

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:	Imogen Mann (Disabled Students' Officer)
Date of panel:	21/4/2020

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.

Written Statement Item #1	
Launch a Hidden Disabilities campaign	
Context:	Raising awareness of hidden disabilities within the university setting is key for every student to succeed. This acknowledgment will help to raise awareness, reduce stigma and provide vital support for those that need it.
Progress:	I will continue to ensure access to hidden disability lanyards where possible as campus begins to open up again. My second campaign was delayed due to responses in terms of funding and made difficult due to restrictive risk assessments. We had originally planned to launch for Mental Health Day in March, but the campaign was delayed until

	<p>Easter. Due to having my surgery in Easter, I have not been able to sort the final campaign, so I am ensuring plans are in place to continue working with the Conservation Volunteers over the next year.</p>
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Written Statement Item #2

Push for the use of subtitles in Panopto and increase accessibility of lectures

Context:	<p>Accessibility of course material is a key aspect of making higher education inclusive to all. The new accessibility requirements that came into force in September this year mean that online documents and videos produced must be in an accessible format – meaning subtitles on lectures.</p>
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Progress:	<p>There continues to be miscommunication between those organising the software for subtitles and lecturers delivering these subtitles. I have been working with the Education Officer, Jules, to understand how this can be resolved effectively.</p>
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Written Statement Item #3

Campaign for increased inclusivity and accessibility of sports

Context:	<p>There are currently few accessible sports options at the University of Birmingham and this needs to change.</p>
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Progress:	<p>There has been some exciting progress made with regards to wheelchair basketball at UoB. I am in the process of setting up a committee, but there is significant support from UoB Sport so I am hopeful this will be a success.</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
Disability page on the Guild website	I will continue to work on this section throughout the rest of the year, but, again, communication in this area is slow. I am hoping to get something sorted by summer so that we can provide more support to freshers in September via this accessible hub of information.
Re-establish DAMSA	We have successfully elected a committee for 2021/22 academic year, which I will co-chair. This will secure the society for another year and help us to develop the society further, whilst providing disabled students a platform to network safely.
NSS report questionnaire	The initial questionnaire ended last week. The next stage is analysis of results, which I will work through with the Student Voice team. We will then be able to organise smaller listening groups to obtain qualitative data, which we can put forward to help make changes in both the Guild and University.
Water bottle availability in the library	I have worked with the Welfare Officer – Charlotte – to ensure access to water in the library for students with disabilities or medical conditions that need this service. Libraries across the University have launched this on a trial basis, but it has been difficult ensuring students who need this service are made aware. This is something we accessed Disability Services to help

	promote, but this wasn't followed through.
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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:

- Dealt with numerous personal enquiries from students, signposting them to useful resources or giving them support and advice when necessary.
- I am in communication with MDS college reps and full-time officers around the mistakes made in recent examinations and ill-treatment of students with RAPs.
- I continue to work with MDS on the way RAPs are communicated to and handled by placement providers.