****EXECUTIVE OFFICER REPORT**

## Report Information

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| **Officer Role:** | President |
| **Officer Name:** | **-**Samiullah |
| **Date of Meeting:** | 15/10/2020 |
| **Date of Previous Student Council:** | --- |

## Reporting

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| Summary  |
| * From July 1st we started our official training, facilitated by the Union and University we covered different areas including, Mental Health, Academic Support for students, Marketing, Trustees training, SU Democracy. This period of training was enhanced by attending NUS Lead Change; which gave me the opportunity to learn about how to represent student voice locally and nationally.
* Started planning a campaign to understand and address bias within the University. This will focus on initially improving awareness as to what bias is and its impact, before focussing on issues impacting our students “Bias and its types” this will be one of the first campaigns to feature in the “Campaign for change”
* In September the Sabbatical team shared priorities and objectives with SU staff at the Union Open Forum
* To support marketing and Freshers Week activity we all created SU videos and photography
* I attend weekly meeting with NUS where I meet, share experiences and offer support to student representatives of other Unions.
* I was in main panels of interviews to recruit SU CEO, SU Finance manager, External governor for Board of Governors University and Social Entrepreneur in Residencefor changemaker hub.

**Projects** The sabbatical team is currently exploring options for an SU App intended to improve student engagement with Union officers and services. We are forming a business plan and proposal to share at the next Student Council.  |

### Manifesto Pledges

What have you done in this reporting period (between the last Council meeting and now) to get you closer to achieving your manifesto pledges?

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| --- | --- | --- |
| **Manifesto Point** | **Progress Since Last Meeting** | **RAG Rating** |
| I will increase interaction of international and home students to promote better campus culture with monthly events. | 1. Planned Black History Month campaign and events, we are hoping to be able to also include a cultural food event, but we are still waiting for verification from Afro-Caribbean society to confirm.
 | In progress |
| Improve awareness of elected officers, including giving updates per month to enable the student to understand how we support them.  | 1. All sabs to make monthly videos for students to understand how they can benefit themselves from SU services and opportunities. A few videos have already been shared, Link to the video https://youtu.be/zQ-sS3dTepo
2. We are providing monthly drop-in sessions to students; where students can come and have discussion with Sabbatical team regarding their issues or any other help. In September we had drop-in sessions, on 22nd September we had “International Coffee Event” and “BME Students' Coffee Event”. On 23rd September I was part of “LGBTQ+ Coffee event” these all took place in engine shed.
3. I have Facebook and Twitter accounts which I use to raise awareness amongst students of union services and opportunities.
 | In Progress |
| Effective leadership and support for students, accountability, pride in their work and delivery of an integral service to students.  | 1. Sabs visibility is one of my priority and we all sabs are trying our best to be visible to students, because of covid-19 we are utilising social media and trying to reach to students as much as possible.
2. We have Weekly sabs meeting, which help us share priorities and break-down the task and issues in order to best support students.
3. Engagement of PTO’s is one of the most important ways to have more influence of students In the student Union. We have had two Exec meetings, where we have received verbal updates from all Exec, The Exec are now working on an individual objective and to try and progress it before next Exec meeting (27 October 2020), the Sab team priority is to ensure we support and enable the Exec in achieving that objective.
4. We have regular meetings with Union Management to discuss shared projects, ensure we have the right support and resources to progress our priorities and it is giving us an opportunity to work in a whole Union Team
5. I attend University meetings and committees where I present student focussed proposals and work to ensure decisions benefit students. An example of this is a recent proposal at the Business recovery group where we proposed additional support to students if lockdown occurs on campus; including advice and welfare services, click and collect and care packages.
6. I attend regular meeting with NUS where I represent our Union and try my best to make connections nationally which will help me to take lead nationally if there are any issues students face in future. This including sharing my views with the MP’s, on the role of our students in the local economy and the impact of Covid-19.
 | In Progress/ |
| I will make sure every student gets involved and want SU to welcome each and every student. | 1. We sabbatical team are working on launching a campaign by the end of the first term “Bias and its types” under the umbrella of “Campaign for change”. We are planning for it now and once planning is completed than will run a survey for students to get involve.
2. I took part in SU videos and University videos, where I give simple message to all students that student union belong to students and they are welcome to Student Union for any help.
3. I delivered lecture shout out’s where we had a chance to meet students face to face in order to inform about our services and opportunities within the student union.
4. I give time to SU stall at fresher’s week, where I met good number of students and introduced SU to them.
5. I will give Time SU stall in LH from 28th every Monday, Wednesday and Thursday from 10am to 12pm.
 | In Progress |
| External Funding for our Clubs, Societies and Teams and sponsorship opportunities which do not conflict with the SU | 1. Due to the current covid-19 restrictions most of sports activities and societies were negatively affected and the priority has been to get groups preparing to meet and train safely. There hasn’t been any activity to secure external funding of sports and societies, but this will be reviewed and progressed in Term 1
 | No Progress |

