

# Minutes

Subject:	Management Committee Minutes: 6 July 2020
Produced by:	Em Anderson/Angie Bunting
To:	Management Committee
Action:	To approve
Status	<b>For publication</b>
Paper:	MC 449

Present: Em Anderson (EA), Hamish Williams (HW), Elizabeth Payne (EP), Ayane Hida (AH), Callum Perry (CP), and Toby Cunningham (TC)

Chair: Em Anderson

In attendance: Wendy Storey (WS), Claire Boothby-Barnbrook (CBB), and Caroline Wilson (CW)

Apologies: No apologies for absence received.

## Action Points from meeting

There were no matters arising from previous minutes

## MC 450 Operational & Key Relationship Updates

- WS had just returned from a period of leave and so far had met with Laura and Shane for catch ups.
- CP had been involved with new Officer Training, introductory meetings with Aurora and readiness for September. Looking at issues of student complaints. Putting together a paper to address this PPI style approach to refunds.
- HW – involved in training and doing some research into officer reviews.
- AH – involved in training and working on PGR extensions.
- CBB – meeting with Jim Dickinson on sector updates; complaints from students, experience for students. Officer training and Welcome Week planning. Joint University and SU Student Survey has been sent out. Appeals around results – being handled by Advice Team. Black Lives Matter – meeting to plan how we are going to improve the SU and lobbying the University. Working with Heads Of around budgets and furloughed staff returns. Working on Digital Transformation. Student Finance meeting due next week with Student Services (Hardship fund).

Confirmation this had been handed over. Meeting with Jane Amos. CBB to pick up with Officers after meeting.

EP – Officer Training and meetings

CW – Setting up Furlough phase 5. Starting to look at returning staff on part time basis. Following legal processes. Engaging with managers on implications especially at Waterfront where we have zero hours.

Consultations, business case, plan. Wellbeing catch-ups with Toby.

Survey results. Thinking about recruitment of student staff. Meeting with University around TUPE.

TC – Meeting with University programme of testing. UEA and Hospital and how we are going to do that. Em and Digby working on that. Leaving officers departure, planning the paper to be discussed today. Catching up with Staff and meeting with Southern SUs CEOs. All are in the same situation as we are. Although we seem more advanced in return to campus.

EA – Training.

**MC 451 Officer Contracts** – keen to get feedback from officers regarding timesheets and clause around Officers having to step down/leave. CW to amend and bring formal contract to MC.

**MC 452 Staff Consultation Paper** – TC talked through the paper and the legal process and timeline for consultations to staff T&Cs. This paper would form the basis of discussion with staff and Unions and will be shared with staff on 14<sup>th</sup> July. CBB to share document provided to leaving officers to assist in recruitment process.

**MC 453 Staffing** Closed Business.

**MC 454 AOB**

CBB to put into place a document which provides a narrative of recording activities to be taken to Board. CBB to send around for comment and bring new draft to next meeting.

**MC 455 Time, Date and Place of next meeting**

20<sup>th</sup> July 3pm – 5pm