

# Minutes

Subject:	Management Committee Minutes: 8 November 2018
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
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Paper:	MC 16.18 8

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

In attendance: Tony Moore (TM), T Cave (TCA), A Minifey (Head of Opportunities), *for first item*.

Chair: Sophie Atherton (SA)

## Executive Summary

### Action Points: Immediate

Required	Assigned
The way Union Council considers and approves Budget Estimates to be discussed at SOC	SA
Box Office fees/A-List term passes to be reviewed	TCU
Clarification to staff that reporting of misbehaviour by Club members does not go to the Activities and Opportunities Officer but is dealt with through the Code of Conduct Process	TCU
QCs to be used to gather data on catering	TCU
Totem discount in the Shop to be restored as soon as possible	TCU
Meat free Monday in the Bars to be chased up	SA
New policy proposal on Sport to go to Union Council	OG
Changes to be made to FTO presentation to VC/ET	GB/SA

### Action Points: Long Term

Required	Assigned
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
Catering price changes/significant product changes to be reported to Management Committee	TCU

*Note: due to an administrative issue, the minutes are truncated for this meeting and are restricted to coverage of action points and the discussion informing decisions made are unfortunately omitted.*

### **MC 91 Presentation from the Head of Opportunities**

A Minifey (AM) presented the updated student media protocol.

*The Committee agreed the updated protocol.*

### **MC 92 Minutes, Apologies, Matters Arising**

TCU asked that the final two words in the discussion of the staffing item be deleted: with this change the minutes were agreed.

### **MC 93 Operational & Key Relationship Updates**

Officers and SMT reported meetings and activities in the past week and planned for the coming week.

In a discussion as to the Finance Committee's examination of the budget setting process, the Committee asked that the format for how Union Council should approach budget setting and approval should be an item on a future SOC agenda. **AP**

### **MC 94 Social Enterprises Updates**

TCU reported that trading figures had not raised any cause for major concern.

### **MC 95 Student Engagement**

SA noted that students had raised the issues of:

- Booking fees
- Term passes for A-List

TCU noted Social Enterprises would review the whole area of Box Office fees and Events would investigate the possibility of introducing an A-List term pass. **APs**

### **MC83 Code of Conduct Cases**

TM reported:

#### ***Redacted***

OG reported that it appeared to be common practice for staff to inform the Activities and Opportunities Officer of any incidents involving Sports Clubs in the Bars or in the LCR and wondered where this sat in the Code of Conduct. TCU noted that the proper procedure was that staff should either issue a Red Card or make a report for action under the Code of Conduct and that the Activities and Opportunities Officer should not be involved in the process: TCU would make this clear to all staff. **AP**

### **MC 97 Provision of Food on Campus**

TCU noted that this was wide subject and suggested that MM might meet with SA outside the meeting to discuss which areas to focus on.

In a subsequent discussion, the Committee asked for the following actions:

- Quality Conversations to be used to gather data on catering
- Totem discount in the Shop to be restored as soon as possible
- Meat free Monday in the Bars to be chased up
- Any catering price changes/significant product changes to be reported to the Committee **APs**

### **MC 98 Report on Policy and Documentation around Responsibility for Sport**

TM advised that existing policy stated that any further moves to extend the University's responsibility for Sport should be opposed by the SU.

TCU advised that it was difficult to ascertain what informal assurances the former Chief Executive had given the University as to any full migration of Sport.

The Committee agreed that OG would propose a new Sports policy at Union Council. **AP**

### **MC 99 FTO Presentation to University Executive Team**

GB showed the Committee the draft presentation and asked for comments. The Committee asked for the following changes:

- As to the Block Grant per head figure, this was a complicated calculation in terms of net and gross – the Committee noted this had to be accurate and for TCA and SA to investigate
- Noted there had been a tripling this year of attendance at Do Something Different and this should be added
- There were 1,300 student staff rather than the 900 stated – SA to consult with Payroll as to the exact figure
- FTOs to meet outside/consult staff over impact/outcomes/wins **APs**

*At this point, the meeting ended due to Committee members having to leave to attend to other appointments.*