



UNION EXECUTIVE COMMITTEE MINUTES

Tuesday 12th February 2019 2pm

Present: Osaro Otobo, President of The Students' Union (PRES); Andrew Costigan, President of Welfare & Community (PWC), Nicholas Wright, President of Sports (PS), Isobel Hall, President of Education (PE), Thomas McNamara, President of Activities (PA)

Attending: Jane Stafford, Chief Executive (CEO), Liz Pearce, Membership Services Director (MSD), Rachel Kirby, Marketing and Communications Manager (MCM); OR Emma Platt, Studio Manager (SM)

1. Apologies

- Rachel Kirby, Marketing and Communications Manager (MCM)

2. Minutes of previous meeting

- Taken as read

3. Matters arising

- PE suggested making the Welfare training external.
- President Team to discuss comments on SO 8005 at the Informal UEC next week.
- CEO provided President Team with an update on how Lincoln University work with their leaders.
- CEO explained would update the President Team once they have decided which direction they are going to take.
- CEO explained that there is still work to do and suggested forming a working group to discuss it.
- PA and PRES to attend the meeting **ACTION CEO to arrange with AC.**
- CEO delivered update on Governance review.
- President Team decided that Campaigns are to be actioned to the Democracy and Campaigns Coordinator in future.
- PRES gave an update on the Sudan campaign, explained that the Democracy and Campaigns Coordinator spoke to the student and they are now waiting on the student to come back to them.

4. Chief Executive & SMT update

- CEO briefly discussed the building progress.
- CEO summarised the appointing of external trustees.
- CEO informed group that both VNED interviewees are interested and explained that they are looking at a workshop approach to build the board.
- CEO updated group on the pay award.

- CEO informed the group of the next cycle of committee and board meetings.
- PA asked if anyone was on the HUU Services Ltd Board.
- CEO answered that people had expressed an interest and explained that if any of the President Team were interested then they can be invited.

5. Marketing Updates

6. Team Objectives

- PRES communicated that the President Team will have a team meeting to discuss objectives.
- PRES asked about the election rule regarding social media and wins.
- MSD clarified the situation.
- PE expressed concerned that they would not have any social media promotion for four weeks prior to elections.
- PE questioned when the printer credit update would be sent out.
- MSD explained that this would need to be picked up with the University
ACTION MSD
- PE questioned whether the President Team should have team objectives if they are not able to promote them.
- PRES suggested that this should be discussed in more detail at the informal UEC next week. **ACTION PRESIDENT TEAM**

7. Weekly Reports & Accountability

a) President of the Students' Union

- PRES announced that the Governance Report is now on the website and PRES will send link round for team to share **ACTION PRES**
- PE questioned where PRES would like feedback on the Governance Review to go.
- PRES answered that they would like the feedback to be forwarded in an email and explained that they would like to meet concerned students 1-2-1.
- PE asked what the question would be for the referendum at election time.
- PRES answered that they would work with the Student Voice Manager on the exact question for the referendum, but explained that it would be about the Union Council.
- PS asked whether people be able to not vote in the referendum.
- MSD and CEO clarified this.
- PE asked PRE how they were promoting trustees.
- PRES explained that marketing were contacting students and was unsure how many had replied.

b) Welfare & Community President

- PWC taken as read

c) Sports President

- PS taken as read

d) Education President

- PE taken as read



e) **Activities President**

- PA taken as read

8. **For Discussion & Decision**

a) **Update bike-shed facilities**

- PWC delivered an update on the situation around bike-shed facilities.
- PWC explained that they had spoken with the student concerned, and will collect signatures for improved facilities.
- President Team decided that the campaign should be returned to the Democracy and Campaigns Coordinator.

