

Annual Members Meeting 2021

12.05.2021

Online

Agenda

- I. Minutes of the previous meeting
- II. Presentation and approval of annual accounts
- III. Approval of budget
- IV. Approval of external affiliations
- V. Presentation of Union Annual Report
- VI. Continuing policy
- VII. Member motions
- VIII. SU Diversity Report

Welcome to the Annual Members Meeting.

If at any point during the meeting you are unsure of what is happening, please use the chat box to ask a question.

At any point (except DURING a vote) anyone in the room can call a procedural motion, these change the way the meeting is run.

If you want to do this, please post in the chat box and say you want to call a procedural motion.

These are as follows:

- No- confidence in the chair (if you think the chair is being biased during the debate)
- Deferred Vote (If you want to postpone a vote until the next meeting)
- Request for a secret ballot
- Request for a card vote (all members have to show ID to vote) SUGGEST THESE TWO AREN'T RELEVANT TO AN ONLINE MEETING
- Refer issue to another body - If you want to send an agenda item to another committee to decide.
- To vote on the motion in parts - If you want separate votes on different parts of a motion.
- Adjournment - The meeting finishes.

No motions or agenda items can be amended. There is no AOB at this meeting.

Minutes of the Annual Members Meeting 2019

The AMM was held on the 8th May 2019 in 03MS01

Committee Membership:

The membership of the AMM comprises all full Union members.

The meeting was chaired by the Union Chair, Olivia Mitchell. The sabbatical team 2018-19 were also present.

The Students' Union's Chief Executive, Alan Sutherland, and Deputy Chief Executive, Debra Rideout, were in attendance to provide information to the meeting.

Apologies for absence:

No apologies were received.

Matters arising:

1. **Minutes of the last meeting** – members voted to approve the minutes of the last meeting.
2. **Presentation and receipt of the Annual Accounts** –

The Union's Annual Accounts had been presented to students 14 days prior to the meeting. The meeting was asked to confirm that they had been received. The CEO gave a short summary.

Members voted to receive the accounts.

3. Presentation and approval of the budget

The budget had been presented to students 14 days before the meeting. The Deputy Chief Exec explained that the budget proposed a slight uplift on the previous year. The budget is always set to come back to zero. A student asked how the University and the Union work together to approve the budget. The CEO explained the process. A student asked about how the travel expenses had been changed. The deputy CEO explained how this had been changed and that this referred to sabbaticals and staff.

Members voted to approve the budget.

4. Approval of external affiliations

The list of external affiliations was presented to the committee. The chair explained the affiliations and that they would be presented in full and voted on as a group. **Members voted to approve the affiliations.**

5. Presentation of the Students' Union's annual report

The Chair explained that this referred to the activities of the previous year. **Members voted to receive the report.**

6. Continuing Policy

The chair explained that the trustees had met to agree a selection of motions that would be discontinued and asked if any student wanted to debate any of these motions separately. Two students wanted to debate the removal of two of the motions.

The VP Activity wanted to explain why one of the motions 'Make sports everyone's game' should be discontinued. When the policy was voted on, the information available was limited. The current data available is relatively meaningless, the VP Activity wanted to remove it and replace it with a more effective motion. A student wished to speak to continue the policy, and explained the basis for it in the first place, that the motion was supposed to gather demographics for analysis. A member asked a question regarding whether the motion remained current. Both students responded to that member. **Members voted to remove the motion.**

The Union President explained why he thought that the NSS motion should be removed. The Union President explained that he does not have full confidence that the University was responding to student feedback and was not entirely comfortable with the NSS contributing to national league tables. A student asked a question about why the NSS was not a valid representation of satisfaction. The Union President responded to that member. **Members voted to remove the motion.**

A member asked a question regarding a motion listed for removal regarding the tax on sanitary products. The chair explained that this had already been removed from the products in Simply Fresh. The chair then asked for votes in favour of removing the policies listed and continuing everything that is not listed. A student asked a question about how this had been arranged, and how it was agreed which policies would be discussed. The chair responded to that member. **Members voted to approve the removal of the policies and to continue with the other policies which were not listed for removal.**

7. Member Motions

Motion – Students' Union Priority Campaign

The Union President spoke in favour of this motion, and explained the background to the motion. This motion is an opportunity for students to decide on a priority campaign for the year to come. A student asked how the list of possible campaigns will be constructed, and how students will be involved. The Union President explained that this would be for all students and would be the role of the next year's sabbatical team to carry out. **Members voted in favour of the motion.**

Motion – Students' Union Detox on Plastic

The Union Chair waived the chair at this point to the Union President. The Union Chair then spoke in favour of the motion. The purpose of the motion is to reduce the Union and university's reliance on plastic. A member then spoke against the motion explaining that he felt

that it would delay the removal of glass from the Students' Union which was a safety issue, and that sustainability is currently doing well. Students asked questions regarding this motion, firstly on how much of a detox this was going to be. The Union Chair explained that this should be achieved by 2022, and that the purpose of the motion was to reduce the rate of use of single use plastic. Another student asked how reusable bottles would be distributed – how sustainable would they be, and what they would be made of. The Union Chair explained that this would be part of the consultation if the motion is passed and so the most appropriate people make the decision. A student asked how water could be consumed if plastic bottles were not for sale any longer. The Union chair explained that she wanted the provision of water to improve via water coolers and fountains. **Members voted in favour of the motion.**

Motion – Democratically elected student trustees

A student spoke in favour of the motion and cited examples of other Unions who hold elections for student members to their Board of Trustees at a greater frequency. The Union Chair clarified the process of recruitment currently and the current make-up of the board. The Union President spoke against the motion. The Union President explained the purpose of the Board of Trustees and its role, and that currently two students will be recruited onto the board, and that if students are recruited, this opens up the role to a different demographic who would not necessarily otherwise be willing to run in the main elections. A student asked why the motion was necessary. The student speaking in favour of the motion explained that this was an accountability issue if trustees are recruited and not elected. A student asked about when elections would run for these roles and it was explained that this would be part of the Surrey Decides process. A student asked why the Union President was speaking against the democratic election of these trustees, the Union President explained that accountability was not just achieved by elections. **Members voted not to adopt this motion.**

Motion – Making management accountable

A student spoke in favour of this motion. The student explained the background to the motion and the purpose of the Social Audit. The student explained that if this motion passed, the Union and University would work together with the Social Audit Network. A student asked what would happen if the University did not uphold their values. The student speaking in favour answered that if this was the case, students would engage in activism. **Members voted in favour of the motion.**

Motion – The Surrey Food Cooperative

A student spoke in favour of this motion, and explained the background to the idea, whereby a group of students would act in a cooperative which involved buying food in bulk and selling it cheaply, not for profit, to help people in financial difficulties. The VP Activity spoke against the motion by saying that she felt that the motion sounded like it could be achieved by a society, and asked why this has been brought forward by a motion, when this actually could have been a society put forward for ratification. The student speaking for the motion explained that he felt this should be a central union activity rather than a society, and that this would be too much work for a society. The VP Activity explained that clubs and societies do achieve huge things frequently and that elected officers have their own manifestos. A student raised a concern about the training needs and allergies involved in carrying out this motion. The student who spoke in favour explained that this was why he felt it needed to be central. The VP Activity explained that any potential society would be supported by the Union. **Members voted in favour of the motion.**

Motion – Shortening Surrey Decides/Chairing debates in Surrey Decides

A student proposed a procedural motion that the meeting voted on this motion in two parts, separating points to divide the motion between the issues about the length of the Surrey Decides election process, and the issues regarding chairing at Question Time. **Members voted in favour of this procedural motion.**

A student spoke in favour of the 'shortening surrey decides' sections of the motion. A student spoke against the motion and explained that the issue would be discussed at Democracy Committee. **Members voted not to adopt this part of the motion.**

A student spoke against the 'chairing in surrey decides' part of the motion, explaining the work behind the scenes and the fact that chairs can already be removed. A student spoke in favour of the motion and explained that students should feel safe to run in Surrey Decides and that personal comments should not be raised by chairs. **Members voted in favour of this part of the motion.**

Initiation policy

The VP Activity explained the new initiation policy, explained the background to why a policy is needed, and that this will protect students and make the University more welcoming. **Members voted in favour of the policy.**

The Union Chair proposed a procedural motion to move the two remaining motions to Union Exec as the meeting was running out of time. A student spoke against this procedural motion. **Members voted in favour of the procedural motion passed and the remaining motions were deferred to the Executive Committee.**

8. Any other business

Alan Sutherland presented the Union Staff Diversity Report which had been provided in advance. The CEO explained the report and the work that has been done during the past year.

The Union Chair publicised the referendum which was taking place next week.

There being no further discussion, the meeting was closed.

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Annual Accounts & Trustee Report

Registered Charity No: 1142479
Registered Company No: 07470232

UNIVERSITY OF SURREY STUDENTS' UNION

**TRUSTEES' REPORT AND CONSOLIDATED FINANCIAL
STATEMENTS**

FOR THE YEAR ENDED 31 JULY 2020

UNIVERSITY OF SURREY STUDENTS' UNION

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UNIVERSITY OF SURREY STUDENTS' UNION

ADMINISTRATIVE INFORMATION

Charitable Status

The University of Surrey Students' Union (USSU) is an incorporated charity (Company Limited by Guarantee) established under the Education Act 1994 and registered with the Charity Commission (No. 1142479) and Companies House (No. 07470232).

Principal Address

Union House, Stag Hill, University of Surrey, Guildford, Surrey, GU2 7XH.

Charity Trustees

	<u>July 2019/20</u>	<u>July 2020/21</u>
Full-time (Sabbatical) Officers		
President & Chair of Trustees	Gemma Paine	Elizabeth Rodulson
VP Community	Rozalyn 'Amina' Ehiobuche-Nagwamma	Isabel Watkins (appointed 13 th July 2020)
VP Support	Sarah Surget (till 1 st May 2020) with Diana Dakik (2 nd May – 12 th July 2020)	Aaron Seabrook (appointed 13 th July 2020)
VP Activity	Elizabeth Rodulson	Maya Altamimi (appointed 13 th July 2020)
VP Voice	Ajisola Ajimobi	Theo Donnelly (appointed 13 th July 2020)
Part-time (Non-sabbatical) Officer		
Union Chair	Theo Donnelly	Rozalyn 'Amina' Ehiobuche-Nagwamma

External Trustees

Matthew Dutton	Matthew Dutton
Amanda Massie	Amanda Massie
Jeremy Pattison	Jeremy Pattison
Anthony Crampton	Anne Milton (appointed 9 th Oct 2020)
Martine Carter	Martine Carter

Part-time Executive Officers (Non-trustees)

Community Exec Officer	Owain Harries	Adesuwa Obasola
Community Exec Officer	Sam Awonuga	Nathaniel Nelson-Williams
Support Exec Officer	Izzy Ross	Hussain Al-Khawaja
Support Exec Officer	Diana Dakik	Martha Feraressi
Voice Exec Officer	Aya Asali	Joel Miller
Voice Exec Officer	Ola Babayeju	Megan Simons
Activity Exec Officer	Maya Altamimi	Diana Dakik
Activity Exec Officer	Luke Harvey	Ellen Parry

Auditors

Crowe U.K. LLP
Statutory Auditor
49-51 Blagrove Street
Reading
Berkshire
RG1 1PL

Bankers

National Westminster
Bank Plc
151 High Street
Guildford
Surrey
GU1 3AH

Solicitors

Goodyear Blackie
Herrington Law Limited
7 & 8 Innovation Place
Douglas Drive
Godalming
Surrey
GU7 1JX

USSU employs a Chief Executive Officer to work closely with the Executive Officers and ensure effective management of the charity as head of a senior management team as follows:-

Chief Executive Officer	Alan Sutherland
Deputy CEO	Debra Rideout
Human Resources & Staff Development Manager	Caroline Royle

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 JULY 2020

The Board of Trustees present their Annual Report for the year ended 31 July 2020 which includes the administrative information set out on page 1, together with the audited accounts for that year.

Structure, governance and management

USSU is constituted under the Education Act 1994 as a charity (see page 1) with internal regulations or Rules approved by the governing body of the University of Surrey. The Union is a Company Limited by Guarantee. The Charitable Company's Memorandum and Articles of Association are the primary governing documents. Each member of the Charitable Company undertakes to contribute to the owners of the Charitable Company in the event of it being wound up, while they are a member, such amount as may be required, and not exceeding £1.

USSU charitable Objects under the Act, to advance the Universities' educational purposes by providing representation and support for the students of the University, are supplemented by the further Object of helping members to develop their own charitable activities as active participants in civil society.

USSU is administered by its Executive Committee of fourteen students elected annually by cross-campus ballot of the USSU membership. The five posts of President, VP Voice, VP Support, VP Community and VP Activity are full-time, or 'sabbatical', posts remunerated as authorised by the Education Acts and cannot exceed two years' duration for each holder. The five full-time Officers, Union Chairperson, University Trustee and four external trustees are regarded as the charity trustees of USSU for the purposes of the Charities Acts.

It is to be noted that the post of VP Support was held by Sarah Surgent until 1st May 2020, whereby she then took the personal decision to step down from the post, and the elected Exec Support Zone member, Diana Dakik, fulfilled the position solely as figurehead, for the remainder of the term. Diana Dakik was not remunerated for her role.

Arrangements for setting pay and remuneration of key management personnel

Pay and remuneration of key management personnel is determined by a variety of contributory factors, such as, the size of the Students' Union, the pay scales for each role e.g. sabbaticals, CEO etc., and the level of experience of the staff member. In addition to this, levels of pay may be effected by the ability to recruit key management personnel and retain them in post, which all coincides with the student union's appointment and pay policies. All amendments to the pay and remuneration policy for the key management personnel is discussed and agreed by the trustees. The day to day running of the Union is delegated to the Chief Executive Officer and the Deputy CEO.

Risk Management

The Finance Committee has examined the major strategic, business and operational risks faced by USSU in particular those relating to governance, finance, student experience, health and safety, organisation, operations, reputation, HR and ICT. A risk register has been established and is updated at least annually.

The Students' Union prime risks are:

- Failure to manage costs improve efficiency and maintain financial stability. Current mitigation: is Annual budgets detailed monitoring and production of monthly finance reports. Monthly finance meeting with quarterly trustee meetings.
- Loss or reduction in annual subvention. Current mitigation: Continuing cooperation with the university encouragement of positive links from Sabbatical officers to key University personnel. Transparency of the USSU core aims and objectives
- Failure to improve the student experience. Current mitigation: Implementation of the Zone structure enabling VP's to complete their manifestos.

Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Budgetary and internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers and participants on all activities organised by the Union. Staff training and development are in place to ensure staff are aware of the risks and have the necessary skills and ability to complete the designated role. KPI's are regularly reviewed to pick up any early warning signs that issues may be these occurring. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

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This year, the risk of Covid 19 and its impact is considered on a rolling and future basis. The Union's plans and response to the pandemic have been quickly delivered and are adaptable. The Union team are paying particular attention to Rubix nightclub and the adaptations needed in order to deliver a Covid secure venue and social experience for the students. With the onset of Freshers week and the first few weeks of term, the Union has seen the positive impact that the 'Rubix Lounge' is making to students - they have a secure space in which to meet with others. This initiative is reviewed on a regular basis and it should be noted that while we do not have the expenditure associated with hosting acts or entertainment; the costs relevant to staffing and ensuring the venue adheres to the required levels of safety as a secure Covid zone, are very high.

The Unions management team have produced differing scenario forecasts that take account of the Governments tier system. These will be referred to in order to ensure the financial viability of the Union for 2021/22 and onwards.

Procedures and Policies of Trustee Induction and Training

In the year 2019/20 the University trustee position welcomed Martine Carter – Head of Strategic Planning at the University of Surrey, and five new trustees took office and undertook a full week's internal induction training. On-going training will be made available to the trustees during their office including attendance at conferences, specific training events and access to website training materials.

Group structure

The Student Union has a wholly owned subsidiary, Origin Events Limited. See Note 8 for further details.

Aims, Objectives and activities

The Board of Trustees has identified The University of Surrey Students' Union's vision and mission as "To be a leading UK Students' Union that has a positive impact on every University of Surrey student - To enrich students' lives, the community in which they live and the University of Surrey by creating the changes they want and to enable them to achieve their ambitions". During 2016/17, the board of trustees agreed a new five year strategy for the Students' Union. This strategy was put to members for approval during the annual elections and 1847 members voted, with 89.5% approving the strategy. The key aims from the strategy are as follows

- **The Union will be proactive in learning what our members want:** By talking more to our members, giving them the opportunity to talk to us – easier and quicker, and doing quality research without the burden of endless lengthy surveys, the sabbaticals, and Union executive will have a closer and more relevant understanding of what our students think, and what is important to them.
- **Student leaders will be supported to take action in response to the student voice:** To create change, and enrich the lives of our members, we must react to what we know. Although it is important to acknowledge that we are constrained by our charitable objectives. Student leaders are not just elected to deliver on election promises, but to react to the voice of students.
- **Elected student officers will be supported to deliver on key manifesto pledges:** With a solid foundation of student opinion to support elected student officers in their decision making, it is also vital that student officers do not simply become messengers, reporting through committee what the latest survey results are. The diversity of ideas comes from the annual election process and the resultant manifestos. The representative democracy of the Students' Union will be supported by enabling elected officers, not only to develop their election manifestos, but to deliver on them.
- **Students will be well informed on the work of the Union and their representatives:** We will not just listen silently to our membership, but will inform them of what their Union has been doing in their name, and what it continues to do following what they have told us. By hearing about the impact their voice has made, and how they have been listened to, the credibility of the Union will be enhanced and continue a virtuous circle of student engagement.
- **Students will recognise the Union as an organisation that is true to their values:** The way the Students' Union collectively operates is important, for the credibility of the organisation and the relationships that exist with external stakeholders as well as with our members. Our values will be rooted in what we do, elected officers, signatories, staff, and all active members will be expected to know what is expected of them in the living realisation of our values.

In pursuit of these aims for public benefit, The University of Surrey Students' Union will ensure the diversity of its membership is recognised, valued and supported and has established services for use by its members and to support its work with the University and other organisations on behalf of students. These include the

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Students' Union support service, volunteering and training, diverse student activities, and support for student sports clubs and societies, alongside our commercial activities which include our Rubix nightclub. The Executive Officers of the Union sit on the majority of the committees of the University of Surrey and meet regularly with department and central service heads on campus.

The charity trustees, have complied with their duty as determined by Section 17(5) of the Charities Act 2011 having due regard to the Charity Commission's published general guidance concerning the operation of the public benefit requirement

The University of Surrey Students' Union continues to represent the students of this University on relevant local, national and international issues by maintaining a high proportion of student representatives. The Union facilitates training and communication with 600 student course representatives and has a committee of 15 executive officers contributing across the University from SSLC (student liaison committees) to the highest University committees, Senate and Council. In 2019/20 the Union participated in the Student Life Pulse survey from Alterline Ltd, which surveyed all students for their views on the Union and its activities. This now forms the basis of most KPI measurement.

Zone Activity

The work of the Union is presented in four zones, Voice, Activity, Support and Community. Each zone is led by a VP with the President in overall leadership of the Union.

Voice Zone

BAME Students' Experiences

This year, Ajay Ajimobi (VP Voice) has dedicated considerable work to raising awareness of, and proactively addressing, the gap between black and white students' degree outcomes. At Surrey, this gap is now larger than the sector average, with 89% of white students who received a first or 2:1 in 18/19, compared to 65% of black students who received a first or 2:1 that year. Building on the extensive body of research available in the sector and academia, Ajay published a report on the attainment gap, focusing on the specific experiences of students at Surrey through a series of focus groups. The report includes several actions which have been presented to the Vice-Provost (Education) and Chief Students' Officer. In conjunction, Ajay also joined Professor Osama Khan and the Vice-Chancellor in an all-staff presentation and has been working in parallel on some University activity in this area.

Liberated Library

Following the introduction of the scheme as part of Ajay's part-time officer manifesto last year, we are very pleased to continue collaborating with the Library and Resource Centre team to raise awareness and add to the diversity of Surrey's literary and audio-visual resources; the 'Liberated Library'. Following the introduction of the scheme last year, Ajay has curated a collection to mark Black History Month and has been joined by a range of other student curators on themes such as LGBT+ and mental health awareness. Together, these exhibits have helped to shine a light on important issues affecting students and society, as well as raising the profile of authors from under-represented backgrounds.

Democracy

A focus for the Voice Zone has been to ensure that students can have their say and so, this year, the Voice Zone has led on new opportunities for student democracy. We began the year with the new addition of a priority campaign selection process, 'Make Your Change,' in which we received more than 100 suggestions from students on what the topic of the next big Students' Union campaign should be. The suggestions we received covered every aspect of student life, including: green issues, academic life, and inclusion. Voting was open to all students, who chose 'Sustainability: A Greener Surrey' as the topic for this year's priority campaign, which was led throughout the year by officers and student volunteers who have lobbied for improvements and planned activities which will resume when campus reopens.

Alongside the priority campaign selection, we also made large improvements to the election of Liberation Reps (student representatives for a particular section of the student community, such as people of colour, LGBT+, or people with a disability). This helped to raise the visibility of diversity and inclusion amongst students at Surrey and created an opportunity for rich discussion whilst substantially increasing turnout.

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Unfortunately, the main Surrey Decides elections featured a lower number of candidates and a lower turnout overall than had been anticipated, which will both be key priorities for the Zone next year. Nevertheless, turnout increased for several portfolio roles (such as the recent addition of Raising And Giving Chair) and voter data showed greater engagement with the full breadth of the ballot paper. Surrey Decides once again featured a very successful hustings ('Question Time') chaired by student volunteers, with special University guests for the Presidents' Challenge and various commentary segments.

