



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee 7<sup>th</sup> May 2015 at  
2pm in the Upstairs Meeting Room.

### **Present:**

Chair: Olivia Hill (OH) – Vice President Welfare and Community  
Brian Alcorn (BA) – President (Agenda item 9 onwards)  
Hayley Jayne Wilkinson (HJW) – Vice President Activities  
Nyasha Takawira (NT) – Vice President Academic Affairs  
James Brooks (JB) – Chief Executive (Agenda item 7 onwards)

### **Also in attendance:**

Aidan Mersh (AM) – Head of Membership Services and Marketing  
Hannah Coleman (HC) – Head of HR and Operations (Agenda item 1-18 only)  
Megan Graham (MG) – Office Administrator

### **1.1 Apologies for Absence**

No apologies for absence were received.

### **1.2 Declaration of Interest**

No declarations of interest were presented.

## **2. Minutes of the Previous Meeting**

The minutes of the meeting on the 17<sup>th</sup> May were confirmed as an accurate record.

## **3. Matters Arising**

### **Noted:**

- A meeting has been arranged between Judith Carey - Director of Student Affairs, OH, BA and JB regarding Welfare Campaigns going forwards.
- Ieuan Owen - Deputy Vice Chancellor, Jack Maddock - Student Trustee and James Loveday - Student Trustee will be awarded an Honorary Life Membership which was agreed at Student Council on the 20<sup>th</sup> April 2015.
- Sammi Storey – Vice President Activities Elect will meet with OH and HJW to discuss the Sports and Societies trips for next academic year.
- A Marketing Campaign has been discussed to informing members that profit from the venues allowing the Advice Centre to be created.

## **4. Development Fund Requests**

### **Noted:**

- The following Development Fund Requests were approved at Sports Council:
  - Rounders - £130; Women's Football - £143; Women's Rugby - £140
- The following Development Fund Requests were rejected at Sports Council:
  - Canoe and Kayak - £300
- The following Development Fund Requests were approved at Societies Council:
  - Events & Tourism - £300; Debating - £100; ENACTUS - £335; Islamic - £100; Musical Theatre - £975

### **Agreed:**

- All Sports and Societies Council approved development fund requests were approved by the Executive Committee.

### **Action:**

- AM to investigate how much is left in Sports and Societies finances.

## 5. Disbanding Societies

### Noted:

- HJW is meeting with these Societies to clarify the next steps.

## 6. Viva Policy from Paul Walsh – University Secretary

### Noted:

- Paul Walsh had discussed that a plagiarism policy needed to be put in place to include using external companies which complete student assignments for a fee.
- The draft policy suggests anyone suspected of plagiarism will meet with an academic understanding the topic allowing the student to show an understanding on the assignment submitted.
- Any notes on this are to be passed to HJW to send to Paul Walsh by the 15<sup>th</sup> May 2015.

## 7 Cash Discrepancy Policy

- Nothing to note.

## 8. Policies

### 8.1 Campaigning Policy

#### Agreed:

- The Campaigning Policy was approved.

### 8.2 Engine Shed Curfew Policy

#### Noted:

- A curfew has been put on the Engine Shed playing music before 5pm, any sound check done before 5pm needs to be requested in advance.
- The noise level within the office is to be investigated to ensure the health and safety requirements for staff are being met.

#### Agreed:

- The Engine Shed Curfew Policy was approved.

## 9. Byelaws Version 3

### Noted:

- The Union Byelaws have been approved and backdated to the 1<sup>st</sup> May 2015.

## 10. Student Charter

### Agreed:

- Approved subject to minor amendments.
- JB to contact Scott Davidson - Deputy Vice Chancellor and Judith Carey – Director of Student Affairs regarding the amendments.

## 11. Reception

### Noted:

- HC has spoken to Wayne Granger – Front of House and Safety Co-ordinator regarding the Reception being moved.
- An action plan for Reception is being created.
- Regular feedback in the Executive Committee regarding Reception was requested.

## 12. 2016 SU and Activities Awards

### Noted:

- The dates for the next SU and Activities Awards were discussed.

- The dates for Varsity and the Housing Fayre were also requested to be set.

**Agreed:**

- Varsity will be a Wednesday after BUCS finishes.

**Action:**

- JM and AM to start planning dates for the SU and Activities Awards and other events discussed.

