

**MINUTES OF UNION EXECUTIVE COMMITTEE MEETING**  
**Held at 2pm on Tuesday 27 June 2017**

Present: Vice-President Sport (VPS, Chair); Vice-President Education (VPE); Vice-President Welfare & Community (VPWC); Vice-President Activities (VPA); Vice-President Scarborough (VPSc);

Attending: Membership Services Director (MSD); Communications Manager (CM); Marketing & Communications Manager (MCM); President (Pres); Education Officer (EO); Activities Officer (AO); Sports Officer (SO); Welfare & Community Officer (WCO); Administration Co-ordinator (AC, minutes)

1. **Apologies**

Received from Chief Executive (CEO).

2. **Minutes of previous meeting**

Approved as a correct record.

3. **Matters Arising**

3) Officers to ensure that wins are sent across to Marketing by the end of today (27<sup>th</sup> June).

**Action: Officers**

3) Consultant due to start work this week on web project, therefore no site plan brought to this meeting.

4. **Zone reports**

UEC discussed the current UEC Report template with the incoming officer team and highlighted the following key points:

- Thanks given in the UEC Report should also be shared on People HR.
- Designated student officer newsletter is distributed fortnightly.
- Ask for support if required and discuss with SMT if hours worked are becoming excessive.

b) **Vice-President Education**

- VPE updated UEC on the 'Silver' TEF rating received by the University and discussed the reaction to the TEF ratings across higher education providers. LEAP to look through submissions (especially Gold rated Universities) to identify areas for improvement.
- NSS results to be released in August.

c) **Vice-President Sport**

- Kit supplier contract with O'Neill's has been signed off today. Sample hoodie with embroidery to be delivered this week.

d) **Vice-President Scarborough**

- VPSc gave an overview of his submitted report to the incoming officer team.

5. **Chief Executive & SMT update**

- Commercial Services Director is busy working on plans for the summer renovation of the ground floor which includes work on new toilets, bar improvements and new decking.
- Finance & Resource Manager attended a SUMS user group in Lincoln, where several new features of the system were showcased.
- HR Manager currently working on a Performance Review project.
- Audit of HUU Risk Assessments to be completed by an external person from University; focus on sports and societies activities.

## 6. **Marketing Update**

- Handover week in Marketing as MCM has now returned from maternity leave. CM's final day is this Friday.
- External consultant starting work this week on the web project.
- WelcomeFest Project Group meetings have begun to discuss events and marketing of WelcomeFest. Group to meet fortnightly on a Thursday from July and the incoming officer team were invited to attend.
- Semester 1 wall planner – infographic about what HUU is all about on reverse.
- Mini-guide for WelcomeFest to be produced showcasing the event highlights.
- Wristbands will cost £35 and include entry to club nights and access to GIAG events during WelcomeFest.
- CM asked for incoming officers to send across their officer biographies as soon as possible so they can be added to the website.
- Induction meeting planned for new officer team with marketing at the end of July.

## 7. **Direction of Organisation**

- VPS & VPE explained to incoming officer team the importance and benefits of discussing strategy outside of the Trustee Board meetings on a regular basis.

## 8. **Items for Discussion**

### a) **Scarborough Activities Fund**

- VPSc explained to UEC that over the last few years of transition at the Scarborough Campus the number of societies and clubs has reduced. A central fund was created from the inactive accounts and money was available for active clubs and societies to bid for.
- VPSc suggesting that the remaining money in the fund (around £800) is transferred across to a similar pot for Hull sport clubs and societies to benefit from.
- VPA suggested that money left in the fund is split 50/50 between societies and sports. VPS in agreement with the proposal and VPE highlighted this would be the fairest solution.
- UEC in agreement that money should be transferred across and divided 50/50 between societies and sports teams.

### b) **University Breakfast Meeting**

- VPA explained to the incoming officer team the structure of the upcoming University Breakfast meeting; Hot topics (TEF, Redevelopment of Campus, Student Hubs), introduction of new officer team and overview of objectives and goodbyes from current officer team.
- VPS discussed the strength of the current officers' relationship with University Executive Group and how UEG always look to make themselves available for meetings with officers.
- UEC described how the Breakfast Meeting has been made less formal during their time in post and that the incoming team should utilise this meeting to lobby important issues with UEG.
- MCM highlighted to the incoming officers that the Breakfast Meeting is a great opportunity to hold UEG to account.

## 9. **Any Other Business**

None reported.

## 10. **Reserved Business**

None reported.

## 11. **Next Formal Meeting – tbc**

## UEC REPORT - WEEK ENDING 23<sup>RD</sup> JUNE 2017

NAME: Si Hernandez	
I'd like to thank	<p>Karen Thornton (Head Of Campus Operations) – For arranging a productive presentation in The Equality And Diversity Working Group session.</p> <p>Glenn Burgess (Acting Vice-Chancellor) – For a productive conversation around final student arrangements.</p>
Marketing Update	<p>Attended The Equality And Diversity Working Group, where hate crime reporting results was discussed.</p> <p>Met with Glenn Burgess to discuss student conversation topics.</p>
Update on my objectives	All objectives have been completed.
Things I'm proud of/ I need support with	<p>The different conversations emerging from The Equality And Diversity Working Group presentation.</p> <p>No support needed.</p>

### ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week (max 40 hrs pw)	Hrs spent engaging with members (ie time spent face to face with students)	Type of engagement (description)	Engagement hrs as % of total hrs worked
23/06/17	34 (Wednesday off for Annual Leave).	8	One-To-Ones.	23.52%