

Scrutiny Committee - Officer Report Template 2023/24

ARCHIE ROBINSON - UNION PRESIDENT



Please fill in your report as best as you can. It will be reviewed by Scrutiny Committee within a week of submission and it will be returned with some questions. After you receive them, you will record a short video answering these so students can be informed about your report.

Note: Not everything you work on will be part of your manifesto so please mark whether it is or not. This includes if they idea was changed or updated after you were elected.

Work title: (This could be a campaign, project, or another thing you are working on)	SMART Goal:	Is this related to your remit or manifesto?	Update (250 max):	Wins or challenges:	Traffic light status* :	Next steps:
Elections	<p>Specific: The goal specifies achieving high candidate and voter turnout in the student union elections.</p> <p>Measurable: Candidate turnout will be measured by the number of eligible candidates who nominate themselves to run for positions in the student union elections. Voter turnout will be measured by the number of eligible students who cast their votes in the elections.</p>	N	<p>As President of the Union, I am the lead for all things democracy, so being an officer that is not re-running, I also support on all the behind the scenes work of the Elections.</p> <p>This year the goal was to engage as many candidates as possible, and achieve our highest voter turnout to date. This is an extremely ambitious ask but I am proud to say it was the</p>	<p>Wins:</p> <ul style="list-style-type: none"> - Highest Voter Turnout ever - Highest number of candidates ever - Largely successful in terms of engagement 	<div style="background-color: #92d050; width: 100%; height: 100%;"></div>	<ul style="list-style-type: none"> - Begin handover plans for Jade.

	<p>Achievable: This goal is achievable by implementing effective communication strategies, engaging students through various platforms, and providing necessary support and resources to potential candidates.</p> <p>Relevant: Achieving high candidate and voter turnout in the student union elections is relevant to fostering student engagement, representation, and democracy within the university community.</p> <p>Time-bound: The goal is set to be achieved by the end of the elections in March.</p>		<p>most successful year on record. Originally, we had nearly 85 candidates standing in 15 positions (pre-withdrawal) which are numbers the Union has not seen before.</p> <p>During the election planning we worked on how we would incentivise votes, support candidates and work on promoting the elections. All of this has led to the success of our elections, achieving a 20.9% voter turnout rate, the highest on record.</p> <p>I now plan to handover my experience with the President elect – Jade Thomas.</p>	<p>with the election week</p> <p>Challenges</p> <ul style="list-style-type: none"> - Staffing – largest election year to date may have been overwhelming for staff. 		
<p>Block Grant</p>	<p>Specific: The goal focuses on negotiating a increase of the annual budget allocation from the University to enhance student services, initiatives, and support provided by the Student Union.</p> <p>Measurable: The increase in the annual budget allocation will be quantifiable in monetary terms, allowing for clear measurement of the negotiation's success..</p> <p>Achievable: This goal is achievable by conducting thorough research and analysis to justify the need for additional funding, preparing a comprehensive proposal outlining how the increased budget will be utilised to benefit the student body.</p>	<p>Y</p>	<p>As lead officer for the Union, I am responsible for leading discussions with our CEO, DOF and DMS for the block grant we negotiate with the University each year. This year, we have had a fantastic group working on our negotiation and so far we have included plans on how we may operate next year.</p> <p>Due to the extreme confidentiality of this, I am unable to share any more information at this time.</p>	<p>Unable to disclose.</p>		<ul style="list-style-type: none"> - Present to the University and Negotiate our final grant.

	<p>Relevant: Negotiating a bigger budget from the University is relevant to ensuring that the Student Union can adequately support the diverse needs and interests of the student population, enhance the overall student experience, and contribute to student success and satisfaction.</p> <p>Time-bound: By July</p>					
Operational Excellence	<p>Specific: The goal outlines the implementation of Operational Excellence (OpEx) principles and practices within the Student Union to improve efficiency, effectiveness, and student satisfaction in its operations.</p> <p>Measurable: Student satisfaction will be measured through regular surveys and feedback mechanisms across key service areas such as society and club support, administrative processes, and student representation.</p> <p>Achievable: This goal is achievable by conducting thorough assessments of current processes, identifying areas for improvement, implementing OpEx strategies such as process optimisation, automation, and continuous improvement initiatives, and actively involving students in the improvement process.</p> <p>Relevant: Bringing Operational Excellence (OpEx) into the Student Union is relevant to enhancing the overall student experience, fostering a culture of continuous improvement,</p>	N	<p>Operational Excellence is a new project that I am working with on with the CEO and University and how we embed it into the Union. Currently, I sit on the Operational Excellence Board at the University, and we are looking to move some of the core principles across to showcase how we may be more efficient in areas to support our students better.</p> <p>Currently we are talking around how we can better showcase to students what OpEx is, and how they can benefit from it.</p> <p>Together with the University, we are looking at 'what OpEx means to students' and hopefully after this we will begin more thorough plans on how we can strive for Operational Excellence.</p>	<p>Wins</p> <ul style="list-style-type: none"> - Set up a foundation of OpEx to really begin becoming excellent in areas we have always been 'ok' in. - University support <p>Challenges:</p> <ul style="list-style-type: none"> - A long piece of work, will not be an overnight change. 		<ul style="list-style-type: none"> - Handover to Jade to continue the framework created.

