

# Minutes

Subject:	Management Committee
Location:	Online
Time & Date:	10:30am Tuesday 26 <sup>th</sup> January 2021
Status:	<b>Closed</b>
Author:	Em Anderson

## **MC 564 Minutes, Apologies**

Apologies received from Claire Boothby-Barnbrook and Callum Perry.

EA to add reference to conversation about student staff furlough, as there was a lot of discussion around this at the moment.

TCU reported a current situation with a member of student staff was being treated as a grievance. Will Fincher to meet with her following his investigation. Meanwhile another email had been received on behalf of a large group and due to some problems with IT equipment the response to that email had been written and assumed sent (however it was not actually sent). TCU reported that this may require a further emergency MC this week. EA requested TCU write a statement to see where we are with findings and recommendations which may include financial implications. TCU replied that CW had been asked to carry out background work and bring a paper to the group.

TCU commented that he understood that we hadn't communicated well and the frustration and feeling that had caused. TCU wants to see this matter dealt with before the move over to UEA. UEA HR are keen for us to complete this before the transfer and if necessary will delay the transfer.

CW confirmed she was putting this information together now and will come back as soon as possible.

## **MC 565 Action Log**

EA referred to these from the last meeting.

She reported that work for supplier restrictions being continued by HW and TCU.

CW responded that a response has been made to GMB advising them that the agreement had ended. There had been no contact from them during that period. They have been advised that our Forums doesn't prevent us having GMB representation if staff would like it.

## **MC 566 Any other matters arising**

There were no other matters arising

## **MC 567 Operational & Key Relationship Updates**

### **HW**

University Council  
Interviews for Chair of University Council  
Met with VC last week  
HW looking at cleaning provisions available for students in accommodation  
Working with Transport Team at UEA looking at car parking for placement students

### **TCU**

How we use Teams – meeting with University  
University Silver Group  
Supporting on Elections  
Supporting Officers on campaigns  
Risk Management training and rewriting training to deliver to Management Group in February

### **WS**

Working with University on transfer and learning new processes  
Supporting staff and assisting with grievances

### **EP**

Short listing candidates for Head of Sport and Physical Activity and interviewing this week  
University Council  
UEA your way for Clubs and Societies launching  
Sports SOCs this week  
Working with AH attending PG sports working group

### **AH**

Meeting with Science faculty re BAME staff meeting  
Met with Neil Jones and Emma Sutton with CP  
Met with VC  
CP and AH attended Education Committee  
LTC meeting  
PGR catch up and went to PGR retreat  
PG committee  
FB live session  
Employability Group

### **CW**

Supporting CP with response to GMB  
Developing GDPR template for data control  
Policy roll out working with Alun on how we are going to do this  
Reviewing system for recruitment and how we can do blind recruitment sifting  
TUPE transfer work  
Wellbeing calls for CW and TCU for those furloughed  
Working with NUS on annual survey  
Reviewing colleague feedback – looking positive

Preparing for Employee Forums/catching up with Unison  
Dealing with a large amount of case work

EA

Written select papers for next week's Student Experience Committee

Project 17

Welfare comms to students

UC meeting

Meeting with VC

Recruitment

Meetings some subs from other Unions looking at what's going on locally

### **MC 568 Covid Security Update**

TCU reporting that the Building is not open and there are no plans to open it in the near future. As f2f teaching is not starting until Easter it is unlikely we will open building until after that. Inductions and RA are ready if we open.

Groundwork is in place. Hole in floor is now repaired and Unio doors to the Library and are due to be completed by 19<sup>th</sup> March.

### **MC 569 Staffing Update**

CW updated the group on staffing issues at the moment. There was also discussion about the Mindfulness course being offered by the University.

### **MC 570 Exec Summary December 2020**

TCA will be putting the monthly update together for the Board and will copy the MC, this will be more detailed. Up to December, we are comfortably ahead of budget by £500K and the cash position corresponds (£470K better than we thought at this point). This doesn't include University grant. Two further Arts Council grant applications have been submitted for LCR and Waterfront. The forecast is showing a low point of £400K of cash in Autumn. Trading will be worse than current plan. The grant applications will be very detailed this could be adopted as plan. A further £50K insurance is being paid to us for Phase 2 Lockdown.

TCA reported that the size of the pension liability has increased to £3 million and will need to be paid at some point. As Trustees MC should be mindful of this and this would be covered at Board later in the year.

### **MC 571 AOB**

EA thanked Wendy on behalf of the Committee and Board as this was her last meeting. She thanked her for her long service and many initiatives she had been part of.

CW was asked to leave the meeting.

TCU shared a document with the group asking for some funding for some training CW has been doing. She funded the first training herself. The training

is an ILM in Business Management Coaching and the amount was just over £3K. TCU asked for approval for this to be paid to CW for this purpose and this was agreed.

**MC 572 Date of Next Meeting**

10:30am-12:30pm Tuesday 9<sup>th</sup> February 2021

# Minutes

Subject:	Management Committee
Location:	Online
Time & Date:	10:30am Tuesday 12 <sup>th</sup> January 2021
Status:	<b>Closed</b>
Author:	Angie Bunting and Em Anderson

**Chair:** Em Anderson

**In attendance:** Toby Cunningham (TCU), Tim Cave (TCA), Claire Boothby-Barnbrook (CBB), Hamish Williams (HA), Ayane Hida (AH), Lizzie Payne (LP), Callum Perry (CP)

**Apologies:** Received from Wendy Storey and Caroline Wilson

## Immediate Action Points

Action Requested	Date	Assigned
HW to gather information on SU Shop product/supplier restrictions to present to the University. TCU to support.	12/01/21	HW/TCU
Budget sign-off and circulator.	12/01/21	TCA/CBB
Correspondence with GMB.	12/01/21	CP/CW

## MC553 Minutes

The minutes of the previous meeting were approved.