### Mandates

What have you done in this reporting period (between the last Council meeting and now) to get you closer to completing your mandates?

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| --- | --- | --- | --- |
| **Mandate** | **Date of Mandate** | **Progress Since Last Meeting** | **RAG Rating** |
|  | MM/YY |  |  |

### Other Items

Please highlight any other notable actions since the last Council meeting.

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| --- | --- |
| **Issue/Action** | **Progress Since Last Meeting** |
| NUS arranged meeting with MP’s | We share points with MP’s, and they will take it to the education minister.My point was “Our student body is making a great contribution to our local community in the form of part-time work and in many other ways, In case if we have another lockdown and the business get shut and students are not able to carry on their work which help them in paying rent and buying food, please provide financial help for student to through that hard time”. |

### Declarations

Please highlight any gifts or benefits received as part of your role in the reporting period.

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| **Gift/Benefit** | **Value** | **Reason** |
|  |  |  |

### Meetings

Please list all meetings you have attended in your capacity as a student representative during the reporting period. In the update section, please focus on the issues discussed and how you represented student views in that meeting.

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| --- | --- | --- | --- |
| **Meeting Name** | **Date** | **Length of Meeting (Hours)** | **Update** |
|  | DD/MM/YYYY | HH:MM |  |
| Organisation History, Strategy 2018-21 and Strategy 2021-24 | 01/07/20 | 09:00 to 12 pm | Training |
| Board of Governors Introduction | 01/07/20 | 14:00 to 17:00 | Training |
| Introduction meeting: Chair of the Board and New Student Governors | 02/07/20 | 10:00 to 11:00 | Training |
| Student Support Forum | 02/07/20 | 10:00 to 12:00  | Attended as an observer |
| Iindividual student Academic issue | 02/07/20 | 12:30 to 14:00 | Academic Issue of student is been discussed and I contacted the relevant department who can help that student. |
| Library services University | 03/07/20 | 10:30 to 12:00 | Attended as an Observer |
| "Hats", Conflicts and Skills Set Review | 03/07/20 | 13:00 to 16:00 | Training |
| Trustee Board Papers | 06/07/20 | 09:00 to 12:00 | Training |
| Business Recovery Group - University | 07/07/20 | 09:00 to 10:30 | Situation update |
| Meet and greet with Sami, new SU President | 07/07/20 | 10:30 to 11:00 | Introduction with University management  |
| Stay in touch with NUS and other SUs on coronavirus! (South) | 07/07/20 | 13:00 to 14:00 | Situation update |
| Understanding Student Council and Reporting | 07/07/20 | 14:00 to 17:00 | Training |
| Sami- Chat about BRG meeting | 07/07/20 | 17:00 to 17:30 | Training of Board of Trustees |
| Introduction Meeting with chair of Student council | 08/07/20 | 14:00 to 15:00 | Introduction meeting  |
| Professionalism and Working as a Team | 10/07/20 | 09:00 to 12:00 | Training |
| Mark (Chair of board of governors), Yeqi and Sami | 10/07/20 | 13:00 to 14:00 | Training and Introduction meeting |
| Business Recovery Group – University  | 13/07/20 | 12:30 to 14:00 | Situation update |
| Marketing and Communications Training | 14/07/20 | 09:00 to 12:00 | Training |
| Catch Up before meeting | 14/07/20 | 16:30 to 17:00 | Training for Board of trustees Chairing |
| Business Recovery Group Board of Trustees | 14/07/20 | 17:30 to 18:30 | Situation Update |
| Board Meeting preparation | 15/07/20 | 13:00 to 13:45 | Discussed Board of governor’s paper before meeting |
| Board of Governors | 15/07/20 | 15:30 to 18:00 | Overall University Progress was discussed and University preparation for September arrivals were shared. |
| Recruiting Head of Finance of the Student Union | 17/07/20 | Whole day | I was part of the main panel.  |
