

# Minutes

Subject:	Management Committee Minutes: 12 November 2019
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
Status	<b>For Publication</b>
Paper:	MC 19.20.13

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

Chair: Sophie Atherton (SA)

In attendance: Josh Clare (JCL), Tim Cave (TCA), Caroline Wilson (CW), Tony Moore (TM), Wendy Storey (WS)

## Executive Summary

- Approved future themes for Damned Good programme
- Agreed to support the University's recruitment initiative but to invoice the University for any additional costs incurred
- Beef About Beef policy to be referred to the Trustee Board
- Mental Health First Aid training to be offered to all FTOs
- This year - 23<sup>rd</sup> December to be treated as a customary day

## Action Points from meeting

Required	Assigned
MM to send WS other student categories in addition to disabilities and mature that they would like included in the Welcome Week programme report	MM/WS
CEO to circulate draft of latest letter to Epic Studios	TCU
Report to be compiled on the financial implications of We have a Beef with Beef policy for the Union; policy to be referred to Board for consideration	TCU/WS/SA
Details on how to use Ecosia browser to be circulated to Union staff	TM
Mental Health First Aid Training to be arranged for all FTOs and to be included in future FTO induction programme	TCU

## MC 306 Minutes, Apologies, Matters Arising

The minutes of the 15 October meeting were agreed.

JCL noted they were waiting for the night time data in order to complete the Welcome Week report.

MM wondered whether it would be possible to include other categories in the figures in addition to disabilities and mature students.

SA asked MM to contact WS to discuss which categories they wished to be added. **AP**

TCA reported on the query as to whether revenue from the WF Football Away Days had been included in the Budget. TCA noted that some revenue had been included but, due to the success of the venture, the total would exceed the figure in the Budget.

## **MC 307 Operational & Key Relationship Update**

SA

- Attended a roundtable with the Universities Minister
- Volunteering at WonkFest
- First Decolonise UEA campaign meeting
- Liaison work on the UCU strike
- Organising the General Election hustings
- Encouraging students to register to vote
- Rent discussions with the University which appears to be taking a more strategic approach
- Upcoming – meeting with the VC – meeting with Concrete - DOBs

MM

- Doctoral College Director catch-up
- LTS and Learning Enhancement Team meetings
- PG Assembly
- Democracy Review
- Associate Tutors meetings
- Library PG Spaces meeting
- People and Culture working group
- Rep training
- PG SSLCs
- Aurora
- PG Welcome event
- WonkFest
- Senate
- Employability Executive
- Catering and Concrete stakeholder meeting
- Extinction Rebellion meeting

ALP

- Recorded Night to Remember video
- Employability
- Senate
- Met VC as to UCU actions
- Meeting on Disabilities History Month
- Paper on PG sport with MM to go to SEC
- Meeting as to the not fit for purpose training facilities at Colney Lane
- Meeting on Do Something Different

## CW

- Start of Equality and Diversity training programme – well attended
- Review of team processes in terms of compliance
- Drafted new contract and policies
- Prep work on new payroll roll out
- Upcoming – urgent remedial work on payroll – tax codes/NI updating

## JCL

- Attended Aurora
- Progress on Report and Support – to be launched in December
- Rewriting outcome letters for students
- Extensive discussion at SMT on health and safety
- Meeting with Advice on future structure of service provision

## TCA

- Auditors in
- Upcoming clearance call with the Auditors prior to the draft audit report
- Upcoming finance meeting with the University

## TCU

- WonkFest
- VC's Task Force
- Rise Leadership
- Organisational Plan
- SMT
- Venues operations meeting
- Upcoming – Brexit, VC meeting, sustainable SU finance meeting with the University, afternoon at the Waterfront, management group meeting. 121s

## AT

- Wellbeing strategy
- University Finance Committee
- Mental Health Taskforce
- Meeting on content warnings in lectures and seminars
- Research on support access for victims of sexual assault
- Upcoming - WP Committee meeting - Meeting on representation for students with disabilities – presentation at mental health conference

## CP

- Attendance at Aurora – appointed Vice-President of its student network
- Attendant CPD training for Teaching Directors
- Attended the Bain steering group for MedHSC
- WP presentation for the Big Shift Day
- Draft paper on the creation of an advising resource for the Employability Executive
- Attended Senate – spoke about sense of belonging and assessment and feedback
- Skills Audit for Trustees
- Gave a presentation to ET on Generation Alpha
- 65 responses received on the Feedback Survey

- LTS website content review
- Rep training

WS

- Working with Commercial Marketing team on budget/appraisals and 121s
- Upcoming 121s and management meeting

### **MC 308 Commercial Update**

WS referred to the written report and highlighted:

- Shop sales up with GP steady
- Grab n Go sales improving
- Unio sales slightly down

WS reported that Shop staff were working on negotiations over discounts and on sourcing a new slush machine.

WS advised that Bars remained challenging with sales down. WS noted that the new manager was working to improve sales in the LCR and on staff morale.

WS reported that the working relationship with the police continued to be constructive.

WS advised that, for the first time, NPS scores in all areas, including the Shop, had been positive.

TCU noted concerns as to the methodology of the NPS for Damned Good and advised that this should be kept under review.

TCU reported that WF was performing as expected with Meltdown figures up and with the additional income from the success of the Football Away Days.

