

# Minutes

Subject:	Management Committee Minutes: 7 December 2018
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
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Paper:	MC 18.18 10

Present: Georgina Burchell (GB), Oli Gray (OG), Toby Cunningham (TCU)

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

Chair: Sophie Atherton (SA)

Apologies: Jenna Chapman (JC), Martin Marko (MM) both arrived during the meeting as their previous engagement had been cancelled.

## Executive Summary

- Reviewed GMB Representation Agreement
- Discussed the University's new Well-being Project
- Agreed staffing restructure in Opportunities
- Conditional agreement on virtual reality travel agent to trial in the Hive

## Action Points: Immediate

Required	Assigned
Any comments on Building Zero Vision to be sent to SA	ALL
Answer to student staff question on Xmas pay to be circulated ASAP	TCU
Conference budget and expenditure to next meeting	TCA/TCU
OG to tell Departura conditions for agreement and report back Oli	OG
Well-being Project: costs to be investigated, meeting with Jon Sharp and Ian Callaghan to be arranged, Project to be put on SEC agenda, paper on Well-being funding to be drafted, lobby for Phil Steele to be on SEC	FTOs
CW to invite SA and GB to GMB meeting – and to reports back outcomes	CW
TCA to be invited to SOC meeting on Budget Estimates process	SA
GB to bring Student Room ap as a discussion point to next meeting	GB
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
Catering price changes/significant product changes to be reported to Management Committee	TCU

## MC 115 Minutes, Apologies, Matters Arising

SA noted on Action Points that:

Department Action Plans had not yet been shared with FTO's

Budget Discussion process at Union Council would be discussed at SOC in January

Sport proposal will go to Council in January

## MC 116 Operational & Key Relationship Updates

TCA:

- Working on Board and Finance Committee papers
- Communication with a SU managers group who were unhappy with the legacy pension fund trustees
- SA noted that TCA would be invited to the SOC meeting that discusses Budget discussion procedure **AP**

OG:

- Met University Sport on disciplinary red cards
- Attended BUCs AGM – finally action on initiation rituals
- Welcome Week project work – now compiling feedback from student staff
- Buddy Scheme for Clubs

CW:

- CEO recruitment
- Reviewing recruitment process
- Departmental Action Plan

GB:

- First CEO interview
- Attended Student Staff Forum
- Xmas Blog
- Attended London meeting on survivors of sexual harassment
- University have drafted policy on staff/student sexual harassment
- Changing the Culture – making the reporting process easier – demystifying the process

TCU:

- Attended NUS Strategic Conversation
- Working on Departmental Action Plans

- Met Sarah Barrow - keen to work together
- Met Uni on concerns raised at SSLCs about the safety issue of exam queues at Congregation Hall – will be moved into the LCR
- Thursday Afternoon Live

SA:

- University Council Strategy Day
- Student Staff Meeting - concerns over Alcohol Impact Campus Kitchen
- Attended Campus Kitchen Forum – they are trying to copy our services – danger of taking away our customers and Union losing revenue – needs to be taken up with Ian Callaghan in context of Block Grant
- Attended STS Well-being Post interviews
- Rent-setting with Accommodation – looks like University will go for a 3% rise
- Your Money Counts launch went well

JC:

- Win at LTC on lecture capture
- TEF training briefing
- Met Neil Ward – some movement by ET on timetabling
- External Trustee interviews
- AHRC meeting
- Attended BIO SSLC

### **MC 117 Social Enterprise Updates**

TCU advised that there were no significant updates.

### **MC 118 Student Engagement**

GB noted that the University had launched an app that would link to Student Room and this would be a possible channel for monitoring student engagement and could be a joint project with STS. GB noted they will bring the matter to the next meeting. **AP**

SA noted that there was not at present much of substance coming through from social media and that this would no longer be a standard agenda item.

### **MC 119 Code of Conduct Cases**

TM updated the Committee advising that two new cases had been reported.

