

Council Minutes

5th week michaelmas term 2011

5th week Council held at 5.30pm on Wednesday 9th November 2011, in Corpus Christi College
Sign in from 5.15pm

If you have any questions about OUSU Council, you should feel free to contact the Chair, Jack Matthews at any time on chair@ousu.org

- a. Minutes of the Previous Meeting
- b. Matters Arising from the Minutes
- c. Ratifications in Council
- d. Elections in Council
- e. Reports from the Sabbatical Officers
- f. Reports from the Executive Officers who wish to make reports
- g. Questions to Members of the Executive
- h. Emergency Motions
- i. Passage of Motions Nem Con
- j. Motions of No Confidence or Censure
- k. First readings of Motions to Amend the Constitution or Standing Orders
- l. The Budget or Amended Budget
- m. Motions Authorising Capital Expenditure
- n. Other Motions
 - i. motions affecting ousu members as ousu members
 - ii. motions affecting ousu members as students at Oxford University
 - iii. motions affecting ousu members as members of the student movement
 - iv. motions affecting ousu members as residents of Oxford
 - v. motions affecting ousu members as residents of the United Kingdom
 - vi. motions affecting ousu members as citizens of the world
- o. Any Other Business

a. Minutes of the Previous Meeting

Minutes passed, no matters arising

d. Elections in Council

The following positions were elected in OUSU Council of 5th week.

Undergraduate - MPLS Divisional Board Representative

Simon Coppack (Hertford) stood no hust requested. Elected

2 positions for the Joint Subcommittee of the Education Committee with Student Members - A University committee that reviews the democratic procedures of the Student Union, such as our elections and budget.

Jack Matthews (Univ) and Alexander Lans (St Catherine's) stood. No husts were requested, both were elected.

2 positions for Internal Affairs Committee - Internal Affairs Committee reviews proposed amendments to the Student Unions Governing Documents, ensuring they remain coherent and legal.

1 person stood.

Alexander Lans (St Catherine's). No hust was requested and he was elected.

Jonathan Edwards (Balliol) MT 11 Returning Officer
Alternative husts are taking place tomorrow at 4.00pm at Merton MCR.

e. Reports from the Sabbatical Officers

President - Martha Mackenzie

Quick plug for idea of University in 21st Century bringing together tutors, students and getting their ideas about what we think the idea of a university is. We are trying to organise more other events as well as the talks and will send round more information about this once I have details.

VP Welfare & Equal Opportunities - Seb Baird

Disability Awareness week

Come along to Performance on Tuesday, and Hilary Lister. Have had a meeting about a prayer room with university will update when I know more.

VP Women - Yuan Yang

Zero statular professors, are some titular professors. Idea of inclusivity, can't say up to people from under represented groups to try and get themselves into these positions. Idea of this working group is take these two ideas and build on what we can do to facilitate inclusivity. Will send emails regarding the next meeting.

VP Access & Academic Affairs - Hannah Cusworth

Don't think put in written report, but it is regarding post qualification admissions. Didn't put in council report, and didn't think appropriate to bring council motion yet, but will stay at end to discuss if anyone would like more information. The Director of Undergraduate admissions has asked me how students would feel if this process was squeezed down. Interesting view from students would it be stressful, are students going to work quite so hard if they haven't got the place to work for. Get in touch if you have any comments.

VP Graduates - Jim O'Connell

List of stuff in council report, provide feedback on the written work of masters student, we can get the way the university do things if we work together. Launching work on DPhil Submissions at the DPhil movie next Tuesday. I have assessed the targets that were set for me at the beginning of this term and think that I will reach them.

VP Charities & Community - Daniel Stone

Tuesday at 7.00pm 1st city centre forum, bringing together the community and students, 7pm in town hall. 2nd event on Wednesday workshop run by police on PREVENT, to identify extremist behaviour within university.

f. Reports from the Executive Officers who wish to make Reports

Community Outreach & Charities Officer - Sarah Santhosham

Big event in 8th week for living wage campaign, please get involved and come along to our meetings.

Rent & Accommodation Officer - Eleanor Brown

If you are JCR President or Domestic Rep and people in your college tend to live out, then you can get the Living Out Guide from Seb.

Clubs & Societies Support Officer - Jacob Diggle

Updated project to transfer clubs and societies to OUSU had a meeting with Proctors today and said that they had no problems with this.

Women's Campaign Officer - Nicola Sugden

Running Gender Equality Festival, please put up the posters and point people towards the facebook page.

g. Questions to Members of the Executive

Simon Mattus (St John's):

Is there any way we get figures from other departments?

Yuan Yang - VP Women

Difficult to get figures from Medical Science Department.

Alastair Marsh:

Really excited about clubs and societies list.

Jacob Diggle - Clubs & Societies Support Officer

Is a list which we can access but not able to get on website at the moment, if you want to use it just get in touch.

Alex Lans (St Catherine's):

Is it going to include 2nd yr MPhil?

Jim O'Connell - VP Graduates

Yes

Alex Lans (St Catherine's):

When will OUSU get a new website?

Martha Mackenzie - President

Have funding, case of putting out to tender, hopefully more information about this next term.

i. Passage of Motions Nem Con

i. motions affecting OUSU members as OUSU members

1. RAG Charity Categories

Council Notes:

1. OUSU Council passed policy in the 2010/11 academic year outlining the process for the selection of RAG charities.
2. In both the governing documents produced by RAG and in the text of the motion given to Council in 2010/11 it was made clear that 'charities are selected annually of which two are local, one student run and one national or international'
3. The policy passed in 2010/11 to determine criteria for shortlisting charities made provision for national charities but not for international charities.

