



**UNIVERSITY OF LINCOLN STUDENTS' UNION
EXECUTIVE COMMITTEE**

Minutes of the meeting of the Executive Committee
Held on Friday 20th December 2013 at 1.00 pm
Students' Union Board Room

Present:

Dan Sam, President and Chair (DS)
Joseph Burt, Vice President Activities (JoB)
Ian Antwi, Vice President Academic Affairs (IA)

Also in attendance

James Brooks, Chef Executive (JB) (left part way through)
Aidan Mersh, Student Voice and Representation Manager (AMer)
Hannah Coleman, Administrative Support Worker (HC)

		Action
1.1	Apologies for Absence <ul style="list-style-type: none"> Apologies were received from Brian Alcorn (BA) and Ian Johnston (IJ) 	
1.2	Declarations of Interest <ul style="list-style-type: none"> No declarations of interest were received. 	
2.	Minutes of the previous meeting <ul style="list-style-type: none"> The minutes of the previous meeting were agreed as an accurate record. 	
3.	Matters Arising Noted: <ul style="list-style-type: none"> HC to find out and clarify what IA's action was to do; IA to obtain details of student case for JB to assist with Advice Centre case. IA has a meeting with Derek Cottrell Head of School of Architecture to discuss indicative marks. BA to report at the next Executive Committee on what the criteria would be to judge the proposed 'Landlord of the year' category at the SU Awards. (Reoccurring item due to BA's absence) The elections for Sports and Societies committees will run at the same time as Course Rep elections. AMer noted that doing this may work out better. BA to speak to the Officer for Students and contact Dan Clayton Environment Sustainability Manager and Cara Tabaku Carbon Reduction Manager regarding work on environmental issues. (Reoccurring item due to BA's absence) IA sent the Representation Charter to DS. BA to circulate the housing horrors action plan to the Executive. 	 HC/IA BA BA BA

<p>(Reoccurring item due to BA's absence)</p> <ul style="list-style-type: none"> • DS to circulate Immigration letter to the Executive. DS has sent it to Council. 	DS
<p>KPI Confirmation Noted:</p> <ul style="list-style-type: none"> • JoB proposed that his KPI will be similar to IA's KPI; 60% committee members trained & 80% found the training gave them tools to be effective. It was felt that this KPI may not be measurable and it could be written into op's plan. Feedback could be gathered at the end of the training session or training to be rated out of 10. 	
<p>Action:</p> <ul style="list-style-type: none"> • JoB to circulate his proposed KPI to the Executive. 	JoB
<p>Academic Societies and Reps</p>	
<p>Noted:</p> <ul style="list-style-type: none"> • Academic Societies and Reps working together is detailed but not specifically how in JoB's op's plan. 	
<p>Action:</p> <ul style="list-style-type: none"> • IA and JoB to discuss ideas and solutions on how Academic societies and Reps can work together and bring an update to the next Executive Committee (Reoccurring item) 	JoB/IA
<ul style="list-style-type: none"> • JoB to bring his op's plan to the next Executive Committee. 	JoB
<ul style="list-style-type: none"> • Academic societies and Reps working together to be an agenda item at the next Executive Committee. 	HC
<p>Tour</p>	
<p>Noted:</p> <ul style="list-style-type: none"> • 98 students are attending which is 2 students short for an extra free place from 'I Love Tour'. • The Union will receive £5.00 per head. 	
<p>Discussed:</p> <ul style="list-style-type: none"> • The profit made by the Union was felt to be low, Hull take approximately 700 students and receive £10-£15 per head. This could be dependent on the number of students attending the tour. • The £5.00 per head may be negotiable and could be an opening amount. 	
<p>Action:</p> <ul style="list-style-type: none"> • JoB to investigate how 'I Love Tour' work their costing's out. 	JoB
<p>Sports Strategy:</p>	
<p>Discussed:</p> <ul style="list-style-type: none"> • Helen Evans Sports Facilities Manager was reported to not be happy that it was noted that links with Lincolnshire Sports Partnership (LSP) has been severed due to not currently having a Director of Sports. • DS noted that LSP had said that the links had been severed and that there is not enough emphasis on community and the impact on them at present. There is no KPI attached to it. • It was proposed that the facilities part and Helen Evans Sports Facilities Manager part with LSP needs to be bigger. 	
<p>Action:</p>	

