



# HUU LIMITED BOARD MEETING MINUTES

THURSDAY 17<sup>TH</sup> OCTOBER 2019, MR1, STUDENT CENTRAL, 10AM

Present: Stuart Ferguson (Trustee, Chair, SF); Sara Webb (Trustee, SW); Gaius Powell (Trustee, GP); 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); Ryan Ward (Student Trustee, RW); Anotidaishe Manjanja (Student Trustee, AM); Huseyin Arslan (Student Trustee, HA)

Attending: Jane Stafford (Chief Executive, CEO); Andy King (Commercial Services Director, CSD); Kevin Pearson (Finance & Resource Manager, FRM); Kate Jude (HR Manager, HRM)

Apologies: Alan Bolchover (Trustee, AB); Lee Pearson (Student Trustee, LP)

Chair welcomed trustees to the meeting.

Conflicts of Interests: None

## 1. Minutes of last meeting

RW asked to be added to the attendees for Membership & Participation Committee in the minutes of the previous meeting.

PS noted that her name was spelt incorrectly.

### **ACTION ESC to make the above changes to the minutes of the last meeting**

Approved as a correct record.


## 2. Financial Presentation – University (Reserved)

## 3. Board Report

FRM explained that the Union is continuing to manage the withdrawal of HUU Homes' services, the target date is 6<sup>th</sup> December 2019. FRM communicated that there has been a mixed response from landlords, they asked if we could continue HUU Homes to the end of the year but have been informed that this could not happen. FRM stated that we have agreed to collect rent until December 2019 with a 5% fee. FRM explained that if everything goes according to plan, we will have a £5K loss but it could increase to £10k.

SF asked what legal responsibilities we had collecting the rent; FRM replied that the responsibility is with the landlord but if we collect it wrong then there will be issues around this area.

SF asked if December 2019 was a realistic deadline; FRM replied that it was and collecting the rent would not cost much more as it currently being done in the finance team.



SF asked if we had contacted students; FRM answered that he has and that he has had a mixed reaction also.

HRM explained that we have started the consultation process with the two HUU Homes staff regarding the closure. HRM said that one has expressed an interest in an alternate role and that they will be interviewed for that role next week. HRM explained that we are working with the University to TUPE the cleaning team to them. HRM communicated that she and CEO met with the Director of Estates in September to discuss the movement of the cleaning, with future services being provided to HUU at no additional cost. HRM and CEO also met with the cleaning team and Unison to keep them updated. On Monday, the Facilities Manager met with the Director of Estates, and the cleaners to discuss the move. As a result of this meeting, the transfer date has moved to 9<sup>th</sup> November due to payroll and pay dates.

CEO explained that the Bye-Laws have been overhauled by the President Team and Chair of Union Council, supported by Stephen Dowson (consultant). The Bye-Laws will be sent to the next Union Council on 21<sup>st</sup> October to be approved. CEO explained that they sit in the democratic space but will need to be ratified by the Board. CEO asked if the Board were happy to ratify this by circulation after the Union meeting on Monday.

The Board are happy to ratify the decision via email after the Union Council meeting.

#### **ACTION ESC to send email to Board**


CEO explained that it was agreed and the Membership & Participation Committee that Standing Orders 8007 and 8012 should be revoked with a complaints policy created to replace Standing Order 8007. CEO communicated that the Complaints Policy has been set up and the process is working nicely. CEO asked the Board if they were happy to ratify the decision made by the Membership & Participation Committee.

The Board ratified the decision to repeal Standing Orders 8007 and 8012.

CEO explained that the Union has two kinds of policy, those designed and developed within our Democratic space and those designed within our Charity, legislative and operations space. CEO communicated that there is a clear process for our democratic policy however our charity, legislative and operational policy process is not consistent. CEO recommended that all Charity policy should be dealt with at the Appointments and Governance Development Committee twice a year.

The Board approves the recommendation that all Charity policy is review through the Appointments and Governance Development Committee.

CEO thanked HOF for his financial update. CEO explained that the capital build appeared to have been put on hold and that there have been discussions about what we could do for students in its place. CEO communicated that the University had done a report which was sent out to the Union last week and that she has received an updated version of the report this morning; PRES voiced that she had sent a letter which she asked could be taken into consideration alongside this. CEO explained that she has not received clarification from the University over where we are going with the building works.



HA asked if the report was available for the Board; CEO replied that it was and that she will share it with the Board

### **ACTION CEO to share the report from the University with the Board**

SF asked if we had a plan in case the building works do not go ahead; PRES replied that she sent some alternative ideas to the Chief Operating Officer and these are being taken into consideration. PRES explained that the Senior Management Team and the President Team will be meeting next week to discuss this and feedback to the University.

CEO communicated that she has met with the Chief Operating Officer regarding the lease and that he has agreed to bring forward the negotiation of the lease to October 2019.

CEO stated that an audit has been carried out on the relationship agreement, as a result there will be two new committees with the University. CEO asked if the Board would like any additional trustees on these committees. GP expressed concerns that having an external trustee who was not local would be unsustainable. CEO explained that it was understandable if the external trustees could not attend.

CEO suggested that the President Team attend the committees with the University and then feed back to the Board.


