct, the Committee may:

6.3.1.Issue the member with a written warning (see below).

6.3.2.Impose a disciplinary fine (see below).

6.3.3.Impose a temporary, evening, or life ban (see below).

6.3.4.Impose two or more of the above measures in combination.

6.3.5.This list is not exhaustive: the eCommittee may impose alternative measures or restrictions, or attach conditions or exceptions to the measures above, in appropriate circumstances. In all cases the member shall be informed of the outcome in writing within five working days. Such written notification must include details of the member's right to appeal.

~~**6.3.6.**Such written notification must include details of the member's right to appeal.~~ **6.4.**Written Warnings

6.4.1.The eCommittee may choose to issue a formal written warning. This warning should set out clear conditions on the member's future conduct and may remain on file for a period of up to four years. The warning should detail the likely consequences of any future breach, which may include automatic referral to the ~~Disciplinary~~ Discipline Committee, a fine, or a ban.

6.5.Disciplinary Fines

6.5.1.The eCommittee may issue a disciplinary fine of up to £200. The exact level of the fine should be decided with regard to the gravity of the offence, any costs for damage etc., the member's past disciplinary record, and other relevant factors. In cases of serious vandalism etc. where the cost of damage exceeds £200, the eCommittee may impose a fine up to the maximum cost of the damage.

6.5.2.Fines must be paid to the Cash Office, but the Committee may recommend redistribution where appropriate (for example, in cases of damage other than to

Association property).

~~6.5.3. Members will not normally be allowed access to Association premises while fines are outstanding. Where a fine is issued, the member should be informed in writing of the level of the fine, payment arrangements and of the consequences of non-payment.~~

6.5.3. While fines are outstanding, members will be subject to a temporary evening ban. When a fine is issued, the member should be informed in writing of the level of the fine, payment arrangements, and the consequences of non-payment.

6.6. Bans

~~6.6.1. The committee may ban the member from Association premises for any period of time they consider appropriate, up to and including a life ban. Normally this will apply to all Association premises, but the Committee may in exceptional cases vary this to apply only to specific premises. In deciding the length of the ban, the Committee should have regard to the gravity of the offence, the member's past disciplinary record, and other relevant factors.~~

6.6.1. For less serious offences, the Committee may issue the member with an evening ban for any period of time they consider appropriate, up to the graduation date of the member. This should only be used in cases where no other members or staff are at risk. Members issued with an evening ban will not be allowed on the main Association premises from 7pm to 7am for the duration of the ban. They will still be able to access the main premises outside of that time. They will still be able to access satellite Association premises as normal, though the Committee may in exceptional cases vary this.

6.6.1.1. The member must sign in to the main premises, upon entry, at reception. The member must not purchase or consume alcohol. If they are found with alcohol, or remain on the main premises beyond 7pm after being asked to leave, they should be penalised according to 3.2.10. The member should be reminded of these terms when signing in.

6.6.2. For more serious offences, the Committee may issue the member with a full ban from Association premises for any period of time they consider appropriate. Normally this will apply to all Association premises, but the Committee may in exceptional circumstances vary this to apply only to specific premises. In deciding the length of the ban, the Committee should have regard to the gravity of the offence, the member's past disciplinary record, and other relevant factors. Members issued with a full ban will only be able to access Association premises for representation, advice, and welfare services by appointment in advance.

6.6.2.1. "Lifetime" full bans will normally expire 10 years after the date of graduation, except in truly exceptional cases. The decision to extend a ban beyond this date shall be given to the General Manager.

6.6.3. Where a ban is issued, the member should be informed in writing of the type and length of the ban, the date on which it will end (if applicable), and the consequences of breaching the ban. The length of a ban will begin on the date of the offence. All bans that would otherwise include Winter and Summer breaks will be extended by 1 or 3 months, respectively, at the discretion of the Discipline Committee.

6.7. Appeals against ~~Disciplinary~~ Discipline Committee Decisions

6.7.1. Members may appeal against ~~Disciplinary~~ Discipline Committee Decisions only on the following grounds:

6.7.1.1. *Information not known at the time of the original decision.*

6.7.1.2. *Procedural irregularity that could make a material difference to the original decision (including inaccurate information, etc.)*

6.7.1.3. *Bias or prejudice.*

6.7.2. Appeals against ~~Disciplinary~~ Discipline Committee Decisions will be heard by the Appeals Committee of the Students' Association Board. This ~~e~~Committee shall consist of:

6.7.2.1. *The Chair of Board (or their nominee), who shall act as*

convenor or **6.7.2.2.** *The President of the Students' Association (or their nominee).*

6.7.2.3. *One other member of the Board who has no previous involvement in the case.*

6.7.2.4. ~~They~~ Appeals should be addressed to the Chair of Board. Appeals must be submitted in writing within ten working days of the decision being issued.

