

**Union of UEA Students**  
**Strategic Management Committee**  
**05/05/15**  
**3pm**

**1. Minutes, Apologies, Matters Arising**  
**Apols: Yinbo, Toby**

**SECTION A: UPDATES/REPORTS**

**2. Operational Updates**

Each manager and sabbatical officer should update on their area of work (60 seconds max each) (ALL)

Jo: Provisional date for housing conference 15th July. Met with NUS re joined up housing provision. NCC have agreed to passport home run free of charge. Safe Taxi scheme all up and running. R&P role recruitment ongoing. Proposal for nursing role being drafted.

Alex: Working with Finance re Finance systems in outlets. Working with them on balance sheet issue re cash processes. Recruitment for the HOLT role. Retail working on customer feedback survey. Waterfront trading strongly and some day club activity planned for summer. Retail project groups working on Unio and Grab and Go. Exit Ball b/o was 1200, we're on 1800 already. GradBall ready to be announced in a couple of weeks.

Jim: Union House enabling works up and running, this week we are finalising the main package of works in accordance with the overall budget, we may have some difficult prioritisation to do. Union Budget now with Brian and ETR is coming up, news at Forum. Work on incorporation and strategy ongoing. Quality Model meetings with heads ongoing.

Chris: Finished drafting advertising policy and procurement policy.

**3. Key Relationship Updates**

Any contact with the University should be reported here with any issues or upcoming meetings considered (ALL)

Alex: Met with University re catering in red bar, heads of terms about to be agreed.

Holly: New funding for DOS looks likely. E&D committee next week discussing GNTs.

**4. Social Enterprises Updates**

To consider verbal updates from shops, bars and ents on trading (AW)

Alex: Working on new budgeting model to improve transparency. Unio service times improved but a way to go, monitoring is in place. Waterfront continues to perform well. Discussion on SEC survey data that mentions shop- awaiting details from Becky Price.

**5. Union House Phase Two**

Update on refurb project (JD)

Nothing in addition to above

**SECTION B: ITEMS FOR DISCUSSION**

**6. Policy Passed at Union Council**

To consider Student Officer Committee notes on policy passed at Council 12/02 (LM)

Jim: Officers and staff should be meeting to discuss once managers are allocated. Each policy should have a lead officer and staff member with exception reporting. Tony will divvy up.

**7. Small PA Purchase Proposal**

To consider a proposal to purchase a new PA (JD)

Approved/Noted

## **8. Welcome Week 2015**

To consider a proposal from VMS about Welcome Week 2015 (JD)

Alex: Non commercial stuff to add. Note the focus on driving sales on campus in Week Two.

Discussion re VMS Brief and wider social/non academic events. Jim: Should be taken in conjunction with Rob Drury work re the non commercial activity. VMS have commercial targets and diversity targets in relation to WF and LCR but the overall programme is collaboration- Mondays Freshers Planning meetings will drive overall KPIs

## **CONFIDENTIAL ITEMS**

### **9. Staffing**

Update on any ongoing legal issues (JD)

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## **Union of UEA Students**

### **Strategic Management Committee**

02/06/15

## **MINUTES**

### **1. Minutes, Apologies, Matters Arising**

Approved

## **SECTION A: UPDATES/REPORTS**

### **2. Operational Updates**

Yinbo- Societies Training, Sports Committee Meetings

Holly- Handover, HR Cttee, Diversity Training, FirstBus Negotiations

Liam- Demo/Rally (and Leave)

Alex- Financial processes, Box Office, SE Strategy Day, Recruitment, Grad Centre, Budget, PMB Ticketing Trial, E&D Training

Jim- Been Away

Connor- Faculty Convenors, Student Rep Survey, Nursing (Paramedics)

Toby- HR Sub Committee, Appraisal, BO Transfer, Pensions

### **3. Key Relationship Updates**

Sexual Assault meeting, Neil budgeting meeting, Union Cloud, Transaction Fees w NUS, Paul Waugh with Brian

NOTE Confidential discussion on applicability of code of conduct to different scenarios- Jim to work on clarifying when things are for University or Union by end of Summer

#### **4. Social Enterprises Updates**

NOTE Confidential discussion on staffing/planning

NOTE Confidential discussion on Pimp my barrow and costumes problems

NOTE Confidential discussion on officer profile at Ents events

#### **5. Union House Phase Two**

### **SECTION B: ITEMS FOR DISCUSSION**

N/A

### **CONFIDENTIAL ITEMS**

#### **9. Staffing**

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**Union of UEA Students**

**Strategic Management Committee**

**14/07/15**

**3pm Queens 2.02**

**Jo Spiro away. Yinbo Yu at BUCS,**

#### **1. Minutes, Apologies, Matters Arising**

Liam: Important to note formally any MC decisions outside of meetings and important to call meetings properly, through Chair. We will appoint deputy Chair to help. Chair or deputy will advise on whether a meeting is necessary for a given issue.

