

Minutes

Subject:	Management Committee Minutes: 30 September 2019
Produced by:	Tony Moore from audio recording
To:	Management Committee
Action:	To approve
Status	For Publication
Paper:	MC 19.20.11

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

Chair: Sophie Atherton (SA)

In attendance: Josh Clare (JCL), Tim Cave (TCA), Caroline Wilson (CW)

Apologies: Tony Moore (TM),

Executive Summary

- Agreed Staff Expenses Policy
- Noted guidance on rewards for volunteers

Action Points from meeting

Required	Assigned
MSL to be contacted as to log in issues on the website	TCU
AD Charity handover plan to come to next meeting	TCU/JCL
Doorstaff to be instructed to allow students exit/access the LCR to use the outside cash machine – to be followed up after complaint from student	AW/TCU
Guidance on rewards for volunteers to be sent to all relevant staff	TCU/JCL

MC 288 Minutes, Apologies, Matters Arising

The minutes of the 16 September meeting agreed.

SA noted the completed immediate action points.

SA asked for the deadline for the paper on the Enlightened App to be set for the first meeting in November.

JCL advised that on long-term points involving marketing and communications the Committee should bear in mind that some of the actions might be delayed due to the reduced staff capacity in this area.

ALP noted they had been informed that a student had been made to queue again after needing access to the cash machine outside the LCR. SA noted that the message to door staff had not got through and asked TCU to follow up.

ALP noted that there was deep concern from international Societies about the University's proposal to move Go Global from May to November as the present Committee members had only just been realised about the change agreed in the previous academic year. SA noted that the Union would hold two events: one in November and one later in the year with papers to come to the Committee.

The Committee discussed the purpose of and problems involved in monitoring the attendance at the BMH A-List event: TCU to look at other A-List events to use as comparators and look at the possibility of moving the DJ playing urban music to the main room.

TCU advised, as to outside banners, these were expensive to change due to installation costs. TCU noted they would investigate the costs of banners as well as cost and any light impact of transfers for windows.

MM noted they would be fixing a meeting with JCL on the draft procurement policy and staff support for PGs.

MM noted, as to University Committees, that IT Forum had been missed out. SA noted that the previous paper would need updating and should be an item on the next meeting's agenda. **AP**

TCL advised, as to Officer Instagram accounts, that other SUs had these and it was doable but that the generic Union account had worked well during the Welcome period and there were advantages to having one central platform. ALP suggested that the FTOs might have a single account. The Committee agreed to look at the question at the forthcoming marketing insight meeting, JCL to be invited.

The Committee noted that the report on proposals for marketing in Union House had been presented to an earlier meeting. The Committee noted that the proposal would publicise a wider group of post holders, including Faculty Convenors, and was included in the budget. The Committee asked for the proposals to be implemented.

MC 289 Operational & Key Relationship Update

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

MC 290 Staff Expenses Policy

TCA noted the updated policy for approval that set out guidance for Heads of Department.

MM wondered how the policy would relate to FTOs over the £10 meal allowance for out of hours working.

TCA advised that the policy referred to outside 'usual' working hours and that for the more senior staff in an organisation it was hard to define 'usual' hours.

JCL advised that the facility was useful for when there was an emergency and staff had short notice about being required to work and would need to purchase a meal.

CP agreed but noted it would not apply to FTOs as they had been elected to work a flexible and responsive to events schedule.

TCU noted that there was an issue in that the present wording meant that this part of the policy would generally only apply to charity staff and exclude commercial staff.

SA asked on behalf of the Committee that the wording should be changed to ensure that the benefit would be available to all staff.

The Committee approved the policy with the above change of wording.

MC 291 Reward for volunteers at uea(su)

JCL advised the paper detailed the HMRC and Charity Commission requirements and included helpful illustrative examples relevant to the Union's activities.

MM noted there might be an issue over giving Faculty Convenors hoodies and stationary.

TCA advised that this was fine as these enabled the Convenors to fulfil their volunteer role: they were not rewards in kind.

The Committee noted receipt of the guidance and asked that a summary of the guidance be sent to all relevant staff. AP

MC 292 Staffing (Closed business)

MC 293 AOB

Log In Issue on the Website

MM noted that some work had been done but students continued to be offered two log in options and this resulted in some being blocked from access to some services.

TCU advised that staff had gradually managed to eliminate the transitional guest accounts which had caused the problem and migrated them to their student accounts.

MM noted that it was still possible for students to confuse the two options on the website and this should be rectified.

TCU noted they would check with MSL, the service provider, to see how this could be prevented. AP

Brexit Campaign

ALP noted they would be setting up a series of campaign meetings.

MC 294 Time, Date and Place of next meeting

TBC.