



University of St Andrews Students' Association Student Services Council

MINUTES

Tuesday 1st October 2013 – Committee Room, 7.00pm

Present

Sophie Kelly	Arts/Divinity Senate Representative
Maxwell Baldi	Association Chair
Sadie Hochfield	Association Community Relations Officer
Daniel Palmer	Association Director of Events and Services
Edward Woodhouse	Association Director of Representation
Kelsey Gold	Association Director of Student Development and Activities
Dominyka Urbonaite	Association Environment & Ethics Officer
David Norris	Association LGBT Officer
Scott Schorr	Association Postgraduate President
Chloe Hill	Association President
Oscar Swedrup	SSC Broadcasting Officer
George Parker	SSC Charities Officer
Joseph Tantillo	SSC Charitable Development Convenor
William Lord	SSC Debates Officer
Stephanie Ekanayaka	SSC Design Team Convenor
Fiona Woodhall	SSC Entertainments Convenor
Robert Dixon	SSC Member for Societies Elections
Emily Dick	SSC Member for Societies Grants
Keith Cordrey	SSC Member without Portfolio
Courtney Lewis	SSC Societies Officer
Fay Holland	SSC Volunteering Officer

In Attendance

Laura Abernathy	The Saint
Tierney Riordan	The Saint

1. Adoption of the Agenda

The agenda was adopted without dissent.

2. Apologies for Absence

Maia Krail-Fry	SSC Film Production Officer
David Patterson	SSC Performing Arts Officer

Maia Krail-Fry's apology was accepted without dissent.

Mr Woodhouse objected to the acceptance of Mr Patterson's apology.

Mr Woodhouse noted that apologies should be received prior to the start of the meeting and that the given excuse was inadequate.

The question on accepting Mr Patterson's apology was called.

With 3 members in the affirmative and 11 members in the negative, the apology was not accepted.

3. Adoption of the Minutes of the Previous Meeting

Pursuant to Standing Orders §7.2.2, the minutes of the Joint Meeting of the Councils held on the 17th of September 2013 were laid before the members of the Council on the 23rd of September 2013. With no objections registered within 24 hours, the minutes were considered adopted by electronic mail.

4. Matters Arising from the Minutes of the Previous Meeting

There were no matters arising from the previous minutes.

5. Open Forum

There was no business from the open forum.

6. Report of the Sabbatical Officers

6.1. Report of the Association President

Ms Hill reported to the council that the Association Governance Review was to be completed that week and would be the culmination of work that had been on going since February. Ms Hill expressed her desire that the review be completed as soon as possible.

Ms Hill reported that a lot of her time had been spent dealing with the redevelopment. Ms Hill informed the Council that Phase 1 of the redevelopment, which encompasses the work on the café and shop at the front of the building, was to be completed by spring, at which time a launch part was planned to show the community what the new building would be like. Ms Hill added that once those spaces were opened, Phase 2, which included work to split up and modernise the main bar, would begin, during which time Venue 1 would be open and the beer bar would open. Further phases, Ms Hill announced, would include the top floor of the building being refurbished over the summer to create new society spaces followed by the middle-floor offices being temporarily located to the newly-refurbished top floor to allow the middle floor to be refurbished. Following the work on the top and middle floor, Venue 1 is to be closed and split up into a theatre and nightclub space. The hope in splitting up the Venue, Ms Hill noted, is that the bizarre experience of sell-out event still leaving Venue 1 feeling empty would end.

Mr Palmer stated that he was working on what would happen with Venue 2 while the main bar was closed. Mr Palmer asked whether it would be a bar area or a societies space and which of the two was more valuable.

Mr Norris stated that his subcommittee's preference was for a blank canvas, as, due to the nature of his subcommittee, it needed a quiet and private area in which to hold events.

Mr Swedrup stated that the area should be left for events as few people tended to use the space to socialise.

Ms Hill stated that the room was to be made over with a comfy and cozy theme.

Mr Palmer added that the room would also have a better colour scheme.

Ms Lewis stated that she thought a blank space was better as societies had been unhappy about being told they couldn't use the area. Ms Lewis did highlight, however, that student preference seemed to be for a bar area.

Mr Palmer stated that the problem then became where the pool tables would be placed

Ms Hill stated that the members would be surprised at how strongly opposed the Pool Society was to getting rid of the pool tables.

