

MINUTES OF A UNION EXECUTIVE COMMITTEE OPERATIONS MEETING
HELD
AT 1.00 PM ON MONDAY 30th MARCH 2009, IN MEETING ROOM 2

Present: President (in the Chair)
Union Secretary & Treasurer
Vice-President (Academic Representation)
Vice-President (Scarborough Campus)
Vice-President (Sports & Leisure)
Vice-President (Welfare & Equality)

Attending: Paul Tatton, General Manager
James Brooks, Commercial & Marketing Manager
Julie Watson, Human Resources Manager
Wayne Cullen, Scarborough Union Manager
Sarah Blount, Minute Secretary

157. **Apologies** received from Chair HUSSO (Student Community Action) and Chair International Students Association.
- 158 **Subvention Meeting** The President updated members on the meeting with Peter Lutzeier, Rachel Wiggans and Reece Andrew that she attended with the GM to discuss the subvention. As a result of this, the Scarborough Union Manager and VP(Scarb) to arrange a meeting with the Dean of Scarborough and to let the President know the result of this.

UST left the meeting.

159. **Wins of the Week**
- (a) **VP(AR)**
- Had a really successful Conference in Edinburgh on Student Participation in Quality Standard in Scotland. Obtained lots of information on student reps and student/staff engagement. Was one of the most beneficial conferences that I have attended.
 - Had meeting on Friday with the University, together with GM, to discuss the Second Floor. The University have confirmed that they will not to use the area for teaching space. GM has emailed Dave Thomson a brief of our requirements for the second floor space.
- (b) **VP(S&L)**
- Had a really great and worthwhile trip to Milan with Total Teamwear. The new range of kit looks fantastic.
- (c) **President**
- Had a really productive trip to Doncaster College. They are looking into setting up a student union. Will be working on this as part of the strategy for affiliated colleges.

Action

VPScarb/
Scarb
UM

- (d) **VP(W&E)**
 - The Women's Officer ran a really successful women's week.
 - Danny Wright ran a successful SHAG week at Scarborough with lots of volunteers and students taking part.
- (e) **VP(Scarb)**
 - Following a meeting with VP(W&E) and GM to discuss the Scheme at Scarborough, I contacted the Accommodation Office at Scarborough who already have a system in place whereby students review properties. The only problem they encounter is distributing promotional material which have offered to help with.

160. **Review of Actions Points from the Previous Meeting**

- (a) **Election of New Director** GM reported that SO 2004 governing Financial Procedures needed to be amended –this is minuted under Standing Order item.
- (b) **Cover of VP(M&V) Workload** HRM reported that she had now received this email, forwarded to her by Naomi Alty.
- (c) **UEC and Part Time Officer Code of Conduct** GM reported that he would be working on this, this week.
- (d) **Standing Orders governing the Steering Committee** President reported that she had done this and would report under the Standing Order item.
- (e) **Proposal for Development at Scarborough** VP(Scarb) reported that he had not arranged this meeting and stated that there had already been an initial informal discussion on this with himself, Wayne Cullen and Paul Tatton and that this would be ongoing.
- (f) **Proposal regarding Marketing Material for Elections** C&MM reported that this was ongoing.
- (g) **Election Appeals Committee Minutes** As UST was absent, this could not be reported on.
- (h) **Scarborough Exec – Communication with UEC** VP(Scarb) reported that at a previous Scarb Exec meeting, a concern had been raised by one of the members that emails were not being replied to. After discussion, it was agreed that all members of UEC should answer emails from Scarborough as soon as possible and if they are unable to action the email, to send a response that it is being dealt with.

161. **Events and Actions to be taken for the Week Ahead**

- (a) **VP(Scarb)**
 - Going to the NUS Conference in Blackpool.
 - Helping with arrangements for the Uni-On music event.
- (b) **VP(W&E)**
 - Will be writing emails to go to senior lecturers and heads

of department about the welfare services.

- Preparing for the Disabilities Conference and encouraging students to attend.

(c) **President**

- Attending the NUS Conference in Blackpool.
- Helping with the Equal Opps policy and drafting a Staff/Student Protocol.
- Finalising the Standing Orders on the agenda for approval.
- Will be negotiating with the NUS with regard to our affiliation fee.

(d) **VP(S&L)**

- Working on preparations for the AU tour.

(e) **VP(AR)**

- Attending NUS Conference in Blackpool.
- Together with Kasia Pasik, will be collating details for the Education Newsletter so it can go to print next week to be available for the first week of term.

(f) **GM**

- Sorting out the SFC asset register this week.
- Meeting with Sandi Galbraith from the University Finance Office to look at the funding for the covering of pitches at the SFC.

162. **President/UST Meeting – Update** The President reported that herself and UST had met and discussed Standing Orders and the subvention meeting.

163. **Scarborough Support for the Week** None.

