



UNION EXECUTIVE COMMITTEE MINUTES

FRIDAY 29th MARCH 2019 3pm, MR6, STUDENT
CENTRAL

Present: Osaro Otobo, President of the Students' Union (PRES); Andrew Costigan, President of Inclusivity & Diversity (PID)

Attending: Jane Stafford, Chief Executive (CEO), Leanne Spencer, Administration Co-Ordinator - minutes (AC)

Meeting was not quorate, so no decisions were made.

1. Apologies

- Nicholas Wright, President of Sports (PS), Isobel Hall, President of Education (PE), Thomas McNamara, President of Activities (PA), Liz Pearce, Membership Services Director (MSD), and Rachel Kirby, Marketing and Communications Manager (MCM)

2. Minutes of previous meeting

- Taken as read.

3. Matters arising

- AC has updated the Associate Memberships guide and will send this in an email to the President Team.
- AC has updated the Associate Membership form and will bring it to the next UEC for discussion.
- CEO has sought legal advice about the Hull Hacker Society and it has been decided to change the name to the Cybersecurity Society.
- All other matters arising are ongoing.

4. Chief Executive & SMT update

- CEO reported that they are budget planning and are producing operational plans which link strategy with targets and KPIs for the year. CEO explained that the digital strategy is ongoing and that there is a workshop planned with SMT regarding costs involved for the digital strategy.
- CEO said that they had attended the first meeting for welcome fest.
- CEO stated that handovers were starting next week for MSD and that the CEO would be attending the 1-2-1's with MSD's management staff next week.
- CEO announced that they will be meeting with the president-elects on Monday.
- CEO gave an update on Trustee training and stated that the first session will be on 1st May. CEO explained that there will be two sessions at three hours each. CEO said that they have visited other Student Unions to see how they deliver their training; CEO said that it was very mixed in how training is delivered. CEO communicated that they have sent an email to Simon at Newcastle Students' Union to see how they deliver their training; CEO said that they would be asking him a few questions around this.
- CEO reported that they have approached the charity commission about the next steps for the articles.

- CEO gave an update on the SMT and explained that MSD is working on exit work, HRM is working on the pay and reward scheme, FRM is involved in budgets, and CSD is writing their business plan.

5. Marketing Updates

- CEO reported that MCM is working on marketing for Welcome Fest and explained that Hull University Union's marketing team will not be doing the marketing for End.

6. Team Objectives

- CEO asked are there any immediate actions and noted that the President Team are helping with Trophy presentations. CEO asked if there were any additional work which could become team objectives.
- PRES explained that they were helping with the Trophy presentations and said that the team were helping with the HUU Awards shortlisting. PRES explained that the Societies Council was cancelled last week and they are unsure when it will be rearranged. PRES said that they were checking in with SOM and SSC to make sure that they are managing due to PA and PS being away.

7. Weekly Reports & Accountability

a) President of the Students' Union

- PRES thanked to everyone for being supportive and said that they had meeting with Jeannette about the Strike Fund, PRES gave more details about this and said they were waiting on the outcome for the bid. CEO asked if we have a date for that. PRES answered that it would be the end of April. PID asked if they were planning to use the entirety of the Strike Fund if they lose the bid. PRES replied that we could discuss this with Jeannette and the rest of the President Team. There was a discussion about the Strike Fund and where it could be spent.

b) Inclusivity & Diversity President

- PID explained that they had sent their report via email. PID reported that the first initial draft of the mental health strategy has been released and that they have been given two months to respond to it via a sub group, which will then submit feedback to the University. PID said that they were considering relaunching Hull Minds as it was done last year and was successful. PID announced that sanitary products have gone out to all six hubs.

c) Sports President

d) Education President

e) Activities President

8. For Discussion & Decision

- PRES suggested waiting until we are quorate to make any decisions on these; CEO and PID agreed.

