



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

Minutes of the meeting of the Executive Committee
Held on Thursday 16th January 2014 at 2pm
In SU Boardroom

Present:

Dan Sam, President (Chair) (DS)
Brian Alcorn, Vice President Welfare & Community (BA)
Ian Antwi, Vice President Academic Affairs (IA)
Joseph Burt, Vice President Activities (JoB)

Also in attendance

James Brooks, Chief Executive (JB) (Attended at agenda item 13)
Ian Johnston, Membership Services Manager/Deputy CEO (IJ)
Aidan Mersh, Representation & Student Voice Manager (AMer)
Hannah Coleman, Administrative Support Worker (HC)
Jane Kilby, Volunteer Coordinator (JK) in attendance for agenda item 7

		Action
1.1	Apologies for Absence Apologies for absence were received from	
1.2	Declarations of Interest Noted: <ul style="list-style-type: none"> There were no declarations of interest to receive. 	
2.	Minutes of the previous meeting <ul style="list-style-type: none"> The minutes of the previous meeting on 10th January 2014 were agreed as an accurate record. 	
3.	Matters Arising Noted: <ul style="list-style-type: none"> IA believes that he has spoken to JB regarding the student case. Agreed: <ul style="list-style-type: none"> IA to speak to JB about the student case to ensure JB is updated. Landlord of the Year criteria Noted: <ul style="list-style-type: none"> BA tabled the proposed criteria for Landlord of the Year. Discussed: <ul style="list-style-type: none"> IA reported that he had received feedback that landlord referred to them as being male. Landlord is the collective term. Rent Happy will occur in April with surveys being distributed around the accommodation buildings. Rent Happy survey's will be distributed door to door to get student's 	IA

to complete them if they had completed an accommodation survey before.

- The same questions will feature in both the survey for the award and Rent Happy.
- Both the award and Rent Happy could be branded the same.
- It was questioned if there was a need for a survey for the award if it would be the same survey for Rent Happy.
- The survey may be able to reach a larger catchment area.
- None of the other awards for the SU Awards are based on a survey. The awards are based on nominations.
- The Survey for the award would be available to be completed during nomination period 10th February- 15th March.
- BA noted that it was not necessarily important to create a survey for the award. Landlords could be nominated which is the same process for other awards.

Agreed:

- No survey to be distributed as part of the criteria for the 'Landlord of the Year' Award. Focus on the survey for Rent Happy.
- BA to review the criteria for the 'Landlord of the Year' Award.

BA

KPI VP Activities

Noted:

- JoB circulated his proposed criteria "60% feedback from training with 80% of members felt they were prepared for their role."
- AMer sent a revision of the KPI to JoB to change members to attendees.
- The KPI is very similar to one of IA's KPI.

Academic Societies and Reps

Noted:

- IA and JoB have not had a meeting due to other things taking priority.

Agreed:

- IA and JoB to meet as soon as possible to discuss Academic Societies and Reps working together.

IA/JoB

Job Op's plan

Noted:

- JoB tabled his op's plan.
- HC noted that the action to bring the op's plan to the Executive was in reference to Academic Societies and Reps working together which is detailed within JoB's op's plan.
- DS has a motion written regarding Societies and Reps working together

Tour

Noted:

- JoB was reminded that the action was to find out the costings for the Tour due to the low price the Union would receive per head from.

Agreed:

- JoB to investigate how 'I Love Tour' work their costing's out (Reoccurring item)

Sports Strategy

Noted:

- Helen Evans Sports Facilities Manager has claimed that the only revision from Student Experience Committee on the strategy was to contextualise league tables.
- JoB noted that there were more revisions minuted at the committee.

Hodsons Coaches Agreement

Noted:

- DS noted on JB's behalf due to absence that a written agreement is an action for the next academic year as all tender processes are being looked at.
- Tender processes are not a priority as the moment until the Union knows what is needed.
- It is important to continue to raise any problems with Hodsons Coaches.

Study Group:

Noted:

- DS circulated the email form Chris Spendlove University Registrar.

Byelaws

Noted:

- Students and staff of Study Group can become temporary members which has been written within the Byelaws.

Varsity

Noted:

- The fixture timetable was circulated. It is up to JoB to decide if the Union gets 1 point as a result of American football pulling out.
- JoB circulated the designs of the T-shirt which is not universal.

