

# Minutes

Subject:	Management Committee Minutes: 14 August 2018
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
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Paper:	MC 8.18 3

Present: Georgina Burchell (GB), Martin Marko (MM).

In attendance: T Cave (TCV), Lou Chiu (LC), Tony Moore (TM), Toby Cunningham (TCU)

Chair: Jenna Chapman

Apologies: Sophie Atherton (SA) Oli Gray (OG)

## Action Points

- *MM to meet Zoe Phillips and Josh Melling to discuss PG Freshers Programme MM*
- *Developments on items in the Plan to be reported on a monthly basis TCU/TM*
- *Latest budget figures to be circulated to Committee members TCV*
- *FTOs to meet with Bars management and TCU to discuss drinks pricing*
- *JC, LC and TM will meet to discuss future options for the Equality, Diversity and Access Committee*
- *LC and GB to discuss What the Union Does banner/signage*
- *TCU to check diary for timing of next meeting*

## MC17 Minutes, Apologies, Matters Arising

In the absence of SA and OG, Jenna Chapman took the chair.

Minutes agreed.

Reports on Action Points:

- Cost of music licence for the Shop would be £600; TCU has not got a quote as yet for the installation of speakers that would be needed; TCU advised that this should not be a budgetary priority for the current year
- TCU reported that 'what you would want from a new CEO' had been an item at staff residential and a summary had been sent

to FTOs; Chair noted FTOs had not met yet on drafting the job description

- FTOs meeting with the External HR consultant arranged; TCU reported cost of the consultant: £830 a month retainer with £11k budgeted annually; TCU noted additionally that £15K had been budgeted for CEO recruitment
- TCU reported that TCV's position as Assistant Director of Finance had been a change in job title to clear up an anomaly and did not involve any change in remuneration
- TCU noted that the publicity for the Wristband offer was ready to go live and would be sent to FTOs for approval
- TCU advised, as to discounts and a PG Freshers Programme, that PG specific discounts would not be within the ethos of the Union. Committee discussed how Union staff had, in the past, approached the PG Officer as to discounted tickets for events that had not sold well: MM to meet Josh Melling and Zoe Phillips to discuss **AP**
- TCU reported that Unio's manager would be checking with the provider on compostable cups

## **MC18 Operational & Key Relationship Updates**

### **LC**

- Staff Wellbeing
- Student Transformation Weekend planning
- Freshers Week planning: FTOs involvement will be on a future Management Committee agenda
- Relationship management with Careers around ownership of Volunteering
- Liaising with ARM over Student Guide and student staff training
- Liaison with Channel 4 TV over student mental health/Courage Project
- Sense of Belonging Project meeting: will report to future meeting
- Meeting on new Apprenticeship joint degrees with City College

### **JC**

- Panel member on non-academic disciplinary case
- Taking part in A-level results video
- Interviewing panel for recruitment of student members to SSDC
- COE recruitment
- Meeting with SPOs

### **MM**

- Meeting with Nick Watmough on curriculum
- Non-academic complaints meeting
- Meeting with PLOs on representation for PGRs
- Taking part in A-level results video
- First PG welcoming party success – 18 attendees
- Met PG Officer from Kent SU

- Planning Sunday barbecue. MM wondered whether it would be OK to take money from the previous year's PG budget to fund upcoming Freshers events; TCU advised that the auditors would not allow this but that PG funding was not problematic and was adequately catered for in the current budget
- MM wondered whether there had been any progress on installation of the swipe card reader; TCU reported not as yet; TCU additionally advised that a disabled student and their carers would need access to the PG kitchen and this should be noted

### **TCV**

- Auditors in this week
- Finishing accounts by end of week
- Sportspark have been in contact claiming ownership of one of the Union's disability evacuation chairs; TCV advised that ownership was unclear and that University Safety Services were involved in what would be ongoing discussions

### **GB**

- Library meeting over disability survey: setting up working group dependent on whether this was within the LIB staff member's remit group set up checking powers
- Future meeting with Channel 4 TV over student mental health/Courage Project

### **TCU**

- Meeting Interim HR Director candidates: job description finalised
- Work on staff Wellbeing: Management Committee will be briefed on results
- Sorting out complicated ownership of IT accounts
- New budget will provide increase in funding for membership services will go to Finance Committee
- Post agreement of the budget, the above will be brought as a formal proposal to a future meeting
- Met with Ian Callaghan: assurance that the future relationship with Catering would be symbiotic rather than parasitic; MOU awaiting amendments from Estates before sign off; University agreed that old lift is beyond repair and will be replaced; Richard Harvey will be the Aurora link person and will meet with Josh Clare; assurance that Align project findings will have little impact on students as they will mainly involve IT-driven efficiencies and any concerns should be raised by reps at SSLCs, OG will be briefed as rep on the University Finance Committee; sympathetic on winter graduation but University dubious about numbers of international students who would attend more sanguine about NSC students, raising possibility of two ceremonies; TCU pushed no teaching in Week 0; University looking at Living Wage, TCU advised that the Union could help with research on a possible National Student Living Wage

## **MC19 Social Enterprises Updates**

TCU advised this was a quiet period for trading. The transfer to the Grab and Go was in hand and the Shop refurbishment would be underway with help from a project liaison staff member from Estates. TCU reported that all departments were working on pricing for the coming year.

