

# UNION EXECUTIVE COMMITTEE MINUTES

PRESIDENT, CHAIR

MONDAY 30TH APRIL 2020, 10AM

VIA SKYPE.

Present: Isobel Hall (President of the Students' Union – Chair, PRES); Abigail Morris (President of Inclusivity & Diversity, PID); Erin Pettit (President of Sports, PS); Orduen Nguper Simeon (President of Education, PE)

Attending: 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 to note

## Items for Update

### 1. Minutes of previous meeting            Chair

#### Agenda Item 10: Student Minds Update

PID report on Student Minds will be brought to UEC for consideration.

AGREED – that, with the above changes, the minutes of the last meeting are a fair and accurate record.

### 2. Matters arising                            Chair

Agenda Item	Action	Actioned By	Outcome	
2	Matters Arising	Campaigns Budget Discussion - PRES to talk to CDC about drawing up criteria for the budget and bring back to UEC for approval	PRES	Ongoing
2	Matters Arising	President Team to check their standing orders and feed back to CEO by Thursday this week. It will need to be discussed whether they go to Union Council for approval or elsewhere. To pass through Zone Meetings	President Team	Done
2	Matters Arising	PRES to circulate the updated UEC standing order to committee members via email (to include UEC standing order with last meeting)	PRES	Done
2	Matters Arising	AC to re-circulate the link to the President of Activities workload google document to committee members	AC	Complete

2	Matters Arising	CEO to work with SMT on the AGM	CEO	TO REMOVE not taking place
3	HYMS and Working with the Student Unions	SOM to circulate information from her discussion with HYMS to the committee members	SOM	DONE
5	Union Council Motions (1920-14)	SVM to ask CDC to create a table for all Union Council motions	SVM	ON AGENDA
5	Union Council Motions (1920-16)	PID to forward the email from the University about water fountains to PRES	PID	Picked up this meeting
5	Union Council Motions (1920-17)	PS to write report for the next PS so that they can continue the work on Sports Passes.	PS	Ongoing
5	Union Council Motions (1920-19)	PS to get in touch with Nicole Bateman regarding the Team GB motion	PS	Ongoing - PRES to forward copy to CEO
5	Union Council Motions (1920-19)	SVM to circulate the historical Union Council motions document to committee members	SVM	Done
6	Plan/Discussion about President Roles and make up	AC to set up a meeting for the President Team, Voice team, and Marketing to discuss the survey to students on the current set up of the President Team	AC	Complete
7	Campaigns and Engagement budget criteria for approval	PID, PS, and SVM to pick up the criteria outside of meeting and bring it to UEC for approval.	PID, PS, and SVM	Done
8	Part Time Officer elections	President Team and SVM to discuss with marketing how the PTO elections outcome would be announced	President Team and SVM	Done
9	Student Advisory Group Representation Request form	PE and PID to follow up the actions and outcomes of the SSFA with the University	PE and PID	Done
9	Student Advisory Group Representation Request form	AC to design a template for external and University meetings for use in the UEC going forward	AC	Complete (in the UEC folder on the T Drive)
10	Student Minds Update	PID to write a report for UEC regarding what the Union would like from them going forward	PID	Done
11	Building Works	PRES to email Paul Riley regarding building works communications to students	PRES	Done - blog post being put out

12	Work Plans (Opportunities)	PS to send the Laura Huntenburg's work plan spreadsheet to CEO and AC	PS	Complete
12	Work Plans (Opportunities)	CEO to get in touch with the IT department at the University regarding access to Zoom for the Union and students	CEO	Closed - University is not supporting Zoom
12	Work Plans (Opportunities)	PRES to send the Activities Zone minutes to SOM	PRES	Done
12	Work Plans (Advice Centre)	CEO to look into how we can support students with their housing and those still on campus	CEO	Done
12	Work Plans (President Team)	AC to create a table for the President Team's work plan	AC	Complete (in President Team folder and emailed to the President Team)

## Developing a Democratic Organisation

### 3 Union Council Motions Chair

The Meeting thanked Elise Bateman, Campaigns & Democracy Co-Ordinator for her work in putting together this report.

The meeting discussed the spreadsheet and assigned Lead Officers to incomplete Motions. SVM clarified that the policy date column refers to the Union Council date for the motion.

**ACTION** - ESC to circulate updated spreadsheet to President Team for update on this year and to complete work.

**ACTION** - President Team to work on incomplete 2019/20 motions and feedback to UEC.

**AGREED** - SVM agreed that the items on the spreadsheet where no link to policy exists (highlighted in pink) should be removed from the list.

**ACTION** - it was agreed that the last three years of Motions, including complete and "live" issues to be put online, with the exception of older, ongoing policies, with categories such as ongoing/complete/policy link. The web page will also give contact details for obtaining details of older policies.

