



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee 26th October 2015 at 10am in the Students' Union Boardroom.

Present:

Chair: Hayley Jayne Wilkinson (HJW) – President

Sammi Storey (SS) – Vice President Activities

Nyasha Takawira (NT) – Vice President Academic Affairs

Wade Baverstock (WB) – Vice President Welfare and Community

James Brooks (JB) – Chief Executive

Also in attendance:

Hannah Coleman, (HC)- Head of HR and Operations, Jane Kilby (JK) – Volunteering Manager, Jennifer Barnes (JenB) – Student Voice and Impact Manager and Dean Howard (DH)- Group Finance Controller for Agenda Item 9 only, Rachal Lilley (RL)- Advice Centre Manager for Agenda Items 4 and 5 only and Lindsay Westgarth (LW)- Student Voice Administrator for Agenda Items 6 and 7 only.

9. Monthly Accounts

Noted:

- July and August's monthly accounts were noted.

5. Accreditation Scheme

Noted/Discussed:

- The Residential Services were not aware of the Motion passed at Student Council regarding Lighthouse Property Services until after Student Council had occurred.
- The date of the Housing Fayre and Accreditation Scheme launching is close.
- The Union would like to continue to work in partnership with the University of Lincoln Residential Services on the Accreditation Scheme.
- The Union has a meeting with Residential Services at 1pm on 26.10.15 to discuss compromises over areas of concern of the Accreditation Scheme.
- It was proposed that Lighthouse joins the Accreditation Scheme on 2 stars (all others will start on 3 stars out of 5). This will prevent Lighthouse Property Services from being alienated by not being on scheme and ensure it is being monitored through the scheme.
- It was proposed that agents should be aware that random spot checks may occur throughout the year rather than all agents being spot checked on a random selection of their accommodation.
- It was proposed that the agents who are deemed to have used unacceptable pressurising language and advertisement techniques should lose a strike- three strikes would result in the agent losing a star. This would reduce the workload and reduce required should this behaviour automatically be deemed as a complaint and the complaint procedure in-acted.
- JB and HJW are to meet with Nathan Penny who works at Lighthouse Property Services to discuss ways Lighthouse can improve its services.

Agreed:

- All compromises proposed were approved.
- RL to be invited to the meeting with HJW and JB and Nathan Penny.

6. Accommodation Survey

Noted:

- LW was commended for her work on the Accommodation Survey.
- Brayford Quays, Charlestown Properties and Brayford Lets scored the highest.
- Loc8Me and Unity Lettings and Aqua House scored the lowest.
- It is recommended that the questions are reviewed for this years survey to incorporate a question about when students sign their housing contract rather than look.
- A question focused on community relations/ engagement could be asked as part of the survey.

Agreed:

- LW to circulate a briefing document about Lighthouse Property Services to the Executive Committee and RL.

4. Housing Fayre

Noted/Discussed:

- RL has met with the University of Lincoln Residential Services to discuss the Housing Fayre on the 1st December 2015.
- Agents are unable to sign up to secure a stall at the Fayre until all relevant checks are completed and submitted to the Residential Services as per the Accreditation Scheme.
- It is proposed that the Union organise the Fayre but follow the same format as in previous years; a link will be sent to the Agent from the Union to enable them to request a stall once all checks have been completed.
- No Agents are able to sign students up to their properties at the Fayre.
- A pricing plan is being looked into to offer additional facilities for stalls at an extra cost including wifi.
- Agents could be offered a larger space at the Fayre; i.e. two stalls at an extra cost.

Agreed:

- RL to bring a Housing Fayre pricing plan to the next Executive Committee.

7. Standing Order- Preferendum

Noted/Discussed:

- Standing Order 1002 Disciplinary procedures is not a Standing Order. It is now a policy.
- LW was commended for her work on the Standing Order.

Agreed:

- Standing Order- Preferendum was approved.
- Change the number of the Standing Order to 1002.
- Ensure Standing Order 1002 Disciplinary Procedures is removed from the website.

1.1 Apologies for Absence:

Apologies were received from Megan Graham (MG) – HR and Office Assistant.

1.2 Declarations of Interest

No declarations of interest were presented.

2. Minutes of the previous meeting

The minutes from the meeting on the 19th October 2015 were agreed as accurate.

3. Matters Arising

Noted:

- RL will attend the Accreditation Scheme Meeting with Residential Services.
- There is limited time to plan for a Motion regarding Consent Workshops for the Annual Student Meeting.
- Motions need to action the Students' Union by members into lobbying about a topic rather than operational requirements.
- Further research into Consent Workshops needs to be completed.

Agreed:

- WB to speak to Jessica Bartholomew, Women's Officer about her campaign name of 'Free Periods' as it could lead to confusion over 'Free Wednesdays' campaign.

8. Commercial Services

- Not discussed.

10. Development Fund Requests

Agreed:

- Lacrosse, Musical Theatre and Event and Tourism requests were approved.

11. Student Leader Surgeries

Discussed:

- Student Leader should be more available and visible to members.
- Student Leaders talk to members through Social Media and booked appointments.

Agreed:

- Student leaders to hold a two hour surgery to meet students at the same time each week; 1 different student leader each week.
- JenB to talk to Acting Manager Scott McGinn about the promotion of Student Leaders surgeries and the potential of themed surgeries.
- JenB to talk to MG about booking the surgeries into Students Leaders diaries.

12. Liberation Budget Requests

Agreed:

- WB to manage the agreed budget of £1540 allocated for Liberation Committees.
- HJW to approve any funding requests by the Disabled Student Committee due to WB conflict of interest.

13. Sabbatical Office Verbal Update

13.1 Vice President Academic Affairs

Noted:

- 179 attendance at the Rep Forum.
- PG Reps will be attending institutional committees.
- Divisional Rep elections are taking place.
- NT was commended for her work with Reps.

13.2 Vice President Welfare and Community

Noted:

- Mental Health campaign started on 26th October for two days.
- 22 people attended the 'Meet the Street' event in the West End; equal number of students and residents.
- Students Leaders to promote the 'Meet the Street' events on social media.

13.3 Vice President Activities

Noted:

- Tour is starting to be planned.
- BUCS results to be promoted more widely to become for visible on social media.
- Students Leaders to promote the trips once confirmed on social media.

13.4 President

Noted:

- The role description for the VP International is being finalised.
- JK was commended for her work on the 'Meet the Street' events.

14. Chief Executive Verbal Update

Noted:

- A National Rail ticket self service machine is to be put into the Union's reception to reduce congestion at Lincoln Train Station.
- Christmas decorations are to be put up within the Union on the 20th November.
- Student cards need to be scanned at events to measure attendance including Zone meetings committees and training.

Agreed:

- JB to speak to Alan Bage, Senior Web Developer in sourcing more scanners to scan student cards.

15. Health and Safety

Noted:

- The Engine Shed flooring still needs to be repaired.

16. Any Other Business

PG Rep

Agreed:

- PG Reps to have their own officer similar to the level of a College Officer. A Standing Order to be produced to govern this.

Club Promoters

Noted:

- It is difficult to police club promoters entering student accommodation as they gain access through many ways including students working for them.

Free Wednesdays

Agreed:

- The recommendations to become effective from the start of the next academic year.

17. Date of next meeting: 2nd November 2015.

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Chair

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Date