

# Minutes

Subject:	Management Committee Minutes: 15 October 2018
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
Status	<b>Closed</b>
Paper:	MC 14.18 7

Present: Georgina Burchell (GB), Martin Marko (MM). Jenna Chapman (JC), Oli Gray (OG), Toby Cunningham (TCU)

In attendance: Tony Moore (TM), T Cave (TCA)

Chair: Sophie Atherton (SA)

## Executive Summary

### Action Points: Immediate

Required	Assigned
Alternate quantitative and qualitative reports from Social Enterprises to be future agenda item	TCU
Alcohol free space to have alternate use for deposit collection	TCU
Chief of staff recruitment no longer an agenda item	TM
Chair to pass on social media concerns to relevant Heads of	SA
Chair to contact staff to find out position with regard to First Bus contract	SA
Head of Advice to be asked about appropriate questions for Sexpression quiz	GB
Paper to Board on full migration of Sport after consultation with students; status of Board's prior decisions on migration to be checked	TCU/TM
Response to forensic audits to go to December Boards	TCU/TM
Proposals on staff support for University Committees in light of LC's departure to be circulated	TCU
PG Ed Officer to attend Strategic Conversations: staff member to decided nearer the time	MM/TCU
Krispy Crème proposal to be circulated and voted on	SA/TCU

### Action Points: Long Term

Required	Assigned
MSL to be contacted in 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
Report on Lessons from Auschwitz to go to Council	SA
SOC meeting at Summer Residential to decide Campaign Budget	TCU

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## **MC64 Minutes, Apologies, Matters Arising**

MM noted that, in updates, a magician had been booked for a future event not for one that had taken place, with this change, the minutes were agreed.

## **MC65 Operational & Key Relationship Updates**

### **JC**

- SEC
- Employability Ex
- HUM LTQC
- Consultation on the Access and Participation Plan
- London TEF training
- Southampton visit
- Induction and Transition Group – now willing to look into all options including Week Zero

### **TCA**

- Pension update: will circulate

### **TCU**

- VMS had been given a year's notice
- Recruitment of HRD: offer had been made to the preferred candidate
- Met with UEA HR on smoking and LIB on toilets
- SEC
- Visit to Southampton – talks with other CEOs as to multi-faceted crisis facing the NUS

### **GB**

- Phone conversations with potential CEO candidates
- Sexperience filming and meetings
- Preparatory discussions over CEO's KPIs
- Recruited new Never OK/Do Something Different Coordinator

### **OG**

- Met all Presidents
- Successful World Mental Health Day
- University Council: brought up Racial Equality Charter and mental health training
- Coming up: Movember for Mental Health matters, meeting neighbouring SUs

### **SA**

- University Council
- Met with University on smoking policy proposals

- Working with staff who support Officers on committees
- Will be attending Environment and Ethics SC and will be highlighting Your Money Counts
- Working on parking costs for HSC students
- SOC approved funding for Peoples' Vote and coach booked and publicised
- Coming up: LTC

## **MM**

- PGR reception
- PG Education conference
- Coming up: course rep training, NUS Zones Briefing, SPOs meetings, PG Assembly, Peoples' Vote rally, organising yoga

## **MC66 Social Enterprises Updates**

TCA reported:

- The first cut of the September accounts was nearly complete and there was nothing of acute concern but the figures for the Shop were somewhat blurred due to the change to Spar leading to changes in processing stock and invoices
- Trading in ENTS and Bars about as expected with Waterfront slightly above

TCU noted they would ask the Shop and ENTS to provide alternate reports: one on planned initiatives and one on trading figures. **AP**

TCA cautioned that there was somewhat of a backlog with the Waterfront figures which needed to be chased up.

SA asked as to developments on bar serving times and alcohol free vending machines.

TCU advised that staff had been instructed to look at the interface between the alcohol free space and bar queues whilst investigating the availability of vending machines.

OG wondered as to, if a vending machine was acquired, how the resulting free space would be used.

TCU noted that, now that hard plastic pint pots on which a deposit was paid had been introduced, there was a possibility that the space could be used for returning the pots and returning the deposit and they would investigate this option. **AP**

## **MC67 Chief of Staff Recruitment**

The Committee concluded that, as this was nearing the end of the process, there was no need for this to be a standard agenda item and that important updates would be given when they occurred in closed business at the end of meetings.

