

Scrutiny Panel Meeting

Monday 11th April 2016, 5:00pm – 7:00pm
Marylebone Campus, C180

Attendees

- Sabbatical Officers: Jim Hirschman (JH), Otis Kirby-Dunkley (OKD), Usman Mahmood (UM), Salsabil Al-Siri (SAS), Lauren Waugh (LW)
- Panel: Leonard Nedelcu (Chair), Trea Boyce, Mamuna Akthar
- Attendees: Andrew Scarborough (Disabilities office)

Minutes

INTRODUCTION - All officers and panel introduced

SABBATICAL OFFICER OVERVIEW – Officers were given 2 minutes to explain the work they had done for the last 2 months:

- OKD
 - Neural outside of the SU office for recycling bins for various objects.
 - Green impact workbook - Some evidence was not previously updated, which has not been done.
 - MADfest – 1 day festival for the first day of students moving in and a month long celebration.
 - Gender Neutral Toilets – Toilet will not be put up in.
- SAS
 - Unique Society – Meeting with Disabilities officer.
 - Microwave in Marylebone office.
 - Let's Go – Well attended Harry Potter event.
 - Postgraduate staff member has not been approved.
- JH
 - Manifesto has now been completed.
 - Budgets are now on the website.
 - Award ball was very touching and had a larger turnout than previously.
 - Prevent event with SAS.
 - Workshop on education around Prevent.
 - 15-page report on employability event.
 - Charity commission has stated no more action will be taken.
 - Appraisal for CEO written.
 - Writing appeal for funds regarding.
 - Accountability for CEO to be looked at for bye-laws.
- LW
 - Wellbeing week.
 - Students in Lille (France).
 - Women's officer and council in team working on consent campaign and workshop.
 - Puppies and bunnies as part of distress/well-being campaign.
 - Bags / Destress kits in the libraries.

- Event around the Regents campus.
- Quality Review committee – Want to put students on ‘validation panel’.
- Appointed the QH editor.
- UM
 - Looking into pool table in Cavendish.
 - Course Rep conference feedback in Cavendish:
 - Removed 20p cost from the microwave.
 - Prevent exam bunching.
 - Awards ball was fun but nerve racking.
 - Improving library space with better and more equipment and Laptop.
 - Employability coordinator – working on 2020 vision.
 - Working with the university on better web pages.
 - IT steering group.
 - Computer science underperforming.
 - Staff appreciation awards.

The officers left the room and the reports were read and discussed by the scrutiny panel. The panel was given officer data for March. The panel received all relevant information in advance so had already assessed most information and were allowed to ask Clerk for points of information or clarification.

Officers returned to the room and were asked to provide an overview of their work and answer any questions the panel had.

OFFICER QUESTION AND ANSWER:

- UM
 - Why is the Course Rep Conference repeated in your report?
 - UM: Rushed report and provided further detail.
 - Why was the awards ball considered as a key action?
 - UM: Because it was considered as important but the point was accepted that it is not key.
 - Nothing regarding university meetings:
 - UM: Accepted that this was poor performance and written above.
 - Pool table – Would take up considerable space in Cavendish:
 - UM: The social area is already noisy and littered. There are worries the pool table would increase noise.
 - What is happening with the old book shop in Cavendish? Would be good space for silent study due to accessibility issues with 2nd floor.
 - UM: Bid was put in to make it into SU space but the bid was rejected. Hope to convert it into a superlab.
- LW
 - IS UM collaborating with LW for hidden course cost?
 - LW: Yes, supporting LW on a local level.
 - Would like to know about the changes around the way CR would be elected:
 - LW: This was raised by Quality Review committee. Level 4 elections would be later in October to allow time to know and understand students. Freshens fair for course rep is a possibility.
 - Explanation on students being paid for validation panel:

- LW: Other universities pay students that pay panel as there is a large amount of reading. The university is looking at the amount that would be paid to students for being part of the panel.
 - Low number of GOAL hours this month:
 - LW: Lower number has been due to trying to action particular projects.
- JH
 - How important is meeting the PR manager?
 - JH: Not very but has now been met
 - What will he be doing for remaining time?
 - JH: Unsure what will now happen in the following months.
 - JH: Manifesto will still be the priority and set values for the following months and embedding this into the SU and university.
 - Disappointment in GOAL hours being consistently low:
 - JH: Work style has not enabled JH to have enough GOAL hours to meet the expected target of 3 hours a week.
 - JH: Request panel to reduce the number of GOAL (Go out and listen) hours expected from the panel.
- OKD
 - Why are you not typically in the Harrow SU office?
 - OKD: Number of issues in the office. Due to staff issues and temperature in the office. A considerable number of meetings in Central.
 - What is happening with Harrow Cart?
 - Conflicts and lack of resource had lead to the policy not being enforced.
- SAS
 - What will happen to the smoking area in Marylebone?
 - Discussions currently ongoing but bins should be placed outside. It is currently being chased up.
- Sabbatical Officer team
 - What do the officers have remaining from their manifestos?
 - UM – Charging stations on campus, review exams online, more course based societies
 - LW – Society and Sports socials for next year, events board
 - SAS – Smoking area in Marylebone, Cashpoints in campus, Campaign around printing credits, SU shop, refurbishment of prayer rooms, disability services and accessibility to lectures, DSA cuts subsidised by the university
 - OKD – Most things either completed or could be completed by future officer, project funding, printing budgets.

Decisions

- UM - COMMENDED
 - Large improvement in GOAL hours.
 - The number of emails have increased.
 - Still looking for more improvement moving forward.
 - Report seems to be repetitive. UM needs to write report more carefully and re-read.
- SAS - COMMENDED
 - Reduced number of GOAL but still above expected number.
 - Report very clear and easy to read. SAS report sets an example for all officers.
- OKD - COMMENDED
 - Number of GOAL hours reduced.
 - Possibly looking at having set hours in Harrow with location shared in the SU office as a point of reference.

- Share when you will be out of Harrow on a regular basis.
- LW – COMMENDED
 - Under the expected number of GOAL hours which is a disappointment
 - Always available in office when needed.
 - Good to have costs raised before students start.
 - Report needs to be easier to read.
- JH – ACTION REQUIRED
 - Under the expected number which is a disappointment. Please increase number of GOALing hours.
 - Highest number of emails
 - Congratulate on completing manifesto.
- Comments to Sabbatical Officer team:
 - Only JH explained the times taken off for TOIL. All time off should be announced in report.
 - Be more careful when writing a report and please proofread.
 - Last 2 months does not mean officers can relax and should still be as proactive as they would be at the start of their term in office.
 - All officers should know their manifestos and future plans.
 - Officer team does not seem to GOAL as a team anymore.
 - Some officers have never met the seat expectations.
- Changes to the report:
 - “How many students have you reached out to for GOALing?” (Not including forums/events/large scale engagement)
 - “How many emails have you received?” - To be added
- Requests:
 - Reduce the number of GOAL hours – REJECTED
 - Request: 400 words limitation for report sections – ACCEPTED

AOB

- When food is left from catering to be provided to homeless people as part of helping homeless humans
 - OKD – to work with sustainability team to educate and action.
 - Next meeting currently set for 9th May.
 - Send out doodle poll to all those invited.
 - Next officers Scrutiny Panel to be when the academic year begins.
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