

SU Council Agenda

Thursday 20th
October

Room TBC/
Microsoft Teams



Item 1 – Welcome from the Chair (18:05 – 18:15)

Council Chair to bring meeting to order and welcome officers to the first meeting of the year. Chair to introduce meeting rules. Chair to appoint Vice Chair by means of a vote, introduce recently elected officers and ascertain who is interested in sitting on Student Executive Committee (SEC).

Item 2 – Approval of minutes from the previous meeting (18:15 – 18:20)

Council to approve minutes from previous meeting as an accurate record (minutes available online and in Appendix A).

Item 3 – Matters Arising (18:20 – 18:30)

Councillors are able to raise any issues which they believe require immediate attention.

Item 4 – Task Tracker, Action Tracker, and Attendance Log (18:30 – 18:50)

Chair will hand over to President to introduce the policy tracker, action tracker, and attendance log (see Appendix B). The action tracker tracks actions agreed at meetings and those responsible for them.

Item 5 - School Rep Reports (18:50 - 19:20)

School Reps (for ICE, BCDI, and SHS) to summarise reports with feedback from students and Course Reps. These reports are available in Appendix C. Council to then discuss issues and potential solutions.

Item 6 – Sabbatical Officer Reports (19:20 – 19:40)

The President and Vice President to report to Council a summary of the work they have undertaken so far. Council may then ask questions of the sabbatical officers. Both the President and Vice President goals are in Appendix D.

Item 7 – Motions Debate (19:40 – 19:55)

Council to consider, discuss, debate and (if appropriate) amend policy which has been created in response to an idea gaining more than 30 interactions through Student Say. Full motions are included in Appendix E.

Item 8 – AOB (19:55 – 20:00)

Discussion of any other appropriate business deemed appropriate by the Chair.

Appendix C

School Rep reports to be produced after Course Rep recruitment.

Appendix D

Kelsey's Goals

Topic	How I'll work on it	Status	Progress
Volunteer Experience (academic)	Increase the skills developed by our volunteers through various training	In progress	Sep 22' Plan to provide and offer training in mental health through the 'look after you mate' training (available to course reps, student council and committees) Sep22' Offered resident mentor training to all Student council members Oct22' Want to offer support in how to include this role in CV applications and job roles
Volunteer Experience	Create a way to track progress and give direction to all volunteers within the Student's Union	In progress	Sep 22'Making an action tracker Oct22' Action Tracker and policy tracker made to be presented at first student council meeting
Volunteer relationship with Student's Union	Ensure there is an open door policy so we can collaborate in all aspects of the Student's Union	To do	Sep 22'Find space in calendar to set up a specific time
Volunteer Experience (social)	Recognise the commitment made by volunteers	To do	
Increase placement opportunities	Provide more diverse placements for students	In progress	Aug 22' Spoken to the chair of board of the governors around providing placements each. Jaimie is in process of trying to get each governor to provide two placement opportunities'
Increase placement opportunities within the Student's Union	Offer placement and work opportunities directly within the Student's Union	In progress	Jul22' In the process of trying to confirm placements opportunities within the SU
Academic recognition for course reps	Attempt to lobby the university to see if course reps hours could contribute as part of	To do	

	placement module - depending on work completed		
Improve byelaws	Rewrite policies to reflect the Student's Unions new values	In progress	"July 22' Currently writing a sexual misconduct policy Sep22' Written first draft - presented to members of staff and student council for feedback Oct22' Student support offered training to LTSU for dealing with incidents Oct22' present motion to change By-Law 3"
Improve student voice and feedback	Hold LTSU on tour twice a term- one for feedback and one for changes	In progress	Oct22' Held first Speak week
Improve student voice and feedback	Make student say more accessible and structured for improved feedback - Student Say Day a social media campaign	In progress	
Reaction to cost of living	Campaign 1 - Hand out free food from shop that were going to waste	Done	July 22' handed out food to graduates and made care packages to those still on campus
Reaction to cost of living	Campaign 2- Create recipes and food budget	Done	Sep 22' Filled freshers bags with recipe card and am making them available online
Reaction to cost of living	Responding to on going needs of students	In progress	
Raise awareness for PCOS & Endometriosis	Run campaign and lobby for further support for those with similar conditions	In progress	Sep 22' meeting with Jacky Taylor surrounding mitigating circumstances meeting with student support planned
Support with Breast cancer awareness	Raising awareness,	In progress	"Sep 22' Met with Sarah Todd about possible campaign, looking more into Copp a feel Sep 22' Discussions for wearing pink on Wednesday 12th October Oct22' Took part in bake sale Oct22' Took part in pink ribbon walk

