



Representation Committee Meeting One (1)

Agenda
Meeting Room 2
11am; Monday 24th October 2011

Present

E Lekunze (Chair)

VP Representation

In Attendance

A Lennon

Student Representation Coordinator

A Mukaka (Minute Taker 2)

Democratic Support Coordinator

P Pilkington

Membership Services Manager

J Wood (Minute Taker)

Democratic Support Coordinator

Absent without Apologies

T Fisher

E&C Faculty Chair

N Ibrahim

Campus Officer

T Morrison

Disabled Students Councillor

	The meeting was not quorate
11/12-02	<p>Review of the Terms of Reference</p> <p>EL circulated the Terms of Reference around the committee.</p> <p>PP enquired about membership, EL noted that this is on the agenda.</p> <p>There were no amendments for the Terms of Reference.</p>
11/12-03	<p>Representation Overview</p> <p>EL noted that there is a structure in place for Community Reps which we are awaiting for elections for the positions.</p> <p>The next step for EL is to look at Community Groups which is part of the community representation system.</p> <p>EL has been speaking to potential service reps, 3 are required for the Estates department. EL notes 3 Reps should be in place by Wednesday.</p> <p>EL is designing a service rep system for CUSU.</p> <p>PP enquired what EL will be looking after Estates reps, EL noted he will focus on CUSU, then the Library followed by Counselling and Wellbeing.</p> <p>A discussion was held on the reasons for the specific layout of the</p>

	<p>list.</p> <p>EL noted the course rep system is working well, we've recruited over 500 reps, AL noted reps welcome meetings are being held next week.</p> <p>EL has spoke with I Dunn regarding having a student experience committee, EL reports that the idea is liked although hesitation on creating a committee, further discussion are taking place.</p> <p>EL noted to encourage students to participate in the representation system was to provide a letter/certificate signed by I Dunn of proof of involvement. AL noted a certificate was provided last year with A O'Shaughnessy and I Dunn signing the letter. A discussion was held on providing the certificate/letter to all reps.</p> <p>PP enquired into Halls reps, AL noted there were initial setbacks with Singer Hall, now the positions have been oversubscribed. All training has been complete for all halls reps. Pizza and Quiz night on 10th November.</p> <p>A discussion was held on non-university owned accommodation and issues in getting a rep service in place.</p>
<p>11/12-04</p>	<p>Membership</p> <p>EL circulated a paper which was written regarding membership to the representation committee.</p> <p>EL noted that Community Officer and Community Reps were not approved before Bye Law K was taken to Executive and approved.</p> <p>EL detailed the voting members. A discussion was held on the membership.</p> <p>Increase Faculty Chairs to 2 members Change Faculty Chairs to Part Time Executive members Change Student Councillor to Halls Councillor</p> <p>EL to amend the membership and submit changes to Student Council.</p> <p>PP suggested contacting Communications e.g. Source Paper Councillor regarding advertising the meetings. AM to contact Source Media councillors regarding advertising committees.</p>
<p>Action</p>	<p>EL detailed the voting members. A discussion was held on the</p>

	<p>membership. Increase Faculty Chairs to 2 members Change Faculty Chairs to Part Time Executive members Change Student Councillor to Halls Councillor</p> <p>EL to amend the membership and submit changes to Student Council.</p> <p>AM to contact Source Media councillors regarding advertising committees.</p>
11/12-05	<p>AOB There was not further business.</p>
11/12-06	<p>Date of next meeting; 2pm; Monday 28th November 2011</p>