

Minutes

Subject:	Management Committee Minutes: 16 December 2019
Produced by:	Tony Moore (from audio recording)
To:	Management Committee
Action:	To approve
Status	For publication
Paper:	MC 19.20.16

Present: Martin Marko (MM), Ali Perez (ALP), (TCU), Amelia Trew (AT), Toby Cunningham (TCU), Callum Perry (CP),

Chair: Sophie Atherton (SA)

In attendance: Tim Cave (TCA), Caroline Wilson (CW), Wendy Storey (WS)

Apologies: Tony Moore (TM)

Executive Summary

- Reviewed Commercial performance
- Received report on challenge to catering VAT exemption

Action Points from meeting

Required	Assigned
Rough total of potential liability if VAT exemption on catering is revoked to be given to Board	TCA
Paper on future of Pimp My Barrow to come to 7 January meeting	TCU

MC 341 Minutes, Apologies, Matters Arising

The minutes of the 10 December meeting were agreed.

SA noted the completed action points.

MC 342 Operational & Key Relationship Update

SA

- Voter registration
- University Council Strategy Day
- Annual Leave
- Skyhouse Project Board
- Meeting with PG students

- Spoke at UCU Rally
- ET Lunch
- Recruitment Interviews

MM

- Learning & Teaching Committee
- Postgraduate Assembly
- Aurora meeting
- Non-academic complaint panel
- Head of PGR Service meeting
- Climate strike
- Conversation club planning meeting
- Director of Doctoral College meeting
- Postgraduate Committee
- NBS, ECO, ENV SSLCs
- Postgraduate support structures meeting
- Rep Forum
- UCU picket attendance
- Union Council
- Decolonise UEA Society event
- Doctoral College Executive
- Student success (employability & learning) big shift days
- ET presentation
- PGR Service Briefing
- Officer catch-ups
- Student Officer Committee
- Appointments & Human Resources Committee
- Convenor Christmas social
- HUM PGR Winter celebration
- PGR fieldwork support group meeting

ALP

- Running Movember activities
- Sustainable finance meetings with the University
- Meeting with Becky Price on demographics of SU members
- SEC
- Union Council
- BUCS AGM

TCU

- ET Lunch
- AD Charity interviews
- Staffing matter
- Head of Events Recruitment
- AD Social Enterprise Recruitment
- Head of Comms Recruitment
- 121s
- Risk Committee

CP

- Big Shift Days on Employability, and Teaching and Learning
- AD Charitable Services interviews

- First Risk Committee
- First AHRC meeting
- Edinburgh conference speaking on WP and lecture capture

CW

- Ongoing case work
- Recruitment
- Payroll project initiation meetings
- Payroll staff training
- Attended a Saturday gig preparation to get an idea of how the team operates

AT

- Monthly catch-up with Jane Amos
- Meetings with individual students
- Stigma presentation at Courage Brand meeting
- Strategizing Wellbeing Day
- Developing LGBT+ training

TCA

- Webcast with auditors on HMRC challenge to VAT catering exemptions. Thrust of challenge is how much of the exemption applies to bars. Four SUS' exemptions have been challenged and, like UEASU, their catering involved bars so the implications were serious as it would represent several years of back payment. TCU asked TCU to prepare a rough figure of the potential liability to give to the Trustee Board. **AP**

WS

- Tours for job applicants
- Supporting staff after recent issues

MC 343 Commercial Updates

WS reported the Shop continued to make good progress though the switch over to Staff Savvy had proved more testing than anticipated. Several resignations by Shop staff – reasons for will be investigated. Grab n Go sales excellent, though some empty spaces will mean a product range review. Unio – sales slightly down but should be boosted by Open Days, high staff morale. Queuing times review showed average waiting time reduced. Snack machine moved back to the Library. Quote received from Estates for installation of kitchen facility in the Hive came in at £8K.

WS noted that Bars remained challenging though some progress on resolving staff issues.

WS reported that Marketing was looking at a box office proposal and analysing Damn Good sales.

WS noted that planning for Welcome Back week was in place. WF continuing to perform well and good trading from the Football Awaydays.

WS reported that all areas had completed five year plans for their departments.

AT drew WS' attention to some negative comments made by student staff on *Concrete Confessions*. ALP noted the issue seemed to stem from zero hours contracts.

WS noted that management was aware of the issue and had asked HR to investigate.

MC 344 Future of Pimp My Barrow

ALP noted that Alun Minifey had made some progress on the re-imagining of PMB along the lines of a green festival with a new venue outside of Nelson Court. SA noted that Alun would be asked to have the full, detailed proposal ready in time for the 7 January Committee meeting. **AP**

MC 345 January to March Key Events Planning

SA noted that this item would not be considered.

MC 346 Welcome Back Week Planning update

SA noted that this item would not be considered.

MC 347 Engagement with Enlitened App

TCU advised that this item would be brought back to the Committee in January.

MC 348 Black History Month Report

TCU advised that this item would be brought back to the Committee in January.

MC 349 Complaints

SA noted that this item would not be considered.

MC 350 Sky House Presentation

SA noted that consideration of this item would be postponed until the results of the discussions with the University around PGR issues had been concluded.

MC 351 Staffing (Closed business)

MC 352 AOB

Chair noted that WS had prepared a paper on Bars prices but there would be no time to discuss at the present meeting: the item will be brought to a future meeting.

MC 353 Time, Date and Place of next meeting

1 pm, Tuesday 7 January in Room 2.