



UNION EXECUTIVE COMMITTEE MINUTES

WEDNESDAY 24TH JUNE 2020, 9.30AM
VIA SKYPE.

Present: Abigail Morris (President of Inclusivity & Diversity, PID - Chair); Erin Pettit (President of Sport, PS); Orduen Nguper Simeon (President of Education, PE)

Attending: Phoebe Bastiani (President of the Students' Union Elect); Evie Kyte (President of Inclusivity & Diversity Elect); Ellis Leonard (President of Activities Elect); Sian Doherty (President of Sport Elect); Jane Stafford (Chief Executive, CEO); Gina Rayment (Advice Centre Manager, ACM); Nicole Steele (Student Voice Manager, SVM); Alexandra Tute (Student Opportunities Manager, SOM); James Schadla-Hall (Executive Support Co-Ordinator, ESC - Minutes)

Apologies: None

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PID welcomed the Presidents Elect to the meeting and went over the meeting structure - explained the sections heading have been adopted from the Standing Orders for the committee.

Other areas covered by UEC also include discussion of received formal meeting requests; received campaign request forms; and UEC is the meeting receives regular Highlights Reports from Membership Services.

Items for Update

1 Minutes of previous meeting Chair

The following amendments to the minutes of the meeting of 26th May were **AGREED**:

- The date on the minutes needs to correction.
- For Item 12a the text should read 'online' not 'inline'.
- CEO asked that the minutes note under item 5 that the updated Code of Conduct will be in place for new academic year.

With those amendments, the minutes were **APPROVED** as a fair and accurate record of the meeting of 26 May 2020.

2. Actions Agreed at Previous Meetings - Report Chair

The report was **NOTED** and updated as appropriate.

3 Union Motions (Standing Item) - Report Chair

PID introduced the report, providing background on this item to the Committee, and the progress made.

The report was **CONSIDERED** and the following items raised:



PID – updated M.1819 – the process has changed, so this can be marked as complete..

SVM – asked the meeting to note that there were several where the comments can now be updated since the paper was submitted – for example M.1920 – 24 can now say complete. SVM will update the document.

AGREED – Spreadsheet to be updated by Student Voice team, and an updated copy will be submitted to the next UEC meeting.

4 Code of Conduct – Tabled/Verbal CEO

Discussion of this item was postponed until a later date. **ACTION** – CEO will pick this matter up with the incoming President Team.

Improve participation in all activities available in the Union

5 Campaign and Engagement Budgets Discussion Paper - Report SVM 9.55am

SVM introduced the report, highlighting issues about low take up of the Campaigns and Part Time Officer (PTO) Engagement budgets, either due to lack of awareness, or applicants not meeting the criteria. A rebranding is being considered as part of addressing the former issue in particular.

The report Discussion Points were NOTED.

SVM stated that some students have not felt supported by the fund – especially for more informational projects.

AGREED – options around expanding the criteria of the funds to support appropriate awareness campaigns to be explored. PE stated that the criteria need to be clear, as ‘awareness’ can be applied very broadly.

ACTION – SVM to work up a proposal for wording for approval at a future UEC.

CEO suggested thinking about a matrix to aid decision making on budget approval – rather than a narrative process.

The following was **AGREED**:

- SVM to develop the wording for the campaign fund remit.
- To rename the PRO Engagement fund.
- Alternative names for the Campaign fund to be considered – possibly at a meeting outside of the committee.
- A working group be set up to work through the issues identified in the report – interested members were asked to contact SVM.



6 Cost of Sport 19/20 Summary – Report PS

PS introduced the report – which has been submitted it to the Committee to ensure that the work done this year is formally recorded. The report was taken as read and **NOTED**.

Members congratulated and thanked PS for her work presented in the report.

In response to a query from SVM about the Impact of Sport graph in Appendix 2 PS will check the wording and correct if necessary.

Represent members to the University, local community, and nationally

7 Team GB Student Panel Update PS

PS introduced the report, and reported that the paper has been updated since the last UEC meeting. PSE will be taking over this proposal for completion.

