

Guidance

- There are four sections to this report – (1) Roles and Responsibilities, (2) Written Statement (Manifesto) Action Plan, (3) Student Ideas & Policy and (4) Other Student Issues, Meetings or Projects to Note.
- You should write in all four sections, but it is up to you to decide how much you would like to write for each section.
- Currently, due to changes within the democratic system, student ideas and policy (section 3) may not be fully applicable to your report. Do not worry if this is the case and only complete what feels relevant.
- Your report should be submitted one week before your session. Completed reports should be emailed to the Student Voice inbox at: studentvoice@guild.bham.ac.uk
- If you are unable to submit your report on time, please let the Student Voice Team know ASAP.

Officer:	Harry Brooks – Activities and Employability Officer
Date of Panel:	?

Role and Responsibilities

This section is for you to write about any projects you have been working on or meetings you have been to that you think are of particular importance to your remit.

Please feel free to add extra rows if you need to.

Meeting / Project	Outcome For Students
Co-chair Activities Committee and MedSoc Committee	New groups approved, including 13 th Horror Society, Afropology and Commuter Society. Enabling student groups to improve and evolve through constitution amendments. Allocating grant money, financially supporting the running of activity which is an integral component of university life.
Editor-in-chief of Redbrick	Reviewing the outdated Redbrick proofing process. Ensured that media laws were not contravened in digital articles and three published newspaper prints.

Member of the Trustee Board	Prevented a proposed byelaw change that would not have allowed external members to have positions in student groups e.g. be a stage manager (they are still not allowed to be on committee)
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Written Statement (Manifesto) Action Plan

This section is for you to track your progress on your written statement priorities, as outlined in your action plan. The “context” section of the document is a space where you can provide contextual information on your written statement (manifesto) aim, outlining challenges or opportunities which have helped or limited progress in this area.

Please feel free to add extra boxes if you need to.

Written Statement Aim #1	
Improved Worklink	
Context:	<p>Was on my manifesto – as a student worker, I found some of the communications unclear about Worklink processes. The process of submitting timecards etc. should not be too time-consuming.</p> <p>I have monthly meetings with Worklink</p>
Progress:	<p>Provided detailed feedback on the staff and student handbooks and joiners forms, which has been taken on board. Language and communications about processes is now clearer. This helps to educate students about employment jargon, which has not been taught in schools and university. Clarity about things like tax codes, annual leave entitlement, payslips, working hour restrictions etc.</p> <p>Student workers can now submit timecards on their phones remotely (much easier than previously where either remote access had to laboriously be obtained or you had to be logged into a university computer)</p>

Written Statement Aim #2	
Mid-Year Societies Fair	

Context:	<p>Was on my manifesto – a fantastic opportunity for societies to promote themselves mid-way through the year and increase their membership/fill absent committee positions. Especially good for new societies who did not have the opportunity to have a presence at the societies fairs at the start of the year. People are looking to try something new at the start of a new year.</p>
Progress:	<p>Collaborated with Cat, Sports Officer, to have a Mid-Year Societies and Sports Fair on Wednesday 17th January.</p> <p>Had approx. 40 societies and sports groups who had a stall and we had about 700 attendees (over 600 were recorded through MSL but not all attendees were recorded)</p> <p>Newly formed groups like Ice Skating and MedCheer were present.</p>

Written Statement Aim #3	
Context:	<p>Increased accessibility of student groups</p>
Progress:	<p>Updated the Canvas training for committee members – includes how societies can make their events more accessible for others. Also increases accessibility of being on a committee by making communications about processes clearer, avoiding issues arising out of confusion. Some unnecessary sentences cut and detail added where beneficial. Included detail about the new digital financial system for expenses.</p> <p>Student group memberships are about 5% higher compared with last year</p> <p>Highest number of student group memberships in 7 years (circa 11k at the end of December)</p>

This section is for you to report on progress made on student ideas and policy that you have been allocated from the Guild's decision-making (democratic) process. Currently, due to changes within the Democratic System, it is unlikely you will have worked on or engaged with any of these wider policies or ideas yet. You can review all current live ideas and update on any you feel your work has contributed towards or impacted.

You only need to provide updates where it feels applicable.

Please feel free to add extra rows to the table if you need to. You can find the current list of live policies [here](#).

Idea / Policy	Action Taken Since Last Panel
N/A - have not been delegated any official idea/policy suggestions that have gone through our democratic system. There have of course been unofficially submitted ideas that have been suggested to me from students.	N/A

Other Student Issues, Meetings or Projects to Note:

Issue/Meeting/Project	Context/Updates
Activities Policy	Gave a lot of support in writing this now completed and approved new policy for student group activity. Covers things like risk, media law, safeguarding, EDI etc. Creates clarity for staff and students about definitions/timescales/what is expected etc.
Return of Valefest	Date set for it – Sat 1 st June Going to be led by Hall Reps with the support of the society committee (this was an option chosen by the committee)

<p style="text-align: center;">Guild Awards Planning</p>	<p style="text-align: center;">Introduction of £20 Early Bird tickets (cheaper than last year)</p> <p style="text-align: center;">Ensured there will be non-alcoholic beverage option as well as alcoholic option (will not just be water)</p>
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Some other groups/committees/responsibilities:

- Good Campus Relations - discussing tension points on campus surrounding various Issues
- Chair of Health & Safety Committee
- Chair of Engagement Committee
- Graduate Attributes Working Group
- Birmingham Award Panelist
- Student Entrepreneurship Working Group
- UoB Xtra Core Steering Group
- Alumni Impact Fund panel
- Oversaw and participated In the handling of Complaints and Incidents - These have Involved sensitive controversies, such as sexual assault allegations, transphobia, and protests about the Israeli-Palestinian conflict. Diplomatically mediated discussions and Imposed membership disciplinary sanctions where appropriate.