

**Student Parliament Proposal**

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| Date of Meeting |  |
| Proposal Title |  |
| Primary Contact |  |
| Date of production |  |
| Action Requested | **Choose one from:****Accept Update / Discuss Further / Accept Proposal**  |

**1. Action Requested of Parliament**

*1.1 Where you have asked the Parliament to Accept Update you should simply write “To accept the update offered on…(eg Clubs & Societies)” If there is a particular point you want to draw attention to you can refer to it here, for example “to date there are 6 active clubs and societies”.*

*1.2 If you have asked Parliament to discuss a topic further there should be different options for the Parliament to consider and these should be included here. If you have recommendation from these you may also highlight this. For example, “To discuss suggested changes to the use of the SA Space, which are the provision of new study pods, installation of student exhibition spaces and set up of an SA Shop. It is recommended that the SA Shop is accepted.”*

*1.3 Where you have asked Parliament to accept your proposal you should clearly state what you want them to accept with any relevant timetable included. For Example “To accept the “Rainbow Families” Campaign proposed by LGBT Society in time for International Family Day on the 15th of May.”*

**2. Background and Significance**

*2.1 This section should be used to provide the background of your proposal has it come from a student idea/feedback, is there request to work in partnership with an external organisation, is there a wider political movement, etc.*

*2.2 Here you should also mention how your proposal is of significance to the SA by highlighting which Operational or Strategic Aims you feel it will achieve. Information on our Strategic Aims can be found on our website.*

**3. Content**

*3.1 This section should outline in more detail what you wish the Student Parliament to consider including what specific steps will need to be undertaking, who should lead on this work, a timeline of achievement, what resource is needed and what targets it will achieve. If offering An Update, the above would still be relevant but it would be a report on what has already been done.*

*3.2 Depending on what you wish to be accepted/discussed you may wish to attach Supporting Documents such as a draft policy or workplan (see further below) and use this space to provide a short overview. If you require financial resource it would be helpful to attached a funding request to save time, otherwise you will need to wait up to a further 6 weeks for a funding request to be approved at the next meeting.*

**4. Impact and Implications**

*4.1 The aim of this section is to assure Student Parliament that all significant impacts and implications (including risks and benefits) have been considered by you the proposer. At its most basic this area should be a pros and cons list regarding your proposal and should include the benefits/risks to the student experience, the benefits/risks to the Students Association and the cost (if any). Consideration of Equality Impact and Health & Safety should also be made.*

**Supporting Documents**

*As noted at above (3.2) in many cases the above structure will accommodate the full paper to be presented. However, it may be that this merely summarises the key points of a larger document for consideration such as an update the Student Partnership Agreement or a new Students Association Volunteering Policy.*