9. Any Other Business

a) Union Council Pre-meet

- PRES stated that there will be a separate accountability panel to hold Presidents to account, as this does not happen at Union Council and explained that this was part of governance review that they were doing. PRES said that the Council of Scrutiny will be presenting this and will also be bringing a motion for creating a Rep for Working Class Students. CEO asked if there were any comments or feedback; PRES said that there were none so far.

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- CEO asked if we want to continue this discussion in the Ops meeting on Monday; PRES and PID agreed.

10. Reserved Business

11. Three Big Things

12. Next formal meeting

Tuesday 9th April 2019, 2pm, MR3 Student Central

UEC FORTNIGHTLY REPORT 29th March 2019

NAME: Osaro Otobo	
I'd like to thank	<p>Everyone for being supportive and pulling together around this 6 week period.</p> <p>Everyone for the work they put into HUU elections.</p>
Student president notable events/meetings	<p>Student/Staff Partnership research trip</p> <p>'Celebrating You' meeting</p> <p>Strike Fund meeting</p> <p>Student Central Stakeholder Meeting</p> <p>Student Charter meeting</p> <p>Student/Staff Partnership Steering Group</p> <p>Union Council</p> <p>Elections University marketing support meeting</p> <p>Trustee Board</p> <p>Graduation meeting</p> <p>Referendum campaigning</p> <p>Formal SMT</p> <p>REFFEST</p> <p>VC & student president team meeting</p> <p>Governance Zone</p>
Update on my objectives	<p><u>Policy Objective - Governance review</u> Campaigned during elections week. 1738 votes were received meaning that the referendum met quoracy. The quorum level was 1486 votes.</p> <ul style="list-style-type: none"> · 981 voted YES to Student Open Forums · 625 voted NO · 132 spoilt votes <p>We won a simple majority vote but did not get the 2/3 majority required to pass. However what's clear is that students are not happy with the current system. They want a change. We had the highest turnout for a referendum.</p> <p>Next steps: Write a report on the whole journey of the governance review. Implement small changes to Union Council with students interested in improving the system for others.</p> <p><u>Activist Objective - student-led campaigns and national & local HE issues</u></p>

	<p>I had my first meeting this semester on Race Equality Charter with the university EDI team. There are 3 working groups that offshoot from the main strategic group.</p> <p>Next steps: Make sure the right students & officers are invited to the working groups. Help get the message out to students to get feedback, via surveys and focus groups, on their experiences of race inequality on campus and the wider community.</p> <p><u>Representative Objective - Improving HUU student comms online and in person</u> I had a meeting with marketing to discuss how to showcase papers, reports and officer objectives at least on a monthly basis so students are more aware of them and so we are more transparent as an organisation. Next steps: Follow up actions from the marketing meeting i.e. talk to the staff involved in uploading reports online to make sure it happens on a regular basis.</p> <p>I've lobbied the university for a response to the UC motion on graduation. A response will be out imminently. Next steps: Share information once it is out and work on feedback when it is received.</p> <p><u>Trustee Objective - board and sub-board pre-meets, chair/president catch ups and mentor/mentee scheme.</u> After promoting student trustees have been promoted on social media via official union platforms as well as my own work facebook page we successfully recruited 4 student trustees.</p> <p>Next steps: Plan and facilitate student trustee induction. Look at policy around recruitment to see if we can get more diversity in all its forms in student trustees and PTOs.</p>
<p>Things I'm proud of/ I need support with</p>	<p>I am proud of the work I have done, especially over this busy and challenging period.</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
01/03	45	4	Election promotion Referendum campaigning	9
08/03	38	6	Election promotion Referendum campaigning Union Council PTO 1-2-1	16
15/03	45	15	Election promotion Referendum campaigning	33



			Trans support meeting	
22/03	42	3.5	PTO 1-2-1s Student 1-2-1 on HE issues REPFEST	8

