

Minutes

Subject:	Management Committee Minutes: 11 June 2019
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
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Paper:	MC 18.19.20

Present: Georgina Burchell (GB), Jenna Chapman (JC), Martin Marko (MM), Toby Cunningham (TCU)

Chair: Oli Gray (OG),

In attendance: Tony Moore (TM), Tim Cave (TCA), Josh Clare (JCL), Caroline Wilson (CR)

Apologies: Sophie Atherton (SA),

Executive Summary

- Agreed to subscribe to WONKHE
- Agreed expenditure on Waterfront repairs

Action Points: Immediate

Required	Assigned
Volunteer places availability at WONKHE events to be investigated	JCL
Details on commercial plans for graduation to come to MC	TCU
CEO to update on talks with the University on access to WP data	TCU
Never OK marketing material for Change the Culture be tasked to Commercial Marketing Sales Manager	TCU
Report with recommendations on marketing in Union House to be brought to future meeting	JCL
Data on success of Courage to be compiled to feed into lobbying of University	JCL
Points raised in the discussion of the Crisis Communication Plan to be integrated into a new draft to be brought to a future meeting	JCL
Working group to be formed to review Procurement Policy	MM

Action Points: Long Term

Required	Assigned
Clerk to meet with MM on constitutional wording of major post holders	TM
Detailed proposal on mental health contact for staff members to come to MC	CW
Regular Updates on IT relationship with University to come to MC	JCL
Importance of Sports and Societies Ex being included in Democracy Review	SA
Question of Officers holding other elected Union roles to be looked at in the Democracy Review	SA
Other Universities' approach to campus catering to be investigated	TCU
MSL to be contacted at start of summer on website login issues; all arrivals staff to be adequately brief on guidance on login	JCL
International students not having UK bank accounts for Freshers/International Office to be lobbied to adopt INTO's practice of walking students over to bank	JCL
Events to be asked about working of extra capacity at Freshers/management of customer flow within existing capacity to be looked at	TCU
Push for representation at all Faculty Executives/SA to take-up FMH invitation	All
Wristband/ticket interface and Waterfront capacity at Freshers to be looked at	TCU
Catering price changes/significant product changes to be reported to Management Committee – Bars price proposals to be chased up	TCU

MC 208 Minutes, Apologies, Matters Arising

TCU noted the reference to funding of one of the new Charity posts implied that the post might not be permanent: TCU asked that the minutes be changed to clarify that this was, indeed, a permanent post.

Minutes of the 28 May meeting were agreed, with the above clarification. **AP**

OG noted the completed immediate action points.

MC 209 Operational & Key Relationship Update

GB

- Eid working group
- Senate
- Changing the Culture task force – asked to use Union Never OK promotional material for induction – TCU advised that this would be tasked to the Commercial Marketing Sales Manager **AP**
- VC term meeting
- Handover planning

OG

- Briefed the Committee on the discussion at the University Finance Committee
- Asked for 60 second limitation on the current agenda item to be scrapped **AP**
- Club and Society Committee training
- Attended sports steering group on wellbeing – they are commissioning a survey what can be done do better
- Sports and Society Executive training – both fully attended. OG thought that this showed what an important input into Union democracy both

groups were and that this should be included in the forthcoming democracy review

- VC meeting
- Upcoming – Union Finance Committee, Employability Executive and meeting with the University on the Union's finances

TCA

- Finance Committee prep
- Capex
- Routine Audit planning meeting
- Upcoming meeting with the University on the Union's finances

CW

- Recruitment for new HR administrator
- Reported that Mick Lancaster had been appointed as the new GMB Regional Organiser with responsibility for the Union's student staff. CW reported problems in recruiting student staff GMB reps: no interest from staff and the GMB training involved a five-day course which would not be viable for most students
- GDPR rag rating complete
- Temporary staff brought in for case work

JCL

- Brand guidelines updating with Marketing
- Crisis Communications template - appropriate changes made
- Investigating physical spaces available for publicity material – consultation with two student groups
- Work on Welcome Packs - asking Accommodation for help in distribution
- Working on a common language and feel across Departments for student communication
- Training/recruiting
- Developing Advice's overall approach to academic appeals – temporary staff for phone hotline
- Housing lettings - discussions on relationships with commercial providers
- Student Death Task Force – discussed possibility of attendance at meetings with advisers to be compulsory

