

# Minutes

Subject:	Management Committee Minutes: 3 March 2020
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
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Paper:	MC 19.20.21

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

Chair: Sophie Atherton (SA)

In attendance: Tony Moore (TM), Tim Cave (TCA), Caroline Wilson (CW), Claire Boothby Barnbrook (CBB)

Apologies: Wendy Storey (WS)

## Executive Summary

- *The Committee agreed, in principle, for a re-imagined PMB to go ahead*
- *Asked for changes be made to the current Schedule of Delegation, and for a new Schedule and a separate Schedule for Management Committee to go to the June Board*

## Action Points from meeting

Required	Assigned
Chair to write to Union Council rep on AHRC	SA
CEO to make changes to the Board's Schedule of Delegation in time for March Board and to bring a Schedule of Delegation for 20-21 and a separate Schedule of Delegation for Management Committee to June Board.	TCU
CEO to circulate to FTOs draft plan in event of failure to secure sustainable funding	TCU

## MC 388 Minutes, Apologies, Matters Arising

SA welcomed CBB to their first Committee meeting.

Minutes of the meetings held on 18 February were approved.

On immediate action points:

- ALP reported that international and other arrivals would take place simultaneously in the coming year.
- SA noted they had sent FTOs requirements to the Head of MarComms and would be meeting them shortly to discuss implementation.

SA noted the above actions would be removed from the Log.

On long-term action points, TCU reported:

- Retrospective discount investigation had not happened as yet. TCU noted a reason for concern to the Union was the news that the NUSSL invoice team was in meltdown and not functioning: TCU would be liaising with the NUSSL CEO other SU CEOs as to future action
- Drinks limit 3 to 4 ongoing - will integrated with the change to prices
- VK only refuse bins not implemented as yet
- Cider source: TCU noted that the changes to the VK price might affect student demand for snakebites – demand will be monitored
- SA noted that drafting a comms package on price changes was on their to do list
- University Catering ongoing

## **MC 389 Operational & Key Relationship Updates**

MM

- National PG Officer catch-up
- Sports Ops
- Learning Enhancement Team support provision planning
- Senate
- ENV PGT SSLC
- We Make Tomorrow Summit
- VC termly meeting
- Education Committee
- Director of Doctoral College meeting
- Introduction with Assistant Director of Charity
- UCU picket
- Student Officer Committee
- PGR Careers meeting
- HUM Student Experience Group
- Rep Forum: Student Charter
- PVC Academic meeting

SA

- HUM Student Experience Committee
- Chats with election candidates
- Reclaim the Night
- Preferenda
- APPG meeting in London on student finance and accommodation- Clive Lewis attended session that SA spoke at

AT

- Period poverty campaign
- Women's+ History Month
- Advising students on support for their lecturers during the UCU strike
- Equality and Diversity Committee
- Student Minds mental health charter

#### ALP

- Derby Day planning
- University Mental Health Day
- PMB
- University meetings on SU finance
- Sports and Socs Execs Senate
- BUCS disciplinary panel in London

#### TCA

- Forecast nearly complete
- Upcoming visit to Kent SU on comparator figures
- Upcoming SUSS AGM

#### CP

- Rep forum evaluation of the student charter
- Student Services and LTS Hubs winter strategy meeting did presentation on student expectations as to learning technology
- Library week no more tours – more informal approach
- Risk Committee raised questions for Board
- Planning Board Strategy Weekend
- External Experts Group on UEA inclusion of external examiners
- Wellbeing and built environment in relation to HSC event

#### TCU

- Met with Jenny Baxter as to academic societies and aspirations for progress on Question 26
- VC' termly meeting
- Met University on sustainable finance
- Leadership course training
- 121s
- Upcoming meetings on alumni and Christmas – preparation of Board papers

#### CBB

- General introduction to the role – meeting permanent staff, student staff and Student Part-Time Officers

*CW arrived later in the meeting.*

### **MC 390 Pimp My Barrow: Management Plan and Risk Assessment**

TCU advised that after initial concerns management was now confident the event would be viable and could be conducted safely. TCU noted the risk of cancellation due to the corona virus would be added to the assessment.

ALP believed the level of risk would be similar to the Exit Ball. ALP noted that the Bring Your Own Drinks proviso would be limited to cans and plastic and that there would be take aways from the LCR.

MM wondered whether the event would have the traditional elements of PMB. ALP noted they would: there would be wheelbarrows, fancy dress and money raised would go to the Big C charity.

TCU wondered as to the form of agreement on profits from ticket sales going to the Big C.

TCA confirmed there would be a standard agreement on money from ticket sales; the ratio what depend on the total capacity when it was fixed and the staff costs to support the agreed capacity.

ALP asked that the Committee make a decision at the current meeting as to whether the event should go ahead.