	<p>and ensuring that student resources and services are utilized effectively and efficiently.</p> <p>Time-bound: The goal is set to be achieved within the next 2 years, with this year being the start.</p>		<p>Jade, as incoming President will take over this with the CEO.</p>			
<p>Student Futures Manifesto</p>	<p>Specific: The goal focuses on creating a specific document, the Student Futures Manifesto, which will highlight the expectations and commitments of both the Student Union and the University regarding various aspects of student life, including clubs and societies, induction processes, and academic support.</p> <p>Measurable: The success of this goal can be measured by the completion and launch of the Student Futures Manifesto within the specified timeframe. Additionally, the level of engagement and feedback received from students and staff during the development process can serve as indicators of the manifesto's effectiveness.</p> <p>Achievable: This goal is achievable through close collaboration between the Student Union and the University.</p> <p>Relevant: Creating a Student Futures Manifesto is relevant to fostering a culture of transparency, collaboration, and mutual understanding between students and the University.</p>	<p>N</p>	<p>The Student Futures Manifesto is a project I have been working on with Nuala Devlin, the Universities Academic Registrar since the beginning of the year. This project is set to us by the OFS (Office for Students) and we have been working on having the most student friendly manifesto possible.</p> <p>The Manifesto looks at how we work together with students, encourage 2 way communication and accountability. In the manifesto, it will show students what they should expect from University, from inductions in every year of student, academic support etc. This is a project that has taken a lot of energy and work to get to where it is now, having had to present it to 8 different boards for approval and editing each time.</p> <p>This will go live in May and hopefully you will see how it is the Universities Commitment to students.</p>	<p>Wins:</p> <ul style="list-style-type: none"> - Collaborative project - Support and approval in 7/8 boards (awaiting final approval) - Should be hugely beneficial for students. <p>Challenges:</p> <ul style="list-style-type: none"> - Never been done before, no frame of reference for the project. - Staff (academics) engagement and understanding 		<ul style="list-style-type: none"> - Finalise the manifesto and have it published/approved by university executive board.

	Time-bound: The goal is set to be achieved within the next academic year.					
Festival of Culture	<p>Specific: Creation of a cultural event and activity on campus that cater to a diverse range of backgrounds and interests, aiming to create a welcoming and inclusive environment.</p> <p>Measurable: Measure the success of this goal by tracking the attendance and participation in the cultural event and gathering feedback from students on their sense of belonging.</p> <p>Achievable: Collaborate with student groups and societies, local cultural groups, and academic departments to plan and execute these events. Allocate necessary resources ensure the success of the initiative.</p>	Y	<p>Working with our Liberation Officer, we decided to create a large-scale cultural event which will have emphasis of inclusion on our campus. Originally, I wanted to do a 'day of culture' and Jade a 'night of culture', so it made sense to produce a jointly lead <i>Festival of Culture</i>.</p> <p>Together we have received funding (from sticky campus and internally) that provides us to engage with all of our cultural societies to showcase their cultures to us, which no doubt will be the first large scale event this University has ever produced.</p>	<p>Wins:</p> <ul style="list-style-type: none"> - Securing £10,000+ to host the universities biggest ever culture festival - University Stakeholder engagement <p>Challenges</p> <ul style="list-style-type: none"> - Capacity to deliver another large scale event. 		<ul style="list-style-type: none"> - Reconvene the working group to finalise the plans for the event. Set out clear goals and actions for all involved and begin the work on assets and purchasing materials for the event. - Contact all faith and cultural societies to gain

	<p>Relevant: This goal is aligned with the university's commitment to fostering diversity, inclusion, and a sense of belonging among its students.</p> <p>Time-bound: Launch the Festival of Culture by June. Evaluate its impact and make necessary adjustments for continuous improvement for future years.</p>		<p>I think for an event like this to be produced to the quality that me and Jade will deliver, there needs to be reasoning and not allow it to be 'tokenistic'. At this University, we thrive on culture, being one of the most culturally diverse campuses in the entire UK. With that, however, comes great responsibility to deliver an experience that all students can relate to, and in our opinion, this is the first stepping stone in making this a reality on our campus.</p> <p>We are an inheritably British institution, with our buildings and corridors reflecting the successes of predominantly white males of the past – yet our campus shows excellence from across the globe, and me and Jade will be showing this on the biggest scale.</p> <p>Unfortunately, due to capacity of the Liberation Officer (through illness and running in elections) we have not been able to get this progress moving. However, I can guarantee this will happen by the end of my time in role.</p> <p>We have begun weekly planning meetings with the Liberation Officer,</p>	<ul style="list-style-type: none"> - Stakeholder engagement with key student groups. 		<p>their engagement, offering them a sum of money to showcase their culture in the event.</p> <ul style="list-style-type: none"> - Work above to be completed WC/ 25th March
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			<p>Ethnic Equity Officer and Liberation Advisor to kick this off.</p>			
<p>Cost of Living Action Plan</p>	<p>Specific: Create a comprehensive cost-of-living action plan that includes a list of resources, financial assistance options, and guidelines to help students manage their expenses during their time at the university.</p> <p>Measurable: Measure the success of this goal by tracking the number of students who access and utilise the resources and guidelines provided in the action plan.</p> <p>Achievable: Collaborate with the university, student support services, and external organisations (such as BlackBullion) to gather relevant information and resources. Ensure that the action plan is clear, user-friendly, and accessible.</p> <p>Relevant: This goal is aligned with the university's commitment to supporting students and addressing their financial well-being, contributing to a positive student experience.</p> <p>Time-bound: Develop and publish a public cost-of-living action plan by the start of the next academic year (Sept 2024). Regularly update and improve the plan based on student feedback and</p>	<p>Y</p>	<p>The cost-of-living crisis is obviously at the worry of most students, with rising prices in rent, bills, food and general activities increasing exponentially.</p> <p>In the absence of a Wellbeing Officer, I have been the Students' Union lead on the delivering support for the cost-of-living crisis. This piece of work is extremely difficult to navigate, with the University not having endless amounts of money to provide to students, they have needed someone to give them direction on how to support students.</p> <p>Firstly, we have ensured the hardship fund process is simple, easy, and antiinvasive on students' lives. As this was a bigger topic itself, I will reflect more on this in the latter stages of this scrutiny report.</p> <p>With the Director of Student Wellbeing and Belonging, we have also formulated a cost-of-living action plan. This includes engaging key stakeholders across university departments, such as LSP and library services for example. By doing this</p>	<p>Wins:</p> <ul style="list-style-type: none"> - University and stakeholder support. - A plan is in place to support students <p>Challenges:</p> <ul style="list-style-type: none"> - Funding from the University - Ensuring we can cover as much as someone's hardship as possible - Information gathering for handbook - University resource is extremely low. 		<ul style="list-style-type: none"> - Use the data to create a handbook ready for the new summer intake of students. - Begin developing a new action plan for my successor to take lead on. - Install bi-weekly meetings with Jade to launch a new cost of living initiative.