b) **Student Wins Form**

- PRES announced that they had submitted two people for Student Wins.
- PS expressed concerns about bringing Student Wins to the UEC and questioned whether it was the right place to approve the rewards for them.
- MSD clarified and said that the winners should be chosen once a month.
- PS asked how the winners would be chosen and how many would be picked.
- CEO asked who was eligible to be celebrated.
- MSD explained that it was students who had gone beyond.
- PRES suggested meeting outside of the UEC to discuss this further
- CEO suggested adding marketing to the meeting.
- PRES and MSD will have a meeting and feedback to group. **ACTION MSD and PRES**

c) **FSE Careers and Employability**

- PS expressed concerns about the lack of quotes for items such as hoodies and printing of posters.
- PE suggested that the Democracy and Campaigns Coordinator look at campaigns before sending them to UEC for approval.
- PRES expressed concerns about amount of items requested for the campaign.
- PRES suggested that this campaign should be sent back for clarification around prices and quantities of resources and that the campaign should be circulated via email before approval.
- MSD stated that it sounded more like a promotional event for careers and not a campaign. MSD stated that they would discuss this further with the Democracy and Campaigns Coordinator. **ACTION MSD**

d) **Visibility of reports online for scrutiny**

- PRES expressed concerns that minutes and reports on the HUU website were not updated regularly.
- PE communicated that the minutes and reports were difficult to find on the website.
- PRES said that they would meet with marketing to discuss the presentation of the minutes and reports on the website. **ACTION AC**
- PRES stated that they would like to highlight the reports once a month for people to read.



9. Any Other Business

- PRES updated team on job descriptions for part time student officers.
- PE expressed concerns about the layout of the job descriptions on the website.
- PRES asked if there were anything that if anything urgent needed to be changed in the job descriptions and standing orders, then this should be fed back.
- PRES asked if the President Team had received the trustee email about PWC's role title. President Team to agree to the changes so that the role title can be updated. **ACTION PRESIDENT TEAM**

10. Reserved Business

11. Three Big Things

- Governance Report
- Potential structural change to the Welfare Zone
- Improving visibility of reports on website

12. Next formal meeting

Tuesday 26th February 2019

UEC FORTNIGHTLY REPORT 26/2/2019

NAME: Andy Costigan	
I'd like to thank	Jane, Liz, Isobel, Nick, Osaro, Tom, Leanne, Alex for their collective support during this difficult period
Student president notable events/meetings	Prayer facility meeting/ HullSTARS advisory committee / Standing order re-write / Role description re-write (13 th Feb) Petition signature collection / Union council motion writing (14 th Feb) Union council motion writing (15 th Feb) Student complaint panel (18 th Feb)
Update on my objectives	<p><u>Mental health</u></p> <ul style="list-style-type: none"> • Second Mental Health Steering Group meeting has been cancelled without rescheduling. At the time of writing no reason has been given – will make contact with Janet Thacker to enquire. • Attended second OfS bid meeting with mixed results. Growing concerns about the intentions of using 'MoodBeam' wrist device in place of hiring staff or creating a new triage system/ online platform (e.g. SAMHS at Sheffield). Concerns vocalised during meeting, additionally outside of meeting, will be following up when possible with directorate about the suggestion. • University marketing have amended website pages. Health and Wellbeing is now 'Mental health and wellbeing' but I am unsure about the full extent of the changes or the progress with signposting as a whole. <p><u>Lighting on Salmon Grove + Ferens Avenue</u></p> <ul style="list-style-type: none"> • Completed. Confirmation from the council about the installation of new 'optics' that allow for an improved dispersing of light to the north/university side of Salmon Grove. • Plans to install completely new foot lighting on the north side has been confirmed by both the council and the university – representing a joint investment of over £21,500. In the process of asking council (new contact for these plans) the timescales of installation. • Video filmed and released on 19th February on main social media account. <p><u>Water fountains</u></p> <ul style="list-style-type: none"> • Phase one is partially complete – with 3 water fountains confirmed to have already been installed in Leven, Derwent and Chemistry. The rest of phase one is set to be complete in the new few weeks. • Phase two confirmed to be updating the library water fountains to meet demand of filling water bottles. • Phase three is to eventually replace the plastic water coolers with water fountains but no clear timescales have been given for this.