Council Believes:

1. That consistency in governing documents is important.
2. That opening nominations to international charities will increase involvement from charities and students who would otherwise be excluded.

Council Resolves:

1. To replace within the short-listing criteria and any other related documents the requirement of a national charity with that of a national/international charity.

Proposer: Daniel Stone (*St Peter's College*)

Secunder: Jessica Tomkinson (*Keble College*)

Passes

ii. motions affecting OUSU members as students at Oxford University

2. Motion in support of a Head Residents' Scheme in University Accommodation

Opposition

3. Motion to reduce circulation of the 'Grey Book'

OUSU has policy on this. Opposition

4. Motion in support of a central talks database

Council Notes:

1. Oxford University has one of the strongest research reputations in the world
2. Research is becoming increasingly inter-disciplinary
3. Oxford University hosts many talks and seminars, most of which are only advertised intra-departmentally
4. There are currently no resources which show what talks and seminars are happening in departments and colleges
5. Cambridge have a central talks database...

Council Believes:

1. Talks and seminars are of great academic value to both PGR and PGT students
2. A central resource showing talks and seminars in Oxford would be of great value to PGR and PGT students
3. A central resource showing talks and seminars in Oxford would be of great value to Oxford University

Council Resolves:

1. Mandate the VP (Graduates) to publicise the Oxford Talks website hosted at Linacre as an interim solution.
2. Mandate the VP (Graduates) to work towards persuading the University to adopt and officially promote the Linacre Oxford Talks site.

Proposed: Jim O'Connell (*University College*)

Secunder: James Anderson (*St Catherines College*)

Passes

iii. motions affecting OUSU members as members of the student movement

5. Higher Education White Paper

Council Notes:

1. Over the summer the Department for Business, Industry and Skills released a White Paper on Higher Education entitled 'Students at the Heart of the System'.
2. This White Paper was put out for consultation and OUSU responded based on comments from the student body and previous policy.
3. It is likely that the results of this consultation will be reported back in policy form after the New Year.
4. OUSU has redrafted its response in order to comment on these results and launch a more sustained campaign against the worst of the Paper.

5. This response has been out for consultation for the past five weeks and has been debated and discussed in many common rooms across Oxford.

Council Believes:

1. If realised, the proposals in the White Paper will have negative consequences for prospective and current students.
2. It is important that the Student Union has a coherent platform to respond to the policy proposals.
3. The collaborative response attached in appendix 1 provides this platform.

Council Resolves:

1. Support the collaborative White Paper response attached in appendix 1.
2. Use the response as a means to campaign against some of the most detrimental changes to Higher Education and contribute effectively to the debate.

Proposed: *Martha Mackenzie (St John's)*

Seconded: *Simon Mattus (St John's)*

Passes

iv. motions affecting ousu members as residents of Oxford

6. Student Community Warden Scheme

Opposition

k. First readings of Motions to Amend the Constitution or Standing Orders

1. Motion to Rename the Campaign for Racial Awareness and Equality

Council notes:

1. The Campaign for Racial Awareness and Equality (CRAE) is a valuable and important autonomous campaign contained within the OUSU structure
2. Since the formation of CRAE, there have been ongoing productive discussions about the aims and remit of the group
3. In Trinity 2011, all members of CRAE were invited to a strategy meeting to discuss these issues
4. During this strategy meeting, the core principles of CRAE were outlined as being: anti-racism and consciousness of racism, anti-oppression, intersectionality, self-organisation, solidarity, support.
5. During the strategy meeting, the name 'CRAE' was discussed at length and considered insufficient for the purposes of the campaign, while recognising the important and admirable work of its founders; the name 'Oxford Black Students Campaign' (OBSC) was unanimously adopted in its place
6. The new name, OBSC, would put the group in line with the current national NUS group, which is called the 'National Black Students Campaign'

Council believes:

1. There remains a pressing need for an active, autonomous campaign - linked to OUSU - which is able to represent students of Asian, Arab, African and Caribbean descent in Oxford, provide support for these students, raise awareness about racism and oppression, build solidarity between these groups, and provide a space where students affected by these issues can self-organise
2. The CRAE strategy meeting in Trinity 2011 provides a firm and encouraging basis on which to proceed this year

Council Resolves:

1. The Campaign for Racial Awareness and Equality (CRAE) is henceforth named The Oxford Black Students Campaign (OBSC)
2. To replace every reference to 'Campaign for Racial Awareness and Equality' or 'CRAE' with 'Oxford Black Students Campaign' or 'OBSC' in the CRAE Constitution and all relevant OUSU Governing Documents.
3. To add to the Preamble in the CRAE/OBSC Constitution: "OBSC is founded on the following principles: anti-racism and consciousness of racism, anti-oppression, intersectionality, self-organisation, solidarity, support."

Proposed by: Musab Younis (Wadham College)
Seconded by: Seb Baird (Corpus Christi College)

Musab Younis (Wadham College)

First got involved last term, we had a strategy meeting last term, and we decided we weren't happy with the name and decided to bring it more inline with the NUS campaign. Also made a change to the Constitution.

Using in a political sense, including mixed raise students.