Mr Palmer added that the tables were also large revenue generators.

Ms Woodhall questioned the viability of placing the pool tables in the Poison Bar area and having them sealed off when they weren't in use.

Ms Hill stated that that was an idea worth looking in to.

Ms Hill re-highlighted to the Council that Venue 2 wasn't going to exist after the redevelopment.

6.2. Report of the Association Director of Events & Services

Mr Palmer informed the Council that the Sabbatical Officers now had a new frog.

Mr Palmer reported to the Council that Freshers' Week had been a success, with lots of sell-out events, and, though the numbers weren't in, it seemed as though it had been, monetarily, the second most successful week on record. Mr Palmer stated that the plan for the week had been to have varied events that weren't focussed on alcohol and requested that the members try to carry that theme through in their own work and to tie in with Ms Hill's campaign to make the Association more inclusive.

Mr Palmer stated that Sin City had been cancelled due to the high volumes of complaints from various groups and the controversy surrounding the dancers. In its place would be a four-week rotation of different events with cheesy nights, the Ministry of Sound, headphone discos, and live music events. Mr Palmer requested that those members with ideas for events contact him, as footfall had been quite low.

Mr Palmer reported to the Council that a new cocktail range was now available at the bar and that tea and coffee were still available at the bar during the day.

Mr Palmer summarised the start of the year as having had a really good Freshers' Week followed by a quiet few weeks and thanked the members of his subcommittee for their good work.

Mr Swedrup asked of Mr Palmer whether any group could come forward with an event for the Saturday night.

Mr Palmer stated that was correct and that any group, for example Music is Love, could come forward and propose an event and that that flexibility was one of the benefits of scrapping Sin City.

Mr Swedrup asked whether the building was quieter in terms of attendance or revenue.

Mr Palmer answered that it was mainly footfall but highlighted that while Sinners had been a sell-out event the revenue had been down. Mr Palmer wondered if the reason was due to the first years becoming tired with the Union and deciding to explore the other bars in the town and added that he hoped it wasn't due to the building work, as that would not be something they could rectify.

Mr Swedrup stated that it was possible other subcommittees should advertise the events in the Union.

Mr Palmer stated that that would be helpful and that, generally, he wanted to push the idea that the Union was still open.

Ms Hill stated that the Council had to consider whether the downturn was due to students having less money, as it seemed that other venues, for example The Vic, were not taking money from the Union.

Ms Gold stated that that dialogue was why the members sat on the Student Services Council, to communicate back what they had heard from other students to help bring more students to the building.

6.3. Report of the Director of Student Development & Activities

Ms Gold congratulated everyone who had held an event as there had been lots of positive feedback.

Ms Gold stated that the Freshers' Fayre had gone well but added that societies were unhappy at only having half days. Mr Gold requested that the members submit suggestions on how to organise the fayre next year, as, due to the redevelopment, the format of previous years would not be possible in future.

Ms Gold reported that applications to serve on the Scott Lang Dinner committee would close on Thursday and that the process for the Class Gift project had just closed.

Ms Gold reported that the preparations for the On The Rocks festival were going well.

Ms Gold reported that individual subcommittee login were now available for the website and that they could now go on and modify their individual pages. Ms Gold highlighted that some subcommittees were taking this opportunity to bring their webpages back to the main website. Ms

Gold also highlighted that the work on the website was being carried out by Sabbatical Officers so they should contact them if they came across problems with the website.

Ms Hill stated that if a member asked a sabbatical officer to carry something out on the website, and it was taking a long time, it was because they were doing it.

Ms Gold stated that the only work on the website that hadn't been carried out by the Sabbatical officers was the work on the societies portal which had been carried out by Mr Dixon.

Mr Swedrup stated that when STAR had redesigned their website, they had emailed the computer science department.

Ms Hill stated that she agreed with the idea but was against unpaid internships and she feared managing the website would quickly become that.

Ms Lewis stated that a student had initially designed the Society portal and now no one now knew how to work it which led to the current redesign.

Mr Palmer stated that if anyone had any events that they wanted advertised on the website, they should contact him with a poster and a short blurb. Mr Palmer added that he was working with Mermaids to get a show-list and that would be advertised in the website. Mr Palmer recommended that the online ticket sales be reserved for high-value ticket events, as the administration charge would consume a large portion of the revenue otherwise.

