

# Minutes

Subject:	Management Committee Minutes: 16 September 2019
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
Status	<b>Closed</b>
Paper:	MC 19.20.10

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

Chair: Sophie Atherton (SA)

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

Apologies: Andy Watts (AW),

## Executive Summary

- Discussed change of name for the Committee
- Reviewed Union Core Events for the autumn term
- Reviewed arrangements for BMH
- Approved two new and two updated staff employment policies
- Discussed non-cash rewards for volunteers
- Agreed attendance at Aurora

## Action Points: Immediate

Required	Assigned
Paper on Union involvement in Enlightened app to come to future meeting	JCL
Doorstaff to be instructed to allow students exit/access the LCR to use the outside cash machine	AW/TCU
Link from Welcome Fest page directly to ticket sales to be made	AW
Explanatory communication on After Midnight offer to be made	AW

## Action Points: Long Term

Required	Assigned
Attendance at Aurora to be revisited before May Aurora meeting	SA/TM
Policy on non-cash rewards for volunteers to be drafted	TCA/JCL
Papers on Go Global and Annual Student Survey to come to a future meeting	JCL/SA
Feedback from Welcome Week and BMH to come to a future meeting	JCL/SA

Change of name for Management Committee to go to SOC and Democracy Review	SA/TM
Paper on Union involvement in Enlightened app to come to future meeting	JCL
Setting up WeChat group investigated – ownership needs to be in mainland China – further investigation needed	JCL
Welcome Programme to come to Management at early as possible during the summer break	TCU/JCL
Attendance of BMH A-List event to be monitored	AW
Possibility of facilities for banner display in the windows and on the outside of Union House to be investigated	TCU
Demographics of students attending individual event during Welcome Fest to come to late October meeting	TM/AW
Draft paper on setting a Trustee training Budget to come to 17 September meeting	JCL/TM
JCL to assist MM in drafting a revised Union Procurement Policy	MM/JCL
MM to meet JCL to discuss staff support for PGs	MM/JCL
Enquiries to be made into membership/functioning of University Committees and to be reported	JCL/TCU
Officer usage of Instagram at other SUs to be looked at	JCL
Report with recommendations on marketing in Union House to be brought to future meeting	JCL
BHM info for the Committee to note - to come to early September meeting	JCL/TM
MM to bring constitutional amendment on major post holders to Union Council	MM/TM
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 report after WW
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 report after WW
Events to be asked about working of extra capacity at Freshers/management of customer flow within existing capacity to be looked at	TCU report after WW
Wristband/ticket interface and Waterfront capacity at Freshers to be looked at	TCU report after WW
Use of Never OK marketing material for Change the Culture be reviewed after Welcome Week	JCL report after WW
Union Annual Student Survey to be discussed at first meeting in October	TCU/TM
Student Staff evening event– planning to come to last meeting in October	TCU/TM
Staff Day planning – to come to late October meeting	TCU/TM
Go Global event planning – to come to first meeting in November	TCU/TM
Damn Good themes and Refreshers plans – to come to mid-November meeting	TCU/TM

### **MC 278 Minutes, Apologies, Matters Arising**

The minutes of the 2 September meeting agreed.

SA noted the completed immediate action points.

SA noted that they assumed that the instruction to door staff, the link to Welcome Fest and the After Midnight comms had been actioned but, in the absence of AW to report, these would remain on the agenda.

JCL reported that setting up a WeChat group had encountered some obstacles: the most difficult being that ownership of the group would need to reside in mainland China and would, probably, need to be an alumna.

SA noted that, because of the problems, the item would be moved to Long-Term.

## **MC 279 Operational & Key Relationship Update**

SA

- Induction planning
- Planning for NUS VP Welfare visit
- Planning BMH
- For Democracy Review – looking at PTO and Student Trustee positions
- Upcoming UCU meeting

MM

- Met AD for Taught Programmes
- Induction events
- Meeting with LTS
- Enlightened app demo – availability for PGs confirmed
- Expecting to hear from the University on Winter Graduation
- Courage Festival – positive feedback
- Meeting with Head of Doctoral College on ATs

ALP

- EU Club and Soc workshop cancelled – to be rescheduled
- Society Executive training
- Upcoming Welcome Social for HSC
- Upcoming University finance meeting
- Upcoming University Sport meeting on website login

CW

- Work on HR Plan
- Still huge ongoing casework load
- Finalising equality training
- Board and policy prep

JCL

- Met Jon Sharp to discuss the 'Enlightened' app – the outcome being that the Union would not get funding to take part in it. JCL noted the matter would go to SMT and JCL would bring a paper back to the Committee to discuss any future Union involvement **AP**
- Visited Wolverhampton to view Wellbeing programme and Keele for case management – Keele were impressed by the diversity of our Welcome Programme. Also visited Keele PGA.

