

MINUTES OF A UNION EXECUTIVE COMMITTEE OPERATIONS MEETING  
HELD  
AT 1.00 PM ON MONDAY 9<sup>th</sup> MARCH 2009, IN THE VIDEO  
CONFERENCING ROOM, COMPUTER CENTRE

Present: President (in the Chair)  
 Union Secretary & Treasurer  
 Vice-President (Scarborough Campus)  
 Vice-President (Sports & Leisure)  
 Chair HUSSO (Student Community Action)  
 Chair International Students Association

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

	<u>Action</u>
130. <b><u>Apologies</u></b> received from Vice-President (Welfare & Equality) and Vice-President (Academic Representation).	
131. <b><u>Wins of the Week</u></b>	
(a) <b><u>Ch ISA</u></b>	
- As of today, have 1512 ISA members which is a big increase on last year.	
(b) <b><u>UST</u></b>	
- Over 3,000 students voted in the elections.	
(c) <b><u>VP(Scarb)</u></b>	
- Had a very successful Fair Trade Fortnight with 400 entries being received for the leaflet design competition.	
(c) <b><u>Commercial &amp; Marketing Manager</u></b>	
- Receiving £20 from UST following the result of the voting which has now been donated to RAG.	
(d) <b><u>VP(AR)</u></b>	
- In VP(AR)'s absence, it was reported that the Newsletter had now been finalised and needed distributing.	
(e) <b><u>President</u></b>	
- Met the Queen at a civic luncheon.	
132. <b><u>Review of Actions Points from the Previous Meeting</u></b>	
(a) <b><u>Acknowledgement of Resignation of Barry Nason from HUU Services Limited</u></b> UST confirmed he had written this letter and would provide a copy for the records.	UST
(b) <b><u>Election of New Director to HUU Services Ltd</u></b> GM stated that he had yet to action this.	GM
(c) <b><u>Education Newsletter</u></b> Unable to report on this as VP(AR) absent from the meeting.	VP(AR)
(d) <b><u>Cover of VP(M&amp;V) Workload</u></b> President confirmed she had emailed all the relevant student areas and staff. HRM	Pres

asked if a copy of this could be forwarded to her. President confirmed she would do this.

- (e) **Comic Relief** A discussion took place on this with the following being reported and agreed: Ch ISA reported that ISA had raised £700 for comic relief after raising funds at an ISA party; and VP(S&L) agreed to organise some stocks in reception for UEC members to sit in. Also proposed that UEC members wear pyjamas. VP(S&L)
- (f) **UEC Strategy Day** HRM confirmed this had been set up for 25<sup>th</sup> March 2009.
- (g) **Council Reports** Not all reports sent in within the required time.
- (h) **Board of Trustee Reports** Not all reports sent in within the required time.
- (i) **Format of Reports for Trustee Meetings** Most UEC members confirmed they had done their reports as an update of their strategy.
- (j) **Proposal for Board of Trustees re South Lawn Area** UST reported that this had not yet been done but that he would action this proposal for the Trustee Board meeting tomorrow. UST
- (k) **Budgets** UST reported that due to the resignations of VP(M&V) and Chair Campaigns, he had yet to do their budgets. President stated that she would do Chair Campaigns budget for tomorrow as this was under her remit. Chair HUSSO reported that she would be doing hers this afternoon. No other updates were given. UST/  
Pres/  
Ch  
HUSSO
- (l) **Second Floor Development** As VP(AR) absent from the meeting, this could not be reported on. VP(AR)
- (m) **Elections at Scarborough – Change to Standing Orders** UST reported that he had not yet had chance to do this but would action for next week. UST

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

- (a) **VP(Scarb)**
- Attending Council tonight.
  - Attending Board of Trustees tomorrow.
  - Have organised a stall for a police drop in tomorrow with regard to crime reduction.
  - Attending a Cayley Halls Withdrawal meeting on Thursday.
  - Attending a meeting on Friday with the University to discuss the 100 year celebrations of the University at Scarborough.
- (b) **Chair ISA**
- Selling tickets for trip to Liverpool on Saturday.
  - Karaoke night taking place on Sunday.
  - Organising Culture Night.