James Raymond (Worcester):

Is it quite alienating for those that don't know that this is the sense in which it is meant.

Musab Younis (Wadham College):

We wanted to reclaim the work black in a positive term, we are going to be open that it is inclusive.

Question:

In terms of the categories that this covers, are there any other groups that suffer racism, is there provision in this group for them?

Musab Younis (Wadham College):

Any people that suffer racism will be supported. There is a national campaign why don't we join. Campaign of Racial Awareness, its a campaign about racism. The name just sounded like we were only about talking shop.

Question:

Have you undertaken wider consultation?

Musab Younis (Wadham College):

Carried out a survey with 60 students from this background, about how can best be represented.

Simran Dhaliwal:

People haven't really been asked about this name specifically?

Musab Younis (Wadham College):

Everyone involved in CRAE knows about it.

Alexander Lans (St Catherine's):

Doesn't it ostracise other groups.

Question:

How many other universities changed name?

Musab Younis (Wadham College):

Don't have figures, CRAE very small only 10 people.

Question:

What other names did you think of?

Musab Younis (Wadham College):

Went to the NUS black student conference. Less likely to get a 1st, less likely to get a job.

Adam Tyndall (Hertford):

I think that the national norm is not a good reason for changing, happy with Oxford's anomaly. I think that Black Students campaign, meant to be inclusive may be perceived as exclusive.

Yuan Yuang (Balliol):

Really important that has a powerful name, but my concern is that you don't want to exclude European nationals, but could be seen as black v white.

Musab Younis (Wadham College):

Primary aim to represent students, had ongoing discussions about the name, difficult as people didn't attend.

Yuan Yuang (Balliol):

One of your points was you didn't want to call non white, the terminology of black is also political.

Musab Younis (Wadham College):

Yes but not negative, use with pride, consciousness can be changed. Look at history.

Alex Lans (St Catherine's)

I am a white ethnic minority, there are European groups who are excluded. Feel it will marginalise people. You say the equality campaign. Issue have to be inclusive, when you marginalise groups that live in Europe. Disagree with term, and fault national movement. When use term black it is offensive, black is one specific subset, I think it is short sighted.

Ed Watson (Worcester):

Not sure about making student comfortable, think about making people get involved. What was wrong with Oxford Antiracism?

Musab Younis (Wadham College):

Agree with what you said, always people going to be excluded from an OUSU campaign. Has real effects on peoples lives, migration, colonial history, it is enough to unite, shared oppression and history.

Hannah Cusworth (Brasenose):

I agree with Alex's point, I think my view has two points, for students that are from an ethnic minority we are in understanding of what the term black means. How many people have been to CRAE meeting? The people in the campaign want to change name then I support.

Daniel Stone (St Peter's):

I have been involved in past years, never been connected to OUSU, important for us to think what CRAE wants to do as a campaign. If this motion doesn't pass, then I am worried about the message it presents to the autonomous campaigns.

Musab Younis (Wadham College):

Those that have been involved in the campaign seem to have been in consensus about changing name. The campaign needs to spread its word but if instant reaction is negative.

Benson Egonuwu (St Catherine's):

Commend campaign, but black is not homogenous, shows diversity, to try to extend, is trying to force into a box that can't contain the reality of the situation. Question is how do you reach out, rather than limit.

Discussion Point:

Haven't heard any reason why there should be any reason why the name should be the same as the national campaign. Completely appreciate have done consultation. This is an autonomous campaign, if you move in this direction, I think less people will become, because they wont realise the interpretation of the word 'black'.

Nicola Sugden:

Most important point that has been made, the campaign wants it to change, the people in the campaign should decide.

Yuan Yang (Balliol):

Have a few questions about the principle. Many are talking about CRAE not doing enough, my personal duty to get involved. We haven't got involved, these campaigns can do what we don't like and then we get involved. Should respect their decision, agree with points on strategy, don't want OUSU council to become oppositional. If you do vote against, then at least get in touch with Musab or attend a meeting. Would like Musab's view on what would happen if voted down.

Chris Gray (Merton):

They are OUSU's autonomous campaigns, we are responsible for these campaigns, we do have the right, they are linked into entire student body, so have a right.

Alexander Lans (St Catherine's):

If OUSU chooses to exclude groups of people such as Jews they are no longer representing the racism views of all people.

Musab Younis (Wadham College):

In terms of excluding anyone, we wouldn't be excluding anyone. Support the points about our autonomy, we have heard all these arguments before. We have been using this title this term. It hasn't put people off, finds starts debates, really important issues, think would send a bad message to national campaign if autonomous

Adam Tyndall (Hertford):

Can be read as campaign of black students, the autonomy is the only reason not to vote against, don't think should be afraid to be used as a sounding board, if we are less likely to get involved then other people will be. Should reject, and have a discussion on what said and then report back.

22 For

28 Against

6 Abstentions

Motion falls.

2. Motion to grant Divisional Board Representatives Votes in Council (FINAL VERSION INCLUDING AMENDMENTS)

Council Notes:

1. Divisional Board Representatives represent us to the University's 4 Academic Divisions.
2. Each Board has one undergraduate and one graduate student representative.
3. Key decisions relating to students' academic experience are made at the Divisional Boards.
4. Divisional Board Reps therefore have a great responsibility to represent a lot of students.
5. Academic Representation is important for all students but particularly graduate students, who are taught and supervised within departments.
6. The Review of Academic Representation is working on extending and integrating representation across the University.

