

Minutes

Subject:	Management Committee Minutes: 19 December 2018
Produced by:	Tony Moore (from audio recording)
To:	Management Committee
Action:	To approve
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Paper:	MC 18.18 11

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

In attendance: Tim Cave (TCA), Josh Clare (JCL)

Chair: Sophie Atherton (SA)

Apologies: Tony Moore (TM), Oli Gray (OG), Caroline Wilson (CW)

Executive Summary

- Approved promotion of 'Marks out of Tenancy' as the Union's preferred 'rate your landlord' system
- Agreed SU Funding Survey with some changes
- Agreed Union's response to NUS Strategic Conversations
- Agreed to send SA and GB to Southern SU

Action Points: Immediate

Required	Assigned
Union's response to NUS Strategic Conversation to be sent	TCU
Changes to be made to draft SU funding survey and sent to University	TCU
CW to invite BOTH SA and GB to GMB meeting	CW
TCA to be invited to SOC meeting on Budget Estimates process	SA
The way Union Council considers and approves Budget Estimates to be discussed at SOC	SA
New policy proposal on Sport to go to Union Council	OG

Action Points: Long Term

Required	Assigned
MSL to be contacted 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
Response to forensic audits to go to December Boards	TCU/TM
Catering price changes/significant product changes to be reported to Management Committee	TCU

MC 129 Minutes, Apologies, Matters Arising

The minutes of the meeting held on 7 December were agreed.

SA noted completed Action Points.

GB reported on, the University's Wellbeing Project, there had been a very productive meeting with Jon Sharp which had gone some way to resolve the Union's concerns.

GB reported on the meeting with the GMB. GB noted the Union's aim at the meeting had been to raise concerns about the way the relationship had been going and to scope out its future. GB noted that due to a mix up SA had not been invited to the meeting but would be to the next one. **AP**

SA noted that the next SOC would be on 15 January and TCA would be invited for the budget process item. **AP**

MC 130 Operational & Key Relationship Updates

TCA:

- Final work with the auditors
- Finalising management accounts
- Finance Committee meeting

MM:

- PGR meeting including PGR employment
- Working on draft policies
- PGR Accommodation issues
- Planning review of PG course rep structure
- Reported PG funding applications processing had now moved to Union staff
- Met with MED academic on UEA-wide ethics approval process
- Met with MED bite-size seminar series organisers
- SCI LTQC
- Met with HR on PG aspect of student staff recruitment planning

MM asked for an update on Winter Graduation.

TCU advised this would definitely happen by 2020 and it might happen before Christmas 2019 with the decisive factor being the huge demand from nursing students.

GB:

- Meeting with student for Edge Conference session
- HSC SSLC
- GMB meeting

- STS metrics meeting on waiting times
- Line manager meeting with new CEO

TCU:

- Productive meeting, along with OG, with Ian Callaghan
- Meeting with Jon Sharp on Well-being Strategy
- ARM Executive presentation to Union Management Team
- Preparation for December Board and for Staff Day

SA:

- Your Money Counts launch de-brief
- CEO candidate presentations
- ARM Executive
- Assistant Head of Well-being appointment
- Marketing staff member interviews
- Planning Staff Day
- Upcoming meeting with NUA president

JC:

- Education Committee
- Drafting Board papers/job descriptions for External Trustees
- Presentation to AMA Executive on lecture capture – positive reaction on this plus communication of course costs
- SCI LTQC – discussion and follow up on change to procedures as to errors in exam papers
- Support for TEF Student Voice submissions
- Meeting with staff on communicating the Union's education work to students
- Lobbying on Week Zero
- Chaired Finance Committee in OG's absence

TCU advised that it should be noted that JCNC (the meeting between the Union as employer and the recognised permanent staff trade union, Unison) had met earlier in the week.

TCU reported that Unison had raised the issue of the 'smiley' emoji sent by Sue Buck, the external and HR consultant, and had welcomed the staff input into the CEO recruitment process and had suggested this might be developed and used in recruitment for other posts.

MC 131 Social Enterprise Updates

TCU advised that detailed updates had been considered by the full Board the previous day.

MC 132 Code of Conduct Cases

JCL updated the Committee advising that there were currently four and, potentially a fifth, live cases.

Redacted

JCL advised that Frances Fay, the newly appointed External Trustee, had agreed to take on the Supervisory Trustee role and that Management Committee would

be able to relinquish their delegated responsibility for Code matters sometime early in the New Year.

MC 133 Marks Out of Tenancy

GB referred to the briefing paper circulated to members and noted that it sought approval for promotion of the website to members where they could write separate reviews of their landlord, letting agent, house and local area.