	changing circumstances to ensure its ongoing relevance and effectiveness.		<p>we have tasked departments to be proudly radical in their thinking, and not accept mediocracy.</p> <p>Departments are beginning to make decent headway this year on support despite the Universities financial situation. For me it is imperative to get things and a renewed action plan set up for my successor to take over. Now knowing that Jade will be my successor, it makes it easier in terms of hand-over and collaborative ideas – something that I will set up early.</p> <p>The handbook is currently in its production phase, and will be complete and sent out to all new students over the summer.</p>			
LeicsCook/Cooking Classes	<p>Specific: Create an enjoyable yet informative cooking skills class in order to show students how to cook cost effective meals in the most enjoyable environment.</p> <p>Measurable: Measure the success of this goal by tracking the number of students in attendance (we are capped at 16 competing students for the first one) and how many student cost of living cook books we can give out (100 available).</p>	Y	<p>This initiative was born out of our commitment to offer direct support to students facing the challenges of the rising cost of living. Initially, our idea centred around hosting cooking classes in collaboration with accommodation services, something that was successfully executed with the help of ResLife. However, in collaboration with the Student Experience Project Manager, Hannah Congrave, we decided to elevate the engagement by introducing an enticing cooking competition,</p>	<p>Wins:</p> <ul style="list-style-type: none"> - Secured Funding of £1000 - Large interest in the event - Genuine support for those struggling to cook cost-effectively <p>Challenges:</p>		<ul style="list-style-type: none"> - We are now going to be launching a second LeicsCook in summer to link with the University Summertime Initiative that I will be leading on with Jack.

	<p>Achievable: Collaborate with the university, LSP and the Student Experience Project manager to build a clear plan, ensuring the event is accessible and available for all. Also work closely with the marketing team to create assets and physical assets.</p> <p>Relevant: This goal is aligned with the universities and union's commitment to supporting students and addressing their financial well-being, contributing to a positive student experience.</p> <p>Time-bound: Launch this event on the 17th November, and if positive feedback is received, begin planning for LeicsCook 2. Second event to occur in May!</p>		<p>offering students the opportunity to create cost-effective meals and stand a chance to win exciting vouchers and prizes.</p> <p>The effort put into bringing this event to life has been truly remarkable. We've gathered the support of the university and estates, designed the event's aesthetics, and ensured that every aspect was planned. Our allocated budget of £1000 covered all expenses, including a £100 prize for the winning team and the creation of 100 "SU Recipe Books" for all students. Notably, this budget allocation allows us to consider future iterations of 'LeicsCook' at minimal cost, with most of it directed toward necessary appliances.</p> <p>In November we're happy to share that we received sign-ups from 30 students and had over 100 people in attendance, marking a significant achievement for the University of Leicester's inaugural event of this kind. We also had collaborative working relationships with LSP and Dr Joshua Smalley, who joined us for the event after his significant bake-off success.</p>	<ul style="list-style-type: none"> - Space on campus (took 2 months to be able to use a space) - Cooking safety (we have LSP supporting with knife skills and ensuring food is properly cooked) - No funding for the second LeicsCook. 		
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			For the new event in May, we have begun planning to engage as many new members as possible, but using no extra budget. Keep an eye out for branding soon!			
Hardship/International hardship funds	<p>Specific: Advocate for the establishment of an International Student Hardship Fund at the University of Leicester, aiming to provide financial support to international students facing unexpected financial challenges.</p> <p>Measurable: The creation of a international specific fund within the next academic year.</p> <p>Achievable: Collaborate with relevant university departments, such as the Student Support Services Department, creating the fund that aligns with the university's financial capabilities and regulations.</p> <p>Relevant: The establishment of an International Student Hardship Fund addresses a pressing issue faced by international students, contributing to their overall well-being and ensuring that they can fully engage in their academic and extra-curricular activities.</p> <p>Time-Bound: Have a fund available by December 2023</p>	Y	<p>This was a side endeavour from my work on the cost-of-living crisis. Having been a student who desperately needed the support the University had to offer, I understood how horrible the process for accessing hardship was, and this invasive process often put more stress on to the student rather than help it. When I came into post, I vowed to ensure this process would be easier for students, especially due to the current financial climate we find ourselves in.</p> <p>When becoming President, I met with the Director of Wellbeing and Belonging and the Academic Registrar and explained my concerns with how invasive the process for hardship was, previously requesting all previous bank statements to make a judgement.</p> <p>To ease my worries, it was positive to know work was already on the way to help ease this process, and with my guidance from a student perspective, I am happy to say that</p>	<p>Wins:</p> <ul style="list-style-type: none"> - Ensured and, made the hardship fund easier for all students! - New international student fund available - No requirements just an application form - No longer invasive <p>Challenges:</p> <ul style="list-style-type: none"> - Limited money, university have less to offer this year/ 		Ensure continuation for future years – handover with the President elect.

			<p>we are now in a position that we are comfortable that students will find this process simple, easy and antiinvasive.</p> <p>As for International Students, many rules apply which mean they may not be eligible to receive hardship, which has often put a barrier in place for those students. After echoing my concerns, we now have an International Specific Hardship fund (£10,000) which will cover immediate emergencies for international students, should they find themselves in that situation.</p>		
Heating on Campus	<p>Specific: Ask the University to conduct an energy audit to assess and improve heating systems on the University of Leicester campus, with the goal of enhancing energy efficiency and thermal comfort in all campus buildings.</p> <p>Measurable: Identify the key areas of student complaints regarding heating (most notably in the older buildings {MSB, FJB} and work towards instant solutions.</p> <p>Achievable: Collaborate with the University's Estates and Campus Services team to ensure a comprehensive and realistic assessment/Service Level Agreement (SLA) of heating systems is created.</p> <p>Relevant: Enhancing the heating systems aligns with the university's sustainability goals, reduces operational costs, and contributes to a</p>	Y	<p>This was in reaction to direct feedback I had received from students explaining that they believed some areas/buildings on campus were considerably cooler than others, causing discomfort whilst studying.</p> <p>Based on this feedback I have acted accordingly, and reached out to the Director of Estates and Campus Services, Kirsty Woodward.</p> <p>Since the last update, a full service level agreement has been ut in place which leans on two factors moving forward.</p> <ol style="list-style-type: none"> 1. Sustainability and the ambition to be Net Zero by 2040. 	<p>Wins:</p> <ul style="list-style-type: none"> - Ensure that this issue has been picked up as soon as possible - Student friendly comms plan underway <p>Challenges:</p> <ul style="list-style-type: none"> - Finances/sustainability – can't have all buildings heated all the time. - Producing a platform to allow students 	<ul style="list-style-type: none"> - Begin contributing to work on a new seamless report mechanism for all issues around teaching and learning spaces.

