UNION EXECUTIVE COMMITTEE MINUTES

PRESIDENT, CHAIR TUESDAY 14TH JANUARY 2020, 2PM MEETING ROOM 3, STUDENT CENTRAL

Present: Isobel Hall (President of the Students' Union – Chair, PRES); Abigail Morris (President of Inclusivity & Diversity, PID); Erin Pettit (President of Sports, PS); Thomas McNamara (President of Activities, PA)

Attending: Jane Stafford (Chief Executive, CEO); Leanne Spencer (Executive Support Co-Ordinator – Minutes, ESC); Stephen Dowson (Consultant for Stand and Be Counted, SD)

Apologies: Orduen Nguper Simeon (President of Education, PE)

Conflicts of Interest: PID for Campaign Request form, PRES for Campaign Request form

1. Minutes of previous meeting

ACTION ESC to add that PE's accountability update was verbal.

Approved as a correct record.

2. Matters arising

Agenda Item		Action	Actioned By	Outcome
3	Matters Arising	ESC to circulate the updated Associate Membership form to staff and explain the process.	ESC	Ongoing
4	UEC Minutes on the Website	ESC to remove old UEC minutes from the website, keeping last year through to present on there	ESC	Complete
7	Any Other Business	PRES to ask Nicole to contact the Councillors of Scrutiny	PRES	Complete

3. SHAG Week Campaign Request Form

PID explained that this campaign request form is for the second SHAG Week, which will be happening in Valentines week. PID said that she is keen to get more people who are not part of clubs and societies involved. PID explained that we had a competition for clubs and societies as an incentive for them to be tested, PID said that she would like to have a raffle this so that people outside of clubs and societies can get involved. PID explained that the request was for the prizes and that CSD had already donated some. PID said that she is asking for £200, £150 to go prize for the competition and the £50 for the raffle prizes and refreshments. PID said that she is aiming to reach 450 people and that 334 was reached last time.

PA expressed concerns about the £50 as some things have been donated already; PRES said that the Take Me Out Event, which is listed as part of the £50,



The Committee agreed that PID would add a campaign element to the Take Me Out event and bring it back to UEC for confirmation. SD suggested that he and PID have a meeting to discuss this further.

ACTION PID and SD to have a meeting to discuss the campaign request form further

4. Accountability of Presidents

PRES explained that the accountability would now stay in the Zone meetings and that she would also take this to Union Council for approval. SD said that we need to work on this for the incoming officers and that this could pass on to them.

The Committee agree with the accountability of Presidents remaining in the Zone meetings for now.

5. Dormant Club and Society funds

PS said that this has been put into the Financial Framework. PS communicated that she and PA think that it should be up to them to decide what to spend the dormant funds on, but that they would bring the spend here so that it can be noted by the Committee.

CEO asked if they want to make sure that the Finance & Resource Manager knows that it will be minuted here and that he needs to add that to the Financial Framework; PA replied that he is meeting the Finance & Resource Manager when he is back in office next week and will discuss it with him and PS then.

ACTION PA and PS to meet with the Finance & Resource Manager to discuss the dormant club and society funds

6. Alcohol, Initiations, and Social Events Policy

PS asked for the Committee to approve the changes she has made to the policy so that it can go to Union Council. PS explained that she has made no substantial changes, just tidied up the grammar.

The Committed suggested that PS change "clubs and societies" to "students groups" within the policy

ACTION PS to change "clubs and societies" to "students groups" within the policy

The Committee are happy with the changes.

PRES suggested that PS check in with PE to make sure that he is happy with the changes.

ACTION PS to check in with PE to make sure that he is happy with the changes to the policy

7. Accountability Report - President of the Students' Union



Take as read

PID asked if the Student Minds Mental Health Charter launch counts as a meeting; PRES replied that it was not technically a meeting, but that it was good to mention it in the report. SD suggested that that the terminology may be the problem here as it is not a meeting, but that it was engagement.

8. Accountability Report - President of Inclusivity & Diversity

Take as read

9. Accountability Report - President of Sport

Take as read

PRES asked why PS did not share BUCS regional meeting with students; PS answered that the agenda was mainly reserved items.

10. Accountability Report - President of Education

Take as read

SD suggested that any questions for PE on his report should go to ESC so that they are recorded in the minutes as a response.