7. Appeals Committee Meetings:

7.1. The Appeals Committee shall be constituted as noted above. It shall meet only when a valid appeal is received: the Chair of Board shall decide whether an appeal is valid. Parties to the appeal shall be the member who has made the appeal and either the licensee (in the case of licensee bans) or the convenor of the Discipline Committee (in all other cases).

Note: until appeal proceedings are concluded, any disciplinary sanctions remain in force.

7.2. Notification

7.2.1. Where the Chair of Board believes that grounds exist for an appeal, all parties should be notified within ten working days of receipt of that appeal. This notification should include:

7.2.1.1. *The date, time and place of the appeal hearing. (This must be not less than five working days from the date of notification.)*

7.2.1.2. *A summary of the grounds for appeal.*

7.2.1.3. *Procedures for the member to submit evidence, call witnesses, request further information, etc.*

7.2.1.4. *Notification of the right to be accompanied.*

7.2.2. The Chair will consider requests to rearrange meetings where any party is unable to attend at the scheduled time. However, the Association reserves the right to proceed with appeals in the absence of either party where the reasons for the request are in the opinion of the Chair inadequate, or would cause an unreasonable delay.

7.3. Evidence

7.3.1. The Appeals Committee shall have made available to it all written evidence submitted for the original decision, and all other relevant written documents (for example, **Disciplinary Discipline** Committee minutes). The Chair will also request written submissions from all parties. All written evidence will be circulated at least three working days in advance of a hearing. It is the responsibility of parties making submissions to ensure that they meet this deadline.

7.3.2. All parties may call witnesses, as may the Appeals Committee. Names of any witnesses, must also be submitted three working days in advance. It is the responsibility of the member to ensure that witnesses they wish to call are approached and are informed of the meeting time and location. Where witnesses are Association staff or officers, the Association will take all reasonable steps to facilitate their attendance.

[7 And their matriculation number, if they are a student of the University: or their address if not.]

7.3.3. Where the member chooses to exercise their right to be accompanied to the meeting, the name and (if appropriate) matriculation number of the member who will accompany them should be notified at the same time as that of any witnesses.

7.4. Conduct of the meeting

7.4.1. The normal procedure will be for the case for the appeal to be presented, and then the party responsible for the original decision may respond. Witnesses may be called and all parties may ask questions or raise points: the Chair will moderate this process. When the **e**Committee is satisfied that an adequate opportunity for airing of evidence has taken place, both sides will be asked to withdraw and the **e**Committee shall consider its decision.

7.4.2. At their discretion, the Chair may suspend the meeting and reconvene at a later date if further evidence must be sought or other circumstances justify this.

7.5. Outcomes

7.5.1. The Appeals Committee may:

7.5.1.1. Reject the **A**ppel, in which case the original disciplinary decision and any sanctions remain: ~~or~~.

7.5.1.2. Uphold the appeal, in which case the original decision is rescinded, any sanctions removed, and the record expunged: ~~or~~.

7.5.1.3. Uphold the appeal in part, in which case the Appeals Committee may substitute another disciplinary sanction if they feel this is appropriate. All sanctions available to the **Disciplinary Discipline** Committee shall be available to the Appeals Committee for this purpose, except that they may not impose a greater penalty than was originally imposed.

7.5.1.4. The Appeals Committee may also make written recommendations to the General Manager or **Disciplinary Discipline** Committee. All parties must be informed of the outcome in writing within ten working days of the decision. The decision of the Appeals Committee will be final and will mark the end of these

procedures.

University Environmental Strategy Consultation

Brought by Abi Whitefield and lea Weinman

Draft Strategy: https://www.st-andrews.ac.uk/media/estates/Vision_StAEnvironmentStrategey_30Oct2020.pdf

Consultation Form: https://forms.office.com/Pages/ResponsePage.aspx?id=yyZW-KgN00mqWGTvZ47wGrGy_jOm-JlKoytq74N2LF5UMEdER0wzNFFXTUNCQUZEUKNXRzJYRVMyMS4u