Report **NOTED**.

Provide members with appropriate support and advice

8 Student Minds Update - Verbal PID

PID provided a verbal update on Student Minds.

Due to HUSU staff furlough progress has been delayed.

There have been two networking events - the one on Covid-19 was attended by SVM and PID and the information provided was interesting.

The event on the sustainable future was attended by Isobel Hall, who has shared slides from the event with PID.

Regarding the remaining mentoring session it was **AGREED** that this will be used as an extra session for PIDE and PRESE at the start of their terms. PID, PRESE and PIDE to discuss in more detail

9 Advice Centre Report – Report ACM

ACM presented report to meeting and reported that the table dates on the report as presented were incorrect.

ACM reported that the Advice Centre has learnt from working remotely and will be looking to continue to provide remote video interviews in the future.

On behalf of Advice Centre team, ACM thanked the President Team for their work this year.



PID asked about spend cards. ACM replied that the intention is to move to SPAR vouchers in the future.

PE asked for an update on whether the hardship fund was available to international students. ACM replied that international students cannot qualify for the hardship fund, but can apply for the discretionary fund.

PE raised concerns that Covid and lockdown may have resulted in greater hardship conditions for international students. ACM replied that there had been no specific enquiries to the Advice Centre. **ACTION** – ACM will check this with the University Hardship Team and keep PE posted.

AGREED – that Presidents signpost queries of this nature to the advice centre.

Continually strive to improve everything the Union undertakes

10 Highlights Reports PID

a) Voice SVM

SVM presented the report to the meeting and provided an explanation to President Team Elect on PULSE data and the switch to SUMS for the next academic year.

ACTION - PE to circulate the Student Staff Partnership Paper via email. There are three main priorities – Covid-19 situation; blended learning experience and inclusivity.

PID verbally updated the meeting on progress with the Student led BAME network. A blogpost is being prepared and should go out this week.

PIDE – asked how the PTO meeting went – SVM stated there were nine attendees at the introductory meeting, which went well. Another is planned soon – and this will be put in diaries. They are proving to be a good way for PTOs to meet each other before Union Council.

SOM – asked when SVM will be presenting to the Teaching Excellence Academy Conference. SVM will be appearing on Wednesday 1st July at 10am.

PS thanked SVM on behalf of team.

b) Opportunities

SOM introduced this report to the meeting.

SOM asked the meeting to **NOTE** that SEC recruitment was a great success, and the support of Huseyin Arslan, Student Trustee, was invaluable.

CEO added that the University have gone out to tender on building works – CEO will arrange for PAE to discuss with Andy King, Commercial Services Director.

PID reported that a letter, signed by the President Team and Student Media Leaders had been sent to John McCarthy to ask if the new Media Suite after him, and he had agreed.



SOM thanked the Outgoing President Team for their work this year.

c) **Advice SVM**
Presented as part of Agenda Item 9.

11 **Gender Neutral Toilets – Report PID**

PID presented this report - which provides the current position and historical discussions that have taken place.

PID reported that the estate teams have done a previous survey where the majority of respondents supported single sex toilets so this matter is still under consideration. An assessment of toilets is being considered – as there are a lot of hidden costs this is a long term, ongoing process.

PID reported that the University plans to present any progress as soon as it has been achieved. It is possible that a substantive update will come of the October University EDI Committee.

PID and PIDE will discuss further details offline.

AGREED - PIDE will raise this issue at the University EDI committee – and report back to UEC..

12 **President Team Representation Survey - Paper PID**

PID introduced the paper, and asked the meeting to **NOTE** that it had been presented to the Board and received a positive response.

PS thanked PID for presenting the report to the Board.

AOB

PS reported that they had been in touch with Richard from Kexgill regarding previously raised issues – the email response was positive, and the meeting went well.

PE – flagged up issues for international students and Graduation. While visas have been extended to January the University plans are not clear at the moment. PID will share details of a relevant meeting with Marketing.

ACTION – CEO will raise this matter with Kate O’Connell.