			Oct22' Spoke to sports teams about wearing oink to training Oct22' Added check yourself in Student bar toilets Oct22' Raised awareness on Instagram "
Look at LTSU image to the community	Set up a "volunteer" award (changing name) the purpose is to get sport teams, societies and individuals to think about the wider impact they could have	To do	
Respond to student needs	Use the feedback to create more goals - goals should suit the current student body	To do	
Respond to student needs	Masters Students had concerns over timetabling	Done	Sep22' Spoke to head of department to explain what happened with the relevant students.
Respond to student needs	Masters Students had concerns over Long days	Done	Sep 22'Spoke to MD about emailing lecturers over involving scheduled breaks - Students have confirmed this took place during the day of lectures
Campaigns	Campaign - LGBTQ+ specifically non binary peoples day.	Done	July 22' Ran informative campaign explained pronouns and how to improve inclusivity for NB community
Campaigns	Campaign Black History Month	Done	Oct22' Created profiles with help of information from Brett, these were shared on Instagram and Facebook
Campaigns	Campaign Dyslexia Awareness week	Done	Oct22' Created Informative Instagram post explaining what its like to have different forms of dyslexia whilst promoting disability services.
Improve inclusivity	"Making sure LTSU is inclusive for those who different disabilities.	To do	

Kieran's Goals

TBC by KC

Name	Notes	Status
Plan specific events for freshers		Done
Layout of student bar change		Done
Raise the profile of the student bar on social media		In progress
Host a joint sports club social once a month		In progress
Host Karaoke every Sunday.		In progress
Set up a gaming corner and quiet library corner.		Done
Work on adjusting drinks prices to make them cheaper		Done
Work with faith society events to make them all feel included.		To do
Run a show racism the red card campaign.		To do
Champion cultured based societies to become a self-sustaining.		To do
Work with Islamic society on mental health campaigns.		To do
Support Black History Month Events.		To do
Make the SU advice service more visible.		In progress
Create videos promoting the SU advice service.		To do
Organise a Movember campaign.		In progress
Facilitate Andy's Man's club on campus.		To do
Men's mental health month in November.		To do
Run the You Do You campaign.		Done
Commission a piece of research into mental health in sports clubs.		To do

Appendix E

Sign Language Workshops

Proposer: Caitlin Fieldhouse

Leeds Trinity Students' Union (LTSU)
Caitlin Fieldhouse (Disabled Students' Officer)

Motion for Student Council meeting scheduled Thursday, 20th October 2022 regarding 'Sign Language Workshops' as per the LTSU Student Say.

Union Notes

General

♡ 'Sign Language Workshops' reached the 30 interactions threshold within 24 hours of being posted on LTSU Student Say, reaching 56 interactions within a week.

♡ Non-Medical Help (NMH) is offered at Leeds Trinity University, which involves note-taking, exam scribing, sighted guides for the visually impaired and accessibility guides for the physically impaired. However, it does not involve any support for those who are hearing impaired or with a speech impairment.

♡ Interest in sign language workshops has been shown by students of all levels (from levels 3, 4, 5, 6, 7 and 8) involving LTSU Course Representatives, Peer Support Champions, Resident Mentors, Student Ambassadors and the previous LTSU Student Council.