	<p>more comfortable and productive learning and working environment for students and staff.</p> <p>Time-Bound: Commence the energy audit process immediately and push for proper signposting of areas that lack efficient heating.</p>		<p>2. Student Comfort in areas under/overheated.</p> <p>A very complex piece of work which took a lot of time but happy to now say it is complete.</p> <p>The last step is to make sure that it is consistently marketed if there is an issue, and allowing students to report.</p> <p>We have decided to work on a bigger piece of work (which will be led by the University so that it will continue when I am not here) to create a platform where students, lecturers etc... can report issues with anything in the room. This will be from heating to plug sockets and microphones not working etc...</p>	<p>to report issues seamlessly.</p>		
<p>Union Office Hours</p>	<p>Specific: Establish set office hours for student-facing departments within the Students' Union at the University of Leicester, ensuring that students have reliable and consistent access to support and services.</p> <p>Measurable: Implement office hours for a minimum of the three key student-facing departments within the Students' Union within the next semester (Opportunities, Voice, Support).</p> <p>Achievable: Collaborate with the senior leadership team to determine the most feasible</p>	<p>Y</p>	<p>Having been the Sports Executive Officer last academic year, it was very clear to me that the Union sometimes could struggle with responsiveness to student queries online and in person, due to the large influx of both at the same time. So, in my role as President I decided to act. I created the concept of Office Hours (drop ins), which would mean student facing departments would have particular hours each week set aside for all in person queries, allowing us to use our student staff more effectively, and making the</p>	<p>Wins:</p> <ul style="list-style-type: none"> - Agreed times - Agreed by staff <p>Challenges:</p> <ul style="list-style-type: none"> - Will students use the hours? (Hence the trial period) - Will it be signposted correctly? In a student friendly way? 		<ul style="list-style-type: none"> - Agreed new start for the new academic year.

	<p>office hours schedule while taking into account resource constraints and staff availability.</p> <p>Relevant: Setting up structured office hours enhances the quality of support and services provided to students, fostering a more efficient and responsive Students' Union that better meets the needs of the student body. The departments will still be open their normal times, but with the Office hours will allow students to feel comfortable to come and query and know that they will get a response in that time.</p> <p>Time-Bound: By semester 2, announce the office hours for the three key student-facing departments within the Students' Union, ensuring that students have improved access to essential services and support.</p>		<p>processes easier for both students and staff.</p> <p>This was warmly received by the SU staff and have agreed that in second semester we will trial the hours with appropriate signage. This won't mean we will turn people away, but it will hopefully create a culture where students know (for example) they can come and ask the opportunities team to help resolve and issue in person Monday and Friday afternoons – <i>This was purely an example.</i></p> <p>The hours can also be used for students interested in employability in the various areas post-university, allowing them 1-1 time for discussion.</p> <p>This will also help us use our student staff more effectively, putting more responsibility on them during busy times to help develop their skills further.</p>			
<p>November</p>	<p>Specific: Co-lead a successful University-wide Movember project with Jack McDonald (Activities Officer) and Joe Hyett (Sports Officer) to raise more money than last year (+£10,000)</p> <p>Measurable: Engagement from students and sports clubs throughout the campaign.</p> <p>Attainable: Last year we raised around £10,000 with little preparation. This year we aim to</p>	<p>N</p>	<p>This year, the SU have been instrumental in the Movember campaign, both in the delivery and the planning. The working group has mainly been chaired by Jack McDonald, who is the Union lead for fundraising. In this planning we have led on key decision making in ensuring that this year's Movember</p>	<p>Wins:</p> <ul style="list-style-type: none"> - We took the lead this year, ensuring activities are delivered. - Sport and society uptake looks positive 		<p>Steps have begun to prepare a proper handover of Movember, looking at how we potentially move away from some of the University engagement work, due to lack of engagement.</p>

	<p>make more with planning that had started in July.</p> <p>Relevant: The Movember campaign is a brilliant fundraiser to get involved in and this year we plan to make it bigger than ever with the university support.</p> <p>Time: November 2023.</p>		<p>campaign surpasses its previous, with more engagement in sports and societies as well as general students.</p> <p>Together we put a budget of £750 for this event, which covers various events such as having a barber on campus and a Movember LetsDisco fundraiser.</p> <p>All of this has been mainly spearheaded by both Jack and Joe, and I have played a supportive role in ensuring the event can run as smoothly as possible.</p> <p>We managed to raise over £10,000 and win the Movember Silver Award, which is testament to all of our hard work!</p>	<p>after discussions</p> <ul style="list-style-type: none"> - Raised and won an award for our achievement! <p>Challenges:</p> <ul style="list-style-type: none"> - University engagement 		<p>This will be passed to both the Community and Wellbeing and the</p>
<p>SU Centenary</p>	<p>Specific: Develop a comprehensive Centenary event and communications plan for Leicester Students' Union, to showcase 100th anniversary celebration of the Students' Union, which encompasses a wide range of activities and promotions.</p> <p>Measurable: Plan for marketing physical assets to showcase our history over the past 100 years. Also, host an event where we can engage alumni and students to celebrate this remarkable celebration.</p> <p>Achievable: Collaborate with the marketing team, alumni, and the fundraising team at the university to coordinate resources and develop</p>	<p>N</p>	<p>The Union's Centenary is something I feel very honoured to be leading this year, being the first ever President to lead the celebrations of the Union. The Students' Union was founded in 1923/24 which was not something I was aware of until coming into post!</p> <p>So, since I took the role in June, I immediately started a Centenary Planning Group, which will look at how we can effectively showcase and represent the last 100 years of our successes across campus. We will be looking at having a ceremonial presentation of previous</p>	<p>Wins:</p> <ul style="list-style-type: none"> - Received 10ki in funding - Got a huge diverse set of attendees, some going back to the early 60s - Successful launch of the Walls of History Campaign <p>Challenges:</p>		<ul style="list-style-type: none"> - Create a communication plan around the bricks to ensure we can get more bricks sold - Begin having stalls a bigger events (i.e graduation)

