



# HUU LIMITED BOARD MEETING MINUTES

THURSDAY 18<sup>TH</sup> JULY 2019, 9:30AM, WORTLEY HALL

Present: Stuart Ferguson (Trustee, Chair, SF); Alan Bolchover (Trustee, AB); Sara Webb (Trustee, SW); Jeremy Hartley (University Head of Finance, HOF); Isobel Hall (President of the Students' Union, PRES); Nguper Orduen Simeon (President of Education, PE); Thomas McNamara (President of Activities, PA); Erin Pettit (President of Sport, PS); Abigail Morris (President of Inclusivity & Diversity, PID); Lee Pearson (Student Trustee, LP); Ryan Ward (Student Trustee, RW); Anotidaishe Manjanja (Student Trustee, AM); Huseyin Arslan (Student Trustee, HA)

Attending: Jane Stafford (Chief Executive, CEO); Kate Jude (HR Manager, HRM) Andy King (Commercial Services Director, CSD); Rachel Kirby (Marketing & Communications Manager, MCM)

Apologies: Gaius Powell (Trustee, GP); Kevin Pearson (Finance & Resource Manager, FRM)

Conflicts of interest: none.

## 1. Minutes of last meeting

The Minutes were approved as a correct record.

## 2. Matters arising

The matters arising are ongoing.

## Items for Decision

## 3. Board development plan 2019/20

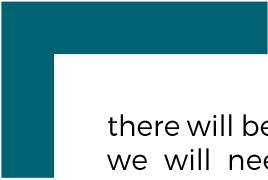
CEO confirmed we need to complete recruitment for the HUUS Ltd Board.

PRES reiterated that it may be useful to have briefings for Trustees prior to Board meetings on current topics. These could be given by members of HUU and UOH. CEO asked HOF if he could provide a briefing on finance as one of the first pre Board briefings. HOF agreed.

CEO asked the Chair what the Board intended to do regarding Board governance audit. SW confirmed she would head up the new audit process.

CEO communicated that we need to confirm who sits on which committee and the correct invites need sending out prior to meetings. CEO explained that any Trustee can attend any meeting and therefore we need to confirm who has voting rights. CEO stated that it had been very difficult to schedule Committee and Board meetings throughout the year due to everyone's commitments. CEO explained that Board dates can be moved around and recirculated.

CEO confirmed that our solicitors have submitted a business case to the Charity Commission to move quoracy down to 5%. CEO explained that we will need the support of the Board and the President Team to push through the quoracy changes when the change is agreed with the Charity Commission. CEO communicated that



there will be another referendum in November regarding quoracy. CEO stated that we will need exact student numbers from the University before making the changes to quoracy.

SF confirmed that PA will join the Board of HUUS Ltd Board.

SF confirmed that he will remain as Chair of the Board and PRES will be deputy Chair.

CEO communicated that the articles will be changed in due course to ensure the Chair and Deputy Chair positions are captured correctly and that it is not simply a 'push through'.

The Board agreed that Board meeting dates were fine, but that we would relook at the Committee meeting dates.

The Board agreed to move to 4 Board meetings instead of 5.

#### **4. Approve membership for Committees**

The Board approved PA as a Director for the HUUS Ltd Board.

The Board approved PE, PS, PA, and LP as a committee members and RW as an attendance member for the Finance & HR Committee.

The Board approved HA, LP, PRES, and PID as a committee members for the Appointments & Governance Development Committee.

The Board approved PRES, PID, PE, PS, PA, HA, RW and AM as a committee members for the Membership & Participation Committee.

#### **4a. Appointment of a second Director to HUUS Ltd**

See above.

#### **5. Appointment of Chair and Deputy Chair**

See above.

#### **6. 2019/20 Digital Action Plan**

CEO is keen to have a digital strategy as soon as possible rather than waiting for the new HUU strategy.

MCM confirmed that SMT will be identifying what HUU want to achieve in the next 12 months rather than simply having a long-term strategy.

MCM has taken the paper as read.

SF asked who is taking the Digital Strategy forward in MCM absence; MCM replied that individual members of SMT will pick up various parts of the Digital Strategy and hence it will continue to move forward when she leaves HUU on the 26<sup>th</sup> July.

MCM confirmed we are interviewing for the new SUMS developer role on 24<sup>th</sup> July. CEO noted that Lincoln were supporting the recruitment process.

The Board approved the Digital Action plan.

## 7. KPI focus 2019-2020

CEO communicated that this is the paper on the 34 key priorities for the following year.

CEO confirmed the pay and reward policy was completed and we are currently looking at the performance review element. SW is helping with this process.

CEO explained that the capital works were still in process and that HUU and UOH were working closely to find cost savings across the business. CEO confirmed cost savings could range from £85K to £90K.

CEO stated that she had met with John Duffy, the new Chief Operating Officer (COO), and discussed opportunities to address the financial difficulties faced by HUU. HOF explained that the interim COO was leaving at the end of July 2019.