### 4 Plan/Discussion about President Roles and make up - Verbal Chair

PRES reported that the survey piece of this work is ongoing, and it is planned to release the survey results in some form within the next two weeks.

## Improve participation in all activities available in the Union

### 5 Part Time Officer (PTO) Elections - Verbal SVM

SVM reported that the PTO elections went well as a digital only process. The Student Voice team are looking at ways to further improve this process. The separation of PTO elections had a positive impact on the elections so this model will be adopted in the future.

Training options for staff are currently being investigated, to further improve support.

The election turnout was reasonable and positive feedback was received with regards to the online campaigning. Looking at training. Voting turnout was reasonable and positive feedback was received with regards to the online campaigning.

### 6 PTO Training - Verbal SVM

SVM reported that twelve PTOs are in post. Support for these Officers will start with an informal catch up and hello session, then training will begin. The aim is to have "touchpoints" to encourage contact during the training period, so a webinar model is being considered.

All PTOS will be given training covering the basics of the position, and there will be specific training for certain roles, including the incoming Union Council Chair and for Scrutiny roles. Work is also being done on Campaign training for a PTOs and all students.

PTOs will be given a range of options to access support, and these will be set up to enable them to raise issues and discussions as early as they wish.

SVM feels that support from existing Officers will be an important part of the training process.

PE – expressed satisfaction with the work being done and the efforts of the Student Voice Team.

ACTION – SVM to share training plan with CEO for review.


### 7 Membership Reports – Societies and Sports SOM

#### Societies

SOM presented the report to the meeting, highlighting the following areas:

- Last year there was a big jump in the number of Societies.
- The percentage of inactive societies is only around 15%.
- The detailed nature of the report reflects the successful efforts of staff to gather the necessary information.
- For next year greater efforts and resources will need to be applied to the digital sphere – for example in campaigning and digital only communications.

In response to a query from CEO, SOM reported that progress on digital signing was ongoing.



ACTION – CEO to chase FHRD for an update on progress with digital signing.

PS raised this issue that membership numbers include committee members and queried the situation with societies that only appear to have one member. SOM stated that the Armed Forces society is being chased and that Beach Clean Club is a new society.

SOM asked the meeting to note that Student Opportunities no longer require Societies to reach ten members in order for them to become active – with the intention that this will give students more choice, thus making them more likely to become a member of at least one society.

SOM asked meeting if they felt that an amended constitution for Societies with less than ten members is worth considering.

PRES gave the view that societies do need three committee members – but feels that the removing the requirement for ten members is appropriate. It is important to support societies with member recruitment – especially recruitment through online channels.

PS suggested giving societies a period of time to recruit three committee members. ACTION – PS to meet with SOM and discuss ways forward.

CEO raised the issue of Academic Societies work. Work on improving links with local and regional businesses was previously being done by the President of Activities. CEO asked if a strategy could be put together around developing Societies in this way and the role HUU could play.

ACTION – SOM to discuss strategy for developing links between Academic Societies and local and regional businesses.

Hull York Medical School – This can be seen as an area of risk for HUU – an offer needs to be prepared for them so that both HYMS and HUU are clear about what we can offer.


PE stated that work is being done to improve links between faculties and student societies.

PRES commented that the report is very useful and asked about the accuracy of University numbers. Can they be checked or a decision made on which set of numbers HUU should be using? CEO replied that this is an ongoing challenge at the moment,

PS asked about Inactive Societies – for example the LGBT society – do we know what happened to the membership and have we considered refunding memberships if the committee members are not active? SOM stated that in this case LGBT Society were listed as inactive as the society did not have a President.

ACTION CEO to work with SOM on clarifying grounds for a membership refund in the constitution.

**Sports**



The report was taken as read, with SOM highlighting the AU membership increase of 7.67% on last year – close to the KPI.

ACTION – SOM to correct report so that the numbers on the decrease in members of Netball League is consistent.

SOM – stated that this is the regular report on membership numbers the normal format report will be brought to the next UEC.

SOM to bring Health and safety report to next UEC, as Membership and Participation Committee did not take place.

### **Represent members to the University, local community, and nationally**

#### **8 General Update - Verbal Chair**

PRES update the meeting on work being done on a national scale:

- Accepting report from the All Part Parliamentary Group on Student Loans – this is an area of work that could be picked up by the next President Team.
- Joint Letter with Diana Johnson to the Government urging it to wipe debt for healthcare Students.
- Radio interview on this issue with BBC Radio Humberside
- Taking part in a webinar event as part of a panel talking about Covi-19 and the student experience.

#### **9 Student Partnership Agreement Chair**

Report taken as read. CEO reported that the report was welcomed at the Relationship Committee.

### **Provide members with appropriate support and advice**

#### **10 Student Minds Update - Verbal PID**


PID gave the meeting a verbal update on Student Minds. The audit has been postponed as the relevant Student Minds staff are currently on furlough.

