CUSU Council Lent III
7pm, Monday 20\textsuperscript{th} February 2017
Cormack Room, University Centre

AGENDA

1. Objections to the order of items on the agenda
2. Corrections to the minutes of the last Council Meeting
3. Matters arising from the minutes of the last Council Meeting
   a. None
4. Date, time and venue of upcoming Council Meetings:
   a. Fortnightly; to be held in the same venue at the same time unless informed otherwise.
5. Announcements by Committees, Campaign Teams and the Executive
   a. Chad Allen, President of the Graduate Union: The Elections Committee will be reporting the rules for the Lent elections.
6. Questions to Committees, Campaign Teams and the Executive
7. Announcements by the Council
8. Discussions
9. Ordinary motions
   a. Motion to remain affiliated to UK Council for International Student Affairs (UKCISA)
   b. Motion to remain affiliated to the Cambridge Council for Voluntary Services
   c. Motion to maintain affiliation with the NUS
   d. Motion to take amendments to the CUSU Constitution to referendum
   e. Motion to take amendments to the CUSU Standing Orders to referendum
   f. Motion to ratify employment contracts for Sabbatical Officers 2017-18
10. Any other business
2. CORRECTIONS TO THE MINUTES OF THE LAST COUNCIL MEETING

Please click here: [CUSU Council 6 February 2017 Minutes](#)

5. ANNOUNCEMENTS BY COMMITTEES, CAMPAIGN TEAMS AND THE EXECUTIVE

**AMATEY DOKU – CUSU PRESIDENT**

- Chaired CUSU Trustee Board Meeting on 31st January
- Received Training at the Office for Student Conduct Complaints and Appeals
- Attended Planning and Resources Committee
- Worked with Chad Allen, the GU President to draft a Memorandum of Understanding between CUSU and the GU
- Chaired CUSU Trustee Board Meeting on 6th February
- Gave a presentation about the work of CUSU and Student Perspectives for a Professional and Personal Development Course for administrators
- Attended Sidney Sussex for an Open Meeting to discuss the National Student Survey Boycott
- Submitted paper to University Council’s Committee for the supervision of students Unions expressing concern about the extent to which students are represented in their faculties
- Attended a Joint Advisory Committee meeting where the affiliation fee was discussed
- Attended the Presidents and Externals’ Formal at Jesus College
- Met with NUS Delegates
- Raised recent cases of anti-Semitism with Senior members of the University
- Gave an interview to Varsity on BME officers in Common Rooms
- Meet Queen’s JCR President
- Represented students at the University’s 30 year Transport Strategy Meeting

**ROBERTA HULDISCH – CUSU EDUCATION OFFICER**

To update at CUSU Council

**JESSICA WING – DISABLED STUDENTS’ OFFICER**

To update at CUSU Council

**AUDREY SEBATINDIRA – CUSU WOMEN’S OFFICER**

- Organised panel discussion: “Decolonisation & the Future of Tech”
- Attended sabb meetings
- Met with a student to discuss racist incidents in their college
- Attended exec-General Manager meeting
- Attended NUS delegate meeting
- Attended committee meeting: Equality and Diversity Education Standing Committee
- Attended WomCam LGBT Women’s and NB Discussion Group
- Continued planning for Reclaim the Night
- Liaised with police
- Worked with CUSU comms to design T-shirts
• Began putting together list of stewards
• Planned male solidarity event for same night
• Gave consent workshop training
• Organised panel discussion: “Can Cambridge University be Decolonised?”
• Wrote weekly bulletin
• Reviewed new University complaints procedure
• Attended WomCam event: “Feminist Cybersecurity”