UEC FORTNIGHTLY REPORT 29/3/2019

NAME: Andy Costigan	
I'd like to thank	Leanne, Phoebe, Danny, Erin, Abi – help with Sanitary packing Jane – opportunity to speak at health and wellbeing board
Student president notable events/meetings	Equality, Diversity and Inclusion committee (28th Feb) Union Council (4th Mar) Senate (6th Mar) Trustee Board / HUU AGM (7th Mar) Meeting with University Marketing/Graduation/Registry regarding union council motion about graduation venue change (8th Mar) Race Equality Charter meeting (13th Mar) Equality, Diversity and Inclusion catch up (14th Mar) Health and Wellbeing City Council Board (19th Mar) Mental Health Working Group (20th Mar) Vice Chancellor and President team meet / LINKS AGM (21st Mar) Union Staff briefing (Tuesday 26th March)
Update on my objectives	<p><u>Mental Health</u></p> <ul style="list-style-type: none"> • Attended the Second mental health Working Group. Set to receive the first draft of the re-worked strategy by Friday 22nd. • Independent auditor has been appointed to assess the services presently being offered to students by the university. • Student representatives to be added to the main working group as well as the sub-groups. I have nominated 3 students for the working groups: Governance and reporting, Curriculum and Suicide mitigation. • Been asked to be a part of the training group chaired by Martha Kember as well as suicide mitigation chaired by Sam Nabb. • Consideration of relaunching #HullMinds survey given that data already exists as a baseline to look at student perceptions of the existing service. <p><u>Sanitary Products</u></p> <ul style="list-style-type: none"> • All tampons and pads have been packed. • Number of products to the HUBS were reduced in favour of creating a supply for the sports and fitness centre. • Some initial problems with set up e.g. Sports and fitness centre placing the entire supply in the toilets. • Impact report written at the request of student services directorate. This was part of the conditions to continue receiving funding from the philanthropic disbursement panel. • Potential amendments / suggestions for the future collected as part of a survey. <p><u>Sexual Violence</u></p> <ul style="list-style-type: none"> • Feedback given to student services directorate on the draft of the sexual violence, domestic abuse and healthy relationships 2018-2020 strategy. • Presently the University does not have a zero tolerance policy – despite references to having a “zero tolerance approach/ culture” in their strategy.

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

Proud of – Surviving through the month
Support with – Keeping Momentum

ENGAGEMENT BREAKDOWN

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1 st	44	5	Emergency Union Council, 1 to 1s, Phone call with student trustee.	11.3%
8 th	41	9	Union Council, 1 to 1s, Going through board papers with student trustee.	22%
15 th	40	2.5	1 to 1, Voting Stand	6.3%
22 nd	46	10	Packing Sanitary Products, Union Council Motions/ Campaigns planning, Zone meeting, LINKS AGM	21.7%

