

# Minutes

Subject:	Management Committee Minutes: 19 August 2019
Produced by:	Tony Moore
To:	Management Committee
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Paper:	MC 19.20.7

Present: Martin Marko (MM), Ali Perez (ALP), Caroline Wilson (CW), Toby Cunningham (TCU), Amelia Trew (AT), Callum Perry (CP),

Chair: Sophie Atherton (SA)

In attendance: Tony Moore (TM), Tim Cave (TCA), Andy Watts (AW)

Apologies: Josh Clare (JCL), Wendy Storey (WS)

## Executive Summary

- Agreed in principle to a deficit budget for 19-20
- Asked for redraft of proposal for Union attendance at WONKHE event
- Agreed to have a Key Contact rather than a Data Protection Officer for GDPR compliance
- Agreed three SOC Funding Requests

## Action Points: Immediate

Required	Assigned
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
Draft Arrivals Programme (including pre-arrivals) to next meeting	JCL/TM
Daytime Welcome Fest programme to come to next meeting	JCL/TM
WONK FEST – JCL to redraft proposal and bring to next meeting	JCL/TM
FTOs to discuss comments on Project Brand New and Talking About Welcome in FTOs meeting	FTOs

## Action Points: Long Term

Required	Assigned
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 255 Minutes, Apologies, Matters Arising**

MM noted that there was a reference to York SU which should read York GSA; with this change, the minutes of the 6 August were agreed.

SA noted the completed immediate action points.

SA noted that FTOS would make any comments on the Brand New Project at the next FTO meeting

SA noted that BHM theme night had been moved from Damned Good to the A-List

SA will arrange meeting with MM on draft Procurement Policy

No progress on the enquiry into function/membership of University committees

Campus catering enquiries in progress

The Committee requested a copy of the daytime Welcome Programme. **AP**

## **MC 256 Operational & Key Relationship Update**

SA noted the Committee had asked for the 60 second per member limit to this item be reviewed at the current meeting.

*The Committee agreed to retain the 60 second limit with the proviso that a member could play a 'joker' card and ask for an extension at the Chair's discretion.*

SA

- Met with Extinction Rebellion as to collaborative work – will arrange regular meetings
- Sky House Project Board meeting
- BHM meeting with Sarah Barrow – on collaborative work
- Discussion with the City Council on coordination of Register to Vote
- Upcoming visits to Loughborough and Leicester
- Trustee training at de Montfort

AT

- Mental Health Taskforce meeting – great presentation from Take 5
- Meeting with Bryony
- Meeting staff on manifesto commitments
- Upcoming Courage recruitment interview
- Working on transitioning booklet

AW

- Planning for Welcome Week
- Collating departmental action plans
- Chasing Estates for completion of the work to enable installation of digital screens

MM

- Additional Library Spaces workshop
- Southern SU
- Silent Space launch
- Courage interviews
- Course rep promo video
- Internal meetings
- Dissertation Café meeting
- PG Induction (upcoming)

ALP

- UEA Sport meetings
- Meeting with VC

TCU

- Discussion with Jon Sharp and Phil Steele on Union Awards
- Conference in Liverpool
- Mental Health Task Force meeting
- Silent Space meeting
- 360s
- Met with Loughborough CEO on Spar – upcoming visit to Loughborough

CP

- Engagement Procedures workshop
- Met with Emma Sutton on signposting services for academics
- Working with External Trustees
- Video on showing Library spaces to new students
- Met with MM on priorities for LTS
- Meeting with staff on manifesto commitments
- Meeting Jane Amos about SS and academic advice training
- Upcoming Decolonise UEA meeting

TCA

- Interim auditors visit had found nothing untoward
- Focusing on year-end figures
- Organising ad hoc Finance Committee for budget sign-off

CW

- Cycle to Work scheme launched
- Ongoing staff policy review
- Ongoing case review work
- Restarting 'Business as Usual' project

SA noted the following leave requests for FTOs: MM 28-30 Aug, AT 3-13 September, ALP 3-12 September.

## **MC 257 Finance Updates**

TCA advised that the Union would need to decide the next steps in regard to the Budget and the University's funding offer.

TCA noted that they would be organising a conference call discussion with Finance Committee members to note their reaction to the University offer and to sign-off the Budget.

TCA advised that they had fine-tuned the Budget and taken some spending out and had reduced the expected contribution from the Shop which would take the budgeted deficit down to £20K. TCA advised that, if the Committee were happy with this level of deficit, the immediate tasks would be to consider both the University's offer and the possible effect of Brexit.

TCA advised that the University had, since the last Committee meeting, arranged a series of meetings up to December between the Union and the Chief Resource Officer on 'sustainable' funding for the Union.

TCU noted the importance of the meetings and of the Union having a commitment on long-term funding from the University to inform budget planning for 20-21 and beyond.