### 13. Sports Strategy

**Noted:**

- The sports strategy was presented with notes highlighted.
- The next Sports Strategy meeting AM and HJW will present a clear Union focus.
- Concerns were raised that staff were included in the Sports Strategy. Staff are indirectly included in Union Members Strategy as staff are Associate Members.
- The Union wants the Sports Strategy to focus on Sports not Activities.
- The document was originally created with the Sports Centre, Union and School of Sports and Exercise Science.
- There needs to be a clear vision of how the Union can affect the aims of the strategy.

**Agreed:**

- The Sports Strategy to be added to Strategy Session on Wednesday 13<sup>th</sup> May.

### 14. General Election

- Nothing to note.

### 15. School of the Month

**Noted:**

- The following Schools were nominated for School of the Month:
  - School of Computer Science; School of Exercise Science; School of Psychology.

**Agreed:**

- The winner of School of the Month was School of Computer Science.

### 16. Employee of the Month

**Noted:**

- The following employees were nominated:
  - Amy Routledge – Operational Support Staff at The Swan
  - Bobbie Ridout – Operational Support Staff at the Reception
  - Laura Hale – Operational Support Staff at the Reception (x2)
  - Meghan Norris – Interim Catering Manager/Assistant Bars Manager
  - Amy-Leigh Sellers – Graphic Designer
  - Wayne Granger – Front of House and Safety Co-ordinator
  - Jack Johnson – Operational Support Staff at the Reception
  - Jane Kilby – Volunteer Manager (x3)
  - Jane Kilby – Volunteer Manager and Amy Gillard – Volunteer Worker
  - Lindsay Westgarth – Student Voice Administrator (x2)

**Agreed:**

- The winner of Employee of the Month for April was Jane Kilby.

### 17. Staff Suggestion

- Nothing to note

## **18. Sabbatical Officer verbal update**

### **18.1 President**

#### **Noted:**

- Voting commenced for the General Election. The volunteers, Sabbatical and Staff team were commended on their help.
- There were issues with some students being turned away from polling stations. Lincoln City Council stated that due to the overwhelming numbers of students who registered to vote they could not register everyone.
- The NUS Conference had 4 Sabbatical Officers attending and an NUS Delegate.
- BA was successfully elected as an NUS Trustee.

### **18.2 Vice President Activities**

#### **Noted:**

- Meetings between Sports Clubs and Player Layer went well; some Clubs queried the kit supplier decision.
- HJW will be on the interview panel for the Professor of Economics.
- The BUCS funding decision at the Participation Sub-Committee is yet to be confirmed, AM is creating details of the three options:
  - Funding all applicants 80%
  - Funding all that were last year, as well as any new BUCS applicants 100%
  - Creating a tier system to fund all teams at different amounts

### **18.3 Vice President Academic Affairs**

#### **Noted:**

- Course Rep handovers were successful with 169 attendees.
- Academic Affairs Committee decided that School Reps would co-chair the Subject committee meetings and additional Student Reps could attend.
- NT was commended on the Hidden Course Costs success.
- The AQR is slightly of schedule but is progressing, meetings with key University staff have been arranged.
- The AQR should be brought to the Executive Meeting before the 25<sup>th</sup> May 2015.
- If the report is delayed until July the Executive Summary can be included.

#### **Agreed:**

- Only elected representatives can be on the Subject and Union Committees.
- The AQR will be delayed until after the Executive Summary has been added.

### **18.4 Vice President Welfare & Community**

#### **Noted:**

- The Housing Survey launched last week, HJW and BA were commended for helping.
- Next week students will be leaving, a key time to complete the Housing Survey.
- The first Lighthouse focus group was successful.
- The Women's and BME Liberation Officer positions were not elected; AM and other staff who helped were thanked for their help.
- OH was contacted by the Senior Social Marketing Manager, from the East Midlands Commissioning Support Union, who was interested in doing a campaign aimed at students who misuse A&E.

#### **Action:**

- OH to further explore the campaign with Linette and discuss this with Wade Baverstock – VP Welfare & Community Elect.

## 19. Chief Executive verbal update

### Noted:

- Unions interested in SUMS, the system used for the tills and Union software, are Sunderland, Loughborough, Nottingham Trent and Manchester Metropolitan.
- A paper has been written around the plan for SUMS and a Sub-group is looking to be arranged.
- Designs for the new Reception layout are soon to be completed.
- Unison were met with, the termination agreement is still going ahead.
- Feedback from the Staff Survey has led to a meeting structure to improve communication within the Union.
- JB has been invited to attend University Court.

## 20. Health and Safety

### Noted:

- The new fire alarm has been installed.
- The ceiling in Engine Shed and Tower Bars was leaking.

Date of next meeting: Friday 15<sup>th</sup> May 2015

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Chair

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Date