	<ul style="list-style-type: none"> • JoB to discuss the issues raised with the Sports Strategy with Helen Evans at their next meeting. 	JoB
5.	<p>Sabbatical Officer- time analysis chart</p> <p>Noted:</p> <ul style="list-style-type: none"> • To be carried forward due to BA's absence (third time reoccurring) 	
6.	<p>Chief Executive verbal update</p> <p>Noted:</p> <ul style="list-style-type: none"> • A report to Trustees will be sent out after the Executive Committee detailing updates of the Union. 	
7.	<p>JobShop Budget</p> <p>Noted:</p> <ul style="list-style-type: none"> • JobShop did not spend their allocated budget in previous years with massive underspends. This year no budget was given to JobShop. • Mark Stow Head of Careers & Employability has asked that the Union make a financial contribution to the JobShop for their expenditure this year. <p>Discussed:</p> <ul style="list-style-type: none"> • It was felt that the Union should not make a contribution to JobShop due to the conversation of not allocating budget to them which was had when budgets were being decided. • The Union will be overspending due to Solicitors fees and the recruitment of Interns this year. • It has not been budgeted to make a contribution to JobShop. • JobShop could apply for money next year within their op's plan. • It was felt that it was the wrong way to ask for a contribution for money that had already been spent by JobShop. <p>Action:</p> <ul style="list-style-type: none"> • The Union to not make a financial contribution to the JobShop this year. • Ensure that JobShop are able to apply for a budget next year. 	
8.	<p>October 2013 Management Accounts</p> <p>Noted:</p> <ul style="list-style-type: none"> • As detailed in the Bye Laws, management accounts are to be received by the Executive. • Management accounts were received and noted. 	
9.	<p>GOATing minimum attendance</p> <p>Noted:</p> <ul style="list-style-type: none"> • AMer and JoB have had a brief chat regarding GOATing. JoB felt that it is harder for Sabbatical Officers to GOAT on their own as it is hard to engage with members. It was proposed that Sabbatical Officers should GOAT in pairs. <p>Discussed:</p>	

- Being in pairs may be intimidating to members.
- It was unclear if it would be beneficial to GOAT in pairs as there may be the potential for one Sabbatical Officer to be standing there while the other is talking to members.
- Sabbatical Officers GOATing on their own would cover more campus area.
- Pairs may influence each other and make each other GOAT.
- Sabbatical Officers to GOAT by themselves if one of them can't attend the GOATing.
- Wednesday and Friday afternoons are not good times to GOAT.
- It would be beneficial for Sabbatical Officers to communicate when the best times to GOAT are.

Action:

- Going Forward Sabbatical Officers to be scheduled in pairs for GOATing.

AMer

10. **Activities: collecting money**

Noted:

- A few Sports and Societies have been collecting money themselves to pay for trips rather than going through the Union.
- Snow Sports collected money from each member to go to Xscape.

Discussed:

- Committees can collect money in terms of VAT however the Code of Conduct details that an individual cannot collect cash and that all money is to go through Reception.
- There is a liability aspect of Committees collecting money from members.
- Money collected by Committees is not traceable and cannot be tracked. By using a till button, the money can be tracked and there is no ambiguity.
- JoB has spoken to Dean Howard Finance Controller about VAT being applied on till buttons as committees have raised issues with not getting the full amount due to VAT.
- Partial rate of VAT will increase once The Shed is taken over.
- The issue is with the terms of VAT and when it needs to be applied.
- It will protect both parties if all money goes through the Union.

Action:

- Committees should not be collecting money from members.

11. **Hodsons Coach Provider**

Noted:

- Hodsons Coaches have quoted higher for the transport for cultural trips.
- It was noted that Hodsons Coaches do not use Gemini Travel (Coach provider) as they believe they are not good.

Discussed:

- Gemini Travel have two coaches and have reportedly indicated that they would like to gain business back from the Union as Hodsons Coaches became the sole provider of transport for BUCS fixtures.
- A verbal agreement has been made between the Union and Hodsons Coaches.
- Issues with waiting times and pick up times are being resolved. It was felt that issues were caused by fixture times changing rather than the service provided by Hodsons Coaches.
- A complaint about a driver was brought to light during a disciplinary, it was emphasised that it was important that the Union are aware of any transport issues teams are having.

Action:

- JoB to book transport with other coach providers if they quote less than Hodsons Coaches for cultural trips.
- A written contract to be made between the Union and Hodsons Coaches regarding the provision of transport.

JoB

JB

12.

Student Led Project proposal list

Adopt a Ward

Discussed:

- Nursing students wish to volunteer and support individual wards at Lincoln Hospital with the potential of getting 700 volunteers within the project.
- There was concern due to the implications of helping in a hospital and insurance needing to be considered.
- NHS insurance should cover students on the ward and the ward would not let anyone onto it unsupervised.
- Work experience on wards is normally part of the nursing course.

Homeless Provision

Discussed:

- BA received an email from the proposer of the project and it has been set up as a student led project.