♡ Furthermore, interest has also been shown by staff from SHSS and ICE faculties, Personal Tutors, Student Support and Engagement, the Student Ambassador management team, and the LTSU Management.

♡ Makaton has already been suggested by students within the Institute of Childhood and Education directly to the faculty staff. However, there were no further developments.

Disabled Students

♡ National Deaf Children's Society (2018) found that deaf young people who complete their level 3 qualifications now go to higher education at a similar rate to hearing people.

♡ Deaf Students find it hard to socialise with hearing individuals as their peers and staff do not know how to communicate with a deaf person (National Deaf Children's Society, 2022). Therefore, it is no surprise that deaf people are more likely to experience Mental Health issues (Fellinger et al., 2012).

♡ Research from the University of Edinburgh found that 2/3 of deaf young people said they felt isolated and discriminated against because they were deaf (Fordyce et al., 2013).

♡ British Sign Language (BSL) and Makaton are also used by students who have a speech impairment by relying solely on sign language for communication or using speech and sign language interchangeably, depending on individual circumstances.

♡ It is important to note that disabled students with learning difficulties may also use sign language in the form of British Sign Language (BSL), Sign Supported English (SSE) or Makaton.

Employability skill

- ♡ British Sign Language (BSL) is recognised as an official language. Learning British Sign Language (BSL) would allow staff and students at Leeds Trinity University to communicate with individuals who may have a hearing or speech impairment. This could be on a day-to-day basis, on open days, during events, within clubs and societies,
- ♡ Fox et al. (2019) conducted a meta-analysis and found that learning an additional language had a 41% advantage in the hiring process, and 10% of jobs required an additional language.
- ♡ Learning an additional language furthers opportunities in employment and education (Makumane & Ngcobo, 2018) as well as enhancing culture and identity (Duran, 2016; Kirsch & Gogonas, 2018).
- ♡ Students who knew another language were more likely to obtain higher grades throughout their studies (Tovar-García & Alòs i Font, 2017). Learning another language also directly correlates with enhanced cognitive ability and plasticity and prevents the onset of diseases related to a decline in brain function (Fox et al., 2019).

Union Believes

- ♡ We should embrace sign language as an official way of communication rather than focus on speech-exclusive communication. Equality, Diversity and Inclusion should be at the forefront of all aspects of the university.
- ♡ Student First (LTSU values) – Students should be able to express their interest/ voice about an idea (Student Say) and know that the student council can do their best to ensure that their voice is not overlooked.
- ♡ Personalised (LTSU values) – Having a relationship with every student at Leeds Trinity University is essential. Therefore, ensuring communication is available is vital to creating an approachable and friendly environment.
- ♡ Inclusive (LTSU values) – Activities should be accessible for the needs of all students. We should develop inclusive activities for everyone at Leeds Trinity University to ensure that no one is left out and experiences marginalisation in any shape or form.
- ♡ Exceptional (LTSU values) – Creating optional Sign Language Workshops for all students and staff at Leeds Trinity University would positively influence students' time as it creates opportunities for communication with students with disabilities, networking, and enhancing employability skills.

Union Resolves

British Sign Language

- ♡ We should offer optional British Sign Language (BSL) classes to all staff and students at Leeds Trinity University.
- ♡ To work with the president of Leeds Trinity Students' Union while liaising with pre-existing disability services at Leeds Trinity University to ensure all factors relating to accessibility and inclusion are considered.

♡ To work with the President of Leeds Trinity Students' Union and the LTSU Staff to lobby the university for extra funding for the cost of British Sign Language (BSL), if required.

♡ Alternatively, to collaborate with the Student Council to collectively encourage students qualified in British Sign Language (BSL) to share their knowledge with other students to further the close-knit community experience that Leeds Trinity University offers to students.

Makaton

♡ Makaton for, but not limited to, Institute of Childhood and Education (ICE) faculty should be offered to students at Leeds Trinity University.

♡ To work with the President of Leeds Trinity Students' Union and the School Representative for the Institute of Childhood and Education to ensure that this is further developed as an additional educational workshop for students.