**AP**

TCU noted the importance of feeding back to staff the issues they had raised at residential that they wanted included in the selection process. SA noted that this was in the process of being organised.

## **MC68 Student Engagement**

SA noted that this would be a standard item and would be looking at student media, including the very popular Facebook Group: Concrete Confessions.

SA noted that one of concerns raised had been themes for Damned Good. The Committee discussed whether to allocate a staff member to respond to issues raised on social media.

OG noted that the PTOs engaged enthusiastically with points raised in social media.

TCU suggested that there should be a mechanism for issues to be reported to the relevant Heads of Department.

SA noted they would be happy to undertake this and that other FTOs could then convey the response to students. **AP**

SA noted an issue that should be addressed was briefing the PTOs on the current situation with First Bus.

GB believed that First Bus had acted in a way that might be perceived as duplicitously in opting to accept a rival offer.

GB noted to OG that the next step would be to meet with First Bus and come to a new agreement with regard to advertising.

OG noted that they had been under the impression that a deal had been signed and that a cordial relationship had been established with First Bus but then had seen a critique of First Bus by PTOs on social media. OG believed that, although the contract had not in fact been signed, it was important that PTOs were fully briefed on any important commercial relationships.

GB agreed and noted this had been underlined at Freshers Fayre with FTOs not knowing about some companies' attendance.

The Committee concluded that SA would contact Union staff to find out the position with regard to the First Bus contract and then invite the company in to discuss how to rebuild the relationship and how to improve bus services for the members. **AP**

## **MC69 Code of Conduct Cases**

TM reported:

*Redacted*

## **MC70 Sexperience Quiz**

GB wanted advice on whether a sex quiz might be triggering for some students as Sexpression wanted to do a quiz in partnership with Bob on a Sunday night with ideas like a round based on design your own sex toy.

The Committee agreed that the Sexpression quiz should form one round of Bob's quiz and that there should be a trigger warning given at the start of the evening.

GB to discuss with the Head of Advice appropriate awareness raising questions to ask in the round. **AP**

## **MC71 Sport**

OG reported that Phil Steele, the head of University Sport, wanted to move to complete the migration of Sport from the Union to the University. OG noted that there were issues to address around: storage, finance and elections.

SA wondered what this would mean as to the cost of SAM.  
OG noted that this was still up in the air.

TCA cautioned that the University appeared to not be ready to fully utilise the Union's Finance App.

TCU advised that the Union should think about the order in which the transition should take place. TCU believed that the University would want to leave the more problematic areas (finance and disciplinary procedures) with the Union which would paint the Union as the 'bad cop' opposed to the University's 'good cop'.

OG pointed out the negative effect of the University taking over finance as it would be back to the old cumbersome spreadsheet method and this would impact negatively on Clubs.

SA reiterated the concern that any change could lead to extra costs for Clubs.

OG noted that, because of its huge ramifications, this was a matter for report to the Committee and that the final decision would need to be made by the Trustee Board.

TCU advised that they were under the impression that the Board had not, as yet, approved a final migration of Sport and there were many issues to consider, including: a possible merging of the Union's Code of Conduct into the General Regulations which could negatively impact on members, and the implications for student democracy.

SA wondered what the position was at other institutions.  
OG noted that it was a general trend for universities to take over Sport and possibly UEA Sport would eventually follow another parallel trend and re-brand itself as an 'Athletics Union'.

The Committee agreed that there would be consultation with students and a paper would be drafted for Board on the final migration with the Clerk to the Board to be asked to check on the position with regard to the Board's previous decision on the matter. **AP**

### **MC72 Auditors' Attendance at December Board**

TCA noted that the lead auditors now had no problem with the attendance of the forensic auditors at December Board.

TCU advised that some work should be done on the draft forensic audit reports and management's response to them and this would be included in the December Board papers. **AP**

### **MC73 Working on Improving the Reputation of the SU**

There were no updates.

### **MC74 Login Problems on the SU Website**

MM noted that students had raised issues around logging in to the SU website and, on checking with IT, had discovered that this had comprised 20% of reported problems. MM believed it imperative to make it as easy as possible for members to login.

TCU advised the key issue was that, each summer, there was a phased system by which the University gave incoming students access to the network with those with unconditional offers given access early and others later and with PG students in another cycle for acceptance. TCU noted that, inevitably, tickets went on sale when some students would not have access and they were asked to create guest accounts to buy tickets. TCU advised that a problem had arisen because Union Reception staff had wrongly advised students with problems logging in to go to University IT when they should have directed them to the relevant login information on the SU website. TCU noted that there would always be an issue, as commercially, the Union would always have to sell tickets early: the task was to explain clearly and guide students to the available information.

