

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:	04.11.2020

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 will have run her accessibility training at the start of this week. From the Guild task & finish groups we will look at working with Careers Network to assist in some of the trainings we put on. I'll be getting feedback on training and how to improve it at the Super AGM I have planned for next semester. Currently we don't have the funding

	for Mental Health first aid but I'm looking to review the current safeguarding training we do have. I'm personally working on a student groups handbook to provide key information on forms for all committee members. Guild advice will start to write up a booklet on where to signpost students if they approach a committee with welfare problems, this will start in second semester.
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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:	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.
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Progress:	Bi-weekly Digital meetings have restarted. March is our goal to have the student groups module online. We are considering doing some live testing on some groups to check everything works. There are some issues with MSL and VAT which are being looked into.
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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:	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.
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Progress:	I have started work with Student voice and the communication and marketing team at the Guild to release a survey in second semester. This will be a long-term project which won't be finished under myself due to the nature of the survey and what will be asked of students. Results will help piece together a lot of long-term Guild plans. This is dependent on when the NSS gets released.
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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
Collaboration Forum	This is one of my manifesto points. The collaboration forum is an opportunity for societies to learn about how to effectively collaborate on events together. It's also an opportunity for them to network and meet other committee members from different societies. This will be taking place in the final week of term (14 th -18 th December)
Merger Policy	Over summer two societies applied to merge. SGX ended up rejecting both mergers due to a lack of policy. To ensure we are consistent with future merger applications I started to write up a policy. I meet with both Ex-SGX and the two society presidents who applied for mergers. The policy has been taken to MDX and will go to activities committee.
Connected Christmas	This is an opportunity for societies to support students remaining in Birmingham over the Christmas break. They have been asked to produce resources such as a list of Christmas films that will be shared in the virtual neighbourhood for students to have access to and use/ take part in the activities.

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

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Other student issues, meetings or projects to note:

- UoBe Festival meetings
- Careers Network- input on their employability strategy
- First Activities committee
- First sub-committee of activities committee
- All student meeting
- Not On November
- The exchange building meetings
- UEB
- Student groups newsletters- including monthly awards
- Health & Safety committee
- External memberships
- Student group co-ordinators interviews
- Chaplaincy meeting
- Strategic planning meeting
- MDS CEC