

# Minutes

Subject:	Management Committee Minutes: 28 April 2020
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
Status	<b>For publication</b>
Paper:	MC 19.20.25

Present: Ali Perez (ALP), Martin Marko (MM), Amelia Trew (AT), Toby Cunningham (TCU), Callum Perry (CP)

Chair: Sophie Atherton (SA)

In attendance: Tony Moore (TM), Tim Cave (TCA), Claire Boothby Barnbrook (CBB), Caroline Wilson (CW)

Apologies: Wendy Storey (WS),

## Action Points from meeting

Direction of travel on proposed restructure agreed, CP to take to Board.

## MC 415 Minutes, Apologies, Matters Arising

Minutes of the meetings held on 21 April 20 were agreed.

ALP reported they had not had time as yet to analyse the International Students FB comments.

Chair noted the completed action point and noted the Concrete point would be dealt with under AOB.

## MC 418 Covid Response

### Finance

The Committee noted receipt of the March Management Accounts and that these had been considered by Finance Committee earlier in the day.

### Business Continuity Plan

CW reported that phase two of the furloughing was progressing. CW noted that staff had been given the opportunity to work in the Shop and three had taken up the offer.

TCA noted that, as furloughing had progressed, Finance and HR staff resources had been cut to barebones.

### **Governance**

TM noted that the interim update to the Serious Incident Report needed to be filed and they would do this with the CEO at the end of the meeting.

### **Academic and Impact on Students**

Held over.

### **Overall**

TCU advised

### **MC 419 Enlited App Data**

Held over.

### **MC 420 Furloughing Timetable**

TCU advised that in addition to the furlough scheme further action would be needed to pare down staff costs; TCU proposed the Committee approve a plan to reduce the hours of non-furloughed staff. TCU noted this would apply to full-time staff only. TCU noted SMT needed the Committee's approval before consulting staff.

MM wondered as to what would happen to staff who were working extra hours during the pandemic.

TCU noted that managers would look at individuals' workloads.

CBB wondered for staff who had reduced hours what the long-term effects on their contracts would be.

TCU noted there would be no change to contracts at present but there was no guarantee that there would be a need for changes at a later stage.

CP wondered as to when there would be a need for FTOs to reduce their hours.

TCU advised this would be in the next stage of furloughing.

ALP wondered what provision there would be for staff who could not afford a reduction in hours.

TCU advised that personal circumstances would not be taken into account.

*The Committee unanimously approved the proposal to cut staff hours.*

Chair noted that SMT had produced a paper that was not in the agenda papers on creating a new model union which see significant reductions in staff costs. Chair asked TCU to present the paper to the meeting.

TCU noted the urgency of having a model in place to present to the University for the Union Post Pandemic as part of the ongoing funding discussions.

TCU noted that the University had indicated they would take over the Union catering and retail operations as well as provide support in finance and HR.

TCU advised that the plan envisaged a reduction of £807K in wage costs which would involve redundancies. TCU noted that the aim was to build a smaller, leaner, more sustainable organisation.

TCU noted that, SMT, would be asking for the Committee to indicate it was happy with the direction of travel in the proposal; it would then be taken to Board for final approval.

SA wondered as to when and which FTO post would be cut.

TCU advised that the timing would be subject to discussion and advice sought from the NUS but the decision as to which post to cut would be made by Union Council or a referendum or by the Trustees.

AT wondered whether the new staffing arrangements would be temporary for the duration of the pandemic.

TCU confirmed it would be a permanent restructure.

ALP noted the proposed reduction in Activities and Opportunities staff from ten to three and argued this would result a drastic cut to services in this area.

TCU agreed there would be a reduction in services.

CBB advised that there would be cuts but it would be an opportunity for the Union to show what it could achieve with fewer resources.

ALP noted the proposal would lead to a cut in the number of Societies and wondered how it would be decided which Societies to cut.

TCU advised they did not have the spending levels for individual Societies to hand but the spending levels would be investigated as to which Societies were providing value for money and the decision as to cuts would be made on the basis of the research.

MM wondered whether it would be advisable to declare the Union insolvent and to start a new Union in its place; MM noted this would have the added benefit of relieving the organisation of its pension obligations.

TCA advised this might be technically possible but would, for a charitable organisation, represent a moral hazard. TCA noted it would involve seeking expert insolvency advice which would be costly.

*There were no further comments.*

TCU noted that they had briefed the incoming FTO team that they would be dealing with the consequences of the restructure. TCU advised that it would be for the present FTO team on the Trustee Board to take the responsibility for agreeing to the restructure.

*The Committee agreed without dissention that it was happy as to the direction of travel of the proposed restructure and that it should be sent to the Trustee Board for approval.*

**MC 421 AOB**

No items raise.

**MC 422 Time, Date and Place of next meeting**

2 pm, Tuesday 5 May, online.