

Minutes

Subject:	Management Committee Minutes: 2 October 2018
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
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Present: Georgina Burchell (GB), Martin Marko (MM). Jenna Chapman (JC), Oli Gray (OG), Toby Cunningham (TCU)

In attendance: Tony Moore (TM)

Chair: Sophie Atherton (SA)

Apologies: Tim Cave

Executive Summary

Key Decisions

- Agreed January Residential
- Agreed to Lessons from Auschwitz trip
- Agreed to work with University on consultation over restrictions to smoking on campus
- Agreed in principle to destroy current sale of Playboy condoms
- Agreed Black History Month funding

Action Points: Immediate

Required	Assigned
Discrepancy between Shop labelled price and till price to be investigated	TCU
Bar serving times and alcohol free vending machine to be investigated	TCU
Staff support for WP and ELT January meetings	TM/JC
Smoking: UEA position as to accommodation	TCU
Smoking: meeting with UCU rep	TCU
Smoking: UEA to be asked to organise own focus group and asked for details of final proposal	TCU
Officer UEA Committee Support: new version and old version to be agenda item	TCU
Playboy Condoms: Cost of current stock/no re-order	TCU

Action Points: Long Term

Required	Assigned
International students not having UK bank accounts for Fresher	TCU
Events to be asked about working of extra capacity at Freshers	TCU
Push for representation at all Faculty Executives	All
Wristband/ticket interface and Waterfront capacity at Freshers to be looked at	TCU
Report on Lessons from Auschwitz to go to Council	SA
SOC meeting at Summer Residential to decide Campaign Budget	TCU

MC52 Minutes, Apologies, Matters Arising

Minutes agreed.

Apologies noted.

MC53 Operational & Key Relationship Updates

JC

- Inductions/academic societies
- Great FMH LTQC
- Met Kay Learning Enhancement on Lecture Capture
- This week Employability Executive and LTQC

TCU

- Thought the Fayres best run – worked really well payment by phones worked very well with the exception of international students not having UK bank accounts (this should be investigated) **AP**
- Met E-Gaming students- possibility of putting them in touch with people in CMP
- Issues with the marquee brought in to increase capacity by 500 extra; silent disco worked better but still not that good silent disco better but not that good; will talk to team about the issues around capacity **AP**
- Met with Lisa Williams for informal information exchange
- Overall a consistently good Freshers' week
- Interim HR Director recruitment this thursday

GB

- Academic socials/Inductions
- Faculty Executive
- Met with Sarah Barrow (FTOs agreed to press for invites to all the Faculty Executives **AP**)
- Transport meeting
- this week planning Sexperience launch
- Working on promotion of Transitioning at UEA

OG

- Freshers
- Sports Presidents Meeting
- Noted brilliant organisation of Fayres – reaching the goal of normalising the running of big events

- Dinner at VCs house and induction to University Council
- Run UEA – only one student attended but they got a lot out of it
- Media law training for the Media Collective
- SEC
- Sports Executive

SA

- Council Induction
- Aurora planning
- Meeting with Ethics and Environment Officers

MM

- PG Elections/PG Assembly planning
- PG social went well – magician attraction.
- Attended interview panel for LTS position went well
- PG directors conference – met with directors from the Netherlands with interesting ideas about the restructuring of PG education
- Wine and Cheese Social – there had been organisational difficulties – too many people wanting to get in and, unfortunately, some students turned away
- Big PGR reception

MC54 Social Enterprises Updates

TCU reported that there were some raw numbers available from Freshers Week:

- Shop 16K down due to problems with the tills which had affected stock levels; problems in the warehouse
- Unio up 2.75 – great trading
- Bar up 11k and food up 2k
- LCR figures not available yet but look as though they would be up due to the extra two nights

TCU noted that full updates would come to one meeting and next one would receive the Monthly Management Accounts so the Committee would be quickly aware of the trading situation.

TCU reported that there had been complaints over the third night at the Waterfront with confusion over entrance by ticket or by wristband and there had been a mix up over capacity; causes to be investigated. **AP**

TCU reported work progressing with Korean Soc on organising a K-Pop night.

SA asked for more details as to the Shop.

TCU thought there had been problems for customers finding items in the new display.

SA noted that they would be making, with Union staff, a video guide to the Shop lay-out and this would help members.

SA noted that, overall, there had been a mixed reaction from members.

OG noted that there had been complaints from members that some items had been incorrectly marked and had been charged a different price at the till.

TCU noted that staff would be informed and this would be investigated. **AP**

TCU noted their main conclusion was that the main problem had been caused by the issues around the installation of the new tills.

MC55 Chief of Staff Recruitment

GB reported that the job advertisement web page was now live.

MC56 Alcohol Free Bar in the LCR

OG reported they had received a lot of negative feedback.

OG wondered, for context, whether this had been an initiative by the former Chief Executive or had come from students requesting it.

GB noted that it had come from the Alcohol Impact plan which had dedicated one member of staff for non-alcoholic drinks.

