

Minutes

Subject:	Management Committee Minutes: 30 October 2018
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
Status	Open
Paper:	MC 15.18 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), J Caulfield (Head of Education and Engagement), *for first item*.

Chair: Sophie Atherton (SA)

Executive Summary

Action Points: Immediate

Required	Assigned
JC to meet with relevant Officers and Liberations Societies on BAME survey	JC
JC to meet with PG student conducting online harassment research	JC
Overspend on recruitment process for Interim HR Director to be investigated	TCU
Secondment details for Special Projects appointee to be finalised	TCU
Position with regard to GMB rep to be investigated	TCU
Lobbying strategy for VC/ET event to be formulated and brought to next meeting	ALL
Details of Madness in the Park contract to be circulated	TCU
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
Chair to contact staff to find out position with regard to First Bus contract	SA
Response to forensic audits to go to December Boards	TCU/TM

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
Security for Madness in the Park to be Never OK trained	TCU

MC78 Presentation from the Head of Education and Engagement

J Caulfield (JC) presented proposals for two separate surveys.

JC advised the first had come, originally, from a PTO and concerned BAME Students' Experiences of Racism at UEA.

TCU advised that there would need to be wider consultation with Liberations Societies and SOC before a final version came to the Committee.

SA asked JC to ask the relevant staff to consult with Officers and Societies and then bring the revised survey back to the Committee. **AP**

JC advised the second was on University Staff/Student Sexual Misconduct. JC noted the original work had been undertaken by M Colledge, the former PG Education Officer. JC reported that there had been some format changes and that the staff trade union, the UCU, had been consulted and that there would be a drive to engage with the University's Executive Team.

GB noted that, at a University meeting, University HR had expressed interest in the survey and suggested it might have a broader remit.

TCU advised that this would cause what would be an unnecessary delay and the parameters of the survey should be determined by the Union rather than the University.

TCU advised that with the survey the Union would be moving in to new territory: there were associated risks but staff were confident that the data gained would be meaningful and ground-breaking.

GB noted that a member of the PG Committee was currently conducting, as part of their academic research, a survey on online harassment and there might be some overlap with the Union survey.

The Committee approved the survey to go live subject to JC meeting with the above PG student to discuss any overlap. **AP**

MC79 Minutes, Apologies, Matters Arising

The minutes were agreed.

SA reported on Action Points:

- No meeting with First Bus as yet
- Heads being briefed on issues raised on social media
- Paper on migration of Sport being prepared
- Sexpression quiz meeting set up
- Staff support on University Committees finalised and circulated
- Out of time for application for Krispy Crème funding so this will not go ahead

MC80 Operational & Key Relationship Updates

JC

- Course rep training
- Met with Clive Matthews and Andrea Blanchflower raised mental health first aid training and course rep recruitment
- Intro meeting with Head of IT – discussed Lecture Capture
- Met Neil Ward – UEA accepted for course level TEF pilot

TCA

- Auditors in this week – have advised it is the Trustees' call as to how they treat the Reserves

TCU

- Met with Phil Steele on accommodation
- Met Head of Partnerships who confirmed that the new apprenticeship scheme was not in their remit
- Met with STS who confirmed that the University to brief them on the departure of the Director of Advocacy

GB

- CEO Recruitment
- Attendance NUS Zone
- Sexperience ready to go
- Attendance at EandD Committee

OG

- STS meeting
- Meeting UEA Sport – confirmed they would support Keep Wednesday Afternoon Free AF
- Next week – in-depth Welcome Week assessment

SA

- City Council registration
- Attendance at NUS Zones
- Meeting with International Officers on Housing and Shop products
- ET Lunch coming up
- Attendance at WonkFest

MM

- Course rep training
- PG Committee meeting
- Senate induction
- Noted that 65% of working hours spent in meetings
- PG Assembly later in day

MC81 Social Enterprises Updates

TCA reported that after two months' trading:

- The Union was £2.5K ahead of budget – Bars were OK and the Shop was behind on revenue but profit margins were stronger
- Cash – same pattern as previous years with roughly £1 million banked

MC82 Student Engagement

SA noted there were no major issues to report.

MC83 Code of Conduct Cases

TM reported:

Redacted

MC84 Bars Proposal

TCU advised the proposal would see A Watts and W Storey assume joint responsibility for Bars Management with A Watts concentrating on numbers and W Storey concentrating on the Bar culture. TCU noted the list of targeted improvements which would be reported on after six months.

SA welcomed the proposed changes.

The Committee approved that Bars Proposal.

MC85 Charity Director Replacement

TCU advised that the initial preferred course would have been to have procured an interim Director from another SU but this had proved impossible. TCU noted however that there was the possibility of recruiting an NUS staff member: the person concerned was below the Director level but that they lived locally and had the appropriate skills to run special projects thereby ameliorating the workload of the Charity Heads. TCU noted there were two possible recruitment routes: unpaid leave from NUS or secondment. TCU noted there would be some extra but not excessive costs and the whole package would cost between £15K and £18K for the six months and would be budget neutral.

GB noted that the External Trustee responsible for HR matters had agreed a slightly higher rate for the Interim HR Director recruitment by an external agency than budgeted and this might mean the overall budget would be affected.

TCU noted they would look into the matter. **AP**

TCU advised that as part of the proposal they would personally be responsible for line management of the Charity Heads.

JC wondered whether TCU would have the time to adequately manage each Head.

TCU advised that this would be no problem as they currently met regularly with all the Heads and was aware of each of the projects; TCU envisage that the line management function could be undertaken in one formal meeting per Head per month.

GB wondered if the secondment would have a job description.

TCU advised that it would not: the role would be based on the running of specific projects individually supervised by the relevant Heads.

The Committee agreed the appointment of a special projects staff member for the Charity: secondment details to be worked out by TCU. **AP**

Chair's Note: the formal job description for the future position of Director of Charitable Services was inadvertently missed out of the discussion and will be circulated for approval outside of the meeting.

MC86 Working on Improving the Reputation of the SU

SA noted this item had been withdrawn.

MC87 IT Replacement Programme: Additional Expenditure

TCU advised that the Committee needed to approve any extra-budgetary expenditure and that this request was for replacement IT equipment for staff members and came to an additional £826.

OG wondered where the money would come from

TCA advised that it would come from Capex and in the scope of the Union's overall Capex expenditure it was not a significant amount.

The Committee approved the additional expenditure request.

MC88 Staffing (Closed business)

MC89 AOB

Meeting with the VC and Executive Team

TCU briefed the FTOs as to the expectations around this quarterly meeting.

The Committee agreed to formulate ideas for the lobbying strategy for the event and bring to the next meeting for evaluation. **AP**

Madness in Earlham Park

TCU noted to GB that the offer from VMS was attractive but involved a level of risk. TCU advised that there was the possibility of another day being added with different bands. TCU advised that they would circulate the figures for the contract to the Committee. **AP**

OG wondered how the event would be staffed.

TCU advised the Union would run the bars but security would be provided externally as this would reduce costs.

GB asked for assurance that the security staff would be Never OK trained.

TCU assured GB that this would be the case.

MC90 TDP of next meeting

To note this has been changed and is: 2.30 pm, Thursday, 8 November, in Room 2.