

Minutes

Subject:	Management Committee Minutes: 22 July 2019
Produced by:	Tony Moore
To:	Management Committee
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Present: Toby Cunningham (TCU), Amelia Trew (AT), Callum Perry (CP), Martin Marko (MM), Ali Perez (ALP)

Chair: Sophie Atherton (SA)

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

Apologies: Caroline Wilson (CW)

Executive Summary

- Agreed to install advertising screens in Union House
- Agreed to adopt a Crisis Comms Plan
- Received Annual Procurement Policy Review
- Received report on University funding

Action Points: Immediate

Required	Assigned
Information pack for A-Level results day to come to 6 August meeting	JCL/TM
WONK FEST – JCL to write paper proposal on staff and FTO attendance and bring to 6 August meeting	JCL/TM

Action Points: Long Term

Required	Assigned
Logistics for Arrivals – to come to 20 August meeting	JCL/TM
JCL to assist MM in drafting a revised Union Procurement Policy	MM/JCL
MM to meet JCL to discuss staff support for PGs	MM/JCL
Enquiries to be made into membership/functioning of University Committees and to be reported	JCL/TCU
60 second limit on update agenda item to be reviewed after three meetings	SA
Officer usage of Instagram at other SUs to be looked at	JCL

Report with recommendations on marketing in Union House to be brought to future meeting	JCL
Welcome Week programme – review to split daytime/evening – to come to early September meeting	TCU
BHM info for the Committee to note - to come to early September meeting	JCL/TM
MM to bring constitutional amendment on major post holders to Union Council	MM/TM
Other Universities' approach to campus catering to be investigated	TCU
MSL to be contacted at start of summer on website login issues; all arrivals staff to be adequately brief on guidance on login	JCL report after WW
International students not having UK bank accounts for Freshers/International Office to be lobbied to adopt INTO's practice of walking students over to bank	JCL report after WW
Events to be asked about working of extra capacity at Freshers/management of customer flow within existing capacity to be looked at	TCU report after WW
Wristband/ticket interface and Waterfront capacity at Freshers to be looked at	TCU report after WW
Use of Never OK marketing material for Change the Culture be reviewed after Welcome Week	JCL report after WW
Union Annual Student Survey to be discussed at first meeting in October	TCU/TM
Student Staff evening event– planning to come to last meeting in October	TCU/TM
Staff Day planning – to come to late October meeting	TCU/TM
Go Global event planning – to come to first meeting in November	TCU/TM
Damn Good themes and Refreshers plans – to come to mid-November meeting	TCU/TM

MC 238 Minutes, Apologies, Matters Arising

The minutes of the 9 July and 17 July were agreed.

SA noted the completed immediate action points.

JCL reported that staff had not yet finalised the Instagram links – JCL suggested FTOs discuss with colleagues they meet at Lead and Change conference later in the week as to other SUs approach.

JCL reported that staff were still waiting for quotes as to marketing in Union House.

MC 239 Operational & Key Relationship Update

SA

- Working on paramedic campaign funding bid
- Received invitation to join the DfE student accommodation advisory group
- Coming up – leave – will be away for the next Committee meeting – CP will chair

AT

- Meeting staff to discuss support for FMH students
- Meeting Library staff
- Annual leave for graduation

MM

- Courage Project
- Inductions

- Library catch up
- Meeting new Doctoral College director

ALP

- Attended BUCS Conference
- Finance induction
- Working with Opportunities staff on year planning
- Upcoming Lead and Change and panel for Opportunities staff interviews

TCU

- Annual Leave
- Working on confidential staff matters
- Strategy formulation

CP

- Meeting with staff on FMH support
- Library meeting
- Working on course rep support
- Upcoming – Lead and Change, PAL meeting, will hear back as to degree awarding powers group

TCA

- Catch up with risk compliance auditor
- SMT
- Prep for confidential staffing matter
- Coming up – annual leave

JCL

- 3 days annual leave
- Prep for confidential staffing matter
- Met Head of STS – productive discussion on Student Life Managers

SA noted the following leave request for FTOs: AT on 2 and 5 August

MC 240 Commercial Updates

SA noted this would be for the next meeting.

TCU advised that, in the meantime, the latest accounts had confirmed the existing trend: a little behind on forecast, turnover and margins down; fewer events due to University proscriptions meaning less bar revenue.

MC 241 Digital Screens Business Case

TCU advised that staff had looked at other SUs where renting out advertising on digital screens had provided a significant revenue stream. TCU advised that the immediate capex would be £17K and after two years the screens would have been paid for and revenues would represent pure profit.

