

Minutes

Subject:	Management Committee Minutes: 28 March 2019
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
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Present: Georgina Burchell (GB) Jenna Chapman (JC), Martin Marko (MM)

Chair: Sophie Atherton (SA)

In attendance: Caroline Wilson (CW), Tim Cave (TCA), Tony Moore (TM)

Apologies: Toby Cunningham (TCU), Oli Gray (OG)

Minutes compiled by TM from audio recording

Executive Summary

- Noted half-year shortfall against Budget
- Agreed that one-off items of expenditure of over £25K to be approved by an FTO on behalf of the Trustee Board
- Agreed to commission an Employee Assistance Programme

Action Points: Immediate

Required	Assigned
CEO to investigate whether STS would fund Student Minds audit	TCU
CEO to meet Josh Clare to investigate possible 5 tab design for website	TCU

Action Points: Long Term

Required	Assigned
Other Universities' approach to campus catering to be investigated	TCU
Possibility of Refreshers' Ball type of event to be investigated	TCU
New policy proposal on Sport to go to Union Council	OG
MSL to be contacted at start of summer on website login issues; all arrivals staff to be adequately brief on guidance on login	TCU
International students not having UK bank accounts for Freshers	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

Catering price changes/significant product changes to be reported to Management Committee – this will be before Easter	TCU
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MC 181 Minutes, Apologies, Matters Arising

JC noted they had been referring to job candidates and not election candidates when noting problems on the website at the 26 February meeting; with this change, the minutes of the meetings held on 26 February and 8 March were agreed.

SA noted apologies from TCU and OG.

MC 182 Operational & Key Relationship Updates

CW:

- Liaison with GMB, casework
- EAP review
- Payroll review as to GDPR compliance and better service provision
- Mental health work with external partners

TCA

- Finance Committee prep and working on the Estimates

SA

- University Council – productive discussions on licensing and mental health
- ARM Executive
- LTC
- Space Planning Management Group – upcoming approval for office space for Nightline
- Banner making sessions for Reclaim the Night – march held – attended by 40 students
- Building Zero meeting- possibility of cinema be included – might be available to Societies in the evening
- NUS Convention
- Upcoming – annual leave

GB

- WP Committee
- Overall Wellbeing changed to Jon Sharp's remit – Phil Steele's remit to be physical activity
- Met with Tyler Bell about Alcohol Impact
- Charter meeting in London

JC

- LTC
- Attended University presentation on BAME attainment gap
- WP Committee

- AHRC organisation – meeting did not take place – External Trustee interviews organisation
- Shortlisting for Transforming Education awards
- Met with Becky Price on University consultation with students for participation and accessibility plan
- Upcoming – TEF meeting in Birmingham -

MM

- HUM SSLC – positive on decolonisation initiative – steering group meeting not well attended as clashed with ACS meeting – organisation of the meetings need to be looked at
- CHE/PHA SSLC – students dissatisfied over AT contracts – developments: University will be moving to zero hours contracts in the new financial year which should improve matters
- Catch up with University PGR – some movement on AT training provision
- Shortlisting for SU awards
- Discussion with University on dissertation working group
- MED PG induction

MC 183 Social Enterprise Updates

TCA reported that, at half-year, SE was £40K behind budget. TCA advised that a future question would be whether the drop in SE contribution would be reversed when the rise in staff costs kicked in.

MC 184 Extinction Rebellion Update

SA reported that staff had been looking at the details supplied by the organisers and there was little available at present; so it was hard for staff to complete a risk assessment. Staff had concluded that, on the sparse information available, the staff support ration for the event would need to be 1 staff/3 members and this was not a viable option. SA noted that there might be an alternative route to engagement as Extinction Rebellion would be petitioning the University on the University making certain climate change commitments and this might be an avenue for meaningful Union involvement.

JC wondered whether Union policy covered Extinction Rebellion.

SA noted there was generic policy on climate change but it did not provide specific backing for the Rebellion.

MC 185 Finance Issue

TCA advised that the half-year forecast of a shortfall against budget should be formally noted by the Committee. TCA noted that the Committee might either accept the shortfall as a reasonable variable in the context of the Union's overall finances or ask for remedial action to be taken to address the shortfall by cutting spending.

