

Minutes

Subject:	Management Committee Minutes:8 September 2020
Produced by:	Angie Bunting from audio recording
To:	Management Committee
Action:	To approve
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Paper:	MC 495

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

In attendance: T Cave (TCa),
 Apologies: T Moore (TM), Claire Boothby-Barnbrook (CBB), Hamish Williams (HW), and Toby Cunningham (TCu)

MC 484 Minutes, Apologies

Apologies received from Wendy Storey. There were no matters arising from the previous minutes.

MC 485 Action Log

- Quantitative and qualitative data and monitoring of toil process to be made available for AHRC meeting. CW confirmed there had been a meeting. CW was not able to attend but all actions have been completed. CW had sent data to AH.
- Armed Forces Society – LP arranging to meet with Joe and Alun and possibly the president of the Society next week.
- Mental Health First Aid Training – there is a preferred option proposed by CBB with Momentum – voluntary sector organisation. Course is in Norwich Sept 18/19 (which may clash with Welcome). Momentum charge £170 pp for a 2 day course. Esin to progress. CP to be included as he wasn't included last year.
- Support for international students opening UK bank accounts. CBB and AH have meeting with contact in the University to see what Welcome Ambassadors can do to help.
- FTO Bubble. This is confirmed as area formerly occupied by the Nap Nook. Esin and DBB will also be based there but not on the same days.

MC 486 Matters Arising

MC 487 Operational Updates with University

- TCa reported a lack of interaction with University. He expressed concern that things were not moving and had emailed Ian Callaghan on a couple of matters.
- LP had started having DSD meetings with University and had had a Sports Ops meeting last week regarding charge for SAM on which there was no response despite chasing. HW and LP have introduction to Council in the following week and a University finance meeting.
- CP reported Board agenda planning and planning strategy session, Student Trustee training, arranging a group that is representative of all Universities in Wesley Group. Student partnership work, writing course rep review paper, meeting with Neal Ward re timetabling in response to complaints from students in Environmental Sciences. Changing modules again because of timetable clashing - evidence about students being adversely affected by timetable changing.
- AH had had a meeting with Neil Ward
- HW reported on Student Engagement.
- TCu Had had a Re-opening of Campus Meeting from which there was nothing to report.

There was heightened concern that Clubs and Societies activities will give rise to concern about planned events.

TC reported he had been speaking to CEOs regarding what is happening in the sector particularly related redundancies of venues staff. There was a general lack of confidence in the sector that restrictions imposed will end soon. He confirmed that the UEA SU Plan takes us to March 2021 so current discussions were around scenario planning and looking at key risks. There may be further cuts to staff and other costs and he confirmed that this work linked into Board Reports he was preparing.

- CW had received an email from GMB to the effect that there was no union rep representing students on site. Following a decision not to pay for membership, an Employee Forum had been established.

Regarding the TUPE of Finance and Payroll, this looked likely to be going to take place at the end of the year. Retail were still scheduled for October but still no Measures had been received.

CW had sent out a consultation email from the last MC confirming pay changes.

She had been working on Board papers.

Looking at 1:1s managers are having. How we are engaging with staff.

Catch ups with managers on furlough and wrapping up what we do beyond that.

- CBB: Mental health survey follow up chasing up data and ensuring that the data is being analysed so we have a comparison between 1st and 2nd surveys. Strat planning for Charity. Followed by Departmental planning. Firming up to develop ideas for Board and put together KPIs.

Interaction with Student Services, completed 205 bags – 100 more required.

Healthy relationships working group pulled together key staff across University. Polly Morgan and student support services. Improving consent training, building communities, healthy friendships and relationships. Meeting tomorrow.

- EA to meet with Mark Hitchcock with Toby to discuss next stage of Covid-19 testing for students going forward.

MC488 Covid-19 and Student Wellbeing Survey Results

CBB presented a report on BIU Student Wellbeing and Remote Learning Survey with a comparison on final Covid-19 Enlightened data. There were no questions.

MC489 Re-opening of Union House/Campus

CW reported on this as TC was in another meeting.

