

# Minutes

Subject:	Management Committee Minutes: 31 March 2020
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
Status	<b>For publication</b>
Paper:	MC 19.20.22

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

Chair: Sophie Atherton (SA)

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

Apologies: Wendy Storey (WS)

## Action Points from meeting

Required	Assigned
Board Letter to be sent to University	TCU/CP
Explanatory email to be sent to all student staff	CW/TCU
What? Why? What considered paper on BCP next meeting	TCU
Fortnightly meetings of Risk and Finance Committee	TM
Reply to Kemi as to NCC using Union House as food hub	TM
Support for Union's democratic bodies during crisis to be planned	TCU

## MC 398 Minutes, Apologies, Matters Arising

Minutes of the meetings held on 3 March were approved.

## MC 399 Covid Response

### 1 Financial (TCA)

TCA noted the briefing paper – see [link](#) and the cash flow projection in the BCP – see [link](#)

TCA noted the financial position as fast-changing. Due to the time lag in receiving government furloughing money, the estimated time for the Union running out of cash, if pandemic restrictions were not lifted, would be August rather than October as first thought. TCA noted that, without access to restricted

funds, cash would run out by late May or June. TCA advised that the above outcomes were predicated on the University not providing any emergency support.

ALP asked as to the letter to the University discussed at Board  
TCU noted that final changes were being made to the text and it would be sent to the University within 24 hours. **AP**

## **2 Business Continuity Plan (CW)**

CW noted the briefing paper – see [link](#)

MM wondered as to the position with regard to laying off casual staff.

TCU advised that this referred to permanent staff taking over student staff duties.

SA noted the importance of good communications with student staff.

TCU noted they and CW would be sending an explanatory email to all student staff. **AP**

TCU noted they would prepare a: What did we do? Why did we do it? What did we consider? Paper for the next meeting. **AP**

## **3 Governance (TM)**

TM noted the briefing paper – see [link](#)

TM reported that a Serious Incident Report as to loss of trading and stopping some charity services had been made to the Charity Commission.

TM reported, on use of restricted funds, they were still waiting on detailed briefing from BWB but the initial advice was this would be possible but would need professional legal advice to facilitate.

ALP noted that the restricted funds were Clubs and Society funds. ALP noted that this was students' money; ALP believed it to be totally wrong to use them for any other purpose than Club or Society activities.

TM advised that unless the funds were used the Union might have to move into liquidation; if that were to happen the Trustees' responsibilities would move from protecting the interests of members to protecting the interest of creditors in which case the Club and Society money would have to be used to pay off creditors.

ALP noted that the University was legally bound to assure that there was a SU at UEA.

TCA agreed but noted that this did not mean that the SU would be the Union in its present incarnation.

TM reported on NCVO advice about risk registers that it was important for the Risk Register to be continually updated during the crisis and for the Trustees to be comfortable with the weighting of risk for each item.

CP asked for fortnightly meetings of the Risk and the Finance Committees to be scheduled. **AP**

TM reported that Kemi Watchorn, an External Trustee, had asked whether the Union would allow Norfolk County Council to use Union House as a crisis food distribution hub.

AT noted this would fit well with the Union's current food back initiative. The Committee agreed in principle and asked TM to contact Kemi. **AP**

#### **4 Academic and Impact on Students (CBB)**

BBC noted the briefing paper – see [link](#)

BBC noted the success of the website operation with 10,000 hits in a day.

AT noted the positive feedback for the Union on the graduation/celebration poll

#### **5 Overall Covid Update (TCU)**

TCU noted the briefing paper – see [link](#)

TCU highlighted the links in the document to useful sites and recommended these to FTOs and other Trustees.

#### **MC 400 Democratic Decision Making During Covid**

SA noted they were working with Esin, the Student Voice Manager, on an online Union Council which would stay open for 24 hours to increase accessibility across time zones.

MM noted that the PG Committee had been active from the start of the pandemic and wondered how the Union could ensure support for the democratic bodies and align their communications with the Union's overall response to the crisis.

SA noted they would meet with Esin to discuss how to accomplish this.

TCU noted they would also meet Esin and work out a plan for support across the democratic structure. **AP**

MM wondered how, if, for example, the PG or Education Committee wished to issue a statement they could ensure it aligned with the Union's general stance.

TCU advised that the quickest way would be for a Committee to submit the statement to Management Committee for consideration.

#### **MC 396 AOB**

None.

#### **TMC 397 Time, Date and Place of next meeting**

2 pm, Tuesday 7 April, online.