Ms Gold apologised for the delay in the Student Services Council training and stated that a compromise had been created whereby each member would be met with individually to be taught how to fill in health and safety forms, teach basic finance skills etc. Ms Gold stated that the subcommittees should now have received their final budgets but that she was aware that some hadn't.

Ms Gold stated that she had timeframes for when different groups would need to move for the redevelopment and that those were available to view in her office.

6.4. Report of the Association Director of Representation

Mr Woodhouse reported that the biggest thing he was currently managing was the class-rep elections and expressed his hope that all the members had voted.

Mr Woodhouse informed the council that an internal review of learning and teaching would be held on October 24th. Mr Woodhouse stated that he wanted to show the University and the representatives from Aberdeen and Edinburgh that what made the University great was the holistic experience. Mr Woodhouse requested that the members find two students who would be willing to take part and be questioned about their experience and added that they would be rewarded with drinks vouchers. Mr Woodhouse clarified that he wanted a diversity of students and not just students that were technically experienced.

Mr Schorr asked whether members of the Council were eligible to participate.

Mr Woodhouse responded that the members should feel free to participate but that members of the Students' Representative Council were obligated to take part.

Ms Lewis asked whether these representatives should be from the subcommittees or selected on a more general basis.

Mr Woodhouse responded that, while it might be easier to find people on the subcommittees, there was no restriction.

7. Report of Officers

Mr Baldi stated that, as these reports covered the period from April until now, the officers should feel free to report on activities from the past as well as on the near future.

7.1. Report of the Association Community Relations Officer

Ms Hochfield reported that she was in the process of establishing a Community Relations Subcommittee and that there had been a lot of interest including from a member of an institution in Dundee.

Ms Hochfield stated that there was a Community Council meeting on Saturday 5th from 0930 until 1130 and encouraged the members to attend as, in the past, turn out had been low. Ms Hochfield stated that members would be invited to the event via Facebook as a reminder.

7.2. Report of the Association Environment & Ethics Officer

Ms Urbonaite reported that she had been working a lot on training for hall environment representatives and that the first session would be held the next day. Ms Urbonaite stated that she was working with Estates on ideas for Green Week and that she would like more input from the other committees e.g. with Debates holding an event focussed on the environment.

Ms Urbonaite reported that she had a meeting with GoCarShare on Thursday at 1730 as they wanted to advertise in St Andrews and that those who wanted to attend the meeting should email her.

7.3. Report of the Association LGBT Officer

Mr Norris reported that the subcommittees EGM had been held on Sunday.

Mr Norris reported that several events had been held so far, Freshers' Week events had went well and that, in coordination with Ms Walli and Ms West, he was organising a community outreach event with the high schools and the community.

Mr Norris reported that the subcommittee's internal problems had now been resolved.

7.4. Report of the Association Postgraduate President

Mr Schorr reported that, when he took the position up in July, he formed a temporary committee to organise events for Freshers' week and that he now emailed the postgraduate students every Sunday with updates.

Mr Schorr informed the council that a movie night was now being held every month and that had started in July. Mr Schorr stated that a main-bar event had been held on the Monday of Freshers' Week and a Scavenger Hunt had been held on the Tuesday and a wine-night event had been held in Venue 2 on the Thursday.

Mr Schorr informed the council that the subcommittee's EGM had not been held and positions filled. Despite that, he had received emails from people interested in taking part and was considering co-opting them.

Mr Schorr informed the council that a Gala was to be held on the 7th of October, the ally-cats would be performing.

Mr Schorr stated that, if any member needed information distributed to the postgraduates, he was happy to do that.

Mr Schorr informed the council that he had launched a new website, at stagsoc.co.uk, for the postgraduate society prior to Freshers' Week.

Mr Schorr informed the council that he had started holding weekly surgeries over the summer and that he would continue to do so over the year.

7.5. Report of the Athletic Union President

There was no report from the Athletic Union President.

7.6. Report of the SSC Broadcasting Officer

Mr Swedrup reported to the council that, since April, a new website had been put in place and new server equipment had been purchased. Both projects had been conceived with the long term in mind.

