



## UNIVERSITY OF LINCOLN STUDENTS' UNION BOARD OF TRUSTEES

Published Minutes of the Board of Trustees held on 15<sup>th</sup> April 2015  
at 1pm in the Students' Union Boardroom.

**Present :** Brian Alcorn, President (Chair) Olivia Hill VP Welfare and Community, Hayley Jayne Wilkinson VP Activities and Nyasha Takawira VP Academic Affairs, Scott Davidson Vice Chancellor's Nominee, External Trustee Victoria Langer , Jack Maddock Student Trustee, James Loveday Student Trustee, Jennifer Johnson Student Trustee and Matthew Smeeth Student Trustee, (entered on agenda item 14).

**Also in Attendance:** James Brooks Chief Executive and Hannah Coleman HR and Office Manager. Aidan Mersh Head of Membership Services and Marketing and Rachael Townsend Marketing Manager for Agenda Item 17 only.

### 1.1 Apologies for Absence

Apologies for absence were received from Vanessa Wilson External Trustee, Jenny Lowthrop External Trustee and Roger Buttery External Trustee.

### 1.2 Declaration of Interest

**Noted:**

- Hannah Coleman HR and Office Manager declared a conflict of interest for Agenda Item 15 due to changes to her role noted within the staffing changes proposal.

**Agreed:**

- Hannah Coleman HR and Office Manager to leave the meeting at Agenda Item 15.

### 2. Minutes of the meeting

**Agreed:**

- The minutes of the previous meetings held on the 26<sup>th</sup> February 2015 were agreed as an accurate record.

### 3.1 Matters Arising

**Noted:**

- The Staff Social Media Policy is Agenda item 12 as it has been revised following consultation with UNISON.
- Jenny Lowthrop amended the Volunteering Policy as agreed at the previous Board.
- All party candidates were represented at a General Election Husting's event held by Bishop Grosseteste. The Union cancelled their hustings event and provided a free coach to Bishop Grosseteste for students to attend the event.
- The expenditure of the coach will be an overspend within the President's budget.

**Discussed:**

- It is unknown if the candidates at the Bishop Grosseteste hustings were asked to sign an External Speakers declaration prior to the event.
- Tower bar is to be open all night for the General Election as well as walking buses to polling stations.
- The Union distributed a statement noting that the General Election hustings event was not their own to be legally compliant.
- UNISON has requested to meet with the Board following the letter from the Union to derecognise them.
- The Union have been unable to speak to the Representative at UNITE despite trying to contact them.

- There has been no comments from staff following the de-recognition of UNISON.

**Agreed:**

- The Board agreed for James Brooks Chief Executive to meet with UNISON.
- The East Midlands Ambulance Service can become Associate Members.

**4. Finance**

**Noted/Discussed:**

- The reports have been to the Finance Sub Committee.
- The correct VAT cannot be applied as per the VAT exemption rate until the VAT return is complete.

**5.1 Sabbatical Officer KPI Tracking Form 2014-2015**

**Noted/Discussed:**

- The document has not been circulated as a lot of the KPIs are reliant on the Annual Membership Survey (AMS) results which had not been analysed at the time of sending the Board papers out.
- The timing of the KPI being brought to the Board could be changed to incorporate when KPI are updated.
- Sabbatical Officer Ops' Plans will be produced at the Residential training and can be presented at Board.
- KPI could be presented at Board after the AMS results are analysed.

**5.2 BUCS Team Report**

**Noted:**

- Taken as read.

**6.1 Chief Executive's Report**

**Discussed:**

- James Brooks Chief Executive met with Hull who are still committed to the three year agreement to joint fund SUMS which ends in September 2016. Hull University Union has recruited new staff who should embed SUMS within the Union and is keen to have two other Unions involved in the project.
- Andrew Stevenson Director of Research and Enterprise has been spoken to regarding protecting the IP of SUMS.
- NUS visited the Union for a demonstration in SUMS, they have yet to make contact following the meeting.
- It would be beneficial to produce a business plan for SUMS including criteria for what a good partner would be.
- It is important to protect SUMS and its purpose.
- A small working group could be established to discuss the options for SUMS.
- Scott Davidson Vice Chancellor Nominee is leading on the Learning Gain project which James Brooks Chief Executive is involved in. James Brooks Chief Executive has asked if the Union can have another member of staff to help develop the employability aspect of SUMS.
- There has been no update from the Charity Commission review. CEO's and Presidents from the Union's which the Charity Commission visited are due to meet to discuss their visits. NUS is due to write a report to the Charity Commission expressing their concerns regarding the visits.

