

Minutes

Subject:	Management Committee Minutes: Tuesday 22 September 2020
Produced by:	Angie Bunting and Em Anderson
To:	Management Committee
Action:	To approve
Status:	Closed
Paper:	MC 504

Present: Em Anderson (EA), Lizzie Payne (LP), Callum Perry (CP), Hamish Williams, and Ayane Hida (AH)
 Chair: Em Anderson

In attendance: Toby Cunningham (TCU), Tim Cave (TCA), Caroline Wilson (CW), and Wendy Storey (WS)
 Apologies: Claire Boothby-Barnbrook (CBB)

MC 495 Minutes, Apologies

Minutes MC 484 agreed.

Apologies received from CBB who was on annual leave.

MC 496 Action Log

- LP and Alun Minify had met with two members of the Armed Forces Society who had been keen to help.
- Mental Health FA training booked for early November.

MC 497 Matters Arising

No further matters arising from minutes.

MC 498 Operational Updates with University

- CW reported that the events of last few hours (Gov announcement) had proved interesting and would require some changes within the organisation. The University are continuing not to give details regarding TUPE which is frustrating.
- TCU had been attending Covid and Campus Reopening meetings and observing student behaviour on campus at night. The Round App had been introduced to assist catering with table service. TCU thanked Jake and Lexie for creating the key collection systems.

- WS reported that Retail were preparing for changes around recent announcements.
- CP reported that the timetabling issue had been time consuming. He was waiting for comms from the University around that. The announcement today would affect learning quite significantly. The University Exec Team were going to meet that afternoon. EA thanked CP for work his work on timetabling.
- AH reported that the International Students' drop in had been received positivity and comments from the students were that this was a much better experience to last year.
- HW had nothing to report
- LP reported that SAM prices had been dropped to £45 for membership. This would revert to £55 next year all being well.
- TCA reported that the lack of action from UEA was beginning to add up to quite a lot of money due to us. TCA to email a list of things he has concern over to TCU. TCU in turn to write to IC .
- EA reported that testing for staff and students would be rolled out soon and there would be both walk in and drive facilities. She was trying to pursue the discrepancy between the offer and the actual situation over twin rooms charged to students at double price.

MC 499 Student Payroll Date Review

CW shared a document which contained proposals on student staff payroll. The options were:

1. To bring forward the cut off from the end of the month to the 14th of the following month, so students would be paid for hours worked ie. 14th September – 14th October on the 28th October. This could be done relatively easily but would need commitment from the managers to have hours approved on Staff Savvy and timesheets created and authorised in the few days after the 14th cut off in order for Payroll to have time to process them. This would reduce the wait time from 4-9 weeks to 2-6 weeks.
2. To pay fortnightly – wait time reduced 1-2 weeks
3. To pay weekly – wait time 1 week or less

Following some discussion, the Officers agreed that Proposal 2 was the preferred option.

CW confirmed that the next step would be to take this proposal to Managers and then to the Employee Forum and Union after that.

MC 500 Face Covering Policy

CW asked for any comments from the Committee on face covering policy. The policy had been created in line with the University and sections had been added

on hidden disabilities and how this related to clubs and licenced venues. **Any queries or comments to be sent to CW.**

MC 501 Trustee Appointment

AH commented that with Ben Gibbons' term due to end, there was a need to recruit a replacement and whether this would be the same role or an amended role. CP reported that comments from external trustees was that the role description was quite generic. TCU suggested breaking requirements down into 8 core elements then take this to AHRC for approval. If Ben's term was due to finish soon then the Committee needed to be in a position to recommend the person identified for the role, to Board in December, for approval.

CW, CP and AH – to carry out a mapping exercise and draw up a job description to be taken to AHRC for approval.

MC 502 AOB

Government Announcements

TCU said that the 10pm impact on the Waterfront was significant and this would not leave the business viable – this would obviously have an impact on Staff. He suggested that the Team be absorbed into organisation as much as possible, but this would mean reducing the hours available to student staff.

The first steps would be to explore with Heads of Department and members of staff where there was work so a review of people's roles would be required. He reported that the Marketing and Communications team was stretched as was Student Voice and Advice. Activities in Opportunities was dropping and the same with Venues. TCU would be working towards the aim of preserving career staff jobs, he added that if the Arts Council funding didn't come through then we would have to look at staff costs.

CW added that she thought something different would be offered by the Government in place of furlough.

TCU asked for a steer from the Committee on whether he should along a path of preserving career staff jobs.

The officers agreed this was the right approach.

TCU asked the **Officers** to come up with a plan to justify them coming on campus to work and revert to the Committee once they had done this. This would be the case for all employees.

CP suggested that the **Officers** come up with guidance, some common goals to work on as a Team on for example Student Living and Learning and how to engage with students on this. It would be useful to gather data to use in evidence. **Officers** to devise a form for this information gathering.

At this point CW and WS left the meeting.

Regarding the TUPE arrangement, TCU reported that the University now want to delay this to January and that Staff don't know this yet hence Wendy and Caroline leaving the meeting.

This would not cause a problem with the management of the operations but it would mean that identified staff would now be employed by us on 1st November when all staff would be taking a reduction in hours. Consultation would now be needed with this staff and TCU would be writing to IC to ask for compensation so we can keep them on current contracts.

TCU to send out communication today following Government's announcements.

MC 503 Date of Next Meeting

2:00-4:00pm Tuesday 6th October 2020