Academic Board

Noted:

- International representation did not come up during the Board.

Student Life Cycle Workshop

Noted:

- IA spoke to Steve Green Programme Manager of PMO and Architecture who has tried to include student's input within the sessions.

Agreed:

- IA to speak to Dan Derricott Student Engagement Officer about student consultation within the Student Life Cycle workshops.

Holbeach

Noted:

- DS has done the presentation for the trip to Holbeach.

York St Johns

Noted:

- BA spoke to JB regarding York St Johns visit which has been confirmed.

JoB

IA

4. Sabbatical Officer verbal updates

VP Activities

Varsity

Discussed:

- The design of t-shirt and bag and fixtures timetable has been received from Hull and circulated.
- There is an issue regarding the day's timetable as travel is due to leave Lincoln at 9am but the awarding of trophies is not until 8:30pm.
- Hodson's Coaches has a strict policy on people being drunk on their coaches. It is thought that there is a long delay between teams finishing playing and the trophy being given out that teams may be inclined to drink alcohol.
- An option was for student's to make their own way back or JB has a minibus licence who could drive.
- BA stated that you could tell student's not to drink.
- It has been decided that the Union will use Hull's bus company who it has been reported has a bad reputation for the transport back.
- There has been a slight change on the checklist to stipulate that student's bring their receipt to Hull in order to get their pack.
- The Union are waiting to obtain coach prices so that the price for students can be finalised then publicity can go to print.
- The design of the pack and t-shirt was reported to be good.
- Sabine Gerlach Communications Coordinator has produced a campaign pack to publicise Varsity.

Sports Strategy

Noted:

- JoB will produce a revised copy of the strategy with the amendments suggested from the Student Experience Committee and circulate it to all involved with it.
- Amy Womersley Chair of Sports Council has been involved in the strategy and Varsity.

Agreed:

- JoB to get the minutes of the last Student Experience Committee from Jocelyn Acquaye Secretariat Officer.

JoB

Cultural Trips

Noted:

- All transport with Hodsons Coaches for cultural trips has been cancelled as it was agreed that JoB book the transport with another coach provider as they were cheaper.
- A meeting is being planned to plan all the trips together.

Activities Officer Boot camp

Discussed:

- Sheffield is the closest place offering the free places for Officers to attend a boot camp.
- On the day of the Sheffield boot camp 22nd January 2014, Haydn

Biddle Chair to the Board of Governors is due to visit the Union and there is a Leadership meeting scheduled.

- The next closet boot camp would be in London which is scheduled on the same day as JoB is attending graduations.
- It was asked if Part Time Officers could attend the boot camp.
- It was questioned what was more beneficial for JoB to do either attend the boot camp as skills could be learnt or meet Haydn Biddle Chair to the Board of Governors
- It was felt that JoB should meet Haydn Biddle Chair to the Board of Governors.

Agreed:

- BA to send apologies to the West End Working Group he is due to attend on 22nd January and go to Graduations. BA to check that JB is attending the meeting.
- Part Time Officers can attend.
- JoB to attend the boot camp at Sheffield. JoB to review his budget and organise the travel to Sheffield.

BA

JoB

VP Academic Affairs

Meetings with Schools.

Noted:

- IA is meeting with schools to discuss Course Rep elections and Reps next year.
- Post Graduate Reps are being planned for as well during these meetings.

Life Cycle Operating Model

Noted:

- IA is attending workshops which are focusing on the systems and support available during the process from application to induction.
- The workshops are ICT driven but do review wider services.
- The 'no wrong door' idea where services should be able to provide initial help without signposting students has been discussed.
- Graduation will be focused on in the next workshop.
- The role the Union plays is important regarding how students are engaged during the application to induction process.
- Work based and distant learning students have feedback that they would benefit with having more information about the Union.
- Work based and distant learning students have specific inductions days. The Union could give a talk on these days to the students. A further meeting is due to discuss the mechanics of the courses and how the Union can communicate to these students.

Academic Board

Noted:

- It was reported that the University thinks the Union is doing really well.
- The Union wasn't really questioned at the Board.

Student Staff Conference

Noted:

- No refund will be given for the publicity previously done for the event when it had to be rearranged.
- All publicity done, a Facebook event will be created and there will be digital publicity on the invites.