	<p>a multifaceted plan that accommodates the SU's budget and staff capacity as well as developing a fundraising effort to give back to the student experience.</p> <p>Relevant: The Centenary celebration is a significant milestone for both the university and the Students' Union. A well-organised plan will enhance student engagement and strengthen the SU's connection to the historical and cultural significance of the institution.</p> <p>Time-Bound: Develop and finalise the Centenary event and communications plan by Semester 2, ensuring that it covers the remainder of the academic year.</p>		<p>officers/students and also a reception for everyone who has played an integral part in the Union in the past 100 years.</p> <p>During this event I was the Project manager, and by far was the biggest event I had ever had been apart of. My job was to chair and organise all planning meetings, which had a diverse range of staff, officers, university representation and alumni on the board, allowing this to be a pure holistic approach to ensure the event could be delivered to the best of its ability.</p> <p>The group had: CEO, Director of Membership Services, all officers, Student Experience Project Manager, Chair and Vice Chair of the Alumni Association</p> <p>I lobbied for £10,000 and received that, to help launch the centenary with a one-off event. However, this event was not just a celebration, it was the launch of the SU Walls of History Campaign, allowing us to help students for the next 100 years.</p> <p>So far, we are in a position to help on average 100 students next year get in to clubs and societies which is a remarkable achievement.</p>	<ul style="list-style-type: none"> - Capacity, this project took on average 10 hours a week, on top of all my normal meetings etc.. 		
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			The event itself had over 200 people in attendance and was fantastic to celebrate staff of past and present at the ceremony.			
Governance Review	<p>Specific: Conduct a comprehensive governance review of the Leicester Students' Union's officer structure, democratic processes, and trustee mechanisms to identify areas for improvement and enhance efficiency and transparency.</p> <p>Measurable: Compile a governance review report with clear recommendations for structural changes, procedural enhancements, and trustee responsibilities. The report should be completed by an external expert and should be completed by midway through semester 2. This will then be proposed to Union Council.</p> <p>Achievable: Form a group (CEO, Chair of the Board, President and Liberation Officer) which will review the external expert tender presentation, to ensure we select an expert who talks to our mission and vision.</p> <p>Relevant: The governance review will lead to a more effective, accountable, and democratic structure, aligning the Students' Union with the evolving needs and expectations of its members. It will create a officer structure that is more representative of the student body, as well as ensuring its democratic structures are more effective for its members.</p> <p>Time-Bound: Begin the governance review process by November, complete the review, and produce a comprehensive report with</p>	N	<p>When coming into the role, it was evident when looking into our governance that we were extremely weak in this area, and with no CEO in place at this point, it was down to me as President to look into how we can change. From my research our constitution which is incredibly outdated, our democratic structures which need to be more engaging and representative, our officer structure isn't representative of our current student body, and our trustee board needs an effectiveness review.</p> <p>This is an awful lot of work which is far out of my realm as President, so with the new CEO, we have agreed to go out for an external expert to come and review our structures, consult students, staff and officers to find solutions in all of these areas.</p> <p>In this review we aim to begin in November, we will: -</p> <ul style="list-style-type: none"> - Have a representative Office Structure taken to student and university council for sign off - Have a revamped Constitution which is in line with the sector 	<p>Wins:</p> <ul style="list-style-type: none"> - Found funding - The whole SU is on board. - Had 7 extremely strong candidates to lead the review. - Consultants are fantastic and the feedback from those involved is positive - University are largely supportive <p>Challenges:</p> <ul style="list-style-type: none"> - Will student/university council agree the changes? If not a lot of money is wasted. 		<ul style="list-style-type: none"> - Await final recommendation form Counter Culture to present to Board, University Council and student council.

	<p>recommendations by Semester 2 to be presented to Student and University Council, and ensure that the implementation of approved changes is initiated within one year of the report's completion.</p>		<ul style="list-style-type: none"> - Have an effective board review - And have a revamped democratic structure for students to debate, consult and be informed. <p>The Governance review is now in full swing, with key stakeholders, university and union senior staff, and students being consulted at every step.</p> <p>There is also a project group that is overseeing the development of the review, which consists of CEO, President, consultants who are leading the review, Support and Representation Manager, Governance and HR Coordinator and the University Governance manager. This is in place to have regular updates and to ask any questions from both parties.</p> <p>I expect a full report to be recommended to the Union by the end of May this year.</p>			
<p>Pro-Chancellor (Students)</p>	<p>Specific: Due to the Universities Pro-Chancellor Students' expiring, we have been challenged in electing a new Pro Chancellor Students' with a cross campus ballot.</p> <p>Measurable: Measure the success by having multiple external candidates running in the</p>	<p>N</p>	<p>This is one of the more fun areas of the job. The original Pro-Chancellor Students was introduced in 2019 following the Universities decision in making David Willets (a Conservative House of Lords member) the university chancellor. Following the</p>	<p>Wins:</p> <ul style="list-style-type: none"> - We can celebrate a new success in having an effective and 		<ul style="list-style-type: none"> - Allow the next officer team to decide if they would like a Pro-Chancellor. - As this has stopped, the