Course Reps

This year, we have continued to build upon the successful Course Representatives (Course Rep) programme which supports over 550 elected student representatives. In addition to the coordination of training and Voice Forums, this year we worked with the University to standardise the election process, moving to a digital process to ensure transparency and consistency. The Zone has organised several social events for Course Reps to get to know each other and share ideas, as well as introducing a formal handover to help next year's cohort hit the ground running.

Throughout the year, Course Reps have shared with us several successes, which include: the organisation of internships and employability events, additional content to support learning, and introducing new ways for students to voice their feedback within their School/Department.

Exceptional work by Reps has been celebrated in many areas, including the Politics department, the Vet School, within placement cohorts spread across the world, and more, all recognised via our Rep Awards given out at the end of the year.

Voice Forums

Each year, the Voice Zone coordinates several student Forums to give students the opportunity to share their feedback on their educational experience (Faculty Voice Forums) or broader experiences of University life (Student Voice Forum) with colleagues in senior leadership. In semester 1, we are very happy to report high engagement from students and Course Reps, and in semester 2 our first online Student Voice Forum was joined by a fantastic turnout of 380 students.

In response to the global pandemic, the Voice Zone and wider team have also worked on introducing additional ways for students to give their feedback, including several surveys and targeted online Forums to understand the specific disruption to postgraduate researchers and healthcare students in particular.

With the support of University colleagues, this student feedback has helped to shape and support the University's response to minimise disadvantage to different sections of our Surrey community.

Student Campaigns

A central part of Ajay's VP Voice manifesto was the creation of an online platform to help support student-led campaigning.

This led to the introduction of a dedicated space on the Students' Union website to showcase current campaigns, with extensive accompanying planning materials created to guide students through the planning and execution of a successful campaign. Students are also eligible to propose a new campaign and request modest funding from the Zone to fulfil it.

The campaign platform was launched with a successful accompanying training workshop and a postponed talk from Parliament's outreach team which will now take place next year. We look forward to working more closely with campaign groups next year!

Activity Zone

Wellbeing & Inclusion Champions

A joint initiative between Support and Activity saw the creation of 'Wellbeing & Inclusion Champions' committee roles within Sports Clubs and Societies. The purpose of the role was to promote inclusivity among Union groups, ensuring all students were welcomed, along with having a specific contact who could signpost members to support services and be a main point of contact for any welfare related issues.

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Around 150 students signed up to the initiative and were trained in October and February across sessions such as Active Listening, Serious Disclosures and Boundaries & Signposting. This role has been hugely appreciated by Club and Society members and we will continue to improve the training on offer next year.

Kelly's 5/10km Run

Saturday 22nd February saw the second 'Kelly's Storage 5/10km Run' starting and finishing on campus. The Activity and Community Zones worked with Kelly's to build on last year's hugely successful event; 2020's race saw 600 runners and an incredible £17,440 raised for Oakleaf and Cystic Fibrosis charities. The event continues to engage both students, staff and the Guildford community with a fairly even split of university/community entrants.

Employable Me Week

Employability continues to be a focus for the Union with Surrey's Pulse Survey (Oct-Apr 2019/20) reporting an increase in the percentage of students who believe the Union is making them more employable. As part of our focus, we ran the second 'Employable Me' week in conjunction with the Careers department, putting on drop-in sessions for CV writing, improving LinkedIn profiles and a video interview masterclass from PwC.

The week culminated with "Create your Career", an event featuring Surrey alumni who had been part of Club and Society committees, giving their valuable insight into the benefit of getting involved with the union and how the skills they gained have aided them in their current careers.

Free Swimming sessions

As a way of breaking down the cost barrier to physical activity, free swimming was launched in late 2019. This initiative was open to any student who didn't hold a Surrey Sports Park (SSP) membership with two sessions held each week and around 5-7 students participating in each session.

Club and Society Memberships

Our clubs and societies continue to amaze us with all that they do. In 2019/20, membership numbers rose again to 10,392 memberships across all our groups, a 6% increase on 2018/19. Of this figure, 2318 were sports club memberships and 8074 were societies, 600 more than last year.

ASC Early Induction Programme

We introduced sport-based activity into the ASC (Autism Spectrum Condition) Early Induction programme during the 2019 Welcome Weekend. This saw 18 ASC students participate in specially designed sessions with our Hockey and Tennis clubs over at SSP, which both participants and volunteers thoroughly enjoyed.

Liberation Committee focus on Barriers to Activity

The Liberation Committee focused its attention on barriers to activity in Semester 2. This led to collaboration with SSP's Sports Participation team on what Team Surrey should be doing to be more inclusive and the LGBT rep giving an excellent presentation to Sports Clubs committees on 'LGBT+ Inclusion in Sport'. This in turn gave committees the chance to be a #SurreyAlly. The work we have started will continue in 2020/21 and the Activity Zone will look to utilise the Liberation Committee for their assistance in breaking down even more barriers to activity.

Free Transport

We continued to provide free transport to all Sports Clubs competing in British Universities & Colleges Sport (BUCS) competitions and training off-campus, as well as enabling the majority of non-BUCS clubs to access free transport to their competitions. By doing this, we are saving clubs thousands of pounds annually on minibus costs and breaking down the cost barrier to activity.

Society Lockers

After several years in the pipeline and a long consultation period, the society locker rooms have been finished and are now fully fit for purpose. All groups can store their equipment safely, this is a huge benefit for our Societies as it negates the need to keep equipment in student accommodation and houses.

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Support Zone

Academic Advice

An increasing number of students have been seeking support from the academic advice team, with a 228% uplift from last year (689 between July 18 – June 19 compared to 2262 in July 19 – June 20). To accommodate for the increase in students we have widened the service to include Drop-Ins for Appeals and Extenuating Circumstances (ECs) and have launched our “Ask Me Anything” Instagram takeovers to answer student questions.

Throughout the pandemic we have continued our online service, providing Teams calls to support students through online Panels and meetings. Additionally, we have continued our drop-in EC and Academic Appeal service through Zoom.

This year, following a successful proposal to Senate in early 2019, we have successfully launched the pilot for Self-Certified Extenuating Circumstances (ECs). The pilot allowed level four students in second semester to self-certify two written coursework submissions. However, the pilot stopped when they pandemic moved assessments online.

The academic advice team successfully worked with the University to ensure all students were covered by Self-Certified ECs through the pandemic and for the remainder of the 19/20 academic year.

Following the pilot, we are pleased to announce that Self-Certified ECs will be implemented for all students, at all levels for all assessment types (including exams and events) for the academic year 20/21 (Pending approval from ULTC).

Alongside Self-Certified EC's, the academic advice team have also worked with the University to develop emergency regulations for the academic year 19/20 considering online assessments and the impact of the pandemic, which included consultation on the Safety Net, Compensation and Trailing Credits.

Welfare Watch

Welfare Watch was launched in Freshers' Week 2019, with the aim of keeping students safe on a night out in Rubix.

With the help of the Support Zone and Sarah Surget, VP Support, over 40 student volunteers including 11 supervisors have been trained over the year to run the service on Wednesday and Friday nights.

Welfare Watch has recorded that it has supported over 120 students since the launch. Due to the pandemic, Welfare Watch had to close but have successfully elected their first student committee and plan to launch again in Freshers' Week 2020 to support new and returning students to campus.

Student Minds

Following the manifesto of the Support Zone last academic year, this year Sarah, VP Support, successfully launched a Student Minds mental health group on campus. Run by trained student volunteers, Positive Minds is a 6-week peer support group to tackle loneliness, low mood and depression at University.

The Support Zone have trained up six student facilitators and ran one 6-week course at University, at full capacity, before the University closure during the pandemic. However, the volunteers continued to support students through the closure, running two 4-week online courses of Positive Minds through Zoom.

A new committee has been elected for the new academic year 19/20 with plans to recruit and train more volunteers to run more Positive Minds courses – both online and face to face.

Additionally, the Student Minds volunteers helped in the running of University Mental Health Day 2020, in March. Covering all of campus, over 30 student volunteers helped run events and wellbeing activities at Surrey Sports Park and around Stag Hill campus (Library and The Hive), engaging over 200 students with their activities to promote talking, listening and self-care.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 JULY 2020

Nightline

Nightline have had their second successful, full academic year, with more volunteers than ever supporting the service and are currently applying for full accreditation from the Nightline Association, ready for the new academic year. Unfortunately, Nightline had to stop operating on 13th March due to the pandemic and were forced to close their lines to students.

In April 2020, the Nightline committee trained in the Nightline Association's email service and have been supporting Surrey students through their anonymous email system. Nightline are pleased to be able to offer email support throughout the summer months, with plans to re-open the phone lines and Instant Messaging service in October 2020.

As Nightline were unable to fully open over the Pandemic, they organised a (socially distanced) fundraising run for over 300 staff, students and members of the community, raising over £3000 for the Samaritans.

The new Nightline committee for 2020/2021 have been elected and will continue to work closely with the Support Zone staff with the aim of increasing the presence and promotion of Nightline on campus for the next academic year, to build on the success of this year.

Wellbeing and Inclusion Champions

Collaborating with the Activity Zone, Wellbeing and Inclusion Champions (WICs) were introduced to Clubs and Societies this academic year, with over 150 WICs trained up this year in active listening, inclusion and disability in sport, dealing with serious disclosures, signposting and boundaries. WICs were in position to provide wellbeing support and signpost their members to other support within the University.

75% of University students are more likely to speak to a peer when they are struggling with mental health difficulties, compared to only 3% to a member of staff or professional (Student Minds, 2018). This is why the introduction of the WICs has proved an invaluable resource for identifying students who may be struggling at University and to provide peer-to-peer support.

Samaritans on Campus

The Support Zone have continued to foster a working relationship with the Guildford Samaritans, with Sarah, VP Support and Zoe Wilkes, Support Manager attending their AGM to give a talk on student mental health and the partnership between the Students' Union and Samaritans.

2019/2020 saw the introduction of "Samaritans on Sunday", where alongside Surrey Love, the Samaritans provided free tea, coffee, snacks and a listening ear to students out-of-ours on Sunday's, where other mental health services are normally closed. Samaritans continue to provide this emotional support throughout exams, and we are excited to see what the new year brings, with the introduction of "Coffee, Cake and Conversations".

Sexual Health

This year, it was a manifesto point for Sarah, VP Support, to introduce more sexual health awareness and a sexual health nurse on campus. Sarah successfully introduced a sexual health nurse to campus once a week, to provide sexual health and STI tests to students.

Additionally, SHAG (Sexual Health and Guidance week) was bigger than ever this year, with SHAG stands in the library foyer, with freebies, free condoms and a competition for Clubs and Societies to get the most students to take a chlamydia test.

Report + Support

Sarah, VP Support and Gemma, Union President, have worked hard this year to ensure that Report + Support launched successfully. The independent reporting platform allows students to report incidences such as abuse, hate crime, harassment, discrimination and mental health, to the University. The platform also has an extensive list of support services to students.

Report + Support was a manifesto point of Koyin, VP Support (2016-2017) and we are very pleased that it has been implemented this year, after years of asking the University. The reporting tool allows students to easily report incidences (either anonymously or not) knowing that their report will be acknowledged and investigated.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 JULY 2020

Disability Awareness

Following a recommendation from a student, "Purple Cards" were introduced in the library to allow those who have a disability or who are neurodiverse, to have longer time away from their computer/desk space. The Union also encouraged students and staff to "Paint Campus Purple" on Disability Awareness Day 2019, with Clubs and Societies also taking part to raise awareness.

Wellbeing Sessions

The Support Zone members have been hard at work this year, organising one-off Wellbeing Sessions and collaborating with various Clubs and Societies. Examples include their 'Crafternoon' where students could paint rocks, colour-in and paint mugs.

Another example is their collaboration with Pet Soc to organise a dog walk for students. The pandemic didn't stop the Support Zone – the Wellbeing Sessions continued throughout lockdown using #SurreyAtHome, and they organised art and baking competitions.

Community Zone

Freshers Week

On the Saturday of Welcome Weekend, we moved in over 3,500 students, which is the largest arrival day ever, with 10% more students arriving than previous years. Over the weekend in total we welcomed over 4,200 students. We received applications from 210 students to be Angels and 68 to be Super Angels. Although we had a large number of drop-outs, around 170 Angels and 40 Super Angels turned up on the day and we received many positive comments such as the ones below -

"First class. The day really should have been troublesome and stressful - but absolutely the opposite...very true to say, the organisation and people we met on the day were excellent. It was as if this is done every day. Thank you so much for the time and effort that everyone had clearly made to make the whole process stress free, easily understandable and enjoyable."

"The moving in experience was so well organised and each and every Fresher Angel that we met had a smile, enthusiasm and were very helpful."

The Outdoor Cinema was also replaced with a screen in the amphitheatre which showed films every night, along with sport and various programmes in the day time. Amina Nagwamma, VP Community, organised the Big Chill event at Hazel Farm as students living there can often feel left out and isolated. It included a BBQ, music and games and was well attended and appreciated by Hazel Farm residents.

Freshers' Fair this year was held in the marquee. The last few years we have been working on the look of the union stand to increase interactivity.

This year we went paperless and gave the stand a new look with a giant inflatable elephant promoting the message 'Don't let there be an elephant in the room, talk to us' and students were encouraged to follow the Union's Instagram account to receive a free gift.

Community Relations

On 21st November, for the third year in a row, the VP Community addressed the crowds from the balcony of the Guildhall at the 'Guildford Lights Switch-On' while 'Steve The Stag' took part in the mascots parade and mingled with the public. Amina spoke about the importance of students within the local community and the good work we have been carrying out.

A housing fair organised by University Surrey Lettings (USL) was held in Rubix. Community Zone members Sam Awonguga and Pete Mancktelow produced housing videos for the fair and the Community Zone had a stand where they could engage with students.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 JULY 2020

Volunteering

The highlights:

- We currently have 2975 volunteers registered
- This year saw 1378 new members join
- Our volunteer members generated 37195 hours of volunteering
- Through 162 registered societies/clubs & external partners
- Via 799 different applications to 84 different opportunities

These are the opportunities with the most volunteers this year:

Overall our volunteering has continued to grow and now offers a vast mix of opportunities. These include internal e.g. Societies and Clubs and external such as Kelly's Run and our specific Covid 19 response which had over 30 students volunteer in a time of crisis.

The Covid 19 response worked with Voluntary Action South West Surrey and GBC/Waverly council to ensure our student volunteers were placed where they were most needed at the start of the crisis. Postcards were also available for students to put through neighbours doors offering help during the pandemic.

One of our Covid 19 Volunteers ended up in Brightwell's Gostrey Community Centre Kitchen, Farnham:

"Just wanted to let you know I've started volunteering at Brightwell's in Farnham in their kitchen through VASWS – turns out a lot of places need people in the kitchens and I'm kitchen trained so it's perfect!"

Work has also gone into a redesign of the current volunteering system to enable students to log, and more importantly understand, how to best to use their experiences gained during their time volunteering at with the Union, and how to become more employable.

The Volunteer Festival was held on Monday 11th November. Organisations set up stalls which students could visit to sign up or find out about volunteering. Each organisation had around 30 sign-ups and 70 people registered on the volunteering platform promoted by Zone members. Community Zone member Sam Awonguga also created a new volunteering video.

'Volunteering Week' was held in March and offered students the opportunity to volunteer on campus and in the community and the chance to discuss volunteering opportunities with HALOW.

Overall volunteering at Surrey is going from strength to strength. This was recognised earlier this year when we received 'Highly Commended' in the Guildford Awards for Innovation in the Voluntary and Charity Sector, demonstrating our commitment to providing the best experience for our volunteers.

RAG

At the beginning of the year Ian Handy, Community and Volunteering Coordinator, and our new Raising and Giving (RAG) Chair, Owain Harries, had an inspirational visit to The National Student Fundraising Conference at Birmingham University. RAG's chosen charities for the year were Oakleaf (local) and Cystic Fibrosis (National).

Unfortunately, our planned Jailbreak event had to be cancelled for the second year running due to the worldwide pandemic; however during lockdown Owain ran a 'RAG 2.0 Challenge' in which students were asked to challenge themselves and raise money for our charities.

Showcase Events

'One World Week' our annual celebration of the diverse cultures here are Surrey, took place in December starting with One World Exhibition in Rubix and ending with another successful Showcase in G-Live. We decided to continue to use G-Live after the success of 2018 when we decided to expand our existing capacity and use G-Live when University Hall was unavailable.

UNIVERSITY OF SURREY STUDENTS' UNION

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FOR THE YEAR ENDED 31 JULY 2020

The Union and Colours Balls unfortunately could not go ahead this year due to the pandemic; however with the help of some of our amazing volunteers (Stage Crew / Stag TV) we were able to stream the events live from Rubix.

Zone Activity and Achievements

Zone members Sam and Pete worked with USL to develop a 'Living off -Campus Guide' and Amina collaborated with the Cocktail Society to put on a pumpkin carving and cocktail making class in Hari's Bar; both of which were well attended.

This year the Community Zone has also been focusing on excluded and underrepresented departments / groups within the University. Amina arranged free breakfasts in the Union and invited PGR students to come along to socialise, so they would feel more included in campus activity.

To help raise community spirit Amina also organised a Christmas 'Big Chill' event at Hazel Farm and a get together in The Hive for students still living on campus over the Winter Vacation. All events offered students a chance to meet other people, to socialise over free food and help isolated groups feel part of the community.

This year we introduced Paperclip, a new online trading platform, which allows students to share, swap or sell any goods from books to Xboxes. If students do make sales on the platform the Union gains a small percentage of this income which could be significant many years down the line as the usage of the platform grows. It is fully branded with Surrey Union logo's when students log in, making it clear this is a service provided by the Union to benefit students.

During lockdown we have focused on engaging students online and making sure students still feel part of the student community wherever they may be. Zone member Omar Al Masri reached out to final year students by producing a heart-warming video message, which was shared across the Union communications channels.

'The Class of 2020' reminisce about their time and wonderful experiences at University and express what they will miss the most. As the current circumstances have prevented them from enjoying their last few months being Surrey students, and postponed the summer graduation until 2021, they share a heart-warming, supportive and powerful message to all students, to never lose hope.

As part of the '#SurreyatHome' campaign, Community Zone member Sam, worked with the School of Literature & Languages and Surrey Lit Soc to encourage students to write poems about their experiences of staying at home during the COVID-19 pandemic. Students submitted reflecting and inspiring poems to the campaign.

The Community Zone also encouraged students to submit photos documenting unique moments during the lockdown. An online poetry workshop with the Young People's Laureate for London, Theresa Lola, was also held with the participants of the campaign. The workshop was an opportunity for students to learn to express their experiences creatively. The result is the 'Surrey At Home Anthology' a collection of different student's experiences of lockdown in poetry and photography form that was shared on the Union's website.

Rubix

At the beginning of the year, Rubix had a successful week of events with 7 out of 8 nights selling out; we also saw the biggest Hari's Challenge of all time and had to unexpectedly open up all of the venue to accommodate them!

Rubix was 8% up on wet sales and spend per head was up to £8.09 from £7.22 prior to lockdown, resulting in overall being just £2k short of making £100k, which is a record. This year Rubix also launched its brand-new unisex toilets and a new screen on the patio for the benefit of students.

The Rubix 'Black Card' was launched last autumn - a membership card for Rubix which gave the owner entry to every Wednesday and Friday night event (apart from Freshers' Week and End of Year) along with queue jump and other perks. Unfortunately refunds had to be given when Rubix was closed halfway through the year, following the pandemic.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 JULY 2020

Community Assistant and placement student, James Barlow, has worked incredibly hard on developing the Rubix Instagram page, increasing followers to over 3000, improving engagement and giving it an overhaul.

James also built a Spotify playlist for Rubix and created a DJ page on the Rubix website to help student DJs. In February, as part of the 'Your Union' campaign we gave out vouchers in Rubix which entitled students to a free drink, free cloakroom, queue jump and other perks alongside some facts about Rubix and Union.

After lockdown we began livestreaming Flirt! from Rubix with our resident DJ Karl Thomas, featuring guest DJ's each week. We have consistently had around 300 viewers and good interaction from students (we even had a virtual photobooth!) The stream was one of the most professional available on the internet during lockdown on www.rubix.live

Rubix also participated in other livestreaming events, including 'James Hype Streaming World Tour', 'The Stickmen' and 'Play For Mental Health, We Care Music Virtual Festival'. Hari's Challenge has been running online every Tuesday and will continue over the summer as it still has over 50 teams competing each week.

Finally, we were the only students' union to be nominated for an award at the BII National Innovation in Training Awards. We were nominated for 'Best Training Programme' for our part-time Rubix staff training.

Sustainability

We continue to make steps towards being a more sustainable Union:

Freshers' Week wristbands were eco-friendly and made from rPET.

Volunteers were asked to bring their own reusable water bottles to 'Moving in Weekend'.

We are making every attempt to move all our drinks to cans in Rubix (no glass or plastic is our ultimate aim).

In the 2019 Annual Members Meeting, a motion was passed for the Union to create a food co-operative. We are currently in the process of setting this up with a team of student volunteers to be an integral part of the Thursday Market.

The Union has given out free reusable water bottles and coffee cups at multiple times throughout the year to decrease the usage of non-reusable cups on campus.

The Thursday Market, Youngs Kitchen and Pizzaman were asked to use environmentally friendly packaging from January 2020.

Teas and Tees offered cheaper hot drinks for those who used reusable cups as an incentive to ditch non reusable cups. They also used Vegeware cups which are compostable.

The Union lobbied the University to provide 11 new water stations on campus, in a bid to encourage the use of reusable water bottles and reducing the amount of shop bought single use water bottles; the stations were installed in March 2020.

We are in the process of working with the University's Sustainability Team to set up a student Sustainability Forum to give students the opportunity to hear about the University's progress and plans, share their opinion on sustainability at Surrey, provide feedback on sustainability initiatives and have their questions answered by the University's management team.

Amina, VP Community organised Sustainability Days on the last Friday of every month. These events included a litter pick-up in Guildford Park Avenue and a reusable sanitary towel workshop.