OG noted that the problem seemed to be that too much of the bar was now given up to alcohol free and this had led to a big space being unused and a big cut in capacity on the main till.

OG wondered whether alcohol free might be sold through a vending machine.

TCU noted they had spoken to staff who had reported that, last year, the relevant till had taken £9K in the week and, this year, £120. TCU thought that this was not an adequate analysis: the task was not to just assign the drop to alcohol free as the only cause of the drop and the longer queues. TCU advised that there was a need for a thorough examination of serving time per customer.

*The Committee asked for an analysis of serving times over the next two weeks and the cost of a vending machine be investigated. **AP***

TCU cautioned that some acts had riders in their contact that no bottles or cans would be offered for sale at their gigs so the vending machine would have to be turned off at gigs but it would be fine for Club Nights.

MC57 Code of Conduct Cases

REDACTED

MC 58 January Residential

TCU advised that the plan would be slightly more expensive but it was intended to build a stronger, closer working relationship between FTOs and managers.

Committee agreed to the plan's objectives.

On availability, JC reported that they needed to attend the New Technology Enhanced Learning Committee meeting as this might finalise the details on lecture capture and there were four LTQCs due.

GB noted there was a WP meeting scheduled.

OG noted they were on holiday but could move their trip if told earlier enough.

*The Committee agreed to the timings with staff to be assigned to cover the LTQCs and arrangements for the WP and ELC meetings to be investigated. **AP***

MC 59 Lessons from Auschwitz

SA noted that the proposal would involve a subsidised trip for two students to Auschwitz as part of an educational visit. SA noted that that the trip was under the auspices of the Holocaust Educational Fund, a UK educational charity which worked closely with Parliament UK.

TM advised that the trip would not fall under any of the Resolves in the Union's BDS policy.

TC advised that, given the present issues around support for Palestine and opposition to anti-Semitism, there was a fine balance to be achieved in maintaining the rights of opposing groups within the membership.

*The Committee agreed to the proposal for members to attend Lessons from Auschwitz and then to report on the results of the trip to Union Council. **AP***

MC 60 Staffing (Closed business)

Redacted

Data Breach

TCU reported a data breach by a staff member where a ...redacted... had been erroneously sent to a Union Councillor rather than the intended addressee: a University staff member.

TCU advised that timely action had been taken and a thorough report sent to the Information Commissioner's Office. The ICO had judged that the steps taken by the Union had ensured that the danger of any harm to any individuals and their rights and freedoms had been eliminated.

Restrictions of Smoking on Campus

TCU advised that the University had asked for the Union's thoughts on a proposal to ban smoking or vaping anywhere within ten metres from buildings on campus including a ban in the Street and the Square in daylight hours. TCU believed that the driver for the proposal was the University's concern for employee and student health and noted that the University was working with campus trade unions on the matter. TCU noted that the University would like the Union to form a student focus group.

JC wondered whether the ban would include the outside of student accommodation. TCU advised that accommodation had not been mentioned in the initial conversation.

SA noted the importance of full consultation with the membership.

GB argued for a full range of opinions to be reflected with a balance between smokers and non-smokers.

OB noted concerns that the Union would be seen as being responsible for imposing restrictions on the members and the University should take responsibility for organising the focus group.

The Committee agreed to work with the University on consultation on the smoking restriction.

The Committee asked for:

- *Further information on the ban around accommodation*
- *TCU will meet with the UCU rep*
- *Full details of the final proposal to be requested with the University to be asked to organise the focus group **APs***

Diary Clashes

MM noted they had been invited to a QAA event which would clash with the next LTC.

The Committee decided that three Officers would attend LTC and one would attend the QAA event.

OG wondered which allocation of Officer Support was currently in use.

TCU advised that, because the Committee agreed to a version of the allocation based on a falsification of documents, the Union was in a somewhat anomalous situation. TCU noted they would present a revised, correct version for the Committee's approval. **AP**

Playboy Condoms

SA reported that members of staff had complained about the new supplier had stocked Playboy-branded condoms in the Shop. SA noted they had discussed the position with management and there were the following options:

- Continue selling the items and not re-order
- To give the items away
- Dispose of the items

TCU advised that they would investigate the cost of the items but believed it would be around £50.

*The Committee agreed to dispose of the items: with TCU to ascertain total cost, if this proves to be significant, TCU to bring back; staff to be made away not to re-order. **AP***

Black History Month Funding Request

SA noted that, as yet, SOC had not agreed its Campaign Budget and the Ethnic Minorities Officer had submitted an emergency funding request of up to £1,000 for publicity and artist expenses.

The Committee agreed the request.

OG wondered as to why the Campaign Budget had not been agreed by this time in the year.

JC noted it had been on the first SOC meeting's agenda but the meeting had not got through its agenda.

OG asked for a meeting of SOC to be held in future years at Officer Residential to agree a Campaigns Budget. **AP**

MC 62 TDP of next meeting

3.30 pm, Monday, 2 October, in Room 1.