SA agreed that an immediate decision should be made but noted that the Committee had yet to receive a full Management Plan and Risk Assessment and this requirement would remain on the Action Plan.

*The Committee agreed, in principle, to the proposal for the re-imagined PMB to go ahead.*

### **MC 391 Review of Union Council Decisions**

*There were no comments from FTOs as to recent Union Council decisions.*

### **MC 392 Conflict of Interest: Trade Union Representation and Trustee Board sub-committee membership**

TCU advised that one of the Union Council representatives on the AHRC had been a GMB Union rep for student staff members and had been acting as representative on behalf of members under the Union's disciplinary procedures. TCU advised the combination of the two roles was a clear conflict of interest.

*The Committee agreed that there was no provision for trade union representation on the Trustee Board or its sub-committees and asked the Chair to write to the Union Council representative concerned to bring the matter to their attention. **AP***

### **MC 393 HR Remit of Management Committee and AHRC**

SA drew attention to a series of questions tabled for the AHRC agenda by the Union Councillor referred to in the previous item. SA noted that these had been referred by MM, as Chair of AHRC, for consideration as to whether they fell into Management Committee's remit.

TCU advised that the questions, some of which were statements rather than enquiries, addressed the specific concerns of a trade union rep rather than the concerns of a Union Councillor representing the generality of students.

ALP wondered what the AHRC actually did.

MM itemised the AHRC's remit.

TM advised the AHRC's original equality and diversity remit had been somewhat blurred by the creation of EDICT. TM noted that EDICT had been created with the laudable aim of fulfilling the stipulation that adherence by the Union to its Equal Opportunities Regulations be reviewed on an annual basis. TM advised that regrettably EDICT had never met and seemed unlikely to in the foreseeable future. TM advised that in the hiatus it would be appropriate for AHRC to take over EDICT's review function.

CW noted that the HR department was now in a position where it would be able to supply meaningful data for a review.

TCU advised that any response to the Union Council representative should be that the Committee would not be able to answer the questions or comment on the issues raised due to commercial sensitivity.

TCU advised that the issues raised had pointed to the need for a redesign of the Board's Schedule of Delegation and the need for a dedicated Management Schedule of Delegation for HR matters.

TCU advised that the FTO team should consider bringing a Bye Law amendment to Union Council to abolish EDICT because of its failure to function.

*The Committee asked the Chair to write to the Union Council representative on the AHRC to explain that the matters raised were commercially sensitive and it would be inappropriate for the Committee to respond to them. **AP***

*The Committee asked the CEO to make changes to the Board's Schedule of Delegation in time for March Board and to bring a Schedule of Delegation for 20-21 and a separate Schedule of Delegation for Management Committee to June Board. **AP***

### **MC 394 Complaints**

TCU reported a complaint from a member contesting an LCR Red Card.

CW reported: a complaint that the University was not using lecture capture enough to obviate the need for large numbers of students to pack into lecture halls thus increasing the danger of the spread of corona virus; a complaint by a PG member as to discrimination against PGs in student staff recruitment.

### **MC 395 Staffing (Closed business)**

*The Committee unanimously agreed to the proposal on Management of Student Workers.*

### **Staffing and Confidential AOBs raised by the CEO**

### **University Funding**

TCU reported that, after informal meetings with senior University staff, it was clear that the University had not got the message as to the gravity of the financial crisis faced by the Union.

TCU advised that it would be vital to convey to the University that the Union had reached a crossroads moment and if sustainable funding was not put in place there would be a huge impact on student life at UEA. TCU advised they would put together a confidential document to be circulated to FTOs which would state what areas of the Union’s commercial and charitable activities would need to be cut in the event of a failure in provision of sustainable funding. **AP**

**Confidential Item: Closed business**

**MC 396 AOB**

**FTO attendance: Trips and Conferences**

FTOs and staff enumerated the following list of events and expressed interest in attending. Chair asked that the list be circulated for further expressions of interest.

Event	Interest
NUS Conference	To be elected
Second research trip to Kent SU	ALP
Secret Life of Students (Additional staff place) 19 March	CP/ALP/SA
Cambridge/UEA Young Persons Mental Health	
Changing Culture in HE 1 April	AT
Aurora 14/15 May spare place because CP can't attend	SA/AT
QAA Conference 22/23 April	
Visit to Hull SU and University on partnership working	
BUCS AGM	ALP
QAA Collaborative Cluster on WP and Lecture Capture	
Charity and MarComms visit to Essex SU	
Union Tour of other SUs	ALP
Southern SUs at Anglia Ruskin in May	ALP
Edge Conference	
Housing Conference	

**TMC 397 Time, Date and Place of next meeting**

1 pm, Tuesday 17 March, Room 2.