

**MINUTES OF UNION EXECUTIVE COMMITTEE MEETING**  
**Held at 2pm on Tuesday 29 March 2016**

Present: President (Chair), Vice-President Welfare & Community (VPWC), Vice-President Education (VPE), Vice-President Activities (VPA), Vice-President Scarborough (VPSc)  
Attending: Chief Executive (CEO), Membership Services Director (MSD), Administration Co-ordinator (AC)

1. **Apologies**

Received from Vice-President Sport (VPS), Marketing & Communications Manager (MCM)

2. **Minutes of previous meeting**

Approved as a correct record

3. **Matters arising**

President and VPA to send a report for week ending 4 March 2016. **Action: President, VPA**

4. **Sabbatical Engagement**

Not discussed

5 – 10 **Zone reports – circulated and taken as read** (see attached)

11. **Chief Executive & SMT**

- CEO and SMT have started preparing for the April Trustee Board. Last week the new external trustee had an induction day.
- The new PeopleHR system has now gone live for staff.

12. **Any Other Business**

a) **Camera Equipment Funding**

- Marketing asked UEC to consider spending part of the central campaigns budget on camera and lighting equipment for recording videos.
- UEC agreed spending no more than £500; Marketing to agree which items from the list would be most suitable.

b) **Office Signage**

- Marketing asked for comments and feedback on first floor signage.
- Sabbs raised concerns about using frosted signage on the glass, as this will reduce visibility into the office and may put students off entering.
- VPE asked about the cost for have large Sabb team photos with a white board, which could be updated daily to show who will be in the office.
- VPE said many students' unions no longer use the term sabbatical officer. CEO to find out the implications of a change and what changes would need to be made to HUU's governance. **Action: CEO/SB**

d) **Associate & Life Memberships**

- Associate memberships were approved by UEC for Paul Bell, Georgina Jordan, Courtney Pedder and Alice Samuroff. Applications will now be taken to the AU Exec or SEC for approval.

e) **Office Space**

- VPE asked UEC for their thoughts on the office space proposal circulated before Easter.
- Concerns were raised over moving staff into offices when students need to collect paperwork from the co-ordinators. VPA said some society and AU paperwork, including trip packs and risk assessments are being moved onto SUMS.
- UEC agreed that they need to make a decision about which option would be most suitable, so staff can be advised and Facilities can be made aware of the plans. Sabbs to provide feedback on the proposed changes by Friday 1 April. **Action: Sabbs**

13. **Reserved Business**  
Reported separately

14. **Next Formal Meeting**  
Tuesday 12 April 2016

### UEC REPORT – WEEK ENDING 11 March 2016

This report should be completed each Friday and emailed to Sally/Emily together with any papers for the meeting

<b>NAME:</b> Matt Evans	
<b>I'd like to thank...</b>	<b>Emily Normington (Administration Co-ordinator)</b> – for helping me get back on top of where I'm meant to be after a week 'off'. <b>Jacob Zobkiw (Education Co-ordinator) &amp; the Education Zone</b> – for helping short list the student led teaching awards on Monday night.
<b>Things I'm proud of...</b>	Being elected President. Shortlisting the Student Led Teaching awards in record time (3.5hrs). Going to the Process mapping staff development workshop and learning how to map a process effectively, and analyse where processes aren't working or may need looking at.
<b>General updates...</b>	Everything is busy as usual, and am just catching up with everything meeting wise. Met with the VC and University Registrar about our response to the Shape Review, to discuss the next steps for communicating with students and engaging students in the next stages of the review.
<b>Update on my objectives...</b>	Due to the Shape and Size Review my second objective has had to alter slightly, but provides a better opportunity to look at representative structures.
<b>I need support with...</b>	Getting on with writing reports, keeping up to date with my calendar and catching up generally.

#### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week	Hrs spent engaging with members	Type of engagement (description)	Engagement hrs as %
11.03.16	40+	9	Academic Council, SLTA Push, SLTA Shortlisting	22.5

## UEC/SEC REPORT - WEEK ENDING 11<sup>TH</sup> MARCH

<b>NAME:</b> Si Hernandez	
<b>I'd like to thank</b>	<p>Giles Davidson and Karen Thornton – For creating a plan for the Scarborough transition packages.</p> <p>Matt Evans (VP Education) – For support in the meeting for the University Exec regarding the future of Scarborough.</p> <p>Andy King (Commercial Services Director) – For visiting the campus and discussing the future of events.</p>
<b>Things I'm proud of</b>	Transition Packages – If these are offered, this will be a massive benefit to Scarborough students.
<b>General updates</b>	<p>In the feedback from the Open Forum we will be offering students a selection of “transition support packages”. These will be grouped into four categories; graduation, campus life, study support and careers development.</p> <p>Had a catch up meeting with Kathryn Haynes (Dean of HUBS) outlining concerns for staff contact and contingency into the 2016/17 academic year. It was decided these catch ups would now take place on a regular basis.</p> <p>Attended the Equality and Diversity working group, where guidance on reporting hate crime and Prevent was discussed.</p> <p>Had a one to one with Richard Adams (Student Ambassador and Community Lead), regarding ideas on where we can develop community links to improve vibrancy. One idea was to offer the performance studios as a rehearsal space for local bands, where in turn they would host gigs in Calvino's.</p> <p>Attended all staff and all student meeting where the University announced there was one preferred partner to take over the campus.</p> <p>With Matt Evans, attended a follow up meeting with members of the University Exec regarding the transition packages outlining faculty issues in Scarborough.</p> <p>Met with Andy King and Karen Thornton (Operations Manager) to discuss joint HUU and University events on campus and in town.</p>
<b>Update on my objectives</b>	Worked with University to ensure students were kept in the loop regarding meetings and email communications about the announcement of the University's preferred partner for Scarborough.
<b>I need support with</b>	Ensuring these transition packages are kept are high priority on the University agenda.

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
11/03/16	38 (three hours claimed in lieu time.)	3	One to ones, all student meeting.	7.89%

## UEC REPORT FROM 11 March and 18 March 2016

This report should be completed each Friday and emailed to Sally/Emily together with any papers for the meeting

<b>NAME:</b> Gurmok Sanghera	
<b>I'd like to thank...</b>	<ul style="list-style-type: none"> <li>• Ashleigh (VP Welfare &amp; Community) for helping with tour and whipping my exec whist I was off!</li> <li>• Emily (Admin Co-ordinator) getting though 700 emails yeah I know it's ridiculous.</li> <li>• Massive thanks to Chelsea (Research &amp; Campaigns Co-ord) for keeping me organised and sane this week.</li> <li>• Thanks Chuby (President) for checking up on me this week, after what was tough competition.</li> <li>• Thanks Matt (VP Education), Kathy (VP Activities) for supporting me, last week.</li> <li>• Thanks Liz (Membership Services Director) for helping me with my CV.</li> <li>• Thanks Andy (Commercial Services Director) for looking out for me last week and checking though my CV.</li> </ul>
<b>Things I'm proud of...</b>	<p>Sorted out my CV.</p> <p>Tour is now complete just waiting on tour tops to arrive and sort out.</p> <p>Varsity arranging a pick up still from Lincoln.</p> <p>Trophy Pres is now nearly sorted, just need to confirm meal, book busses and sell the 330 tickets.</p>
<b>General updates...</b>	Faculty board this week.
<b>Update on my objectives...</b>	Getting up-to-date has taken longer, I have so many campaigns and so much I want to implement so will be writing up a blog/document to the university to lay all my cards on the table, and tell them what I believe is the right way to be doing sport!
<b>I need support with...</b>	<p>I'm going to get down, it's obvious why!</p> <p>I want to reassure you all that I will continue to live out the last 102 days and do my best for us!</p> <p>I could honestly blame a number of people, of why I didn't get VP Sport again ("Shoulda Woulda Coulda") but when it comes down to it, the only person that should take blame is me.</p> <p>Personally it's a hard job that everyone thinks they can do well in, but no one realises what mess they are put in. Or what they have to take into account. Or even why they are faced with walls and such crazy bureaucracy.</p> <p>It's a thankless job but we all knew this coming in. We did the role because we care about our students and the society we want to lead them into.</p> <p>Through this I've learned we can't always "build on better" but we can at least show people the way. I hope the best for all future VP's.</p>

## UEC/SEC REPORT - WEEK ENDING 18 MARCH

This report should be completed each Friday and emailed to Sally/Emily together with any papers for the meeting