	<p><u>Sanitary packs</u></p> <ul style="list-style-type: none"> • Paper bag delivery still undelivered – unable to cancel order. • Received some feedback from a student about the location of sanitary products in the SU being indiscrete. Invited them for a discussion about where they might be better placed.
<p>Things I'm proud of/ I need support with</p>	<p>Proud – Achieved water fountains/ Lighting on Salmon Grove</p> <p>Support – Achieving the structural changes to the zone at emergency union council</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
15 th Feb	43	4	Petition signature collection, 1 to 1 meetings, zone discussion	9%
22 nd Feb	26.5 (Thursday and Friday taken as Annual Leave)	4.5	Marketing promotion, 1 to 1 meeting, open forum regarding standing order change	17%

UEC FORTNIGHTLY REPORT 26 FEB 2019

NAME: Nicholas Wright	
I'd like to thank	
Student president notable events/meetings	Student Complaints Panel AU Kit Tender Campaign meeting Zone Meeting
Update on my objectives	Presenting progress on AU Review and Restructure proposals to Sports Management Group on 22/2. AU Club Debt is at -£38000, £11000 better than start of year.
Things I'm proud of/ I need support with	

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
7/2-13/2	33.5 (HOL 8/2)	8.33	7/2 AU Exec 60 11/2 Complaints Panel 240 12/2 BOX Membership 10 Student Sport 10 13/2 AU Exec Kit Tender and Varsity 150 MMA EGM 30	24.9 (27.8 of 30hrs, 25.2 of 33)
14/2-20/2	53	7.83	15/2 Student Trustee catch up 60 Campaign meeting 80 AU Exec	14.8 (21.1 of 37 hrs, 19.6 of 40)



			60	
			18/2 Netball 60	
			19/2 Zone Meeting 60	
			20/2 BUCS 150	

UEC FORTNIGHTLY REPORT 26TH FEB 2019

NAME: Tom McNamara	
I'd like to thank	<p>Nicole Steele – For advising me on motions that I've been writing for Union Council.</p> <p>Leanne Spencer – For writing the minutes for the last Societies Council.</p> <p>Vicky Dean – For helping deal with Society queries.</p> <p>Fran Lane – For helping RAG coordinate their glitter night for Tower last week.</p>
Student president notable events/meetings	<ul style="list-style-type: none"> • Collecting Student Feedback – Building Design Consultation • JAM Radio Committee Meeting • Societies Council • SEC Committee Meeting • Activities Zone Committee Meeting • Meeting with LINKS Committee to discuss Standing Orders • Finance and HR Committee • HUUSL Board of Directors meeting • Hullfire Committee meeting • Emergency Union Council
Update on my objectives	<ol style="list-style-type: none"> 1) Society Representation and Support <ul style="list-style-type: none"> - Proposing a further update to the SEC structure, responsibilities and Election Procedure. - Launching review of Societies Council alongside the SEC. In doing so overhauling Standing Order 2005. - Presidents' Handbook finished but holding off release till after AGM season to give to new incoming presidents. 2) Room/ Facility Bookings <ul style="list-style-type: none"> - N/A 3) Commercial <ul style="list-style-type: none"> - Commercial Workshops planned prior to Union Council on the 4th March and at the start of Societies Council on the 6th March. - Sponsorship agreements sent out to 7 interested Societies to social in Sanctuary on Friday Evenings. 4) Society Finances <ul style="list-style-type: none"> - Highlighting Society projects that could benefit from BOOST. 5) Student Media <ul style="list-style-type: none"> - Hullfire Committee have been appointed and are starting on putting together the first issue. - Waiting to hear back from Superfly Marketing regarding an initial draft of the website. - Passing motion to move the Heads of Media to be appointed rather than election by AGM. - Planning further UC motion to update committee roles for JAM Radio. 6) Auto-enrolment for Academic Societies <ul style="list-style-type: none"> - Writing Survey to gain feedback on Academic Societies and their impact on a students' academic experience. - Need to contact Huddersfield SU to get feedback on their

**Things I'm proud of/
I need support with**

- Feedback on Motions from President Team

ENGAGEMENT BREAKDOWN

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15/02/19	35.5	6	<ul style="list-style-type: none">• Committee meetings• Catch Ups with PTO's• Office drop ins	19.7%
22/02/19	37	6	<ul style="list-style-type: none">• Committee meetings• Catch Ups with PTO's• Office drop ins	16.2%