VP Welfare and Community

Anti-mosque protest

Noted:

- BA met with Riz from the Police team PREVENT to discuss the protest on 18th January 2014 happening within Lincoln to gain more information as Students may like to be involved in the counter protest which the Union are supporting
- Texts will be sent from the Police during the day providing updates so that students can be kept informed.

Mental Health Campaign

Noted:

- BA is to meet with Julie Spencer Senior Disability Advisor/ Assessment Centre Manager as the meeting with herself, Judith Carey Director of Student Affairs and Catherine Fitzgerald Senior Advice Worker and BA did not happen.
- Two students and student buddies are helping with the campaign. Paul Linsley Principal Lecturer in the School of Health and Social Care still would like to contribute along with other staff and students in the school.
- Workshops on coping with stress and depression are being planned.

Accommodation catch up's

Noted:

- BA is to meet with accommodation managers to maintain regular contact with the Union.
- BA met with Tom from Club Easy and Lesley from Brayford Quays before the January Fayre.
- BA met with Tom from Club easy who reported that club easy has sold Hayes Wharf to the company who owns Pavilions at Christmas. The students contracts who live in Hayes Wharf will not change until the summer, their direct debits had to be changed.
- BA is due to meet with Judith Wood who runs Pavilions and now Hayes Wharf and with Park Court and The Junxion's.

January Fayre

Noted:

- A housing Booklet was given out to everyone at the FAYRE.
- It was reported that not every accommodation provider that was at the fayre was happy. There was an issue with the entrance/exit and where the providers stall was in line with other stalls.
- BA is continuing work on a landlord and student forum.

Shush Campaign

Noted:

- The campaign is in partnership with Lincoln City Council.
- Approximately 220 wristbands were given out at the fayre and are now available from the Union reception till end of January.
- All Sabbatical Officers should get a wristband and log their details.
- The only details given to Lincoln City Council of students are the location of where they live so that the council can map locations as they are interested to know where students are living.
- It is important to be careful when information is being shared.

Kids on Kampus

Discussed:

- IJ and JoB reported that Cathy Thomas Head of School of Sport and Exercise Science has expressed an interest in Kids on Kampus project within a Sports Committee meeting. This is due to Mary Stuart Vice Chancellor wanting the residents in the flats by the sports centre to be more involved with the University before the accommodation and buildings are built beside them.
- Engaging with the residents from the flats was brought up in Public Engagement Committee. David Sleight Dean for Public Engagement is looking into the possibility of residents being allowed to use the sports pitches over the summer as they are not used by students.
- One activity has dropped out from helping during the week. It is anticipated that there is 5 sessions over the five days. Football and Rugby clubs are getting money to be involved within the scheme.
- BA and IJ were suggested to talk about activities involved with the scheme outside the meeting.

Agreed:

- BA to contact Cathy Thomas Head of School of Sport and Exercise Science to discuss Kids on Kampus.

BA

Health Care Watch

Noted:

- BA met with Mark from Health Care Watch who would like to encourage more students and young people to attend workshops they hold.
- Whilst GOATING, BA received negative feedback regarding the health centre.

President

The Shed

Noted:

- New furniture for The Shed is being looked at, with more booths being created. There is not a time scale as yet for the new furniture. A quote for approximately £20,000 was received which reportedly is good.
- There was confusion over how much the furniture was worth currently within The Shed as it had been noted in a document during the handover from Green King as being similar money as the quote received. This document was old and the price did not correspond to

the current furniture.

- The number of pool tables is still yet decided.

Library art Competition

Noted:

- Good designs were submitted. Two winners were chosen who both win a Nexus each.

Estates

Noted:

- DS and JB met with Estates to discuss how the maintenance and Health and Safety of The Shed would be managed over the next few months.
- It was agreed that the University would reconcile the costs at the end of the year and split the costs to help the Union get cash flow for security for over the summer when it is quiet.

Elections

Noted:

- Content for 'How to Run a Campaign' has been reviewed. Other workshops including 'how to deliver a speech' are being run separately unlike last year when workshops were done together.
- Kirsty Barnes Course Representative Worker and HC are delivering a workshop on Women in Leadership during elections which University Staff would like to attend.
- Charlotte Greenley College of Social Sciences Rep is talking about Women in Leadership at the next Student Council alongside producing a report on it.

Student and Staff Insight Scheme

Noted:

- Muhammad A U Amar shadow DS during the week and attended meetings, the January Farye, GOATING and Academic board with DS. This was a good day to see what the DS does for Muhammad A U Amar to shadow.