(c) UST

- Attending Council tonight.
- Attending Board of Trustees tomorrow.
- Attending the Founders Day Service tomorrow afternoon.
- Meeting with LINKS to discuss their Constitution.
- Going to Scarborough on Friday.
- Organising an Election Appeals Committee.

(d) Chair HUSSO

- Attending Council tonight.
- Attending Board of Trustees meeting tomorrow.
- Will be holding a social for HUSSO exec.
- Will be finalising numbers for training on Thursday.
- Saturday Larkin project due to go out on Saturday.

(e) VP(S&L)

- Attending Council tonight.
- Attending Board of Trustees tomorrow.
- Working on AU tour arrangements.
- Working on Trophy Presentation arrangements.
- Arranging Red Nose day event.
- Have meeting with Dave Varley and Steve Curtis on Thursday.
- Going to Scarborough on Wednesday.

(f) GM

- Attended the Gilbert and Sullivan production on Saturday night which was excellent. Have sent a letter and email of congratulations for the event.
- Attending the Trustee Board Meeting tomorrow.
- Doing interviews for Advice Centre Adviser on Wednesday.

(g) President

- Attending Council tonight.
- Attending the Board of Trustees meeting tomorrow.
- On the panel for the Advice Centre Adviser interviews on Wednesday.
- Taking annual leave Thursday and Friday to go to Barbados!

134 Scarborough Support for the Week

- UST Friday
- VP(S&L) Wednesday

135. Holidays/Absences/Concerns

- (a) UEC Meeting – 2 March - Minute 128(I) Campus Working Group Meeting UST referred to the above minute when the President accused him of helping Bill Bruce become the next Vice-Chancellor and asked why she was refusing to show any proof of this? How did the President come to this conclusion by him just talking to someone? The

President stated that she had wanted to know what UST was doing having a meeting with a member of SMT the day before the election. Stated that she had checked his outlook calendar and could not see the meeting. Since this, she admitted that she may have looked at the wrong day so apologise for insinuating that he may have been helping Bill Bruce become the next V-C. However, do not understand why UST had not let UEC know that he was having this meeting. UST asked why the President had said he was undermining subvention negotiations? The President stated that she did not recall saying that and was not going to apologise for something she does not recall saying. UST asked why the President would make the conclusions she did from the meeting? The President stated that, following 2 UEC members' resignations, she did not feel they were illogical conclusions to make.

- (b) **Election Process** VP(Scarb) referred to the voting results for Chair Scarborough and the low voting turnout from the Scarborough campus. Stated that he has received a complaint that the Hullfire election special did not arrive in time for the elections. Stated that he had asked in the Marketing Dept on Monday if there was anything to take and he had not received either the Hullfire election special or the leaflets on how to vote to take with him. Asked that members are more aware of including Scarborough. HRM pointed out that the election leaflets were made aware to all Heads of Department at their meeting, at which Wayne Cullen, the Scarborough Union Manager, was present. C&MM pointed out that it was not the Marketing Dept's responsibility to distribute marketing material. It is their job to produce it and those responsible for it, should ensure it is distributed. UST stated that when the Hullfire election special arrived on Tuesday, he asked if any members were going to Scarborough. As nobody was, he arranged for them to be taken via the internal post as he was reassured by them that this goes up 3 times a week and would be delivered. VP(Scarb) asked that there be a definite process for getting materials to Scarborough as this edition should have been there a week before the elections which could have improved voter turnout. UST stated that the election special was late due to him having to take over this job from VP(M&V). President proposed that it be written in the Standing Orders that the Hullfire election special should be available at the Scarborough Campus one week before elections.

136. **Approval of Staff Matters/Management Issues/Standing Orders**

- (a) **UEC Code of Conduct & Part Time Officer Code of**

**Conduct** GM referred to the above current documents and reported that he had made minor amendments to put them in line with the UEC, Part Time and Honorarium Contract positions for 2009/2010. Went through these stating that the main amendment was the deletion of the paragraph that included VP(S&L) and Chair HUSSO as this was no longer relevant as elections were now cross campus and not within their areas. Confirmed that he would email these amended documents to UEC and, if he did not receive any objections, he would arrange for these amended documents to go to the next Council for approval.