♡ To work with the President of Leeds Trinity Students' Union and the LTSU Staff to lobby the university for extra funding for the cost of Makaton workshops, if required.

Reviewal of Bye-Law 4.3

Proposer: Kelsey Howard-Matthews

Union Notes

1. The last policy that is referred to in the current Bye-Laws was first put into effect on the 14th July 2014, showing the policy is outdated.

2. In the current format Bye-Law 4.3 specifically states the current policy meaning that the outcomes from this could also be outdated.

Union Believes

1. The policy is outdated as time have changed meaning that sexual misconduct has also changed- for example there is more emphasis on online misconduct.

2. Our values mean that LTSU should be a safe environment and inclusive for all, it could be said the current Bye-Law no longer upholds our values.

Union Resolves

1. To change the current Bye-Law from "4.3 If the union is made aware of any disciplinary process or formal allegation underway in regards to sexual harassment or assault, the said individual will be suspended from all union social activity and/or union workshops. This also includes any union lead/run disciplinary procedure relating to sexual harassment and assault. The definition of sexual harassment for the purposes of this policy is as follows, and which is defined in the Zero Tolerance to sexual harassment and assault written by Leeds Trinity Students' Union & Leeds Trinity University:

The defining characteristics of sexual harassment includes persistent behaviour, pressure, intimidation and/or causing alarm or distress to another person. Examples of such unacceptable behaviour include: - Unwanted sexual comments (including comments about your body or private life); - Unwelcome sexual invitations - Unwelcome innuendoes, and offensive gestures; - Wolf whistling, catcalling or offensive sexual noises; - Groping, pinching, or smacking of your body; - Having your clothes lifted or pulled at without agreeing; - Someone exposing their genitals to you without consent. This behaviour could be perpetrated by or against anyone of any gender”.

The rewording of the Bye-Law would be as follows “4.3 If the union is made aware of any disciplinary processes or formal allegation underway regarding sexual harassment or assault, the said individual will be suspended from all union social activity and/or union workshops pending investigation. For definitions and current procedures refer to the current Sexual misconduct policy in place”.

Policy: Leeds Trinity Students Union Sexual Misconduct Policy

Author: Kelsey Howard-Matthews (President)

Date: 27/09/2022

Sexual misconduct policy

1. Policy Statement

1.1 Leeds Trinity Students’ Union is committed to:

- Providing an inclusive environment that is welcoming to all
- Providing an exceptional level of care and understanding
- Having zero tolerance on any form of sexual misconduct and sexual harassment
- Appropriate handling of allegations of sexual misconduct to preserve and create a safe environment for all members of the Leeds Trinity Students’ Union
- The Students’ Union acknowledges that sexual misconduct encompasses all individuals regardless of Gender identification/expression, sex, sexual orientation, relationship status, age, disability, faith, ethnicity, nationality, and economic status. We acknowledge that the individuals involved can be both victim/s and perpetrator/s.

1.2 The Students’ Union understands the physical, emotional, and psychological effects sexual misconduct has. Including the effects, it might have on the individual’s student experience.

2. Principles

2.1 The following set of principles align with LTSU's core values that are set out in our strategic plan, they represent commitment to a culture of inclusion, ensure we continue to be exceptional, engage in our student experience and ensure that everyone feels heard and respected in the environment we create. We will continue to support the university with the code of conduct whilst simultaneously ensuring this policy is a reflection to how LTSU takes a stand against sexual misconduct and reinforces our zero tolerance to sexual harassment. LTSU has a responsibility to uphold these principles.

2.2 The principles are as follows:

- All members of the community will be treated with equally with dignity and respect,
- LTSU supports members in feeling empowered and confident to report challenge and or report unacceptable behaviour.
- Wherever possible, we will respect the right of the individual disclosing an experience to choose whether and how to take forward a Disclosure.
- LTSU will educate and raise awareness around sexual misconduct, including what it involves and the consequences. The sexual misconduct education will involve reference to consent and boundaries.
- We will support as best we can by signposting to the relevant internal and external support systems.