**SOPHIE BUCK – CUSU/GU WELFARE AND RIGHTS OFFICER**

• Attended the Health and Wellbeing Committee (with Jessica Wing, JW)
  o The ADHD Fastrack Proposal - to hire a private psychiatrist for students requiring ADHD medication, to bypass the NHS 2-year-long waiting list - is still going through University Committees. It keeps being refined, and has not been approved yet.
  o As part of the Serious Event Protocol, we suggested that Colleges offer extra counselling provision after a serious incident, such as a student death.
  o Requested the removal of term ‘Suicide Sunday’ from an official University document, informing the Committee of the recent campaign to change it to ‘May Week Sunday’.
  o A ‘When to refer’ document for faculty and department members, to inform them of when and where to refer students should they have any health or wellbeing problems, was circulated. We asked for the addition of CUSU LGBT+’s extensive trans resources to the section on supporting transgender students.
  o Discussed with representatives from the UCS and the University Sports Committee how to reduce barriers to men accessing mental health services.
• Collected and compiled students’ comments on the UCS pre-counselling referral form
• Together with JW, met with Geraldine, the Head of the UCS, to relay students’ comments about the UCS pre-counselling referral form, in a very positive and informative discussion that resulted in a number of changes to the form, including to reflect that students’ problems rarely have a clear, single origin.
• Attended the University Counselling Service (UCS) Executive Committee Meeting (with JW)
  o Influenced by my request at the last committee meeting, the latest UCS annual report contained data (where collected) on the demographics of the students accessing the service. This report will be published on the UCS website.
  o The waiting times are currently 2-3 weeks.
  o A Code of Practice for College Counsellors, to encourage consistency in their service, is being drafted.
  o Mindfulness classes continue to be run as part of the Mindfulness study. The UCS is awaiting the results of the study. Funding for the project, and thus the continuation of classes, is dependent on the significance of the results.
  o It was discussed that UCS appointments should be treated like medical appointments, as cancellations increased waiting times. Students should recognise that they are allowed to ask to rearrange supervisions for a UCS appointment, or ask a peer to take notes at a lecture. UCS appointments should take priority.
• Attended the Pathology Learning and Teaching Review pre-meeting
• Writing recommendations for improving the intermission process, particularly regarding support during intermission and on return, with JW. Attended several meetings on this.
• Held a Welfare Officer Drop-In
• Finalised the Welfare Officer handbook (made this available to Welfare Officers & P&Es)
• Attended a presentation of the results of the University’s mindfulness study
• Assisted the Welfare Part-time exec, Angelica, in running her ‘ART! PAINT! CLAY!’ event
- Processing expense forms from the above-mentioned art event
- Wrote a comment for Varsity on the Scholar’s Ballot
- Dealt with an incident with a fake suicidal caller
- Illustrating the Week 5 Varsity spread on mental health (in free time, but work-related)
- Dealt with a mass internet troll incident on the Cambridge Offer Holders Group (during last Council)

ÉIREANN ATTRIDGE – CUSU ACCESS AND FUNDING OFFICER

- Attended sabb meetings.
- Spoke on a panel at Woolwich Polytechnic and ran a personal statement workshop.
- Attended an NUS delegates meeting.
- Had a meeting with sabbs and the general manager.
- Had a line management meeting with Amatey.
- Met with Jon Beard from the Admissions Office to discuss the Shadowing scheme and how it’s reviewed.
- Met with students keen to create a project or campaign for first generation students.
- Attended a garden party subcommittee.
- Met with a alumni starting an Access charity.
- Organised and hosted the shadowing scheme after party to thank volunteers and college access officers.
- Met with a prospective student alongside HSPS students to discuss life at Cambridge and the subject.
- Started planning the access careers event.
- Planned final projects for the end of the year.