Mr Swedrup reported that STAR had launched on Friday and this year biggest schedule ever with 98 shows running from 1000 until 2400 every night of the week. Mr Swedrup stated that some shows had been turned down due to the high volume of interest.

Mr Swedrup reported that they had been working on technical upgrades and that they would be carried over when STAR moved during the redevelopment. Mr Swedrup reported that the subcommittee has been spending a lot of money, including from the previous year's surplus, to ensure the quality of the show would remain high in the future.

Mr Swedrup requested that members advertise as he saw it as an on going battle to make sure students knew that there was a student radio.

Mr Swedrup stated that he wanted the members to let STAR know when events were being held as the subcommittee would be more than happy to attend and record events and post links online e.g. via SoundCloud.

7.7. Report of the SSC Charities Officer

Ms Parker reported that the subcommittee had been busy, had had a good freshers' week with three different events and lots of people joining the mailing list.

Ms Parker reported that the EGM had been held the previous day and that the various other subcommittees e.g. those for Race2 and RaG Week were being put together.

Mr Parker reported that they were trying to work with hall charities representatives and that preparations for Race2Berlin were on going and the launch party was to be held on Thursday.

7.8. Report of the SSC Charitable Development Convenor

Mr Tantillo reported that, for those members who had contacted him about grants, he was working on their requests. Mr Tantillo informed the council that his email address was sadev@st-andrews.ac.uk and that those who hadn't contact him should do so, adding that the more time he was given the more likely it was he would be able to secure extra funding.

Mr Palmer clarified that the trusts prefer to spend money on items rather than services e.g. training.

Mr Tantillo agreed and asked that members be specific in their requests.

7.9. Report of the SSC Entertainments Convenor

Ms Woodhall reported that Freshers' week had been successful and that there had been 10 different events managers, the most ever. Ms Woodhall added that a training night had been held the previous Thursday and that training would be on going throughout the year so subcommittees were welcome to send people for training. Ms Woodhall also stated that a lot of time had been invested in creating a wiki-guide to the equipment and venues so people could, for example, are able to use Venue 2 without assistance even if they were non-technically minded.

Ms Hill congratulated Ms Woodhall on holding a successful Freshers' week.

7.10. Report of the SSC Debates Officer

Mr Lord informed the council that Debates had experienced a good start to the year and the year ahead had a packed calendar. Mr Lord stated that work on organising semester two events had started, training had been going well and experiencing a high retention rate, and that the world's team had been selected to represent St Andrews in Chennai.

Mr Lord stated that the First Year Representative would be selected this coming week.

Ms Gold asked whether the election would be held before or after the debate.

Mr Lord stated that the election would be held in committee time and would take approximately half an hour.

7.11. Report of the SSC Film Production Officer

There was no report from the SSC Film Production Officer.

7.12. Report of the SSC Member without Portfolio

Mr Cordrey informed the council that he had live-tweeted two council meetings now.

Mr Cordrey informed the council that he had spent time helping Debates out and also had helped Ms Hill with email inbox maintenance

Ms Hill stated that Mr Cordrey's help had been surprisingly useful as she received a very high volume of emails.

7.13. Report of the SSC Music Officer

There was no report from the SSC Music Officer.

7.14. Report of the SSC Performing Arts Officer

There was no report from the SSC Performing Arts officer.

7.15. Report of the SSC Societies Officer

Ms Lewis stated that Freshers' Fayre had gone well.

Ms Lewis thanked Ms Gold for her help with running and organising the Freshers' Fayre.

Ms Lewis informed the council that society training was currently on going and most Presidents and Treasurers had received their training with one more training session to be held the next day.

Ms Lewis informed the members that their names had been included in a societies handbook so they may be contacted by societies looking for help.

Ms Lewis informed the council that there had been a lot of deregulation surrounding the running of Societies and the way they were now approached was now quite different. Ms Lewis stated that this approach meant that societies could now design their committees how they wanted and that the Association placed very little requirements on Societies.

Ms Lewis stated that there was now an affiliation agreement that comprised of two sides of A4 paper detailing what the Association would give societies in what societies had to give back.

Ms Lewis stated that there now existed a new model constitution.

Ms Lewis stated that Mr Dixon had rebuilt the Societies' Portal and it was now functional and working.

