

Minutes

Subject:	Management Committee
Produced by:	Angie Bunting
To:	Management Committee
Action:	To approve
Status	Closed
Paper:	MC 514

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

In attendance: Toby Cunningham (TC), Caroline Wilson (CW), Claire Boothby-Barnbrook (CBB), Wendy Storey (WS), Angie Bunting (notetaker)

MC 504 Minutes, Apologies

Apologies were received from Tim Cave and Hamish Williams.

MC 505 Action Log

- Officers to create a plan around need to work in the office – this was still being discussed.
- CW to talk to Managers and EF about the decision on student staff payroll which was approved by MC at last meeting.

MC 506 Matters Arising

There were no matters arising so these were approved.

MC507 Operational Updates with University

CW

- October spreadsheet for furlough was ready for TCU to review
- CW and team had been doing some work around the new Government Retention Scheme.
- Lot of processing work because of documentation required by student staff
- Drafting plan on new payroll changes
- EF set up again and working well with another session this week. There had been a lot of feedback on wellbeing.

- CW and Team preparing plans for and EF for students to be rolled out. This was a first and was previously covered by quarterly briefings. This would be a better way of more frequent engagement.
- Recruiting for Trustee role and BAME ambassadors.

LP

- At University council last week with Hamish.
- Lots going on with Sport – working with UEA sport on disciplinary procedure especially around Covid.
- SPAC committee coming up - headed by Phil.
- BUCS update last week; rule of 6 changed.
- Meeting tomorrow around people with disabilities in sport.

CP

- Working on External Trustee recruitment.
- Student Experience committee went really well – this was the first meeting where the Officers had attended all together
- Catch up with Library on provision of click and collect and this has been followed up with the SU
- Meeting with Neal about module cancellations and timetabling and work around seeking compensation and reduction in fees.
- Preparing new student representation documentation and presented to associate Deans.
- Lot of work on Aurora – rolling out work student recruit on that
- Attended a Wonke webinar on fees
- Wesley group meeting (mixture of universities) – meeting Bath and Surrey about teaching and learning at the moment
- First Library Forum meeting taking place this week
- Survey on f2f teaching and timetabling
- There was much concern about accommodation and isolation – CP suggested that a comms piece was required from Officers about who to contact about what, this would help to get responses to people more quickly and help with the management of Officers' inboxes.

WS

- After a week or so of trading, Teams now becoming more operationally efficient and staffing now at right level
- Risk Assessments are constantly being updated
- First audit today in the shop went well
- The Shop will start to do deliveries for the Library via Snappy Shopper – now 18 orders.
- Fliers going out this week for a push on Snappy Shopper
- Kitchen has been busy, lots of new staff possibly causing delays, WS currently looking at a solution around that.

CBB

- Had a meeting with SOS UK on Alcohol Impact; our accreditation has lapsed. There is an opportunity to expand what we are doing and take part in a pilot drug and alcohol impact. There is space for one more organisation to take part so she has been in touch with University and they are in support.

- Wellbeing initiatives. CW and CBB discussed a wellbeing course for staff if they choose to participate – looking at how this would work.
- Looking at training and development offer which is difficult due to lack of funds. Looking at possibility of some of the officer training be rolled out to staff and running something in-house.
- Meeting Heads Of and reviewing department plans. Need to be more explicit about what we are not doing and be clear about what we are not doing with a view to relieving some staff concerns about cut in hours.
- Web Developer role – interviewing in next couple of weeks with DGG. There are 4 strong candidates so hopeful of making an appointment soon.
- Meeting about Islamic prayer facilities. EA is attending also and will pick out some key points for CBB.

AH

- PG meeting around committee election at end of this month.
- Met some student groups; one of which was decolonise network. Good to be there for information gathering.
- Campus kitchen option. Good that we can suggest options rather than just using the universities option.
- International students meeting held with 10-20 people who really appreciated they could get information from cohorts. Feedback is that they want more meet ups.
- Has joined Empower project – helping international students

TCU

- Looking at promoting Clubs and Societies so that students can join societies they may not have considered in the past. For example Gaming who are set up well to operate on line.
- Looking at Drop-in take up.
- Alcohol and drug impact to be covered under AOB. Agreed this was a hidden problem and we should sign up with the money set aside for Alcohol Impact.
- Attending meetings around Covid Silver, Re-opening Campus, Dealing with first case on campus.
- Business Continuity Group had been set up to look at a range of issues specifically looking at commercial revenues on a weekly basis. Working on to get numbers to help in decision making on where we are going.
- KPIs – working on document around scenario planning.
- As part of work being done by the EF – looking at wellbeing and what we can do. There was another meeting being held this week to exchange thoughts.
- Pulse surveys being sent out again and CW to send these to MC. This would be added to agenda every other week. Committee to start looking at this from next meeting.

EA

- Has been receiving feedback from students that they are not hearing updates on Covid cases, but confirmed there is work being done to keep people updated regularly.

- Attended oversight group last week. DGG and EA to work together on pushing students opting into the testing scheme.
- Attended Mental Health Taskforce
- Project 17
- Meetings on Sustainability and Waste management and messaging to students.
- EA and Lucy Aspey had been meeting students who wanted to leave accommodation

MC 508 Covid Security Update

- TCU confirmed that there had been a number of Covid cases on campus.
- Officers were working with the University on flow of one way systems (particularly around Arts building). In general students were not following flows. TCU would raise this at the Covid Silver Meeting.
- Contradictory advice was being given around Testing (NHS and Gov advice was conflicting). **CW to circulate a decision tree on guidance.**

MC 509 Staffing Update (Closed Business)

An update was given by DHR regarding ongoing casework.

MC 510 Welcome Desk Opening Hours

- Over the last few weeks the new look Welcome Desk has been established (being managed by Angie). There has been quite a drop in people coming into the office in the past couple of weeks – both students and career staff - most contact is being made via email and online.
- CW proposed that the opening hours of the desk be changed to 10.00am – 4.00pm (was originally 9am – 5pm). The additional hours for the 2 staff would be covered under the furlough scheme. At the end of October the situation would be reviewed. This was agreed.
- There was some discussion about the need for clearer signage as Students were sometimes going straight into the Officers' area, rather than go to the Welcome Desk.

(CBB left the meeting at this point as there was a conflict of interest with the next agenda item).

MC 511 Officer EDI Training

After the discussion around Officer training, it was agreed by all that NUS would be the chosen provider.

MC 512 AOB

TCU said that **Officers would need to indicate to the university the current student feeling around some suppliers given the retail and catering operations were soon to be managed by them.**

TCU reported that following complaints about catering costs for isolating students, the University were going to take £6 off the price to bring it in line with the sector at £12.

DGG reported that there had been a number of press enquiries around this. The Telegraph had been in touch with the University and the Union. EA and DGG to discuss handling of press enquiries.

MC 513 Date and time of Next Meeting

The next meeting would be held on Wednesday 21st October at 2pm.
Amended post-meeting to Tuesday 27th October at 2pm.