	<p>election, with the election gaining a high number of votes.</p> <p>Achievable: Collaborate with the University Governance team to establish a clear pathway for electing a Pro-Chancellor Students, as well as gauging a shortlist of potential people students, staff and officers agree on.</p> <p>Relevant: This is a posting that needs to be renewed every 3 years.</p> <p>Time-Bound: Hold an election in conjunction with our Executive Officer elections in March.</p>	<p>backlash by both the Students' Union and students, the University decided that we could have a Pro Chancellor (deputy to the chancellor) which would be the representative for students at the university.</p> <p>In 2019 a cross campus ballot concluded that Suzie Imber would be our Pro Chancellor until 2022. Despite her term running out, there was no work done to replicate this last year, so I have picked this up as a matter of urgency.</p> <p>Working with the Voice and Representation Manager, officers and students, we have collated names for a potential shortlist for our new Pro Chancellor. We have streamlined his with university discussions to ensure it is supported by University Nominations Committee and Council as it is a University position, not an SU.</p> <p>We will aim to run the election to coincide with the Executive Officer elections to ensure student engagement and the shortlist will go out to students when those who have accepted to run agree.</p> <p>We have also began setting out our expectations of the Pro Chancellor, to ensure they are engaging in</p>	<p>engaged Pro Chancellor!</p> <ul style="list-style-type: none"> - Student engagement in elections – due to the profile of some of potential nominations, it is likely to drive high engagement <p>Challenges:</p> <ul style="list-style-type: none"> - Legitimacy? Will the voter turn out be enough? 		<p>wins and challenges of the project all remain the same and are there for information should someone next year wish to go and appoint.</p>
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			<p>events so student can look up and feel as though they are being represented in this role.</p> <p>Unfortunately, we have decided not to go out for advert for this role for a number of reasons. We believe that the current Chancellor, Maggie Aderin-Pocock, is doing a fantastic job in her role, and feel as though the students are deeply connected with the chancellor.</p> <p>We believe right now, there isn't demand for the Pro-Chancellor Students, however, all the ground work has been complete (had to create a whole new process for the role) and it is agreed that the role will remain vacant until we decide it would be significant and useful for the student body. This was a decision all senior members of the SU agreed on.</p>		
Student Employability	<p>Specific: Develop a dedicated Student Employability section on the Students' Union website, providing easy access to job opportunities, career resources, and guidance for students.</p> <p>Measurable: Populate the Student Employability section with all SU job listings, create resources like UNItemps and University student job openings too, providing all students with easy access to jobs.</p>	Y	<p>During the cost-of-living crisis, the number of jobs students need are increasing exponentially. At the SU, we often have student staff roles pop up but we have been incredibly poor at signposting these.</p> <p>So, because of this, I have instigated the creation of a job portal on our students' union website, which clearly outlines what jobs we have available and links to</p>	<p>Wins:</p> <ul style="list-style-type: none"> - Quick an easy fix on the website - Clear and accessible <p>Challenges:</p> <ul style="list-style-type: none"> - If we don't have jobs available, 	N/A

	<p>Achievable: Collaborate with the career services department, Union HR and UNItemps to establish all job openings.</p> <p>Relevant: The Student Employability section aligns with the Students' Union's mission to support students in their academic and professional development, making job-seeking more accessible and convenient.</p> <p>Time-Bound: Launch the Student Employability section on the Students' Union website by October 2023.</p>		<p>University/Unitemps availability too. This way, students can easily find opportunities to support them in their job findings.</p> <p>This was done with approval of SLT and the marketing team at the Union.</p>	<p>the route of the problem remains the same</p>		
<p>College Reps Expansion</p>	<p>Specific: Incorporate college representatives into the Student Union's academic representation program, ensuring each college within the university has a dedicated student representative.</p> <p>Measurable: Establish and train college representatives for all colleges within the university, with a goal of having one representative per college, and fully integrate them into the academic representation program within the next academic year.</p> <p>Achievable: Collaborate with college administrators, academic staff, and interested students to identify and appoint college representatives, ensuring that adequate training and resources are available to support their roles.</p> <p>Relevant: Including college representatives in the academic representation program enhances the program's inclusivity and</p>	<p>N</p>	<p>This was an example on how effective and positive stakeholder engagement can benefit all parties.</p> <p>In my role I closely work with the Registrar and Secretary of the University. I explained to him that our academic representation program, although excellent, needs further support to bridge gaps between schools/course and colleges.</p> <p>By proposing the introduction of college reps into our programme, we explained how having 3 part time positions (one per college) would allow us to maintain relationships, develop more constructive feedback and allow for greater responsibility on students to provide scrutiny to their University counterparts.</p>	<p>Wins:</p> <ul style="list-style-type: none"> - Secured £13,000 from the university! - 58 applicants in the roles, showing a successful model - Will vastly improve our academic rep model <p>Challenges:</p> <ul style="list-style-type: none"> - Effectiveness of someone in the post? 		<ul style="list-style-type: none"> - Continuously reflect on the effectiveness of these positions.

	<p>effectiveness by ensuring that the unique needs and concerns of each college's student body are represented and addressed. It also bridges the gap between our School Reps and Education Officer, giving more support for students and staff in colleges.</p> <p>Time-Bound: Begin the process of identifying and appointing college representatives by November 10th.</p>		<p>Ensuring we have student voice at every opportunity is extremely important, and with the registrar agreeing, the University provided us with 13k to have 3 part time student staff to be the main representative for their college.</p> <p>We have had 58 applicants for these roles which is fantastic, and we are currently interviewing as I write this.</p> <p>This will also help us determine if having a full-time officer team focusing on college representation rather than extra-curricular would be viable.</p>	<ul style="list-style-type: none"> - Would we get a good pool of applicants per college? 		
<p>Destress</p>	<p>Specific: Launch a comprehensive "De-Stress Campaign" providing students with a variety of relaxation events during the exam season, including yoga sessions and the provision of free food and drinks.</p> <p>Measurable: Organize a minimum of three de-stress events over the course of the exam season, with active participation from at least 500 students across these events.</p> <p>Achievable: Collaborate with societies to host events to destress their members and local food vendors to arrange for providing free food and drinks, ensuring the campaign can be successfully executed within the set timeframe.</p> <p>Relevant: The De-Stress Campaign aligns with the Students' Union's commitment to student</p>	<p>N</p>	<p>Over the course of 2 months of planning, together with a team of 2 officers, numerous SU staff and the Student Experience Project Manager, we were able to deliver one of the best destress campaigns to date. We had a look at previous destress campaigns and concluded that we should offer more post-exam season, not just during, to allow people to full 'destress' from their examination period.</p> <p>We then delivered a week of events during the exam period which followed previous years methods on delivering food and drinks to students and engaging in communication with them to gain</p>	<p>Wins:</p> <ul style="list-style-type: none"> - Used date from previous years to make it a more comprehensive campaign - Successfully 'sold' out all of our events - Lobbied and got £3k for the event. <p>Challenges:</p>		<ul style="list-style-type: none"> - Continue to work with the working group to deliver across the summer exam periods.