WS

- Planning for Welcome Week
- Upcoming trip to Essex to collect free redundant display units
- Upcoming Security meeting

TCA

- Year End Accounts
- External Stock taker for the Bars has disappeared leaving the Union short of a year-end stock count. TCA noted that it would be possible to arrive at a number for the accounts but it was an issue that the Committee should be aware of
- Prep for Board and University sustainable finance meeting

### **MC 280 Commercial Updates**

WS drew attention to their and AW's written report.

SA noted that the report referred to a new contract with VMS, the external music promoter; SA had thought the Union had ended the contract. WS noted they were unsure as to this as it was under AW's remit.

TCA wondered as to the situation with regard to the police's concerns over licencing.

WS advised that the officers with responsibility for city-wide licencing and the local police were happy with the remedial action the Union had taken. WS noted that, later in the day, they would be attending the police training for door and bar staff.

### **MC 281 Committee Title**

SA noted that, at the Board SDW discussions, the question had been raised as to whether 'Management' was a confusing title for the Committee as none of its voting members were managers.

CP noted that other SUs used the term 'Executive': the question was whether this would work for the Union.

MM believed the term 'Management' caused confusion.

JCL advised it would be important to keep the democratic arm in the loop as to any changes.

*The Committee agreed that a possible change would be considered by SOC, then included in the forthcoming Democracy Review and any proposed change would be taken for approval by December Board. **AP***

### **MC 282 Communication from Epic Studios**

SA reported that this item was purely to note.

### **MC 283 Attendance at WonkFest**

JCL advised that the proposal had been redrafted, highlighting the benefits gained within the agreed training budget; JCL had spoken to the relevant Heads who all agreed it was a good use of funds.

ALP believed the proposal was basically unchanged from the one rejected by the Committee previously.

JCL agreed this was the case. JCL noted that, in order to train staff effectively, an annual training budget was agreed for each part of the organisation and advised it was important that managers had the power to make decisions as to how to best make use of their training budgets. JCL advised it would set a dangerous precedent if an exception were to be made in this particular instance.

TCA advised that the matter was outside the Committee's remit as, once a budget had been set, only one-off items of expenditure over £10K should come to it for approval.

*The Committee noted the above and receipt of the proposal.*

### **MC 284 Core Events**

The Committee considered the Core Events Calendar up to December and added: IT Forum, Student Training Weekend and PG Conference.

TCU advised that the FTOs that, if they needed a paper or presentation to be drafted to use at a meeting or event, they should give JCL adequate notice.

In response to ALP, SA noted that Welcome Week feedback and BMH feedback would be brought to the Committee later in the term. **AP**

In response to ALP, SA noted they had attended the International Executive but it had not been a productive experience as the meeting focused on building working and commercial relationships with non-UK universities and was not concerned with support for international students.

The Committee agreed that attendance was not a productive use of FTO's time and that the Union presence should consist of the two International Officers.

CP joined the meeting.

The Committee noted that papers on Go Global and the Annual Student Survey would come to a future meeting. **AP**

### **MC 285 Black History Month**

SA reported they had had met with the organising working group. SA reported that, to date, commercial events, four Union events, two Society events, and programmes in Schools, such as decolonise the curriculum, were planned.

ALP noted they had been informed of a number of Society and Club events and they would pass these on to SA.

SA noted that all the events had not been fully collated and uploaded to the website as yet. SA believed there would be a need for more support for Schools hosting BMH events.

## **MC 286 Staffing (Closed business)**

### **MC 287 AOB**

#### ***Rewards for Volunteers***

MM wondered if the Union could make more use of vouchers and freebies from Social Enterprise to maximise rewards for volunteers as these might be provided at a low cost to the Union.

TCU advised that there was an issue over rewarding volunteers for work as vouchers and such might be regarded by the HMRC as a 'perk' which should be subject to tax.

TCA advised that there was a need for clarity as to non-cash rewards such as scratch cards and freebies and recommended that a policy be drafted.

CW advised that some organisations used a £50 pa limit for non-cash rewards per individual.

The Committee asked TCA and JCL to research the matter and bring a paper to a future meeting. **AP**

#### ***VMS***

***Redacted due to commercial sensitivity.***

#### ***University of Law***

JCL reported they had received an email from the University as to its recently agreed working relationship with the University of Law; JCL advised that this would have implications for the Union which the Committee should note and consider at a future date.

#### ***Attendance at Aurora***

SA noted that both MM and CP had expressed an interest in attending. The Committee discussed the implications for FTOs' workload and the issue of continuity of Union representation and work with the Aurora network.

The Committee agreed that MM will join SA as the Union delegation. Attendance at Aurora to be revisited before the Aurora meeting in May. **AP**

### **MC 288 Time, Date and Place of next meeting**

Monday, 30 September: time and venue to be confirmed.