Work has begun to develop a sustainability policy and strategy for the Union.

UNIVERSITY OF SURREY STUDENTS' UNION

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FOR THE YEAR ENDED 31 JULY 2020

We visited Global Brands head office to discuss sustainability. Currently VK (supplied by Global Brands) is our biggest seller and is only available in plastic or glass bottles. Global Brands presented research and brainstormed ideas about how to move forward and be more environmentally friendly as a company without it having a financial impact on the business. It is highly likely they will move to a 100% recycled plastic bottle to reduce carbon footprint. We have also volunteered to trial VK in a can.

Instead of buying a real Christmas tree for Rubix we built one out of used VK bottles. The structure can be reused each year.

Fundraising

The Union itself had no fundraising activities requiring disclosure under S162A of the Charities Act 2011.

Future Plans

In the last three years, the Students' Union and the environment in which it operates has seen a tremendous amount of change. A change of direction and democratic structure for the Union and new senior management in many positions at the University. USSU will continue with its core functions of representation and provision of student activities for the foreseeable future.

The strategy agreed by members in February 2017 is now embedded within the Union structure and will be in place until the end of 2022. Further quantitative survey work will be undertaken to understand and measure member satisfaction. USSU will continue its association with almost all external bodies (BUCS, IIV, BII, etc.), unless a popular vote from members deems this unsatisfactory.

Financial review

USSU has continued to benefit from the recognition and support of the University, and this year received an annual Block Grant of £1,228,217.

Due to the impact of Covid 19, the decision was taken to Furlough full time staff on a rotary basis, to ensure that the Union could still operate its core activities over the spring and summer months. Due to the usage of this scheme, the Union was able to benefit from Furlough payments equating to £125,629.

The usual course of Union income is generated from Rubix nightclub; due to Covid 19 impact this ceased to be generated. However, the end of the financial year usually brings higher levels of expenditure on events, balls, award ceremonies and in person activities. Covid 19 restricted all of these activities which resulted in no expenditure and funds were preserved. The Union has also received a £50,000 payment post year end for Business Interruption insurance, which has been accrued for in the accounts. This is to compensate for the closure of Rubix during this period.

Reserves Policy

The Board of Trustees reviews the Student Unions' Reserve Policy annually. This year due to Coronavirus, the reserves policy will be reviewed on an ongoing basis, with specific regard to retained levels. The Board of Trustees have determined that the appropriate level of reserves should be £300,000 cash (which is approximately 3 months salaries), however this will face ongoing review. The reason for this reserve is to provide enough working capital and to deal with unexpected emergencies. In future years capital maintenance and development projects may be considered in the reserves policy review, alongside the financial impact of Coronavirus.

After deducting the carrying value of tangible fixed assets held for the Student Union's own use there were free reserves as defined by the Charity Commission of £467,832 (2019: £452,476).

The Students' Union cash reserves as at 31 July 2019 were £670,812. The cash reserve as at the 31 July 2020 is £586,496 (a decrease of £84,316).

The key management personnel understand that the Students' Union needs to maintain an appropriate level of reserves, in order to provide sufficient capital to cover delays which can occur between spending and receipt of income.

**UNIVERSITY OF SURREY STUDENTS' UNION
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JULY 2020**

Custodian Activities: Clubs' & Societies' Funds

USSU acts as custodian for funds raised by the students' amounting to £144,893 at 31 July 2020. £667,782 paid in and £660,727 paid out of the clubs and societies own funds; made up of a total of 20,184 transactions for the year. These funds are represented in the financial accounts system under separate Restricted Income Fund cost codes so Clubs' & Societies balances are known at all times.

In addition to the grant-support funds it disburses to them, as shown in the accounts, USSU is also custodian of the annual RAG proceeds from fundraising events organised by the students under USSU auspices for distribution to the intended charities.

Future Funding

The Board of Trustees are currently in ongoing consultation as to evaluating sufficient funding for USSU to meet all its obligations.

Trustees' Responsibilities

Charity law require us as the charity Trustees to prepare annual financial statements giving a true and fair view of the state of affairs of the Students' Union and of the surplus or deficit for that year.

In preparing those financial statements we are required to:-

- select the most suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is not appropriate to presume that the Union will continue in business;
- State if the trustees were not entitled to take advantage of the small companies' exemption from the requirement to prepare a strategic report.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with charity law and the particular requirements of Surrey Students' Union under the Education Act 1994. The Trustees are also responsible for safeguarding the assets of the charity and ensuring their proper application in accordance with charity law, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

... Elizabeth Rodulson

Trustee On Behalf of the Board – Elizabeth Rodulson

Date: 28/10/2020

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION

Opinion

We have audited the financial statements of the University of Surrey Students' Union for the year ended 31 July 2020 which comprise the Group Statement of Financial Activities, the Group and Company Balance Sheets, the Group Cash Flow Statement and the related notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the charitable company's affairs as at 31 July 2020 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION (CONTINUED)

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of our audit

- the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Annual Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the group and the charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION (CONTINUED)

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 12, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's or the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

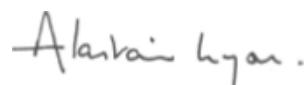
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Alastair Lyon

Senior Statutory Auditor

For and on behalf of

Crowe U.K. LLP

Statutory Auditor

Reading

1 December 2020

UNIVERSITY OF SURREY STUDENTS' UNION
STATEMENT OF CONSOLIDATED FINANCIAL ACTIVITIES FOR THE YEAR
(Incorporating income and expenditure account)
FOR THE YEAR ENDED 31 JULY 2020

	Note	Unrestricted Funds £	Restricted Funds £	Capital Grants £	Total 2020 £	Total 2019 £
Gross Income						
Donations:						
- Donations, University Grant, etc.	3	1,353,846	-	-	1,353,846	1,294,575
Income from other trading activities						
- Activity		19,262	-	-	19,262	47,541
- Central		28,885	-	-	28,885	37,330
- Community		129,725	-	-	129,725	146,589
Charitable activities for students:						
- Activity		3,156	667,782	-	670,938	847,491
- Central		45,712	-	-	45,712	103,975
- Community		824,714	-	-	824,714	1,210,904
		2,405,300	667,782	-	3,073,082	3,688,405
Expenditure on:						
Charitable activities for students:						
- Activity		427,028	660,727	-	1,087,755	1,269,308
- Central		372,078	-	-	372,078	372,512
- Community		1,068,272	-	-	1,068,272	1,440,417
- Support		279,327	-	-	279,327	280,073
- Voice		255,104	-	-	255,104	248,194
	4	2,401,809	660,727	-	3,062,536	3,610,504
Net incoming resources		3,491	7,055	-	10,546	77,901
Transfer between funds		3,000	-	(3,000)	-	-
Net Movement in funds		6,491	7,055	(3,000)	10,546	77,901
Fund balances brought forward		670,348	137,838	3,000	811,186	733,285
Fund balances carried forward	14	676,839	144,893	-	821,732	811,186

The notes on pages 22 to 31 form part of these accounts.

UNIVERSITY OF SURREY STUDENTS' UNION
CONSOLIDATED BALANCE SHEET
AS AT 31 JULY 2020

	Notes	2020 £	2019 £
Fixed Assets			
Tangible fixed assets	7	<u>209,007</u>	<u>217,872</u>
		209,007	217,872
Current Assets			
Stocks	9	33,916	25,547
Debtors & prepayments	10	192,876	186,348
Cash at bank & in hand		<u>586,496</u>	<u>670,812</u>
		813,288	882,707
Current Liabilities			
Creditors: Amounts due within one year	11	<u>(200,563)</u>	<u>(289,393)</u>
Net Current Assets		612,725	593,314
Total Assets less Current Liabilities		821,732	811,186
Representing Charitable Funds:-			
Restricted Income Funds			
Students' Societies & Club Funds	12	144,893	137,838
Other restricted funds	13	-	3,000
		144,893	140,838
Unrestricted Income Funds			
Undesignated		<u>676,839</u>	<u>670,348</u>
		676,839	670,348
Total Funds	14	821,732	811,186

The financial statements were approved by the Trustees on behalf, by: 28 / 10 / 2020 and signed on their

President *ERodulson*

Trustee: Elizabeth Rodulson

UNIVERSITY OF SURREY STUDENTS' UNION
UNION BALANCE SHEET
AS AT 31 JULY 2020
REGISTERED COMPANY NUMBER: 07470232

		2020	2019
		£	£
Notes			
Fixed Assets			
Tangible fixed assets	7	209,007	217,872
Investments	8	1	1
		<u>209,008</u>	<u>217,873</u>
Current Assets			
Debtors & prepayments	10	410,800	252,896
Cash at bank & in hand		<u>280,978</u>	<u>278,899</u>
		691,778	531,795
Current Liabilities			
Creditors: Amounts due within one year	11	<u>(188,015)</u>	<u>(236,597)</u>
Net Current Assets		<u>503,763</u>	<u>295,198</u>
Total Assets less Current Liabilities		<u>712,771</u>	<u>513,071</u>
Representing Charitable Funds:-			
Restricted Income Funds			
Students' Societies & Club Funds	12	144,893	137,838
Other restricted funds	13	-	3,000
		<u>144,893</u>	<u>140,838</u>
Unrestricted Income Funds			
Free reserves (Undesignated)		<u>567,878</u>	<u>372,233</u>
		567,878	372,233
Total Funds	14	<u>712,771</u>	<u>513,071</u>

The result for the financial year dealt with in the financial statements of the parent company was £199,700 (2019: £72,435).

The financial statements were approved by the Trustees on 28/10/2020 and signed on their behalf, by: *ERodulson*

President and Chair

Trustee: Elizabeth Rodulson

UNIVERSITY OF SURREY STUDENTS' UNION
CONSOLIDATED CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 JULY 2020

	2020 £	2019 £
Cash flows from operating activities:		
Net incoming resources	10,546	77,901
Depreciation	80,882	83,983
Interest paid	6,378	5,817
Interest received	(596)	(700)
(Increase)/decrease in stock	(8,369)	3,791
(Increase) in debtors	(6,528)	(55,519)
(Decrease)/increase in creditors	<u>(88,830)</u>	<u>14,782</u>
Net cash used in operating activities	<u>(6,517)</u>	<u>130,055</u>
Cash flows from investing activities		
Interest receivable	596	700
Interest payable	(6,378)	(5,817)
Purchase of tangible fixed assets	<u>(72,017)</u>	<u>(108,983)</u>
Net cash used in investing activities	<u>(77,799)</u>	<u>(114,100)</u>
Change in cash and cash equivalents in the year	<u>£ (84,316)</u>	<u>£ 15,955</u>
Net debt reconciliation of net cash flow to movement in net debt		
Net funds at 1 st August	670,812	654,857
(Decrease)/increase in cash in the year	<u>(84,316)</u>	<u>15,955</u>
Net funds at 31st July	<u>£ 586,496</u>	<u>£ 670,812</u>
Analysis of cash and cash equivalents		
Cash in hand	<u>£ 586,496</u>	<u>£ 670,812</u>

The notes on pages 22 to 31 form part of these accounts

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2020

1 Accounting Policies

The University of Surrey Students' union is an incorporated charity registered in the UK (Charity number 1142479. Company Number: 07470232) with its registered office at Union House, Guildford, Surrey, GU2 7XH.

The Principal activities are campaigning, representation, provision of social activities and the organisation of sporting and recreational activities and opportunities.

(a) Accounting convention

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Union meets the definition of a public benefit entity under FRS 102. Assets and Liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Consolidated financial statements ('group accounts') have been prepared in respect of the charity and its wholly owned subsidiary, Origin Events Limited. The parent has taken exemption from presenting its unconsolidated profit and loss account under section 408 of the Companies Act 2006 and as permitted by FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

(b) Going concern

The charity has cash resources and is supported by the University of Surrey. Having reviewed budgets, forecasts and cash-flows, and taken into account Covid19, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

(c) Incoming resources

All income including grants and capital resources are recognised in the accounts when the Charity is legally entitled to the income and the amount can be quantified with reasonable certainty, and on an accruals basis.

During the year the Union received £126K from the UK Government under the Coronavirus Job Retention Scheme.

(d) Resources expended

Expenditure is accrued as soon as a liability is considered probable, discounted to present value for longer term liabilities. Expenditure includes irrecoverable VAT. Charitable expenditure comprises the direct and indirect costs of delivering public benefit. Other central overhead costs are apportioned to charitable and other projects/activities on a usage basis, pro rata to the amount of staff hours attributable to each project or activity undertaken.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2020

1 Accounting Policies (continued)

(e) Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation. Equipment, fixtures and fittings are included at cost. Depreciation is provided at the following annual rates in order to write the cost of assets off over their estimated useful lives.

Fixtures and Fittings	-	10%	per annum straight line
Equipment	-	10-33%	per annum straight line
Computer Hardware	-	20-50%	per annum straight line
Computer Software	-	20-33%	per annum straight line

(f) Cash and cash equivalents

Cash at bank and cash equivalents includes cash and short term highly liquid investments with a short maturity of 3 months or less from the date of acquisition or opening of the deposit or similar account.

(g) Pension costs

The Union now operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year. Differences between contributions payable in the year and paid are shown as accruals or prepayments in the balance sheet.

(h) Leased assets

Rentals payable under operating leases are charged as expenditure on a straight line basis over the period of the lease

(i) Stock

Stock is valued at the lower of the cost and its net realisable value.

(j) Fund accounting

(i) **Unrestricted Funds** representing unspent income which may be used for any activity/purpose at the Executive Committee's own discretion;

(ii) **Capital Grant Funds** are released annually in line with the depreciation policy on the capital spend.

(iii) **Restricted funds** raised and administered by USSU for specific purposes, such as Club and Societies Accounts, as well as revenue received for purposes specified by the donor. The costs of raising and administering such funds are charged against the specific fund.

(k) Taxation

The Union meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Union is potentially exempt from taxation in respect of income or capital gains received within categories covered by part 11, chapter 3 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

(l) Financial instruments

Basic financial instruments include debtors and creditors. Debtors and creditors are initially recognised at transaction value and subsequently measured at amortised cost. Note 15 provides more information on financial instruments where future cash flows are anticipated, with financial assets referring to trade debtors, amount owed by group undertakings, other debtors and cash equivalents, and financial liabilities referring to all creditor balances excluding deferred income and payments on account.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2020

2. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Preparation of the financial statements requires management to make judgements and estimates. The directors consider that there are no material judgements in applying accounting policies or key sources of estimation uncertainty.

3 Grants Receivable

	2020 £	2019 £
University Block Grant (Subvention)	1,228,217	1,219,217
CJRS Grant	125,629	-
Additional University Grant	<u>-</u>	<u>75,358</u>
Total	<u>1,353,846</u>	<u>1,294,575</u>

4a) Charitable and other Activity costs- 2020

	Cost of sales £	Staff costs £	Rent £	Other costs £	Total £
Charitable activities					
Activity	-	189,939	24,000	873,816	1,087,755
Central	38,294	247,327	(1,471)	87,928	372,078
Community	295,026	376,480	40,000	356,766	1,068,272
Support	-	211,599	24,000	43,728	279,327
Voice	-	179,791	24,000	51,313	255,104
	<u>333,320</u>	<u>1,205,136</u>	<u>110,529</u>	<u>1,413,551</u>	<u>3,062,536</u>
Total costs					

Included in the above costs is the annual audit fee of £15,275 (2019: £14,835).

Affiliation fees included in the above amounts to £nil (2019: £nil)

2019 Comparative information- Charitable and other Activity costs

	Cost of sales £	Staff costs £	Rent £	Other costs £	Total £
Charitable activities					
Activity	-	187,961	24,000	1,057,347	1,269,308
Central	75,708	168,454	(1,293)	129,643	372,512
Community	565,755	407,868	40,000	426,794	1,440,417
Support	-	206,810	23,833	49,430	280,073
Voice	-	164,613	24,000	59,581	248,194
	<u>641,463</u>	<u>1,135,706</u>	<u>110,540</u>	<u>1,722,795</u>	<u>3,610,504</u>
Total costs					

Included in the above costs is the annual audit fee of £14,835 (2018: £14,400).

Affiliation fees included in the above amounts to £nil (2018: £23,954).

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2020

4b) Central Overhead Costs included in Note 4a

All central overhead costs have been apportioned on a usage basis, pro rata to the total costs of each project or activity undertaken as per the below breakdown.

Overheads used evenly by all zones represent the following cost:

2020	Usage	Staff £	Other £	Total £
Charitable activities				
Central	20%	70,125	16,739	86,864
Voice	20%	70,125	16,739	86,864
Activity	20%	70,125	16,739	86,864
Support	20%	70,125	16,739	86,864
Community	20%	70,125	16,739	86,864
Total costs	100%	350,625	83,695	434,320
<i>2019 Comparative information</i>				
	<i>Usage</i>	<i>Staff £</i>	<i>Other £</i>	<i>Total £</i>
<i>Charitable activities</i>				
Central	20%	60,628	25,177	85,805
Voice	20%	60,628	25,177	85,805
Activity	20%	60,628	25,177	85,805
Support	20%	60,628	25,177	85,805
Community	20%	60,628	25,177	85,805
<i>Total costs</i>	<i>100%</i>	<i>303,140</i>	<i>125,885</i>	<i>429,025</i>

5 Staff Costs

	2020 £	2019 £
Wages and salaries	1,073,380	998,106
Social security	72,790	80,129
Pension costs	58,966	57,471
	1,205,136	1,135,706

One (2019: one) employee earned between £60,000 - £70,000 per annum. Defined contribution pension scheme costs for this employee amounted to £11,904 for the year to 31 July 2020 (2019: £4,731).

The key management personnel of the Union comprise the Trustees, the Chief Executive Officer, the Deputy CEO and the Human Resources and Staff Development manager. The aggregate employee benefits of key management personnel was £332,701 (2019: £316,816).

The average staffing was as follows:-

Full time	27	27
Students – term time only	79	73
	105	100

Redundancy payments of £nil (2019: £nil) were made during the year.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2020

6 Trustees' Remuneration and Expenses

Trustees received total remuneration of £105,386 (2019: £106,441). This related to the 5 Sabbatical Officers as noted on page 1. Reimbursed expenses to Trustees totalled £nil (2019: £203) for clothing allowances.

7 Tangible Fixed Assets – Group and Union

	Fixtures & fittings £	Equipment £	Computer Hardware £	Computer Software £	Total £
COST					
At 1 August 2019	832,938	84,205	121,978	91,804	1,130,925
Additions	<u>-</u>	<u>31,676</u>	<u>40,341</u>	<u>-</u>	<u>72,017</u>
At 31 July 2020	<u>832,938</u>	<u>115,881</u>	<u>162,319</u>	<u>91,804</u>	<u>1,202,942</u>
DEPRECIATION					
At 1 August 2019	737,443	9,487	93,592	72,531	913,053
Charge for the year	<u>29,408</u>	<u>15,079</u>	<u>24,310</u>	<u>12,085</u>	<u>80,882</u>
At 31 July 2020	<u>766,851</u>	<u>24,566</u>	<u>117,902</u>	<u>84,616</u>	<u>993,935</u>
NET BOOK VALUE					
At 31 July 2020	<u>66,087</u>	<u>91,315</u>	<u>44,417</u>	<u>7,188</u>	<u>209,007</u>
At 1 August 2019	<u>95,495</u>	<u>74,718</u>	<u>28,386</u>	<u>19,273</u>	<u>217,872</u>

8 Investments

	Group £	Union £
COST:		
1 August 2019	-	1
Disposals	<u>-</u>	<u>-</u>
At 31 July 2020	<u>-</u>	<u>1</u>

During the year the Union held investments in the following companies which are incorporated in the United Kingdom.

Name of Company	Main Trading Activity	Equity Held
Origin Events Limited	Bar and shop trading	100.00%

Origin Events Limited (Registered number) 5048518 a fully owned subsidiary has net assets as at 31 July 2020 of £108,962 (2019: £298,116). Income of £978,440 (2019: £1,573,456) and Expenditure of £869,479 (2019: 1,275,341) and a profit of £108,961 (2019: £298,115).

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2020

9 Stock

	2020		2019	
	Group £	Union £	Group £	Union £
Finished Goods	<u>33,916</u>	<u>-</u>	<u>25,547</u>	<u>-</u>

Stock that has been charged to cost of sales in the year are £197,379 (2019: £288,961).

10 Debtors

	2020		2019	
	Group £	Union £	Group £	Union £
Trade debtors	55,252	17,331	69,145	16,505
Amounts owed by group undertakings	-	256,870	-	155,503
Other debtors	64	64	329	-
Prepayments and accrued income	<u>137,560</u>	<u>136,535</u>	<u>116,874</u>	<u>80,888</u>
	<u>192,876</u>	<u>410,800</u>	<u>186,348</u>	<u>252,896</u>

11 Creditors: Amounts falling due within one year

	2020		2019	
	Group £	Union £	Group £	Union £
Trade creditors	110,702	106,917	146,713	112,215
Social security & other taxes	19,370	19,370	60,217	60,217
Other creditors	2,877	2,877	12,413	12,413
Accruals	<u>67,614</u>	<u>58,851</u>	<u>70,050</u>	<u>51,752</u>
	<u>200,563</u>	<u>188,015</u>	<u>289,393</u>	<u>236,597</u>

12 Restricted Funds held for Student Societies & Clubs – Group and Union

	£
Funds held at 1 August 2019	137,838
Income	667,782
Expenditure	<u>(660,727)</u>
Funds held at 31 July 2020	<u>144,893</u>

Restricted funds represent amounts raised by the Student Societies and Clubs of the Union for their own use.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2020

13 Capital Grant Fund – Group and Union

	2020 £	2019 £
Funds held at 1 August 2019	3,000	9,510
Transfers to unrestricted funds	<u>(3,000)</u>	<u>(6,510)</u>
Funds held at 31 July 2020	<u><u>-</u></u>	<u><u>3,000</u></u>

This Fund represents capital grant funds received from the University. It is amortised to unrestricted funds over the life of the assets in line with the Unions' depreciation policy on the assets.

