



Minutes from Management Committee Meeting

Monday 22nd April 2013

Boardroom, Union House

Present: Joe Levell Lynda Johnson
Matt Myles Sam Clark

Apologies: Josh Bowker

6076 Minutes from previous meeting - 11th March 2013

- The Minutes were agreed by the MC.

6077 Action Log Update

- Updated and circulated.

6078 Complaints Log

- There were no complaints received.

6079 Reception Proposal (submitted by Toby Cunningham)

- A proposal was submitted by Toby Cunningham to re-configure the working hours / arrangements of some of the Membership Services staff, following the introduction of the Hub.
- The introduction of increased hours for one member of staff to undertake the financial administration of clubs and subsequent decrease of hours for another member of staff, will be an increase of circa £2400 (including on-costs).
- The MC approved this proposal.

6080 Building works for reception (submitted by Toby Cunningham)

- Quotation received from Thrower and Rutland (University recommended and approved small works contractor) for £3.5K, to remove the wall between reception and the old Box Office. To make good floors and ceiling and electrics and data points. The work is required to make more stations available for staff to work in the reception area.
- The MC approved the expense of £3.5K.

6081 Draft Heads of Terms of Reference

- Deferred.

6082 Strategic Plan

- SC confirmed that the Strategic Plan had been drafted and he was meeting with MM to finalise details.

6083 Equality and Diversity Committee

- SC advised to set-up the above Committee would involve several senior Managers, Chief Executive, Officers and several other members of staff. Following conversations with JAS (Head of HR), it was agreed to put together a report with recommendations, which can be passed to the incoming Officers to progress.

6084 AOB

- Costs supplied by Dean Hazell to provide additional sockets in the Hive by the wall, to give students more sockets to use PCs, laptops etc. Total cost £300.
- The MC agreed for these works to proceed providing costs could be allocated to a budget.
- JL requested Friday 26th April off as TOIL. This was agreed by the MC.
- MM requested half-day annual leave on 23rd April. This was agreed by the MC.
- SC requested 17th-21st June off annual leave. This was agreed by the MC.
- JL advised that Sky Diving club had submitted a proposal for funding to purchase new kit. The proposal to be brought to the next meeting for discussion.
- It was agreed to hold the MCM's weekly, until such time as a new Chief Executive has commenced.

6085 Date of next meeting:

- Monday 29th April 2013
Commencing 10:30am
Boardroom, Union House