

Guidance

- Your report should be 1000 words or fewer. You should write in all three sections, but it is up to you to decide how much weight to give each section.
- Your report should be submitted one week before the date of each Scrutiny Panel. Completed reports should be emailed to r.nadeem@guild.bham.ac.uk or l.gill@guild.bham.ac.uk
- You will have two minutes at the beginning of each Scrutiny Panel meeting to supplement your report with a verbal update.

Officer:	Amie Raphael (Activities and Employability Officer)
Date of panel:	03.2.2021

Written Statement 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 can remain the same for each panel.

Improve training for societies.	
Improve training for both individual committee roles such as sports officer. Also ensure Vice-presidents and co-chairs are trained to the same degree as a president. Introducing new training surrounding safeguarding, first aid (including mental health first aid) and welfare training.	
Context:	Multiple students have complained about the lack of training for certain roles and volunteering groups have noted a lack of safeguarding training. Increasing the training we do could result in less emails with queries on what to do for certain documents and events. More training will also give students more employable skills specifically surrounding first aid training.
Progress:	Imogen ran her accessibility training at the end of last semester, which was received well, the plan is to incorporate her training into inductions or workshops over the summer for new committees. I also ran my collaboration forum at the end of last semester, since attendance was low the plan will be to run a second one. Training is one of the key

	<p>discussion points at the Super AGM so we hope to get some constructive feedback there to help cater training for committees. I'm working on a number of workshop and training ideas with multiple officers at the moment too including one on balancing your university life and society life with Charlotte.</p>
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Have all documents online as well as access to advice.

Upload all documents online in an easy to use and understand committee hub. Each document will have how to fill the form in, advice and tips, examples and deadlines on the same page as well as any FAQ's.

Context:	<p>Not all documents are currently online, and the student group's hub is confusing and only has documents. Leaving groups confused as to how to fill in the documents.</p>
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Progress:	<p>The digital meetings are continuing. We had a meeting on how the grants module would work where we've raised some questions on the staff side of grant. The user/ student side all looks very positive. There is a deadline of the end of this semester for the student groups module to be sorted by. It is all positive so far.</p>
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The guild to be perceived as transparent and accountable.

There is a lot of discontent towards the guild and the officers. The organisation needs to become much more transparent and accountable in order to be perceived in a positive light by the majority of students.

Context:	<p>There is a lot of frustration and anger towards the guild, both towards certain departments but also towards the officers. In order to be seen positively our communication and students understanding of the guild needs improving.</p>
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Progress:	<p>Currently looking at a short-term piece of work using the annual work that gets done surveying students and using focus groups on officer awareness and building awareness. This work will then feed into the larger piece of work getting an in-depth insight into Guild operations and looking at if we are asking students the right questions about our services. Once the large piece of work is done this will be woven into the strategic plan on the Guild.</p>
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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.

Meeting / project	Outcome for students
Super AGM	<p>The Super AGM will be taking place the week of scrutiny panel. This was an event Ryan brought back last year where students get to give feedback on all thing's societies. I decided to run the super AGM again to get direct feedback from student committees on certain topics to do with societies and the guild. We have also included one or two additional items to the agenda. From the feedback we get that'll influence the work the student groups team and I will take forward and identify if there are any small changes we can do quickly.</p>
Adopt a society/ Save a society campaign	<p>Off the back of the merger policy, I saw the gap for a scheme similar to ones a number of other SU's have. The scheme would be for societies that don't have a committee or societies who are seeking advice/ guidance/ mentoring on certain events such as running a ball to recruit students to 'save' or 'adopt' that society. Given the effect the pandemic has had on certain groups this could save a lot who due to the lack of physical activity won't be doing as well as normal. The idea is to review the list of societies with a lack of or no committee and freeze the ones we believe would normally do well and put them on to this scheme.</p>
Employability week 2	<p>There is going to be a second employability week which is over a fortnight. I'm looking at running two events for a second employability week. The first event is in collaboration with DARO and will take place during student volunteer week where both students and alumni will answer questions on volunteering at and after university. The second event is a workshop for the careers network on what volunteering is like at university and the skills you earn from that. I've also pushed for the careers network to speak with our PG officer, international officer and disabled students' officer on how they could improve their advice in these areas. The careers network and I are collaborating on an event on innovation</p>

	during a pandemic and getting students to talk about their experiences running new types of society events or starting up an etsy shop.
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Ideas and policy

This section is for you to report on progress made to ideas and Guild policy that you have been mandated to work on. You only need to update your actions taken. You can also add ideas or policy as they are passed through the year.

Idea / policy	Action taken since last Panel
Idea / policy title	Short update on progress since last Scrutiny Panel

Other student issues, meetings or projects to note:

- UoBe Festival- Lego old Joe
- Second Activities committee
- Merger policy
- Not On November feedback
- Health & Safety committee
- MDS CQAAC
- New student group co-ordinators
- Connected Christmas
- Work on Guild Awards
- Handling complaints
- Digital meetings
- Commonwealth games meetings
- MDX
- VP Activities meetings
- Conversion therapy work
- Work on VC recruitment