

## 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](mailto:r.nadeem@guild.bham.ac.uk) or [l.gill@guild.bham.ac.uk](mailto: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.

<b>Improve training for societies.</b>	
<b>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.</b>	
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:	I have held an academic society specific training alongside a member of the student voice team. I have also organised Imogen our DSO to lead a training session on being more inclusive, this has been delayed slightly due to the recent zoom hackings. I'm also working on providing equality and diversity training but this is reliant upon Sammy Li

	<p>releasing his training to all students. I plan on running another Super AGM in second semester to gain feedback from groups. Not On November is currently happening which there is roughly 4 Not On sessions a week for committee members to attend. Following this I will be reviewing if this could be added to the canvas committee training. There are also plans to release a training specific feedback form in second semester. Using the feedback I will work with student groups to work on and tailor the committee training.</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.

<b>Context:</b>	<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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<b>Progress:</b>	<p>Currently awaiting the review on MSL to get the go ahead to upload financial documents first and activities based documents next. I've had a meeting with comms and marketing to start a discussion around revamping the hub. Student groups are currently looking at a temporary solution to make groups and their life easier by uploading documents to a google drive.</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.

<b>Context:</b>	<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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<b>Progress:</b>	<p>The Guild Officers have signed up for a radio show to discuss our work more publicly- seeing as we only do halfway and end of term updates. This gives students an up to date insight into our work. I've spoken with SEOs to get them to establish a relationship with academic societies to get more students engaged with them. Student groups and I also opened up a Q&amp;A for societies to ask questions.</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
Employability week	<ul style="list-style-type: none"> <li>To ensure students are aware of the range of employability support available to them at university and to signpost them to opportunities</li> <li>To educate students on what different departments can offer</li> <li>To focus on skills within employability-definition, opportunities at university and how to use these in a CV/ applying to jobs</li> </ul>
Not On November	To allow society committee members to be trained through Not On Workshops throughout November.
Virtual Welcome Fair	Very first virtual welcome attended by more than 4k students, alongside virtual events attended by 1k students.

## 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:

- Autumn Elections- promote activities committee
- Shaping Guild policy to do with COVID-19
- Student group shout-outs blogs
- Lakeside
- Personal Skills Award board meeting
- Alumni Impact Fund- promotion and shortlisting
- UoBe Festival meetings
- Exchange building meetings
- Commercial strategy- Joes being open
- Final SGX- grant allocations
- Meetings with SEOs