Ian Snowley

Referendum

Noted:

- DS reported Ian Snowley University Librarian wanted the Union to hold a referendum about smoking, there is an issue with students smoking outside the library entrance/exit.

Discussed:

- The university has a policy on smoking area. It is legal requirement for smokers to stand 20 feet away from a building.
- It was reported that there is a border for each building which crosses over.
- University apparently are not interested in the smoking issue.

International focus Group

Noted:

- Brilliant feedback was received from the focus groups which included issues with international fees and accommodation guarantors.

Discussed:

- A qualitative survey to gather what students perception is due to be produced for students so that feedback can be gathered from a number rating system.
- Each of the Executive have an input with internationalisation; international reps, integration and accessibility to activities and volunteering.

Agreed:

- DS to write a report of the feedback gathered and circulate it to the Executive Committee.

GOATING

Noted:

- Not all of the executive went to GOAT for 'Be the Voice'.
- The Executive need to put more effort into GOATING, the target set is 10 hours per week for each Executive. To achieve the target may mean GOATING is done after 5pm.

5.

Sabbatical Officer- time analysis chart

Noted:

- IA and JoB did not update their charts for last week. JoB worked one day last week.
- There was a discrepancy on DS calendar.
- BA acknowledge that the time analysis charts were his responsibility and noted that they had not been presented at Executive Committee in previous weeks.

Discussed:

- It was agreed that 40 hours of GOATING during term time each week would be achieved.
- It was questioned whether it is beneficial to GOAT when there is not many people around campus.
- The sabbatical officer could spend more time with the individual if less students are on campus.
- The quality of the interaction with students is important rather than quantity.
- First month was the only time 40hrs of GOATING was reached.
- There is no point changing the target for GOATING through the year.
- Sabbatical Officers work extra hours daily but still do not achieve the target for GOATING which means more hours are required which could impact on their wellbeing.
- The definition of GOATING needs to be established. There was confusion whether travel is counted as GOATING.
- Voluntary officers could accompany Sabbatical Officers GOATING to assure quality. This occurred with Course Rep elections.
- Sabbatical Officers need to be smarter when they GOAT. GOATING could be done when they have a half an hour window between meetings in the Main Admin Building,

DS

	<p>Agreed:</p> <ul style="list-style-type: none"> • Sabbatical Officers time analysis charts to be updated weekly. 	ALL
<p>8.</p>	<p>Byelaws</p> <p>Agreed:</p> <ul style="list-style-type: none"> • The proposed Byelaws were approved 	
<p>7.</p>	<p>Student Led Project Overview</p> <p>Noted:</p> <ul style="list-style-type: none"> • 3 student led projects were approved by Executive Committee. There was concern that there were no policies or procedures in place for the projects on how the Union supports them and within what guidelines. • The document tabled was work in progress which set out templates for guidelines and procedures. • Forms in the Appendices need being produced. <p>Discussed:</p> <ul style="list-style-type: none"> • Proposals should be scrutinised before they go to the Executive. • Reviews of the project could be done with the proposer. • The support and funding of each project needs to be agreed. • The budget currently is £750 for 5 projects, up to £150 each. • The Executive could scrutinise finance requests. All requests should have relevant reasons to apply for money. • There was concern that projects could apply for more money if it did not state that it was up to £150 per project. • A project could need £150 per year to sustain it or for an event. The project may not receive the money if the budget allocated is not for each year. The project may cease to run without the money. • Projects should be continuously run year on year and become imbedded within the Union. • Projects could apply for start-up financial help then apply for additional funding. • Projects will be encouraged to seek external funding. • The budget could be extended to meet how many projects there are for sustainability. • Projects could have access to be bid for further funding after 12 months once it is an established project. • Activities can apply for extra money from the development fund which could be transferred for Student Led projects. • It was questioned if budget would be taken from elsewhere in the Union for the projects. • Projects could be budgeted for if they are known to be running. • An approval letter is to be sent to community partners to know that the project has been authorised by the Union. • Either VP Activities or VP Welfare and Community could sign the approval as the context of the letter covers both of their remits. 	