JC

- FMH meeting
- Working on Exam Stress Kit
- Lecture capture progress – University now seem to be set on 'opt out' formula
- External Trustee interview wet well – will be recommending Jeremy Clayton for appointment at June Board – this means that the Union will have its full complement of ETs
- Senate – which congratulated the Union on its contribution to the institutional response to the recent student deaths
- Adviser system review meeting considered changes for next year – the Union should make a formal response
- University Court

MM

- PGR Executive – discussion as to situation in regard to Centre for Teaching Excellence
- Campaign around contracts
- Doctoral College launch but appears to be no overall strategy
- Paper on thesis word counts
- Online National PG meeting
- CHE/PHA SSLC

TCU

- Managers' meeting on organisational plan RAG-rating - mostly green. After residential will be take place monthly
- Board papers
- Drafting presentation to University Council on Mental Health Task Force – '8 pillars framework'
- ARM Executive – discussion of recruitment numbers - Guardian league table results and implications of Augar

MC 210 Social Enterprise Updates

TCU reported:

- Unio – good summer range, results of new training kicking in
- Retail – seeing increase where the picture had been decline – approaching last year's level of sales
- Pub – sales down because of less events (driven by a request from the University not to hold certain genres of music events)
- LCR – overall positive – due to better quality gigs, higher GP on self-promoted gigs, and better attendance figures at A-List events despite the entry price increase

MC 211 Structure for communications with the University as to IT

OG noted they had brought this up at the previous meeting as they wanted an idea of where the Union needed to go for solutions to IT issues, particularly around data sharing.

JCL advised that they had arranged a catch up meeting with the University's Director of IT and they would be holding a series of meetings on operational issues including data sharing: JCL will be reporting to the Committee on progress. **AP**

MC 212 Commercial Planning for Graduation

TCU reported that the focus of the University's commercial activities would be in Sportspark and there would be scope for Union initiatives around Union House. TCU noted that a detailed breakdown of the plan would be brought to a future meeting. **AP**

MC 213 Subscription to WONKHE

JCL advised that the cost of a full subscription would be £4K. JCL advised that the service would fill the gap in detailed HE resources which had opened due to the decline in services provided by NUS. JCL noted that the cost for the current year would be covered by the wages for currently unfilled posts in the Charity. TCU noted that, for future years, the costs would be covered by the forthcoming cut in the Union's NUS affiliation fee.

JCL advised that the subscription would be reviewed every year. JCL noted the training opportunities that WONKHE offered, the discount on entry to educational events and the opportunities for Officers to volunteer for events. JCL noted to JC that they would investigate current volunteering opportunities available and email JC the information. **AP**

The Committee unanimously agreed to take up the full subscription to WONKHE.

MC 214 Capital Expenditure 2019/20

TCA provided context on the Five Year Capex Plan.

TCA advised that the expenditure on the refitting of the Waterfront was not optional: a commitment to spending was a requirement for the renewal of the lease.

TCA advised that other capex items which would be categorised as extremely important, important and desirable would be collated and brought to a future meeting for consideration.

MC 215 Waterfront Works

The Committee unanimously approved: expenditure of £65,465.39 plus VAT on a replacement boiler for the Waterfront, expenditure of £7.1k on the project management fee and expenditure of up to £10K on the installation of LED lighting for the Waterfront.

MC 216 Staffing (Closed business)

MC 217 AOB

TCU advised that there were three key presentations coming up, to the University and to the staff residential and that any FTOs that would like to be involved should contact TCU.

MM noted that they had concerns over the Union's compliance with the 94 Education with regard to FTO Trustees and the requirement that they should be 'major office holders' elected by universal cross-campus ballot which was not the case for the PG and UG Education Officers.

OG asked TM to meet with MM and look at the relevant clauses of the Articles of Association. **AP**

MC 218 Time, Date and Place of next meeting

Noon, Tuesday 25 June in Room 1.