Council Believes:

1. Academic Representation is vital to securing students' interests.
2. Our academic representatives should be able to contribute to policy making at OUSU Council, in the same way that Common Room Officers do
3. Granting votes to Divisional Board Reps will encourage them to share their work through OUSU Council, as well as raise the issues facing their Divisions at Council.

Council Resolves:

1. To add '(v) Undergraduate and Graduate Divisional Board Representatives' to Section B 2.1 of the OUSU Rules/Bylaws.
2. To bring Divisional Board Representatives under the remit of Scrutiny Committee.
3. To request Divisional Board Representatives to report to Termly Council and make appropriate provision in the agenda.

Proposed: *Jim O'Connell (Univ)*

Seconded: *Martha Mackenzie (St John's)*

Jack hands over Chair to RO due to fact he is a Divisional Board Representative.

Jim O'Connell (Univ):

Academic representation is what we need to be good at. We have representatives in all 4 of these divisions in graduate and undergraduate. Think really important that we give these people a vote, in order to make effective, need to have effective representation. UG reps vote in colleges. This is going to be incredibly important for graduates, we need to ensure we have good representation in departments, think will encourage them to participate fully.

Colin Jackson (LMH):

How elected?

Jim O'Connell (Univ):

Currently elected in Council, think should be elected by people who they represent. But changes this depends on changing other things, will be looking at in

Question:

Do they report back?

Jim O'Connell (Univ):

No provision at this time, will encourage them to but nothing in current rules.

Amendment 1

To add

Council Resolves:

2. To bring Divisional Board Representatives under the remit of Scrutiny Committee

Proposed: Alex Shattock (New)

Seconded: Gauri Ang (St John's)

Alex Shattock (New):

I was a div board rep true that have a lot of power, but not very visible, not many provisions to represent students, no way of people checking doing job. So would be good for them to have to report to someone.

Jack Matthews (Univ):

Surprised, don't think this is the right time, would prefer us to think about how should be the way to bring them to account. May be better way's through the divisions. Easy to add things to the standing orders of the divisions, meeting already have to go to, would be able to give them a more pertinent grilling. May turn out right answer but don't want to job on straight away. Nothing to prevent scrutiny committee to ask them for reports. Think should think about little more.

Adam Tyndall (Hertford):

Changing agenda for council or termly council to include reports for these.

Jack Matthews (Univ):

Want to add to termly council, think discussions should go better in scrutiny committee. Think good to speak to people doing discussions.

Jim O'Connell (Univ):

Ultimately should be accountable to students in their divisions, recognise good to keep an eye on them so not opposed.

Jack Matthews (Univ):

Think this is rushing in and giving a lot of power to people who already have a lot of power with lack of accountability. Divisional board reps there is no mechanism of engagement with their students. JCR presidents very visible.

Martha Mackenzie (St John's):

Agree with amendment, this brings action and is part of a wider process. This is an interim measure, think good for short term.

Move to vote on amendment

Adam Tyndall (Hertford):

Will submit an amendment that they should report to termly council.

Amendment passes

Next amendment Adam Tyndall

Amendment 2

To add to Council Resolves

To request Divisional Board Representatives to report to termly council and make appropriate provision in the agenda.

Proposed: Adam Tyndall (Hertford)

Seconded: Colin Jackson (LMH)

Adam Tyndall (Hertford):

Submit reports to council, so that council can read.

Jim O'Connell (Univ):

Ultimately moving towards them being accountable to students in their division, so will probably expire.

Clearly passes.

Debate on motion as a whole.

Eleanor Brown (St Hugh's):

Quite often members of the Exec have already been Div board how would effect vote?

Jim O'Connell (Univ):

Would take Exec vote and only have one vote.

Move to vote

Passes

n. Other Motions

ii. motions affecting OUSU members as students at Oxford University

2. Motion in support of a Head Residents' Scheme in University Accommodation

Council Notes:

1. The Accommodation Office recently changed its policy on overnight guests such that all tenants must sign a lease agreeing "Not to take in guests or invitees" [First schedule, Section 14, Accommodation Office leases] with effect from 1st August 2011. This means that no guests are allowed at any time of day "with no exceptions" [Accommodation Office website].
2. Although this rule may be largely unenforceable it has the potential to cause, and already has caused, unnecessary tension between student tenants and the Accommodation Office.
3. The Accommodation Office said the change was made in response to tenants' complaints about the guests of other tenants, and because the previous rules were exploited by too many students.
4. University tenants who encounter problems of any kind related to their accommodation have no recourse but to contact the Accommodation Office, even if the issue is minor or is related to the actions of other tenants (e.g. "Someone stole my cheese" or "My neighbour's music is too loud").
5. Head residents play a central role in most, if not all, college accommodation buildings, and in most other university-run dormitories in the UK and elsewhere, solving local problems and responding to issues raised by their peers.

6. Although they have no power to penalise tenants, head residents in college housing have proven capable of resolving most issues by communicating with the students involved.
7. Head residents can also improve social cohesion between tenants and organise rotors for recycling and other shared duties.

Council believes:

1. The “no guests, no exceptions” rule is an overreaction and not a workable solution to any problem of concern.
2. A head residents system would greatly benefit tenants in university accommodation.
3. Such a scheme would save time and money for the Accommodation Office because head residents would deal with most minor complaints.
4. Any small reduction in rental income necessary to compensate head residents would be more than compensated for by improved tenant satisfaction and reduced workload for the Accommodation Office.

