



UNION EXECUTIVE COMMITTEE MINUTES

Tuesday 23rd April 2019 2pm

Present: Osaro Otobo, President of The Students' Union (PRES); Andrew Costigan, President of Inclusivity & Diversity (PID), Isobel Hall, President of Education (PE)

Attending: Jane Stafford, Chief Executive (CEO), Liz Pearce, Membership Services Director (MSD), Rachel Kirby, Marketing and Communications Manager (MCM), Leanne Spencer (minutes), Administration Coordinator (AC)

1. Apologies

Nicholas Wright, President of Sports (PS), Thomas McNamara, President of Activities (PA).

2. Minutes of previous meeting

- Take as read.

3. Matters arising

- PRES explained that they will be having a meeting with marketing about the presentation of the Union Council papers on the website
- PRES and PE gave more detail to MCM about what information they would like adding to the website; MCM asked President Team to send their updates for the website to MCM before the 20th May. **ACTION PRESIDENT TEAM.**
- PE and PID gave an update about the team objectives for Union Council
- PRES stated that they had discussed the comments from the budgets meeting with MSD.
- CEO and President Team had a discussion in the Student Ops meeting about HUU Equality and Diversity Policy. PID said that they had also discussed it in their 1-2-1 meeting with MCM and suggested discussing it with Kate Jude (Human Resources Manager, HRM). CEO said that the policy will need to go to the Board for discussion and approval in July. **ACTION PID.**
- CEO reported that the Fair Trade Policy ongoing and explained that the policy sits under the PRES; PRES asked the President Team to send their comments on the Fair Trade Policy to them. **ACTION PRESIDENT TEAM.**

4. Chief Executive & SMT update

- CEO announced that Staff Day is on the 31st May. CEO explained that they and MCM are finalising plans for it.

5. Marketing Updates

- MCM stated that the Digital strategy update and the Welcome Fest update will be given on Staff Day.
- MCM reported that they will be attending a meeting with the University next week regarding communications for the building redevelopment.
- MCM communicated that they are working with the University on the next manifestation of iHull. MCM explained that some Computer Science students are involved in the development of the app.
- MCM explained that a lot of work needs to be done with SUMS before a Union app could be developed.

6. Team Objectives

- PRES explained that PID and PE had put something together for the Union Council. PRES suggested adding what was in the Union Council papers to this section.
- PID explained that the team objective was to improve student's understanding of how the President Team has an impact on, supports, and is relevant to student life
- PID explained that this objective is measured by the responses from students on two questions from the Alterline student life pulse survey; these are "I understand what the sabbatical team do" and "I am aware of the achievements of the sabb team this year".
- PID announced that the general population of students know what the President Team do; this area now scores 4% better than on the previous student pulse survey. MCM said that the positive news and achievements going out on social media has impacted positively on student perception of the President Team.


7. Weekly Reports & Accountability

a) President of the Students' Union

- PRES communicated that the Union council was coming up and that there will be some discussion around the work PRES has done on president accountability.
- PRES requested help in setting aside time to write up reports and asked if there were any questions on their report.
- PID requested update on graduation; PRES said that they and PE had gone to the Bonus Arena with the University. PRES explained that communications had been sent out to students last week regarding this and that ticket information is now available online. CEO asked if they had increased the guest number; PRES replied that it had increased to 10 guests.
- PE asked for an update on the meetings that PRES had with Patrick John regarding the naming of a lecture theatre after a Trans role model; PRES explained that they had had a meeting about the naming of a lecture theatre and that it was agreed after that Patrick John would send the two recommendations to PRES for consideration. PRES said that they and PID had attended another meeting with Patrick John and that he had given PRES a month to ask for feedback from students, PRES explained that reps will be gathering student feedback.