UEC FORTNIGHTLY REPORT 29TH March 2019

NAME: Isobel Hall																																																							
I'd like to thank	Fran and Benedict for their hard work and support with the Transforming Academic Representation work																																																						
Student president notable events/meetings	Chocolate and Chat PG Focus Group Education Zone Meeting Speedrepping event Student Charter Meeting PVC Education Meeting Staff Focus Group Senate Societies Council Trustee Board HUU AGM Course Rep Forums Academic Support Meeting RepFest2019 Transforming Academic Representation VC Meeting Library Focus Group Library SMT																																																						
Update on my objectives	Transforming Academic Representation <div style="text-align: center;"> <p>Timeframes What's happening and when?</p> <p>Phase 1 → Phase 2 → Finish</p> <p>Large Consultation Students, Reps and Staff Mid-March</p> <p>Re-consultation Students, Reps and Staff End of March</p> <p>Finish Recruitment and Training for 19/20 April</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tbody> <tr><td>Chocolate & Chat</td><td>4 hours</td><td>150</td></tr> <tr><td>Course Rep Forums</td><td>4 1/2 hours</td><td>130</td></tr> <tr><td>Lecture Shout Outs</td><td>30 mins</td><td>42</td></tr> <tr><td>PG Survey</td><td></td><td>14</td></tr> <tr><td>PG Focus Group</td><td>1 hour 1/2</td><td>2</td></tr> <tr><td>SpeedRepping</td><td>1 hour 1/2</td><td>7</td></tr> <tr><td>Staff Focus Group (x2)</td><td>2 hour 15</td><td>8</td></tr> <tr><td>Facebook Live</td><td>20 minutes</td><td>200</td></tr> <tr><td>Course Rep Forum (Focus Group)</td><td>2 hours 30 minutes</td><td>33</td></tr> <tr><td>Online Course Rep Forum (Focus Group)</td><td>1 hour</td><td>30</td></tr> <tr><td>Union Council</td><td>20 minutes</td><td>25</td></tr> <tr><td>Societies Council</td><td>15 minutes</td><td>65</td></tr> <tr><td>Staff Survey</td><td></td><td></td></tr> <tr><td>Education Exec Zone Meeeting Workshop</td><td>45 minutes</td><td>7</td></tr> <tr><td>Faculty Health Sciences Student Experience Meeting</td><td>1 hour 15</td><td>1</td></tr> <tr><td>Library SMT</td><td>10 minutes</td><td>4</td></tr> <tr><td>Library Focus Group</td><td>1 hour</td><td></td></tr> <tr><td></td><td></td><td style="text-align: right;">718</td></tr> </tbody> </table>	Chocolate & Chat	4 hours	150	Course Rep Forums	4 1/2 hours	130	Lecture Shout Outs	30 mins	42	PG Survey		14	PG Focus Group	1 hour 1/2	2	SpeedRepping	1 hour 1/2	7	Staff Focus Group (x2)	2 hour 15	8	Facebook Live	20 minutes	200	Course Rep Forum (Focus Group)	2 hours 30 minutes	33	Online Course Rep Forum (Focus Group)	1 hour	30	Union Council	20 minutes	25	Societies Council	15 minutes	65	Staff Survey			Education Exec Zone Meeeting Workshop	45 minutes	7	Faculty Health Sciences Student Experience Meeting	1 hour 15	1	Library SMT	10 minutes	4	Library Focus Group	1 hour				718
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Results so far...

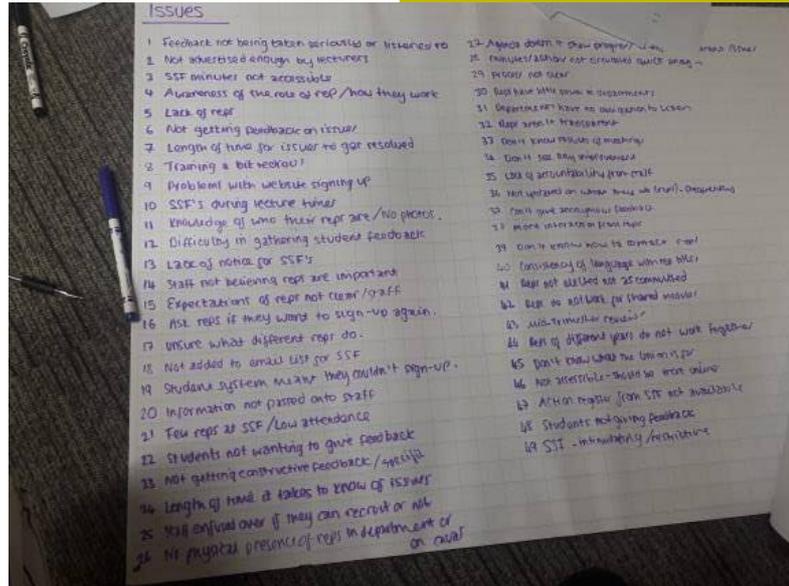
Values and Issues

Values chosen by students and reps (280)

