



# UNION EXECUTIVE COMMITTEE MINUTES

PRESIDENT, CHAIR

MONDAY 30<sup>TH</sup> MARCH 2020, 10AM

SKYPE MEETING

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); Alexandra Tute (Student Opportunities Manager, SOM); Nicole Steele (Student Voice Manager, SVM); Gina Rayment (Advice Centre Manager, ACM); Leanne Spencer (Administration Co-Ordinator – Minutes, AC)

Apologies:

PRES explained that the Union Executive Committee (UEC) has changed a lot over the last year. PRES noted that we are looking into changing all our governance and explained that the UEC was not working as per to its standing order.

PRES said that the new agenda brought the UEC in line with its standing order so that we can make sure that we are discussing what we should be. PRES stated that the UEC could also become a place where the President Team and the Membership Services Managers could come together to discuss important items and that it would encourage us to work more collaboratively. PRES encouraged the Membership Services Managers to submit items to future agendas so that it is relevant for all of Membership Services.

## Items for Update

### 1. Minutes of previous meeting

Approved as a correct record.

### 2. Matters arising

Most are complete, see matters arising document for this meeting for further actions.

## Developing a Democratic Organisation

### 3. HYMS and Working with the Student Unions

PRES explained that this agenda item came from a discussion with the Student Opportunities Co-Ordinator and SOM about HYMS. PRES stated that we recognise that HYMS have some issues and we are working on resolving them.

SOM explained that the Student Opportunities Co-Ordinator and the HYMS representative sent some information to her which she will share with the committee.

**ACTION SOM to circulate information from her discussion with HYMS to the committee members**

PRES suggested that we keep this on the agenda so that we are kept updated on progress; the committee agreed.



#### 4. Policy Developments

PRES explained that she was going to bring the Environment, Ethics, and Sustainability Policy to this meeting for approval. PRES said that she was due to have a HUU Sustainability meeting last week, but this has been moved to this week so she will bring the policy to the next UEC.

#### 5. Union Council Motions

##### *M.1920-14 Update Mental Health Training*

This motion has been assigned to PID. PID explained that she has been working on this motion, but has no further updates.

PRES suggested that we create a table of all motions so that we can see the progress of each.

**ACTION SVM to ask the Campaigns & Democracy Co-Ordinator to create a table for all Union Council motions**

##### *M.1920-15 Genderless Toilets*

This motion has been assigned to PID. PID explained that she has been working on this motion and said that she has received an email from the University on the matter this morning.

##### *M.1920-16 Water Bottle Fountain*

This motion has been assigned to PRES and PID. PID explained that she picked this issue up at the start of the year and will forward the email from the University about water fountains to PRES.

**ACTION PID to forward the email from the University about water fountains to PRES**

##### *M.1920-17 Sports Pass*

This motion has been assigned to PS. PS explained that she was writing a report on the Sports Pass, but that it has been delayed due to COVID-19. PS will write a report for the next PS so that they can continue the work.

**ACTION PS to write a report for the next PS so that they can continue the work.**

##### *M.1920-19 Team GB*

This motion has been assigned to PS. PS expressed concerns that she does not have the contact at the University for this motion. CEO explained that the Project Manager for Team GB is the main contact and suggested that PS get in touch with her.

**ACTION PS to get in touch with the Project Manager for Team GB regarding the Team GB motion.**

CEO asked SVM where we are up to with the work around logging historical motions; SVM replied that this work is now complete and that she will circulate it to the committee.



**ACTION SVM to circulate the historical Union Council motions document to committee members**

## **6. Plan/Discussion about President roles and make up**

PRES explained that the President Team and SVM have been looking at the President roles and make up of the team.

SVM stated that she started looking into this by assessing the data from the representation question in the Pulse results. PRES suggested that we research the President Teams at other Student Unions and bring a paper to the next UEC.

PS expressed concerns that the next UEC would not be soon enough and that we should send out a survey to students regarding the make-up of the President Team sooner; the committee agreed.