TCA advised that the Committee should be aware that the shortfall might be exacerbated by the fallout from the license problems impacting on contributions from Events. TCA believed that it might be too late to take any effective action

in the current financial year but the Committee should look to financial planning for 2019-20 as there might well be a cutback on contributions from the Union's key funding activity.

GB noted having the impression that management and the University were working on a solution to the licensing issue and progress had been made toward a solution.

TCA noted there had but the resolution might involve selling less alcohol to less people but with more staff to service the events.

TCA advised the other finance issue, that the Committee should be aware, of was the Finance Committee had been looking at financial controls and one of the issues that had come from the Ensors forensic audit had been that FTOs were not, currently, involved in the signing off for significant items of expenditure and as bank account signatories. TCA advised that the latter was predicated on a past world of signing cheques and that for FTOs to become involved in the banking process they would need token based access to the bank accounts: TCA believed there would not be an appetite amongst the FTOs for this level of involvement. TCA advised, as to significant expenditure, that a pragmatic way for the FTOs to exercise oversight would be for the FTOs, as company directors, to approve expenditures over a certain level to be decided by the Committee on behalf of the Trustees.

GB believed that if a proposed expenditure had been worked on by SMT it might be difficult for an individual FTO to refuse authorisation and it might be better for the authorisation to be made by the Committee.

TCA advised that the Committee being made aware of a spending decision would increase the oversight of the democratic arm of what was a student-led organisation. TCA advised that the level of sign-off for one-off payments recommended by Ensors was somewhat low for the needs of the organisation and a level of £25K would be more realistic; TCA noted that FTOs would not be signing off as individuals but on behalf of the Board.

The Committee agreed that one-off items of expenditure of over £25K to be approved by an FTO on behalf of the Trustee Board.

MC 186 Staffing (Closed Business)

MC 187 AOB

Employee Assistance Programme (EAP)

CW advised that the Union currently ran a programme of Stress Risk Assessments but that this did not provide an avenue for support from qualified mental health advisers. CW advised that adoption of the EAP would provide support from professionals able to give wide-ranging, independent and confidential advice. CW advised that the paper contained offers from two providers: CW noted that the second offer provided by Health Assured was slightly more extensive as it offered unlimited telephone advice as well as a number of face to face sessions and it also offered a holistic approach to

wellbeing that the Union did not currently have. CW noted that Health Assured were also Stonewall Champions and also covered provision for all disabilities.

CW noted to SA that the scheme would cover student staff and noted the duty of care to all staff.

CW advised that the EAP would be cost effective as it would be able to address the underlying problems that often led to absenteeism.

JC wondered whether there was a Wellbeing Budget.

CW noted that this had been dropped before they had come into post: there was no financial provision in the current Budget.

TCA advised, on the financial aspect, that the EAP represented a relatively small spending commitment and, as the Board had expressed a concern over staff wellbeing, it would be perverse not to follow through on addressing this concern. TCA advised that it was highly likely that the Union would be operating with its full management complement for 19-20 and the EAP would alleviate pressure on the current management team.

MM wondered whether the EAP would cover Union volunteers including PTOs and Faculty Convenors.

CW believed that the number given to the providers of 450 staff should comfortably accommodate PTOs and Faculty Convenors.

The consensus of the Committee was that the scheme would not extend to student reps who would be covered by Student Support Services.

The Committee agreed to expenditure on an Employee Assistance Programme provided by Health Assured.

Scratch Cards

TCA noted that both Finance and HR had questioned how the Scratch Card reward scheme for student staff should operate. TCA noted that the current batch of cards contained a large proportion of inordinately high rewards due to an error when ordering. TCA noted that the current batch of cards had had to be withdrawn from circulation and this might lead to negative feedback from staff.

CW thought that a reward scheme was desirable but there were negative aspects to scratch cards as they introduced the elements of chance and gambling.

GB thought the scheme introduced an element of surprise and there was no gambling as each member was given one card. GB noted concerns as to assuring that the cards were distributed fairly and not based on favouritism.

TCA advised that the system was flawed and from the accounting aspect there was no way of knowing what the current cost would be and who had issued the cards.

MC 188 Time, Date and Place of next meeting

TBC