	<p>well-being, offering essential support during the challenging exam period and helping to reduce stress levels.</p> <p>Time-Bound: Launch the De-Stress Campaign at the start of the upcoming exam season.</p>		<p>useful insight on how we can best reach students struggling with their exams.</p> <p>We then also provided a full week of activities post-exam period, allowing people to engage in free activities such as 'paint and sip' and so on. These were made to allow students to partake in calming activity with friends to really have the feeling of destress.</p> <p>Overall this was a huge success, and we are now planning destress for Medics in April and for May examination period, using similar methods.</p>	<p>N/A so far – planning for bigger exam periods have now started.</p>		
<p>Library Destress Room</p>	<p>Specific: Advocate for the development of a designated de-stress area within the library at the University of Leicester, aimed at providing students with a peaceful and comfortable space to unwind during intense study periods, such as essay writing and exams.</p> <p>Measurable: Successfully secure approval for the creation of the de-stress area and ensure its implementation within the next academic year.</p> <p>Achievable: Collaborate with the university's library management, the Academic Registrar and the Director of Wellbeing and Belonging and other stakeholders to develop a feasible plan for the de-stress area, considering available space and resources.</p>	<p>Y</p>	<p>Conversations around this space began in the last week of writing this report, so I will feedback in the new report in the new year.</p> <p>This was based on student feedback that students don't have a comfortable area in the library to relax and take a moment away from their essay/exams.</p> <p>This is still an ongoing discussion but have seemed to have hit a slight road block with the University. I have been told all parties are supportive with a sensory/destress room available in the Library (or campus generally) but the University need to</p>	<p>Wins:</p> <ul style="list-style-type: none"> - Discussions have taken place and the idea seems to have some traction - Support given by key stakeholders <p>Challenges:</p> <ul style="list-style-type: none"> - University space and financial position 		<ul style="list-style-type: none"> - Keep meeting with Hannah Congrave to deliver this, and begin handover preparation for this project.

	<p>Relevant: The de-stress area aligns with the university's commitment to supporting student well-being and enhancing the learning environment, particularly during stressful academic periods.</p> <p>Time-Bound: To have ready for 24/25 academic year.</p>		<p>identify space and budget for the project, which will take time during the current financial climate.</p> <p>I ensure this will be handed over (likely to the community and wellbeing officer) who will be able to push this over the line in the new financial year.</p>			
Sexual Violence Awareness	<p>Specific: Spearhead a systemic change to raise awareness and support for sexual violence prevention within the University of Leicester.</p> <p>Measurable: Create a post for staff or a campaign that can lead the fight against sexual violence at Leicester.</p> <p>Achievable: Collaborate with relevant university departments(Standing Together), student groups, and external organisations to plan and implement the something effectively, ensuring that the necessary resources, information, and support systems are in place.</p> <p>Relevant: The support for sexual violence aligns with Leicester Students' Union's commitment to creating a safe and inclusive environment for all students and is a crucial step in addressing a pressing social issue.</p> <p>Time-Bound: To have something set in stone for semester 2.</p>	Y	<p>Being apart of the sexual violence awareness university committee, it has been evident that as a students' union we are not doing enough to keep students safe on campus. From this, myself, the executive team and CEO/Director of Memberships services have looked into what resource we have available to be 'proudly radical' and support the fight against sexual violence.</p> <p>Following my last update, working with the CEO and DMS, we pushed and received Board Approval for a new position – 'Data and Insight Manager'. This new manager will add a huge amount of experience and ability to really push on with a number of projects for the Union.</p> <p>The Board Approved this position with a pot of money for them to work on a Sexual Violence Campaign, which will look at how we integrate</p>	<p>Wins:</p> <ul style="list-style-type: none"> - Got a new position to lead this project, which will allow us to be data led and find gaps more efficiently. <p>Challenges:</p> <ul style="list-style-type: none"> - Timing, position took 2 boards to approve, plus application and interview timings have meant this project has been delayed somewhat. 		<ul style="list-style-type: none"> - Interview the new position - Begin preparing new officers and manager with the campaign ideas.

			<p>training and support for all of students.</p> <p>The post is due to be hired in April/may time, so this will all be handed over to the incoming President and Community and Wellbeing Officer.</p>		
Tuition Fee Transparency	<p>Specific: Advocate for increased transparency in tuition fees at the university, aiming to provide students with a clear breakdown of all associated costs and a comprehensive understanding of how tuition fees are allocated.</p> <p>Measurable: Collaborate with the Chief Financial Officer to develop and implement a tuition fee transparency breakdown, available for all students to access.</p> <p>Achievable: Work closely with university to create a tuition fee transparency breakdown.</p> <p>Relevant: The goal is in line with the commitment to transparency and ensuring that students have a clear understanding of the financial aspects of their education.</p> <p>Time-Bound: By Semester 2</p>	Y	<p>Tuition fee transparency is an extremely import for students to really see where their money is spent and if they are receiving the right experience for what they are paying.</p> <p>I have worked closely with the Chief Finance Officer (CFO) of the University to produce a more granular transparency piece around student finances. Due to the extremely positive relationship, I have with him, he has kindly agreed to have it made up and published to students so they are able to see exactly where their £9,250 (home UG) and other expenditure goes.</p> <p>By doing this, it will provide a level of trust for students, and equally allow for challenge so students can really demand change if they deem fit.</p> <p>Since the last update the, the report has been complete and is now available for all to see on the website. This is a very granular look at where your tuition fee goes and</p>	<p>Wins:</p> <ul style="list-style-type: none"> - Change was accepted, University happy to be transparent. <p>Challenges:</p> <ul style="list-style-type: none"> - Value for money? If it proves unvaluable, what can we do to lobby? 	<ul style="list-style-type: none"> - Use the same method to get more granularity for International Students.