3. Definition of sexual harassment and violence

3.1 This section helps to outline what can encompass sexual harassment, misconduct, or violence. It can involve but not limited to any form of an act whether that be physical, verbal, or cyber. The defining characteristics of sexual harassment are that it is behaviour that is unwanted, of a sexual nature and either persistent or likely to cause someone to feel harassed, alarmed, or distressed. It should be noted that that any act of sexual misconduct will be treated the same and it is not dependant on location, if you are a member of the Student Union you uphold the bye laws at all times.

Examples can include:

- Unwanted sexual comments, including but not limited to, making comments around someone's body or private life.
- Unwelcomed sexual invitations, innuendos and or offensive gestures.
- Rape - Engaging, or attempting to engage in a sexual act with another individual without consent
- Sexual assault – rape, groping, any form of penetration and that which is included in the Sexual Offences Act 2003.
- Sexual harassment (as defined by Section 26 (2) of the Equality Act 2010). This includes, but is not limited to, the following: catcalling and wolf-whistling, leering and suggestive gestures and remarks (including online), making sexualized comments (including jokes), asking intrusive personal questions, up skirting, and displaying or sharing sexual material without consent.
- Demands of sexual favours or act – this can include but not limited to demands through bribery, physical, verbal, or cyber threats or blackmail.
- Stalking in person and/or online
- Sending unwanted sexually explicit e-mails, texts, or other communications
- Catfishing, or employing deception to induce someone into sexual activity
- Sexual coercion, (unwanted sexual activity which happened because of being pressured or coerced through non-physical means)
- Arranging or participating in events, communications or conversations aimed at degrading or humiliating those who have experienced Sexual Misconduct, including but not limited to themed social events or initiations, or remarks about these e.g., on social media groups.
- Initiating a kiss or kissing in any form to someone without their consent

- Filming or photographing under a person's clothes without their consent to capture images of their body or underwear ("up skirting"),

These definitions are subject to the circumstance being reported and can involve example that are not explicitly stated in the definitions above.

3.2 Terminology

Consent: This term is used to explain the basic idea of consent and the following terms being defined are various sections of consent. Consent is the ability to have a freedom of choice to agree to participate in sexual acts. There must be both the freedom and capacity to do this. It can't be assumed or simply expected due to circumstance for example if you are in relationship consent is not guaranteed. Consent can't be taken as a guarantee and can be withdrawn at anytime including during the sexual act. The legal age of consent in the UK is 16 therefore sexual acts are not permitted with anyone below the age as they lack the capacity to consent.

Communicating consent: Consent can't be assumed from lack of resistance whether that be a lack of physical resistance or simply a nonverbal response, silence is not consent. There needs to be a communication free from coercion and force, but the people involved in the communication must have the capacity to communicate.

Capacity to Consent: As previously mentioned not every individual has the capacity to consent like those under the age of 16. Without the capacity to consent there is no consent. Capacity can be defined and associated but not limited to the following, if they are:

1. Lacking Consciousness – including unconscious, semiconscious or in and out of consciousness
2. Intoxicated – under the influence of drugs or too intoxicated (which is defined below)
3. Coerced- fear of being harmed in any form
4. Asleep
5. Any other state where they are unaware of the sexual act is occurring

Then they are lacking the capacity to consent.

When acknowledging the capacity to consent, this should also involve those considered in the Mental Capacity Act 2005 (MCA) this capacity to consent does conflict with the right to a private life but should be taken into consideration when partaking in sexual activity. Mental capacity should be taken with the same consideration as the capacity clarified above.

Coercion or Force: Any physical or emotional harm or threat of physical or emotional harm which would reasonably place an individual in fear of immediate or future harm (either to the individual themselves or to their family/friendship group), with the result that the individual is compelled to engage in a sexual act. This also includes an abuse of power using your status to warrant a return favour for sexual acts.