The Committee asked that investigators be appointed for the new cases.

### **MC 120 GMB Representation**

GB noted there was some confusion as to the duration of the agreement between the GMB and the Union: the public statement on display in the Hive stated three years whilst the Memorandum of Understanding stated one year.

**Redacted.** SA noted that there had been a recruitment shout-out by the GMB prior to the Forum.

CW advised they had met with the Head of Campaigns and Policy as to the GMB relationship and was currently trying to arrange a meeting with the GMB national leadership. CW advised that it was a real concern that the Union was paying money to the GMB but was not getting the support agreed upon.

GB noted concerns over student staff being pressurised to join the GMB and the amount of money (£6K a year) that was being spent on subsidising GMB membership.

TCU and CW advised that the Union should make the process for a member's agreement to join the GMB a separate form rather than a tick-box in the general form and that the Union should be more proactive on closing staff's GMB membership when they had left the Union's employment.

The Committee asked CW to invite SA and GB to the meeting with the GMB national organiser and to feedback the results to the Committee. **AP**

### **MC 121 Well-being Project (Confidential)**

**Redacted**

### **MC 122 Marks Out of Tenancy**

SA noted that their position on the proposal had not been finalised and this would be brought to the next meeting.

### **MC 123 Staffing Proposal for Opportunities**

OG argued that there were compelling reasons for the restructure as two members of permanent staff were leaving.

TCU advised that it was important to get the permanent/student staff balance right; however, there was a very good chance that recent graduates would apply and there would still be money in the budget for student staff.

OG noted the change from 'coordinators' to 'administrators' as this more accurately reflected the nature of the roles.

The Committee agreed to the Staffing Proposal.

### **MC 124 Change to Staff Support at University Committees**

The Committee agreed to the PGEO's proposal to change staff support at the PG Executive from the Head of Education and Engagement to the Postgraduate Student Engagement Coordinator.

### **MC 125 Staffing (Closed business)**

#### **i. Staff Protocol**

For clarification, TM advised that Management Committee was the operational sub-committee of the Trustee Board and it was inevitable that staff names and positions would be referenced in discussion in the open section of meetings whilst staff performance would be discussed and critiqued in the closed section of the meeting.

TM advised that the Protocol applied to all other meetings such as Union Council, SOC and the various Committees and sub-committees of the democratic arm.

### **MC 126 Teaching Rooms**

MM wondered as to who would be responsible for the rooms being fit for teaching.

TC confirmed it would be the University's.

The Committee's agreed to the University's request to continue using rooms in Union House as extra teaching space. .

### **MC 127 AOB**

#### **Departura**

OG noted they had received a proposal from an ex-student in the Enterprise centre who has set up an alternative travel app 'Departura' promoting less visited world travel destinations. The scheme would involve showing students the destinations using a virtual reality device. The scheme was sponsored by national tourist boards from the countries concerned.

OG noted the proposal would be to set the device up in the Hive to gauge student interest.

GB thought this might involve questionable destinations.

TC advised that it might raise ethical questions as to the destinations – an example would be Saudi Arabia.

The Committee provisionally agreed to the proposal on condition that the Union has a veto over the destinations promoted and the advertising used. OG to contact the student with the Union's terms and report back. **AP**

#### **Southern SU**

SA asked as to which FTOs would be attending the conference.

TCU advised the cost implication might be borne in mind.

The Committee agreed that the relevant budget with expenditure be brought to the next meeting. **AP**

#### **Student Staff Forum**

SA asked as to when the questions posed by student staff would be answered.

TCU advised that this would be in January but that the one on double pay for Christmas would be circulated as soon as possible. **AP**

#### **Building Zero**

SA asked for FTOs to send SA any comments on the Building Zero Vision. **AP**

#### **Staffing (Closed)**

Redacted

**MC 128 TDP of next meeting**

TBC