PRES suggested that the President Team, a member of the Voice team, and a member of the Marketing team meet to discuss the student survey; the committee agreed.

**ACTION 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**

**Improve participation in all activities available in the Union**

## **7. Campaigns and Engagement budget criteria for approval**

SVM explained that the campaigns budget can be accessed by any student if they complete the Campaign Request form, they can request up to £200. SVM explained that the engagement budget is for Part Time Officers who need funding to engage with students, they can request up to £200.

SVM said that that the Voice team attended the Zone meetings at the beginning of year to promote the campaigns and engagement budget, but not many students have been applying for them. SVM communicated that we have found that students have contacted us more for staff support than financial support. SVM stated that the engagement budget is also not well used at the moment. SVM said that accessing the budget was included in training for Part Time Officer, but more work can be done on educating them.

PRES suggested that we set the criteria out and make it obvious what the funds are for; the committee agreed.

**ACTION PID, PS, and SVM to pick up the criteria outside of meeting and bring it to UEC for approval.**

## **8. Part-Time Officer Elections**

SVM announced that the Part Time Officer elections are now live. SVM said that the Environment and Sustainability Officer is the most popular position and that we have quite a few people running for Chair of Union Council.

SVM said that voting went live at today 10am and is open until 4pm on Thursday. SVM noted that we have not had anyone go for the roles in the Sport



Zone and in the Activities Zone. SVM stated that she has been working closely with Marketing regarding communications to inform students that voting is live, and the results will be released on social media on Friday.

PID suggested that the resident Team could announce who has the roles as it would make it more personal; SVM agreed and suggested that they each do four roles; CEO suggested that they work with Marketing to create a video; the committee agreed.

**ACTION President Team and SVM to discuss with Marketing how the PTO elections outcome would be announced**

PRES asked if we had a target number; SVM replied that running the elections online is completely unknown so we do not know what the numbers would be. SVM said that, considering this, she does not have a target.

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

## **9. Student Advisory Group Representation Request Form**

PRES asked if it was useful to have one of the President Team follow up with the University and keep an eye on the actions from this group and how we work with it going forward; the committee agreed.

**ACTION PE and PID to follow up the actions and outcomes of the SSFA Student Advisory Group with the University**

CEO suggested that the President Team create a table for any external and University meetings they have been attending and add in the key issues, barriers, actions, and updates to it so that it can be brought to the UEC in future; the committee agreed.

**ACTION AC to design a template for external and University meetings for use in the UEC going forward**

**Provide members with appropriate support and advice**

PRES suggested that ACM have an update under this new heading on the UEC agenda. PRES said that it could be similar to the report which was sent to the last Membership & Participation Committee; ACM agreed.

## **10. Student Minds Update**

CEO suggested that the Campaigns & Democracy Co-Ordinator attend the UEC and write a report on the progress of the Student Minds project; the committee agreed.

PID explained that Student Minds are trying to figure out how they work in the current situation. PID said that they are working on delivering events online. PID explained that the Campaigns & Democracy Co-Ordinator is working with Student Minds to deliver an audit. PID communicated that the Campaigns & Democracy Co-Ordinator had expressed concerns that Student Minds were meant to be talking to students in the process of delivering this audit which would be difficult in the current situation.

PID explained that Student Minds did put a post out for student mental health in the current climate. PID expressed concerns that they should be doing more.



PID said that she raised this with Dominic Smithies (Student Voice and Equality Lead for Student Minds), he informed her that he was collecting feedback on what Student Unions want from Student Minds. PID communicated that he asked her for suggestions.

PS expressed concerns that students have not benefited from the project as Student Minds have been working with Students Union staff only.

PRES expressed concerns that we are not getting value for money and stated that she is not sure what the Union and Student Minds will get from the audit they will be performing.

PID said that she will write up a report on Student Minds to go to UEC to outline what we would like from them going forward.

