

# STANDING COMMITTEE OF THE ASSEMBLY



## Minutes of the meeting held on Tuesday 28 March 2017

Present: Mr K. Harper (Chair), Mrs N.Gales, Ms T. Moulton, Mrs B. Nelson, and Mrs A. Williams

Apologies: Ms C Richards, Ms L. Dack

With: Mrs R. Price (Secretary)

### 1. MINUTES

Confirmed  
the Minutes of the meeting held on 5 April 2016.

### 2. STATEMENTS BY THE CHAIR

### 3. MEMBERSHIP OF THE STANDING COMMITTEE OF THE ASSEMBLY 2016/2017

Reported

(1) that the membership of the Standing Committee of the Assembly was:

Ex-officio – VC & PVC's

Members elected by the Assembly:

Ms L. Dack (2017) (S&C)

Ms N. Gales (2017) (S&C)

Mr K. Harper (2019) (LTS) (Chair) (S&C)

Ms T. Moulton (2019) (ALC)

Mrs B. Nelson (2018) (ALC)

Ms C. Richards (2017) (ATR)

Mrs A Williams (2017) (ATS)

1 Vacancy

Secretary: Mrs Rebecca Price

(2) that there was 1 current vacancy on the Committee.

(3) that the membership of the Standing Committee of the Assembly provided for 8 members elected by the Assembly;

(4) that nominations were invited for the vacancy arising for 2016-17;

(5) that the following nominations were received.

**Mrs Jennifer Lawrence (LTS) (S&C)**

Front Desk Supervisor, L&T Hub (Zicer)

**Dr Usha Sundaram (NBS) (ATR)**

Lecturer in Business Management and Marketing, Senior Academic Advisor / Fellow of the Higher Education Academy

## SCA16M001

SCA-M2  
28.03.2017  
Min. 3

- (6) It was noted that four members of SCOTA's terms of office finished in 2017, potentially leaving 5 vacancies.
- (7) it was noted that Ms N. Gales confirmed that she would continue as a member of SCOTA for another 3 years and Mrs A. Williams would not be continuing as a member of SCOTA after end July 2017.
- (8) That L. Dack and C. Richards would be contacted regarding whether they would want to continue as members of SCOTA after end July 2017, and if not nominations would be invited at Assembly.
- (9) Therefore, the two proposed nominees will be declared a member of SCOTA without a ballot being required and will be reported to the Assembly meeting on 24 May 2017 as part of the Standing Committee of the Assembly membership item.

#### 4. ASSEMBLY AGENDA ITEMS THAT HAVE BEEN PROPOSED

##### **From Professor Mima Dzamonja (SCI)**

***Which area/s of the University would you like to pose your question to?*** The Executive Team.

The Executive Team to consider the negative impact of the proliferation of administrative tasks and lack of research only time on the research capacity of the university and the ability of the ATR staff to perform the research element of their duties. The impact could be much reduced by freeing up larger blocks of time for research, scheduling meetings in term time, shortening the length of meetings and above all, avoiding duplication and reducing monitoring exercises which allocate more time to monitoring research than to doing it.

RESOLVED

- (1) SCOTA agreed that the motion should be made at Assembly – with reduced wording

##### **From Dr Gareth Edwards (SSF)**

***Which area/s of the University would you like to pose your question to?*** The whole University and The Executive Team.

Assembly is pleased that the University now allows non-British staff to use their relocation allowance to help defray the cost of their visa. However, in view of the high cost of visa applications and renewals and to ensure the University is able to continue to attract and retain the best international staff, Assembly calls on the University to institute a policy to reimburse visa application and settlement charges for non-British staff.

RESOLVED

- (1) SCOTA agreed that the motion should be made at Assembly – with reduced wording

#### 5. QUESTIONS SENT IN

##### **Question from Dr Nicolas Walsh (SSF)**

***Which area/s of the University would you like to pose your question to?*** The Whole University

Does the assembly feel the food available on campus is of a sufficient quality for staff, students and visitors? As an example motivating this question; the food provided on applicant days to students is hardly touched by visitors, and is then brought back to my department where it is also not touched by staff and students when left in the kitchen area. It is then thrown away as waste. It is not only a waste of food but also money. I feel if the food serve was 'fit for purpose' then it would not need to be thrown away. I have used this as an example, but it is a general problem applying to most UEA food-based functions and the on-site cafeteria. However, the food served in INTO is an exception and I prefer eating here to Vista.

RESOLVED

(1) SCOTA agreed that this would be more appropriate as a motion and agreed that the motion should be made at Assembly with considerably reduced wording to focus on staff.

6. ANY OTHER ITEMS

Considered

the draft Terms of Reference for the Standing Committee of the Assembly. (A copy is filed in the Minute Book, ref. SCA16D001)

RESOLVED

- Suggested edits should be made to the proposed terms of reference.
- A supporting document outlining the roles and responsibilities of SCOTA should also be produced for reference by members.