**Minutes:** **Scrutiny Panel**

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| Date / Time: | Monday 18th March 2024 |

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| Location | Adam Redfern board room |

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| Chair: | Scrutiny panellist |  |

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| Attendees | **Role of attendee** | **Acronym** |
| Amir Iqbal | Union development officer | AI |
| Komal Shahzadi | Equality and diversity officer | KS |
| Fluffy Adewola | Welfare officer | AA |
| Nerissa Doran | Disabled students’ Liberation officer | ND |
| Judith Olurankinse | Postgraduate students’ Liberation officer | JO |
| Chimdi  Oriaku | International students’ Liberation officer | CO |
| Toni Fazaeli | Mature students’ Liberation officer | TF |
| Paige Billings | Scrutiny panellist | PB |
| Manav Madlani | Scrutiny panellists | MM |
| Lauren Riley-White | Scrutiny panellist | LRW |

1. **Introduction and Apologies for Absence**

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|  | Apologies were received from […] |
|  | Gurupriya Karasala – Opportunities and engagement officer  Destiny Mazaiwana – Academic officer  Muhammad Akbar khan – BAME Liberation officer  Aria Dudhia – Women’s liberation officer  Mahek Rijhwani – Scrutiny panellist  Avani Mehta – scrutiny panellist |

*Part 1 – Executive officers*

1. **Union development officer -AI**

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| Scrutiny panel | Student flea market – can you please update us on this, is this realistic? |
| AI | * It has happened already * Worked well- but rainy day, low engagement due to reading week * Deposit refunds – all payment issues were resolved. * If it was to happen again, it would run a lot smoother as all the big problems have been sorted. |
| Scrutiny panel | Student events committee- Great idea – what is the update, do people know about it? |
|  | * Still in the scoping phase * This is to be step up before he finishes his time as an officer. * A mandate for next union development officer to make sure its a continuous running platform for students through student council. |
| Scrutiny panel | Student council is part of your remit – what are you doing to make sure that its effective and successful for students. And a platform for everyone to use? |
| AI | * People aren't aware or taking it seriously as they should be * Bringing in an amendment for a mandatory committee member Prescence at each meeting through student council. * Bringing more awareness – push more marketing. * Looking at engaging more course reps – possibly adding in another bylaw amendment to attend at least 1 or two during the year. |
| Scrutiny panel | Should voluntary positions be voluntary? Lib officers & Scrutiny panellist, Student council chairs, Faculty reps. Paid on an attend basis, hourly wage. |
| AI | * Potential talks with trustee board * This would be based on hourly commitment to the role. * Need to investigate funding and if the university can afford this * There has been evidence of other unions paying their parttime officers and other voluntary positions * Motion could be brought up to student council to investigate bringing in more paid positions * Must gather evidence and show the university that students will engage and want this position to be paid. |
| Scrutiny panel | Student motivators – we need students out getting engagement for the union and promoting events. Can we introduce this? |
| AI | * Marketing and communications team are starting to introduce this concept at this current moment. * Update can be done at the next student council |
| Scrutiny panel | Study spaces are still not great, how will you be looking into this? |
| AI | * Launching a project soon * There are plans being drawn to see what the union could transform to look like. * Change of layout – to make it look better, and accessible for students * Need to consult with students more about the study and social spaces - about what they need and want it to look like. |

1. **Welfare officer - AA**

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| Scrutiny panel | What are you doing to raise more visibility around your role? |
| AA | * GOATING- main source of visibility * Talking to students face to face about general updates for example no space for hate and signposting |
| Scrutiny panel | Are you still taking part in wellbeing Wednesday and still connecting with students? |
| AA | * Lead the last wellbeing Wednesday which had the most engagement. |
| Scrutiny panel | Students are struggling to get accommodation, how you supporting this? |
| AA | * Sign posting to Sulets and other housing agency * Gathering information from the Advice manager to help with answering student queries * Komal and Fluffy will be working on this next year |
| KS | * Spoke to more than 15 students to ask how to make accommodation more accessible for students and will be focusing on this next year. * Will be looking at Private housing – and guarantors for international students. |
| Scrutiny panel | Are you doing regular check-ins with students, could you start something if not? |
| AA | * Students regularly come to see her to talk and have catch ups with her. * Open to talk to students to speak about their wellbeing and be signposting to relevant services |
| Scrutiny panel | Free breakfast update? |
| AA | * Gathered data through GOATing and giving out freebies on a stall * More than 300 replies from their questionnaire * The university do not have a verdict yet about the decision to do it again this year. * Looking at having an alternative – discounts or just student's free breakfast * Finances has made the decision for the university difficult. * Executive officers are looking at a permanent project which will support cost of living |

1. **Equality and diversity - KS**

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| Scrutiny panel | Have you been working with all liberation officers to support with projects? |
| KS | * Liberation officers are doing well so do not need as much support * Has been joining all their 1-2-1 * Helping Muhammad (BAME Liberation officer) with his leaflet * Supporting Nerissa, Toni, and Chimdi. She is constantly looped into what they are doing and offering advice * Regularly in contact with all officers. |
| Scrutiny panel | Do people know what equality and diversity is – could you improve awareness of this knowledge? |
| KS | * 50/50 students know what this means * This might be a new term for some students * Awareness sessions were delivered - for example in black history month * Lecture shoutouts and GOATing could be done to spread more awareness. |
| Scrutiny panel | We feel you are very visible online and around campus compared to the other exec, is there any way you could encourage or bring them in on your methods? |
| KS | * Depends on the other exec availability. * Bringing in all exec with current online videos. * Looking to introduce a Visibility workshop or training session for the exec officers - taught by herself. |