Ms Lewis informed the council that an EGM was to be held in during the next week as the structure of the subcommittee was changing and more people would be required. Ms Lewis requested that the members identify people who might be interested in the new positions and send them her way.

Ms Lewis stated that new societies were in the process of affiliating.

Ms Schorr asked whether Ms Lewis would like Postgraduates on the subcommittee.

Ms Lewis responded that she would.

Ms Schorr stated that Ms Lewis should email him the necessary information.

Ms Lewis stated that a Societies' Clinic was now being held every Friday and that societies should feel free to attend and talk to the committee.

7.16. Report of the SSC Member for Societies Elections

Mr Dixon reported that he had rebuilt the Societies' Portal, written a new model constitution, brought in new rules and was training officers in what could now be done.

Ms Hill asked that the members recognised the work that Mr Dixon had carried out in rebuilding a website for over 150 Societies that was identical in appearance but functionally better than what the Association could have paid for.

Ms Gold stated that Ms Lewis had drawn attention to people not knowing what the Societies Committee was for and added that they managed funding, support, health and safety awareness for societies.

Ms Lewis stated that the subcommittee using the phrase that they were 'a grant making body'.

Ms Gold stated that there were a lot of things the subcommittee did.

7.17. Report of the SSC Member for Societies Grants

Ms Dick stated that there was now a new procedure for grants and that societies now had to apply through the Societies' Portal and then speak to her at the Societies' Clinic. This was subject to a few rules such as if the grant was high risk or more than £500 it had to be referred to the committee. Ms Dick stated that in replacing last year's procedure, it was now easier for societies to access grants.

Ms Dick stated that two grants had now been made. One was to the Philosophy Society and the other was to the Czech and Slovak society. The loan to the latter was to enable the society to have a talk from one of the leaders of the Velvet revolution in Bratislava.

Ms Schorr asked whether the deadline was rolling.

Ms Dick replied that, yes, the deadlines were rolling and open throughout the year. If an application was submitted by 6pm on Thursday, the society could attend the clinic the next day, if not, they could attend the Clinic on the following Friday.

Ms Gold clarified that none of the committees represented on the Council were eligible for grants as they already received a budget.

7.18. Report of the SSC Volunteering Officer

Ms Holland stated that a few projects had been started over the summer and that a new Town and Gown project was being run with the medical centre. Ms Holland stated that risk assessments had been carried out over the summer.

Ms Holland stated that she had been working with societies for people who were in need of volunteers.

Ms Holland stated that there would be a talk from the Saltire Foundation, a Scottish Government organisation, which recognised voluntary work.

Ms Hill asked how many volunteers there were.

Ms Holland responded that she was unsure but that it was more than 200.

Mr Baldi asked for clarification as to whether time spent on committees counted towards the Saltire Award.

Ms Holland stated that it did and there would be a talk given later which explained the details.

7.19. Any Other Competent Reports

7.19.1. Report from SSC Design Team Convenor

Ms Ekanayaka reported that there was now a new website in place and that it seemed to be working.

Ms Ekanayaka reported that her subcommittee was working on building a stock photography database and that member's should refer friends who engaged in photography her way.

Ms Ekanayaka stated that training workshops were going to be held with professional and those who have studied design in attendance.

Ms Ekanayaka stated that those subcommittees that had marketing officer in need of help should send them to her for training.

Ms Ekanayaka stated that those subcommittees that had projects that needed help on marketing should contact her.

8. Unfinished General Business

There was no unfinished general business.

9. New General Business

9.1. Election of Nominee to SSC Discipline Committee

Mr Palmer stated that, as Mr Norris was now an employee of the Union, he couldn't sit on the SSC Discipline Committee. Mr Palmer stated that serving on the committee was good as it met irregularly – fortnightly to monthly – depending on the workload. Mr Palmer stated that all the work of the committee was confidential but that it mainly dealt with cases of violence, theft, and vandalism. Mr Palmer stated that it did not deal with clear cases, such as underage drinking. Mr Palmer stated that anyone could run but they appreciated having SSC members sitting on the committee.

Mr Dixon asked Mr Palmer to clarify the time commitments.

Mr Palmer stated that they would be an hour every fortnight or month and that the committee tended to meet three to four times a semester.

Mr Cordrey asked if the meetings would be held during office hours.

Mr Palmer stated that, as Mr Cupples served on the committee, that the meetings would be held between 0900 and 1700.