OG noted that this particular year the problem had been exacerbated by MSL updating the website which had prevent merging of guest accounts with regular accounts. OG noted that MSL had been told about the problem and would be reminded at the start of next summer that the Union would not expect the problem to arise again next September. **AP**

TCU noted that management would ensure that next year all staff working on arrivals would be fully briefed on how to advise students as to logging in to the website. **AP**

JC noted that there was an additional problem in that students only saw on the website the guest login not the login to your institution button. JC noted that staff had informed MSL of the problem and MSL had responded that they believed the login was clear.

TCU advised that staff would discuss the matter again with MSL and re-design the login facility. **AP**

### **MC75 Staffing (Closed business)**

*Redacted*

SA asked as to the position with regard to support on University Committees in the light of Lou Chiu's departure.

TCU advised they would meet with Heads of Department to discuss this and circulate the subsequent recommendations to FTOs immediately afterwards. **AP**

### **MC76 AOB**

#### **Wellbeing**

TCU raised the question of the FTOs' wellbeing and in particular the number of hours worked and areas of support needed.

TCU confirmed to OG that Sport related Code of Conduct matters should not be reported to OG but to the Administrator of the Code not Andy Watts as Assistant Director: OG to inform Andy.

OG thought it would be good to be informed earlier of what actions they needed to take: for example, submitting FTO Reports to Union Council.

The Committee discussed better use of student staff for administrative support.

TCU noted that FTOs could think of working with their mentors.

JC noted the pressure of reading papers for Committee papers.

FTOs were in consensus that, presently, their hours were OK but they all had a sense of a growing workload.

SA noted the pressure of evening meetings and day time meetings.

OG thought that staff could help the FTOs bring the PTOs into play.

SA noted having to do admin for PTOs.

TCU noted FTOs should not be doing this and should be passed on to staff and staff should meet with PTOs to discuss their needs. OG noted that the PTOs portraits were still not up in Union House and this was problematic: their profile needed to be raised.

MM thought there was too much time spent in meetings and that their role should be more focused on doing things for students and meeting students.

TCU advised that to balance the representation and management responsibilities within a thirty-six and a quarter week was an impossible task and there needed to be a strategic review of staff support, meetings to attend and portfolio roles.

MM noted needed access to funding for explicitly PG activities and wondered how to gain this. TCA asked Martin to email which areas they needed: TCA would get back with any figures needed.

## **NUS**

SA noted it needed to be decided who would be attending Strategic Conversations as it clashed with University Council Strategy Day: SA noted that, given the current NUS crisis, it was important that the Union had representation at Strategic Conversations.

GB pointed out this was a CEO recruitment day.

MM to attend Strategic Conversations; staff attendance will be decided nearer the time. **AP**

TCU observed to SA that because of the severity of the crisis it was highly unlikely that the group would follow through on expelling a big contributor such as the Union from NUSSL.

## **Krispy Crème**

SA noted this would be an offer of free doughnuts for campaigning/fundraising. SA noted a PowerPoint had been circulated in September. SA noted that since the Union's initial rejection over 90 SUs had signed up to the scheme and wondered whether the Union should reconsider.

The Committee decided that the proposal would be looked at by TCU and then be considered and voted on by e-mail. **AP**

## **Senior Staff Structure**

TCU noted that because of the Union's geography the secondment option might prove difficult and, as an alternative, there was a possibility of a Head stepping up to gain experience.

TCU cautioned that if a Head stepped up then there would be a diminution of resources in their department.

TCU noted the advantage of having someone on secondment would be that it would bring in someone with a fresh questioning view and would be good for benchmarking: it would also mean an extra staff resource. There was also the possibility that the secondment could be part-time and a Head or Heads could step up on a part-time basis.

TCU noted they would consult with the Heads as to their views on the way forward and their aspirations when they met to allocate Lou Chiu's actions into the Action Plan.

MM wondered whether there was a possibility of finding a member of University for secondment.

TCU noted this would be a possibility but in some areas there could be a problem over conflict of interest.

## **MC77 TDP of next meeting**

3.00 pm, Tuesday, 30 October, in Room 5.