**ACTION PID to write a report on Student Minds to go to UEC for consideration regarding what the Union would like from them going forward**

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

## 11. Building Works

PRES explained that the building works are currently on hold. PID communicated that she attended a meeting for accessibility at the University and they are still keen to continue with the accessibility work.

CEO said that the furniture was not delivered, but the decorating was complete before lockdown. CEO expressed concerns about the programme of work for ground floor. CEO said that she will be keeping touch with the Commercial Services Director and the University about this.

PRES stated that we have not put out communications to students yet; CEO suggested that she get in touch with the Assistant Director of Estates to ask if communications could be sent out about it to students and get him to give some timescales on the ground floor work.

**ACTION PRES to email the Assistant Director of Estates regarding building works communications to students**

## 12. Work Plans

### *President Team*

PRES explained that the work plan is a list of what the President Team are working on and said that most of it will be done by June. PRES asked if there were any questions; the committee had no questions.

PRES suggested that the work plan be put into a table so that we can track the progress of each item.

**ACTION AC to create a table for the President Team's work plan**

### *Voice Team*

PRES asked if there were any questions on the Voice Team work plan; the committee had no questions.

## *Opportunities Team*

PRES asked if there were any questions on the Opportunities Team work plan; the committee had no questions.

CEO explained that she had seen the work plan from the Interim Head of Sport for the Rugby Participation Officer. CEO said that it was in a spreadsheet format and suggested that it would be a good template for the Membership Services work plans. CEO asked that PS send the spreadsheet to herself and AC.

### **ACTION PS to send the Rugby Participation Officer's work plan spreadsheet to CEO and AC**

PRES expressed concerns that the Opportunities Team is more face to face and it would be challenging for them to go online. SOM agreed and said that said that we would be doing the HUU Awards as videos.

PS suggested that the bookings for next year could be moved to the Entertainments team rather than sitting with PS and the Sports Co-Ordinator; SOM agreed and suggested that all events in the Opportunities team should sit with the Entertainments Team.

PS asked if the Student Opportunities Co-Ordinator could share the Awards and Recognitions scheme with herself and the Sports Co-Ordinator; SOM agreed and said that we could look into what worked well and what did not for the society awards so that we can apply it to the sports awards next year.

PID asked if a decision had been made on what digital correspondence system we would be using for students and meetings; CEO replied that we are using Skype for meetings and workplace for staff. CEO explained that we are struggling to include people outside of business on Skype and said that the Executive Support Co-Ordinator is looking into this.

SOM suggested that students could use Zoom for free for 40 minutes as well as Google Hangouts; PS expressed concerns that students may not know that they have access to Zoom through their University account for free. SOM said that she would explore Zoom for students. PID said that she looked into using Zoom and that it may be that we as a Union have not been given access. CEO said that she would get in touch with IT about this.

### **ACTION CEO to get in touch with the IT department at the University regarding access to Zoom for the Union and students**

SOM asked how the Activities Zone meeting went; PRES replied that four students attended and said that she would send the minutes to SOM.

### **ACTION PRES to send the Activities Zone minutes to SOM Advice Centre**

ACM said that the key thing at the moment is that a lot of students are email the Advice Centre asking if they were eligible for the exceptional circumstances grant.

ACM explained that she can take calls from the laptop and said that everyone is very busy keeping up with emails and logging them on SUMS.



PRES asked if we were planning on continuing the housing campaign; ACM replied that she was going to ask the Advice Outreach & Engagement Co-Ordinator to put the campaign on hold for now.

SOM asked, with students leaving, if there were anything we could push on social media such as the pink bag campaign and donating leftover food; ACM replied that she will speak to the Advice Outreach & Engagement Co-Ordinator about this. ACM said that she will send out an update email as the pink bag scheme is advertised as taking place in June/July on social media. CEO said that we have been told not to encourage students to go home if they are still on campus and that there are foodbanks in place if they were struggling.

**ACTION CEO to look into how we can support students with their housing and those still on campus**

**Any Other Business**

Next meeting: Thursday 30<sup>th</sup> April 2020