Council Resolves:

1. Mandate the OUSU President and VP (Graduates) to recommend to the University Accommodation Office that it begin a trial head residents system in at least one large building before the end of Hilary term 2012.
2. If the trial is successful, recommend to the Accommodation Office that it should:
 - advertise vacancies and select one head resident for each of its smaller houses and one per floor in each of its larger buildings,
 - remove the “no guests, no exceptions” rule and re-establish the old rules, which head residents will enforce.

Proposed by: Rob Noble (Linacre)

Seconded by: Jim O’Connell (University)

Rob Noble (Linacre)

University accommodation is what graduates use, often if need short term lease, useful service, currently large and expanding, and university sees as good way to make money. Run by the accommodation office, doesn’t engage with students, last year put through rent hike, this year changed lease without consulting students. This is unenforceable but means officially can’t even invite people in for cup of tea. In my college have Head Residents who sort out minor problems, and report if need to, don’t see why accommodations office cant do something similar.

Alexander Lans (St Catherine’s):

Don’t feel someone in my house, should be my babysitter, don’t think people will be willing to create an animosity with their other house mates. Think that the motion brings up that people don’t bother to call the people that could help them. I think my concern is you are asking to take a lot of responsibility and police there neighbours. Individuals should take responsibility for where they live. Onus on individual.

Point of Debate

Simon Coppack (Hertford)

I don’t think particularly valid criticism, it has obviously worked well in a lot of places, don’t see why shouldn’t work well here.

Jim O’Connell (Univ):

Lack of engagement with accommodation office and students, loads of issues could have been solved if willing to listen, or had been an intermediary. This is not telling residents what to do, but representing them. The Head Resident proposal is the key tool we have to get them to change the overnight guests rule, they will only agree if there is a mechanism, so that this isn’t abused. We will then be able to convince them to reverse this.

Martha Mackenzie (St John’s):

This has been voted overwhelmingly in favour of by PresCom, head residents will get reduction in rent, works well were it is already in place.

Ed Watson:

Policing is not great, quite a broad role, help communicate difficulties.

Jack Matthews (Univ):

Check NUS code of practice on University Accommodation as allows visitor.

Move to vote.

Passes overwhelmingly.

3. Motion to reduce circulation of the 'Grey Book'

NOTE - THIS MOTION WOULD REPLACE THE POLICY PASSED IN MICHAELMAS TERM 2008 WHICH FOR REFERENCE IS SHOWN AT THE BOTTOM OF THE MOTION;

Council Notes:

1. A paper copy of the University Examination Regulations (also known as the "Grey Book") is distributed to every undergraduate and graduate fresher in Oxford.
2. Each Grey Book has a retail value of 45 pounds.
3. The contents of the Grey Book (1) are available online at <http://www.admin.ox.ac.uk/examregs/>. The online version was first made available in 2006.
4. Approved changes and additions to the Grey Book (2) are available online at <http://www.ox.ac.uk/gazette/examinationregulations/>
5. Between (1) and (2), it is possible to access an updated and authoritative version of the University Examination Regulations online
6. Internet access in college, University and non-academic buildings, and indeed in almost any location in Oxford, is ubiquitous.
7. According to the Examination Regulations homepage as of 16 October 2011 (<http://www.admin.ox.ac.uk/examregs/>), "steps are being taken to substantially reduce the print run with a view to making the online version the principal source of information."
8. As the last update to the Examination Regulations homepage was made on 1 December 2010, it is not easily discernible exactly what "steps" have been taken to reduce the quantity of the Grey Book print run in the last year.

Council Believes:

1. Beyond the scope of being an excellent doorstep, the hard copy of the Grey Book is of very little value to students because:
 - The vast majority of the information in the Grey Book is irrelevant to any given student who does not need to know precise degree requirements for courses he/she is not taking.
 - No student should have difficulty accessing the Examination Regulations online whenever needed.
 - Graduates should not be charged money if they do not receive benefits from it
2. Mandatory distribution of the hard copy of the Grey Book to all freshers is a waste of money and of the physical resources needed to produce the books.
3. Ending mandatory distribution of the Grey Book to all freshers has no apparent downside while having considerable economic and environmental upside.
4. One annually-updated copy of the printed Grey Book could be made available for students in each college tutorial office and/or in each college library.

Council Resolves:

1. Mandate the President, VP Charities & Community and VP Graduates, contact representatives of the University Education Policy Support Section, the body responsible for maintaining the Examination Regulations, to find out:
 - The official University rationale for requiring distribution of the Grey Book to freshers
 - What progress has been made in the last year toward reducing the print run of the Grey Book
2. Recommend to the University Education Policy Support Section that it end the policy of mandating distribution of Grey Books to all freshers, effective in the 2012-2013 academic year.
3. Mandate the VP Access & Academic Affairs to raise this with the Chair of Senior Tutors Committee.

Proposed by: *Stephanie Jones (Merton)*
Seconded by: *Rob Noble (Linacre)*

Condemning the Printing of the Exam Regulations Book (MT 08)

Believes that many students never read their book, it is often suggested in freshers' guides to be used as a doorstop. That the annual production of this book is a gross waste of paper, energy and money. Resolves to condemn the publication of the exam regulations in its current form. To mandate the VP (C&C) and E&E officer to work towards the publication of the exam regulations in a form to be mostly online. To mandate the VP CC to ensure that any in an online form are fully publicised to all students upon airing at oxford. To make available 2 copies of each years exam regulations in every college library.