HOF confirmed that there was some work going on regarding procurement and the opportunity regarding the transfer of HUU's cleaning team. HOF explained that insurance savings were also being looked at and that HUU will be included in their renewal negotiations in October.

CEO asked the Board if they are happy dropping to 19 KPI's going forward.

MCM to investigate why some students were receiving HUU emails to both their UOH and personal email accounts. **ACTION MCM.**

Board approved the new 19 KPI's until the new strategy was in place.

## 8. Strategic planning research, work streams, deadlines

CEO communicated that she would pull together the feedback from the Board Away Day regarding the new HUU strategy. CEO confirmed that the list of current services including costs and impact on students would be pulled together and circulated offline as soon as possible in August.


The Board were comfortable that the new strategy would be approved at the March Board.

CEO confirmed that budgets would be signed off at the June Board next year.

## 9. Declaring a Climate emergency

PRES reiterated that the paper was to declare a climate emergency with immediate effect. PRES explained that historically it has not been a priority of HUU and that we currently have no policies on the subject. PRES stated that, in the People and Planet's University League Table, UOH scored 0 out of 10 for environmental impact. PRES noted that Hull City Council have recently confirmed a climate emergency. PRES confirmed that environmental issues were a priority of our students and had moved 10 places in the last year from 14<sup>th</sup> to 4<sup>th</sup> place. PRES suggested that the first steps would be to contact UOH and see if we could work collaboratively.

PRES was concerned that we currently have a 'Your Ideas' scheme but that the ideas do not get actioned. CSD confirmed that commercial 'Your Ideas' had been dealt with and gave the example of paperless transactions in SPAR. CSD stated that the 'Your Ideas' scheme should be more visible in the committees and Board to ensure they are actioned accordingly.



HOF agreed that there could be a lot of commonality with HUU and UOH. HOF confirmed that on climate issues the UOH has moved from 68 to 47 in the most recent league tables. HOF expressed that there could be a lot of collaboration on the subject and more needs to be done from a marketing perspective.

CEO communicated that the issue was discussed at a breakfast meeting and that it was not ruled out by the University. CEO explained that the VC was keen to address the issue but did not want to pay 'lip service' to the topic by simply declaring a climate emergency without the means to actually address the issues.

PRES suggested that we could work with the Hull Daily Mail to launch it. PRES expressed that the preference was to launch with the University but that HUU should proceed if UOH did not want to commit at this time for various reasons. CEO suggested she could speak with leaders in Hull City Council to see what they have done prior and post declaring a climate emergency. **ACTION CEO.**

AB asked if we had contacted Greenpeace or similar organisations; PRES replied we had not yet. AB advised consultation with relevant organisations prior to announcing a climate emergency.

The Board confirmed they are in support of the proposal but needed to agree when HUU actually make the announcement to students.

PRES to bring a comprehensive plan to the October Board meeting for final approval. **ACTION PRES.**

AB advised entering a consultation period prior to announcing to ensure we are able to deliver on our proposal.

## Items for Discussion

### 10. CEO report

CEO confirmed the date had been changed to Monday 22<sup>nd</sup> July.


HOF explained that they are trying not to impact students as much as possible with the current restructure. In 2021 there will be a £33m reduction in the UOH income. HOF confirmed there are a number of work streams looking at pay costs and pay savings and none pay costs. Other work streams include; recruitment improvement to increase intake, retention improvement, looking at the Estate and best use of it and finally communication. UOH are targeting faculties where there has been a fall in student numbers. Professional services need redesigning so they are more efficient and effective. HOF stated that there will be more communications going out to students in due course.

### 11. HUUS Ltd Board minutes

Taken as read and noted.

CSD updated the Board that Wok & Go and HUU had agreed a deal in principle pending approval from the head landlord (UOH) to let the JMAC location on a rent of £21k per annum, 10% service charge and tenant utility costs responsibility.

CSD confirmed that the new EPOS system would be SUMS and that it will be installed on 23<sup>rd</sup> July. CSD explained that HUU had been released from its agreement with our current EPOS supplier Counter Solutions and that they had agreed to buy back the current tills for £4,500.



AB queried how HUUS Ltd intended to expand commercial services outside of campus; CSD replied that they were looking at options to take on additional SPAR stores in Hull which would generate additional income and also offer more jobs for students in the City.

#### **Items to Note**

#### **12. Membership & Participation Committee Minutes**

Taken as read and noted.

SF queried the approval request for the Sports pass; PS answered that the discussion was no longer required as the price of the sports pass had been agreed.

#### **13. Finance & HR Committee Minutes**

Taken as read and noted.

CEO reiterated that the Finance & HR Committee approved the pessimistic forecast.

#### **14. Union Executive Committee Minutes**

Taken as read and noted.

#### **15. Health & Safety Report**

Taken as read and noted.

#### **Any Other Business**

#### **16. 3 big things**

The Board confirmed they are in support of the proposal for declaring a Climate Emergency.

The Board discussed Digital Strategy and approved the Digital Action Plan.

The launch of new HUU Strategy for March 2020.

#### **17. Reflection**