## **MC20 Chief of Staff Recruitment**

Covered in Action Point item.

## **MC21 Interim Operational Plan**

TCU noted that Department Heads met every two weeks to report updates and that the present position as to the Plan would be presented to staff at the next MML.

TCU highlighted the following developments:

- When the Memorandum of Understanding is updated and confirmed, there will be an explanatory guide for FTOs
- Spar contract is with lawyers; not problematic
- Exchequer 365 staff lead meeting departments to tailor to their needs
- Ticketing move from ABC to MSL tested and ready to go live
- No word from the University on the joint funded staff role in HUM representation
- No news from University over request to have a University nominated trustee on the Union Board
- Talks over a Union presence in the St Stephens student accommodation in the city are ongoing; will be to have Union publicity, info and bookable rooms; no staff presence and no additional costs
- JCNC postponed: will take place in September
- DPC has met and considered the results from the Scandinavia fact finding trip; proposals will go to Union Council
- Three staff role evaluation pilots are underway
- Data Sharing Agreement with the University will need to be revised in light of GDPR

LC highlighted the following developments:

- University conducting review into process for disciplinary cases and complaints due to the big increase in both; there have been a series of meetings over the summer; input from University HR mooted; Director of STS leading; aspiration to have a funded investigator post in STS but this depends on student recruitment numbers for the current
- Changing the Culture process has been slimmed down into two working groups – strategic and an operational group meeting monthly - LC will be covering the strategic group with James

Barker and Lucy Aspey taking the operational; Union strategy will be to do our own thing to ensure progress is made and will work this through our Alcohol Impact initiative

- Inclusion policy – consultation with SSLCs will feed into draft

The Committee agreed that developments on items in the Plan would be reported on a monthly basis. **AP**

## **MC22 BUDGET PREVIEW**

TCV reminded FTOs of the magic formula:  
profit+capex+pensions=results

TCV reported that, contrary to earlier figures, there would be £64K more available to be spent on either services or capex.

TCV noted that, for the Union to stay on budget, SUS would have to deliver improved profits.

TCU noted the proposal to raise drinks prices whilst keeping Club Night discounts; all other drinks prices would need to rise by 2%. TCU advised that the aspiration would be to raise GP in the Shop by 5% without raising prices by taking advantage of the savings produced by the move to Spar as supplier.

GB thought it would be hard for the Board to make meaningful decisions based on the information currently available.

TCV reported that there had been a £20K increase in pension contributions but the reserves were ahead of the required level. TCV characterised the overall position as: turnover had been somewhat overcooked the previous year whereas the starting position for the current year was somewhat optimistic on trading GP.

TCV noted they would circulate the latest budget figures to Committee members. **AP**

TCV advised there would have to be a conversation with the University as to long-term funding as, currently, profits were going in to provision of services whilst there was little investment on the trading operations on which future finances depended. TCU advised that the intention would be to map out staffing costs and capex in five year cycles and present these to the University. TCV noted that this would be accompanied by a joint research project looking at how other students' unions were funded by their universities.

## **MC23 BAR PRICES**

Chair noted that SA and OG had asked that consideration of this item should be postponed.

TCU advised that the issue with a postponement would be that a

recommendation would not then be available to Finance Committee when they reviewed the proposed Budget. TCU advised that the proposal had been based on decisions previously made at the June Board.

FTOs to meet with Bars management and TCU to discuss. **AP**

**MC24 Staffing (closed)**

**MC25 AOB**

GB wondered as to the situation with regard to the Equality, Diversity and Access Committee of the Trustee Board.

TCU advised that the staff support for the Committee had not been clearly assigned and it had been mooted that its work should fall under the AHRC; TCU advised that the latter would be inappropriate as the EDA's remit was staffing matters.

LC advised that some of the EDA work had fallen to James Barker, the LED Coordinator, who had been meeting with Heads of Departments to look at EDA performance.

Chair, LC and TM will meet to discuss options for the EDA. **AP**

GB noted that staff had raised concerns that students often did not know what the Union did. GB thought there should be some sort of signage maybe a simple banner that could be displayed at Union-run events.

LC advised that this would need to be part of the strategic comms conversation and budgeted for.

LC and GB to discuss further. **AP**

**MC26 TDP of next meeting**

Will meet on Wednesday 21 August for short meeting, TCU will check diary for time they will be available: time TBC. **AP**