Mr Baldi stated that nominations were now open.

Mr Lord nominated Mr Tantillo.

Mr Woodhouse seconded Mr Tantillo's nomination.

Mr Schorr nominated Mr Dixon.

Mr Woodhouse seconded Mr Dixon's nomination.

Mr Baldi closed the nominations.

Mr Tantillo left the room.

Mr Dixon stated that he was always keen to be involved and that, having heard the time requirements, he could fit the job into his schedule.

Ms Lewis asked how likely Mr Dixon was to stick to all the rules.

Mr Dixon stated that he was likely to adhere to them.

Ms Gold stated that the position entailed keeping information confidential and asked whether Mr Dixon thought he could accept that responsibility.

Mr Dixon stated that he thought he could.

Mr Palmer stated that the position would entail Mr Dixon playing bad cop and asked how that made Mr Dixon feel.

Mr Dixon said that he felt excited.

Mr Dixon left the room, Mr Tantillo returned.

Mr Tantillo stated that he would love to join the committee and that he regretted not standing for the position the last time around. Mr Tantillo stated that he loved rules and parliamentary procedure and that he wanted to be a lawyer. Mr Tantillo added that he hoped to bring a level head to the committee. Mr Tantillo stated that he wanted to ensure that people who misbehave are given a suitable punishment but that the process was fair and open, he did not intend to bring in any cruel or unusual punishments.

Ms Hill asked of Mr Tantillo whether he enjoyed his previous time on the committee.

Mr Tantillo responded that he had enjoyed it a lot.

Mr Baldi stated that the options for the election were Mr Tantillo, Mr Dixon, and to Re-open nominations. The system was the alternative vote and members should rank the candidates in order of preference.

The results were: Mr Tantillo 14, Re-open nominations 1, Mr Dixon 0.

The total valid votes were 15. Quota for election was 8.

Mr Joseph Tantillo was duly elected to the SSC Discipline Committee.

9.2. S. 5 – A Motion on Zero Tolerance on Harassment in the Students' Association

THIS STUDENT SERVICES COUNCIL NOTES:

1. The Hidden Marks report, published in March 2010 by the NUS Women's Campaign, revealed that 68% of women students have experienced sexual harassment while a student at their current institution. Many women students reported experiencing persistent harassment in pubs and club nights of the type held at many unions, and reported that this kind of behaviour was seen as normal at such an event.
2. That the standardised definition of sexual harassment, used by those institutions with a 'Zero Tolerance Policy' is as follows:

The defining characteristics of sexual harassment are that it is unwanted, persistent and of a sexual nature. Examples of unacceptable behaviour include:

- Unwanted sexual comments (including comments about your body or private life)
- Unwelcome sexual invitations, innuendoes, and offensive gestures
- Wolf whistling, catcalling or offensive sexual noises
- Groping, pinching or smacking of your body, such as your bottom or breasts
- Having your skirt or top lifted without agreeing
- Someone exposing their sexual organs to you without consent.

3. The zero tolerance to sexual harassment campaign has been established with the aim of helping unions create an environment where all students can enjoy time in their union without persistent and unwanted attention of a sexual nature.
4. That a number of students' unions across the UK have already successfully implemented a zero tolerance policy in their Union.
5. That the policy covers offences which are already dealt with by the discipline committee, but that the new policy coherently explains the various type of harassment so students are more aware.

THIS STUDENT SERVICES COUNCIL BELIEVES:

1. That no student at this institution should be forced to just 'put up' with sexual harassment and that action must be taken to ensure all students are able to enjoy the union without experiencing sexual harassment.

2. That sexual harassment should not be tolerated by the union, and those who commit acts of sexual harassment should be stopped and disciplined for their actions.

THIS STUDENT SERVICES COUNCIL RESOLVES:

1. To adopt a 'zero tolerance to harassment' policy
2. To use the NUS definition of sexual harassment in the zero tolerance campaign to maintain consistency between institutions and allow for future assessment of the policy.

ZERO TOLERANCE TO HARASSMENT POLICY: ST ANDREWS STUDENTS' ASSOCIATION

The Students' Association shall enforce a strict zero tolerance policy towards sexual harassment and discrimination.

The policy shall protect all visitors and staff in the Students' Association venues.