TCU advised that a key question for Finance Committee and the wider Board to consider would be whether the current year was the right time to post a deficit. TCU advised that if a disruptive Brexit were to significantly affect the Union's trading there would be some sympathy from the University. TCU advised that ii

should be kept in mind that with the current budget the Union would not necessarily be able to successfully undertake the additional wellbeing work which the VC's funding offer had requested.

SA noted disappointment with the University's as the FTO's had clearly stated in the presentation to University Council that, if there was no increase to funding, the Union would have to cut services to members.

ALP wondered whether, during the discussions and the presentations to the University, the Union had asked for a specific level of funding.

TCU advised that there had been no specific sum mentioned: the Union had presented an overall package which would have amounted to around £1 million as it included the costs of capex on Union House. TCU advised the University had disregarded the capex needs and focused on the aspect of the presentation that concerned what the Union could do on wellbeing.

TCU advised that the Union had asked for more money to maintain the current service level whilst the University had requested additional service provision; TCU advised, in essence, the University would be dictating which areas the Union should spend its money and the resultant loss of the Union's autonomy would be an issue for the FTOs to consider.

AT believed the Union's presentation had focused overmuch on all the wonderful things the Union did and had not asked for a specific sum of money. AT had the impression from speaking with University staff that they were under the impression that the University's funding decision had been reasonably generous.

TCA advised that the immediate task was for Finance Committee to sign-off on the Budget.

TCU noted that the Committee needed to make a decision as to its appetite for a deficit budget and feed this forward to Finance Committee.

SA wondered what the University's view on the Union running a deficit would be. TCU advised that the University would not form an opinion unless the deficit breached Charity Commission guidelines or it looked as though the Union was in immediate danger of insolvency.

AW noted that £100K had been taken out of the Shop's budgeted contributions and wondered whether there had been examples of take outs on this scale in previous years.

TCU advised that past budgets had tended to err on the side of optimism: the current budget had been set at a realistic, if pessimistic, level.

CP noted that the University had launched the Student Life platform which could be viewed as encroaching on the Union's area of expertise and showing a lack of confidence in the Union; CP wondered whether the University could be encouraged to make more use of that expertise and divert some of the relevant ARM money to the Union.

ALP wondered what limits had been placed by the VC on the use of the wellbeing money.

TCU advised that it was very clear in the VC's letter that the money should be spent on student wellbeing but that it had not been ring-fenced as such.

CP wondered how the issue of funding would affect FTOs relationship with senior University staff.

### **Redacted due to commercial sensitivity**

MM noted that the two Director level staff roles had not been included in the Budget.

TCU advised that the posts were part of the Union's aspirations but TCU was resigned to the fact that they would not be fundable for some time.

*The Committee agreed to convey to Finance Committee that it believed a deficit Budget was necessary for the coming year.*

*The Committee agreed to consider outside of the meeting how the funding referred to in the VC's should be used in order to ensure the best wellbeing outcomes.*

### **MC 258 Commercial Updates**

SA noted the written report from the SE Assistant Directors in the agenda papers.

AW highlighted that advanced ticket sales for live events were 16% up and the number of gigs scheduled was up. AW reported that wristband sales were up with good overall presale indications.

SA noted that all the events were evening ones and reiterated the earlier action point for the daytime programme to come to the Committee.

CW wondered whether it would be possible to identify high spend per head live events.

AW noted that this would need a drill down into the figures but would be a useful exercise.

AW reported that the launch of the Adrian Flux Waterfront brand would be on 13 September and would include a launch party.

### **MC 259 Cost of attending WonkFest**

SA noted, in the light of the Budget discussion, the Committee would need to consider the costs and benefits of the proposal to pay for two staff to attend and to pay the expenses of FTOs attending as volunteers.

AT argued that the event was not worth the cost to the Union.

TCU advised that the costs were already included in the Budget and that sending two staff to catch the full range of presentations would be extremely useful. TCU

advised that, from the previous year, staff attendees had gained insight and information on the following: BAME progression, the Augar Report and an overview of the entire sector. TCU advised that the coming event would provide important information on Brexit and would aid staff development.

ALP suggested that a way to cut the costs would be to send staff to take part as volunteers.

AT agreed and noted that when they attended a WONKHE event the presentation on disability had been very basic and AT had learned nothing of value: AT supported ALP's proposal to send staff as volunteers.

CP agreed it was important to ask questions about costs but noted that there was an argument to be made that attendance at the event would help the Union gain more understanding of its members and thus help toward fulfilling one of its key aims.

MM believed some sort of attendance would help the Union to gain knowledge about the wider HE sector.

SA noted that if staff attended as volunteers they would not be able to access the whole range of events thus reducing the benefits to the Union.