b) Inclusivity & Diversity President

- PID reported that the feedback on the mental health strategy is ongoing.
- PID explained that the exam stress campaign is progressing.
- PID said that they had purchased more sanitary packs prior to leaving the role. PID announced that nappies, toothbrushes, toothpaste have been stored in the old BAME office so that an inventory can be done.
- MSD asked if the Advice Centre knew how to access these products; PID explained that they did not yet, but that PID would inform the Advice Centre once the inventory had been completed.
- MCM asked who the supplies would be given to; PID explained that it would go back to the University once the inventory had been done.
- PID asked if they could report about the supplies to the Union Council; MCM said that they could, but that it could not be put out on social media as it acknowledged that there was hardship at the University. CEO said that this could impact on students' mental health if they did not know that they could access these things. CEO said that they would raise this at the Breakfast meeting with the University tomorrow.
- PRES asked what the outcome was of the select committee for the creation of a Working Class Rep; PID explained that it was a positive outcome and that there was a compromise over what the new rep position should be called. PID said that the select committee agreed to call the position Social Mobility and Class Officer instead of Working Class Rep. PID explained that a standing order has been drafted for the role and it will be taken to Union Council.
- PE asked for more detail about the Police Inquiry into Student burglaries phone call; PID explained that they had spoken to the officer regarding student



burglaries and what the University did around this. PID explained that they had given the officer some information about student burglaries and had sent them Jenny Day's contact details so that the officer could contact her for more information. MCM requested that PID send the police officer's contact details to them so that MCM can give them more information. **ACTION PID.**

c) Sports President

d) Education President

- PE announced that the proposed changes to transforming academic representation had passed with over a 2/3rd majority.
- PE reported that they had updated all the standing orders for the Education Zone and that these will be taken to Union Council.
- PE explained that questions regarding placement travel expenses had been raised at the Regulations, Codes and Expenses Committee and at a meeting with the new PVC Education.
- PE said that they will be writing a blog about the nursing report and that they would ask CEO for advice on how to write the nursing letter to an MP.
- PE said that they would start to write up their work around postgraduate feedback today.
- PRES asked how many standing orders were being sent to Union Council; PE stated that all 15 standing orders for the Education Zone would be going to Union Council. PE said that some only have words that have been changed, whereas some have changes that are more substantial. PE explained that the standing order for Postgraduate Student Officers had been separated into two standing orders, one for Postgraduate Taught and one for Postgraduate Research. PE said that they would be discussing with the Student Voice Manager about which ones should go before the Union Council first.

e) Activities President

8. For Discussion & Decision

a) UEC conduct

- PRES said that CEO passed an email to PRES regarding the lack of Zone minutes on the website and the lack of reports in the UEC minutes on the website. PRES asked President Team to think about what would need to be changed in UEC to prevent this.
- PRES said that the Governance Zone secretary does the minutes for the Governance Zone.
- PE explained that the Education Coordinators do the minutes, agenda, and apologies for the Education Zone. PE suggested that the Campaigns & Democracy Coordinator could do this for the Inclusivity & Diversity Zone.
- PRES expressed concern that students were expected to minute with little support or clear instructions on minute taking; PE said that they feel that they are putting a burden on students to take minutes as this means that they cannot participate in the meeting. MSD asked if the Education Zone had a secretary like the Governance Zone; PE replied that there was not a secretary; MSD said that there seems to be a mismatch between zones. PE said that it would be useful to have a staff member take minutes. CEO asked how many meetings there would be; PE said that there were zone meetings every two weeks; CEO disagreed with using a staff member as it would a large amount of staff time and that it was better to have a student volunteer to do it. CEO expressed concerns that any staff absence would place the whole process under stress if they were relied upon to minute zone meetings.
- PRES communicated that they would like the President Team to come up with suggestions for what to do going forward with minutes as they often get stuck between being taken at meetings and placed on the website. PRES asked AC to set up a meeting for the President Team to discuss this further. **ACTION AC.**
- CEO said that they were looking at reducing number of reports the President Team write; PRES said that this would be discussed at Union Council under accountability.

- CEO said that it would be an idea to remove SMT and CEO update from UEC agenda and have it in the Student Ops meeting so that there is more space on the agenda for other items to be discussed.


b) Exam stress campaign

- PE stated that this as discussed at the last UEC where it was identified that the Union did not have an exam street campaign. PE explained that they and PID had been working on delivering tea and toast in Scoop. PE said that they discussed making Haven into a quiet space and to have information leaflets placed in the advice centre.
- PID explained that they had priced it up approximately; PID said that it was £50 cheaper last year and that they are hoping to print out posters to put around campus.
- MSD asked what the University are doing for exam stress so that the Union does not do the same campaign.
- MCM said that the University may be putting aside rooms where students can be alone after exams
- PE stated that they would like the University to donate pledge bottles so that they can be given out to students; MCM said that they would send information about pledge bottles to PE. **ACTION MCM**
- PE explained that the budget for the exam stress campaign was the top estimate; CEO said that they could approve a budget of £250, but that PID and PE need to find out what the University are doing around exam stress. **ACTION PID and PE.**
- Campaign approved.

