

Minutes

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| Subject: | Management Committee Minutes: 20 November 2018 |
| Produced by: | Tony Moore |
| To: | Management Committee |
| Action: | To approve |
| Status | For publication |
| Paper: | MC 17.18 9 |

Present: Martin Marko (MM). Jenna Chapman (JC), Oli Gray (OG), Toby Cunningham (TCU)

In attendance: Tony Moore (TM), T Cave (TCA), Caroline Wilson (CW)

Chair: Sophie Atherton (SA)

Apologies: Georgina Burchell (GB)

Executive Summary

- Reviewed updates to Interim Organisational Plan
- Agreed to change Staff Survey provider
- Refused short-notice request by PWC to hold an event in Union House

Action Points: Immediate

| Required | Assigned |
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| Departmental Action Plans to be shared with FTOs | TCU |
| Board to be informed of NWLF rejection of student living wage | SA/TCU |
| FTOs to find out how the University's two well-being initiatives link up | SA/OG |
| The way Union Council considers and approves Budget Estimates to be discussed at SOC | SA |
| New policy proposal on Sport to go to Union Council | OG |

Action Points: Long Term

| Required | Assigned |
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| MSL to be contacted in at start of summer on website login issues; all arrivals staff to be adequately brief on guidance on login | TCU |
| International students not having UK bank accounts for Freshers | TCU |
| Events to be asked about working of extra capacity at Freshers | TCU |
| Push for representation at all Faculty Executives | All |
| Wristband/ticket interface and Waterfront capacity at Freshers to be looked at | TCU |
| Report on Lessons from Auschwitz to go to Council | SA |
| Response to forensic audits to go to December Boards | TCU/TM |

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| Catering price changes/significant product changes to be reported to Management Committee | TCU |
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MC 103 Minutes, Apologies, Matters Arising

SA noted GB's apologies and welcomed CW to their first Committee meeting.

SA noted completed Action Points and reported:

- Ways for Council to discuss Budget Estimates yet to go to SOC
- Catering yet to go on QCs: a PTO is putting together a new resolution on Meat Free Mondays
- Resolution on University/Union sport relationship to go to Council in January
- SA reported they had just returned from the visit to Auschwitz and would make the report to Council in January

MC 104 Operational & Key Relationship Updates

TCA:

- Working on first draft management accounts – look good but some shadows apparent under the surface
- Some of the Audit had been redrafted – Auditors highlighted good progress on processes
- Met University to outline Union's anticipated five-year financial position

OG:

- Met with Essex for strategic planning for Derby Day – proposal to change the day of the week and hold earlier in the year
- Met Phil Steele on well-being initiative – emerged that this was an additional initiative that had not been discussed at SEC – SA/OG to find out how the two initiatives link up **AP**
- University unconscious bias training
- Welcome Week project – discussion as to the Edge Conference

MM:

- PhD vivas meeting
- Last of current round of course rep training
- PGR SSF Forum/NBS SSLC
- Met with SA as to food on campus
- Reported difference of opinion between PGR and PGT students as to Developing Teaching Skills Programme
- Coming up – PGSU Committee and Management Group

JC:

- First Education Committee of the year
- TEF steering and intro event in London – very useful
- Met University on inclusivity
- Course rep training
- CEO recruitment

CW:

- Getting to know team/establishing priorities

TCU:

- Management Group meeting on theories of change
- Met University on well-being strategy

SA:

- Unconscious bias training
- University Brexit briefing for staff – very useful – should press to be made available to students
- Working on Policy Lapse
- Upcoming: meeting with Ian Callaghan for University Council – Aurora themes mental health plus internationalisation.

MC 105 Social Enterprises Updates

TCU headlined the following from the accounts:

- Bars – relatively good despite less shows
- Unio – exceptionally well – new coffee machines making a difference
- ENTS – OK – but problems on overheads which might well
- Shop – looking like some slow-burning problems emerging
- Catering and pizza very concerning – management to review – looks like we are trying to do too much in terms of range – **Redacted**

MC 106 Student Engagement

SA noted no key issues raised.

MC 107 Code of Conduct Cases

TM reported:

Redacted

MC 108 Update on the Interim Operation Plan

TCU highlighted red RAG rated and new items:

- QCs and NSS
- Spar – the finer points of the contract (particularly catalogue price/picking price) being settled
- National Living Wage – the Foundation have rejected the idea of a student living wage – RAG to remain red – will be for the Board to decide way forward **AP**
- JC asked that Departmental Action Plans be shared with the Committee **AP**
- OG noted, as to integration of University/Union disciplinary procedures, that this needed to be reviewed – OG, TCU to meet with A Minifey

- Union facility at student residence block in the city – business plan being prepared but hard to see how to make this viable – OG’s suggestion of provision of laundry services to be examined
- Staff policies/data sharing now orange rated as CW was working on this

TCU advised that the Plan would be a starred item on the Board agenda, unless FTOs contacted the Chair of Trustees asking for items to be discussed.

MC 109 Staff Survey 2019

TCU advised that the Union had switched survey provider the previous year: the survey supplied by the new provider had proved cumbersome, complicated and did not provide comparable data from other SUs.

The Committee agreed to the proposal to switch back to the NUS as survey provider for the 2019 survey.

MC 110 GMB Representation

Chair noted, in GB’s absence, this item would be held over until the next meeting.

MC 111 Office Seating

Chair noted, in GB’s absence, this item would be held over until the next meeting.

MC 112 PWC

OG noted they had had a request from the big commercial audit and consultancy firm, PWC, to hold a fun evening with quizzes and prizes in Union House. OG noted the request was at very short notice and there was a need not to endanger the Union’s relationship with Careers under whose remit this would fall.

TM advised that the Committee might bear in mind Union policy on not hosting tax avoiding companies and as a leading consultancy PWC was a high profile leader on tax avoidance.

Staffing (Closed business)

i. Formalisation of Assistant Director of Social Enterprise Role

Redacted.

JC asked as to the pay grade.

TCU noted the proposal would be that they would start on the lowest point on the same pay grade as their fellow Assistant Director.

ii. Staff Protocol

Due to time constraints this was held over until the next meeting.

MC 113 AOB

There was none.

MC 114 TDP of next meeting

10 am, 7 December 18 venue to be decided.