### **SECTION A: UPDATES/REPORTS**

#### **2. Operational Updates**

Each manager and sabbatical officer should update on their area of work (60 seconds max each) (ALL)

Connor: Student submission finalising

Alex: Recruitment of HOLT ongoing, recruitment of ticketing role now complete (Chris to liaise)

Chris: Away

Toby: We have a Head of Marketing and Business Development!

Jim: We have an in principle agreement to spend some building underspend on summer capital to offset the bakery VAT hit previously advised about

Jo: Meeting with DOS re Time to Change pledge.

Liam: University not keen to "sign" the postgraduate employment charter. However University wide policy to implement it is happening.

### **3. Key Relationship Updates**

Any contact with the University should be reported here with any issues or upcoming meetings considered (ALL)

### **4. Social Enterprises Updates**

To consider verbal updates from shops, bars and ents on trading (AW)

Alex: Shop trading ahead of budget, Unio and Pub around £7k ahead, Reportcard up and running now

### **5. Union House Phase Two**

Update on refurb project including the latest set of plans (JD)

Jim: On track. Drainage problem under Blue Bar. Some cashflow issues between us, University and MJS where Uni is keen to delay payment. We still expect Friday of week - 4 to be complete.

## **SECTION B: ITEMS FOR DISCUSSION**

Noted the confused comms issue and processes will be put in place

NUS Awards: agreed to

- Publicise the award as "Recognised by NUS for outstanding Equality and Diversity work"
- Include a symbol on the Union website that reflects above
- Email footer for staff (promoting the recognition both internally and externally) that reflects the above

## **CONFIDENTIAL ITEMS**

### **6. Staffing**

Update on any ongoing legal issues (JD)

Operational review paper approved (all staffing matters)

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## **Union of UEA Students**

### **Strategic Management Committee**

**28/07/15**

#### **6. Minutes, Apologies, Matters Arising**

Toby Away. Jo Swo at Welfare Training.

### **SECTION A: UPDATES/REPORTS**

#### **7. Operational Updates**

Each manager and sabbatical officer should update on their area of work (60 seconds max each) (ALL)

- Yinbo- BUCS Conference, Immigration Policy VC & MP
- Chris- Fossil Free Report, Change the World Day
- Connor- Learning Tech, Inductions, Higher Education Review, Grants, Lead and Change HE Course
- Liam- Lead and Change HE Course, Review of year, Reading Policy Reports
- Alex- Migration of ticketing to TicketABC, Moving Dan into Venues, Sara Induction, Head of Licensed Trade Recruitment, Housing Budgets and Planning
- Jim- Building, Staff Day Planning, Budget Prep, HR Issues/Casework, Converting Strat to Operational Plan, Grad Ball, Josh (Line Management), NUS Digital/Ticketing

NOTE Slot for officers to present at staff day

#### **8. Key Relationship Updates**

Any contact with the University should be reported here with any issues or upcoming meetings considered (ALL)

- End of Building project Fire Risk Assessment- who to carry out (ie University Safety Services?)

#### **9. Social Enterprises Updates**

To consider verbal updates from shops, bars and ents on trading (AW)

- Incident involving Security at Grad Ball being dealt with

#### **10. Union House Phase Two**

Update on refurb project including the latest set of plans (JD)

- Only thing behind at this stage is main logos cladding on building front

## **SECTION B: ITEMS FOR DISCUSSION**

### Floorplan

- Trophy cabinet downstairs
- Where will Wendy sit?
- Can we ensure officers hotdesk into depts.
- Rationale for Finance in corner explained
- Various changes to officer area discussed

### Budget

- Staff changes in operational review not yet reflected
- Contingency in Charity large due to timeliness of financial info will reduce if better by Finance Committee
- Finance Committee in August to do final version
- Some U/H costs will confirm at year end as bills have come in and been processed late
- Block Grant reflects Uni inflation and £40k PDC
- Health post- new staff net off
- INTO is up following careful picking through by Jim/Shirley
- Grad Centre at 0 and Lettings at 0 and MarComms at 0 all prudent but could perform better
- Pause on any new staff until at least August but probably late Sept early Oct when we see how commercial doing
- Unio reflects VAT relief
  
- Yinbo- has Sport been cut? No but some numbers will go back to Estimates in next version
- Does Lauren need more staff- maybe but we need to see an outline business plan first
- Why is PGSU down- rest of money is elsewhere will recombine in next version
- Chris why are there differences since Estimates- most is recalc and move of staffing and rest is mainly where we are moving costs between charity and commercial for simplicity (ie repairs into centre)

## **CONFIDENTIAL ITEMS**

### **6. Staffing**

Update on any ongoing legal issues (JD)

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