SA noted that the options for the Committee would be to accept the paper as it was or reject the paper and ask for a new proposal to be brought to the next meeting.

AT, ALP, CP and MM voted to reject the proposal.

SA noted that JCL would be asked to bring a new proposal for attendance at WONKHE to the next meeting. **AP**

### **MC 260 GDPR: Data Protection Officer Review**

CW advised they had attended a course on GDPR compliance which had included the scope and function of the Data Protection Officer (DPO) role. CW advised that there was no merit in an organisation such as the Union having a DPO: having a Key Contact in place would meet the GDPR requirements.

MM wondered whether a DPO would help with data sharing with the University.

CW advised that this could be equally accomplished by a Key Contact.

*The Committee agreed that the Union would not have a Data Protection Officer but would have a Key Contact to meet GDPR requirements.*

### **MC 261 Trustee Training Budget**

TM advised that June Board had delegated the setting of its training budget for the year to Management Committee.

SA asked that JCL draft a paper on the needs and costs of Trustee training for the 17 September meeting. **AP**

### **MC 262 Arrivals Logistics**

SA noted that this was an action from a previous meeting with the aim of involving the FTOs in the Arrivals process. SA noted that in previous years FTOs had given time slots when they would be available over the Arrivals Weekend.

MM asked as to Union attendance at University Arrivals events.

SA noted that these were by invitation and were difficult to integrate into the Union's timetable and were dealt with when the invitations were received.

MM asked that pre-arrivals such as International, MED and PGCE be included in the timetable.

MM noted that PG arrivals had been included in a Union programme, possibly Welcome Fest, and wondered whether this would be included in timetable.

TCU advised they would ask JCL to get back to the Committee on the above points. **AP**

SA asked for staff to bring a timetable for Arrivals Weekend to the next meeting where FTOs would register their availability for slots in the timetable. **AP**

TM noted that earlier AT and ALP had booked leave from 3 September, thus would miss the 3 September meet and it would make sense if they submitted their Arrivals availability prior to the meeting.

ALP suggested that the meeting might be moved forward to 2 September. SA noted they would discuss this possibility with ALP ahead of the meeting. **AP**

### **MC 263 Welcome Week Programme**

AW referred the Committee to Zoe Phillip's paper.

ALP asked as to the new partnership with Popworld/Lollipop.

AW noted this was one of external promoters the Union worked with on the Week 2 wristband offer. AW noted, as an outcome of this, Popworld were looking at running a regular Thursday event in the city and the Union would be promoting this to students.

ALP wondered whether the Union made any money from the partnership.

AW noted they would have to check but doubted if it did: the aim of the partnership was to build stronger relationships with promoters in the city.

*The Committee noted agreement as to developing a relationship with Popworld.*

SA wondered when individual tickets, rather than wristbands, would go on sale.

AW advised they would go on sale on Monday, 2 September.

SA wondered how the Union would communicate the £10 After Midnight on Saturday offer to students.

AW advised that staff would note and action this. **AP**

ALP asked that it be minuted that there was a problem on the website with the link to buy wristbands.

AW advised that this had already been rectified.

ALP noted that there was still the problem of the Welcome Fest link going straight to Facebook rather than directly to ticket purchase.

AW noted they would check and action this. **AP**

MM wondered as to maximising revenue by offering events for those cohorts of students who would be most likely to spend more per head. MM wondered whether PG students were attracted to the current offer and whether they spent more per head than UG students.

AW noted that the programme was deliberately diverse in order to attract a wide range of students.

TCU advised that staff would examine the data as to which groups of students were attending which events and would report to the Committee in late October to inform planning for the next year's Welcome events. **AP**

ALP noted that the cash machine in the LCR had been removed and believed this unfortunate as it had been used predominantly by International students.

AW advised that the machine had been removed as it was hardly ever used.

TCU advised that remedial action would be taken: Doorstaff would be instructed to allow students exit/access the LCR to use the outside cash machine. **AP**

### **MC 264 SOC Funding Requests**

a) Decolonise UEA/ Eradicate Hate Banner

MM noted it had been brought up, when the Union hosted Southern SU, that banners on the outside or in the windows of Union House sent a strong message and asked that facilities to do this should be considered in the longer term. **AP**

*The Committee agreed the funding request.*

b) Black Magic Hair

*The Committee agreed the funding request.*

c) Welcome Fest Liberations Group Meet-Ups

*The Committee agreed the funding request.*

### **MC 265 Staffing (Closed business)**

### **MC 266 AOB**

ALP asked, as to the BMH A-List event, if one event would be enough and suggested that multiple events might be run during the month.

AW advised that a long-term programme was a possibility and that the success of the event would be monitored with a view to scheduling one a month, for example. **AP**

### **MC 267 Time, Date and Place of next meeting**

1 pm, Tuesday 3 September in Room 2