Rob Noble (Linacre):

I think everyone is fully aware of this issue, new students were making origami models of it, and selling on ebay. The university doesn't seem to be acting. Passing will just put more pressure on them.

Colin Jackson (LMH):

If we cease this were does this money go?

Rob Noble (Linacre):

Good point, maybe pass an amendment. University will gain.

Adam Tyndall (Hertford):

Noted excellent doorstop, why no alternative provided.

Alexander Lans (St Catherine's)

Does the university pay itself?

Ed Watson

What are we going to do to make sure it happens?

Rob Noble (Linacre):

Re mandate exec, passed at PresCom. Might then get through.

David Townsend (St John's):

If OUP is saving money, then could money be spent on a scholarship. This policy moves up chain with OUSU?

Is there an online version?

Rob Noble (Linacre):

Yes

Question:

How much money spent?

Rob Noble (Linacre):

Would be interesting to ask. Retails at £45, but am sure university doesn't pay itself this. From environmental point of view, a bit excessive.

Daniel Stone (St Peter's):

Have meeting with University on this on Friday.

Alastair Marsh (Corpus Christ):

So obviously wholeheartedly in support. Kellogg keep 10 in a library. It is not University to provide to all Freshers' it is down to college Senior Tutors. Talk about a mechanism. The last motion go zero miles, so we need to make sure it goes somewhere, do we need to make an amendment.

Rob Noble (Linacre):

Interesting to hear what you have said about colleges, definitely something will take up with Senior Tutors.

POI:

Some old professors, like to have a full set, so keep in mind.

Amendment 1

Add to Resolves:

Mandate VP Access & Academic Affairs to raise this with the Chair of Senior Tutor's Committee.

Proposed: Hannah Cusworth (Brasenose)

Seconded: Martha Mackenzie (Univ)

Accepted as friendly.

Jack Matthews (Univ):

This policy will replace the one that was originally in place.

Alexander Lans (St Catherine's):

There is a lovely blue book which is equally as useless.

Jim O'Connell (Univ):

Far more useful.

Adam Tyndall (Hertford):

Any discussion as to changing colour?

Rob Noble (Linacre):

Maybe would draw attention to it.

Reiterates amendment.

Amendment 2

To amend Council Resolves 1 to read

President, VP Charities & Community and VP Graduates....

Proposed: Daniel Stone (St Peter's)

Seconded: Martha Mackenzie (St John's)

Accepted as friendly (both)

Passes amended.

iv. motions affecting ousu members as residents of Oxford

6. Student Community Warden Scheme

Council Notes:

1. That there is a large number of Oxford University Students living out in the private rented market.
2. OUSU is yet to find a mechanism to successfully communicate with this sizeable chunk of its constituents.
3. Residents in areas with high concentrations of University students have expressed their concern at the behaviour exhibited by a minority of students.
4. Birmingham, Exeter, Leeds, Southampton and a number of other cities around the UK have adopted a student community warden scheme to help cool tensions within the community.
5. Oxford Brookes launched their student community warden scheme last month.

Council Believes:

1. That a Student Community Warden Scheme will be beneficial to student and non-student communities alike.
2. That wardens will be a useful mechanism in allowing Council to communicate with and represent students living in the private rented market.
3. That wardens have a role in proactively fostering a greater sense of community spirit rather than solely reacting to problems perceived or otherwise.
4. That the scheme should be piloted before it is enshrined within OUSU's Governing Documents so as to allow the scheme to develop in a way that best suits the needs of Oxford University students.

Council Resolves:

1. To mandate the Vice President (Charities and Community) to pilot a Student Community Warden Scheme in this academic year following the procedure outlined in the additional document.
2. To mandate the VP C&C to report back on the progress of the aforementioned scheme in Termly Council of Trinity 2011/12 at the very latest.

Proposer: *Daniel Stone (St Peter's College)*

Seconder: *Martha Mackenzie (St John's College)*

Passed

APPENDIX 1

OUSU COUNCIL - ADDITIONAL DOCUMENT Student Community Warden Scheme

Background

It is proposed that the Oxford University Student Union will introduce a Student Community Warden Scheme to manage student and University relations with the local community. Student community wardens will be recruited, trained and supported to carry out specified tasks in parts of East Oxford and/or Jericho.

Student Community Wardens will receive an hourly wage and in return they are expected to work for five hours per week from the beginning of 0th to the end of 9th week of each term.

Community Wardens are assisting to the needs of students 'living out' while responding to frustrations permanent residents have expressed regarding student tenants, noise pollution and perceived communication problems. Their main purpose will be to establish and maintain positive community relationships through representing students in meetings, distributing information and organising community initiatives.

The wardens will be subject to a full recruitment process and will undergo training before commencing their roles.

Recruitment for a pilot scheme could take place in Hilary Term of the coming academic year. The objective of the pilot will be to employ a small number of community wardens in at most two areas of Oxford. It will be necessary to trial in two areas to draw meaningful comparisons between the effectiveness of wardens. The pilot will be reviewed at the end of the 2011/12 academic year with a view to launching the scheme at the beginning of the 2012/13 academic year. Oxford Brookes University is launching their Community Warden Scheme in September 2011, offering an opportunity for OUSU to learn and share resources across the city

The proposed areas for the pilot are Jericho and East Oxford and we would anticipate recruiting four wardens in each area. Wardens will work in pairs so the pilot will provide two shift times per area for the student union to monitor.

