

1. Minutes, Apologies, Matters Arising

Management Committee 06/05/14

SECTION A: UPDATES/REPORTS

2. Operational Updates

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

Bintu

- Time to change pledge signing
- Access Agreement Work taking part in consulting
- This week we are working on the Time to Change action plan

Toby

- Student staff contracts
- Data policies various being drafted plus training
- Tying up loose ends of restructuring

Jim

- Have been progressing incorporation
- NUSSL Convention- Live Music and Online Retail meetings
- Recruiting Head of Finance, Head of Advice, Head of Ops
- National Conference- Community Organising, and Democracy Research both very useful
- Building- Briefed REAL Construction Management Firm, we will find out about potential summer works in the next two weeks
- Working on a Management Development Programme
- Building the Charity Budget

Alex

- Working on the all team induction (values attitudes and behaviours)
- PMS getting it ready, goes live June 16th
- Retail- finished with Partners in Retail and we've taken on a student to crunch data
- We've started a relationship with the business school looking at loyalty
- NUSSL, we're exploring a "no local stock" online shop option
- Unio- 6 weeks to go live, waiting on POS
- Supporting staff in their new roles post- restructure
- Recruiting Head of venues Management and Supervisor roles
- Rosie- Why unio over summer? A: Enough business over summer and ideal to get it right ready for when freshers land

Joe

- NUSSL and NUS Conferences, NUS our motions were not discussed and we need to feed back to NUS that the lack of policy passed and debated is a problem
- NUSSL was a problem, thin agenda
- NUS Awards submission is tomorrow and I've been coordinating that
- UEA Basketball we're reshaping to get more funding
- Media Societies handover meeting

Rosie

- Working on the now cancelled UCU boycott

- Released statement last Friday PM
- They are now doing a day of action on 0 hours contracts day of action tomorrow
- Also access agreement stuff, hustings, student experience report and DPC election

Louise

- What if? Learning & Teaching Day on Partnership
- Recruitment of Faculty Reps

3. Key Relationship Updates

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

Toby

Deloitte are coming to do a data audit but have been meeting with uni on data

Rosie: Do we have a date on data sharing? A: Two things. Bottom line is we will aggressively data collect and do university side authentication, ideal is full data sharing, decision is with ET. either way we will be significantly ahead by September

Jim

- Have been meeting Lisa in relation to MOU and Grant. Current proposal on table is £140k net increase. £40k cash, £100k in cleaning and IT. It goes to ETR next Monday and then news later that week when University Council papers come out.
- Rosie: There was a strong emphasis on not tying any increase, this in kind stuff is contrary to that? A: No it's the opposite- because it just frees resources we will be totally free to spend the savings on our own priorities.
- Also Nursing- I met with the Head of School and others last week, potential to do matched funded partnership work on services, representation and activities for nursing and midwifery, will progress in a few weeks when we have more clarity on the grant

Alex

- Business school see above
- Also speaking to Drama re tech partnership
- ARM are doing a big weekend next year (round table) that could represent big income and alumni opportunities
- Estates- extra works in the shop to implement changes to layouts and counters etc

Rosie

- Divestment, ongoing meetings with Neil. Next steps will include talking to members of council next week.
- Jim: We also should draft terms of reference for the Union/University forum as important that wider SE issues don't drift into it

Bintu

- SEC Presented Welfare Section, went well
- Important we work on how students can feed into accommodation pricing in the future
- Security measures in the village

Louise

- Met with James in careers, going to employability exec this afternoon
- We will need to review who sits on what- in June?

4. Trading Updates

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

- Future- actual figures with a new PMS
- Year to date we are on budget in terms of turnover but two issues to highlight- last May we had some "dad gigs" to prop up the numbers, this time we don't.

- First year Night Hatch during exams. Problem with staffing, worth £3.5k, trying to deal with recruiting

5. Improvement Plan

To receive an update on progress against improvement plan (Senior Managers)

SECTION B: ITEMS FOR DISCUSSION

6. Operations

Proposal on moving forward with the now vacant Mar Comms role to be tabled (CW)

- We now need to recruit the MarComms manager, we are also looking at the Jonathon Ad Sales role. Also looking at the charity side freshers coordination role. Chloe is looking at this and will come back to us later this week.
- Rosie- are we sure marketing should be attached to Comms in that role? A: Up for review, and that issue will form a part of the thinking when we come to you later in the week.

7. Charity Staffing Direction of Travel

Feedback on direction of travel on charity staffing (JD)

- Paper presented, people broadly happy with direction of travel
- Rosie- shall I do a questionnaire for old officers sharpish? Yes that would be useful
- Bintu- have we got a full breakdown of restructure finances? Being done for next Board
- Jim- Changes are dependent on the BG news due next week. Dangerous to expect the commercial side to do more than the budget basics and my recommendation is caution.
- Rosie- Ed & Rep proposals very positive
- Jim- Next week we may need to move quickly in order to not "miss" recruitment windows, so hoping people can prioritise potential emergency meetings as necessary
- Rosie- Where are we on living wage? A: We should be able to do full living wage in year 1, we are looking at midway between minimum and living for the probationary period.
- Rosie- concerns re this. A: No proposal on the table yet but full proposal with costs will come.
- Jim- Management Development is approx 11k to do management development that can include aspiring managers, plus money for wider development, SMT appraisal etc

8. Ents & Venue Issues

To receive two reports from VMS and consider brief for Ents support going forward (AW)

- Two reports done on Ents as per decision at Commercial Boards- H&S and Operational review
- So concerns re compliance and concerns re performance
- Joe- Highlights what we already know. H&S very concerning given we are legally responsible as Directors/Trustees
- Rosie- Need to take text with a pinch of salt, how do we know is objective given potential wider/longer commercial relationship? A: Good point, we are getting feedback from our own staff and from colleagues around the country
- Rosie- Where has the 40k figure come from. A: In the restructure we assumed 1 x FTE worth of support which at full cost is £40k. Challenge is to nail the brief for that as the arrangement will be more subtle than the one envisaged in January. Rosie- still important to consider the "wean" issues
- Toby- Critical to balance internal expertise with external support

9. Draft Senior Manager Competencies

To receive draft interim competencies for the Strategic Managers (JD)

- Bintu- isn't this writing your own exam paper?

- No idea is to at least have something as a basis for the consultant to do a 360 around that is objective. Ideally we iteratively develop them but idea is that we at least have something
- Bintu- shouldn't we get SU expertise
- Jim: There's not a lot of it going around but we will definitely seek expertise of working with Boards/democratic environments etc

Confidential Items

10.

Update on ongoing legal issue