ACTION President Team to send their questions for PE on his report to ESC

11. Accountability Report - President of Activities

Take as read

Any Other Business

PRES said that she has a campaign request form to get four placards and 1000 business cards with information about the survey on additional costs.

SD suggested that the materials say that they are recycled; PRES agreed and would add this to the materials.

SD asked how much the discount was; PRES replied that it was a 10% discount.

PS asked what the placards say and asked if they can be re-used; PRES replied that the wording was very generic so they could be reused.

The Committee approved the form.

The Committee noted that a decision was made in the President Operations Meeting that a member of the Student Voice and Opportunities Team would attend the Zone meetings to support and work with the Part-Time Officer's.

The Committee considered the recently published article on the group Extinction Rebellion which had been listed as an extremist ideology by the police prevent scheme in the South East. The Committee noted how this was not in the Humber region and that had since been recalled, however, were to keep an eye on the news and consider if this was to come up again the impact this could have on the Union. The Committee considered the effect this could have on potential environmental societies, campaigns and external speaker requests at the Union. Link below to original article:



https://www.theguardian.com/uk-news/2020/jan/10/xr-extinction-rebellionlisted-extremist-ideology-police-prevent-scheme-guidance

PRES explained that she and CEO were looking at meeting structures and how the President Team works with Membership Services. PRES asked if the Membership Services Managers should come to UEC in future instead of the President Operations Meeting. PID agreed that it would be useful to have them here rather than at the President Operations Meeting. SD agreed and said that the President Operations Meeting should be operational and UEC should be a decision making space. CEO said that if a decision is made in the President Operation Meeting then it should be ratified at UEC so that the decision making process is not slowed down.

The Committee agreed to invite the Membership Services Managers to UEC if they are on the agenda.

CEO communicated that PRES would be attending the Formal Senior Management Team meetings in future so that the teams are connected. PRES said that she has added this to the President Operations Meeting agenda on Monday and CEO has made a diagram to show how the meetings and organisation is connected. CEO explained that PRES would give the President Team update at Formal Senior Management Team meeting.

SD said that it is important that the teams have discussion and work together to make decisions. PRES expressed that it would be useful to know what the Membership Services Managers will be working on so that they can link up with them. SD said that traditionally the Membership Services Director would feed into what Membership Services will be working on and be the link between the teams.

CEO communicated that she and PRES have discussed that the President Team and the Membership Services Managers would have a pre-trimester meeting so that everyone knows what is coming up over the trimester.

PRES explained that she is still unsure what Membership Services are doing this trimester and said that she would like something visual. PRES expressed concerns that the Membership Services Managers read through their reports in the Membership & Participation Committee and that it was not really useful. SD explained that he is having meetings with the Membership Services Managers next week so he will check in with them on how they are communicating with the President Team.

ACTION SD to discuss how the Membership Services Managers are communicating the President Team in his meetings with them next week

Next meeting: Tuesday 18th February 2020





President of the Students' Union Isobel Hall Submitted: Friday 10th January

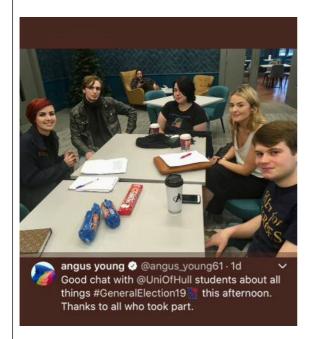
My three priorities this month were:

- 1. General Election
- 2. Planning Campaigns
- 3. Tea & Toast Campaign

Priority 1 General Election

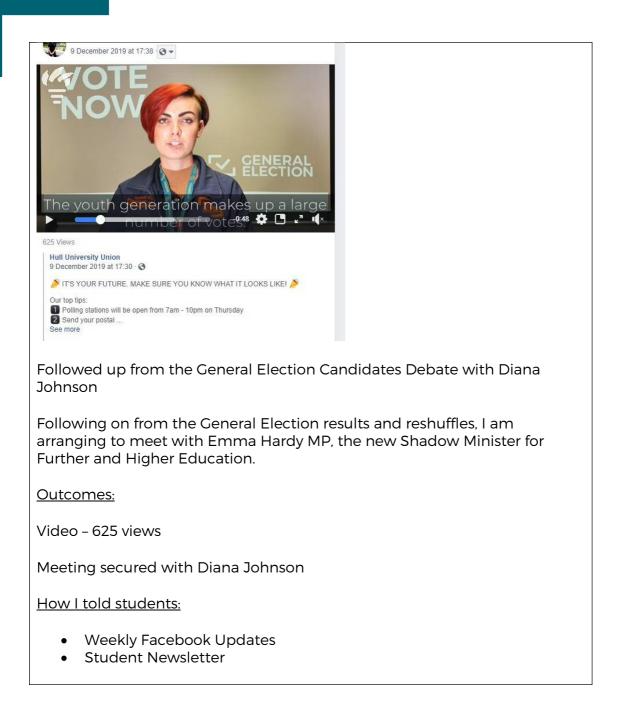
Actions:

Hull Daily Mail conversation (with students) about the General Election and student priorities.



Video with information about how to vote in the General Election.





Priority 2	
Planning Campaigns	
Actions:	
Planning Trimester 2 and campaigns for last 6 months in the role.	





Posted on Facebook asking for suggestions of what students want me to work on.

Outcomes:

20 people commented on Facebook post.

Trimester 2 campaigns now planned out

- Students' Union App
- Climate Emergency
- Additional Costs
- Your Ideas

Working with other sabbatical officers from across the UK on additional costs campaign.

How I told students:

• Weekly Facebook Updates



Priority 3 Tea & Toast Campaign

Actions:

Planned Tea and Toast Campaign - 8 am to 10 am every day during exam period in the SU.

Setting up stalls with information

Writing email for students re exam/assessment period

Outcomes:

Marketing put events on Facebook

President Team in the SU for two hours every day during exam period.

Stalls set up in the Library and SU







Email sent out to students with key information

President Team Facebook Live video



Library have repeated additional silent study space for students following on from working with them last year.

How I told students:

Facebook Weekly Updates

Facebook Posts

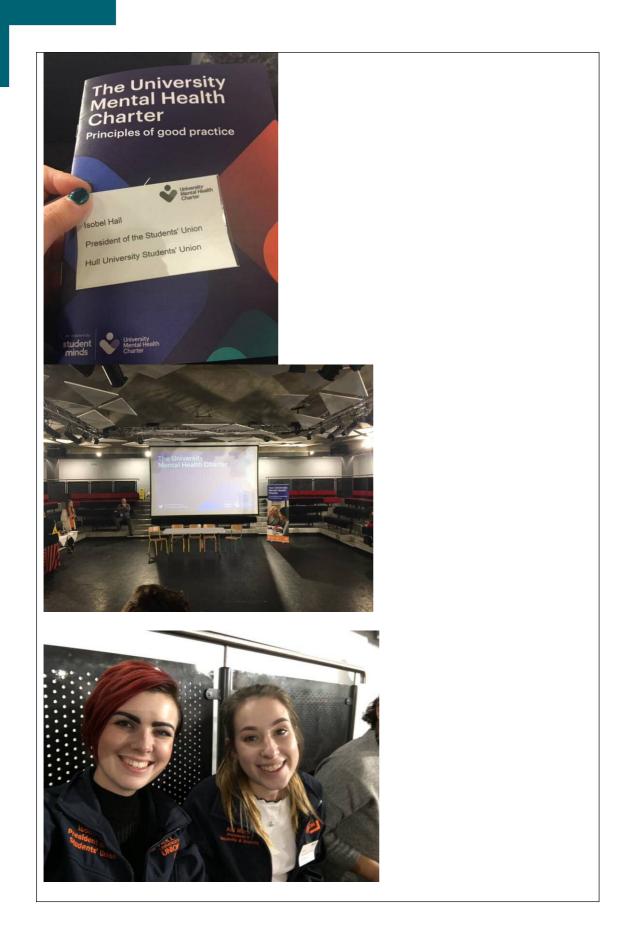
Twitter

Student Newsletter



Meeting of the Month Mental Health Charter Launch Which priority it helped: HUU partnership with Student Minds Who it was with: Student Minds Student Voice Manager President of Inclusivity and Diversity Sabbatical Officers Outcome:









I was able to ask the first question about the absence of Students' Unions in the charter and how SUs can get more involved to champion the charter as often it is SUs that lobby Universities to take action.