**Agreed:**

- Establish a SUMS working group to include Jack Maddock, Scott Davidson, Hayley Jayne Wilkinson, Brian Alcorn and Nyasha Takawira. Ask Trustees not in attendance to register their interest of the working group.

**7.1 Strategic Themes KPI Tracking Form**

**Noted:**

- The KPI are more bespoke for individual years within the Ops Plans.
- The traffic light coding system can be confusing and not the best way to demonstrate progress.
- KPI could be annually assessed in June with Board members setting the KPI for the following year.
- Board Members can change the target should the KPI be achieved in the year.
- Progress Reviews incorporate the KPI from Ops Plan's noting progress towards each target.

**Agreed:**

- KPI to be analysed annually in the June Board.
- A new document to be produced to include KPI from individual Ops Plans. James Brooks Chief Executive to make a recommendation of 30 KPI detailing the reasoning behind each KPI for the Board to approve 20.

**8. Unconfirmed Minutes of Meetings**

**Agreed:**

- All minutes were approved including the minutes from the Remuneration Sub Committee which had been circulated to all Trustees outside of the Board meeting.

**9. Student Council Motion**

**Noted:**

- The Motions are detailed within Agenda Item 16.

**10. Annual Staff Survey**

**Noted:**

- Hannah Coleman HR and Office Manager presented the highlights and development areas of the results.
- The results are pleasing considering the staffing changes. It could be suggested that the Commercial Services staffing issues at the time affected the results.
- Many demographic reports can be produced to carry out an in depth analysis of the results.
- A Staff Survey Action plan will be presented at the next Board.

**11. Social Media Policy**

**Agreed:**

- The policy was approved.

**12. Student Employment Policy**

**Noted:**

- The policy was presented at the HR Sub Committee. The Executive committee believe that there is a conflict of interest for Council Members working within the Charity.
- Other Unions adopt a similar policy regarding employing Sabbatical Officers.

**Discussed:**

- No one currently employed is affected by the policy.
- Representatives who sit on committees should declare any conflict of interest when elected. Declarations are obtained for certain elected positions.
- Conflict of interests of a Representative who sits on committees who is or gets employed by the University should be assessed and explored by their Line Manager on a case by case basis.

**Agreed:**

- The policy was approved subject to the amendment of stipulating full time students enrolled at the University will not be contracted to work more than 16 hours per week.

**13. Operational Plans**

**Noted:**

- The plans are related to budgets and are incorporated within the objectives set in Progress Reviews.
- The plans were received by the Board.

## **14. Budgets**

### **Noted:**

- Trading budget is challenging but not unrealistic.
- The budget includes the full salary for an International Sabbatical Officer. The role could be done part time by a student before establishing it as a full time position.
- The budgets are consolidated based on intelligence using historical data.
- The budgets are presented to a panel consisting of the CEO, Finance Controller, the President and President Elect for scrutiny which are approved in principle. The budgets then go to the Finance Sub Committee and Board.
- Student Staff will be employed to run community action days.
- BUCS budget has been increased which is allocated by the Participation Sub Committee. The figure is based on the assumption of funding all this years teams next year.
- A new volunteer rewards programme will be implemented to recognise and celebrate students through loyalty points based on what students give back to the student community.
- In depth Part Time Officer Training is being organised over a two day period.
- The Union has the insurance for the Advice Centre.
- An increase in insurance costs for next year has been budgeted for due to Endsleigh's 3 year fixed term contract reaching an end.
- £10,000 has been allocated for Executive Officers manifesto campaigns.
- £10,000 has been allocated for the publication of a magazine as per the President elect manifesto.

### **Agreed:**

- All budgets were approved.