The timescale

A pilot scheme would begin in Hilary Term of the 2011/12 academic year and will run until the end of Trinity Term. The pilot will be reviewed and improvements suggested and if successful the scheme will be launched fully at the start of the 2012/13 academic year. A proposed budget to fund the Community Warden pilot is outlined in Appendix 1

For the pilot to be effective we would envisage that the following would have to be put in place:

1. Job descriptions finalised in consultation with students, residents groups and other stakeholders November 2011
2. Job advertisements published Hilary 1st Week 2011/12
3. Short-listing Hilary 3rd Week 2011/12
4. Interviews Hilary 4th Week 2011/12
5. Appointments made Hilary 5th Week 2011/12
6. Training and community meetings Trinity -1st/0th Week 2011/12
7. Commence Roles Trinity 0th Week 2011/12

Job descriptions

Job descriptions will have to be drafted and approved in consultation with student and resident groups. Approval will formally be granted through OUSU Council and the University's Planning and Resource Allocation Committee. A draft job description is provided in Appendix 2

The University will also have to be included in determining the level of pay for Student Community Wardens in line with University pay grades. The student union would insist that wardens are paid at least a living wage¹

Job Advertisements

Once the pilot is approved a date for interview and the appointment of an interview panel can be agreed upon. It is our recommendation that for the purposes of the pilot this panel would include the OUSU Vice President (Charities and Community), the University's Head of Government and Community Relations, the OUSU Chief Executive Officer and the OUSU Charities and Community Outreach Officer²

It would be preferable if wardens served for one full year and had some experience of living within the Oxford community. Publicity would then seek to attract first year undergraduate students planning to 'live out' in their second year and any post-graduate students with the intention of living out in future years. The interviewer should take into account whether the candidate is scheduled to sit exams in the duration of their employment

The scheme could be promoted through the University and OUSU websites, the Oxford Student Newspaper, mailing lists owned by OUSU and the Oxford Hub, facebook, face-to-face interactions with Common Room representatives, societies, posters and flyers. Once the scheme is up and running we can use existing wardens to help with recruitment drives

Short-listing

The short-listing process will take place against the person specification set out in Appendix 3

Interviews

Interviews should seek to test the candidates' suitability against the recommendations set out in the person specification. Interviews will be conducted in accordance with OUSU's Equal Opportunities practice

Appointments Made

The appointments can hopefully be made shortly after interviews. To ensure the success of the programme we will have to work with Common Rooms and relevant societies to find suitable and willing candidates

OUSU's Chief Executive will draw up contracts according to requirements and will ensure full compliance with UK employment law

Training and Community Meetings

Training should be conducted in-house or through local providers, covering the following areas:

- Job role training (OUSU) - What their job entails, where to find information and where to report back
- Personal Safety Training (Thames Valley Police) - Issues in going door to door to respond to community concerns
- Area Issues (City Councillor and/or PCSOs) - Brief students on issues in designated area focusing on crime and residential concerns. This may involve attending a local community meeting where practical
- Environmental Issues (City Council Environment and Waste Team) - Briefing on major environmental issues, what the Council is doing and what is expected of the wardens

¹ Living Wage is £7.20 outside London. Note that Oxford Brookes' wardens will be paid £8.57 per hour

² Charities and Community Outreach Officer is a part-time member of the OUSU Executive

- Communications Training (University Press Office) - How to use the press office to distribute positive stories to the community
- Customer Care

Commence Roles

A manual is to be produced for the Student Community Wardens to use for information and reference to include:

- A timetable of meetings such as regular team meetings, community meetings and one-on-ones with the Vice President (Charities and Community)
- Forms for them to report activity such as incident report forms and time sheets to record statistics on households spoken to, activities started etc.
- A list of useful contacts

During the pilot it will also be necessary to keep track of any additional expenditure and community feedback, which can be included in the review

Community Wardens will be expected to hand out the following OUSU documents:

1. Handbook to ‘Living In the Oxford Community’: An 8-page booklet giving suggestions for new tenants on how to live in the Oxford Community, encouraging them to be considerate and to initiate a relationship with their neighbours while also providing useful information on personal safety, volunteering and local events
2. ‘Moving Out’ Guide: Minimises problems associated with leaving private rented and student accommodation by offering advice on the process of moving out and access to service providers who can relocate their refuse efficiently and sustainably

Both documents are currently in the planning stage and will need funding. Community Wardens will be in an ideal position to feed into these documents to ensure that they reflect the concerns of the permanent and transient residents of Oxford

Next Steps

ACTION	PARTIES INVOLVED	DEADLINE
Determine hourly wage Job description	UAS Resident and student groups	Mid-September 2011 Michaelmas Term 2 nd Week
OUSU Council PRAC		

Appendices

Appendix 1: Projected Budget

This budget covers the cost necessary to run a pilot scheme in Hilary and Trinity Term of the 2011/12 academic year. The pilot would ideally hire eight student community wardens who would work in East Oxford and Jericho. Some of these costs will be transferable to a full Community Warden scheme and wherever possible services will be provided in house

Salary

Hourly rate (calculated at living wage but tbc with UAS)	Cost per week (average 5 hours)	Cost per warden (10 weeks plus 3 hrs training)	Number of wardens	Total Cost for Salary inc NI
£7.20	£36	£388.80	8	£3500

Publicity

Details	Cost
A5 Flyers (1000)	95
A2 Posters (250)	130

Training

Details	Training Provider	Cost
Job Role Training	OUSU	Free
Personal Safety Training	Thames Valley Police	Free
Area Issues Training	Thames Valley Police/City Council	Free
Environment	City Council Environment & Waste Team	Free
Communications Training	University Press Office	Free
Customer Care Training	Oxford University	?

