Officer Report Template

Use this document for your reports to Union Exec, Council, GM and AGM Meetings.

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| Name: Lesley Bayly-Bureau | Position: Disabled Students’ Officer |
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| Issues | **Summary & Action Taken / Ongoing / Planned** |
| Training for personal tutors supporting students with disabilities | Plan to investigate the training for personal tutors in terms of how much information on how to give support for students with disabilities and the importance of following the Equality Act 2010. Previously mentioned at executive meetings and currently being discussed with Zain Ismail, Student & Academic Services Department and other relevant individuals.  I have also reviewed a proposed guidance for Health School on reasonable adjustments for SHS students with a disability who practice as part of their programme and requested a description of a disability and more involvement with the personal tutor regarding reasonable adjustments. |
| Learning success funding | Plan to investigate funding allocated for Learning Success regarding how it is being utilised and to compare it to other universities, including investigating whether there are any possible ways on improving how Learning Success’s funding is utilised.  I do not currently have any documentation of funding yet, although I have attended a meeting with Elena Wilkinson to discuss this matter and planning to arrange further meetings with other relevant individuals.  I am also attending Westminster Higher Education Forum Keynote Seminar for Disabled students at university involving facilities, support services and the impact of funding changes. |
| Accessible information regarding available support  (social media) | Since freshers week I have acquired about making changes to the Students’ Union website to include a section on support for students with disabilities under their currently existing section ‘Support’. Currently there is no information about reasonable adjustments – only extenuating circumstances. Slow progress as there is limited staff members currently working in the SU.  I am also liaising with Elena Wilkinson regarding making changes to City University of London’s website and its available information on support for disabilities. The website is currently undergoing some change and will be completed in time. |
| Disability awareness on campus | Intending to reach out to more students with disabilities and increase awareness of disabilities on campus to all students through events, fundraising and possibly workshops.  As of now nothing has been arranged as is currently being researched and I have been in contact with Vice President of Novo Nordisk, John Dawber, to ask for his input. |