LincTv

Discussed:

- £150 has been budgeted per project based on having 5 projects which is within the Volunteering budget.
- LincTv are being affiliated with NASTA which was approved by council. The affiliation will cost £60.00.
- LincTv have brought items using the marketing department budget.

Action:

- All Student Led Project proposals were approved.
- All Student Led Projects to only use the budget allocated to Student Led Projects and not any other budget.

13.

Tour group leader positions

Discussed:

- Four free palaces can be given for sports team's group leaders.

	<ul style="list-style-type: none"> • It was felt that group leaders could not be chosen due to not knowing how many teams were going on tour. <p>Action:</p> <ul style="list-style-type: none"> • JoB to report to the Executive how many teams are going on tour. • 'Tour Group leader positions' to be an Agenda item at the next Executive. 	<p>JoB HC</p>
<p>14.</p>	<p>Sabbatical Officer, annual leave (IA)</p> <p>Discussed:</p> <ul style="list-style-type: none"> • JB will be in on 2nd and 3rd of January 2014 with DS on call. • AMer reported that he and IJ have stopped staff from taking the 2nd and 3rd January off as annual leave after the Trustee Board in November as the Board agreed for the Union to stay open on those days. <p>Action:</p> <ul style="list-style-type: none"> • IA's annual leave request not approved. DS to speak to JB regarding IA's request. 	<p>DS</p>
<p>15.</p>	<p>Social Media</p> <p>Noted:</p> <ul style="list-style-type: none"> • From the Twitter report, BA has made the most progress and IA the least. JoB has the most followers on Twitter. • The sector comparison group shows that Lincoln is ahead of Hull and Liverpool John Moores and nearly Leicester. • The corporate Facebook page which started in Welcome Week 2013 was noted. There were 1300 likes for Save the Shed campaign. There has been only one week where likes have been less than double figures. • Scott McGinn Communications Worker will be starting to post links to relevant pages. • By having a comm's team has influenced the progression made in social media. • The social media update was well received by the Executive. <p>Sabbatical Officer verbal updates</p> <p>VP Activities</p> <p>Sports Strategy</p> <p>Noted:</p> <ul style="list-style-type: none"> • Mike Neary Dean of Teaching and Learning has reviewed the Sports strategy and suggested amendments to be made. • Ian Snowley The University Librarian would like to be in the meeting to review the Sports Strategy but it unsure what his input would be. • Student Experience Committee were supportive of the strategy but feedback was that it needed to be in more detail. JoB has noted the feedback received and will be taking it to the Sports Committee in the New Year. The Sports Committee will have a rolling chair. • JoB is to meet with Dave Prichard Staff and Student Communications 	

Manager to discuss the strategy.

Activators

Noted:

- An Activator for netball has been applied for which is similar to the Lincoln FA Activator. The outcome of the application will be received in February.

Discussed:

- No one has heard anything about what work Rikki Paylor Lincoln FA Activator is doing within the Community. The Union has a responsibility towards the Lincoln FA Activator.
- A presentation on Activators was shown at BUCS meeting by Sheffield. Activators could be asked what they want to achieve and how they will achieve it as a measure.
- Social Sport Activators should be thought about and Club Activators need inputting into the training plans.

Action:

- JoB to contact Rikki Paylor Lincoln FA Activator directly to get an update on his progress and development.

JoB

BUCS

Discussed:

- Rugby is in the last 16 of the cup with a lower team being played to reach the next round.
- It was suggested that JoB talk to presidents to outline their teams performance. American Football are entitled to more points which may counteract not having Football in BUCS.
- 50 students went to Sheffield for a swimming event which cost £11.50 per head. The number of students attending was thought to be too many and no student won at the event. The personal bests of each student attending were looked at prior to entry.
- There is not a regional swimming event with the next national event being in February.
- Surfing was noted as a gap in the BUCS division. Last year the Union did not enter in swimming or table tennis.

Action:

- A BUCS update (points and performances) to be brought to the next Executive.
- JoB to put entries into BUCS on the Agenda of the next Activities Departmental and ensure that BUCS applicant entries are reviewed including for Athletics.

JoB

JoB

Societies Showcase

Discussed:

- JoB is helping Connor Burton Chair of Societies Council plan the showcase which is being proposed as similar to a Lincoln Got Talent event which will happen in February.
- It is not anticipated that the event will be attended well, with no more than 100 attendees expected due it being a new event.
- Connor Burton Chair of Societies Council may be able to get Home

nightclub free as a venue as he works there.

- Comm's department cannot provide marketing material for the event as their works schedule has been set.
- Executive will GOAT about the event.