| Commercial Services Training | 20/07/20 | 09:00 to 12:00 | Training |
| Student Complaint Chain: Briefing for all new and continuing officers | 20/07/20 | 14:00 to 15:00 | NUS Training |
| Sports and Societies Training | 21/07/20 | 09:00 to 12:00 | Training |
| Stay in touch with NUS and other SUs on coronavirus! (South) | 21/07/20 | 13:00 to 14:00 | Situation Update  |
| BRG meeting prep, Board of trustees | 21/07/20 | 16:30 to 17:00 | Preparation for BRG of BOT |
| Board of Trustees BRG | 21/07/20 | 17:30 to 18:30 | Situation UpdateDraft financial budget was shared and requested to be approved at the September Trustee meeting |
| Marketing and Communications Training | 22/07/20 | 13:30 to 16:30 | Training |
| Governance and Democracy Training | 23/07/20 | 09:00 to 12:00 | Training  |
| Exec Committee | 27/07/20 | 10:00 to 10:30 | Discussion about Exec Committee |
| Exec and CEO planning session | 27/07/20 | 11:00 to 14:00 | We discussed our objective with CEO and planned how we will start to deliver them and what support we needed |
| Stay in touch with NUS and other SUs on coronavirus! (South) | 28/07/20 | 13:00 to 14:00 | Situation update |
| IT Steering Group | 29/07/20 | 09:00 to 10:00 | Update was been shared regarding September intake |
| Student Support Forum | 30/07/20 | 10:00 to 12:00 | Updates of regarding September intake |
| Meeting with social work students | 03/08/20 | 18:30 to 20:30 | Social work students’ issues were discussed, and I was been given task to take that issues to VC. DVC initiated an investigation and we are waiting for the outcome |
| Stay in touch with NUS and other SUs on coronavirus! (South) | 04/08/20 | 13:00 to 14:00 | Situation updates |
| Exec Committee First meeting | 04/08/20 | 14:00 to 15:30 | Introduction meeting and objectives been shared |
| Invitation: Karolina and Sami | 06/08/20 | 15:00 to 15:30 | Meeting regarding increasing student engagement in University Surveys  |
| Trustees Away Day | 11/08/20 | Whole day | Priorities for the year were discussed and reflections on 19/20 sharedApproach to “Big plans” was shared and agreed by CEO |
| Governor training | 12/08/20 | 13:00 to 14:00 | Training  |
| Unitu Intro | 13/08/20 | 09:00 to 10:00 | Meeting regarding increasing student engagement in surveys  |
| Sabs meeting | 14/08/20 | 15:30 to 16:30 | Discussion about Sabs visibility |
| Meeting with chair of board of governors | 18/08/20 | 11:45 to 12:00 | Discussion about how to be a successful student governor and we discussed board papers |
| Membership Introduction Sessions: SU Officers | 19/08/20 | 13:30 to 15:00 | We have been informed about our rights as member of NUS |
| Sabs Priorities discussed with union management | 21/08/20 | 10:45 to 11:15 | Discussion with management that how they can help us to achieve our objectives |
| Business Recovery Group | 24/08/20 | 10:00 to 11:00 | Situation updates |
| Sami and Kate chat | 24/08/20 | 11:30 to 12:30 | General meeting |
| IT Steering Group | 25/08/20 | 09:00 to 10:00 | September Intake updates |
| University welcome video | 25/08/20 | 11:30 to 12:00 | Made video for University welcome week |
| Board of Governors | 26/08/20 | 09:00 to 12:00 | Updated about current situation and readiness for students to return to or start studyDiscussion about Governors getting closer to Union activity and officers, including a visit to engine shed |
| Board of Governors recruiting interview | 26/08/20 | 13:45 to 15:00 | I was a part of main panel of governor recruitment  |
| Sabs meeting at platform | 27/08/20 | 10:00 to 12:00 | Discussion about SU App business plan |
| Membership Introductions: SU Officers | 28/08/20 | 10:30 to 12:00 | Meeting with NUS elected officers |
| Men's Football Appeal | 28/08/20 | 13:30 to 14:00 | Addressing issues, concluding appeal forwarding decision to the team |
| Liberation Forums Council Working Group | 02/09/20 | 11:00 to 12:30 | Updates been given by Lucinda |
