

# Minutes

Subject:	Management Committee Minutes: 23 February 2021
Produced by:	Angie Bunting/Em Anderson
To:	Management Committee
Action:	Approved
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Paper:	MC 593

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 584 Minutes, Apologies**

Apologies received from CBB who was on annual leave.

## **MC 585 Action Log**

EA reported that the Anti- Racism statement had been signed off and published 2 weeks ago. It had been agreed that if there was any feedback from students it should be brought to MC as a standard item. From conversations with students recently, it would appear many might have missed its publication with other things going on (Elections), so EA suggested that it be re-published. The Freedom of speech report and policy from Wonkhe to be revisited at next meeting to give everyone an opportunity to read it. EA to read report and follow up with Emma Sutton on policy review.

## **MC 586 Any other matters arising**

There were no matters arising.

## **MC 587 Operational & Key Relationship Updates**

### **TCA**

Working with UEA on clarifications and responses to questions around TUPE as part of the working group. More to be included in Finance Update later in the meeting.

### **HW**

Elections week last week  
Campaign work with students UEA UAE  
Shop policy document draft  
Pick up campaigns about government refunds

**TC**

Risk Management training  
Prevent Meeting  
VC catch up  
Project 17 meeting  
121s with staff  
Club small claims court claim  
Business Continuity  
Casework

**CW**

NUS Survey – now ready to go live  
Colleague feedback for February (appears more negative than January)  
Looking into Wellbeing courses  
Furlough calls  
360 reviews for managers  
TUPE work  
AHRC  
Student Staff forum  
EF  
GDPR - Data breaches with University  
Casework ongoing  
Stress cases in absences  
121s  
Union meetings

**WS**

Has been encouraging teams to take annual leave  
HR issues with the team  
Meeting with Laura to look at Unio and back office space in Bars  
(suggested sending a card to all who have worked through the pandemic)

**AH**

Meeting with Student Services  
Meeting re hardship funding with SS  
Project 17  
Aurora student champion  
PG meet up  
PGT induction  
Officers meeting with VCs  
Meeting with Laura Thompson re student projection plan  
UEA sports meeting re PG engagement  
AHRC with CW  
Officer catch up with Emma Sutton  
Pre meeting for Senate  
(Elections)

**EP**

Go Global initial planning  
Meeting with Outgoing  
PG sport mature students catch up  
Top of the SOCS  
Clash of the clubs (27 of 58 clubs involved)  
UEA your way ended officially  
Kit review – UEA sport kit renewal  
Interviews for Head of Sport  
Meeting on Membership options

**CP**

Met with Advice and Student Voice re notification process  
Written to CMA with joint signatures from across SUs  
Student protection plan review  
Office for Students focus groups start next week  
Quality Assurance agency meeting  
Neil James meeting – discuss student partnership and integrity work  
Presented to Council on the Strategy  
Senate  
Education Committee  
Consultation on etext books policy  
Conference on New Era for HE  
Contents warning guidance to LTC  
ACOSIA implementation on all UEA pcs  
Aurora Ambassadors' programme  
Planning for Board Strategy Day  
Congratulation emails for convenors and course reps and 121s  
Staff Wellbeing and return to campus article  
Writing article for Wonkhe  
Starting handover with replacement  
Inclusivity campaign with 2 invisible disability part time officers  
Recruitment of Andrea Blanchflower replacement

**EA**

Project 17  
Rent setting for 2022-23 – meetings with University  
Met with VC  
Task force tackling racism  
Changing the Culture meeting – developing work streams  
Working with UEA on evaluation for Mental Health taskforce  
VC meeting with Jewish Society  
Senate  
Campaign work from earlier in semester  
Working on sustainable food policy review  
Equality Diversity and Inclusion committee  
Inclusive Education Committee

**MC 588 Covid Security Update**

Following the Government announcement the previous evening, there would be a need for planning around what steps would be needed to be taken to open UH again.

### **MC 589 Finance Update**

TCA referred the group to the January Executive Summary in the MC drive. He reported that January had been as anticipated, with everything positive against plan and trends as predicted. The Cash position was better than planned. From Feb – July the Union will be tracking against a new plan with a low point around August. After this there was an assumption that trading would be back to a normal basis in September. He added that this fitted closely with the Government announcement from the previous evening. Graduation events under discussion, would bring in revenue.

TCA reported that there had been no further news from the Banks re loan application.

In addition to the TUPE process and associated meetings around this with the University, TCA said he was still looking for confirmation that the agreed deal would happen. He added that the auditors had been asking questions about University funding, the loans and possible grant money. He added that it was time to think about the “new normal” and how the business would look post Covid. Reserves would need to be rebuilt and it was the time for the Finance Committee and Board to start thinking about this – what the commercial performance and funding would look like going forward.

CW asked if waiting for bank and Uni funds presented difficulties for the Union at this point in time? TCA responded that the risk on trading seemed to be diminishing but he had concerns about the question of the University taking the shop stock as part of the deal. He added that the Arts Council grant and Bank Loan would be an added bonus. He added that the Union hadn't paid UEA for rent on UH since February 2020, so £400K was still on the books as a liability. It was agreed that this situation needs to be agreed.

TCU added that we have a letter from the University, assuring us that they are honouring the agreed deal.

### **MC 590 Staffing Update**

There was an update from both CW and TCU on staffing.

### **MC 591 AOB**

- In response to a request from a trustee regarding a settlement case TCA confirmed he would put a response in writing to CP so he can forward this to the Board member. **Action TCA**
- EA raised the concern that it was difficult to keep track on work going on around food sustainability work going on. She said it would be useful to have staff support in this area of work. TCU responded that this hadn't been one of the priorities this year but it could be looked at in planning going forward.

### **MC 592 Date of Next Meeting**

10:30am Tuesday 9<sup>th</sup> March 2021