Clothing

Item	Cost per Item	Number of Items	Total Cost
Jacket	£30	8	£240
Umbrella	£15	2	£30
Work Gloves	£2.50	4	£10
Camera	£70	1	£70

Refreshments and Training Materials

Meetings/Training	Cost
Training (4 hrs, 8 wardens and trainers)	100
Consultations	20

On the Job Materials

Details	Cost
Moving In Guide (2000)	240
Moving Out Guide (2000)	240
A5 Flyers (1000)	95

Total Costs

Details	Total Costs
Salary	£3500
Publicity	£225
Training	£0
Clothing	£350
Refreshments and Training Materials	£120
On the Job Materials	£575
Total	£4770

Appendix 2: Job Description

Title of Post: Community Warden

Grade of Post: Grade 01S 03 - £14 226 03 pro rata; .15 FTE

Full-Time or Part-Time: Part-Time working on average 5 hours per week

Location: Within the local community

Immediate Line Manager: OUSU Vice President (Charities and Community)

Qualifications required for post: Must be a current student at the University of Oxford

Experience required for post: None, although experience in a customer facing or representative role will count in favour of the applicant

Overall purpose of the post: The postholder will assist in establishing and maintaining positive community relationships between resident, student and business groups through attending meetings, distributing information and organising community initiatives

Key working relationships: Vice-President Charities and Community, OUSU General Manager, Residents' Associations, local councillors, Oxford University Head of Government and Community Relations, Oxford Brookes Community Liaison Officer, Oxford Hub President

Main Duties:

1. **Community Relations** - To establish and maintain positive community relationships by:
 - Establishing and maintaining regular contact with residents within the designated area, passing on complaints to the relevant authorities
 - Identifying potential community problems and either recommending possible solutions or working on own initiatives to resolve issues
 - Undertaking specified proactive work with relevant bodies such as accompanying PCSOs in responding to issues of crime
 - Participating in and promoting community projects
 - Supporting the implementation of new community initiatives

2. **Communication** - To communicate with key stakeholders in order to ensure that they can anticipate or resolve issues, improve systems and inform initiatives by:
 - Acting as a contact point for students in order to assist them with issues they may have
 - Proactively providing information to student residents on their rights and responsibilities of living as tenants in the community ; this may include distributing OUSU's 'Living Out Guide' and proposed guides to 'Living in the Oxford Community' and 'Moving Out'
 - Assisting with leaflet drops and door knocking in the designated area
 - Assisting with providing information to local residents regarding issues, facilities and services
 - Running 'listening campaigns' with local residents to hear specific concerns and hopes for their area
 - Attending residents' meetings such as Resident and Community Associations, and Neighbourhood Action Groups (NAGs) where appropriate
 - Attending internal meetings including team meetings and progress meetings
 - Meeting regularly with the OUSU Vice President (Charities and Community)
 - Recording information on activities undertaken to enable monitoring and analysis
 - Supporting the University, Colleges and student body in communicating projects and information to local residents

3. **General**
 - To attend initial and continuing training
 - To attend regular meetings such as team meetings, progress meetings and other meetings relevant to the post

- Carrying out any other duties as deemed reasonable, in addition to those listed above as directed by your line manager as and when required
- Contribute to the development of the scheme
- Where appropriate to work closely with Community Wardens from Oxford Brookes University to avoid replication of efforts and services
- The warden is bound by OUSU policy and can utilise the complaints procedure outlined in the OUSU Governing Documents

Appendix 3: Person Specification

Title of Post: Community Warden

Starting Salary: £14 226 03 pro rata; .15 FTE - 5 hours per week

Specification	Essential	Desirable
1. Education/Training	<ul style="list-style-type: none"> • Must be a current student at the University of Oxford 	<ul style="list-style-type: none"> • No University exams in their proposed time of employment
2. Relevant Experience	<ul style="list-style-type: none"> • Experience 'living out' or plans to live out in the coming year 	<ul style="list-style-type: none"> • Experience in a customer facing or representative role • Knowledge of key issues affecting students 'living out' • Volunteering work
3. Relevant Skills/Aptitudes	<ul style="list-style-type: none"> • Sympathetic approach to residents' problems • Ability to use own initiative • Self-motivated and self-reliant • Fluency in English • Have an interest in improving community relations 	<ul style="list-style-type: none"> • Excellent oral and written communication skills • IT skills • Excellent inter-personal skills
4. Special Requirements	<ul style="list-style-type: none"> • Able to maintain confidentiality • Non-judgemental • Ability to work to deadlines • Ability to work as part of a team 	<ul style="list-style-type: none"> • Attention to detail • Customer service focus
5. Other	<ul style="list-style-type: none"> • Flexibility and willingness to work occasional evenings and weekends 	<ul style="list-style-type: none"> • Familiarity with specified area