164. **Holidays/Absences/Concerns**

- (a) **VP(AR) – Annual Leave** Requested 14-17 April as annual leave. This was agreed
- (b) **VP(S&L) – Annual Leave** Requested 14-17 April as annual leave. This was agreed.
- (c) **AU Tour** VP(S&L) asked what the procedure was with regard to other members of UEC who were going on the AU Tour - do they take this as annual leave or is it classed as working? After discussion, it was agreed that those UEC members who were going on tour would not take annual leave for this and that they would be required to carry out duties for VP(S&L) if needed.
- (d) **VP(W&E) – Annual Leave** Requested 9 and 13 April as annual leave. This was agreed.
- (e) **GM – Annual Leave** Reported was taking 6-9 April as annual leave.
- (f) **UEC Meeting Next Week** As the UEC meeting next week would not be quorate and it was out of term time, it was

agreed to not hold a meeting.

165. Approval of Staff Matters/Management Issues/Standing Orders

(a) Confidential Staff Matters

- (b) Suggestion Scheme HRM reported that the following 3 members of staff had been awarded for their suggestions as detailed below:
- Sarah Burrows – Setting up a facebook group for bar staff as a way of communicating staff related issues, such as dates for staff meetings, etc.
 - Susanne Longley - Providing skinny lattes and soya products in the Wicked Coffee bar.
 - Vicky Dean - Providing secure drop/postal boxes outside sabbaticals' office doors so students can drop paperwork off when the offices are closed.
- (c) Employee of the Month HRM reported that the following nominations had been received:
- Gary Clayton Taking pride in his work and never complaining. Nominated by all of the stewards.
 - Jess Southwell For her professional handling of a disciplinary incident during an event night.
 - Kathryn Oram-Robinson For all her PR work in promoting the Union at Scarborough to the local community, in particular, her work on the Fair Trade Fortnight.

After discussion, the following employee was awarded employee of the month:

- Gary Clayton

(d) Team of the Term HRM reported that the following nominations had been received:

- Security Team For their consistent professionalism; their role in achieving Best Bar None; and the way they dealt with a recent serious disciplinary incident.
- Scarborough Team Kathryn's work in promoting the shop which has resulted in increased sales; Elaine's excellent work in her role and always happy to help without complaint; Sarah for her work on website updates and doing last minute marketing work; the shop staff for always being friendly and helpful; and to all the team for their work for events such as children in need, RAG, etc.

After discussion, the following team were awarded team of the term:

- **Scarborough Team**

(e) **Standing Orders 2004 governing Financial Procedures**

GM proposed the following change to ensure that VP(Scarb) could be considered as a Director of HUU Services Limited:

In paragraph 17 delete "Vice-President (Scarborough Campus)."

Votes for: 4

Votes against: 0

Votes in abstention: 0

Passed

(f) **Standing Orders 1101 governing the Governance Zone and Standing Orders 7004 governing a Referendum**

President referred to the changes to the above previously forwarded to members. The following amendments were proposed - add the President on to the membership of the Governance Zone and GM also proposed that the paragraph with regard to Quorum be rewritten. These were agreed in principle with GM and Pres to liaise on the rewording of the paragraph on quorum.

PMN GM proposed some further changes to the above which he would forward to the President for agreement and bring back to UEC for final approval.

GM/
Pres

166. **Urgent Any Other Business for the Week**

(a) **Risk Management** The Minute Secretary reminded members to forward details of their risks as soon as possible in preparation for the Risk Management Workshop on 24th April with Chris Sparshatt.

UEC

(b) **Life Membership Commission** The Minute Secretary reminded members that nominations for the 8 honorary life membership positions needed to be advertised as these need to be ratified at the last Council meeting on 11th May. The following was agreed:

Pres/
C&MM/
UEC

- Advertise nominations on hullstudent.com. President to write a brief description for this.
- To advertise in the Impact magazine.
- UEC to promote within their individual areas and also to put forward any nominations they may have.

(c) **SUEI Open Day – 30th April 2009** HRM informed members that HUU were hosting a SUEI Open Day here at Hull for other Student Unions. Asked that UEC members make themselves available around the beginning and the end of the day as support.

UEC

(d) **SUEI – Results for Cohort 2** HRM reported that Cohort 2 awards had been announced. Three bronzes were awarded to De Montford, Bedford and York St. John.

(e) **UEC Strategy Day – 21 April 2009** HRM reminded

members that this was taking place in Staff House between 11.00am and 4.00pm.

- (f) **SSCG Meeting** VP(Scarb) thanked UST, although he was not present, for attending this meeting in Scarborough on Friday.
- (g) **Skype Facility for Scarborough** GM thanked the Marketing Team for organising the skype facility which enabled the UEC meeting to video conference with Scarborough from meeting room 2 to VP(Scarb)'s office. It was agreed that C&MM would purchase a video conferencing phone for Scarborough to ensure better sound quality.

C&MM

167. **Disciplinary Hearing**

VP(S&L)