## **15.1 Staff Structure Changes**

### **Noted:**

- Citizen Advice Bureau cuts may increase usage of the Advice Centre by students.
- The impact of the Marketing and Competitions watchdog as regulators of H.E. passed by Government on the Advice Centre and the University was discussed as it places high expectations on services and the ability for students to hold the University to account.

### **Agreed:**

- All staffing changes proposed were approved.

## **16.1 Bye-Law Alterations**

### **Noted/Discussed:**

- Byelaw 3.8.2; unfair to instantly remove role without a fair and proper investigation. This should determine if there is a welfare concern for nonattendance. The Chair of Student Council to make the final decision.
- Byelaw 7.12; adapted from the Motion put forward as the Election Sub Committee need to have oversight under the Education Act to ensure the elections remain fair and governed correctly. The President has historically acted as the Chair of Question Time.
- Student Council did not raise any concerns with the Chairing this year of Question Time. Trustees must have oversight of all election related processes as well as the University Board of Governors under the Education Act.
- Best practice would suggest that the Chair did not have any voting rights within the election for it to be fair.

- Third Change proposed to incorporate the Governance Review; Zone Structure. A staff role could be created prior to the International Officer starting to build networks.
- The sixth change was a motion which was already passed in October by the Board to introduce business critical powers. The recommendation has been adapted from the motion passed by April's Student Council. The change needs to clarify which members can vote.
- Student Council would like to ratify all decisions made by the Executive Committee.
- The consultation period proposed is fair for governance.
- The new Zone Structure would hold Sabbatical Officer's to account through reports to allow time for Student Council to pass policy. Minutes from Zone Committees will be taken as read at Student Council.
- Byelaws should be changed once a year with all proposals changed at one time to ensure governance is stable.
- Policies cannot be changed for one year. Changes to Motions are not restricted by time.

**Agreed:**

- Change to Byelaw 3.8.2 was approved.
- Change to Byelaw 7.12 was not approved. Student Council to be informed of the reason why and a new recommendation to be brought to the next Board.
- Third, fourth and fifth changes proposed were approved.
- Byelaws to be reviewed annually at the Board in June and added to the standing items document for Board.
- The sixth change proposed was not approved.

**17. Annual Membership Survey (AMS)**

**Noted:**

- A presentation detailing key recommendations was presented to the Board.
- 1850 unique responses were received.
- The results show an increase in satisfaction with the Union with an increase in 600 respondents.
- Vice Chancellor Mary Stuart has been sent the AMS results.
- The results indicate a high level of satisfaction compared to the Times Higher Education Survey which noted a low level of satisfaction with a sample size of 120.
- There has been limited staff resource within Academic Representation.

**Agreed:**

- The AMS report to be distributed to the Executive Board as part of the Union's Report.

**18. Sabbatical Officer Written reports**

**Doc: 18.1 VP Welfare and Community**

**Noted:**

- The Mental Health Campaign was a successful event.
- The Community Fun Day is to occur on Saturday 18<sup>th</sup> April.

**Doc: 18.1.1 VP Activities**

**Noted:**

- A contract has been agreed with PlayerLayer for the Kit tender for Sports Clubs.
- The Activities Dashboard has received a positive response.
- A new student friendly Activities Handbook has been designed for Committee training.

**Doc: 18.1.2 VP Academic Affairs**

**Noted:**

- The College of Arts Board has created a subgroup as a result of the recommendations made by the Hidden Course Cost campaign.

- Improvements have been made to the learning spaces in the College of Science including 3rd/4th year students being granted swipe cards to access the building out of office hours and there are now 200 more software licenses.
- The Annual Quality Report is started to be written.
- Work is being undertaken with Academic Societies which could link to employability as feedback has reported that members have different expectations to what these societies should do.

**Doc: 18.1.3 President**

**Noted:**

- There is a good partnership between the Union and Bishop Grosseteste Students' Union forming.
- The University is starting to undertake a strategic review. Students will be able to contribute to the review.

**19. Health and Safety**

**Noted:**

- A document was tabled to report the incidents within the commercial venues for the Board Members reference.

**20. Any Other Business**

**Noted:**

- There was no Any Other Business to report.

**21. Date of next Meeting:** 25<sup>th</sup> June 2015.

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Chair

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Date