How I told students:

Weekly Update

- 1. Additional Course Costs
- 2. Students' Union app
- 3. Your Ideas





President of Inclusivity & Diversity Abi Morris Submitted: W/C 6th January

*Note: Since the last report was submitted I have only been in the office for a total of seven days, therefore only two priorities have been covered.

My two priorities this month were:

- 1. Mental Health
- 2. Accessibility

Priority 1				
Mental Health				
Actions:				
 Attended the launch event of the Student Minds Mental Health Charter with Isobel and Nicole Steel (Student Voice Manager) at Leeds University Union Received a mentoring session from Student Minds Attended the Mental Health Working group 				
Outcomes:				
 Got to have a first look at the new charter and given the opportunity to ask questions directly to those who wrote it Also had the chance to meet up with other sabbatical officers at the event and discuss what each of us are doing The mentoring is giving me the opportunity to talk to someone outside of the organisation about what I am doing, and to receive guidance from an ex Sab on how to handle the life of being a sabbatical officer. The mentoring has also given me a timescale to work towards and the chance to set goals so achieve what I want to this year, and make the most out of the mentoring sessions I am receiving. 				
How I told students:				
 Isobel was tweeting throughout the day talking about main points of discussion and tagging me so my followers could also view it I also did a video update just before leaving for Christmas in which student minds was mentioned 				



Priority 2				
	Accessibility			
<u>Action</u>	<u>s:</u>			
-	Attended the new accessibility working group with members of the University Met with Chloe (Disabled Students Rep) to talk about how we can make our website more accessible, and to plan future campaigns			
<u>Outco</u>	<u>mes:</u>			
-	The new group is still being formed with the terms of reference being finalised, but seems like a promising place to get things changed. In terms of the website, I passed on information to our marketing team about dyslexia colour pairings that could make the newsletter easier to read so will be working alongside them to sort this			
How I told students:				
-	This will be announced to students when the newsletter has been changed accordingly			

Meeting of the Month Mental Health Working Group Which priority it helped: Mental Health Who it was with: Members of student services, of the different faculties, deans of student experience and students Outcome: The group is to talk all things mental health, and to review the new mental health strategy that has been written. The student minds partnership was also discussed with an update being given to the group about the progress as well as a look at what is to be expected before the end of the year.

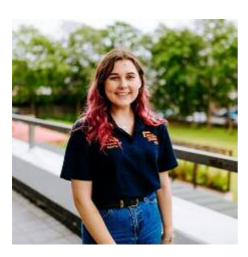


How I told students:

As mentioned previously, information about Student Minds was shared through the video I did before leaving for Christmas, with the mental health working group also being mentioned here. More information will follow when actions have taken place.

- 1. Sexual Health
- 2. Gender Neutral toilets
- 3. Mental Health





President of Sports Erin Pettit Submitted: 6th January 2020

My three priorities this month (06th December – 06th January) were: Please note I took annual leave from 23rd December until 6th January, this leaving me with only 2 full weeks to report upon

- 1. BUCS Regional Meeting
- 2. Reviewing Trimester 1 and Planning Trimester 2
- 3. My Operations Plan

Priority 1 BUCS Regional Meeting

Actions:

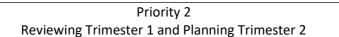
• Attended BUCS Regional Meeting on 12th December with Vicky Dean and Alex Tute

Outcomes:

- Had the opportunity to reconnect with other Sports Sabbatical Officers, we had the chance to discuss how our year had been going and to share ideas and good practice. We also reflected
- The agenda also featured a section on handling disciplinary issues. This was hugely useful to myself, Vicky and Alex as we shared what had and hadn't worked for us and compared to other institutions.
- All institutions there agreed to share their information, we are hoping to be sent a 'safe social' training presentation from Leeds. This should prove beneficial next academic year.

How I told students:

• This was not shared with students.





Actions:

- We all had a team reflection meeting to review and reflect upon Trimester 1
- Personally reflected on my initial aims for Trimester 1 and compared this to what I had achieved
- Look at what I need to do individually and as part of the President Team for Trimester 2

Outcomes:

- The Team reflected on what had worked well and where we had struggled slightly in Trimester 1. We agreed that our communication had slipped towards the end of the year and agreed that this would be a focus next Trimester.
- The reflection allowed us to reset and re-bond as a team
- The personal reflection allowed me to check where I was up to with my aims and allow me to refocus after a hectic Trimester 1
- A meeting has been arranged on 7th December for the President Team to plan Trimester 2. I will take my own individual ideas to this to ensure that my objectives are woven into the team themes.