CUSU LGBT+ CAMPAIGN

To update at CUSU Council

CUSU BME CAMPAIGN

To update at CUSU Council

CUSU DISABLED STUDENTS’ CAMPAIGN

To update at CUSU Council

CUSU INTERNATIONAL STUDENTS’ CAMPAIGN

To update at CUSU Council

CUSU WOMEN’S CAMPAIGN

Updated by Audrey Sebatindira above

CUSU ETHICAL AFFAIRS CAMPAIGN

To update at CUSU Council
9A. MOTION TO REMAIN AFFILIATED TO UK COUNCIL FOR INTERNATIONAL STUDENT AFFAIRS (UKCISA)

Proposed by Amatey Doku (president@cusu.cam.ac.uk), seconded by Union Development Team (Daisy Eyre, William Hewstone)

CUSU Notes:

1. CUSU is currently affiliated to UKCISA, the national advisory body serving the interests of international students and those who work with them

CUSU Believes:

1. This continued affiliation gives us access to support through the Student Union Advice Service as outlined in the support CUSU External Affiliations Report

CUSU Resolves:

1. To remain affiliated to UKCISA

9B. MOTION TO REMAIN AFFILIATED TO THE CAMBRIDGE COUNCIL FOR VOLUNTARY SERVICES

Proposed by Amatey Doku (president@cusu.cam.ac.uk), seconded by Union Development Team (Daisy Eyre, William Hewstone)

CUSU Notes:

1. CUSU is currently affiliated to the Cambridge Council for Voluntary Services, an independent registered charity as a support and network organisation to help community and voluntary groups in Cambridge, South Cambridgeshire and Fenland
2. Affiliation is £60 annually

CUSU Believes:

1. That continued affiliation to CCVS provides on-going support and advice to CUSU in relation to Charity governance as spelt out in the CUSU External Affiliations report

CUSU Resolves:

1. To remain affiliated with CCVS
9C. MOTION TO MAINTAIN AFFILIATION WITH THE NUS

Proposed by Amatey Doku (president@cusu.cam.ac.uk), seconded by Union Development Team (Daisy Eyre, William Hewstone)

CUSU Notes:

1. CUSU voted last year in a referendum to remain affiliated to the NUS- 46.62% of students voted in favour of disaffiliation, and 51.52% voted in favour of remaining affiliated with 1.86% abstaining
2. At the time of the referendum the affiliation fee for 2016-17 to the NUS was communicated by the NUS as being £250 and the subsequent CUSU budget for 2016-17 was set accordingly
3. CUSU received an invoice in early 2017 explaining that CUSU’s Affiliation fee had been recalculated after an internal review and that the fee for 2016-17 would stand at £5,765 based on a reinterpretation of our “block grant”
4. This was initially disputed by the General Manager and the Trustee Board was informed
5. CUSU Trustee Board has provisionally agreed to pay the fee for 2016-17
6. At its meeting in February, the Trustee Board gave instruction that the change in terms should be communicated to members via CUSU Council
7. A meeting of the committee charged with setting affiliation fees has suggested that the fees for 2017-18 will be ~£9,500
8. A new affiliation fee model will be presented to NUS National Conference April and thus the affiliation fee for all Unions for next year is uncertain
9. CUSU sends six delegates to NUS National Conference
10. The CUSU budget for 2017-18 will be set at the first Council of Easter Term and will include any affiliation fees paid to external organisations
11. CUSU Council has the power, in the discussion of External Affiliations to vote to remain affiliated, put the question of affiliation to members or to disaffiliate

CUSU Believes:

1. That, given that students voted recently to remain affiliated to the NUS, Council members should be aware of the implications of any vote without full consultation with members
2. Being part of the NUS provides us with access to resources, networks, training for officers and a voice at a National level through NUS National Conference
3. CUSU Council, and by extension, the student body do not have enough information about next year’s affiliation fee to make an informed decision on our affiliation to the NUS before National Conference on 25th-27th April 2017
4. That there is still time for the CUSU President and NUS Delegates to negotiate and vote accordingly at National Conference to reduce the affiliation fees for next year
5. That whilst the higher rate (of £5,765) has been set, the fact that a date will be set for a discussion on our affiliation could soften the NUS’s resolve in forcing us to pay this fee
6. That any future arrangements with the NUS must include a guarantee that the fee set cannot change in year
7. Revisiting the vote will allow CUSU Council members ample time to consult their members on our affiliation with the NUS
CUSU Resolves:

1. To vote to remain affiliated with the NUS provided that the following resolves are followed:
2. To revisit and debate our affiliation to the NUS at or before the setting of the CUSU budget for 2017-18 in Lent I, after NUS National Conference in April
3. To mandate the CUSU President, in the meantime, to renegotiate this year’s affiliation figure following a review of all correspondences with the NUS and CUSU on the matter
4. To mandate the CUSU President, in the meantime, to renegotiate next year’s affiliation fee and seek a concrete agreement for CUSU Council to debate before the setting of the budget
5. For that agreement to include safeguards to prevent in year rises in affiliations fees after the CUSU budget has been set
6. To instruct NUS Delegates to vote for or amend any policy which will reduce CUSU’s affiliation fee at National Conference and to vote against or amend any policies which do the contrary
7. To mandate the CUSU President, to make clear throughout negotiations with the NUS that, if they insist the fee for 2016-17 is £5,765, this will be taken into consideration at the subsequent debate on our affiliation when it is revisited

9D. MOTION TO TAKE AMENDMENTS TO THE CUSU CONSTITUTION TO REFERENDUM

Proposed by Amatey Doku (president@cusu.cam.ac.uk), seconded by Union Development Team (Daisy Eyre, William Hewstone)

CUSU Notes:

1. The Current CUSU Constitution is out of date and is not in line with CUSU practices
2. It is the 1990s since it was checked by the Charity commission
3. The Charity Commission are yet to feedback on our proposed changes and have indicated that they will do so the week beginning 20th February
4. CUSU’s legal advice has given us assurance that it will meet Charity Commission guidelines

CUSU Believes:

1. That these changes are absolutely necessary to ensure that CUSU’s Constitution reflects CUSU’s current practices and that it complies with Charity Law
2. A more flexible and leaner Constitution means that meaningful change can be made to the Constitution through the Standing Orders and not requiring a Student wide vote each time.

CUSU Resolves:

1. To take the proposed amendments to the Constitution to at student wide vote at a time set and a question set by the Elections Committee
2. To mandate the CUSU President to circulate all advice and suggested amendments from the Charity Commission should they reply after CUSU Council
3. To mandate the CUSU President to make subsequent changes to the Constitution based solely on stipulations from the Charity Commission, but in doing so, to communicate the exact changes to CUSU Council members and remind them of their rights under our current governing documents to call an emergency General meeting.
MOTION TO TAKE AMENDMENTS TO THE CUSU STANDING ORDERS TO REFERENDUM

Proposed by Amatey Doku (president@cusu.cam.ac.uk), seconded by Union Development Team (Daisy Eyre, William Hewstone)

CUSU Notes:

1. That currently the CUSU Standing Orders are out of date and do not accurately reflect CUSU’s practices
2. That changes to the Constitution and Standing Orders have happened in tandem with the support of the Union Development Team
3. The Governance review has seen much taken out of the Constitution and placed in the Standing Orders to allow for more flexibility and to future-proof the Constitution
4. CUSU has the power to amend the Constitution via 2 Councils or via Referendum

CUSU Believes:

1. That both governing documents, the Constitution and the Standing Orders should be voted on by all students at the same time to prevent gaps in CUSU’s governance since they have been developed in tandem and cross reference
2. (as recognised by the Union Development Team) that this is by no means a final draft of the Standing Orders and that there is plenty of scope for the documents to be further amended

CUSU Resolves:

1. To take the proposed amendments to the Standing Orders to at student wide vote at a time set and a question set by the Elections Committee and at the same time as the CUSU Constitution
2. To mandate the Union Development team to continue to consult after the referendum and propose further changes in Easter Term to be passed through Council meetings

References:

CUSU Constitution:
https://s3-eu-west-1.amazonaws.com/nusdigital/document/documents/31665/03ab3413b88f50e0ec3c7c1af426f957/CUSU_Constitution_February_2017_proposed_to_CUSU_Council_14Feb17_v8.2.pdf

Standing Orders:
9F. MOTION TO RATIFY EMPLOYMENT CONTRACTS FOR SABBATICAL OFFICERS 2017-18

Proposed by Amatey Doku (president@cusu.cam.ac.uk), seconded by Union Development Team (Daisy Eyre, William Hewstone)

CUSU Notes:

1. Full Time Sabbatical Officers, inclusive of Officer Trustees and Full-Time Heads of Autonomous Campaigns, are employees of CUSU.
2. All employees have an employment contract with their employer. A contract is an agreement that sets out an employee’s employment conditions, rights, responsibilities and duties and are collectively called the ‘terms’ of the contract.
3. A contract of employment cannot take away the rights an employee has in law.
4. Express contracts of employment from CUSU to its employees assist CUSU in complying with the statutory rights of workers, namely (but not exclusively) to a written statement of terms, to paid holiday, to time off for trade union duties, to work a maximum 48-hour working week, to weekly and daily rest breaks, to notice of dismissal, and comparable contractual rights of a fixed-term employee to those of a permanent employee.
5. The salary for a Sabbatical Officer, as referenced in the employment contract, shall be reviewed at the time of the budget and brought to CUSU Council for ratification at a future meeting.
6. CUSU’s Board of Trustees are responsible for employment matters, but CUSU Council are required to ratify contracts of employment for elected representatives each year.
7. CUSU’s contracts of employment were drafted with a contracted Human Resource (HR) company and are frequently updated by the HR company to ensure contracts continue to comply with legislation.
8. CUSU requires three contracts: one for Sabbaticals who are not trustees; one for Sabbaticals who are trustees; and one for the Welfare and Rights Officer as the post is responsible to two sets of governing documents as a shared CUSU and Graduate Union Officer and is a trustee of the Graduate Union.
9. The only material change made in the contracts presented to Council from previous years refer to a removal of core hours permitting more flexible working of elected officers, which has been approved by the Board of Trustees. The material change refers to a change to the stipulation of working hours as 10am-4pm.

The current Sabbatical employment contracts state:

"Note: you are expected to work not less than five hours between the hours of 10am and 4pm, Monday to Friday. The hours in this clause only add to 25 hours per week; you will be expected to work at least 11.5 hours per week in excess of these hours, and you may be required to work up to the Working Time Regulations limit (48 hours)."

The proposed employment contracts state:

"Note: the specific hours you are to work on any given working day, Monday to Friday, shall be agreed with, and at the discretion of, your Line Manager (or an alternative authorised role or body nominated by the Board of Trustees). Traditionally Sabbatical Officers may be expected to work a minimum of five hours per working day during the hours of 10am and 4pm, however this is subject to flexi-time agreements agreed with, and at the discretion of, your Line Manager (or alternative arrangements as approved by the Board of Trustees). Such arrangements shall be dictated by the commitments and responsibilities of your role in any given day, week or period of employment. The hours in this clause only add to 25 hours per week; you will be expected to work at least 11.5 hours per week in excess of these hours, and you may be required to work up to the Working Time Regulations limit (48 hours)."
CUSU Believes:

1. That Sabbatical Officers regularly work late and/or at the varying needs of their representative portfolios and remits.
2. That contracts of employment should provide sufficient flexibility for employees who work irregular hours or hours outside of the hours of 10am to 4pm.
3. The contract for Sabbatical Officers presently in use by CUSU was modelled on a template contract of a University administrator and as such may inherently be unsuited to the work of a full-time student representative.

CUSU Resolves:

1. To ratify the decision of Board by accepting the proposed contracts of employment for Sabbatical Officers employed within the academic year 2017-18.

References: