

# Minutes

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| Subject:     | Management Committee Minutes: 9 July 2019 |
| Produced by: | Tony Moore                                |
| To:          | Management Committee                      |
| Action:      | To approve                                |
| Status       | <b>For publication</b>                    |
| Paper:       | MC 18.19.22                               |

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

Chair: Sophie Atherton (SA),

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

Apologies: Ali Perez (ALP),

## Executive Summary

- Revised and agreed FTOs places on and staff support for University Committees
- Revised and agreed Committee Cycle of Business
- Discussed and noted Charity Redevelopment
- Agreed, in principle, to a Wellbeing Contact proposal
- Agreed to employ a HR contractor on a six month contract

## Action Points: Immediate

| Required  | Assigned |
|---|----------|
| Chair to circulate material on the Sky House project for comment                        | SA       |
| 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      |

## Action Points: Long Term

| Required   | Assigned |
|--|----------|
| 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  |
| 60 second limit on update agenda item to be reviewed after three meetings                    | SA       |

|  |                     |
|--|---------------------|
| Report from working group on Procurement Policy to be brought to future meeting  | MM                  |
| Use Never OK marketing material for Change the Culture be reviewed after Welcome Week  | TCU                 |
| 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 |

### **MC 230 Minutes, Apologies, Matters Arising**

The minutes of the 11 June meeting were agreed.

SA noted the completed immediate action points.

JCL reported, for Instagram, staff were working on email accounts to link to. TCU reported, on WP data, that the University had approached the Union about gaining access to individualised data on membership of Clubs and Societies and the Union had reservations about agreeing to the request. TCU advised, in the light of this development, that any requests to the University should have a robust justification.

JCL noted that the updated Crisis Communication Plan would be brought to the next meeting.

JCL reported that staff were awaiting quotes for materials for the marketing in Union House.

SA noted that some leave requests from FTOs had been submitted and this would be a regular agenda item.

MM reported that there had been no developments with regard to the Procurement Policy review; TCU suggested that MM discuss with TCA.

TCU advised that usage of Never OK marketing material for Change the Culture should be reviewed after Welcome Week.

TM reported they had discussed the error in the glossary to the Articles of Association concerning FTOs as major office holders: MM would be bringing an amendment to the Articles to Union Council to correct the error.

SA added regular updates on the IT relationship with the University to the Cycle of Business.

TCU noted, on campus catering, that they would be visiting Loughborough and Leicester (where the union had a unique catering partnership with its university) and would report back. TCU asked that FTOs when visiting other campuses keep an eye out for the differing catering arrangements.

TCU advised that the other long-term action points stemming from last year's Welcome Week be reviewed after next September so that the Committee might track how effectively they had been dealt with.

## MC 231 Operational & Key Relationship Update

MM noted that the last meeting had asked for the 60 seconds time limit for this item to be lifted and wondered why it had been restored.

SA noted that the decision had been made without reference to the Chair who was absent when it was taken. SA noted, that, as Chair, they had restored the limit and that it would be kept for three meetings and then the Committee would review how helpful the limit was. **AP**

SA

- AIU visit to discuss paramedic campaign
- Attended WONKHE event
- Planning induction event
- Met with LTS staff – will tour Hubs
- Catch ups over Black History month
- LTC
- Upcoming Space Management meeting

AT

- Induction meeting with staff
- Working on manifesto implementation planning
- Working on Loneliness Project working with Take 5 and Alcohol Impact
- Set up meetings with staff on student poverty in FMH
- Adapting the Courage Project for UGs

CP

- Attended Augar conference
- Attended WONKHE – interesting on TEF and NSS data sets
- Met staff in EE on implementation of manifesto
- LTC
- Attended Employability and strategy meeting
- Upcoming meeting with staff on blog content

MM

- Transform Education Awards review – conclusion: more funding needed
- Working on PG dissertations getting feedback for next year's working group
- Trying to get extended access for PGR and PGT students to email accounts
- Upcoming – Courage Project meeting, Library Forum, Dissertation Working Group

TCU

- Met with legal compliance and risk auditor
- Management team met and examined, health and safety, risk and legal compliance
- Induction planning
- Employability Strategy meeting – mainly focused on the role of academic advisors
- Could not attend BUCs conference as working on condensed strategy document to be used as a lobbying tool

CW

- Dealing with data breaches that had occurred the previous week
- Working on the ongoing disciplinary cases, grievances and queries
- Dealing with ramifications of an incorrect entries of bank details
- Occupational health scheme
- Working on launch of cycle to work scheme
- Preparatory work on Wellbeing

#### TCA

- Returned from annual leave
- Upcoming – will be focusing on accounts
- Reported that the Union was still waiting on a response from the University on funding
- Will be organising a Finance Committee meeting for end of month
- Upcoming finance induction for FTOs

#### JCL

- Attended WONKHE event
- Spoke with the external consultant about the Democracy Review – arranged a meeting for 9 August
- Working with other SU's on Southern SU's training event – to include Loneliness Project
- Attended University's Sense of Belonging workshop – possibility of free sport raised
- Met University to discuss the Strategic Action Taskforce

SA noted the following leave for FTOs:

CP 10 July

ALP 15/16 July

AT 16-17 July

MM last week of July

SA 17 July, 29 July-8 August

### **MC 232 Review of Staff Support for University Committees Review**

The Committee updated and assigned FTOs and staff support for University Committee meetings.