## MC554 Action Log

AH reported that conversations at AHRC and reporting around diversity in recruitment was ongoing and this information can be shared. Within the Policy consideration is being given to offering financial help to remove barriers for international students.

Regarding boycotts of suppliers HW planned to go through these and gather background information to hand over to the University who will continue with them and review going forward. **TCU to assist HW with this.**

## MC555 Matters Arising

There were no matters arising.

## **MC556 Operational Updates with University**

### **AH**

Education Committee

Met with VC several times

Trustee Board in December

PG meetings are v popular – learning enhancement team were collaborating.  
Will happen every other week.

Aurora meeting with CP

Planning for mature student space

### **TC**

Covid has become the priority and he had been supporting Officers around matters with student fees, rents and quality of learning and teaching.

Meeting with CW and TC on Finances

Looking at rest of the term with the University and meeting with Lisa Williams on a weekly basis

### **HW**

Positive conversations with the University

Edith Cavell building open for hospital workers for respite.

Working with Jenny Baxter around car parking on campus for returning students

Working with Mike Hill around communication with landlords around student finances and rent rebates

Trying to arrange and facilitate a meeting with rent strike group and University

### **TCA**

Met with Jason Brown of UEA to clarify understanding of any admin resource to do with the transfer of retail and catering.

Other areas to be discussed in Finance update

### **CBB**

Furlough meetings with Charity staff – updating on impact of lockdown

Wellbeing discussions before Christmas with most staff (others to continue this month)

Working on anti-racism survey

Student support networks are established and running and will go to online as there is concern about coming onto campus

Winter break planning through Project 17

Reviewing workload with all Charity staff and putting together work plans

Advertising 3 posts which closed yesterday

Planning for LBGT history month

Comms – Officers are getting a lot of engagements on social media showing people are in support of what they are doing

## **LP**

Sending out SAM updates and looking at refunds for things that didn't happen.

Looking at do some sport competitions online

Sportspark memberships - working to get refunds rather than membership extensions

Working with Cultural societies on how they can be better supported.

Council briefing

On interviewing panel with PS

## **CP**

Advisor training session – how students can be supported through Covid.

Course consultation is under way

Blackboard support video – Blackboard Ultra

Working on Trustees' protocols

Review meetings with Trustees

Safety net Q&A

Drop-ins with Advice

Final Hurdle Plan

Visitation cafes

Sensitive Content policy

Names and preferred pronouns on Blackboard

## **EA**

Lot of work on Government campaigning and letter writing

Meeting with VC and have asked for another meeting this week

SOC has been brought forward this week

Anti-racism working group – statement to go out soon

LGBT history month with CBB

Freedom of speech and guest speaker work

Conversation about rent setting next month

HW and EA joined TCU's Southern SU meeting

### **MC557 Covid Security Update (TCU)**

TCU reported that Kerry Searle is currently working through new guidance for RA for Shop particularly for "insecure" areas where people are working in small spaces – eg office and looking at new team bubbles. Alun Minifey continues to work through all new guidance as it relates to the shop and building.

Union House is closed with some occasional work in the office for specific staff. Alun Minifey has rewritten guidance and induction for these people. Facilities have been put in place on campus for mature student requesting access to hot water for drinks and microwaves.

### **MC558 Finance Update**

TCA reported current cash position was £1.28m in the bank before loan (£260K)

TCA will recirculate the budget (draft) for next 6 months which shows that the Union should have adequate funds to support what we would want to do. CBB to sign off. **Action TCA and CBB.**

Regarding bank loan – TCA reported that he was unsure that the money would become available as, as an organisation, we don't have much in the way of assets and hence not the type of organisation banks would normally loan to.

Grant application to Arts Council was being made for April – Jun for Waterfront (phase 2) and LCR. Decision will be made in March.

A claim had been made for 2<sup>nd</sup> lockdown insurance money with lockdown 3 to be done.

Regarding Audit, there were still a few outstanding points. TCU to write a Trustee Report for Accounts.

TCA said it was likely that the auditors would recommend a repeat of Going Concern Review.

### **MC559 Staffing Update (Closed Business)**

### **MC560 NUS VAT Fighting Fund (TCA)**



TCA was seeking approval for a payment of £5K to the NUS fighting fund to put forward a collaborative approach for any catering VAT challenge that may be forthcoming. This was approved.

### **MC561 Statement to Students**

FTOs discussed a statement that went out to students the previous week from Management Committee, approved as a Chair's action, about the campaign approach to lobbying for student rent and tuition compensation.

### **MC562 AOB**

There was discussion around GMB accreditation with an action for CP to send letter from GMB to CW for draft response. **Action CP and CW**

There was discussion around a forthcoming VC Q&A event.

CBB outlined plans for Officer Training on Friday 15th January which would include "Power and Influence in student council space". All agreed this would be useful to keep in the diary in light of the forthcoming Union Council on 4th Feb (or before if an emergency meeting was called). It was agreed to carve up the 2 days of training into 4 half day sessions.

### **MC563 Date of Next Meeting**

10:30am-12:30pm Tuesday 26<sup>th</sup> January