TCU advised, as to Events, that Damned Good Tuesdays were down as well as the Saturdays with opportunities for increased revenue generation limited by the reduction of capacity.

TCU summarised the situation with regard to trading as: overall, not very good and with work to be done. TCU advised that management's hopes on meeting budget were based on better performance of the Shop and the continuing good performance of WF redressing the disappointing performance in other areas.

### **MC 308a Damned Good Report**

WS noted that the Commercial Marketing Team had put a lot of work into development of new themes but it was sometimes hard to change habits as customers tended to like themes they were used to. WS advised that there was ongoing work on, including focus groups, integrating themes into the Bars.

TCU thought there was a need for operations to be more proactive in response to customer feedback and cited the example of expanding the music offer to include a third room featuring Grime music.

CP believed that lessons might be learned from the continuing success of Sports Nights and wondered if the sense of bonding and community spirit might be replicated at other events.

ALP believed this would be important in the future when entry to Sports Nights was restricted to SAM cardholders.

WS advised that Bars staff were working on a range of initiatives to promote themes and to increase the sense of the community including: birthday discounts as well as discounts for Clubs and Societies when they undertook to sell tickets.

The Committee noted receipt of the Report and approved the themes for the coming Damned Good programme.

### **MC 309 Finance Update**

TCA advised that the finances had been driven by the disappointing trading figures as reported in the Commercial Update; with the Union currently £50K off Budget.

TCA reported that a complication in the figures was that two tranches of the University's £100K of additional funding had not yet been received.

TCA reported that, as expected at the current time of year, cash reserves were positive and charity spending was below Budget.

### **MC 310 Discussion Topic from the PG Officer**

MM noted they had asked for this item, Union participation in the University's PG student recruitment initiative, to be discussed. MM believed that, given the Union's current financial deficit, there was a case to be made for the Union to charge the University for any Union support for the initiative.

TCU advised, as to historical context, that the Union had, in the past, supported the initiative without charge but that MM's predecessor as PG Education Officer had refused to participate.

SA noted that the reason for MM's predecessor's refusal to engage had been that they had believed that the initiative was driven by the marketisation of education rather than the advancement of PG students' interests.

TCU advised that the rationale for working with the University had been that by working in partnership, the Union was in a position to lobby for positive change.

CP noted concerns as to any damage to the partnership with the University that a refusal or constraints around funding might cause. CP believed that a refusal to re-tweet a recruitment announcement, for example would not aid relationship building.

The Committee voted to support the University's recruitment initiative with the proviso that any direct costs to the Union would be invoiced to the University.

### **MC 310a UCU Strike**

SA noted that this item would be discussed outside of Committee by the FTOs after their meeting with the VC.

### **MC 311 Epic Studios**

#### **Redacted due to Commercial Sensitivity**

### **MC 312 Review of Decisions made at the first and second meeting of Union Council**

SA reported Council had made three policy decisions:

Ecosia. To lobby for Ecosia, a web browser, that channels advertising revenue into planting trees, to be adopted by UEA. TCU asked that Union permanent staff be made aware of Ecosia. **AP**

Black Students Officer. SA noted the introduction of the new post and that it was hoped to hold a by-election before the end of term.

Beef about beef: end of the sale by the Union of beef.

SA noted the media attention as to this decision and the interest amongst the members, some of whom had sent angry messages to SA as Campaigns and Democracy Officer.

ALP noted that other FTOs besides SA had received angry messages; ALP believed work needed to be done on explaining the policy making process to the members.

CP agreed that it was clear that many members did not understand the process and that the beef policy would make an excellent case study for any presentation on policy making.

The Committee noted that an end to selling beef would have financial implications for commercial services and therefore be sent to the Trustee Board for review. The Committee asked WS and TCU to compile a report detailing any loss of revenue that implementation of the policy might entail. **AP**

### **MC 313 Go Global Planning**

JCL noted that some activities had been moved out of the main period with one event to take place in November.

There were no comments.

### **MC 314 Student Staff Day Planning**

TCU noted there would be three main sessions planned: finance, strategy and then a general question and answer session.

There were no comments.

### **MC 315 Staffing (Closed business)**

### **MC 316 AOB**

#### ***First aid and mental health training***

ALP believed training should be available to all FTOs. AT noted that, in the Welfare role, in particular, they had had to deal with members experiencing mental health issues and it would be extremely useful to have the ability to identify and report on health problems.

JCL advised that physical first aid was not relevant to the specific role of an FTO but mental health first aid training was and this could easily be included in the training budget.

The Committee agreed to include mental health first aid training in the FTO training budget and to include this provision in future FTO induction programmes.

### ***XMAS CUSTOMARY DAYS***

TCU noted that, with Christmas Eve falling on a Tuesday, many University staff would only be working a half-day on Monday, 23<sup>rd</sup>. TCU proposed that the Union treat the 23<sup>rd</sup> as a customary day for staff; staff who would be working in commercial services or who had already booked the 23<sup>rd</sup> as annual leave would be entitled to an extra day's annual leave.

The Committee agreed to treat the 23<sup>rd</sup> December as a customary day for the current year.

### **MC 317 Time, Date and Place of next meeting**

1 pm, Tuesday 26 November in Room 2.