The Committee asked that the following be clarified/investigated:

- A FTO attending the Governance Committee
- The functioning of the Engagement Executive
- Union staff attendance at the Health & Safety Executive and the Fire Safety Group
- Adding ALP as attendee at LTC
- The functioning of the Research Executive and the Doctoral College
- Staff/FTO attendance at Faculty Executives
- Review document: designation to be by role rather than by personal name
- Criteria for choice of student attendees to the Student Sport and Physical Activity Committee
- The functioning of the Estates Student Focus Forum
- FTO attendance at the Welcome and Induction Strategy meeting

*The Committee, with the above changes and with the results of ongoing clarifications and investigations to be added, agreed the FTO attendees and staff support for 2019-20.*

### **MC 233 Management Committee Cycle of Business**

SA noted changes and updates made since the last meeting and during the current meeting. TCA advised it would be helpful if the Finance updates were scheduled for meetings at the start of the month.

*The Committee agreed the Cycle of Business for 2019-20.*

### **MC 234 Charity Redevelopment**

JCL noted that the paper should be taken as a direction of travel rather than set in stone as some of the key recommendations would depend on an increase in funding from the University. JCL advised that a final proposed staff structure would be arrived at after the discussions over funding had been conclude: the present paper was, purely, for the Committee to note and provide initial feedback.

MM noted, as to general values, that sustainability came high in the staff consultation but did not feature in the paper.

TCU advised that sustainability played a key role in underpinning the Union's wider strategy and this featured in the wider document: JCL had taken excerpts from the wider document that were specifically to do with the Charity and sustainability did not feature in the detail of the excerpts.

MM wondered as to the Student Opportunities Coordinator role whether it could have a wider remit to cover more areas.

JCL advised that this was a possibility but would need to be explored further once the level of funding was known. JCL advised that a major consideration was that in the Opportunities team there were three positions dependent on ring-fenced funding from the University paid for out of WP money and it would be difficult to widen their remit under the current arrangements.

MM noted, as to the overall Education strategy, there were many references to the NSS; MM wondered how PTES and PRES might be included in the process of strategy formation and how responsibility for PG services might be integrated across all departmental remits. MM further noted that departments, for example Advice, catered for PGs but this was not explicitly stated. MM believed there was a particular vacuum in Comms and believed there could be a case for a dedicated PG Comms.

JCL advised they had discussed PG services with all the Departmental Heads. JCL noted the difficulty for Comms was how to create integrated PG accounts without creating PG spin-off accounts which did not open out the wider student experience to PG students.

TCU advised there was a discussion to be had as to whether PG students were better supported by dedicated PG workers or whether there should be generic PG expertise across all Departments.

MM noted having thought about the issue and the possibility of having PG specialists (perhaps PG student staff) in all Departments.

MM agreed to TCU's suggestion to meet with JCL to discuss the wider issue of staff support for PGs. **AP**

MM believed that there could be an annual allocation of staff resources to incoming FTOs dependent on the particular areas the FTO wished to focus on.

CP welcomed the changes to the Departmental titles as they reflected the Union's developing priorities. CP noted that the WP Coordinator was projected to sit in the newly titled Activities, Opportunities and Development and wondered how to ensure that the academic aspect of WP was monitored.

JCL noted that the role was one of the University funded ones and JCL had raised the same question with the University. JCL advised that the University was eager to understand where WP students engaged in extra-curricular activities and this sat in Opportunities. JCL advised that, once the information on extra-curricular activities was gathered, there could be the possibility of looking at other areas of non-engagement and build interventions.

TCA wondered, given the possible changes to the nomenclature, whether there would be a rebranding of the Charity.

JCL advised that there would be some internal rebranding but it was essentially irrelevant to students what department staff worked in so it would be a solely internal exercise.

SA believed the changes looked good but wondered as to the overall cost. SA noted that there was also the possibility of extra funding not being available and wondered, if this were to be the case, what areas of the redevelopment would be prioritised.

JCL noted the rough cost would be between £75k and £100k but, if all the aspirations in the document were included, this might climb to £200k.

JCL advised that the priorities were clear in the document but the aspirations had been included as it was important for Departmental Heads to be given the opportunity to outline their visions of how to best deliver membership services.

*The Committee noted receipt of the proposal.*

### **MC 235 Staffing (Closed business)**

### **MC 236 AOB**

SA noted that they had been asked if the FTOs would like to input into the University's five-year plan; SA noted they would circulate the material to the Committee and asked for FTO's comments and suggestions. **AP**

### **MC 237 Time, Date and Place of next meeting**

9 pm, 22 July, in Room 5.