GB noted that, in a conference call, SU Advice had been satisfied that the promoter had met their concerns and that the promoter would be happy to come to the Union to give a further briefing. GB believed that apart from rent concerns the initiative would meet all the requirements of the Home from Home campaign.

JC wondered as to the cost to the Union.

GB noted that the Union's use of the website, itself, would be free but to link it to the Union's website would incur some cost.

The Committee unanimously approved promotion of 'Marks out of Tenancy' as the Union's preferred 'rate your landlord' system.

MC 134 (Closed business)

UEA Data Sharing

Redacted

MC 135 AOB

Christmas Staff Day

SA thought it important when announcing Union wins to include the Union's recent inclusion in the Strategic Space Management Group.

Committee agreed to work jointly on recognition of departmental wins and the Officer team's wins.

SU Funding Survey

TCU advised that University Council had asked the previous FTOs to commission a piece of work to give some context on how other SUs were funded by their institutions and the survey questionnaire was the resulting end product. TCU noted the intention was to send the questions to the chief financial officers of the universities concerned and to the CEOs of the SUs. TCU noted one of the key questions was whether funding was determined on a per student head basis. TCU noted the following information was hoped to be gained from the survey:

- To find out whether SUs went cap in hand to their institutions each year or whether they submitted structured long-term funding requests or whether funding was based on a % rise based on the rate of inflation
- Whether along with the Block Grant other SUs submitted specific project grant requests

TCU noted there were some refinements needing to be made to the questionnaire such as the inclusion of a live music/venue question and one on the number of Clubs and Societies and their funding level.

SA noted that, with the migration of Sport to the University, there would need to be separate questions for Clubs and for Societies.

SA wondered as to the purpose of the questions on the numbers of FTOs and PTOs.

TCU thought the reasoning was to find out whether the Union had more or less FTOs than the sector average.

GB noted that some SUs were moving to a bursary model for remunerating FTOs. TCU advised that aimed at meeting the two-year restriction on paid positions in a similar way to the provision of bursaries for Faculty Convenors agreed with the University.

TCU advised that they would make suggested changes to the questions and then send it to Ian Callaghan for discussion. **AP**

NUS Consultation

TCU apologised for not having been able to provide a briefing paper but highlighted the following comments from the NUS Strategic Conversation:

- Student Voice. The NUS is in a unique position to be the institutional voice of students but needs to consider how it delivers the voice of groups of students and their specific needs: FE/HE, the nations etc
- Governance. NUS is too bloated with the mass of students being unable to relate to National Conference with Conference not meeting the needs of individual SUs and the mass of students
- SU Development and Support. WONKHE has now superseded the NUS in policy formulation support and NUS should focus on provision of legal and regulatory areas such as GDPR and charity law. The need to change Officer training and move to a structure that places equal weight on training for campaigning *as well as* fulfilling the role of a Trustee. Facilitation of project groups with smarter funding. The need to focus on education as well as liberations.
- Behaviours and professionalism. To highlight the Union's recent negative experience with NUSSL

TCU suggested that the above should form the basis of the response back to NUS.

MM agreed that this would be an accurate summary as to the Union's position in response to the Strategic Conversation.

TCU to integrate the above into response back to NUS. **AP**

Staffing (Closed)

Redacted

University Smoking Policy

SA noted that the University had finalised the campus wide smoking policy and that a Councillor had suggested this might be considered in the Open Discussion section of Union Council.

TCU advised that the University had agreed to the Union's requests to take out the Accommodations and base restrictions on zones rather than distance from buildings. TCU advised that, in the new version, both Union House and STS were not covered by the restriction and this might be raised by the staff trade union, if so this would be considered at JCNC.

Quality Conversation Topics

SA noted that they had been discussing faith groups with GB and they had concluded this could be a topic for QCs; SA requested that topics for next semester's QCs be looked at. SA thought that incentivising pairs of Departments in to maximise responses should be looked at.

TCU advised that QCs would be the subject of one of the first MMLs and that the pairings would be looked at as some of these were not working as well as shift patterns being problematic. TCU advised that staff would be reminded that QCs were a requirement across the organisation.

Southern SU

SA noted they had discussed the Conference Budget with the Head of Campaigns and Policy and based on projected conference attendance there was around £1,000 available so there would be some funding available for FTOs who wished to attend Southern SU. SA noted that some items which came under the Conference Budget that could be classed as training and attendance by all the FTOs might impact on these; so it might be sensible for one FTO to go to Southern SU for a particular agenda item such as accommodation.

TCU advised that a reasonable solution would be to send two FTOs.

The Committee agreed that SA and GB would attend and they will provide feedback to the Education Officers on relevant items.

MC 136 TDP of next meeting

9 am, Tuesday, 15 January in Room 1.