| Exec and Union Management | 02/09/20 | 13:00 to 14:00 | General updates meeting and support from Management |
| Marketing Meeting | 03/09/20 | 15:00 to 16:00 | Discussion about Sabs visibility and how can we reach out to more students |
| Advance HE: Student Governor 1 | 09/09/20 | 10:00 to 15:30 | Training |
| Meeting with DVC | 09/09/20 | 12:00 to 12:30  | Social work students Issues was been discussed and investigation was set by DVC and I am waiting for the outcome |
| Student Support Forum | 10/09/20 | 10:00 to 12:00 | Updates  |
| Overview of Fund proposals from Financial Guidance Team | 10/09/20 | 12:00 to 13:00 | We review the fund proposal for the upcoming year and approved it |
| Freshers Video & Group Photo | 10/09/20 | 13:00 to 16:30 | We made Freshers video with Zoe |
| SU App Business plan for BOT | 14/09/20 | 10:00 to 15:00 | Brief discussion about SU App |
| Union Update and Open Forum | 15/09/20 | 10:00 to 12:00 | Updates |
| International Student Drop-In | 16/09/20 | 09:00 to 10:30 | I was there in both Online and face to face drop-in session |
| Meeting with SAS & SU | 16/09/20 | 10:30 to 11:30 | updates |
| Change maker hub Recruitment | 18/09/20 | Whole day | I was on interviews main panel for recruiting “Social Entrepreneur inResidence” |
| Student Union Vice President Talk | 18/09/20 | 10:30 to 11:00 | Drop-in session with students |
| International Coffee Event | 22/09/20 | 09:30 to 12:00 | Meeting students and discussing their issues |
| Allocation Committee | 22/09/20 | 12:30 to 13:00 | Approving Societies funding |
| BME Students' Coffee Event | 22/09/20 | 13:00 to 15:00 | Meeting students and discussing their issues |
| Student Support Forum | 24/09/20 | 10:00 to 12:00 | Updates from University  |
| Board Meeting Run Through | 24/09/20 | 14:30 to 15:30 | Preparation for board meeting |
| Thank you and Cheers to the weekend | 24/09/20 | 14:45 to 15:45 | Union staff and sabs Thank you meeting  |
| Students' Union Board of Trustees Finance Committee | 24/09/20 | 16:00 to 16:30 | Approval of the 20/21 budget recommended to Board of Trustees for approval |
| Students' Union Board of Trustees HR Committee | 24/09/20 | 16:30 to 17:00 | Updates from CEO on staffing changes and the return of staff from furlough.  |
| Students Union Board of Trustees - Main Board | 24/09/20 | 17:45 to 20:45 | Received updates from sub-committee as above.The 20/21 budget was approvedUnion Operational reporting was discussed, 19/20Impact report notedSabs impact report was noted/ |
| Board of Governors | 25/09/20 | 08:30 to 09:30 | General board meeting, overall university updates. |
| Board of Governors Away Day | 25/09/20 | 09:30 to 16:30 | Plans and strategies were presented by VC for the upcoming years.  |
| Susie/Sami Regular Planning Session | 28/09/20 | 15:00 to 15:30 | General discussion and support from CEO |
| Allocation Committee | 29/09/20 | 12:30 to 13:30 | Approving Funding of societies |
| Exec and Union Management | 29/09/20 | 13:00 to 14:00 | Support from management  |
| Student Exec Committee Meeting | 29/09/20 | 17:00 to 18:00 | Minutes is shared from the meeting |
| SU App Discussion & SU Web developers & SUMs | 01/10/20 | 13:00 to 14:00 | Meeting Rosie regarding SU App |
| NSUSL Board of Directors Meeting | 01/10/20 | 15:00 to 16:30 | Budget was noted and a revised budget is expected in NovemberOptions for alternative governance models were discussed and recommended for discussion at Board of Trustees |
| Business Recovery Group | 06/10/20 | 09:00 to 10:30 | General updatesApproved SU plan for student support in the case of a lockdown Approved societies meeting in groups of larger than 6, in line with guidelines. |
| England COVID Officer Catch- | 06/10/20 | 12:00 to 13:00 | Meeting with NUS regarding the current situation  |
| Exec and Union Management | 06/10/20 | 13:00 to 14:00 | General updates and support from management |