GM

- (b) **Elections Appeals Committee** GM referred to the Elections Appeals Committee that needed to be called to deal with the appeal in the Presidential candidate elections. Advised that UEC should agree meeting protocol due to the sensitive nature of the allegations made regarding negative campaigning. A proposal was put forward that the appeal should be heard in committee due to its sensitive nature and also that the voting results of the Presidential elections be reported to the committee:

Votes for: 5

Votes against: 0

Votes in abstention: 0

Carried unanimously

GM to produce a protocol for the meeting as there is no process detailed in SO2003 (please see below/attached).

GM

It was also agreed that UST would produce a statement regarding the current situation with the Presidential election for hullstudent.com.

UST

- (c) **Second Floor Development** GM asked that members give him feedback on use of the second floor space before he meets with the University on this issue.

UEC

- (d) **Standing Orders governing the Steering Committee**

The President introduced a draft of the above Standing Orders to govern the election procedures and policy making for referendum. GM stated that this was the role of the Governance Zone under the new Constitution. After discussion, the following was proposed:

- To decrease the quoracy from 10% to 5% for a referendum. This number to be trialled and, if necessary, increased again in the future.

Votes for: 5

Votes against: 0

Votes in abstention: 0

Carried unanimously

The following was also agreed:

- President to write the detail of the above Standing Order in to the Governance Zone Standing Orders and bring back to UEC for approval.
- President to amend the Standing Orders governing

Pres

Pres

Referendum with the above change incorporated.

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

(a) **Proposal for Development at Scarborough** VP(Scarb) put forward a proposal for development of staff at the Scarborough Campus to be submitted as part of the subvention negotiations. A lengthy discussion took place on this issue at the end of which VP(Scarb) asking for a vote on the following proposal:

- That the proposal be put forward as part of the subvention negotiations:

Votes for: 1

Votes against: 3

Votes in abstention: 1

Proposal Fell

The following was also agreed:

- As soon as the Scarb Union Manager returns from holiday, VP(Scarb) to set up a meeting as soon as possible to include himself, Scarb Union Manager, GM and HRM to discuss this proposal in more detail as GM and HRM had not been consulted at all, in error.
- To also await any action on this once the subvention negotiations have been completed and HUU are aware of the subvention amount granted.
- HRM to provide details to VP(Scarb) of the original proposal agreed for staffing at Scarborough in relation to the Scarborough Union Manager and Scarborough Administrative Assistant to allow appropriate ways of creating a proposal as the one submitted was inadequate.

VPScarb

HRM

(b) **Scarborough Exec Handover** VP(Scarb) asked for members' agreement to having the Scarborough Exec handover take place immediately after Easter rather than June so that the new Exec members will be trained and in their roles before they break for summer. This was agreed.

138. **Disciplinary Hearing**

UST

## **ELECTION APPEALS COMMITTEE - PROCESS**

1. **Meeting Protocol** To be explained to the meeting. Agreed at UEC that the appeal would be heard in committee because of the sensitive nature of one of the allegations regarding the negative campaigning.
2. **Election of Chair** – secret ballot – rules governing elections at Union Council applies - for single appointment applies.
3. **Process**  
Explanation of what will happen by the UST which shall be as follows:
  - Evidence shall be given by the Returning Officer.
  - Presidential candidates with relevant information shall be called to give evidence. A candidate may call one witness. Their name must be notified to the UST before the start of the meeting.
  - The candidate against which the complaint has been made shall give evidence and 2 witnesses with relevant information shall be allowed.
  - Questions only from the Panel are allowed.
  - When all the evidence has been heard, the meeting shall move into closed session with only Panel members and the UST remaining. The GM may be called to give advice on rules and their interpretation if needed.
  - When they have made a decision (see SO2003 – EAC powers), this is to be announced in open session.
  - When in open session, those not taking part shall remain silent. Anyone not doing so will be asked to leave.