

Minutes from Management Committee Meeting

Tuesday 24th September 2013

Boardroom, Union House

Present:	Bintu Foday (Chair)	Paul Ingleby
	Joe Levell	Jackie Saville
	Lesley Hanner	Lynda Johnson
	Louise Withers Green	Rosie Rawle
	Jim Dickinson	Chloe Alexander
	Toby Cunningham	Jo Spiro
	Fran Poole	Richard Alderson

Apologies: Leander Platten

TERMS OF REFERENCE

- JD confirmed he would be reworking the Terms of Reference, to be more reflective of the meeting structure based on the Officers making strategic decisions and dealing with conflicts.
- Agenda items to now be tabled directly by Managers, if appropriate forum to be heard at the MCM.
- Frequency of meetings to be reviewed. Possibly fortnightly meeting, with briefer meeting to review trading figures.

SECTION A: UPDATES / REPORTS

1. Operational Updates

Bintu Foday:

Involved with International arrivals last Friday and induction talks this week.

Paul Ingleby:

Welcome Week gone well from Ents point of view. Looking at live shows for rest of term.

Joe Levell:

Involved with arrivals, induction talks, SOC fair and Sports Mart. First society committee being held next week.

Jackie Saville:

Sorting payroll for new students. Attending HERA presentation in London on 25th September (will bring back to next meeting). Pulling together appraisal information. Discussing Staff Survey with NUS.

Lesley Hanner:

Finance Dept. back at full capacity. Looking at August/September accounts. Finalising sending out invitations to advisers, to submit tenders as an Investment Adviser.

Louise Withers Green:

Involved with induction talks and arrivals. Re-written S.E.R. with Tony Moore.

Rosie Rawle:

Involved with induction talks and arrivals. Designing strategy to support Part-Time Officers with campaigns.

Richard Alderson:

Figures slightly up this week. Busy bars programme this week. Focusing on bar in marquee for 50th Anniversary celebration.

Chloe Alexander:

Involved with Welcome Fair. Moved 4K student diaries. Setting up new MarComms team. First project will be to undertake wide student consultation with regards to how they would like Union House to look.

Toby Cunningham:

Tony Moore and Lucy Poulter have been working on the S.E.R. with LWG. Staff and Officers have attended a number of registration events and postgrad induction talks. Involved in arrivals weekend. Clubs and Societies fairs running today and tomorrow. Preparing for 50th Anniversary celebrations. There will be approx. 50 clubs and societies holding stalls and undertaking demonstrations during the weekend of celebrations.

Jo Spiro:

Busy with arrivals. Selling pots and pans. Organised training for peer assisted learning mentors. Attendance at QAA meetings.

Fran Poole:

Been promoting bus pass and NUS card at arrivals weekend. Finalising student shifts in The Shop. Organising training for students in the bakery and as Team Leaders. Preparing sales figures today (due to mix-up with bakery figures). Down on clothing. Meal-Deal up.

2. Key Relationship Updates

- JD advised he had met with various key members from the University over past couple weeks. Advised that the VC is likely to step-down within the next 12 months due to ill-health. Hoping to remake and rebuild relationships with new figureheads within the University.
- Following the feasibility study on Union House last autumn and discussions with Roger Bond from Estates, JD advised that CA will be leading on a project to ascertain an overall purpose and function and strategy for the Union and for the building. Funds will be available from the University to invest in the building this year.
- The introduction of "Members Only" and the incident at the weekend whereby a student suffered a serious assault were touched on at the Student Affairs Group meeting. JD confirmed perceptions about the Union are slowly beginning to change within the University.
- Following Trustee Board meeting, JD approached Director of Finance from the University to be a Lay Trustee.
- RR to meet with Neil Ward to discuss Workers Rights Consortium Affiliation.

- RR had training with University Council Board. They gave an overview of finances and current major projects planned for the University.
- LWG had a meeting with an Associate Dean from SSF. She highlighted how under resourced the Union is.
- RA meeting with University staff in respect of 50th Anniversary celebrations.

SECTION B: KEY PROJECT REPORTS

3. Megashop

- Staff being trained over last couple of weeks.
- Loss of sales due to no lottery last week and “blip” with bakery figures. Sales to be confirmed. Anticipate on par with last year.
- Bakery going well and staff still to be trained.
- Burger van was present on Tuesday evening, despite being notified in writing that he was no longer required.
- Still waiting for licence to sell hot food after 11:30pm.
- Warehouse over full as not enough shelves.
- Significant concerns were raised with regards to the queues in The Shop. It was agreed to make either operational or structural and equipment changes as necessary.
- To-date total cost of The Shop stands at £402K.
- It was agreed in principle that the £58K underspend will be allocated to extra shelving / screen for The Shop and the rest to the Hive refurbishment. Discussions to be held with Estates where relevant. Working group to be formed to decide allocation of underspend.
- Query was raised regarding extra staff for bakery. Extra student staff were employed to cook hot food for the night time shift.

4. Hive Refurb

- New sofas, high bar stools and tables arriving Friday 27th September.
- Working group to be formed to decide allocation of underspend.
- Blue boards around corridors on second floor of Union House to be used as display boards. CA to organise.
- Dean Hazell pursuing Estates in respect of problem with smelling toilets in the Pub.

SECTION C: PROPOSALS & ISSUES (OPEN SESSION)

5. Catering

- Proposal was presented to agree in principle, to investigate commissioning a joint campus catering review in conjunction with the University.
- All avenues would continue as normal within the Union and the catering review will focus less around alcohol.

- This would introduce a market for night-time food that the Union can take over from 8pm.
- There were no concerns raised and the proposal was agreed.

6. Members Only

- JD expressed thanks to all those involved in implementing “Members Only”. He confirmed this has been very well received by the University and perceptions of the Union are breaking down across the University.
- RA confirmed that the bar staff are happy with this initiative and have been briefed on checking I.D. Students are also getting used to the new regime. There were some initial concerns expressed but these are now calming down.
- Management Committee formally approved adoption of the ‘Members Only’ policy.

7. Retail Services

- Consideration was given to a proposal to “buy in” additional support, focusing on the on-going development of The Shop and to implement a NUS Extra discount card.
- Formal recommendation to invite Jan Sowa to commence the process.
- Following the commercial review, focus will be to review carefully the staffing structure.
- A query was raised with regard to the total cost of the fees at £4,600 plus reasonable expenses and VAT. JD confirmed this was a standard price and had been discounted for the Union.
- The proposal was agreed.

8. Website / Data

- TC advised that the paper submitted on Website and Data Management outlined the rationale behind the pause on the website, due to non-agreement with MSL and the University.
- Currently not legally compliant in terms of how we manage our data.
- TC to undertake audit on how we collect, manage and protect data to ensure we are compliant. All Managers to assist TC in this undertaking.
- Hoping for new web site to be live by Christmas.

9. AOB

- There were no issues raised.

SECTION D: PROPOSALS & ISSUES (CLOSED SESSION

