

Minutes

Subject:	Management Committee
Location:	Online
Time & Date:	Tuesday 1 st December at 2pm
Status:	Closed
Author:	Em Anderson

MC544 Minutes, Apologies

Apologies had been received from TCA.

MC545 Action Log

- **Q&Q data on monitoring of TOIL made available throughout the year**
 CW and AH had been meeting regularly to go through this and it will be on the Agenda at AHRC on 9th December (CW)
- **Training Budget**
 Training is now scheduled for February and officers will have preparation work to do ahead of that. Going forward, Officers to flag interest if they see any conferences they would like to attend.
- **Working from UH**
 EM reported that the Officers generally felt they had a good balance between working from home and being in the office. Returning to the main office was discussed so that their current dedicated space could be utilised for Study Space. .
- **EF data review**
 CW was planning to start recruitment of a working group. Dates are set for draft rollout and ready to go next week.
- **Guidance for Covid testing.**
 CW reported that a flow chart had been created and made available. This appeared to answer questions.
- **Student feeling around suppliers if catering is going over to University.**
 HW had no update on this yet

MC546 Matters Arising

It was noted that the AH update was missing from previous minutes so AB took an action to update these to complete the record of the meeting.

MC547 Operational & Key Relationship Updates

EP

- Sport SOCs
- Finance Committee
- University Council
- University Estates Meeting – now included regularly and happy to attend these
- Winter on campus working with University
- PG sport
- BUCs updates this week and next week

CBB

- First meeting with Pilot group – Drug and Alcohol Impact (with Leeds, Keele, University of West England)
- Project 17 – Theory of Change
- Student support networks – face to face groups to provide peer support networks - have funding from University to end of year.
- Anti-racism action planning

HW

- Waste management
- Disability Officers titles - part of wider democracy review project
- Mens' mental health working group

CW

- EF for students established – first meeting next week (HM would like to attend these – AH and HW to discuss and come back to CW)
- Updating H&S elements in JDs to ensure compliance with policy
- Wellbeing work and providing support
- Payroll sign off
- New furlough scheme
- Trustee appointments support
- External Trustee documents
- Officer Training set up Equity at work
- Actions from pulse survey
- 121 form developed and to be rolled out
- Support for priorities and planning
- Working on AHRC agenda with AH

AH

- Student Forum
- Education Committee
- GSSF
- PG students SSLC
- National PG conference – York
- Meeting with staff from FMH

- Complaints from MBA students – AH and Josh Melling working on this
- Meeting with VC
- Student Experience Committee
- Joined the PPL Head of School interview panel
- PG student meeting each week
- PG Quiz night which had a great turnout
- PG Committee by-election
- Helping student support network

WS

- Working on Christmas opening and hours for shop and unio
- Snappy shopper to run to Christmas shutdown
- Staffing issues in shop and Unio

TC

- Taken 2 days annual leave
- Project 17
- Planning and Staff day and Awards (reminder that Officers will be judging) this will be in place of next MC
- NUS CEO event
- Southern SUs event
- Working on accommodation rents and what other Universities are doing with refunds. TCU to keep EA advised.
- Preparing for Board and Risk Committee
- 1-2-1
- University Ops Group – lateral flow testing
- Silver Group
- Elections planning group with Esin
- Financial forecast review
- Student Tech
- SEC
- SMT meeting
- VC meeting
- Management Team meeting
- Licence Trade meeting
- Winter break planning
- Meeting with Unison (AOB on this)

CP

- Student consultation on course and modules. Consultation window has been extended. Working with Josh Melling on this
- Sustainable search engine has been given green light. IT request has gone into UEA IT
- Information about online learning services
- Pronoun displays on Blackboard – trying to find a quick fix
- Meeting with Emma Sutton – sensitive content warning policy
- Student Faculty Forums
- Academic Community Student loneliness group
- BAME – diversity of reading lists
- External trustee induction planning
- Student Trustee session

- Ongoing investigation and grievance work
- Sub-committee next week
- Aurora roll out

EA

- Project 17 work is moving forward
- Involved in lateral flow testing launch
- Anti-racism task force
- Housing week – FB live
- Post Grad committee
- Mental Health Taskforce
- World Aids Day in Square with Callum

MC548 Covid Security Update

TCU reported that the Shop remained open with RAs being reviewed and updated on an ongoing basis. Unio and Scholars Bar had been made available in UH and set up in a Covid secure way with students required to clean down workstations before and after use.

MC549 Staffing Update

This was a closed discussion where CW updated the group.

MC550 CMA Update

This was a closed discussion where CP updated the group.

MC551 AOB

- TCU reported that UEA is on a list of Universities hosting a Tamil Tigers event. TCU to ask Alun to investigate if anything is going on.
- TUs have identified workload problems. Departments concerned are HR, Comms and Students Voice. TCU said it was important to look at planning for next year and agree priorities in advance. TCU suggested spending some time at the Residential to look at priorities and be selective about what we decide to do. SMT and MC need to ensure staff are not being overburdened
- CP discussed other challenges particularly around the hours' reductions and this being an issue within Teams and with the Officers as well as duplication of meetings, could these be prioritised, rotated to give more "to do" time.
- Next MC meeting to be cancelled. Toby has scheduled to do staff awards in place.
- CBB announced that Conservative Party have invited Priti Patel as a guest speaker. At this stage it wasn't clear whether this was to be a closed event. TCU will ask Southern SUs if they have had similar request.

- HW asked CW if there had been any progress on the bringing forward of pay dates for students. CW responded that things were in place and comms would go out later in the week.
- Next MC to be cancelled as Officers will be judging Staff Awards at that time. EA expressed a desire to hold another meeting before the end of the year as a roundup and to look at where things are for next Semester. EA to look at the scheduling of these meetings going forward.

MC552 Date of Next Meeting

TBA