ALP wondered whether the Union could afford the expenditure; AT wondered whether the proposal would actually make money.

TCU advised that the money would come from the Reserves and this was a good example of what they should be used for: to fund capex to generate future income. TCU advised that the experience of other SUs had been that the screens would provide a reliable income stream.

JCL noted concerns as to message saturation and thought there was a tension between gaining the benefits of income generation and the danger of detracting from the Union's overall message to its members.

TCU advised that they were aware of the Twitter feedback on message saturation and advertising but reminded the Committee that, under the current funding model, the Union was a highly commercially leveraged organisation and, often, there would be a need to prioritise revenue generation.

AT wondered how relevant the adverts would be to students.

TCU envisaged the adverts would be for student-related products: local food, taxis and student accommodation.

SA believed that some companies offered student accommodation at sky-high, inappropriate prices.

TCU confirmed that these would be looked at when deciding to accept advertisements.

The Committee agreed to the digital screen proposal and the associated capital expenditure.

MC 242 Updated Crisis Comms Plan

JCL noted the plan had been updated and recommendations incorporated.

ALP wondered who would decide whether a situation represented a crisis.

JCL advised that the plan took the responsibility away from an individual and placed it with a group decision and provided the group with a template of which actions to take so that any response to a future crisis would have a well thought out structure and not be, as in the past, FTOs and staff making it up as they went along. JCL noted that the plan would help pre-empt negative feedback that the Union had received in cases such as the cancellation of Pimp My Barrow and the raising of ticket prices.

The Committee agreed to adopt the Crisis Comms Plan.

MC 243 Procurement Policy Review

MM referred to the Review paper with its set of recommendations; MM noted that the recommendations would form the basis of a policy proposal to go to Union Council to provide a more up to date, relevant policy.

The Committee discussed thresholds on procurement, strictures on tax avoiding firms, the wider question of sustainability and the balance of whether to charge students extra to assure that a product was ethically and environmentally friendly.

Chair recommended that the draft policy go to the Ethics and Environmental Committee of SOC for discussion.

*The Committee noted receipt of the Review and asked JCL to advise MM on drafting a policy proposal to go to Union Council. **AP***

MC 244 Looking Forward – SU Big Events

The Committee asked for the following briefings on upcoming events to be scheduled for future meetings **AP**:

Information pack for A-Level results day to come to 6 August meeting

Welcome Week programme – review to split daytime/evening – to come to early September meeting

Logistics for Arrivals – to come to 20 August meeting

BHM info for the Committee to note - to come to early September meeting

ALP asked as to inclusion of Mental Health Awareness days. SA noted that FTOs would discuss extra items for inclusion whilst they were away at Lead and Change.

WONK FEST – JCL to write paper proposal on staff and FTO attendance and bring to 6 August meeting

DHM – noted no planning taken place as yet.

Union Annual Student Survey – discussion of how effective it is and whether to look at other options – to come to first meeting in October

Go Global event planning – to come to first meeting in November

Staff Day planning – to come to late October meeting

Student Staff evening event arranged for Thursday 21 November – planning to come to last meeting in October

Damn Good themes and Refreshers plans – to come to mid-November meeting

MC 245 Staffing (Closed business)

There were no staffing items.

MC 246 AOB

SA reported that the Vice-Chancellor had sent a short, two paragraph message detailing the University's funding arrangements for the coming year. SA noted that the University had declined to increase the level of the Block Grant but had agreed to contribute an extra £100K; SA noted that the additional payment contrasted with the £135K allocated to the Union for 2018-19.

SA noted that the University had made a commitment to look at the future funding model. SA noted the University expected the Union to play a key part in the improvement of student wellbeing whilst dealing with what was, in effect, a cut to funding. SA noted that the University's decision would mean that the

Union would have to curtail its strategic ambitions. SA noted that the University had spoken often about the importance of a strategic partnership but had, with this decision, failed to provide the funds for the Union to play its part in the partnership.

TCU advised that the Union would need to reset the Budget. TCU advised that the Union would have to decide how to spend the £100K and then formulate a corporate stance to the fact that it would be receiving less funding than in the current year. TCU advised that the FTOs would have to make a political decision as to whether to simply accept the funding decision or to work with the wider membership to lobby the University to provide more money. TCU noted one might take the view that the University had failed to take a strategic approach to Union funding and what was needed was for the Union to persuade the University to take a leap of faith and provide adequate funding for the Union to play its full part in the strategic partnership.

MC 248 Time, Date and Place of next meeting

1 pm, 6 August, in Room 2.