Definition/Examples of behaviors that would be regarded as sexual harassment and/or discrimination

- Unwanted sexual comments (included comments about your body or private life)
- Unwelcome sexual invitations, innuendos, and offensive gestures
- Wolf whistling, catcalling or offensive sexual noises
- Groping, pinching or smacking of your body, such as your bottom or breasts
- Having your skirt or top lifted without agreeing
- Someone exposing their sexual organs to you without consent
- Uninvited sexual conduct, e.g. forcible kissing.

Training

1. All staff shall be trained and briefed on the policy at induction and shall receive refresher training as appropriate.
2. Security staff in particular shall receive appropriate training on how to handle incidents of sexual harassment.
3. Where possible, efforts will be made to ensure that all contracted security staff and other contractors working in the Students' Association are fully aware of the policy and its operations.

Promotion

1. The Students' Association shall ensure that the policy is constantly and consistently advertised and promoted to its visitors through various promotional material in all visitor and staff areas.
2. The zero tolerance policy logo will be included in all students association event promotional material
3. The policy will have a page on the website containing the written version of the policy, the motion as passed by the Association Councils, and other useful information where appropriate and relevant.
4. A poster version of the policy, including the list of unacceptable behavior and procedure to report suspected breaches of the policy shall be displayed in the toilets and entrance to the students association venues
5. The logo and simple information will be displayed as a permanent fixture in reception and on all bars
6. Other promotional materials, such as badges and beer mats shall be used throughout the venues during busy nights.

Reporting an incident

1. When a customer wants to report an incident they may do so through speaking to any member of security
2. When a staff member wishes to report an incident, they shall tell the duty manager (through a supervisor if needs be)
3. Whilst reports coming from those who believe to be victims shall be taken very seriously, reports from others observing an incident (e.g. staff or other visitors) shall also be seen as equally valid, depending on the context of the situation
4. All reports of behavior deemed unacceptable as stated in the definition must be logged in the incident logbook.
5. Students shall also have the opportunity to report incidents through email
6. Members will be given the option to make anonymous reports when they feel it necessary

Dealing with a report and enforcement

1. Reported incidents will be investigated thoroughly and dealt with as a serious disciplinary matter under the appropriate procedure
2. The option of referral to the police or University will be considered where appropriate

Proposed by Ms Hill, seconded by Mr Palmer.

Ms Hill introduced the motion as such: I've spent a lot of time reading unpleasant statistics on harassment in unions. The NUS has adopted a Zero-Tolerance policy and that has now spread to other clubs with high student attendance. This already covers things we discipline for but in a more coherent manner which let's students know what is and isn't acceptable. We will also run a campaign on respect. This motion passed in the Students' Representative Council last week with flying colours.

Mr Tantillo asked whether this would be about sexual harassment that's already reported or whether this would make it reportable.

Ms Hill responded that this motion was more about making students aware, as they didn't tend to know. Security staff would already report this if they saw it. We'll be looking at a posted campaign to spread awareness, so students know what is reportable.

Ms Ekanayaka asked whether this motion was geared towards sexual harassment against women.

Ms Hill stated that the policy was gender neutral but that it was based off of legislation and around 14 different laws. Ms Hill stated that she wouldn't want to change the definition, as then it would not be possible to make comparisons.

Ms Lewis stated that it should be noted that sometimes make jokes that could be considered sexual harassment but that weren't.

Ms Hill responded that she imagined that if a friend were to go too far that Ms Lewis would recognise that it wasn't a joke. Ms Hill stated that a joke wouldn't go to the Discipline Committee.

Ms Gold stated that the Discipline Committee would take the actual decisions on a case-by-case basis.

Ms Lewis noted that under the promotional section the zero tolerance logo would be included in all promotional materials. Ms Lewis asked whether that was forever.

Ms Hill responded that it would be a small logo that would appear on the posters like the YourUnion logo. Ms Hill stated that some other possibilities included stamps with the logo instead of bands, staff wearing badges, and some other methods.

Ms Dick asked whether sexual harassment was currently taken to the discipline committee.

Mr Palmer nodded his head so as to indicate an affirmative response.

Mr Palmer stated that this motion was just setting the policy out more clearly for the benefit of students.

Ms Dick asked whether there were any female members of the discipline committee in this room.