14 Analysis of Net Assets between Funds 2020

Group	Unrestricted Funds £	Restricted Income Funds £	Capital Grant Fund £	Total £
Fixed assets	209,007	-	-	209,007
Net current assets	<u>467,832</u>	<u>144,893</u>	<u>-</u>	<u>612,725</u>
	<u><u>676,839</u></u>	<u><u>144,893</u></u>	<u><u>-</u></u>	<u><u>821,732</u></u>

Union	Unrestricted Funds £	Restricted Income Funds £	Capital Grant Fund £	Total £
Fixed assets	209,008	-	-	209,008
Net current assets	<u>358,870</u>	<u>144,893</u>	<u>-</u>	<u>503,763</u>
	<u><u>567,878</u></u>	<u><u>144,893</u></u>	<u><u>-</u></u>	<u><u>712,771</u></u>

Prior Year Comparative Analysis of Net Assets between Funds 2019

<i>Group</i>	<i>Unrestricted Funds £</i>	<i>Restricted Income Funds £</i>	<i>Capital Grant Fund £</i>	<i>Total £</i>
<i>Fixed assets</i>	214,872	-	3,000	217,872
<i>Net current assets</i>	<u>455,476</u>	<u>137,838</u>	<u>-</u>	<u>593,314</u>
	<u><u>670,348</u></u>	<u><u>137,838</u></u>	<u><u>3,000</u></u>	<u><u>811,186</u></u>

<i>Union</i>	<i>Unrestricted Funds £</i>	<i>Restricted Income Funds £</i>	<i>Capital Grant Fund £</i>	<i>Total £</i>
<i>Fixed assets</i>	214,873	-	3,000	217,873
<i>Net current assets</i>	<u>157,360</u>	<u>137,838</u>	<u>-</u>	<u>295,198</u>
	<u><u>372,233</u></u>	<u><u>137,838</u></u>	<u><u>3,000</u></u>	<u><u>513,071</u></u>

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2020

15 Financial Instruments

	2020 £	2019 £
Group		
Financial assets measured at amortised cost	691,812	749,286
Financial liabilities measured at amortised cost	<u>(181,193)</u>	<u>(229,176)</u>

The group's income, expense, gains and losses in respect of financial instruments are summarised below:

	2020 £	2019 £
Interest income and expense:		
Total interest income for financial assets held at amortised costs	596	700
Total interest expense for financial liabilities held at amortised cost	<u>(6,378)</u>	<u>(5,817)</u>

	2020 £	2019 £
Charity		
Financial assets measured at amortised cost	605,243	450,907
Financial liabilities measured at amortised cost	<u>(168,645)</u>	<u>(176,380)</u>

The charity's income, expense, gains and losses in respect of financial instruments are summarised below:

	2020 £	2019 £
Interest income and expense:		
Total interest income for financial assets held at amortised costs	596	700
Total interest expense for financial liabilities held at amortised cost	<u>(6,378)</u>	<u>(5,817)</u>

Financial instruments held at amortised cost are trade debtors, intercompany, other debtors, cash at bank, trade creditors, accruals and other creditors. They exclude prepayments and other taxes and social security.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2020

16 Leasing Commitments – Group and Union

At 31 July 2020 the Union had annual commitments under non-cancellable operating leases as detailed below:

	2020	2019
	£	£
Plant and machinery		
Operating leases expiring within one year	154,599	<i>171,861</i>
Operating leases expiring within one to two years	122,810	<i>155,317</i>
Operating leases expiring within two to five years	248,611	<i>312,865</i>
Operating leases expiring greater than five years	<u>-</u>	<u><i>50,278</i></u>

17 Control Relationship

Ultimate control of the University of Surrey Students' Union rests with its membership, represented by the Union Trustee board.

18 Related Parties

The Union is in receipt of a recurrent grant from the University of Surrey of £1,228,217 (*2019: £1,219,217*) and an additional grant of £nil (*2019: £75,358*). The year end net balance owed to University was £4,503 (*2019: £3,262 owed from*). The sabbatical members of the executive committee receive remuneration for their services as provided for within the Constitution. The aggregate amount payable under such contracts in the year was £105,386 (*2019: £106,441*).

Origin Events Limited is considered to be a related party of the Union as it is a wholly owned subsidiary. The company made a payment under gift aid to the Union of £298,115 during the year (*2019: £292,650*). A recharge of £60,000 (*2019: £70,000*) to Origin Events Limited for use of fixed assets is included within these figures. The intercompany balance due from the company to the Union at the year-end was £256,870 (*2019: £155,503*).

19 Pension Costs

In 2011 the Union moved from a defined benefit to a defined contribution retirements benefit scheme. As part of the arrangement, the liability for deficits relating to past service of TUPE employees remained with the University. The Union pays contributions for TUPE employees at a rate of 16% of pensionable salary for former members of USS and 16.4% for former members of LGPS. The pension contribution rate for staff commencing employment after 1st August 2011 is 4% and remains at this rate. The total pension cost for the year was £58,966 (*2019: £57,471*).

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2020

20 Prior year comparatives

	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	<i>Capital Grants £</i>	<i>Total 2019 £</i>
<i>Gross Income</i>				
<i>Donations:</i>				
- <i>Donations, University Grant, etc.</i>	1,294,575	-	-	1,294,575
<i>Income from other trading activities</i>				
- <i>Activity</i>	47,541	-	-	47,541
- <i>Central</i>	37,330	-	-	37,330
- <i>Community</i>	146,589	-	-	146,589
<i>Charitable activities for students:</i>				
- <i>Activity</i>	9,728	837,763	-	847,491
- <i>Central</i>	103,975	-	-	103,975
- <i>Community</i>	1,210,904	-	-	1,210,904
	<u>2,850,642</u>	<u>837,763</u>	<u>-</u>	<u>3,688,405</u>
<i>Expenditure on:</i>				
<i>Charitable activities for students:</i>				
- <i>Activity</i>	476,539	792,769	-	1,269,308
- <i>Central</i>	372,512	-	-	372,512
- <i>Community</i>	1,440,417	-	-	1,440,417
- <i>Support</i>	280,073	-	-	280,073
- <i>Voice</i>	248,194	-	-	248,194
	<u>2,817,735</u>	<u>792,769</u>	<u>-</u>	<u>3,610,504</u>
<i>Net income</i>	32,907	44,994	-	77,901
<i>Transfer between funds</i>	6,510	-	(6,510)	-
<i>Net Movement in funds</i>	39,417	44,994	(6,510)	77,901
<i>Fund balances brought forward</i>	630,931	92,844	9,510	733,285
<i>Fund balances carried forward</i>	<u>670,348</u>	<u>137,838</u>	<u>3,000</u>	<u>811,186</u>

Voice		Activity		Support		Community		Central		2020/21
Subvention	259,800	Subvention	367,300	Subvention	241,800	Subvention	213,950	Subvention	168,300	1,251,150
								Bank Interest	100	100
		Minibus income	30,000							30,000
						Bar	630,000			630,000
Liberation (santander)	1,500									1,500
						Ents	200,000			200,000
						Cloakroom	5,000			5,000
						Tech				0
								Marketing	35,000	35,000
								Rentals	28,000	28,000
	261,300		397,300		241,800		1,048,950		231,400	2,180,750

2019/20	
1,228,217	22,933
200	-100
48,000	-18,000
630,000	0
0	1,500
480,000	-280,000
10,500	-5,500
60,000	-60,000
50,000	-15,000
36,000	-8,000
2,542,917	-362,167

						Bar COS	200,000			200,000
						Ents COS	90,000			90,000
						Tech				0
							290,000		0	290,000

195,000	5,000
221,000	-131,000
20,000	-20,000
436,000	-146,000

		Minibus	100,000							100,000
Elections	8,000									8,000
								Ext Trustee Exp	1,000	1,000
						International events	3,500			3,500
Academic Rep	3,000									3,000
						Varsity	9,000			9,000
Liberation	1,500									1,500
		Training	5,000							5,000
								Legal fees	2,000	2,000
				Welfare watch	1,000					1,000
						Volunteering /Rag	4,000			4,000
						Freshers' Week	40,000			40,000
				Nightline	2,000					2,000
						Free Fest				0
						Colours Ball	5,000			5,000
		Societies	20,000							20,000
						Student Awards	5,000			5,000
		Committee Training	500							500
						Street Marshalls	1,000			1,000
								conferences	500	500
								Subscriptions	6,000	6,000
Zone	5,000	Zone	5,000	Zone	5,000	Zone	5,000	Zone	5,000	25,000
	17,500		130,500		8,000		72,500		14,500	243,000

135,667	-35,667
8,500	-500
1,000	0
3,500	0
6,000	-3,000
4,000	5,000
0	1,500
0	5,000
2,000	0
0	1,000
4,000	0
40,000	0
4,000	-2,000
10,000	-10,000
5,000	0
40,450	-20,450
4,000	1,000
5,000	-4,500
2,000	-1,000
2,000	-1,500
0	6,000
64,000	-39,000
341,117	-98,117

Sabb training	1,000	Sabb training	1,000	Sabb training	1,000	Sabb training	1,000	HR/Payroll	22,000	26,000
Marketing/Comms	4,000	Marketing/Comms	4,000	Marketing/Comms	4,000	Marketing/Comms	4,000	Marketing/Comms	7,600	23,600
								Bank Charges	5,000	5,000
Sabb Clothing	100	Sabb Clothing	100	Sabb Clothing	100	Sabb Clothing	100	Sabb Clothing	100	500
		Cash collection	0			Cash collection	5,000	Cash collection	0	5,000
Insurance	10,000	Insurance	10,000	Insurance	10,000	Insurance	20,000	Insurance	10,000	60,000
Utility	2,000	Utility	2,000	Utility	2,000	Utility	6,000	Utility	3,000	15,000
Staff Expenses	300	Staff Expenses	300	Staff Expenses	300	Staff Expenses	300	Staff Expenses	300	1,500
						Depreciation	60,000	Depreciation	24,000	84,000
Telephone	1,500	Telephone	1,500	Telephone	1,500	Telephone	1,550	Telephones	1,500	7,550
Rent	20,000	Rent	20,000	Rent	20,000	Rent	40,000	Rent	11,500	111,500
Audit fees	2,000	Audit fees	2,000	Audit fees	2,000	Audit fees	8,000	Audit fees	2,000	16,000
IT	4,000	IT	4,000	IT	4,000	IT	4,000	IT	4,000	20,000
						Licences	500			500
						Door Staff	60,000			60,000
						PRS	10,000			10,000
						On line tickets	10,000			10,000
						First Aid	10,000			10,000
						Card Portal Charges	30,000			30,000
						Ullage	100			100
						Tills	8,000			8,000
									0	0
						Stage crew costs students	3,000			3,000
						Staff Uniforms	2,000	Staff Uniforms	0	2,000
-		-		-		Crew safety tra/ILM				0
						Irrecoverable VAT	3,000	Irrecoverable VAT		3,000
						Tech Operational Supplies	5,000	Operational front room	5,000	10,000
						Rubix Operational costs	10,000			10,000
	44,900		44,900		44,900		301,550		96,000	532,250

30,000	-4,000
23,600	0
3,000	2,000
1,000	-500
11,000	-6,000
66,000	-6,000
37,000	-22,000
2,000	-500
80,000	4,000
7,550	0
124,000	-12,500
10,000	6,000
25,000	-5,000
550	-50
78,100	-18,100
15,000	-5,000
20,000	-10,000
15,000	-5,000
5,000	25,000
200	-100
8,000	0
0	0
4,000	-1,000
500	1,500
6,000	-6,000
10,000	-7,000
20,000	-10,000
24,000	-14,000
626,500	-94,250

President/VP	22,000	President/VP	22,000	President/VP	22,000	President/VP	22,000	President/VP	22,000	110,000
Staff /Management	56,900	Staff /Management	56,900	Staff /Management	56,900	Staff /Management	56,900	Staff /Management	56,900	284,500
Staff /Zone	115,000	Staff /Zone	138,000	Staff /Zone	105,000	Staff /Zone	191,000	Staff /Zone	37,000	586,000
P/T Staff		P/T Staff Minibus Tester		P/T Staff		P/T Staff /Comm	110,000	P/T Staff /Comm		110,000
P/T Staff Students Zone	5,000	P/T Staff Students Zone	5,000	P/T Staff Students Zone	5,000	P/T Staff Students Zone	5,000	P/T Staff Students Zone	5,000	25,000
	198,900		221,900		188,900		384,900		120,900	1,115,500
						Rubix/ Marquee	195,400			0
0		0		0					0	0

111,500	-1,500
310,000	-25,500
582,000	4,000
124,000	-14,000
40,000	-15,000
1,167,500	-52,000
28,200	-28,200

Affiliations

Club and Society Affiliations for Approval

Societies:

Society	Affiliation	Cost
Dodgeball	British Dodgeball	Free
EARS	The Radio Society of Great Britain (RSGB) Membership	£51
Islamic Society	The Federation of Student Islamic Societies	Free
Scuba	British Sub Aqua Club (BSAC)	£32 per person
Stag Radio	Student Radio Association	£96
StagTV	National Student Television Association (NaSTA)	£60
TedX	TedX	Free
Vet Society	Association of Veterinary Students (AVS)	£2 per person

Sports Clubs:

Club	Affiliation	Cost
Boat	British Rowing	£1,055.00
Fencing	British Fencing	£90.00
Jitsu	The Jitsu Foundation	£300.00
Lacrosse	England Lacrosse	£185.00
Mountaineering	British Mountaineering Council	£150.75
Rifle	Surrey Rifle Association	£365.00
Sailing	British Universities Sailing Association	£230.00
Trampoliing	Southern Universities Trampolining League	£90.00
Triathlon	British Cycling & Cycling Time Trials	£104.00
	BUCS Affiliation	15,415.23

Annual Report



The University of Surrey
Students' Union

The University of Surrey
Students' Union

Annual Report 2019-20



Our mission and our purpose is -

**“To enrich students’ lives, the
community in which they live
and the University of Surrey by
creating the changes they want and
to enable them to achieve their
ambitions.”**

Introduction



It seems like an inevitable cliché to open our Annual Report commenting on the extraordinary year so far where everything changed, however it is almost still unbelievable the global change that occurred in 100 days. Like a classic disaster movie, a story about a mystery new illness in China slowly began creeping up the news agenda until finally it seemed the world had stopped. It is also inevitable therefore that this crisis will influence not just Surrey, but all of the HE sector for the next decade.

This is a pivotal strategic moment for the University of Surrey.

We need to be absolutely clear in what we offer, what are ambitions are, what are our strengths, what we must leave behind. In short, it is time for us to learn who we really are.

The constraints imposed on us for the next few years has to focus our minds, we cannot be all things to all people. We are not Russell Group, nor are we small and specialist; we are campus University for teaching and learning enhanced by a targeted portfolio of world class research. Each element in our DNA shone through over the last 100 days, and our experience should serve as the way ahead for our recovery and future success.

I was proud to be the Student Union president in a University that put it's arms around the campus community. The swift response to relieve occupants of term 3 rent, and the incredible generosity of our alumni to protect all our students will be the defining moment of this crisis. Of course, it must be recognised that the alumni donations did not come from a standing start, but years of careful work and dedication from the advancement team in extending the Surrey family.

It is this ethos that we must take with us, the challenge in University must come from the learning, not from the University itself.

The professional services staff are essentially the “pit lane mechanics” of the University, we have to enable and empower them to provide a frictionless experience for students. That will often mean supporting academic staff as well as students. It appears to be the perennial duty of the Union President to remind Council that students do not care what ERP system you procure, nor what the current hedging positions are. They care that they can clean their clothes in the laundrette, get a bus to campus, and can afford a room to sleep in.

To stretch and learn, students need great teachers and inspiring lectures. This is a hallmark of most of the Surrey experience, especially in areas with fixed capacity; but it's time to look again at how we deliver with flexible capacities. The pressure to deliver “cheap to teach” courses will

only increase the anxiety and dissatisfaction among undergraduate students. Students come to Surrey for the close knit academic community, this means providing personal tuition that has the resource and time to understand the tutee and help them excel.

Finally, in any moment of crisis, true colours are revealed. In the 100 days since March 23rd I have seen the entire Executive Board, and supporting management team work tirelessly to steer this institution through unprecedented times. Their dedication and resilience should be applauded by Council as they were faced with innumerable challenges not just on a daily basis, but hourly. I have seen Universities in the our region buckle under this pressure with confusion and ridicule, but the leadership of Surrey should be proud of the job of work they done at this time.

This should be seen as a vote of confidence in the management of this University, and lay members should be reassured that there is team of excellence equipped to lead this University. I implore the lay members to “sweat the small stuff”, think about the first year undergraduate trying to see their personal tutor, or the PhD student who can’t afford to commute to campus.

At the end of each Council meeting, before you head for lunch, ask yourself - how you have made those students lives better?

Gemma Paine
Union President
2019-20



Sabbatical Officer Team 2019-20 (l-r): Ajay Ajimobi (VP Voice), Gemma Paine (Union President), Amina Nagwamma (VP Community), Sarah Surget (VP Support) and Lizzie Rodulson (VP Activity)



VOICE ZONE



BAME Students' Experiences

This year, Ajay Ajimobi (VP Voice) has dedicated considerable work to raising awareness of, and proactively addressing, the gap between black and white students' degree outcomes. At Surrey, this gap is now larger than the sector average, with 89% of white students who received a first or 2:1 in 18/19, compared to 65% of black students who received a first or 2:1 that year.

Building on the extensive body of research available in the sector and academia, Ajay published a report on the attainment gap, focusing on the specific experiences of students at Surrey through a series of focus groups. The report includes several actions which have been presented to the Vice-Provost (Education) and Chief Students' Officer.

In conjunction, Ajay also joined Professor Osama Khan and the Vice-Chancellor in an all-staff presentation, and has been working in parallel on some University activity in this area.



Liberated Library

Following the introduction of the scheme as part of Ajay's part-time officer manifesto last year, we are very pleased to continue collaborating with the Library and Resource Center team to raise awareness and add to the diversity of Surrey's literary and audio-visual resources; the 'Liberated Library'. Following the introduction of the scheme last year, Ajay has curated a collection to mark Black History Month and has been joined by a range of other student curators on themes such as LGBT+ and mental health awareness. Together, these exhibits have helped to shine a light on important issues affecting students and society, as well as raising the profile of authors from under-represented backgrounds.

Democracy

A focus for the Voice Zone has been to ensure that students can have their say and so, this year, the Voice Zone has led on new opportunities for student democracy.

We began the year with the new addition of a priority campaign selection process, 'Make Your Change,' in which we received more than 100 suggestions from students on what the topic of the next big Students' Union campaign should be. The suggestions we received covered every aspect of student life, including: green issues, academic life, and inclusion. Voting was open to all students, who chose 'Sustainability: A Greener Surrey' as the topic for this year's priority campaign, which was led throughout the year by officers and student volunteers who have lobbied for improvements and planned activities which will resume when campus reopens.

Alongside the priority campaign selection, we also made large improvements to the election of Liberation Reps (student representatives for a particular section of the student community, such as people of colour, LGBT+, or people with a disability).

This helped to raise the visibility of diversity and inclusion amongst students at Surrey and created an opportunity for rich discussion whilst substantially increasing turnout.

Unfortunately, the main Surrey Decides elections featured a lower number of candidates and a lower turnout overall than had been anticipated, which will both be key priorities for the Zone next year. Nevertheless, turnout increased for several portfolio roles (such as the recent addition of Raising And Giving Chair) and voter data showed greater engagement with the full breadth of the ballot paper.



Surrey Decides once again featured a very successful hustings ('Question Time') chaired by student volunteers, with special University guests for the Presidents' Challenge and various commentary segments.

Course Reps

This year, we have continued to build upon the successful Course Representatives (Course Rep) programme which supports over 550 elected student representatives. In addition to the coordination of training and Voice Forums, this year we worked with the University to standardise the election process, moving to a digital process to ensure transparency and consistency. The Zone has organised several social events for Course Reps to get to know each other and share ideas, as well as introducing a formal handover to help next year's cohort hit the ground running.

Throughout the year, Course Reps have shared with us a number of successes, which include: the organisation of internships and employability events, additional content to support learning, and introducing new ways for students to voice their feedback within their School/Department.



Exceptional work by Reps has been celebrated in many areas, including the Politics department, the Vet School, within placement cohorts spread across the world, and more, all recognised via our Rep Awards given out at the end of the year.

Voice Forums

Each year, the Voice Zone coordinates several student Forums to give students the opportunity to share their feedback on their educational experience (Faculty Voice Forums) or broader experiences of University life (Student Voice Forum) with colleagues in senior leadership. In semester 1, we are very happy to report high engagement from students and Course Reps, and in semester 2 our first online Student Voice Forum was joined by a fantastic turnout of 380 students.

In response to the global pandemic, the Voice Zone and wider team have also worked on introducing additional ways for students to give their feedback, including several surveys and targeted online Forums to understand the specific disruption to postgraduate researchers and healthcare students in particular.

With the support of University colleagues, this student feedback has helped to shape and support the University's response to minimise disadvantage to different sections of our Surrey community.

Student Campaigns

A central part of Ajay's VP Voice manifesto was the creation of an online platform to help support student-led campaigning.

This led to the introduction of a dedicated space on the Students' Union website to showcase current campaigns, with extensive accompanying planning materials created to guide students through the planning and execution of a successful campaign. Students are also eligible to propose a new campaign and request modest funding from the Zone to fulfil it.

The campaign platform was launched with a successful accompanying training workshop and a postponed talk from Parliament's outreach team which will now take place next year. We look forward to working more closely with campaign groups next year!



ACTIVITY ZONE



Wellbeing & Inclusion Champions

A joint initiative between Support and Activity saw the creation of 'Wellbeing & Inclusion Champions'; committee roles within Sports Clubs and Societies. The purpose of the role was to promote inclusivity among Union groups, ensuring all students were welcomed, along with having a specific contact who could signpost members to support services and be a main point of contact for any welfare related issues.