<b>NAME: Si Hernandez</b>	
<b>I'd like to thank</b>	<p>Ryan Mancrief – For his enthusiasm, co-operation, and ideas for community social events.</p> <p>Giles Davidson – For showing dedication for staff and students in this difficult time.</p>
<b>Things I'm proud of</b>	Community Events – Had some positive discussions with local companies.
<b>General updates</b>	<p>Had a meeting with Mike Lynskey of Sant'Angelo, who manages event for Quids Inn. Currently planning a joint HUU and Quids Inn themed UV Party for after the Easter break in town. The idea is in the next academic year for these to occur monthly.</p> <p>Attended the VC forum on Wednesday. Staff raised concerns of potential resignations in light of the announcement with Grimsby Institute Group and vacancies with Coventry University. After meeting with Alison Purdy (Head of SCHCS), this may apply especially to Health Care courses.</p> <p>Attended MUGA (Multi Use Games Area) Management Group. From this, we aim to be finding contacts from local sports teams to build community links.</p> <p>Met with Ryan Mancrief, owner of local bar The Waterhouse. To help create vibrancy on campus he has offered support with our Open Mic nights via contacts and promotion. In return, they will be offering student discounts.</p> <p>Attended Faculty Board of Education to discuss Shape and Size. Raised concerns of how this will impact students and what plans will be put in place as the Faculty transitions into a School.</p> <p>Had a catch up meeting with Giles to discuss the student enhancement packages. Have negotiated for certain hardware items to be included that are of significant interest to students. Published a transition update blog to reassure students these are still high on the agenda, as well as updating on the Grimsby Institute announcement.</p>
<b>Update on my objectives</b>	Wrote transition update blog, talking about the Grimsby Institute, as well as a call to action for the next Open Forum.
<b>I need support with</b>	The mood of both staff and students here is extremely low. Lobbying for these packages is essential.

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
18/03/16	40	2	One to ones.	5%

## UEC REPORT - WEEK ENDING 25 MARCH

This report should be completed each Friday and emailed to Sally/Emily together with any papers for the meeting

<b>NAME: Matt Evans</b>	
<b>I'd like to thank</b>	<p><b>Jacob Zobkiw (Education Co-ordinator)</b> for helping in the planning of the SLTAs these last two weeks. And to the education zone for their continued support with the SLTAs.</p> <p><b>Emily Normington (Admin Co-ordinator)</b> for helping me keep on top of all of my calendar and email stuff.</p>
<b>Things I'm proud of</b>	<p>Not going crazy this week while I've been the only Officer in the office – it's been too quiet!</p> <p>Attending the NUS LGBT+ conference and voting on some interesting motions and policy and electing some good people.</p> <p>Attending 3 out of 5 Faculty Boards on Friday 18<sup>th</sup> March.</p> <p>Speaking at the Applicant Day to about 600 prospective new members.</p>
<b>General updates</b>	Shape and Size is ongoing – see separate paper updating on this.
<b>Update on my objectives</b>	<p>Reorganisation of representative structures for 2016-17 is ongoing based on shape review.</p> <p>Education Survey closes after Easter with further incentives and pushes happening weekly.</p>
<b>I need support with</b>	<p>Keeping on top of work/admin outside of meetings, and having self-restraint to not get distracted when I am in the office.</p> <p>EU Ref prep.</p> <p>Office Space discussions.</p>

## ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
18.03.16	18 (+22.5 at LGBT+ Conf)	0 - EASTER		0 %
24.03.16	36 (Bank Holiday 25/03)	0 - EASTER		0 %

## UEC/SEC REPORT - WEEK ENDING 25<sup>TH</sup> MARCH

This report should be completed each Friday and emailed to Sally/Emily together with any papers for the meeting

<b>NAME:</b> Si Hernandez	
<b>I'd like to thank</b>	Catherine Mason – For assisting in funding for events.
<b>Things I'm proud of</b>	Community Events – Had some positive discussions with local companies.
<b>General updates</b>	<p>Attended staff meeting regarding employment. Currently, it is speculated that a number of Estates and Catering staff may be able to TUPE across to the Grimsby Institute. A Voluntary Leaver Scheme was also discussed, pending on contacts. There is a high likelihood that this will decrease the student experience without careful contingency.</p> <p>Had a catch up with the Campus Management Team, where the operational side of the student support packages were discussed, as well as suggestions for upcoming social events.</p>
<b>Update on my objectives</b>	Exploring options of Europe themed week, in light of the EU Referendum.
<b>I need support with</b>	Lighting for the Scarborough Awards.

## ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
25/03/16	8 (Tuesday, Wednesday, Thursday claimed in lieu, Friday off due to Bank Holiday.)	2	One to ones.	25%