Ms Gold responded that she was a member of the committee.

Ms Gold proposed the following amendment to the Promotion section:

Promotion

...

2. The zero tolerance policy logo will be included in all students' association promotional material

Seconded by Ms Lewis

With no objections, the motion was amended.

Mr Cordrey stated that he found the language disappointing and highlighted that males who chose to wear a kilt were often subject to sexual harassment.

Ms Hill responded that this had already been discussed in the Students' Representative Council but that it had been brought up nationally.

Mr Norris stated that Ms West, Ms Hill and he were working to ensure that the policy delivered was gender neutral.

Mr Woodhouse asked if a discussion could be had on saying that advertising had to be gender neutral.

Ms Hill stated that members were welcome to come and ensure that the material was gender neutral but that the Students' Representative Council had been involved in ensuring that the material was neutral and appropriate.

Mr Baldi stated that the question was on the motion as amended.

With no objections, the motion was adopted in the Student Services Council.

10. Any Other Competent Business

10.1 Announcements

Mr Baldi stated that he wanted to have a straw poll about the possibility of recording and podcasting Student Services Council meetings with the goal of making it easier for those members who can't attend a meeting, increasing transparency, and making it easier for the student press.

Mr Swedrup asked whether the poll would only be for members of the Student Services Council and Students' Representative Council.

Mr Baldi stated that the poll would be open to everyone.

Mr Tantillo asked whether the recording would be edited to remove swearing or anything else irrelevant.

Mr Baldi stated that it would reflect what happened, just like the minutes.

Mr Woodhouse stated that he was uncomfortable with editing.

Ms Hill asked whether members would be allowed to remove content from the recording on the grounds that they could do so in the minutes or if they misspoke or withdrew a comment.

Mr Baldi stated that minutes were only editable to reflect accuracy. Mr Baldi stated that there was a line in the Standing Order whereby the Chair and the President had to sign the minutes and that he would not be comfortable signing minutes that did not reflect what had happened. Mr Baldi stated that unless there was some form of technical glare, it would be unedited unless the Student Services Council ordered him to change it.

Mr Swedrup stated that, practically speaking, it was quite difficult to record a room like the committee room and, thus, people might have difficult hearing what was being discussed. Mr Swedrup then asked who would listen to the podcast.

Mr Baldi stated that he'd spoken to Mr Palmer and boundary microphones would likely be suitable. Mr Baldi added that every year there were one or two meetings which generated controversy and that people wanted to listen to. While the agenda was available in advance, it was difficult to predict.

Ms Hill stated that she hated the idea, as she disliked being recorded or filmed. Ms Hill stated that, if the meetings were recorded, she would not speak at the meetings. Ms Hill added that they had been working hard to ensure that agendas went out in advance so people could attend if they wanted to and that they were advertising as much as possible so that any controversy could be seen in advance. Ms Hill stated that this measure wouldn't add to that but would make people feel uncomfortable.

Mr Norris stated that he was concerned about the recordings on the grounds that people could skip ahead and members might be taken out of context. When student press attend meetings, they stay for the entire section so that doesn't happen.

Mr Swedrup stated that if something controversial was known about in advanced then STAR could come and record the meeting. Mr Swedrup stated that it would take a lot of time and questioned for whom and which purposes it would be done.

Ms Lewis stated that, while neither for nor against the policy, every member was elected and the students had a right to know what the members were doing.

Ms Gold stated that the Sabbatical Officers had a radio show with the first twenty minutes devoted to updates. Ms Gold noted that seemed like an alternative to recording the meetings.

Ms Ekanayaka stated that there were already a lot of avenues for people to be made aware of the meetings and that there was no need to create another that could be easily misconstrued.

Mr Baldi asked for a show of hands.

There were none in support.

There were a large number opposed.

There were a large number who were neither against nor for the recording of meetings.

Mr Baldi stated that he would not record meetings. Mr Baldi stated that if the council was against the recording of meetings, they should remove the provision from the standing orders as it remained at the discretion of the chair.

Mr Palmer congratulated everyone for their hard work over the past few weeks and stated that he was encouraged by how everyone was managing to get their work done.

Ms Gold stated that, as much as Sabbatical Officers complain, the members of the council were their priority.

Adjournment

The meeting was adjourned at 2042.