Around 150 students signed up to the initiative and were trained in October and February across sessions such as Active Listening, Serious Disclosures and Boundaries & Signposting. This role has been hugely appreciated by Club and Society members and we will continue to improve the training on offer next year.

Kelly's 5/10km Run

Saturday 22nd February saw the second 'Kelly's Storage 5/10km Run' starting and finishing on campus. The Activity and Community Zones worked with Kelly's to build on last year's hugely successful event; 2020's race saw 600 runners and an incredible £17,440 raised for Oakleaf and Cystic Fibrosis charities. The event continues to engage both students, staff and the Guildford community with a fairly even split of university/community entrants.



Employable Me Week

Employability continues to be a focus for the Union with Surrey's Pulse Survey (Oct-Apr 2019/20) reporting an increase in the percentage of students who believe the Union is making them more employable. As part of our focus, we ran the second 'Employable Me' week in conjunction with the Careers department, putting on drop-in sessions for CV writing, improving LinkedIn profiles and a video interview masterclass from PwC.



The week culminated with "Create your Career", an event featuring Surrey alumni who had been part of Club and Society committees, giving their valuable insight into the benefit of getting involved with the union and how the skills they gained have aided them in their current careers.

Free Swimming sessions

As a way of breaking down the cost barrier to physical activity, free swimming was launched in late 2019. This initiative was open to any student who didn't hold an Surrey Sports Park (SSP) membership with two sessions held each week and around 5-7 students participating in each session.

Club and Society Memberships

Our clubs and societies continue to amaze us with all that they do.

In 2019/20, membership numbers rose again to 10,392 memberships across all our groups, a 6% increase on 2018/19. Of this figure, 2318 were sports club memberships and 8074 were societies, 600 more than last year.



ASC Early Induction Programme

We introduced sport based activity into the ASC (Autism Spectrum Condition) Early Induction programme during the 2019 Welcome Weekend. This saw 18 ASC students participate in specially designed sessions with our Hockey and Tennis clubs over at SSP, which both participants and volunteers thoroughly enjoyed.

Liberation Committee focus on Barriers to Activity

The Liberation Committee focused its attention on barriers to activity in Semester 2. This led to collaboration with SSP's Sports Participation team on what Team Surrey should be doing to be more inclusive and the LGBT rep giving an excellent presentation to Sports Clubs committees on 'LGBT+ Inclusion in Sport'. This in turn gave committees the chance to be a #SurreyAlly. The work we have started will continue in 2020/21 and the Activity Zone will look to utilise the Liberation Committee for their assistance in breaking down even more barriers to activity.



Free Transport

We continued to provide free transport to all Sports Clubs competing in British Universities & Colleges Sport (BUCS) competitions and training off-campus, as well as enabling the majority of non-BUCS clubs to access free transport to their competitions. By doing this, we are saving clubs thousands of pounds annually on minibus costs and breaking down the cost barrier to activity.

Society Lockers

After several years in the pipeline and a long consultation period, the society locker rooms have been finished and are now fully fit for purpose. All groups are able to store their equipment safely, this is a huge benefit for our Societies as it negates the need to keep equipment in student accommodation and houses.



SUPPORT ZONE



Academic Advice

An increasing number of students have been seeking support from the academic advice team, with a 228% uplift from last year (689 between July 18 – June 19 compared to 2262 in July 19 – June 20). To accommodate for the increase in students we have widened the service to include Drop-Ins for Appeals and Extenuating Circumstances (ECs) and have launched our “Ask Me Anything” Instagram takeovers to answer student questions.

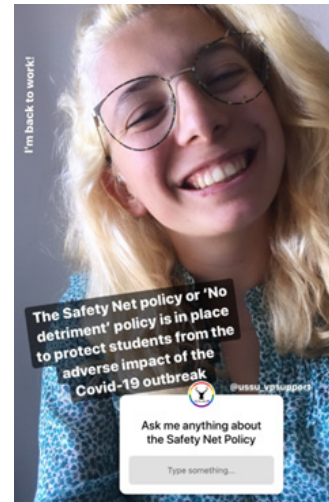
Throughout the pandemic we have continued our online service, providing Teams calls to support students through online Panels and meetings. Additionally, we have continued our drop-in EC and Academic Appeal service through Zoom.

This year, following a successful proposal to Senate in early 2019, we have successfully launched the pilot for Self-Certified Extenuating Circumstances (ECs). The pilot allowed level four students in second semester to self-certify two written coursework submissions. However, the pilot stopped when the pandemic moved assessments online.

The academic advice team successfully worked with the University to ensure all students were covered by Self-Certified ECs through the pandemic and for the remainder of the 19/20 academic year.

Following the pilot, we are pleased to announce that Self-Certified ECs will be implemented for all students, at all levels for all assessment types (including exams and events) for the academic year 20/21 (Pending approval from ULTC).

Alongside Self-Certified EC's, the academic advice team have also worked with the University to develop emergency regulations for the academic year 19/20 considering online assessments and the impact of the pandemic, which included consultation on the Safety Net, Compensation and Trailing Credits.



Welfare Watch

Welfare Watch was launched in Freshers' Week 2019, with the aim of keeping students safe on a night out in Rubix.

With the help of the Support Zone and Sarah Surget, VP Support, over 40 student volunteers including 11 supervisors have been trained over the year to run the service on Wednesday and Friday nights.



Welfare Watch has recorded that it has supported over 120 students since the launch. Due to the pandemic, Welfare Watch had to close but have successfully elected their first student committee and plan to launch again in Freshers' Week 2020 to support new and returning students to campus.

Student Minds

Following the manifesto of the Support Zone last academic year, this year Sarah, VP Support, successfully launched a Student Minds mental health group on campus. Run by trained student volunteers, Positive Minds is a 6-week peer support group to tackle loneliness, low mood and depression at University.

The Support Zone have trained up six student facilitators and ran one 6-week course at University, at full capacity, before the University closure during the pandemic. However, the volunteers continued to support students through the closure, running two 4-week online courses of Positive Minds through Zoom.



A new committee has been elected for the new academic year 19/20 with plans to recruit and train more volunteers to run more Positive Minds courses – both online and face to face.

Additionally, the Student Minds volunteers helped in the running of University Mental Health Day 2020, in March. Covering all of campus, over 30 student volunteers helped run events and wellbeing activities at Surrey Sports Park and around Stag Hill campus (Library and The Hive), engaging over 200 students with their activities to promote talking, listening and self-care.

Nightline

Nightline have had their second successful, full academic year, with more volunteers than ever supporting the service and are currently applying for full accreditation from the Nightline Association, ready for the new academic year. Unfortunately, Nightline had to stop operating on 13th March due to the pandemic and were forced to close their lines to students.

In April 2020, the Nightline committee trained in the Nightline Association's email service and have been supporting Surrey students through their anonymous email system. Nightline are pleased to be able to offer email support throughout the summer months, with plans to re-open the phone lines and Instant Messaging service in October 2020.

As Nightline were unable to fully open over the Pandemic, they organised a (socially distanced) fundraising run for over 300 staff, students and members of the community, raising over £3000 for the Samaritans.

The new Nightline committee for 2020/2021 have been elected and will continue to work closely with the Support Zone staff with the aim of increasing the presence and promotion of Nightline on campus for the next academic year, to build on the success of this year.

Wellbeing and Inclusion Champions

Collaborating with the Activity Zone, Wellbeing and Inclusion Champions (WICs) were introduced to Clubs and Societies this academic year, with over 150 WICs trained up this year in active listening, inclusion and disability in sport, dealing with serious disclosures, signposting and boundaries. WICs were in position to provide wellbeing support and signpost their members to other support within the University.



75% of University students are more likely to speak to a peer when they are struggling with mental health difficulties, compared to only 3% to a member of staff or professional (Student Minds, 2018). This is why the introduction of the WICs has proved an invaluable resource for identifying students who may be struggling at University and to provide peer-to-peer support.

Samaritans on Campus

The Support Zone have continued to foster a working relationship with the Guildford Samaritans, with Sarah, VP Support and Zoe Wilkes, Support Manager attending their AGM to give a talk on student mental health and the partnership between the Students' Union and Samaritans.

2019/2020 saw the introduction of "Samaritans on Sunday", where alongside Surrey Love, the Samaritans provided free tea, coffee, snacks and a listening ear to students out-of-ours on Sunday's, where other mental health services are normally closed. Samaritans continue to provide this emotional support throughout exams, and we are excited to see what the new year brings, with the introduction of "Coffee, Cake and Conversations".

Sexual Health

This year, it was a manifesto point for Sarah, VP Support, to introduce more sexual health awareness and a sexual health nurse on campus. Sarah successfully introduced a sexual health nurse to campus once a week, to provide sexual health and STI tests to students.

Additionally, SHAG (Sexual Health and Guidance week) was bigger than ever this year, with SHAG stands all week in the library foyer, with freebies, free condoms and a competition for Clubs and Societies to get the most students to take a chlamydia test.



Report + Support

Sarah, VP Support and Gemma, Union President, have worked hard this year to ensure that Report + Support launched successfully. The independent reporting platform allows students to report incidences such as abuse, hate crime, harassment, discrimination and mental health, to the University. The platform also has an extensive list of support services to students.

Report + Support was a manifesto point of Koyin, VP Support (2016-2017) and we are very pleased that it has been implemented this year, after years of asking the University. The reporting tool allows students to easily report incidences (either anonymously or not) knowing that their report will be acknowledged and investigated.

Disability Awareness

Following a recommendation from a student, “Purple Cards” were introduced in the library to allow those who have a disability or who are neurodiverse, to have longer time away from their computer/desk space. The Union also encouraged students and staff to “Paint Campus Purple” on Disability Awareness Day 2019, with Clubs and Societies also taking part to raise awareness.

Wellbeing Sessions

The Support Zone members have been hard at work this year, organising one-off Wellbeing Sessions and collaborating with various Clubs and Societies. Examples include their ‘Crafternoon’ where students could paint rocks, colour-in and paint mugs.

Another example is their collaboration with Pet Soc to organise a dog walk for students. The pandemic didn’t stop the Support Zone – the Wellbeing Sessions continued throughout lockdown using #SurreyAtHome, and they organised art and baking competitions.



COMMUNITY ZONE

Freshers Week

On the Saturday of Welcome Weekend we moved in over 3,500 students, which is the largest arrival day ever, with 10% more students arriving than previous years. Over the weekend in total we welcomed over 4,200 students. We received applications from 210 students to be Angels and 68 to be Super Angels. Although we had a large number of drop-outs, around 170 Angels and 40 Super Angels turned up on the day and we received many positive comments such as the ones below -



“First class. The day really should have been troublesome and stressful - but absolutely the opposite...very true to say, the organisation and people we met on the day were excellent. It was as if this is done every day. Thank you so much for the time and effort that everyone had clearly made to make the whole process stress free, easily understandable and enjoyable.”

“The moving in experience was so well organised and each and every Fresher Angel that we met had a smile, enthusiasm and were very helpful.”

The Outdoor Cinema was also replaced with a screen in the amphitheatre which showed films every night, along with sport and various programmes in the day time. Amina Nagwamma, VP Community, organised the Big Chill event at Hazel Farm as students living there can often feel left out and isolated. It included a BBQ, music and games and was well attended and appreciated by Hazel Farm residents.



Freshers' Fair this year was held in the marquee. The last few years we have been working on the look of the union stand to increase interactivity.

This year we went paperless and gave the stand a new look with a giant inflatable elephant promoting the message 'Don't let there be an elephant in the room, talk to us' and students were encouraged to follow the Union's Instagram account to receive a free gift.

Community Relations

On 21st November, for the third year in a row, the VP Community addressed the crowds from the balcony of the Guildhall at the 'Guildford Lights Switch-On' while 'Steve The Stag' took part in the mascots parade and mingled with the public. Amina spoke about the importance of students within the local community and the good work we have been carrying out.

A housing fair organised by University Surrey Lettings (USL) was held in Rubix. Community Zone members Sam Awonguga and Pete Mancktelow produced housing videos for the fair and the Community Zone had a stand where they could engage with students.

Volunteering

The highlights:

- We currently have 2975 volunteers registered
- This year saw 1378 new members join
- Our volunteer members generated 37195 hours of volunteering
- Through 162 registered societies/clubs & external partners
- Via 799 different applications to 84 different opportunities

These are the opportunities with the most volunteers this year:

Opportunity	Number of Volunteers
Freshers Angels 2019	164
Course Reps 2019-20	126
Join the team behind Strictly Come Surrey 2020!	57
Dog Walkers	43
Sustainability Ambassador	34
Super Angels 2019	33
Covid -19 and the Community – how you can help!	30

Overall our volunteering has continued to grow and now offers a vast mix of opportunities. These include internal e.g. Societies and Clubs and external such as Kelly's Run and our specific Covid 19 response which had over 30 students volunteer in a time of crisis.

The Covid 19 response worked with Voluntary Action South West Surrey and GBC/Waverly council to ensure our student volunteers were placed where they were most needed at the start of the crisis. Postcards were also available for students to put through neighbours doors offering help during the pandemic.

One of our Covid 19 Volunteers ended up in Brightwells Gostrey Community Centre Kitchen, Farnham:

"Just wanted to let you know I've started volunteering at Brightwells in Farnham in their kitchen through VASWS – turns out a lot of places need people in the kitchens and I'm kitchen trained so it's perfect!"

Work has also gone into a redesign of the current volunteering system to enable students to log, and more importantly understand, how to best to use their experiences gained during their time volunteering at with the Union, and how to become more employable.



The Volunteer Festival was held on Monday 11th November. Organisations set up stalls which students could visit to sign up or find out about volunteering. Each organisation had around 30 sign-ups and 70 people registered on the volunteering platform promoted by Zone members. Community Zone member Sam Awonguga also created a new volunteering video.

‘Volunteering Week’ was held in March and offered students the opportunity to volunteer on campus and in the community and the chance to discuss volunteering opportunities with HALOW.

Overall volunteering at Surrey is going from strength to strength. This was recognised earlier this year when we received ‘Highly Commended’ in the Guildford Awards for Innovation in the Voluntary and Charity Sector, demonstrating our commitment to providing the best experience for our volunteers.

RAG

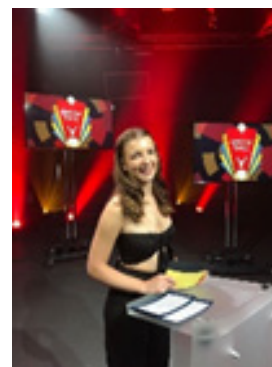
At the beginning of the year Ian Handy, Community and Volunteering Coordinator, and our new Raising and Giving (RAG) Chair, Owain Harries, had an inspirational visit to The National Student Fundraising Conference at Birmingham University. RAG’s chosen charities for the year were Oakleaf (local) and Cystic Fibrosis (National).

Unfortunately, our planned Jailbreak event had to be cancelled for the second year running due to the worldwide pandemic; however during lockdown Owain ran a ‘RAG 2.0 Challenge’ in which students were asked to challenge themselves and raise money for our charities.

Showcase Events

‘One World Week’ our annual celebration of the diverse cultures here are Surrey, took place in December starting with One World Exhibition in Rubix and ending with another successful Showcase in G-Live. We decided to continue to use G-Live after the success of 2018 when we decided to expand our existing capacity and use G-Live when University Hall was unavailable.

The Union and Colours Balls unfortunately could not go ahead this year due to the pandemic; however with the help of some of our amazing volunteers (Stage Crew / Stag TV) we were able to stream the events live from Rubix.



Zone Activity and Achievements

Zone members Sam and Pete worked with USL to develop a ‘Living off-Campus Guide’ and Amina collaborated with the Cocktail Society to put on a pumpkin carving and cocktail making class in Hari’s Bar; both of which were well attended.

This year the Community Zone has also been focusing on excluded and underrepresented departments / groups within the University. Amina arranged free breakfasts in the Union and invited PGR students to come along to socialise, so they would feel more included in campus activity.

To help raise community spirit Amina also organised a Christmas 'Big Chill' event at Hazel Farm and a get-together in The Hive for students still living on campus over the Winter Vacation. All events offered students a chance to meet other people, to socialise over free food and help isolated groups feel part of the community.

This year we introduced Paperclip, a new online trading platform, which allows students to share, swap or sell any goods from books to Xboxes. If students do make sales on the platform the Union gains a small percentage of this income which could be significant many years down the line as the usage of the platform grows. It is fully branded with Surrey Union logo's when students log in, making it clear this is a service provided by the Union to benefit students.

During lockdown we have focused on engaging students online and making sure students still feel part of the student community wherever they may be. Zone member Omar Al Masri reached out to final year students by producing a heart-warming video message, which was shared across the Union communications channels.

'The Class of 2020' reminisce about their time and wonderful experiences at University and express what they will miss the most. As the current circumstances have prevented them from enjoying their last few months being Surrey students, and postponed the summer graduation until 2021, they share a heart-warming, supportive and powerful message to all students, to never lose hope.

As part of the '#SurreyatHome' campaign, Community Zone member Sam, worked with the School of Literature & Languages and Surrey Lit Soc to encourage students to write poems about their experiences of staying at home during the COVID-19 pandemic. Students submitted reflecting and inspiring poems to the campaign.

The Community Zone also encouraged students to submit photos documenting unique moments during the lockdown. An online poetry workshop with the Young People's Laureate for London, Theresa Lola, was also held with the participants of the campaign. The workshop was an opportunity for students to learn to express their experiences creatively. The result is the 'Surrey At Home Anthology' a collection of different student's experiences of lockdown in poetry and photography form that was shared on the Union's website.

Rubix

At the beginning of the year, Rubix had a successful week of events with 7 out of 8 nights selling out; we also saw the biggest Hari's Challenge of all time and had to unexpectedly open up all of the venue to accommodate them!

Rubix was 8% up on wet sales and spend per head was up to £8.09 from £7.22 prior to lockdown, resulting in overall being just £2k short of making £100k, which is a record. This year Rubix also launched its brand-new unisex toilets and a new screen on the patio for the benefit of students. The Rubix 'Black Card' was launched last autumn - a



membership card for Rubix which gave the owner entry to every Wednesday and Friday night event (apart from Freshers' Week and End of Year) along with queue jump and other perks. Unfortunately refunds had to be given when Rubix was closed halfway through the year, following the pandemic.



Community Assistant and placement student, James Barlow, has worked incredibly hard on developing the Rubix Instagram page, increasing followers to over 3000, improving engagement and giving it an overhaul.

James also built a Spotify playlist for Rubix and created a DJ page on the Rubix website to help student DJs. In February, as part of the 'Your Union' campaign we gave out vouchers in Rubix which entitled students to a free drink, free cloakroom, queue jump and other perks alongside some facts about Rubix and Union.

After lockdown we began livestreaming Flirt! from Rubix with our resident DJ Karl Thomas, featuring guest DJ's each week. We have consistently had around 300 viewers and good interaction from students (we even had a virtual photobooth!) The stream was one of the most professional available on the internet during lockdown on www.rubix.live

Rubix also participated in other livestreaming events, including 'James Hype Streaming World Tour', 'The Stickmen' and 'Play For Mental Health, We Care Music Virtual Festival'. Hari's Challenge has been running online every Tuesday and will continue over the summer as it still has over 50 teams competing each week.

Finally, we were the only students' union to be nominated for an award at the BII National Innovation in Training Awards. We were nominated for 'Best Training Programme' for our part-time Rubix staff training.

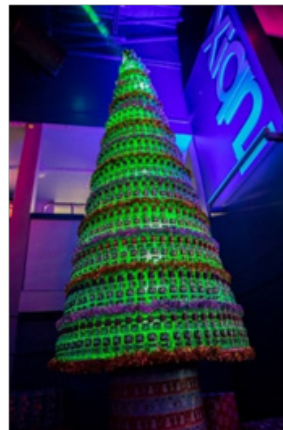
Sustainability

We continue to make steps towards being a more sustainable Union:

- Freshers' Week wristbands were eco-friendly and made from rPET.
- Volunteers were asked to bring their own reusable water bottles to 'Moving in Weekend'.
- We are making every attempt to move all our drinks to cans in Rubix (no glass or plastic is our ultimate aim).
- In the 2019 Annual Memebbers Meeting, a motion was passed for the Union to create a food co-operative. We are currently in the process of setting this up with a team of student volunteers to be an integral part of the Thursday Market.
- The Union has given out free reusable water bottles and coffee cups at multiple times throughout the year to decrease the usage of non-reusable cups on campus.
- The Thursday Market, Youngs Kitchen and Pizzaman were asked to use environmentally friendly packaging from January 2020.
- Teas and Tees offered cheaper hot drinks for those who used reusable cups as an incentive to ditch non-reusable cups. They also used Vegeware cups which are compostable.
- The Union lobbied the University to provide 11 new water stations on campus, in a bid

to encourage the use of reusable water bottles and reducing the amount of shop bought single use water bottles; the stations were installed in March 2020.

- We are in the process of working with the University's Sustainability Team to set up a student Sustainability Forum to give students the opportunity to hear about the University's progress and plans, share their opinion on sustainability at Surrey, provide feedback on sustainability initiatives and have their questions answered by the University's management team.
- Amina, VP Community organised Sustainability Days on the last Friday of every month. These events included a litter pick-up in Guildford Park Avenue and a reusable sanitary towel workshop.
- Work has begun to develop a sustainability policy and strategy for the Union.
- We visited Global Brands head office to discuss sustainability. Currently VK (supplied by Global Brands) is our biggest seller and is only available in plastic or glass bottles. Global Brands presented research and brain-stormed ideas about how to move forward and be more environmentally friendly as a company without it having a financial impact on the business. It is highly likely they will move to a 100% recycled plastic bottle to reduce carbon footprint. We have also volunteered to trial VK in a can.
- Instead of buying a real Christmas tree for Rubix we built one out of used VK bottles. The structure can be reused each year.