1. Transparent
2. Communicative
3. Open
4. Fair

Issues

1. Feedback
2. Lack of Understanding
3. Publicity



Hidden Course Costs

Placement Travel Expenses

- Raised at Regulations, Codes and Practices Committee
- Raised at meeting with new PVC Education

Section in Nursing Report (to go to Faculty and PVC Education)

Postgraduate Space

Writing up survey results

Raised with VC regarding lack of space for PGT students

Raised with PVC Education lack of space for PGT students

Things I'm proud of/
I need support with

RepFest 2019
Transforming Academic Representation

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UEC FORTNIGHTLY REPORT 29TH March 2019

NAME: Tom McNamara	
I'd like to thank	<p>Everyone that helped out for Varsity</p> <p>Vicky Dean – Going above and beyond in your job.</p> <p>Angie Drinkall – For her help with RAG and her work on growing HUSSO.</p> <p>Rob Ackers – For compiling all the feedback from Societies Council and overseeing Society AGM's</p> <p>Dan Bill – For staying behind in Lincoln to help sort everything out after Varsity.</p> <p>Isobel Hall – Convincing me to stick around for another year ☺</p>
Student president notable events/meetings	<ul style="list-style-type: none"> • Meeting to discuss LINKS Standing Orders • SEC Meeting x 2 • Societies Grant Panel • RAM Committee Meeting • Union Council • Activities Zone Meeting x 2 • Societies Council • Trustee Board • HUU AGM • Campaign Week • Meeting with potential RAG Chair • LINKS Meeting • AU Exec Meeting • Varsity
Update on my objectives	<ol style="list-style-type: none"> 1) Society Representation and Support <ul style="list-style-type: none"> - Restructured the SEC and made the positions appointment. - Big recruitment drive for the new SEC 2019/20. - Rewriting SO 2005 to reflect how Societies Council is run. - Considering writing a new standing order to govern how Society & Club AGM's are run. - Presidents' Handbook finished but holding off release until the develop section of the website has been finished. 2) Room/ Facility Bookings <ul style="list-style-type: none"> - This is something I'm going to focus more on going into summer. 3) Commercial <ul style="list-style-type: none"> - Had commercial workshops at Union Council on the 4th March and at the start of Societies Council on the 6th March. - Very good feedback from the session at Societies Council as well as new ideas being implemented almost immediately. - Sponsorship agreements agreed with 3 societies to social in Sanctuary on Friday Evenings. 4) Society Finances <ul style="list-style-type: none"> - n/a 5) Student Media <ul style="list-style-type: none"> - Hullfire Committee have released the first issue of the Hullfire

	<ul style="list-style-type: none"> - Student Opportunities Manager has contacted several companies regarding the development of the new website. - Heads of Media now appointment. Planning to advertise for positions in the near future. - Planning further UC motion to update committee roles for JAM Radio.
Things I'm proud of/ I need support with	<ul style="list-style-type: none"> - All in all, thought Varsity went really well. - Lot of interest in the SEC for next year with people from a range of societies applying.

ENGAGEMENT BREAKDOWN

Week ending	Total hours worked this week <i>(max 40 hrs p/w)</i>	Hrs spent engaging with members <i>(i.e. time spent face to face with students)</i>	Type of engagement <i>(description)</i>	Engagement hrs as % of total hrs worked
01/03/19	30	4	<ul style="list-style-type: none"> • Committee meetings • Catch Ups with PTO's • Office drop ins 	13.3%
08/03/19	30	8	<ul style="list-style-type: none"> • Committee meetings • Catch Ups with PTO's • Office drop ins 	26.6%
15/03/19	0	50+	<ul style="list-style-type: none"> • Campaign Week 	
22/03/19	37.5	8	<ul style="list-style-type: none"> • Committee meetings • Catch Ups with PTO's • Office drop ins 	21.3%