c) Jujitsu Self Defence Campaign Funding Application

- PRES communicated that this campaign had already been put on social media without being approved; MCM said that it came from the Student Opportunities Manager so they will pick that up with them. **ACTION MCM.**
- PE explained that they had approached Give It A Go regarding delivering self-defence classes, but there was not the budget for it this year however it is being considered for next year.
- PRES expressed concerns that the people delivering the sessions are qualified to deliver them.
- CEO expressed concerns about the use of the word lobby in the submission; the wording in response to this campaign needs to be carefully considered. PRES asked if we should ask them to reword it; PE said that marketing needs to be informed that they are not to advertise a campaign before it is approved by UEC as any campaign activity should come through UEC or be approved before going to marketing.
- PE asked who is going to feedback the decision; MSD explained that the decision should be clearly minuted as either approved, approved with conditions, or disapproved. MSD explained that it needs to be made clear what the outcome is and the reason for the outcome.
- PE suggested lobbying the University to deliver self-defence classes; MSD suggested that the Union could have Give It A Go run self-defence classes next year instead.
- CEO asked if we could use the mental health strike fund to pay for the classes as self-defence impacts on mental health
- PRES suggested adding any questions around self-defence provision to Breakfast meeting agenda so that it can be discussed with the University.
- MCM stated that approved campaigns should be sent to the HUU Marketing email. **ACTION AC.**
- Approved with conditions
 - Conditions are that the Union are going to support event, but the UEC feels that the Union does not need to be lobbied regarding providing self-defence classes.

d) The End

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- PRES reported that there have been meetings outside of UEC about The End. PRES said that, when information about the event was first released, there was a lot of student feedback and that PE had brought it up at Student Ops.
 - PRES said that there had been some confusion in communications as to what the event is called and that there should be consistency about the title of the event.

9. Any Other Business

- MSD stated that they had sent an email regarding trustee positions moving to interview. MSD explained that the Faculty Reps positions were up already, and the SEC positions are now by appointment and are going to interview. MSD said that the AU positions and the Head of media have not been advertised yet. MSD explained that the forms and timescales are the same for all positions.
- CEO asked if we need to update or create standing orders for appointing or dismissing these roles; MSD replied that course reps are self-nominated so dismissing them will not be against any standing orders; PE said that the Course Rep standing order had been updated to reflect the changes.
- PE suggested that a code of conduct be created to cover all roles; CEO said that this could be put into the bye-laws and asked what the time scales were; PRES suggested by the next UEC. CEO asked where it would go for approval; PE asked if it went to Membership and Participation Committee to be approved. PE said that it would be useful to have a code of conduct in place for appointees starting in the summer. MSD said that it was clearer what was expected of people who were elected, it is only now that the roles are being moved to appointment that the issue has arisen. CEO said that if it is the same for part-time officers then it is not a big job to create a code of conduct.
- UEC thanked MSD for their long service.

10. Reserved Business

11. Three Big Things

- PE and PID are doing a Tea and Toast campaign to help students with exam stress
- The Jujitsu Society will do a taster self-defence class for students
- Improvements to UEC were discussed