Continuing Policy

The Union sabbatical officers have proposed that the following policy is discontinued – this is due to them being enacted or no longer time relevant.

Members may speak against the discontinuation of these policies.

- Keep Wednesday Afternoons Free
- Climate Week
- Motion on the University's Increased Student Numbers
- End the Hostile Environment
- Chairing Surrey Decides Debates
- Continuous Improvement Plan

Policies to be discontinued:

Keep Wednesday Afternoons Free

USSU Notes

1. This year students are having lectures on a Wednesday afternoon, preventing them from playing for the team and competing for the university.
2. This mainly affects first year economics students who have a lecture from 2-4pm every Wednesday of the first semester. However, it also affects second year economics students who have had a lecture on Wednesday.
3. The University of Surrey offers a sports scholarship that is “designed to assist talented student athletes to fulfil their sporting potential whilst achieving academic excellence”. (Surrey Sports Park Website)

USSU Believes

1. That designated time for students for extracurricular activities, including sports, is essential for widening participation of sports, team Surrey performance, and student wellbeing.
2. That scheduling lectures during designated extracurricular times disincentivises students from attending and engaging in lectures, which may negatively impact on their academic performance.
3. That a policy of having lectures scheduled during time designated for extracurricular activities goes against the University of Surrey's objectives of encouraging both sporting and academic achievement.
4. The University's increase in student numbers has directly resulted in Wednesday afternoon lectures being scheduled.
5. That oversubscribing for a lecture is not an “exceptional circumstance” that should lead to Wednesday afternoon teaching.

USSU Resolves

1. To inform students what is happening, why there are lectures on a Wednesday, and what is being done about it within two weeks via the student's Union newsletter.
2. To have VP Voice commission a report to be presented at the next executive committee meeting, which describes how many students are affected by Wednesday afternoon lectures and compile the opinions of the course reps which are effected.
3. The Union will lobby the university to keep Wednesday afternoons free, at every appropriate meeting.
4. Should the University not remove lectures from Wednesday afternoons in Semester 2, a vote will be put to both Sports and Society Standing as to whether they wish to demonstrate and if so, how and when they wish to demonstrate.

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Climate Week Motion

This Union Notes:

1. Climate change is a key issue facing all of humanity , and therefore all of our members.
- 2 For a 75% chance of avoiding 2°C climate change, means that at current trends we will reach our carbon budget for 2°C within the next 20 years.

This Union Believes:

1. Its members cannot care about something they do not understand.
2. Climate change is an urgent issue, as the world has not currently got the situation under control.
3. It has a duty to inform and educate the student body on the seriousness of climate change and the effects it will have on its members both past, present, and future.
4. It should inform its members both of the causes of climate change, barriers to progress in addressing them, and what they can do to help.
5. Its members can play a role in avoiding climate change, both through personal choices, how they spend/invest their money, as well as through campaigning.
6. It has a duty to put pressure on the University to be more sustainable in all that it does; the University should be setting the example for both its staff and students, and the rest of society.
7. The focus of this week would be to inform its members about climate change, how it will affect both current and future members, and the actions that can be taken to combat it.

This Union Resolves:

1. To support and facilitate any students wishing to run climate week in collaboration with the University.

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Motion on The University's Proposed Increase in Student Numbers

USSU notes that:

1. The University's Strategy 2012-17 document aims for an increase in "the number of students coming to Surrey, particularly international and postgraduate students", as well as their qualityi .
2. Total student numbers at the University have grown significantly over the past decade, from 12,213 in 2006/07ii to 15,280 in 2015/16, the highest ever achieved by the Universityiii.
3. USSU Sabbatical Officers were told the University intends to increase the total student headcount by 3000 by 2020, although this statistic is not as yet official or confirmed.
4. The University's strategic report, contained within its 2015-16 Financial Statement, states that "the University is extremely sensitive to the need to ensure that growth in student numbers does not come at the expense of the quality of the student experience."iv
5. Successive UK governments have reformed higher education funding structures, with the consequence that tuition fees have come to be the main source of University income, while grants from central government have been cut. Funding council grants accounted for £47.8million of the University's income in 2010/11v – in 2015/16, the figure was just £29.4millionvi.
6. Other UK higher education reforms have relaxed government control over student numbers. Indeed, student number controls were removed completely for entry into 2015, which allows universities to – in the government's own words – "choose to recruit as many students as have the ability and wish to apply"vii.
7. There has thus been an 8% growth in the University's total income, which it describes as "driven by additional student numbers"viii. 8. The University is building 1,200 new student bedrooms on Manor Park, for completion by September 2019ix.

USSU believes that:

1. Although higher education should be as accessible as possible, current infrastructure is unable to sufficiently cope with a substantial increase in student numbers over such a short time. Such an increase would be to the detriment of the Surrey student experience, for both new and returning students.
2. Study space and accommodation availability have come under pressure over the last few years already, the increase in student numbers would only further add to this problem and dissatisfaction.
3. Local factors also pose significant challenges to any rapid increase in student numbers. The housing crisis in Guildford is acute, with high number of student and land of which 89% falls under the green belt, making house building a more difficult process. Substantial increases in student numbers will thus only serve to increase demand and push up housing prices for students.

4. The 1,200 new bedrooms in Manor Park thus reflect an inadequate increase in University housing stock, and are unlikely to be genuinely affordable for students, thus decreasing the proportion of genuinely affordable (Band C and below) rooms on campus.

- 4 The University is relying too heavily on increase in student numbers in its income strategy. The University should seek to modify their income strategy and obtain income through other means.

USSU resolves that:

1. To raise such concerns to the University management team to stop, or at least reduce, their proposed plans to increase student number intake from the academic year of 2017/18 onwards.
2. To persistently pressure University management team, in University Council meetings for example, to resist the UK's higher education reforms.
3. To pressure and inform the University management team of other methods of obtaining income from other sources.
4. To raise awareness of the issue to students and support student concerns over the issue.
5. A. To create and promote via web page and social media informing students on universities plans, with specific statistics and expressing the USSU's opposition to such plans and pressuring senior management of The University of Surrey to release a statement on the matter. B. Organise by any means e.g. financially support and attend any student led direct action or any other pressure in relation to planned increases in student numbers

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End the hostile environment

USSU notes:

1. On 31 July, 2018 the Conservative Government confirmed their intention to end free movement between the UK and EU.¹
2. On 2 August, 2018, however, the EU Commission released its Eurobarometer survey, showing 70pc of British people support the right to free movement across Europe.
3. That international students can be workers too: Tier 4 Visa students holders are allowed to work up to 20 hours a week during the University term times and undergraduate students can work full time during the University vacations.²
- 3 That international students coming to the UK are included in immigration, emigration and migration figures.³ ¹www.independent.co.uk/news/uk/politics/brexit-latest-immigration-immigrants-eu-theresa-may-leave-vote-white-paper-a8470191.html ²<https://www.surrey.ac.uk/currentstudents/visa/Working%20during%20your%20studies/> ³<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/internationalmigration/m>

5. Educational institutions have ushered in harsher immigration surveillance policies across the country, including at UCL.⁴
6. There is a rising number of student facing deportation threats from the Home Office.^{5 6 7}
7. That the University of Surrey is made up of 37% of international students.⁸
8. That the University of Surrey currently upholds PREVENT policy.⁹
9. That the USSU passed a motion on PREVENT policy in 2015 which resolved that USSU will 'establish a position of non-compliance with the prevent agenda' and that 'the union publicly declares its position on PREVENT and the reasons as to why'.

USSU believes:

1. There should be no barriers to education.
2. Universities should be spaces where students and workers are able to express themselves without fear of detention or persecution by the government. Universities should be spaces of institutional autonomy and academic freedom

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Chairing Surrey Decides Debates

USSU Notes:

1. The candidate question time must allow for a free and fair debate between the candidates
2. Full members can apply to chair debates during Question Time
- 2 Union Officers, with support from Union Staff, decide who chair the debates.

USSU Believes:

1. Surrey Decides chairs have considerable power during a debate
2. There is no formal procedure set out in the Byelaws relating to the chairs of the Surrey Decides debates. There should be one.

USSU Resolves:

1. To outline the procedure for Surrey Decides chairs in the Union Byelaws.
2. For this procedure to include but not be limited to the following; a. No chair shall bring personal comments, opinionated questions or personal politics to the debate. This includes not intervening when candidates act in this way between each other. If this is broken, the Union Chairperson will stop the debate and ask the chair of the debate to step down.

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USSU's Position on the 2018-19 'Continuous Improvement Programme'

USSU Notes

1. The University has announced plans to reduce annual expenditure of £15m.
- 3 The University reports an £8m overall surplus and £131.7m of cash assets at the end of 2017/18.⁵ Since 2015/16 (inclusive), the University has consistently posted an overall underlying consolidated operating surplus.¹

USSU Believes

1. The University should preferentially use existing cash assets to significant changes of staff in a single year.
2. Academics and front-line staff should not be subject to compulsory redundancies; compulsory redundancies should be targeted towards staff managers and leaders.
3. University communications on the continuous improvement programme are inadequate, and the University has not discharged sufficient reasoning for the scale of £15m savings.
4. The University should not reduce staffing in academic departments where the staff:student ratio would be below the institutional average (excluding vacancies from this count).⁶
5. USSU believes that the following points are non-negotiable. a. The University should guarantee fair and transparent recruitment of PGRs who support teaching and maintain the maximum teaching allocations outlined in the relevant Code of Practice. b. For PGRs in receipt of University of Surrey funding whose supervisors take EVS or are made compulsory redundant: the University should match its terms and continue to provide financial support to students who move to a different University. c. There should be no course closures in the 2018/19 and 2019/20 academic years. Any courses closed thereafter should be taught out in full. d. The University should not outsource or privatise existing professional services. e. The University should guarantee that there will not be cuts (in real terms) to the following areas: i. accessibility capital expenditure; ii. health and safety capital expenditure; iii. wellbeing (including student hardship); iv. widening participation activity, including initiatives outlined in Access and Participation Plans. 5 Financial statements available at <https://www.surrey.ac.uk/about/management/financial-statements> 6 The Complete University Guide lists Surrey's SSR as 1:15.7 (NB this is dependent on the reliability of data published by the University): <https://www.thecompleteuniversityguide.co.uk/leaguetables/rankings?o=Student-Staff%20Ratio>

USSU Resolves

1. To write to the Vice-Chancellor outlining the Students' Union's position and requesting a public written response explaining how the figure of £15m has been determined and the areas in which the University will seek to cut within 10 days.
2. To write to UCU and other recognised trade unions endorsing UCU's branch letter [see Appendix A] and supporting an open joint meeting for students and staff.

3. To write to the chair of the University Remuneration Committee outlining USSU's position and requesting an independent social audit of senior executive pay.
4. To hold a referendum with the following question: "Do you believe the performance of Vice-Chancellor Max Lu and the governing bodies of the University of Surrey is satisfactory?" including, for reference, the membership of EB and Council.

The following is proposed as continuing policy:

Team Surrey Equality and Diversity

USSU Notes

1. Last year, VP activity launched a campaign seeking to encourage women to participate in sporting activities.
2. Sport England produced a report in 2016, detailing the nationwide discrepancy between male and female sporting participation.

USSU Believes

1. The state of gender equality within Team Surrey should be periodically reviewed as part of an annual report.

USSU Resolves

1. To have VP Activity lobby the CEO of Surrey Sports Park to commission an annual Team Surrey report.
2. To have the VP Activity lobby the CEO of Surrey Sports Park to create a provision for non-binary and transgender changing facilities.
3. The Team Surrey report will include, but not be limited to: a. Total number of male, female, and mixed teams. b. Allocation of space and equipment provided to male, female and mixed teams.

Support Vet Students with Wellbeing Concerns Surrounding EMS

Background

EMS, or Extra Mural Studies, describes the 40 weeks of compulsory placement vet students are required to undertake as part of their degree in accordance with the RCVS guidelines. These placement weeks must occur outside of teaching weeks, i.e. during university vacations, and must cover multiple areas and disciplines within the veterinary profession. At the seven UK vet schools besides Surrey, students are allocated time during the lecture- free fifth year to complete any outstanding weeks. Students believe this provides a safety net for them, should they be prevented from completing their EMS for any reason.

However, here at Surrey, no such time has been allocated, and fifth year will commence five weeks after the summer exam period of fourth year, providing little time to allow for lastminute placements. As such, students are very concerned that they may not have any respite period until graduation, as the below Facebook post would suggest. So far, academics do not feel concerned and believe that students will be able to complete their EMS.

USSU believes

1. Having such little time for respite in addition to a notably heavily-timetabled course raises cause for concern with regards to student wellbeing.
2. Although EMS presents a long-term issue with a faraway outcome, students are concerned now and this may be affecting their student experience.
3. As with any course, some students may struggle more than others to meet the requirements as presented above, and this may allow some students to slip 'beneath the radar', which the USSU would never condone.
4. Vet students are already a high-risk group (see the BVA/AVS annual survey*) and so the USSU should provide support wherever possible.

USSU Resolves

1. To monitor students by holding meetings once per semester with a focus group of representative students across all year groups (e.g. course reps) and one or more members of the USSU, to include a Support Zone member, to discuss current progress, wellbeing concerns, and any action the USSU can take to support students in this area.
2. To meet with academics and course organisers in the vet school in order to raise student concerns and ask: a. Can the School's EMS programme be communicated better to students to avoid raising such concern? b. As Surrey is the only vet school without allocated time in fifth year to complete placements, what counter-measures are in place to ensure students here have the same support and opportunities as at other schools? c. Why doesn't Surrey have time set aside in fifth year?
3. To report back to students, in any format, what was discussed with academics, how academics intend to support students, how the USSU can help, and AOB. NB: Academics and admin staff to meet with in resolves 2 may include Emily de la Perelle and Karen Field (placements administration), Sharmini Paramasivam (EMS coordinator), Kamalan Jeevaratnam (programme director), Becky Lewis (senior tutor), and Chris Proudman (head of school). *BVA/AVS annual survey can be found here:

<https://www.bva.co.uk/news-campaignsandpolicy/newsroom/news-releases/study-pressures-students--biggest-worry/>

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Fighting for Free Education

USSU Notes:

1. According to the Institute for Fiscal Studies, students in England will graduate with average debts of £50,000. a. These levels are “by far the highest in the English-speaking world”, according to the Sutton Trust.
2. Tuition fees and maintenance grants are on the national agenda again. The Labour Party, promising to scrap fees, achieved 40% of the vote in the most recent general election, Lord Adonis (one of the politicians who designed the fees system) has publicly come out against them, and the Student Loans Company has come under increasing criticism from students and the press.
3. That NUS National Conference 2017 voted by a substantial majority to “oppose and campaign against all methods of charging students for education”.
4. Responding to this situation, the National Campaign Against Fees and Cuts (NCAFC), supported by organisations such as Momentum, organised a national demonstration which took place on 15th November 2017, in support of free education, living grants for all students, and an end to campus cuts.

USSU Believes:

1. Our vision for a free and liberated higher education system is one where there are/is: a. No financial barriers to entry: No tuition fees for any student, and living grants (not loans) for all students that are genuinely enough to live on; b. Liberated curriculums and courses: Where what is taught critically engages with, rather than reinforces, existing power structures of racism, sexism, homophobia, transphobia, ableism, classism, and so on; c. Democratic management and an end to marketisation: Where academics and all university staff have genuine job security and autonomy, and collectively help run universities alongside students and other university workers.
2. Education, as a public good and a means of personal enrichment and development, should always be as liberated and accessible as possible. a. A key part of this is the removal of tuition fees and the reinstatement of maintenance grants for all students at UK universities.
3. Following the 2017 General Election, in which abolishing tuition fees became a headline policy, there is an opportunity to win free education for students right now by effective mobilisation.
4. In order to continue the momentum of the demonstration and keep free education on the agenda, USSU should be continually campaigning for the same demands as the demonstration: for the immediate abolition of tuition fees for all students, for living grants for all, and an end to campus cuts.
5. Considering the agenda of the current government it is highly unlikely any meaningful dialogue with them is possible with them to reach this goal. a. The student movement is therefore wise to focus on building up its grassroots base and support and growing outside pressure.

6. The larger a demonstration is the more effective it will be, generating more coverage in the press and on social media, and creating more networks between students who may meet at the demonstration. a. It is thus important for as many students as possible to attend the demonstration. b. Organisations sympathetic to the causes of the student movement, such as students' unions, should therefore support students who wish to attend the demonstration, especially those who are financially struggling.

USSU Resolves:

1. To publicly support the notion of a free, liberated higher education system and living grants for all students, funded by progressive taxation.
2. To organise, run, and advertise events (such as debates, panel discussions and open meetings) raising awareness and promoting discussion of issues related to free education. a. These could focus on issues such as student debt, the Teaching Excellence Framework, recent changes to higher education, national student campaigns like the NSS boycott, and so on.
3. To work with the senior members of the university management team and trade unions to minimise disruption to students arising from staff disputes

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Ending Unreasonable Exam Conditions

USSU Notes

1. That examinations have been conducted at 6.30pm during the January exam period.
2. That examinations during this time did not allow for the true potential of students to be fulfilled.
[1]
3. That examinations at this time caused undue stress to students
4. That on the 15th of January, the examination hall 01AC01 was overbooked with two sets of examinations set to take place in the hall.
5. That this lead to the exam for MAN2125 Applied Financial Management started 45 minutes after it should of.

USSU Believes

1. That Examinations that take place past 6pm do not truly reflect the performance skills of students.
[1]
2. That Examinations that take place past 6pm caused undue stress on students and lead to ineffectiveness in performance.
3. That overbooking exam halls and the stress of delayed start times has a negative effect upon the performance of the students.

4. That a major disruption causes students to become more stressed and leads to decrease performance [2]

USSU Resolves

1. To call on the University to outright ban examinations past 6pm.

2. USSU to urgently and thoroughly investigate student opinion on timetabling, density and duration of exams and present this feedback at the timetabling review' a. To call on the university to implement the proposed changes by the following exam period References [1]

<http://www.pnas.org/content/113/10/2621.abstract> [2] <http://www.bbc.co.uk/news/uk-england-devon-35361798>

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Toilets are a Public Right

This Union notes

1. An estimated 10 million people in Britain have disabilities and more than one third of people aged over 50 are registered as disabled in some way, and further that public authorities are required by the Disability Equality Duty to consider all sectors of the society they serve. [1]

2. The UK Transgender Equality Enquiry (2015) states that Trans and Nonbinary students at UK universities are concerned about the lack of gender neutral toilets on campus. [2]

3. The Director of Gendered Intelligence, Dr Jay Stewart, stated in evidence to the UK Transgender Equality Enquiry that universities should provide more gender-neutral toilets.

4. The University of Surrey already has many disabled/gender neutral toilets on campus.

5. There are many gendered single-cubicle toilets around campus, in both university and union buildings.

6. The University of Surrey and its Students' Union is placed in one of the most vibrant and diverse places in the world, and prides itself on being an inclusive and progressive institution.

7. Trans and disabled people are statistically at a much higher risk of being on the receiving end of violence compared to their peers. [3] [4]

8. Many universities across the UK have gender neutral toilets. [5] a. University of York – the university has a policy that all new builds must include gender neutral toilets which has been acted on (one of the buildings didn't comply, it is being disputed whether the university or the builders are to blame). b. University of Essex – has gender neutral toilets with sanitary bins in all of them ('took one day to enforce after being asked to be put in.') c. Campaigns to de-gender toilets have also been successful at the Universities of Hull, Northampton and St Andrew's.

9. Gender neutral toilets have already been implemented in certain places across the UK, such as Lancaster University – which has them in its library, and students’ union nightclub - as well as the University of Northampton.

10. It is of the highest importance to ensure disabled toilets are permanently accessible for those who require them. The transferal of the toilets proposed in this motion to gender-neutral would alleviate issues with locating a gender neutral toilet, and inevitably lighten the traffic through the critically important disabled toilets in the venue.

11. Recent research has shown that 78% of transgender people have experienced harassment and discrimination in an educational setting [6]

12. Following passage of the Disability Discrimination Act 1995, the number of toilets with facilities for disabled people has increased by 16%, from 3,054 in 1994 to 3,533 by 2000, even though the overall number of public toilets has fallen. [7]

This Union believes

1. If we are to encourage inclusivity, we must provide adequate toilet facilities for members of society with serious mental or physical disabilities.

2. All students at the University of Surrey, including Trans and gender nonconforming people, deserve to feel comfortable and safe using public facilities on campus e.g. toilets, changing rooms etcetera.

3. Many trans and gender non-conforming people feel uncomfortable using gendered toilets and other intimate gendered spaces

4. That to help enable all students to feel safe and comfortable using facilities (as in Believes 1), a mix of single-gender toilets and gender-neutral toilets should exist across the University of Surrey campus

5. That existing disabled toilets are not sufficient in number or in distribution to fulfil the need

6. That the conversion of single cubicle gendered toilets to gender neutral toilets is an easily implementable first step

7. The provision of single-cubicle gender neutral toilets would benefit trans and gender non-conforming people, as well as wider groups of people, including those who are uncomfortable using multiple stall bathrooms

8. Disabled toilets are not a valid substitution for general gender-neutral toilets, as while these are often gender neutral, they are first and foremost accessible toilets for disabled people. It is inappropriate both for a Trans people without physical access needs to be expected to use adapted toilets, and for a disabled person to be expected to share their toilet facilities with nondisabled people.