### Timesheet

Please list your work hours during the reporting period and your main work location for that day.

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|  | **Week 1:** 01/07/2020 | **Total Hours: 21:30** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In |  |  | 09:00 | 09:00 | 09:00 |  |  |
| Out |  |  | 17:00 | 17:00 | 14:30 |  |  |
| Total |  |  | 8 | 8 | 5:30 |  |  |
| Location |  |  | WFH | WFH | WFH |  |  |
|  | **Week 2:** 06/07/2020 | **Total Hours: 37.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5:30 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |
|  | **Week 3:** 13/07/2020 | **Total Hours: 34** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 14:30 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 5:30 | 5:30 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |
|  | **Week 4:** 20/07/2020 | **Total Hours: 37.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5:30 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |

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|  | **Week 5:** 27/07/2020 | **Total Hours: 37.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5:30 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |
|  | **Week 6:** 03/08/2020 | **Total Hours: 37.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5:30 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |
|  | **Week 7:** 10/08/2020 | **Total Hours: 37.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5:30 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |
|  | **Week 8:** 17/08/2020 | **Total Hours: 37.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5:30 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |

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| --- | --- | --- |
|  | **Week 9:** 24/08/2020 | **Total Hours: 37.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5:30 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |
|  | **Week 10:** 31/08/2020 | **Total Hours: 37.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5:30 |  |  |
| Location | WFH | WFH | WFH | WFH | WFH |  |  |
|  | **Week 11:** 07/09/2020 | **Total Hours: 29.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | Annual leave | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 |  | 17:00 | 17:00 | 14:30 |  |  |
| Total | 8 |  | 8 | 8 | 5:30 |  |  |
| Location | Engine shed/WFH |  | Engine shed/WFH | WFH | WFH |  |  |
|  | **Week 12:** 14/09/2020 | **Total Hours: 37.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5:30 |  |  |
| Location | Engine shed/WFM | Engine shed/WFH | Engine shed/WFH | Engine shed/WFH | WFH |  |  |
|  | **Week 12:** 21/09/2020 | **Total Hours: 40.45** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 10:30 | 09:00 | 10:00 | 09:00 |  |  |
| Out | 17:00 | 18:30 | 17:00 | 20:45 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5:30 |  |  |
| Location | Engine shed/WFH | Engine shed/WFH | Engine shed/WFH | WFH | WFH |  |  |
|  | **Week 12:** 28/09/2020 | **Total Hours: 37.5** |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | 09:00 | 09:00 | 09:00 | 09:00 | 09:00 |  |  |
| Out | 17:00 | 17:00 | 17:00 | 17:00 | 14:30 |  |  |
| Total | 8 | 8 | 8 | 8 | 5:30 |  |  |
| Location | Engine shed/WFH | Engine shed/WFH | Engine shed/WFH | WFH | WFH |  |  |