She confirmed that things were pretty much ready for opening UH and a communication would be sent to staff by the end of the week providing it was felt it was safe to do so. TC in his weekly update will be reassuring everyone that it is a choice about returning to work. No one will be forced to do so.

AH suggested that we ask the staff first if they want to work and what equipment they believe would be the best for them and their work surroundings?

CW response to this was that each area's manager had been responsible for Risk Assessments and as a result of this, buying in the PPE that everyone in the team considered to be appropriate.

MC490 Finance Update

TCa confirmed we would be showing an absolute, large loss. In addition to £500,000 of a loss but value of pension deficit will go up by a further £340,000. At the end of July we have £800,000 in the bank. Of this £250,000 of furlough support received, 100K Covid loans.

It was on the forthcoming Agenda for the Board to approve budget. TCa has put about half of what we think will be received from insurance. £50K due as a

bonus for keeping furloughed staff employed through to January. Earmarked as an SMT discretionary/contingency plan.

Will be thinking about early October, doing work about key financial sensitivities. End of Furlough scheme, Arts council grants, transfer of business sorted, whether we have successfully applied for an additional bank loan. 2 x £50k loans already agreed were fairly easy to get because banks don't have any exposure attached to it. University suggested when we asked for financial guarantee suggested another loan rather than them having to issue it. TCa concern is that banks would have 20% risk. Need to progress and see if there is appetite for getting anything.

October will be a key period in revisiting plan.

We have had confirmation that the flood claim, insurers have agreed to settle. £11,500.

MC 491 AHRC update

AH had been looking at the demographic of Career Staff – 85% of staff are white. CW working on strategy improvement to align with the Unions around diversity.

AH had been looking at draft staff contracts and in particular the cost for visas for which there was no requirement for the Union to pay. She suggested this might be a barrier to international staff working here so could we consider financial support of this?

AH reported that an AHRC External Trustee – Ben's Term was almost coming to an end. Frances happy to continue, but there might be a need to recruit to replace Ben There might be a need to recruit to his role. Consider what role we want to hire?

Costs for masks is not in budgets, but Alun has some budget for "re-opening Union House" but no specific detail on what that will include.

MC 492 Staffing Matters

One management case – grievance for conclusion.

One disciplinary case which cannot be progressed until the grievance is progressed.

One person on long term sick. Insurers will give a decision on claim within 5 working days.

Unions – GMB previously paid for students to have membership which was a 3 year membership. We didn't get a return on our investment in that training promised didn't materialise. The agreement ends at the end of Oct. Proposal would not be renewed. Open up an employee forum so that staff have a way for

staff raising issues outside of their direct management line. The cost was 10-15K.

TUPE not taking place for Finance and Payroll. Need to consult with those affected before changing their T&Cs (salary changes)

Unconscious bias training has been arranged for October to address how we can avoid some of the issues we were encountering. Building a plan to change things in the workplace.

The way we support Wellbeing will be discussed at the Employee Forum and Representatives were asked at the last meeting to provide this feedback.

Some ideas around Wellbeing had been put into practice but were providing difficult for those who were wfh.

It was a very busy time, there had been many challenges and a lot of colleagues were under pressure.

There was work still to do around compliance and GDPR and things were not quite back to normality yet. Hopefully HR will be quieter so that there can be refocus on projects.

MC 493 AOB

CBB asked for some guidance for decisions around attending conferences, most being offered online, but some face to face. Some of these were still relatively costly, but some stood out as interesting. Of specific interest was dealing with Harassment and Sexual Violence on campus and one around mental health.

CW commented that training and development had not scored well in recent employee survey.

TCa that there was some provision in training budget, although not much. The budget for this interim period was pretty thin. Attending should be at SMT discretion.

CBB confirmed Esin had spent about £1000 of the £5000 budget for the Residential. She suggested that EA and Lucy attend these and feed back to others.

CW reminded the group that at the end of furlough scheme, we might be eligible for £1000 per member of staff furloughed. She would be keen to support more people to develop for futures. If there was some money available, and if we are able to open venues, this could be used for training and development.

CBB – we could look at this around October in line with things TCa had discussed in his update. He urged for caution in spending before that time.

MC 494 Date of Next Meeting

Tuesday 22nd September 2pm – 4pm.