



Minutes from Management Committee Meeting

Monday 5th November 2012

Boardroom, Union House

Present:	Derek Bowden Joe Levell Sam Clark	Lynda Johnson Matt Myles Josh Bowker
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Apologies: Annie Grant

- 5987 Minutes from previous meeting – 22nd October
 • The Minutes were agreed by the MCM.
- 5988 Action Log updated
- 5989 Complaints Log
 • There were no complaints received this week.
- 5990 Samples of recycling bins
 • RA joined the meeting and showed samples of different recycling bins. It was agreed to purchase the combined recycling and general waste bins. RA confirmed that these are also used by other Unions.
 • RA to advise JS of decision, prior to purchasing.
- 5991 Christmas Cards
 • It was decided not to feature the Officers in a Christmas card, but to go with charity cards. LJ to investigate options.
- 5992 Staff participation in national demo
 • It was agreed that staff will be granted a day off to attend the national demo on 21st November. This will not have to be taken as annual leave.
 • A query was raised regarding allowing staff a free space on the coaches. It was stressed that members should have priority for spaces on the coaches.
 • SC to email all staff advising of decision and requesting confirmation of who will be attending, in order to review spaces available on the coaches.

5993 Travel Shop Supervisor

- A proposal submitted by Fran Poole, Retail Services Manager, was discussed. The proposal requested the Travel Shop Supervisor be awarded a discretionary increment.
- It was agreed to request a more detailed proposal from the Retail Services Manager outlining the rationale behind the request, prior to a decision being taken.

5994 Meeting VC/PVCs to discuss Three Year Plan

- It was confirmed that the first date the VC and PVCs were available to meet collectively was 15th January 2013.
- The next update meeting the Officers have scheduled with the VC and Lucy Moulard is 23rd November. In attendance at this meeting will be SC and MM. DB asked the Officers if they were happy to discuss the three year plan at this meeting.
- It was agreed should there be sufficient time, the three year plan will be presented on the 23rd November.

5995 AOB

- JL requested to change his annual leave from 22nd November to 26th November. This was agreed.
- Concerns were raised by all the Officers with regards to lack of information regarding the restructure of MSD and the new activities hub. It was agreed to hold a meeting with DB, Head of HR, Membership Services Manager and the Officers, to go through all the model and plans, prior to advertising the posts.
- Issues highlighted recently about damage within Congregation Hall, allegedly caused by some members of clubs and societies that had hired the hall. JL investigating with the clubs/societies involved. University requesting damages are paid for.
- Recent incident reported where men's hockey club behaved quite "boisterously" on a coach returning from BUCS. The cause of their behaviour was deemed to be alcohol induced. No formal complaint was logged. JL to discuss further with hockey team president.
- MM requested annual leave from 27th November – 8th December inclusive. This was agreed by the MC.

- A request was put forward for Anthony Moore to receive a Smartphone. It was advised that Line Managers must put forward a business case for staff to receive a Smartphone and this will be reviewed by the SMT.
- JL advised that currently the mileage allowance for sports team members is 15p per mile, should they wish to travel to matches/events in their own transport, rather than on the transport provided. Staff who travel on Union business in their own vehicle receive 45p per mile. A request was put forward for the mileage allowance to be raised for sports team members. JL to investigate how much this will cost the Union and bring to next meeting.
- A proposal was taken to SMT to increase the holiday entitlement for grades 1-4 from 20 days per annum to 21 days. This was approved by the SMT and agreed by the MCM.

5996

Date of next meeting:

- Monday 19th November 2012
Commencing 10:30am
Boardroom, Union House