Sports and Societies Awards

Discussed:

- Engine Shed is looking likely to be the venue. The Lawn which includes everything in their package is also a possibility. 300 attendees are anticipated. IJ is looking at venue prices.
- It is important that the venue is confirmed as soon as possible.
- The date has been set for the nomination period. IJ is due to talk to JoB about a discussion regarding the awards which took place in SU Awards working group.
- There has not been a regular Activities Departmental this year. This could be due to workload and resources.
- It is important to hold regular departmentals.
- It was suggested that JoB ask for a departmental.

Written reports

Action:

- All written reports to be brought to Executive before being seen at committees (if applicable). The Rep Charter and Sports Strategy were not seen at the Executive Committee.
- JoB to bring the Sports Strategy to the next Executive.

All

JoB

VP Academic Affairs

Student Experience Committee

Discussed:

- The Rep Charter has minor details to be amended including making it clearer what nomination means and the distinction between PGR and PGC. More feedback is being provided by AMer and Kirsty Barnes Course Representative Worker.
- A workshop is being included at the beginning of every Student Experience Committee so attendees stay for it rather than leaving after their agenda item.
- Student Experience has a direct strand to Executive Board and Academic Board.
- Terms of references are being drawn up at the next Student Experience to have a Sports Committee sub group of it which feedback has suggested should include extra people from the wider community that are not sports related.
- The Sports Committee sub group would be an operational group who would scrutinise the Sports Strategy to minimise the scrutiny needed in Student Experience.
- Standing Regulations Oversight Group and Annual Monitoring Oversight Group scrutinise papers that are then put forward or rejected to Academic Affairs Committee.
- ICT are gathering feedback from students regarding processes at

University.

- A student from the International study group attended Student Experience which is against the Memorandum of Understanding as the Rep on a Committee should be provided by the Union.

Action:

- DS to discuss student representation on committees with Mike Neary Dean of Teaching and Learning and possibly Scott Davidson Deputy Vice Chancellor and find out why the student from the study group attended the committee.
- Student representation on committees to be an agenda item at the next Executive.

DS

HC

Academic Affairs

Noted:

- Contravene University regulations to allow unlimited resists which are uncapped and not standardised has been passed on to Academic Board.

ICT

Noted:

- IA met with Drew Cook Director of ICT to discuss feedback about Blackboard which came from the Rep Forum held.
- ICT are due to fix issues with Window 7 and increase number of default programs.

President

Executive Board

Noted:

- Drew Cook Director of ICT has had 1.5 million overspend approved to develop ICT services as the University are still using old systems.
- A blackboard app is due to go live in January/February and will be free to students. The app will have timetables integrated within it and have the possibility of email integration.
- DS and IA will talk about the app at Rep Forum and senior catch up.
- The University will publicise certain features of the app to gain initial feedback on it, as a result the app is not currently being openly discussed.
- The University continue to reiterate their reliance on Reps. Course Rep elections need to be effective to help the progress of the Union's Representation department when DS meets with Mary Stuart Vice Chancellor.
- Kirsty Barnes Course Representative Worker is due to contact Dave Prichard Staff and Student Communications Manager in the New Year to inform him of when the next senior Rep catch up is so he can deliver an NSS briefing to the Reps.

NSS

Discussed:

- The Union is to have its logos on marketing material for NSS as at the moment the logo is not featured. It is hoped that the NSS vinyl will feature the Unions logo.

- There will be a central hub for NSS in the Main Admin Building to invite students for tea and coffee and to complete the NSS.
- The University KPI for turnout is to focus on quality rather than quantity.
- This KPI may mean that the University target the best schools.
- AMer proposed that the University was not treating all students as equal by adopting the KPI as they are not encouraging every student to answer.
- AMer encouraged the Executive to make a decision whether the KPI would be supported or not by the Union.
- The Union would act in response to the turnout if it is low.
- Printer credits encourage turnout but not the quality of responses. The University are to encourage considered responses and may still get a high turnout if the campaign is successful.
- The Executive are the only people to be elected from membership to represent all students.

Action:

- NSS to be an agenda item at the next Executive.
- DS to circulate an update to the Executive of what the University are planning to support the Union in.

HC
DS

International Hardship fund

Discussed:

- Student Support are concerned that lots of students will be asking for the fund. It is not being promoted widely.
- It was felt that Student Support should have the capacity to deal with the students enquiries.
- It was suggested that if the fund is not to be promoted widely then how can the Union provide a service as the students requiring it may not be known.

Any Other Business

Noted:

- No Any other Business was raised.

Date of next meeting

Noted:

- The next meeting will take place on Friday 10th January 2014, at 2.00 pm.

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Chair

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Date