1. **Feedback**

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| AI | Actions -   * Utilise marketing by working with them to create strategies to get more engagement for student council and officer projects. * Student events committee and student motivators – make sure people know about this, prior to it starting, communication needs to happen now. * Put forward the bylaw amendments – committee members mandatory attendance and course reps. * Motion for liberation officer and faculty to investigate being paid * Mandate next officer to take over student events committee. |
| AA | Action –   * Utilising social media platform to raise awareness e.g. TikTok videos and Instagram reels. * Put forward the alternatives for free breakfast to the university * Gather Research for ways you can help support international students get guarantors * To make your check-ins more organised and systemic so you delegate a certain time to people when they need to talk to you. |
| KS | Actions -   * Gather Research for ways you can help support international students get guarantors * Deliver visibility workshop or training to the other exec * Using posters/ banners to explain what equality and diversity means. * Look into educating students on EDI, for example a workshop |

*Part 2 – Liberation officers*

1. **Disabled students’ Liberation officer - ND**

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| Scrutiny panel | Your map is great – how can you tell people about it? |
| ND | * Ian – in contact with him to do an article about her map, * Still waiting for the draft to come back * This is to be published in articles and via emails * Currently chasing this |
| Scrutiny panel | Is there any more you could do for disabled students? |
| ND | * Will reach out to them to see what they want * Researching will be done to then make some actions |
| Scrutiny panel | Movie night sounds good – How will you be promoting this? |
| ND | * Meeting with Natéa to rework dates * Reaching out to societies * Get demon media to promote it |

1. **Postgraduate students’ liberation officer -JO**

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| Scrutiny panel | Postgraduate Day sounds good – How will you be promoting this? |
| JO | * Social media posts * Requested opportunities team, to send out emails to societies. * Requesting people to sign up to the event listing when it is on the website * Inviting Classmates and postgraduate course reps * Looking at gathering around 50-100 students |
| Scrutiny panel | Can you explain how the postgraduate society will operate? |
| JO | * Communication via what's app group with other members * Still in the works currently * It is set up will all the necessary members, but a meeting needs to happen to deliberate about the operation of the society |
| Scrutiny panel | Finances is a big issue for postgrad – Are you going to be addressing this, if so, how? |
| JO | * Using the society to ask about financial issues. * Will be Signposting to DMU finance. |
| Scrutiny panel | Are you speaking to the university to make sure that postgraduate students get the same opportunities as Undergrad? |
| JO | * Using the postgraduate day and GOATing to gather feedback to find out if this is an issue |

1. **International students’ Liberation officer - CO**

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| Scrutiny panel | Ted X is a promising idea – is this realistic with the time limit and what are your alternatives? |
| CO | * Ted x is not realistic, so the alternative is to do a partnership with the university that is similar to a ted x * Ted x DMU is already happening through the careers team |
| Scrutiny panel | Language barrier, has become an issue when doing assignments, speaking to staff and students, how are you supporting this? |
| CO | * Making a frequently asked question for students to have access to * Wants to Meet with Natéa and Sarah to discover further |
| Scrutiny panel | How can you help with making Visa support more accessible? |
| CO | * Hopefully will be meeting with Shushma to make sure people are aware of where the visa office is and how they can support. |

1. **Mature students’ Liberation officer** **- TF**

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| Scrutiny panel | When will we be seeing the outcome of your project and what will this look like? Is there anything you can show now to build anticipation? |
| TF | * The deadline for the guide for students and staff is during the student choice teaching awards in June * Base document is complete for both staff and students, workshop to be delivered to staff as a dry run to see how they use and internalise the information. * GOATing to gather more feedback from mature students by the SLTC * Integration of the guide into DMU services like base camp and learning zone. * Will be speaking to the next mature student's liberation officer to hopefully keep the catch ups going. |
| Scrutiny panel | Can you please update us about the Rail card – Can you speak to the university about this? |
| TF | * Better delt with the NUS national * Will be talking with Amir – to follow this up at the conference |

1. **Feedback**

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| ND | Actions   * Reach out to Ian to make sure that the article comes out * Gather Research about what disabled students struggle with, where do they do need help. * Update on movie night dates at next student council. |
| JO | Actions   * Collaborate with Komal and fluffy about accommodation * To make sure the society is up and running and more students join the society – update at student council. * Look into a collab with the exec about a cost-of-living campaigns for cheaper food options for postgrads * Update on your society and how it's being run at student council * Contact the next postgraduate liberation officer to talk about the continuous running of the postgraduate society |
| CO | * Produce a project timeline of your ted x alternative to update at student council * Bring awareness to visa support, translation on laptops and English classes from DMU global. * Could you ask for more Englishers classes from DMU global if they are at their capacity. |
| TF | Actions -   * Make sure to contact Amir with the following up of rail cards. * Mandate or speak to the next mature liberation officer to continue this issue regarding rail cards. |

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| **PB** | Closed the meeting. |