

Minutes

Subject:	Management Committee Minutes: 25 June 2019
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
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Paper:	MC 18.19.21

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

Chair: Sophie Atherton (SA),

In attendance: Tony Moore (TM), Josh Clare (JCL), Caroline Wilson (CR), Ali Perez (AP), Amelia Trew (AT) and Callum Perry (CP)

Apologies: Tim Cave (TCA),

Executive Summary

- Refused to fund UniBuddy but agreed usage if funded by the University
- All Officers to have Union social media accounts
- Agreed additions to scope of Democracy Review
- Agreed to work with Star as payroll service provider

Action Points: Immediate

Required	Assigned
Changes requested to scope of Democracy Review – how much work to be done internally to be assessed	SA/JCL
Changes requested to Cycle of Business – core events planner to be compiled	TM
Officer usage of Instagram at other SUs to be looked at	JCL
CEO to update on talks with the University on access to WP data	JCL/CW
Report with recommendations on marketing in Union House to be brought to future meeting	JCL
Points raised in the discussion of the Crisis Communication Plan to be integrated into a new draft to be brought to a future meeting	JCL

Action Points: Long Term

Required	Assigned
FTOs to share leave details with each other	FTOs

Report from working group on Procurement Policy to be brought to future meeting	MM
Never OK marketing material for Change the Culture be tasked to Commercial Marketing Sales Manager	TCU
Clerk to meet with MM on constitutional wording of major post holders	TM
Detailed proposal on mental health contact for staff members to come to MC	CW
Regular Updates on IT relationship with University to come to MC	JCL
Importance of Sports and Societies Ex being included in Democracy Review	SA
Question of Officers holding other elected Union roles to be looked at in the Democracy Review	SA
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
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
Events to be asked about working of extra capacity at Freshers/management of customer flow within existing capacity to be looked at	TCU
Push for representation at all Faculty Executives/SA to take-up FMH invitation	All
Wristband/ticket interface and Waterfront capacity at Freshers to be looked at	TCU
Catering price changes/significant product changes to be reported to Management Committee – Bars price proposals to be chased up	TCU

MC 218 Minutes, Apologies, Matters Arising

MM asked that the reference to their taking part in the Officer Handover be taken out of the minutes; with the above change, the minutes of the 11 June meeting were agreed. **AP**

SA noted that the incoming FTO team had agreed which University and SU Committees they would be attending or chairing and that a paper with the details would be uploaded to the Committee drive.

SA noted the completed immediate action points.

TCU reported on commercial preparations for graduation that these would be finalised, nearer the time, with a view to the weather forecast and the University's own preparations.

TCU noted as to access to WP data that this was within JCL and CW's joint remit and, therefore, should be reassigned.

The Committee noted, on Never OK, that staff had done some work on the matter and asked that this be moved to a long term action point.

JCL noted that work on marketing in Union House was continuing and staff were looking at different tenders.

JCL noted that the required changes to Crisis Communication Plan done had been made and the revised plan would be on a future agenda.

MM noted that they had met with the incoming Environment Officer to discuss the review of the Procurement Policy. SA asked that MM present the results of the review to a future meeting.

MC 219 Operational & Key Relationship Update

Chair noted that, due to time considerations, this item would be held over until the next meeting.

MC 220 Social Enterprise Updates

TCU reported that May trading had been around forecast with the cumulative contribution for the year still £30K below forecast. TCU reported the Exit Ball had been slightly down on attendance but judged a success by students; Grad Ball ticket sales were as expected.

MC 221 UniBuddy

JCL advised that this was a proposal to augment the current system with a software programme that would help in contacting students before they arrived and act as a gateway to the Buddy Scheme. JCL advised that the programme would cost about £5K a year and would come from the current and coming years' budgets. TCU noted there was a possibility that the University might be persuaded to fund the cost.

JCL advised that the uptake of the Buddy Scheme had been flat and that the proposed use of the programme would increase the uptake. JCL cautioned that, under the proposal, there could be a danger of students missing the current personal contact and that there might be a diminution in the quality of the relationships.

The Committee expressed the following doubts about the proposal:

- Legal aspects – ensuring the information being given was consistent
- Timing
- Confusion and duplication of messages in relation to other Union information services

The Committee agreed to use the programme, if the University agreed to fund it but refused funding by the Union.

MC 222 Officer Social Media

JCL advised that this was an annual exercise as to agreeing that Officers should be provided with Union owned pages on Facebook and Union Twitter accounts.

The Committee debated the ability of staff to control all Officers' accounts and whether PTOs would all want their own pages and accounts.

The Committee discussed the merits of Instagram and whether this would be a good communications tool for Officers.

The Committee agreed to the all Officers, including PTO's, would be given Union pages and accounts: this to be reviewed after a year. The Committee asked JCL to investigate officer usage of Instagram at other SUs. AP

MC 223 Committee Cycle of Business 2019-20

The Committee asked for the following changes to be made:

- RAG-rating of Organisational Plan to be reviewed monthly
- Staff support for Officers attending University Committees to be reviewed annually
- Big Events – for the first term these will be reviewed over the summer and for the second term will be reviewed in the autumn. A timetable of core events will be compiled in the summer and a future meeting will decide on the frequency with which these will be reviewed AP

MC 224 Charity Structure

Chair asked that this be deferred as it was an important and detailed proposal that had only be submitted at short notice.

MC 225 Democracy Review

SA noted that, as lead for the Review, they would like FTOs' views as to the scope of the Review: if anything had been missed that should have been included.

JCL cautioned that if the Review's scope were to be dramatically extended this might have cost implications as to the External Consultant's fees but there would be the possibility of some of any extra work being undertaken internally.

MM believed that democracy within Clubs and Societies should be included as well as membership of the Board's Sub-Committees.

JC noted that Faculty and School Convenors had been omitted and these needed to be added.

OG believed that creation of new positions had, in the past, been a very much 'bolt on' exercise and had not been thought through strategically.

The Committee discussed how the Review could ask strategic questions and the importance of reifying outcomes and asked that impact measurement be included.

The Committee asked that: quantification of outcomes, democratic interactions within Clubs and Societies, and Convenors and Board Sub-Committee membership be added to the Review. Staff and Chair were asked to investigate how much work can be undertaken internally and how much will need to be tasked to the External Consultant. AP

MC 226 Booking Holiday for FTOs

TCU advised it important that the whole team had clarity as to when FTOs were to be on holiday: information should be swapped and holiday requests recorded.

The future FTO team agreed that they would share their scheduled leave with each other in their diaries.

MC 227 Staffing (Closed business)

MC 228 AOB

None

MC 218 Time, Date and Place of next meeting

The new team agreed to meet fortnightly at 1 pm on Tuesdays.