Alcohol and Drug use: This area is not limited to the definitions laid out, but it can be defined it helps define the terms of “too intoxicated” being heavily under the influence can result to lack of capacity signs can include but are not limited to:

1. Slurred speech
2. Unsteady gait (ability to walk)
3. Dilated pupils
4. Unusual behaviour
5. Blacking out
6. Lack of control in physical movements
7. Inability to effectively communicate
8. Lack of awareness of their surrounding or location

These are just some of the signs of intoxication due to alcohol or drugs, it is key to point out that under these circumstances that the intoxicated individual might say yes to sexual acts, but they won't always have the capacity to consent and therefore the act of sexual act can be deemed sexual assault or violence.

Therefore, the safest approach for the individuals involved is to not engage in sexual acts.

Disclosure: For the purposes of this Policy, involves an individual telling anyone who is part of Leeds Trinity Students Union about an experience of Sexual Misconduct (different from Report). It is aimed for those seeking support from the repercussion of sexual misconduct, violence, or harassment. This will be in line with the confidentiality (to be defined)

Report: For the purposes of this Policy, it is the sharing of information with a member of LTSU staff (Advice coordinator) or Student support team at the university, regarding an incident of Sexual Misconduct, usually experienced by that individual, for the purposes of initiating an investigation under the Student Discipline Regulations and Bye Law 3 (different from Disclosure). This will be in line with the confidentiality (to be defined)

Reporting Party - For the purposes of this Policy, the person(s) who has been the subject of the alleged incident of Sexual Misconduct.

Reported Party -For the purposes of this Policy, the person(s) whose behaviour it is alleged amounted to an incident of Sexual Misconduct.

3. Allegations

4.1 During an investigation if an outcome from the police and/or the university investigations deems the case to be found proven, the reported party will have their membership of the Student's Union withdrawn, pending review by a committee formulated by a majority of the following positions: Chief executive officer, Chair and Vice chair of the trustee board.

4.2 During an investigation if an outcome from the police and the university investigations of the case is found not proven. No actions will occur as per the university misconduct policy. However, support will continue to be offered by LTSU.

4.3 During an investigation if an outcome from the police investigations of the case is found not proven but the university find the case proven, LTSU will follow the university course of action and the reported party will have their membership of the Student's Union will be withdrawn, pending review by a committee formulated by a majority of the following positions: Chief executive officer, Chair and Vice chair of the trustee board.

4.4 During an investigation if an outcome from the police investigations deems the case to be false due to malicious intention, then the reporting party membership will

be suspended pending review from the Chief executive officer, Chair of the trustee board and relevant university individuals.

4. Support

5.1 Internal Leeds Trinity Student's Union Support- LTSU has their own advice coordinator who will be available to schedule meetings with relevant individuals. Whilst an Investigation is still underway support will be offered to both the reporting party and reported party. This support offered will be from separate organisations and will not conflict the investigation.

5.2 Internal Leeds Trinity University Support- Duty Managers are 12pm-5am Mon-Fri though Student Support is available from 9pm-5pm for bookable appointments. Their contact information can be found on the University MyLTU app or the University website. These time availabilities are subject to change.

5.3 External Support- External support networks and resources can be provided upon request.

5.4 The support available is guidance, you can choose who to communicate with within the University, to whom you feel comfortable. In the result that the situation outlined in 5.1 occurs, a discussion will be had about which student support is available to avoid conflicts of interest.

5. Policy in action

6.1 This policy is laid out to ensure students feel comfortable and to allow their student experience to be free from harm.

6.2 This policy therefore entails that if a student should come forward wishing to disclose or report sexual misconduct as laid out in the policy above or related to the policy above that the necessary next steps are taken.

6.3 These next steps are to report/disclose the information to relevant parties following the procedure in place for the university and the Student's Union. The Advice coordinator should be the first port of call for LTSU staff to signpost complaints and further action will be taken from there to disclose the information to the relevant university staff and if a report is being made then to the relevant police department.