How I told students:

• This was not shared with students.

Priority 3			
Operational Plan			
Actions:			
 Review my operational plan to asses where I am up to with my objectives and to see what I can cross off as complete. Plan my objectives and goals for Trimester 2. 			
<u>Outcomes:</u>			
 I realised I had completed a lot of good work this Trimester which gave me a boost and has encouraged me to continue working hard to try and complete all my aims and objectives. 			
• Allowed me to see what objectives had hit a bit of a standstill and to chase them up to ensure they continue to be worked upon.			
 Updated my operational plan, meaning that it should be an accurate representation of the decisions I have made. 			
 I have a clear idea of what needs to be done, I will take this to our Trimester 2 planning session so that my ideas are worked into any President Team themes. 			
How I told students:			



• This was not shared with students.

Meeting of the Month BUCS Regional Meeting

Which priority it helped:

• Priority 1 (BUCS Regional Meeting)

Who it was with:

- Sports Sabbatical Officers from the BUCS Yorkshire region
- Vicky Dean / Alex Tute
- Sports Support Co-ordinators from other institutions in the BUCS Yorkshire region
- Sports Centre managers from other institutions in the BUCS Yorkshire region

Outcome:

• See Priority 1 for more info.

How I told students:

• This was not shared with students.

- 1. Tackling Exam/Assignment Stress Tea and Toast / Sports sessions available / Mit Circs form, etc.
- 2. Varsity planning
- 3. Meeting John Duffy cost of sport / storage facilities / etc.





President of Activities Tom McNamara Submitted: <08/01/20>

*On annual leave for two and a half weeks over Christmas. As such, I was only in work for 11 days since last report submitted.

My three priorities this month were:

- 1. Commercial Services
- 2. Finance & HR Committee
- 3. Society Reward & Recognition

Priority 1 Commercial Services

Actions:

Chaired my first HUUSL Board Meeting;

Starting to put together the next HUUSL Business Plan with our Commercial Services Director, emphasising the importance of creating feedback mechanism so that students and student staff can input on the continuous improvement within our services.

Planning how we will gather student feedback to help shape the next HUUSL Business Plan;

<u>Outcomes:</u>

Commercial Services Director coming along to Societies Council, AU Council and Union Council in February to get a steer from students on the next Business Plan;

New Business Plan to be drafted by the start of March following student and student staff input.

How I told students:

Trimester Update



Priority 2 Finance & HR Committee

Actions:

- 1) Reminded the Board of its commitment to making HUU a Living Wage Employer following a motion from Union Council in 2018.
- 2) Raised the question around the funds located in the accounts of societies that have been inactive for more than a year, and what should be done with this money.

Outcomes:

- 1) Finance & Resource Manager is assessing the annual cost to make HUU a living wage employer and will bring this information back to the next Finance & HR Committee in March for Trustees to reassess whether it is feasible for us to make the change at this point in time.
- 2) The Committee believed that the money in the accounts of societies that have been inactive for two full academic years should be repurposed by the President of Activities and the Student Opportunities Team to benefit current active societies. We are discussing with the Societies Executive Committee how best this could be used.

How I told students:

Living Wage Employer motion mentioned in Trimester Update on Social Media.

Inactive Society Funds discussed with the Societies' Executive Committee.

Priority 3 Society Reward and Recognition

<u>Actions:</u>

Working with the Student Opportunities Coordinator to write a Reward and Recognition scheme for Societies to be implemented in Trimester 2.

Outcomes:

More updates to follow.

How I told students:

Discussed with the Societies Executive Committee not students in general however it is something we have previously discussed at Societies' Council.



Meeting of the Month Finance & HR Committee
Which priority it helped:
Finance & HR Committee
Who it was with:
Twisters
Trustees
CEO
Commercial Services Director
Finance & Resource Manager
Outcome:
As discussed in priority 2
How I told students:
As discussed in priority 2
As discussed in priority 2

- WelcomeFest: The Reunion/ Sports & Societies Week
 Society Reward and Recognition
 Student Media