			<p>gives greater understanding for why we have to spend £9,250 (home UG).</p> <p>It also sheds light to the need to lobby government and shows how the £9250 no longer is useful in the current financial climate, and therefore more effort should be used to lobby government.</p> <p>The next stage is to get the granularity for international students, which is underway.</p>		
Trustee Board Recruitment (and enhancements)	<p>Specific: Recruit two new Trustees to join the board of the charity, bringing in fresh perspectives, skills, and expertise.</p> <p>Measurable: Identify and select two qualified candidates who meet the established criteria and complete the onboarding process, ensuring that they are actively participating in trustee responsibilities within the next three months.</p> <p>Achievable: Collaborate with the nominations committee to select and interview candidates.</p> <p>Relevant: The addition of two new Trustees will enhance the diversity and skill set of the board, strengthening the governance and strategic decision-making processes of the charity.</p> <p>Time-Bound: By Nov 2023</p>	N	<p>The Students' Union's trustee board is the most senior board we have, which ensures the smooth delivery of operations and finances to the board.</p> <p>In the last 12 months we have lost 2 trustee's due to commitments, so filling those gaps is extremely important to stay compliant, and to support staff.</p> <p>As deputy chair for the board, I am the key individual for all board matters on the SU side, so organising the interviews and candidates has been my main role, whilst ensuring that the board application packs are complete.</p> <p>We have now gone out for 2 rounds of applicants (the first only had 1 successful candidate) and we are</p>	<p>Wins:</p> <ul style="list-style-type: none"> - Over 30 applicants on 2 rounds of recruitment - Extremely strong candidates <p>Challenges:</p> <ul style="list-style-type: none"> - -N/A 	N/A

		<p>about to interview WC 6th Nov. Ensuring we get the right personnel is imperative for success of the union, so usually I wouldn't include recruitment on a scrutiny report, but due to the importance of this I could not leave it out.</p> <p>The board has also received enhancements, allowing them to feel more integrated into our community in Leicester. This includes having their own email, lanyard/access to rooms, and events list and more.</p> <p>I am finally setting up a trustee mentor programme between lay (external) trustees and officer trustees to ensure career development support is provided as well as enhancing the experience of being on a board.</p>			
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<p>Student Council Feedback</p> <p>'You said we did'</p>	<p>Specific: Implement a project titled 'You Said, We Did' that is specifically focused on addressing and responding to feedback received from the Student Council.</p> <p>Measurable: Identify, prioritise, and address the key feedback points from the Student Council within the next semester, with concrete actions taken and improvements made based on their input.</p> <p>Achievable: Collaborate with the Student Council, analyse, and implement their feedback effectively, ensuring that the necessary resources and support are in place.</p> <p>Relevant: The 'You Said, We Did' project underscores the importance of actively listening to and addressing the concerns and suggestions of the Student Council, fostering a culture of collaboration and responsiveness.</p> <p>Time-Bound: Initiate the 'You Said, We Did' project focusing on Student Council feedback immediately.</p>	<p>N</p>	<p>Based on feedback from Student Council, it was clear that students need a leader to drive change and lead by example, something I plan to do.</p> <p>Therefore, on the back of student council, I have created a 'you said we did' campaign, taking in all the issues posed by students and creating concrete actions on concerns raised.</p> <p>This will allow me to prove that I can lead effectively to students, but also enhance our accountability to the university to really push for what students want and need.</p> <p>Already I have had discussions around course enrichment, hardship signposting and food costings based on the last student council and will hopefully have updates this side of the winter break.</p> <p>All of the above and have been completed. Gavin (LSP CEO) will be coming to a Student Council soon to discuss the food offering/costing, hardship is clearly outlined and enrichment is an ongoing collaborative project between University and Union.</p>	<p>Wins:</p> <ul style="list-style-type: none"> - Extremely engaged cohort in term 1 willing to give ideas for me to lead change - University willing for change <p>Challenges:</p> <ul style="list-style-type: none"> - Unrealistic asks? How to deal with them? - University potential blockage of ideas? - Lack of engagement from students in term 2. 		<ul style="list-style-type: none"> - Continuously respond and act on feedback given at student councils.
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			The issue is we haven't had quorate discussions at student council recently, which has hindered the project as feedback has been minimal		
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*Refers to the RAG system of red (not started), amber (in progress), and green (complete).

Boards the President Sits On (these are consistent boards with terms of reference - not usual meetings that occur weekly etc...)

Court	Council	Senate
Finance and Infrastructure	Capital Strategy and Estates	Learning Environments Sub-Committee
Alumni Association Committee	Operational Excellence	Post Graduate Research Sub-Committee
LSP Stakeholder Engagement Committee	Student Experience Board	Student Experience Mirror Board
Digital Coach Implementation Group	Community Liaison Group	Internationalisation Board
02 Stakeholders Group	Alumni Awards Committee	Honorary Degrees Board
Governance Review Committee	Election Committee	Student Union Planning Group
Strategic Leadership Team	Trustee Board	Finance and Audit Committee
HR&Remunerations Committee	Provost and Deputy Vice Chancellor (AdvanceHE) Committee	Centenary Working Group
TEF action plan group	Student Experience Network	Representative Committee
Student Council	Senior Education Leadership Team	Senior Management Team
Destress Planning Group	Sexual Violence Working Group	Executive Committee