Student Minds have said they were happy to extend the initial year so HUU can still benefit. PID has emailed them to ask for clarification on what this would mean.

The Student Minds website appears to be slightly outdated at the moment.

PID has firmly asked for a more prompt level of support and reported that the initial reply from Students Minds asked for feedback, The meeting agreed that they are concerned about the seeming lack of action from Students Minds at the moment.

No reply has been received on this as yet. PID will update the meeting as and when further information is obtained.



PS queried the benefits received by HUU. PID acknowledged that the situation during Covid-19 warrants further investigation.

CEO stated that Student Minds have agreed to extend the whole programme. PRES noted that there is one outstanding mentoring session left. CEO asked PE if he would like to attend this mentoring session.

ACTION – PRES and PE to discuss mentoring session.

ACTION – CEO to check status of Student Minds Contract. Will pick this issue up with Ben Vulliamy, CEO at University of York Students' Union, feedback to PID then discuss current situation with Student Minds.

PRES asked for alternative options to be considered as part of these discussions.

## 11 **Advice Centre Report**      **ACM**

ACM presented this report to the meeting and highlighted the following:

- Level of work has been at a steady level, with some of this developing into casework.
- A lot of private housing issues have been raised. There is an issue with the University and rent payments - due to the payment structure student do owe another payment after leaving, as the January payment did not cover the full period till 20<sup>th</sup> April.

In response to a query from PE, ACM stated that this payment schedule was written into the original accommodation contract, and has been in touch with the University to ask that this be made clear to students, as this message does not seem to have got through.

ACTION – PRES to send email to John Duffy, flagging up ongoing accommodation issues.

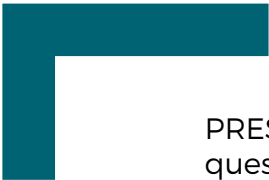
ACM reported that there are issues with how Kexgill presents themselves – some communications from them give the impression they are in partnership with the University.

PE asked for clarification on the subcategories – would it be possible to split the figures for suspensions into new and repeat cases?

ACTION – ACM to provide and ESC to circulate these figures. However, ACM noted that the move to email for cases has resulted in a higher number of repeats due the back and forth of email contact, in contrast to in person meetings.

## **Continually strive to improve everything the Union undertakes**

### 12 **Building Works – Verbal**      **Chair**



PRES to write a blog post on this issue and release it. There were no questions on this verbal 6update.

**13 Highlights Reports and Work Plans Chair**

**a) Voice SVM**

Report taken as read. SVM stated that a lot of work is successfully taking place online and invited questions from the meeting.

PRES asked if it was felt that KPIs reflected the work being done? SVM replied that ideally KPIs should have been renegotiated, however this situation should improve with the incoming Strategy Plan.

In response to a query from PE, SVM replied that the work of the Student Voice team is tied into the work of the Presidents Team, so it can sometime be difficult for KPIs to reflect this.

SVM stated that she is happy to take questions from President team about work place outside of the meeting if they have any further queries.

**b) Opportunities SOM**

Report taken as read. SOM stated that the Partnership Award received a lot of positive feedback and thanked the President Team for their support on the awards.

- National holidays have now confirmed the request for Credit.
- There is a Strategy Meeting taking place next week with BUCS – SOM and Vicky Dean, Sports Co-Ordinator, will be attending.

In response to a query from PRES on WelcomeFest SOM replied that discussions about the possibility of it taking place online have started and ideas are being gathered.

CEO has asked University what an alternative induction would look like for them, CSD will be attending the meeting and providing feedback. Digital Welcome offers are being discussed in the SU Chief Execs meeting. When working on this area HUU may wish to consider what elements it may be worth keeping online in the future.


ACTION – SOM to discuss online WelcomeFest with the President team.

**c) Advice (Work Plan, see Item 10 for Report) ACM**

ACM presented the Advice Centre workplan to the meeting.

At the moment ACM feels that students will continue to contact the Advice Centre over the holiday period – especially in the context of the Covid-19. Therefore, ACM is currently arranging cover for outside term time.





ACM informed the meeting that concerns about rent issues next September are being raised. CEO stated that this is currently being investigated by the University. At the moment other Universities are looking at learning being available from September, but deliberations are still taking place on whether campuses will be open.

**14 COVID-19 – General Update – Verbal Chair**

PE reported that he is working on PGR issues for International Students and has held meetings with the doctoral college.

**Any Other Business**

PRES –reported that the University have asked for the President Team to contribute to the work the University has done to support students. President Team were happy to AGREE to this.

The work on the Knowledge Exchange Framework strategy was noted by the meeting.

University have asked for changes to HUUs accommodation letter template in order the University position is accurately communicated – AGREED to change template letter.

**Next meeting: 26<sup>th</sup> May 2020, 2pm**