This Union resolves

1. To convert all single-cubicle toilets to gender neutral toilets wherever possible

2. To lobby university departments to implement gender neutral toilets in their buildings, with the important first step of converting all single-cubicle toilets to gender neutral toilets, wherever possible
3. To lobby the University of Surrey to ensure that all new University of Surrey buildings include gender neutral toilets (single and/or multiple cubicle).
4. All USSU buildings undergoing refurbishment should review their bathroom provision to provide for gender neutral and disabled toilet facilities (single and/or multiple cubicle)
5. To lobby the University of Surrey to do the same (as Resolves 4) during refurbishment of their buildings
6. None of these changes should impinge on the provision of disabled toilets on campus
7. To ensure gender neutral and disabled toilets are open during the normal hours of operation and are accessible for those who require them NB: The phrases “gender neutral” and “gendered” are used in place of “unisex” and “single sex” toilets respectfully, to reflect the fact that sex and gender do not always align.

References 1.

- <https://publications.parliament.uk/pa/cm200708/cmselect/cmcomloc/636/63605.htm> 2.
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**

Remove Assessments from Reading Week

USSU Notes

1. The University has neglected to act on the Union’s requests to imminently remove assessments from reading week.
2. There has been a drop in NSS student satisfaction
3. There has been an overall drop in rankings
4. Departments affected by assessments in reading week include: a. Engineering Individual Projects b. MDDP – across all engineering courses i. Mechanical Engineering ii. Civil Engineering iii. Chemical Engineering iv. Aerospace Engineering v. Electronic Engineering vi. Medical Engineering vii. Automotive Engineering
5. The lack of space in lecture halls for the current cohort of students and the continuation of reports on overcrowding to the Union.

6. The University's plan to recruit even more students in the coming years.
7. Rise in demand for Wellbeing services as well as a large increase in demand for academic advice in the Student Union.

USSU Believes

1. Students with assessments in Week 15 have less freedom to participate in the broad range of enriching activities provided by societies and clubs, that they are entitled to take advantage of during their time here at the University of Surrey.
2. Reading Week is a crucial time for students to be able to relax after spending their Christmas breaks revising.
3. Reading Week is fundamental to aid focus, so that students can improve academic performance and mental well-being to be able to continue with their course in Semester 2.
4. Taking action in response to student feedback is a key driver to increase student satisfaction and engagement. Being listened to is likely to make students feel valued and therefore increase engagement with the University and the Union.
5. The University must act on the student voice – which they have failed to do on this matter so far.

USSU Resolves

1. Carry out a survey and consult with course reps to demonstrate student feeling in line with Union Believes.
2. Lobby the university in response to data gathered.
3. To actively continue the fight against Reading Week Assessments, until successful; or valid reasoning has been given as to why, against student requests and at the detriment of mental and academic wellbeing, it will continue.

**

Equal Access Campaign Motion

1. According to Article 26 of the Universal Declaration of Human Rights "Everyone has the right to education... and higher education shall be equally accessible to all on the basis of merit".
2. The term refugee applies to any person who, owing to a well-founded fear of persecution for reasons of race, religion, nationality, or membership of a particular social group or political opinion, is outside the country of his nationality and is unable, or owing to such fear, is unwilling to avail himself of the protection of that country.
3. An asylum seeker is someone who has lodged an application for protection on the basis of the 1951 UN Refugee Convention.

4. Discretionary leave to remain (DLR) is a 3 year renewable status that may be granted to individuals on the basis of an asylum claim, including many separated children from countries such as Afghanistan, Iran and Iraq.
5. Officially, the University of Surrey's current policy is that asylum seekers are recognised as 'international students' and are expected to pay fees of up to £16,100/year.² Meanwhile, asylum seekers are: a. not allowed to take out student loans; b. not allowed to apply for grants and bursaries; c. unable to study in another country; d. denied the right to work in the UK; e. Sometimes required to wait for years while a decision is made as to whether they can stay in the UK.
6. Current university policy on individuals with DLR as a result of an asylum application is that they are also considered 'international students', while they are: a. not allowed to take out student loads; b. not allowed to apply for grants and bursaries; c. unable to study in another country.
7. Asylum seeker students and students with DLR are routinely charged overseas fees, yet their situation and needs are different to those of international students.
8. STAR has been working with the National Union of Students for Equal Access to higher education for asylum seekers and those with DLR since 2008. Their work is supported by a broad coalition of 28 organisations including the British Red Cross, the Children's Society, Article 26 and the Refugee Council.
9. A number of UK universities have amended their admissions policies to allow asylum seekers and/or students granted DLR as the result of an asylum application to pay 'home' tuition fees, or have waived fees entirely. These include: Manchester University, Leeds University, Royal Holloway University of London, Salford University and many more.
10. More than 500 students have signed our petition supporting equal access to university for students seeking refugee protection as part of the Equal Access campaign. ²
<https://www.surrey.ac.uk/currentstudents/money/fees/Undergraduate%20Fees/>

Beliefs

1. The University should recognise that people who are legally in the UK seeking protection from persecution and who have been talented enough to be offered a place at that university be able to take up that place by ensuring that: a. Asylum seekers and people granted DLR are classed as "home students" for fees purposes. To do this the university commits to waiving any additional costs which would usually be drawn down from the government for home students. b. Asylum seekers and people granted DLR are recognised as a vulnerable group in the same way as others from deprived backgrounds and be allowed to apply for additional support such as scholarships and bursaries.
2. The University should adopt a fair and equitable approach in providing access to higher education on the basis of merit for all, including asylum seekers or individuals granted DLR on the basis of an asylum claim.

Resolves

1. To support the Equal Access campaign and work closely with NUS and STAR to create a campaign specific to our institution/students' union.

2. To lobby the university to sign the Equal Access Pledge and remove financial barriers preventing students seeking refugee protection from studying here. Specifically to: a) Enable all those seeking refugee protection to be able to study as home students b) Recognise that, like other vulnerable groups, students seeking refugee protection have additional needs and give them access to additional support, such as fee waivers, bursaries, scholarships and grants.

3. To support campaigns on the national level for equal access to higher education for students seeking refugee protection and the right to work for asylum seekers.

**

PREVENT Policy

Union Notes

1. Due to recent events around the world terrorism is a real and significant threat to people and societies both domestic and internationally.

2. That PREVENT as part of the wider counter terrorism strategy CONTEST is designed to tackle extremism within society.

3. That the PREVENT agenda is to: a. Respond to the ideological challenge of terrorism and the threat we face from those who promote it. b. Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support. c. Work with sectors and institutions where there are risks of radicalisation which we need to address.

4. That there is a legal requirement for institutions and public bodies to comply with PREVENT, however this obligation is not applicable to the University of Surrey Students Union.

Believes

1. That the PREVENT agenda in practice disproportionately affects already marginalised groups of society.

2. The monitoring of students in the manner proposed by PREVENT is an infringement of civil liberties such as freedom of speech and will change the nature of institutions devoted to learning, personal growth and challenging ideas.

3. The PREVENT agenda reinforces through the language within its documentation islamophobia and its by-product of discrimination and racism.

5. A position of non-compliance does not prevent the students union from participating in discussions with the university on PREVENT or monitoring the effects of PREVENT on its membership.

Resolves

1. That the University of Surrey's Student Union will establish a position of noncompliance with the PREVENT agenda.

2. That the union publicly declares its position on PREVENT and the reasons as to why.

3. The University of Surrey's Student Union will continue working with the University regarding the Prevent agenda.

**

The Right to Stay Motion

USSU notes

1. On the 29th March 2017, the Prime Minister of the United Kingdom (UK) will trigger Article 50 of the Lisbon Treaty.
2. Members of Parliament (MPs), by a majority of 42, voted against a bill that would protect the residence rights of citizens of the European Union and their family members who were lawfully resident in the United Kingdom on 23 June 2016.
4. Guildford MP, Rt Hon Anne Milton, was among those who voted against the bill which would guarantee the right of EU national students to stay.

USSU believes

1. That European nationals should have the right to stay in the UK after Brexit
2. That EU national students are an integrated part of student body
3. Withholding the right to stay not only threatens European national Surrey students but also affects all students who wish to make friends with people from different cultures and backgrounds.

USSU Resolves

1. To write an open letter to Rt Hon Anne Milton detailing the USSU's unconditional support for the EU national students right to stay and asking her to change her position at the next available opportunity.
2. To invite Rt Hon Anne Milton to defend her position and receive questions from the student body.

**

Subsidised Extenuating Circumstances

USSU Notes:

1. To apply for Extenuating Circumstances on the basis of illness or injury, students must provide evidence in the form of a signed and dated letter from a medical practitioner*.
2. A 'sick note' from The Student Health Centre costs £20**.
3. On 1st August 2016 the University stopped subsidising the cost, meaning students are now required to pay the full amount to receive the necessary evidence.

USSU Believes:

1. The charge of £20 to obtain proof of illness/injury is unnecessary and causes financial constraint to students who may not be able to afford the fee.
2. The University of Surrey has a duty of care to its students to support them through illness and injury without forcing financial constraint.

USSU Resolves:

1. To lobby the University into re-instating their subsidisation policy – splitting the charge of the note between the student and the University Under the following conditions: a. Subsidies do not detract from the levels of resource available to the Centre for Wellbeing (as of 2019). b. In the first instance, the Union will lobby for subsidies to be drawn from the Hardship Fund, provided additional resource can be made available in full. c. The University should fund 50% or more of the cost of doctors' letters. d. The University should ensure the application process does not present a barrier to access.
2. Request a written response from the University clarifying its position and the circumstances surrounding the changes to the subsidy procedure in 2016. References *Regulations for extenuating circumstances 2018/2019, page 4, point 6. ** Guildowns Group Practice website www.guildowns.nhs.uk/info.aspx?p=16

**

General Assemblies and the Workers Charter

USSU Notes:

1. According to surveys done by the Endsleigh [Ends]: a. 77% of students now work to fund studies. b. 53% of students continue to depend on their parents financially to help them through university. c. 57% of students are working to help pay for household bills.
2. That student unions can push legislative change to protect people from exploitative labour conditions, in cooperation with on-campus trade unions.
3. That student workers can be protected through a Student Workers' Charter that is created in conjunction with the Students' Union and other relevant unions. a. This is a policy that is supported by both the UCU and the NUS to protect working students, especially post-graduate students. [UCUCharter]

4. That more action can be taken by the USSU to support the working students that it represents and to formalise cooperation with the trade unions on campus
5. That a PTO was elected on a manifesto of encouraging trade unionism on campus, and protecting and extending the rights of workers.

USSU Believes:

1. That the working conditions of staff within the University are our learning conditions.
2. That organised labour is a powerful tool in protecting the rights of workers.
3. That as an organisation, USSU works to protect student welfare, promote student wellbeing and enable students to fulfill their potential.
4. That a key way to enhance the student experience is to protect and enhance the rights and working conditions of workers at the university.
5. That the USSU has a duty to protect its members from exploitation but it does not have the specialist knowledge or legal capacity that a trade union has.
6. That by working together with organised labour at the university, through collaboration with Trade Unions operating on campus, the USSU can build a stronger, safer and more supportive community for students.
7. That a Students Workers Charter sets a sensible base level of what student workers should expect when hired for positions at the University or the USSU

USSU Resolves:

1. To organise regular open meetings, General Assemblies, between the Sabbatical officers and the trade unions. a. These meetings should be well advertised and accessible to all students. b. The definition of regular used here is a minimum of once a semester.
2. To produce and endorse a student workers charter written collectively by the USSU, the Trade Unions and post-grad soc. a. The basic outline of practices and principles in the SWC is the purpose of the first General Assembly.

Appendix: 1. A Student Workers Charter (SWC) is a document that is written by the students and Trade Unions on campus which is presented to the University as a set of guiding principles and good practice that the University must adhere to. What I envision with the SWC at the University of Surrey is using the UCU/NUS SWC (referenced below) as a basis and making additions that are relevant to the working situation at Surrey.

USSU's stance on the Access and Participation Plans

USSU Notes:

1. Access and Participation Plans are a requirement of higher education institutions registered with the Office for Students. The Plans must show how the organisation will support access, success, and progression into work of under-represented groups in higher education (e.g. BAME students, carers, care leavers, disabled students, and so on) from the UK.
2. The University currently provides 'Full Surrey Award' bursaries for students under some conditions; as a requirement, they must live in particular postcodes (these are referred to using 'POLAR quintiles').¹
3. Under new guidance from the Office for Students, universities will not be required to ring-fence funding.
- 4 The Office for Students have set out targets for UK institutions to close gaps in attainment (the proportion of students receiving a 2:1 or first) and non-continuation (withdrawals) between disabled/non-disabled students and BAME/white students.²

USSU Believes:

1. The University of Surrey should be more transparent about initiatives to support different sections of the student community, particularly regarding attainment and progression gaps.
2. Home postcodes are not an appropriate bursary requirement.
- 3 Bursaries provide a valuable means of support for students from lower socio-economic backgrounds; this support should be protected in future years.

USSU Resolves:

1. To lobby the University to implement the following in future Access and Participation Plans: a. Report separate data and actions to improve black students' and Asian students' attainment;³ b. Report separate data and action plans to address black students' and Asian students' noncontinuation;⁴ c. To unlink bursary funding from POLAR quintiles; d. To ring-fence bursary funding for future years; e. To increase the value of the bursaries annually with inflation; f. To include information on how capital planning has been considered in recent building works.
2. To lobby the University to introduce additional student engagement, alongside Liberation Reps, to inform the Access and Participation Plan (through a student panel, for instance).
3. If resolves 1 & 2 are not fulfilled: to release a public response to future Access and Participation Plans.

Sustainability in the Curriculum

Notes

Under the people and Planet University League rankings for commitment to Sustainability, the University of Surrey is ranked 62 out of 100. In addition according to People and Planet, under 'Education for Sustainable Development': "1) University of Surrey scores 10/20% for its public commit to education for sustainable development (ESD) 2a) University of Surrey scores 25/50% for having a framework or strategy for ESD [2b)] 1. University of Surrey scores 0/10% for providing suitable support and training for ESD 2. University of Surrey scores 0/10% for evidence of student coursework linked to sustainability projects to improve the environmental management of the university (often called the Living Lab)" 1. There are currently 5 active motions concerning Sustainability as a whole within the Union

Believes

USSU believes that there is a lack of focus on Sustainability within the University wide curriculum. Sustainability as a topic should be integrated within the learning and teaching of all students that come to the University for a Level of higher education.

USSU believes that all students should be aware of how Sustainability affects their future careers and being leaders in Sustainability can increase a student's employability.

Resolves To lobby the University for Sustainability to be fully integrated in all programmes as an aspect of students education.

To lobby for Sustainability awareness to be a programme outcome on all programmes offered by the University.

To push for Sustainability in the curriculum within all relevant channels, including the University Executive Sustainability Steering Group.

**

Research, React, Represent, Report Enacting the Students' Union strategy based on current member needs.

This Union Notes:

1. The Students' Union's current strategy states 'for our members, everything the Union does should enhance our mission to enrich students' lives, the community in which they live and the University of Surrey by creating changes they want and to enable them to achieve their ambitions.
2. The four mechanisms stated in the Union's current strategy to support its aims are 'Research, React, Represent and Report.'
3. During the first semester of the current academic year (2018-19), the Union has conducted research, including speaking to 1200 students during 'Voice It Week'. The Union also has one year's worth of survey data from the Pulse survey, and information provided by students during Get Involved Week, and the most recent Student Voice Forum.

This Union Believes

1. From this research, we have outlined the following key issues identified by students as priority areas for the Students' Union:

2. Time: Students have told us that despite believing strongly that taking part in sports and activities will be of benefit to their University experience and their future careers⁷, the main barrier they experience to taking part is 'time'⁸. Students do not have sufficient time in their academic timetables to enjoy the full breadth of their Surrey experience. Students have told us that they strongly feel that Wednesday afternoons should be kept free on the timetable for sports and activities.⁹

3. Space: Students have told us that their top frustration and the issue that bothers them the most on campus is study space¹⁰. This is also supported by Student Voice Forum, where students 7 The average score for the question 'to what extent do you feel that taking part in extracurricular activity (clubs, societies, course reps, volunteering etc.) benefits your student experience?' was 72% (Voice It survey, October 2018). 8 For those students who were currently involved, the most common barriers they highlighted to participation were 'not enough time' (61%) and 'timetable clashes' (32%) For those students who said they were currently not involved, the most common barriers highlighted to participation were again 'not enough time' (61%) and 'timetable clashes' (18%) (Voice It survey, October 2018) 9 'Keep Wednesday afternoons free on the timetable' was ranked second in student priorities out of the Union's 7 key areas of focus following the NSS results. (Voice It survey, October 2018). 10 'Add extra study space' was the top ranking student priority out of the Union's 7 key areas of focus following the NSS results. (Voice It survey, October 2018). Study space was also the top ranking issue selected by students who participated expressed the need for more study space – the key issue being that the University has made several improvements to the library but this does not contain enough space for individual study, meaning students are missing out on a fantastic study area.

4 The National Student Survey Results: The majority of students we spoke to during Voice It told us that they were concerned about the University's NSS results¹¹, which have fallen again this year, leaving the University currently in 71st place. The University is yet to publish any information to students setting out the practical actions it will be taking in response to these results. 5. An understanding of the Students' Union: The majority of students spoken to during Voice It told us that they 'did not know' whether the currently elected sabbatical team represented their interests¹². The Students' Union question in the National Student Survey (does the Students' Union effectively represent your academic interests?) has also shown a decline in the most recent set of results. We also know from Pulse data that students are generally aware that they have Course Representatives but are unaware of the actions they are taking.

This Union further believes:

1. The Union's officer team has a shared responsibility to take action on the matters affecting students at this moment, students who voted for them in the thousands and have given each of them a strong mandate to act.

2. Action must come from the officer team as a whole, full- and part-time members must work together to make changes at the University for the benefit of the student experience. 3. Students who generally do not interact with the Students' Union on a daily basis deserve to be represented and informed.

This Union Resolves:

1. To campaign that students are properly represented in the revised University timetable, and that Wednesday afternoons are kept free for sports and recreational activities.
2. To demand for no teaching activities to take place beyond 12 noon on a Wednesday, and oppose any proposal to place teaching activity at this time in the Union's Volunteering Festival during Get Involved Week. The issue of insufficient library space was also raised at the November Student Voice Forum. 11 We asked students to what extent the University's current position of 71st mattered to them, and the majority responded that 'it matters to me to some extent' (41%), with 24% saying it mattered to them 'a great deal', which makes 65% of students surveyed. (Voice It survey, October 2018). 12 We asked students 'do you feel that the current sabbatical officer team represent you?' – the majority (57%) answered that they did not know, with 35% answering 'yes' and the remaining 7% 'no'. (Voice It survey, October 2018).
3. To discuss the amount of individual study spaces available in the library with the library leadership team and establish plans for increasing these areas. To work with the library on better signposting of available study space if students are finding this difficult to locate.
4. To campaign for additional individual study space available on campus that is clearly advertised and fit for purpose.
5. To request that the University senior management team release a statement to students setting out the actions that will be taken to improve the student experience in the light of the recent decline in the National Student Survey results.
6. To ensure that any action taken as a reaction to the NSS is appropriate and meets the needs of students.
7. To improve communication of the outcomes of student representation, so that all students have an improved awareness of the role of their elected officer team, and their elected course representatives.

**

Students' Union Priority Campaign

This Union Notes

1. The Union is committed to creating the changes our members want.
2. The Union is a democratic, member led organisation.
3. The earliest opportunity a first-year student has to shape the Students' Union does not come until the annual elections in semester two.

This Union Believes

1. You do not have to have an elected position to make a difference.

2. Many students want to get involved in campaigning, but do not necessarily wish to stand in an election.
3. We have more strength as a Union when we work together as a group of active students.
4. The Students' Union should facilitate an annual priority campaign where students can work together to achieve change.
5. Regardless of elected manifesto pledges, Union Officers are elected to represent students.

This Union Resolves

1. To ask the student body for a Priority Campaign at the beginning of Semester One.
2. To put the composited list of campaigns to an all student vote thereafter.
3. To convene a campaign group of all zone officers and any members wishing to be involved to deliver on the priority campaign.

**

USSU's Detox on Plastic

USSU Notes

1. Plastic is having a detrimental impact on the environment.
2. The call for the end of single-use plastics is at an all-time high; a million plastic bottles are bought around the world every minute.¹³
3. Plastic Detox is an initiative taken by UWE, with the aim to ban plastic cups from the bar and ban plastic bags from the shop.¹⁴
4. University of Sheffield Students' Union¹⁵, University of Keele Students' Union¹⁶ and University of Manchester Students' Union¹⁷ have all launched Zero Waste Shops. These shops sell a huge range of products free from plastic packaging.
5. Plastic does not biodegrade; it simply breaks down into smaller fragments which ultimately pollute the land and ocean.¹⁸

USSU Believes

1. USSU is a dynamic organisation. It is important to strategically integrate sustainability into the lives of students.
2. Students are an important part of the wider population, and it is clear that if plastic usage continues, there could be more plastic in the sea than fish by 2050¹⁹. It is therefore vital to instil sustainability into the lives of students so that this continues as they graduate into the wider world.
3. Food vendors on campus have a responsibility to act environmentally sustainably in all aspects of their business.

USSU Resolves

1. To actively encourage students to reduce usage and waste of products that are nonrecyclable and educate students regarding how plastic is harming the environment.
2. To provide all first year undergraduate and postgraduate students with a reusable water bottle.
3. To remove the sale of plastic water bottles from Teas & Tees in favour of canned water, with the aim that all sales of single-use plastic products are removed from Teas & Tees by 2022. a. To lobby the University to take the same action within Simply Fresh.
4. To launch a Zero Waste Shop, where products are sold free of plastic packaging.
5. To only use and provide biodegradable glitter at all USSU events.
6. To lobby the University for a water dispenser in each teaching building across all campuses.
7. Food vendors, current or prospective, on campus must use eco-friendly (renewable or biodegradable) packaging, cutlery and napkins.