SW asked what the value would be of having an external trustee attend these meetings; CEO expressed concerns that it could be confusing for the University and the President Team as to whether they would be acting in their trustee role or in a President role; PID expressed that the University see them only in their President role so it could be useful to have an external trustee there.

The Board agreed that the President Team attend the committees and then feed back to the Board. The Board recommended that the minutes of these committee meetings should be put into future Board papers.

CEO announced that a new Members Code of Conduct has been written and reviewed by both SMT and the President Team. CEO explained that there has been a number of initiations have happened and this has highlighted that the complaints policies, disciplinary policy and the alcohol and initiations policy do not work with each other. CEO noted that UUK published a report on initiations in universities, on the basis on this and the Medical Society initiation, the Union will have a joint working party with the University to work to reduce initiations. CEO asked that the Board approve the new code of conduct. CEO suggested an initial review date of May 2020, this review and any recommendations would then be brought to the June 2020 Board.

The Board approved the new Members Code of Conduct and agreed that it should be reviewed in May 2020 with any recommendations from that review to be brought to the June 2020 Board.

HRM announced that the new pay and reward project has been launched. HRM said that the process will feed into the 2020 pay review process. HRM explained that the deadline for completion is 18<sup>th</sup> November and that the Senior Management Team will hold a calibration meeting with the overall results to be shared at the December Finance & HR Committee.



HRM announced that we launched the Best Companies survey this week and as of this morning we are at 35% response rate. It will be closed on 27<sup>th</sup> October. We are going to be using employee forum to present the plan going forward.

GP asked what the percentage we would need for The Times 100; HRM replied that we would need 50% but that we are pushing for 70%.

#### **4. Strategic Plan Progress – Presentation**

CEO explained that this presentation is to give the Board an update on where we are at.

CEO delivered the Strategic Plan Progress presentation to the Board.

SW asked if we had the resources to deliver the strategic plan; CEO replied that she is confident that we are going to achieve this in the timeframe.

#### **5. Board Development Plan**

SF communicated that he and PRES have been working closely together on the Board Development Plan. SF said that SW is going to work on board development as well. SF welcomed any items for discussion from the Board. SF noted that HA sent some useful links for training after the last meeting and encouraged the trustees to do the same. SF said that PRES had been working at building networks with other Boards. PRES explained that the North East region Student Union's had their own boards and wondered if there would be a benefit to link up or meet up with them to see how they work.

#### **6. Climate Emergency Plan**

PRES said that she has consulted with the rest of the President Team, CSD, marketing, and SF on the plan. PRES said that she has been working with the University through meetings with the PVC International and is hoping she will be invited to sit on the University's Sustainability Board.

PRES explained that she has had a North East meet up with other Student Union's to discuss the climate emergency and that it was useful. PRES noted that the other Student Unions are at different stages in their climate emergency plans and that Sheffield are a good example to follow. PRES said that York Students Union have recently declared a climate emergency and said that we could do something similar to them. Their commitments are around divestment and ensuring the Union prioritise sustainability. York Students Union have made pledges around lobbying their University to be more carbon neutral. PRES said that they have started a petition to get the University to declare a climate emergency. PRES explained that we are in a similar situation to York so we could look at them as an example and take ideas from them.

PRES asked board to agree with the recommendations in her report and for HUU to declare a climate emergency during Green GB Week in November.

GP endorsed the approach and asked who owned this piece, does it sit with the President Team or with the Senior Management Team? PRES replied that the President Team currently own the piece and it fits in with their remit and there is the hope that it will be embedded in our strategy. PRES explained that the recommendations in the report have already been started, such as lobbying the University and meeting with students. SF noted that the Union are already



following a lot of the recommendations in the report, especially in the commercial part of the business.

The majority of the Board voted in favour of PRES declaring a climate emergency.

## **7. President Updates – Presentation**

PRES explained that the President Team decided to produce a presentation for the Board to show them everything that they have been doing. PID explained that they had done a similar presentation to the University Council a couple of weeks ago and it went well.

The President Team delivered their updates presentation to the Board.

SF really likes the format of having a presentation instead of a paper. GP agrees and suggested that they link it back to their manifestos in future.

## **8. FHRC Minutes**

GP stated that the minutes would be taken as read. GP said that most of the items have been covered elsewhere and that the meetings are working well.

## **9. MPC Minutes**

PRES stated that the minutes would be taken as read. PRES noted that it was useful to have the Membership Services managers attend the meeting.

## **10. Health & Safety Report**

CSD stated that the minutes would be taken as read.

## **AOB**

CEO explained that the HUUS Ltd minutes are not included as they have not been approved. ESC will send these out soon.

## **11. 3 Big Things**

Climate Emergency


Time to Change Pledge

Code of Conduct

## **12. Reflection**

## **13. Time to Change Pledge**

CEO gave some background to the project and said that we will be looking at our policies and the reasons around being off work so that people feel confident to be more open about their mental health. CEO said that there are Employee Champions, the Time to Change Group are the first ones. There will be a Wellbeing Forum to drive this forward.



SF asked if Board were fully supportive of this pledge; the Board are fully supportive of the pledge.

Next meeting: Thursday 23<sup>rd</sup> January 2020, 10am