- It was suggested that the President being the chair of the Unions governing body should sign the approval letter.
- VP Activities would be more involved within the projects as they would attend the monthly review meetings.
- One trail of communication is important to not confuse students.
- VP Activities would confirm that all checks have been completed if they were to sign the partnership agreement.
- VP Activities is not involved with the checks.
- Sponsorship agreements are signed by staff and a Sabbatical Officer as it protects both parties.
- IJ believed the insurance for the projects was suitable.
- The documents were well received by the Executive.
- Additional training may need to be undertaken by projects including Health and Safety and Finance. Activities training may be adapted.
- LincTV proposal was thought to be fine.
- Adopt a Ward is a very complex project with the principle of it being approved by the Executive. It was questioned how the Union were to support the Nurses and do they have the require skill for the project.
- The idea for Help the Homeless was noted as being great but the proposal is too vague as it does not identify what the service provision and funding required would be.

Agreed:

- Student Led Project proposals to be sent to and scrutinised through reviews with the proposer by JK.
- Finance requests and project proposals to be approved at Executive Committee.
- Funding to stipulate that projects can get up to £150 to cover start up costs then can apply for additional funding. Projects must actively seek external funding.
- DBS and, safeguarding and references will be done in conjunction with external organisations with support from JK.
- Project Leaders to have supervision sessions monthly referencing back to the proposal form with VP Activities and JK.
- VP Activities and JK to sign the approval letter and partnership agreement.
- JK to review Adopt a Ward proposal and JoB to provide an update when received at Executive Committee.
- JK to review Help the Homeless proposal and JoB to bring the proposal to the Executive to be reapproved.

JoB/JK

JoB/JK

11.

Support of Candidates for NUS national elections

Noted:

- BA has been asked to support potential candidates by sending a letter on Union headed paper to show BA's endorsement.

Discussed:

- The headed paper confirms the individual is a member of the

organisation.

- It is important to be careful in agreeing to support candidates as any student could request headed paper for this as they are affiliates. An investigation of a candidate could come to the Union if they were supported by a member of the Union.

Agreed:

- Any of the Executive can support potential candidates for NUS national elections.

10. **Tour Group Leader Positions**

Agreed:

- JoB to send an email about Tour Group Leader positions to the Executive.

JoB

13. **Any Other Business**

Referendum

Noted:

- IA proposed that the Union lobby's the University to increase the availability of health centre appointments through a referendum

Discussed:

- The topic could be campaigned for.
- There was a worry that the answer to the question would be too obvious which Student Council may question.
- It would not be possible for the Union to change anything as the health centre is run by NHS.
- The University allow the NHS to have a clinic on campus.
- BA reported that no staff at the health centre would discuss issues with him. BA should talk to Judith Carey Director of Student Affairs about this.

Finance Clinic

Noted:

- Judith Carey Director of Student Affairs stated that she did not know about the finance drop ins that have been organised at the Union.

Strikes

Noted:

- Strikes are due to commence on 23rd and 28th January when NSS has started which are specifically designed to be more disruptive academically.
- The strikes are due to commence at different times to break up different periods in the year.
- UCU are not accepting 1% pay increase with Unison following them in supporting the strikes.
- A statement needs to be produced by the Executive if they in support or are against the strikes.
- Each year there is one incremental pay in April and one in August for the cost of living. The national body accepted the 1% increase this year but none of the Unions did.

- The 1% pay increase is fixed.
- Negotiations for next year's pay cannot start until this year's pay increase has been finalised.
- The Union needs to think about their members and how the strikes may affect them.
- 80 staff members participated in the first strike last year, 65 staff members participated in the second strike.

Agreed:

- Strikes to be discussed at the next Student Council. JB to provide the context of the strikes when it is discussed at the Student Council.

JB

Exec Template

Noted:

- Each Executive to use the template as a guideline for their verbal updates during the committee.
- Sabbatical Catch Up on Mondays goes through the week ahead.

Agreed:

- Maximum of 5 key points per Executive detailed on the template.
- Exec Templates to be used by the Executive and submitted to HC by 1pm the day before the Executive Committee each week.

ALL
ALL

Community Cohesion

Noted:

- JB met the new Shadow Minister where other community partners were in attendance. Problems with Students was not mentioned during the meet.
- Students could provide their neighbours with their mobile number so that neighbours can text the students when being too loud. This could minimise the confrontational aspect of asking students to be quiet.

Date of next meeting: Thursday 23rd January 2014.

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(Chair)

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Date