

# Minutes

Subject:	Management Committee
Location:	Online
Time & Date:	2:00pm Tuesday 17 <sup>th</sup> November 2020
Status:	<b>Closed</b>
Author:	Em Anderson

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

**In attendance:** Toby Cunningham (TCU), Tim Cave (TCA), Caroline Wilson (CW), Wendy Storey (WS), Angie Bunting (note taker)

**Apologies:** Claire Boothby-Barnbrook (CBB)

## **MC 533 Minutes, Action Log, and Apologies**

Minutes and action log of the previous meeting are not yet complete because the recording of the meeting failed. EA asked if everyone (when they had a chance) could look back over the agenda and make any notes that would help in putting together a record of the meeting.

Apologies had been received from CBB.

## **MC 534 Any other matters arising**

There were no matters arising.

## **MC 535 Operational & Key Relationship Updates**

CW

- Reported that she had been looking at the furlough scheme and working out what it meant for the organisation.
- An EF meeting had been held which focussed around wellbeing and how people were feeling/how they could be supported. There was also a discussion on Annual leave plans.

TCU

- TCU reported that he had been working with the University on the student transport window and how this would work.
- Carrying out 1:1s on arrangements for furlough and working with SMT on how this would be implemented.
- Input to Annual Leave Policy
- Employee Forum
- Working on project 17

LP

- Finance Committee and Joint Audit and Finance Committee.
- Working on Christmas on campus (Winter Break) and what the University will be doing for students
- The £20K target for November had been met

#### CP

- Successful IT forum which had pushed through the change of search engines to something more sustainable.
- Cath up with Emma Sutton as she settles into new role.
- Ext Trustee conversation last week re December Board
- Education Board – online learning and wellbeing
- QAA Strategy Advisory Committee
- Advising planning – booklet now in policy
- Aurora Champions Scheme has started
- Ext trustee interviews (CP passed his thanks to CW for her support)
- Faculty Forums
- Student Loneliness Group – academic communities work
- Ongoing meetings with Emma Sutton

#### WS

- Launch of delivery services for kitchen had started after a delay in getting menus prepared
- The Shop had had its busiest week in lockdown to date, however Snappy shopper sales were down.

#### HW

- Had met with Gavin Yuill and the Estates Team responsible for Recycling to discuss recycling on campus. Looking at how to incentive flats to recycle more – possibly through a competition.
- N&N can't recycle biodegradable cups – something to note for future planning
- Data gathering exercise with DGG
- First SOC meeting of the year

#### TCA

- Had received confirmation that LCR insurance policy will pay out with £50K on its way from insurers.
- Looking at possibility of making a subsequent claims for current furlough period including the 10pm curfew
- Audit hopefully coming to a close. (no problems foreseen at the moment)
- Working on forecast for next year which provisionally is looking better than expected but need to look at sensitivities.
- Cash position is good (although flattered by sports memberships)

EA

- Project 17
- Wellbeing with Emma Sutton
- Testing initiative – encourage more testing, how online thing works.
- Sustainability awards – working on this with HW and have a meeting this week
- VC Task force on racism

### **MC 536 Covid Security Update**

TCU reported that the building had been reset in a covid secure set up to allow quiet study areas for students which was working well.

The University had a new Silver Ops Group to work out how students leave Norwich for the winter break and the logistics of the testing.

### **MC 537 Colleague Feedback**

Information had been requested on colleague feedback. CW reported that throughout Covid, Career Staff in general felt that there hadn't been regular updates/1:1s during this period, there was a general feeling of lack of investment in them and training (not in financial position to do so). Since coming out of furlough this seems to be improving with more interactions with Managers. Some tweaks have been made around wellbeing and a deeper look would be made at AHRC. One to watch with new furlough now in place.

### **MC 538 Annual Leave Review**

CW shared the annual leave review paper with the group.

At the EF staff had raised concerns about entitlement feeling lower than other SUs. Comparison work had been done with other SUs and in light of the findings the proposal to MC was that leave for Grades 1 – 5 be increased by 4 days and for Grades 6 and over, increased by 1 day.

She added that there may be an opportunity to do have compulsory close over Christmas where furlough could be used for a site closure. It would depend on whether the University would be providing activity for those students remaining on Campus. Those working would get double pay.

CW therefore asked if the Officers could consider this proposal (on the basis that the SU would not pay for any leave not taken) and to shut Union House from 21st December to 5th January.

This was approved.

### **MC 539 Staffing Update**

This was a closed discussion where CW updated the group.

### **MC 540 Finance Update**

TCA reported that he would be circulation information imminently, but in general the position was good.

The University had paid last year's grant which was £90K short of what was expected.

**MC 541 Staff Engagement in Events**

AH raised concern that there was no engagement from Career Staff in student run events. There was discussion around whether this should be made mandatory but the general feeling was that it shouldn't as this was not a contractual issue. TCU suggested that AH gather a list of these events and details and discuss with CBB whether staff involvement was appropriate and decide from there, if and who should attend then report back.

**MC 542 AOB**

CP raised a discussion around module cancellation (closed business)

**MC 543 Date of Next Meeting**

2:00pm Tuesday 30<sup>th</sup> November