12. Next formal meeting

- Tuesday 7th May 2019, 2pm

UEC FORTNIGHTLY REPORT 18/04 2019

NAME: Osaro Otobo	
I'd like to thank	Everyone involved in HUU shortlisting.
Student president notable events/meetings	<p>Central Induction Sessions HUU Video Brainstorm</p> <p>Sport & Activities support (Sports Pass Update, Sport / Societies Roles, Media Recruitment)</p> <p>HUU Awards Shortlisting</p> <p>Visit to Bonus Arena</p> <p>Dedicating a lecture theatre to a Trans role model</p> <p>Senate Away Day</p> <p>Final Registrar's Response Team (RRT) meeting</p> <p>Varsity Debrief</p> <p>UC Select Committee</p>
Update on my objectives	<p><u>Policy Objective - Governance review</u> Writing a report on the whole journey of the governance review. Trying to implement small changes to Union Council with students.</p> <p>Currently working on how to improve accountability of presidents & officers and visibility of reports to students. I'm also looking into improving accountability of Presidents at UEC following a complaint about UEC reporting from the University.</p> <p>I would like to introduce a more formal way of collecting feedback from PTOs about their time as one in order to help shape things for the future PTOs of the organisation as well as Union Council next year.</p> <p>I would also like to meet with incoming PTOs to understand their expectations and to give them some useful information before the summer to better understand them and support them.</p> <p><u>Activist Objective - student-led campaigns and national & local HE issues</u> The University started a project/campaign to increase visibility of liberation groups on campus in October. The University are now looking at having a lecture theatre after a key Trans person (related to Hull ideally). I've had meetings with the Trans rep, Trans rep-elect, Patrick John (University EDI) and President of I&D to discuss. The University have suggested a name for the list and we can add another one or two names – it will be a very short list.</p> <p>A survey on the Race Equality Charter went out to both staff and students on their experiences of race inequality on campus and the wider community. We have been helping getting the message out through student newsletters and a website blog post. The deadline is now closed.</p> <p>Meaningful partnership between staff and students at this University isn't widespread across the institution. This is a problem in Universities across the world. I've been working on changing that at Hull by working on a Student Staff Partnership Scheme. We have</p>



	<p>looked at best practise nationally and internationally. We are currently in the pilot phase.</p> <p><u>Representative Objective - Improving HUU student comms online and in person</u> I've pushed for key communication pieces to come out to students, most recently I've pushed for essential information about VMS event 'The End' to be released (e.g. what the event is, why it is happening, who is running it, information about safe travel etc). Some of this is now out but it is currently under development.</p> <p>I lobbied the university for a response to the UC motion on graduation. A response is now currently out. I presented that at the last union council. Since then more information about tickets and specific dates have been released. Information about a graduation briefing event has been published too. Also, I was invited to visit the Bonus area and I asked the University to invite our current President of Education along too. We had a look at all the key spaces that will be used on the day.</p> <p>At our last UEC meeting, the Student President Team decided to send information on their year's work to marketing to put on the website in a more accessible and engaging way for students. This should hopefully feed into how president reports are present on the website in the future.</p> <p>I would like the layout of other content like minutes will be in place over the next coming weeks.</p> <p><u>Trustee Objective - board and sub-board pre-meets, chair/president catch ups and mentor/mentee scheme.</u> Had a Board development meeting with the CEO and Chair of the Board in order to improve things for the future.</p> <p>I am feeding into the student trustee induction. Earlier in the year I contributed to writing the trustee handbook and have a piece in there about mentoring. Using learnings from the past two years, this is something I want established for the future.</p> <p>I've read Salford SU's "Inclusive Recruitment Guide" which demonstrates their full commitment to removing barriers in their recruitment. I will be bringing this to our Board with the hope of improving the diversity in our recruitment for staff, PTOs and student trustees.</p> <p>I would like to introduce a formal way of collecting feedback from student trustees about their time as one in order to help shape things for the future student trustees of the organisation.</p>
<p>Things I'm proud of/ I need support with</p>	<p>I need help with making sure I have enough time set aside to write up my report and any of pieces of admin.</p>

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs p/w)	Hrs spent engaging with members (i.e. time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked





18/04	40	3	PTO 1-2-1s UC Select Committee	7.5
05/04	0 (holiday)	-	-	-

UEC FORTNIGHTLY REPORT 23/4/2019

NAME: Andy Costigan	
I'd like to thank	Steph Halsey – for support in organising the first select committee that HUU has had in many years, taking the minutes and helping me chair it.
Student president notable events/meetings	Dedicating a Lecture Theatre to Trans Activist (Tues 9 th) Senate away day (Wed 10 th) Select Committee M.1819 – 29 (Fri 12 th) SMT Meet (Tues 16 th) Mental Health Subgroup: Training (Wed 17 th) Student Minds Call, Policy Inquiry into student burglaries (Thur 18 th)
Update on my objectives	<p><u>Mental health</u></p> <ul style="list-style-type: none"> - Mental health strategy has been released – feedback in the process of being written to deliver it. <p><u>Exam Stress</u></p> <ul style="list-style-type: none"> - President Education / Campaign coordinator running small campaign to mitigate exam stress in students. Looking into opening spaces in HUU, what information can be given out and re-running 'Tea and Toast'. <p><u>Hardship Proposals</u></p> <ul style="list-style-type: none"> - Need to purchase more sanitary packs prior to leaving the role. - Submitted detailed proposal for the participation grant – awaiting to hear back from alumni about the viability of rolling money over to the next financial year. - Beginning to receive the orders of products for hardship. - Complete inventory of stock required before it's able to make available for advice centre/ finance team / ResLife. <p><u>Equality and Diversity Policy</u></p> <ul style="list-style-type: none"> - In the process of drafting an updated version for the organisation to adopt/ board of trustees to approve. - Sticking point is the complaints procedure which is a separate piece of work that also needs amending. <p><u>Complaints procedure</u></p> <ul style="list-style-type: none"> - Process needs clarification in terms of resolving conflicting timescales. - Complaints should be able to go to a generalised email, and ought to be as easy as possible for people that wish to raise a complaint. Looking into having a form (similar to room booking) which generates an automated email which can be sent to HR for further consideration.
Things I'm proud of/ I need support with	<p>Proud – Hardship proposals are coming to fruition.</p> <p>Need support with – Implementing changes to complaints procedure.</p>

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week <i>(max 40 hrs p/w)</i>	Hrs spent engaging with members <i>(i.e. time spent face to face with students)</i>	Type of engagement <i>(description)</i>	Engagement hrs as % of total hrs worked
12 th April	42.5 (-1 TOIL / +2.5 TOIL)	6.5	SLTSA Awards, Staff employee engagement forum, Select Committee	15.3%
18 th April (Bank Holiday Weekend)	31 (Bank Holiday Weekend/ -1 TOIL)	2 (First week of the Easter Holidays)	Motion writing for Union Council, Assessing accessibility on campus	6.5%

UEC FORTNIGHTLY REPORT **April 15th** 2019

NAME: Isobel Hall	
I'd like to thank	<p>Fran and Benedict for their hard work and support with the Transforming Academic Representation work</p> <p>Fran for organising the Student-Led Teaching and Support Awards</p>
Student president notable events/meetings	<p>Surveys Group Meeting</p> <p>Registrar/PVC Education Meeting</p> <p>Meeting Faculty Rep</p> <p>Course Rep Celebration</p> <p>1:1 with Librarian</p> <p>HUU Awards Shortlisting</p> <p>Extraordinary Course Rep Forum</p> <p>Visit to Bonus Arena</p> <p>Union Executive Committee</p> <p>Student-Led Teaching and Support Awards</p> <p>Senate Away Day</p> <p>Meeting with PVC Education</p> <p>Meeting with Hull Online</p> <p>Course Rep Celebration Review Meeting</p> <p>Rep recruitment meeting</p> <p>SLTSA review</p> <p>Education Zone Meeting</p> <p>Meeting with Scrutiny Officers</p> <p>Meeting to plan Exam Stress Campaign</p>
Update on my objectives	<p>Transforming Academic Representation</p> <p>Proposed changes passed at Course Rep Forum with over 2/3rd majority</p> <p>Vote to take place at Education Zone Meeting</p> <p>Rewriting the code of practice</p> <p>Rewriting all standing orders</p> <p>Hidden Course Costs</p> <p>Placement Travel Expenses</p> <ul style="list-style-type: none"> - Raised at Regulations, Codes and Practices Committee - Raised at meeting with new PVC Education <p>Nursing report actions circulated with students via social media</p> <p>To write letter to MP regarding nursing report findings</p> <p>Postgraduate Space</p> <p>Writing up survey results</p> <p>Raised with VC regarding lack of space for PGT students</p> <p>Raised with PVC Education lack of space for PGT students</p>

Things I'm proud of/ I need support with	Transforming Academic Representation Extraordinary Course Rep Forum

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs p/w)	Hrs spent engaging with members (i.e. time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
Since last UEC Form 4 th – 5 th April	15 hours	3 hours	Course Rep Celebration	20%
8 th -12 th April	46 hours (including toil taken)	6 hours	Course Rep Forum SLTSA's	13%
15 th – 16 th April	15 hours (Annual Leave Weds/Thurs/Bank Holiday)	3 hours	Zone Meeting Meeting with Faculty Rep Meeting with Scrutiny Officers	20%