**

Making Management Accountable

The USSU Notes:

1. University management have announced a \$15m deficit[2] [1], which is not evidenced in prior[1] financial reports ,and why over 10% of staff jobs are being cut[2] .
2. The University is significantly increasing student numbers .
3. The internationally recognised IPCC report states that drastic environmental measures must be taken to prevent extreme climate change[3].
4. As of 2013, the University of Surrey set itself a target to reduce its carbon footprint by 34% before 2020[4]. [1]
5. Sustainability has not been included in public plans to reduce the deficit .
6. The University has not committed to affiliating with electronics watchdog, Electronics Watch [5] despite it costing ~£5000 per annum[6]. [7]
7. Student loans are not increasing in line with the cost of living .
8. It is widely accepted that there is an ongoing mental health crisis within the student community - financial and academic burdens are thought to be contributing factors[8][10],9]
9. The on-campus medical clinic is (as of April 2019) not taking any more registrations[11] .

10. University of Salford works with the Social Auditing Network (SAN) to publish a social impact report to record the ways in which communities benefit socially and economically from it[12].

The USSU Believes:

1. The University has a duty of care for its students and its staff.
2. Students at Surrey and across the country are heavily burdened with academic stress and lack financial support.
3. By increasing numbers, cutting staff, and under-investing in infrastructure, the University is failing in its duty of care.
4. Meeting the 2013 carbon footprint reduction targets would considerably lower the cost of energy on campus.
5. If the University were more environmentally sustainable, it would be more financially sustainable.
6. A regular social audit would provide a means of holding the University to account for its social and ethical impact.
7. A socially and ethically responsible University would benefit students, staff, and the planet.

The USSU Resolves:

1. To consult with the SAN on how to democratically create an annual social audit of the University of Surrey that addresses the financial, ethical, and environmental impact that the university has on the world around it, and how it can improve.
2. To act upon the consultations of the SAN, and work with the University in establishing an annual social audit.

**

The Surrey Food Cooperative

The USSU Notes:

1. The cost of living has steadily increased over the last decade[2] [1] whilst student grants are replaced with loans . [3]
2. Maintenance loans have not increased in line with the increased cost of living .
3. Bulk purchasing dry goods considerably lowers their cost per kilogram and packaging used.
4. Food cooperatives have been a successful means for other students unions[4,5] to alleviate some of the pressures created by a high cost of living - buying food in bulk and selling it at not-for-profit prices (unless there is an intention for the cooperative to expand or some additional costs are incurred).

The USSU Believes:

1. Prices at all food outlets on campus are considerable when Notes 1 and 2 are taken into account.
2. A food cooperative could offer a much needed low-cost alternative to food outlets and shops on campus.
3. The only financial requirements for the cooperative are start-up costs: a stall (or some other suitable location) to sell food from and stock to sell.
4. The initial stock, and any expansion, must be discussed with the Union so as to control costs.
5. The cooperative would require student volunteers to run it.

The USSU Resolves:

1. Reach out to communities on campus who would be interested in volunteering.
2. To hold an open meeting with potential student volunteers on the nature of the food cooperative and what they would like to stock a food cooperative with.
3. To choose a name for the food cooperative from student submissions (i.e. The Ravenous Raccoon).
4. To invest in, and create, a food cooperative.

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USSU Divestment from Barclays PLC Bank

Notes:

1. Barclays is a major financier of new fossil fuel infrastructure responsible for \$10.927 billion of financing between 2015 and 2017.
2. Barclays have financed companies behind projects including, Lancashire fracking, the Dakota Access Pipeline and Cerrejon coal mine in Colombia.
3. That fossil fuel projects, funded by banks, contribute to climate change.
4. Other Students' Unions have divested from Barclays bank including UAE, Bristol, Trinity St David and Sheffield.
5. The University of Surrey is estimated to have around £3.4 million held in Barclays bank accounts (<https://peopleandplanet.org/university/129479#start-a-campaign>)

USSU Believes:

1. Students at Surrey care about environmental sustainability and fighting climate change
2. That with a campaign to divest from unethical banks and sever their connections with cultural institutions, can force their hand to stop funding the fossil fuel industry.
3. Institutional boycotts are an effective tactic for achieving change at banks like Barclays.

4. That the Union should have no connection with Barclays until such a time when they stop their fossil fuel finance projects.

USSU Resolves:

1. To (from when this motion is passed) boycott Barclays until they stop financing all fossil fuel companies and extraction projects globally (with a boycott including banking, other financial dealings, sponsorship, corporate partnerships, advertising, ATMs and branches on campus).
2. To endeavour to replace the Barclays ATM cash machine located at the Rubix entrance, with a more environmentally friendly and sustainable bank (for instance Nationwide or the Cooperative Bank).
3. To mandate the CEO and Accounting Staff of USSU to draft and introduce an ethical banking policy including considerations for environmental sustainability.
4. To install a plaque in the close vicinity to where Barclays ATM is currently located (outside of Rubix), informing students of USSU's commitment to environmental sustainability and that the SU replaced the Barclays ATM due to its environmental record (wording along the lines of the plaque from Sheffield SU in Appendix 1)
5. To establish a working group made up of any interested USSU Officers to draft the exact wording for the plaque referenced in Resolves 4, with final approval of the wording resting with VP Community

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Raising and Giving Charity Selection Motion for December Exec (10th)

This Union Notes –

1. Charity selection could have been more transparent for the 19/20 year
2. Despite all charities having the chance to apply, different levels of information were sent from different charities making it more confusing
3. The process could have been publicised more around the time to encourage more engagement for students.

This Union Believes –

1. Student's should shape how the Union is run
2. Bye Law 39.4 'The Community zone shall produce a clear and transparent bidding process for charities seeking funds'
3. To encourage more student engagement

This Union Resolves –

1. The process listed below will be the process of selecting the RAG Charities and added to the bylaws for the process to be transparent and simple for years to come.
2. Charity partnerships elected by the student body will be as follows:
Every year, one charity will be elected for a 1 year partnership and one for a 2 year partnership, on alternative years, the 2 year partnership will be re-voted

- The charity with the most votes will be selected for the 2 year partnership, the charity with the second most votes will be selected for the 1 year partnership
3. RAG Charities will be selected democratically by a student vote
 4. A description of the charities we support will be included on the RAG USSU website page.

Charity Application Process: -

Charities fill out application form for a 2-year partnership and send to ussu.ragchair@surrey.ac.uk by deadline (chosen by community zone) including logo attachment

>>>>

All applications are shortlisted down to 5, by Sabbatical and Part Time Officers using a vote.

>>>>

5 Charities are put forward and voted on by the student body.

>>>>

The top charity will become a partnering charity for 2 years. This process will be repeated every year (Therefore there will always be 2 charities at any given point with student having the choice every year)

**

Promote healthy drinking at Surrey

USSU States

1. Excessive alcohol consumption has been proven to cause an increase in mental health problems (Chimwemwe Tembo, 2017).
2. Alcohol consumption is not permitted in some faiths, meaning those students feel excluded from events run by USSU or clubs/Societies.

USSU Believes

1. There has been a great effort in the last few years to introduce more non-alcoholic events, but much more should be done.
2. Social events (in the context of this policy) are defined as events promoted by the club/societies' communication channels

USSU Resolves

1. Support a drink aware campaign across campus, reminding students the negative implications of alcohol, and that you don't need to drink alcohol to have fun.
2. Increase the requirement for STARS award so that 10%, 25% and 50% of socials must not be alcohol centered to achieve Bronze, Silver or Gold STARS respectively.
3. Continue the free soft drinks Rubix for as long as alcohol is served in the venue.

Action Against Healthcare Student University Fees Surrey Student Union

Notes:

1. Healthcare Students are currently subject to University tuition fees alongside other University Academic Courses
2. Healthcare Course Fees were introduced in September 2017
3. Healthcare Students have the right to apply for Student Finance alongside other students on University Academic Courses.
4. Regulatory bodies regulate the professional standards which must be met prior to initial registration.
5. Regulatory bodies outline students required hours of learning in clinical practice, often equating to 40 hours per week.
6. The full time nature of the course makes it difficult for Healthcare students to undertake part time work adjacent to their studies, alongside students who require childcare may find it even more of a challenge to work. Surrey Student Union

Believes:

1. Despite this being an ongoing discussion, we are part of a national movement to oppose increased educational cost across the board.
2. The full time nature and the intensity of a Healthcare Course can often leave students short of money and this change to funding has made things worse.
3. The re-introduction of fees may be off putting to those students wanting to come into healthcare professions
4. If Healthcare students are required to work part time alongside a full time placement, this could impact on their health and subsequently their studies and the patient care they are able to provide on placement.
5. Finance should not be a barrier to entering Higher Education for any student Surrey Student Union

Resolves

1. The Students Union is against course fees for Healthcare students across the country.
2. The Students Union will facilitate an open letter to the relevant governing bodies expressing the wants and beliefs of our students surrounding fee introduction.
3. The SU President will liaise with professional bodies to identify potential campaigns against these changes that can be supported with the strength of the Union.
4. The Students Union will strive to support any students who wish to organise or attend campaigns fighting the changes inflicted upon students affected, within reason.

Exec Proposal: RAG Charities

What is RAG?

Raising and Giving (RAG) is part of the University of Surrey Students' Union. The aim is to fundraise for a variety of charities, locally and globally as well as engaging widely with the community here at Guildford. All fundraising is completely student-led, this means that the RAG Chair, and RAG Representatives, and students choose exactly which events they want to run. Supported by the other elected officers, RAG aims to raise as much money as possible and have fun while doing so. All money raised from our events and challenges goes towards our chosen charities for the academic year.

How choosing a charity currently works:

- Charities fill out application form and send it back to us by the deadline.
- The submitted applications are then shared with the SU officers.
- Based on the votes, the 5 charities with the most votes get presented to the student body.
- The charity with the most votes from the student body will become our charity partner for two years while the charity with the second most votes becomes our charity partner for one year.

Therefore, we suggest the following:

There to be a clause that ensures that at least one of the charities that RAG supports each year is local to Guildford/Surrey. This will ensure we are further strengthen the relationship between he union and the local community

Sports Club Covid-19 Officer Policy

BACKGROUND

The following document has been created to outline the reasons for introducing a Students' Union Policy in which it would be compulsory for University of Surrey Clubs to have at least 3 Covid-19 Officers before returning to activity.

The Return to Play Process (please see appendix 1) has been approved by the Silver Recovery Group at the University which includes having 3 Covid-19 Officers per club. However, due to the Covid-19 Officer role being a new position and involving individuals being responsible for the safety of others at Surrey Sports Park (SSP), the Human Resources Department at SSP have insisted that all Covid-19 Officers would need to complete a Volunteer Agreement and be subject to a DBS Check. Please note; the general turn around for DBS Checks being approved is approximately 4 weeks.

As of now (09/08/20) we are less than two weeks from the start of Active Freshers and have 201 Covid-19 Officers who would need to complete this process therefore, it would be highly likely that the DBS Checks would not be completed in time. For this reason, we believe that it would be sensible to introduce this policy as it would remove the need for the DBS Checks & Volunteer Agreements which would allow activity to start on time (28/09/20).

Student Clubs Covid-19 Officer Policy

Team Surrey Covid-19 Officer Role

In order to ensure that Government and NGB guidelines are being adhered to for activity, all clubs must nominate 3 Covid-19 Officers who will act as the primary point of contact for Team Surrey, facility/venue operators, and club members for matters relating to Covid-19. The responsibilities of the Covid-19 Officers include;

- Keeping up to date with changes in local government guidance and NGB guidelines.
- Ensuring that the measures within the published guidelines and any subsequent updates are implemented and communicated to all participants as appropriate.
- Working with facility/venue operators to support the implementation of any additional guidelines specific to the facility/venue.
- Managing session bookings to ensure that training slots are shared among participants to avoid individuals missing out on activity which would damage the university experience
- Ensuring that all equipment is clean and safe for use for all club sessions

Please note; as the general overseer of the club, the Club President will automatically be appointed as the Senior Covid-19 Officer. The remaining two officers must be appointed from members of the club but do not have to be committee members. If a sports club has a PlaySport Activator, it is compulsory that they also be appointed therefore that club would have 4 Covid-19 Officers. Please note; that due to the income generated from the PlaySport Programme and it being a product of SSP, PlaySport Activators will need to complete a DBS Check and Volunteer Agreement so would not be exempt from doing so under this policy.

All Team Surrey Covid-19 Officers will report to Amber Main, Club Development Officer who will be providing training for all officers and be their first point of contact for any questions or issues regarding Covid-19.

Member Motions

Motion to Establish a USSU Carbon Net-Zero Policy

Proposed by: James Daly

Seconded by: Yulia Omer

The USSU Notes:

1. The IPCC's analysis of 6000 peer-reviewed publications confirms that climate change is already affecting people, ecosystems and livelihoods (IPCC, 2019)¹.
2. "Every extra bit of warming matters, especially warming of 1.5°C or higher increases the risk associated with long-lasting or irreversible changes" (Hans-Otto Pörtner, 2018)².
3. The University of Surrey (UoS) has already adopted its own Net Zero Carbon plan to achieve Net Zero scope 1 and 2 emissions by 2030³.
4. That the existing USSU sustainability policy requires USSU to set SMART targets to reduce their resource consumption⁴.

The USSU Believes:

1. That the student body has a responsibility to themselves and future generations to take responsibility of (at minimum) our fair share of emission reduction, in order to ensure we stay well below a 1.5 °C temperature rise.
2. That it has a duty to be an early adopter and to apply the precautionary principle when acting on mitigation and adaptation to climate change.

The USSU Resolves:

1. To commit to a reduction of its Scope 1 & 2 emissions in-line with, or in-excess of, its fair share or the UoS targets.
2. To take steps to reduce its scope 3 emissions by;
 - 2.1. Where possible replacing vehicles with electric, hydrogen or hybrid alternatives when existing vehicles need replacing.
 - 2.2. Require USSU supported travel (such as teams participating in BUCS) to use public transport where possible and to provide justification when requesting use of minibuses or cars in place of public transport.
 - 2.3. Take steps to reduce USSU's water consumption by 10% by 2030 against a pre-covid baseline.
 - 2.4. Work with suppliers to reduce scope 3 emissions related to procurement.
 - 2.5. Require new suppliers to produce an environmental impact report during any tender process or before awarding new contracts.
3. To provide training and support for students to who want to reduce their own carbon footprints.
4. To hold the UoS to it's commitments and where possible push for a faster reduction in emissions.
5. To provide an annual sustainability report at AGM framed around the UNSDGs.

¹ https://www.ipcc.ch/site/assets/uploads/sites/2/2019/06/SR15_Full_Report_High_Res.pdf

² <https://www.ipcc.ch/2018/10/08/summary-for-policymakers-of-ipcc-special-report-on-global-warming-of-1-5c-approved-by-governments/#:~:text=%E2%80%9CEvery%20extra%20bit%20of%20warming,of%20IPCC%20Working%20Group%20II.>

³ <https://www.surrey.ac.uk/sites/default/files/2020-04/net-zero-carbon-target-full-details.pdf>

⁴ <https://www.ussu.co.uk/sustainability-policy>

**

Motion to remove the Liberation Committee and instead establish a Liberation Network

Proposed by: Theo Donnelly – VP Voice

Seconded by: Lizzie Rodulson – Union President

This Union notes:

1. The Liberation Committee was set up 'as a forum for support, debate and discussion for liberation issues and how the Union represents them'⁵.
2. The Committee had vacancies in the last academic year.
3. At the start of the current academic year, the VP Voice liaised with the Union Chair and the elected officer team regarding a pilot for a new Liberation Network.
4. The Liberation Network does not have any elected positions – instead it is an open voluntary group which any student can join to discuss or plan activities which promote liberation causes to all students, and to engage with the Union about how best to represent students from liberation groups.
5. The Liberation Network was launched as a pilot and despite the circumstances with the pandemic has now met several times over the year, with discussions including plans for LGBT+ History Month and the Union's elections.

This Union believes:

1. Requiring students to run for elected positions on Liberation Committee was a barrier to student involvement. The lack of student involvement in the committee and lack of activity from the committee both illustrate the need to make changes so that more students can become involved and work towards positive change.
2. Previous meetings of the committee were dominated by governance issues.
3. Students approached the Union with concerns about the way positions were defined, including whether it was possible for one student to represent a whole liberation group.
4. Liberation is an issue which should be explained in an engaging way to all students so that the circumstances faced by students from liberation backgrounds can be fully understood and changed for the better.
5. The Liberation Network should be a student action group, open to anyone to join.
6. In the future, once the Network can take part in activity and meet in person, a leadership structure can be established by members of the network, reflecting how societies operate now.

This Union resolves:

1. To remove the Liberation Committee in the Committee definitions of the Byelaws.
2. To amend the Byelaws to reflect the existence of the new Liberation Network.
3. To task the VP Voice to lead on the continued development of the Liberation Network for future years.

⁵ Taken from Committee Definitions in SU Byelaws

<https://www.ussu.co.uk/yourunion/Governing%20Documents/Constitution%20and%20Byelaws/Byelaws.pdf>



The University of Surrey
Students' Union

Union Diversity Report

2021

Our Mission:

To enrich students' lives, the community in which they live and the University of Surrey by creating the changes they want and to enable them to achieve their ambitions."

About this Report

The first annual report was presented to the AMM in 2018 and we have been able to make comparisons between the years – a report was not compiled in 2020. It should be noted the Equality Act 2010 (Gender Pay Gap Information) Regulations came into force on 1st October 2018 and the requirement to publish information does not currently apply to the Students' Union as we employ less than 250 employees. The Students' Union has faced considerable challenges over the past year, however, at the beginning of the 2020/21 academic year we did undertake a recruitment drive for new part time staff. A large number of new part time staff were employed, however, only worked for a very short period prior to the Union building and outlets closing again. During the closure periods we have used the Government's Job Retention Scheme (Furlough) to support our eligible part time staff.

The following information refers to all full-time, part time staff and the sabbatical team

Snapshot of SU Staff on 10/02/21

STAFF GENDER SPLIT

58% FEMALE

(52% in 2018 & 54% in 2019)

42% MALE

(48% in 2018 & 46% in 2019)

DISABILITY DISCLOSURE

8%

(3.5% in 2018 & 5.3% in 2019)

SENIOR MANAGEMENT

67% FEMALE

(67% in 2018 & 2019)

33% MALE

(33% in 2018 & 2019)

ETHNICITY

66% WHITE *(76% in 2018 & 72% in 2019)*

19% BAME *(16% in 2018 and 15% in 2019)*

15% UNKNOWN*

(8% in 2018 & 13% in 2019)

**Prefer not to disclose*

BOARD OF TRUSTEES

64% FEMALE

(36% in 2018 & 2019)

36% MALE

STAFF TOTAL

160

(119 in 2018 & 150 in 2019)

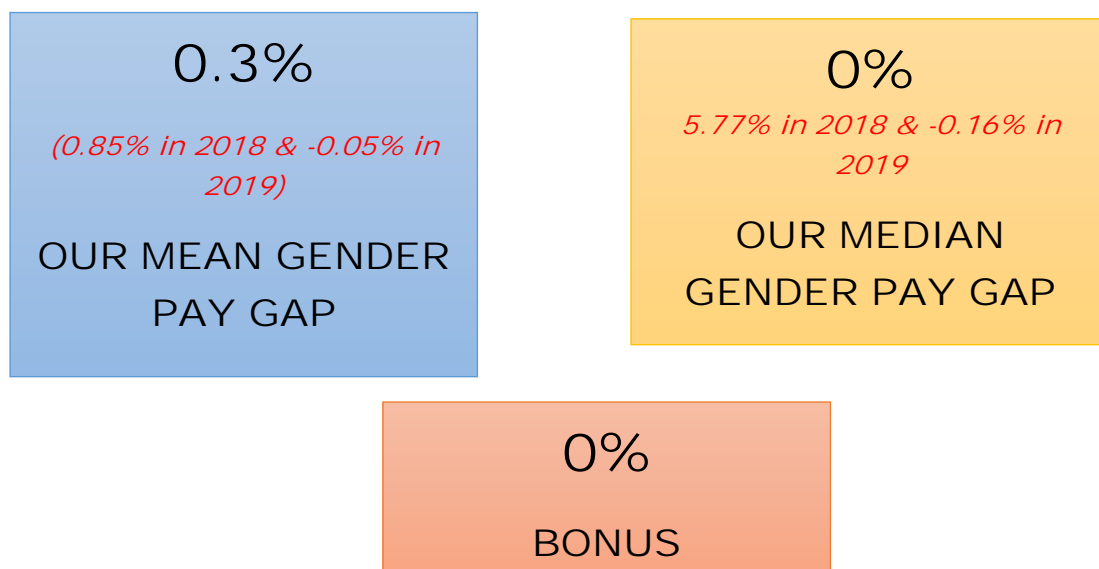
What does this data mean?

The number of female employees has continued to increase each year now reaching 58% of the workforce. The results compared to 2019 show a decrease of 6% in the staff who identify as white and an increase of 4% who identify as BAME and the number who prefer not to disclose has increased by 2%.

What happens now?

It will be the organisation's priority to continue to review all recruitment methods to attract diverse candidates for all roles; work with student groups to understand barriers to applying/working in the SU and how these can be removed and continue to work towards becoming a Disability Confident Employer.

What are the Students' Union gender pay gap figures?



Quartile	Female (%)			Male (%)		
	2021	2019	2018	2021	2019	
2018						
Upper Quartile	52%	61%	58%	48%	39%	42%
Upper Middle Quartile	46%	57%	55%	54%	43%	45%
Lower Middle Quartile	63%	50%	50%	37%	50%	50%
Lower Quartile	67%	50%	51%	33%	50%	49%

What's the difference between a pay gap and equal pay?

Equal pay deals with the pay differences between men and women who carry out the same jobs, similar jobs, or work of equal value. Gender pay gap reporting shows the difference in the average pay between all men and women in the workforce.

Key Terms

Mean

The difference between average hourly earnings of men and women

Median

The difference between the midpoints in the ranges of hourly earnings of men and women

Quartiles

The proportion of men and women in different pay bands, with the workforce divided into four equal parts (quartiles)

February 2021