



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

Minutes of the meeting of the Executive Committee  
Held on Friday 6<sup>th</sup> December 2013 at 3.00 pm  
Students' Union Board Room

### **Present:**

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

### Also in attendance

James Brooks, Chef Executive (JB)  
Ian Johnston, Membership Services Manager/Deputy CEO (IJ) (Joined part way through)  
Jack Maddock, Student Trustee (JM) (in attendance for Agenda items 1-4 inclusive)  
Hannah Coleman, Administrative Support Worker (HC)

		Action
1.1	<b>Apologies for Absence</b> <ul style="list-style-type: none"><li>Apologies were received from Aidan Mersh (Amer) and Amanda Marshall (AM).</li></ul>	
1.2	<b>Declarations of Interest</b> <ul style="list-style-type: none"><li>No declarations of interest were received.</li></ul>	
2.	<b>Minutes of the previous meeting</b> <ul style="list-style-type: none"><li>The minutes of the previous meeting were agreed as an accurate record.</li></ul>	
3.	<b>Matters Arising</b> <b>Noted:</b> <ul style="list-style-type: none"><li>IJ was not in attendance to discuss Hodsons Coaches Exclusivity Agreement or Swansea Student Union's eligibility criteria.</li><li>The Executive Committee did not understand what IA's action was.</li><li>JB met with Helen Evans Sports Facilities Manager. Helen was slightly aware of the complaints and will address them formally with her staff.</li><li>The next Student Experience Committee is on 12<sup>th</sup> December.</li><li>Head of Journalism School Deborah Wilson has arranged a meeting with Tom Larkin (Editor of the Linc). JoB felt that it would not be appropriate to attend this meeting as he had not been invited. JoB reported that it was not looking good.</li><li>Daniel Orford Architecture School Rep has not heard anything regarding indicative marks for College of Arts.</li></ul>	

- BA discussed with the Comm's department and AMer if the criteria could be judged by a survey and coincide it with Rent Happy. Many students may have gone home when it would occur. Other options could be to GOAT and have a suggestion box in reception. It would not be appropriate to feature this in Rate your Union.

**Agreed:**

- HC to find out and clarify what IA's action was to do.
- IA to contact Derek Cottrell Head of School of Architecture about 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.
- BA, JoB and IJ to discuss Helping the Homeless in Lincoln. Amy Noble Volunteer Support Worker to be invited to this meeting. (Reoccurring action).

HC  
IA

BA

BA/JoB  
/IJ

**4. KPI Confirmation: VP Activities KPI.**

**Discussion:**

- JoB proposed to have a societies KPI; to increase participation in societies by 10%.
- JM did not agree with the proposed societies KPI and wanted the KPI to be more specific to measure JoB's performance and suggested that societies could increase their own participation without JoB.
- JoB challenged the suggestion that he did nothing to increase participation in societies.
- A certain percentage of societies feel that they have been supported by the Union was proposed as a KPI.
- VP Activities could have a similar KPI as VP Academic Affairs has to measure the effectiveness of training. JM was unsure of what the percentage would be that would be measured.
- The impact of the KPI would be the satisfaction but it was unknown what the output would be and how satisfaction would be measured.
- A similar KPI is used for VP Academic Affairs, the impact would be the effectiveness of Course Rep training and the output as a result would be 'Do you know your Course Rep'.
- There was concern that if only committee members were asked if they felt supported and not general members then the issue may be to do with service and not JoB's performance.
- Sports and Societies Councils provide an opportunity for activities to feedback.
- Training was believed to be an easier KPI to measure than societies.
- It is important that the KPI is fair and equitable.
- VP Activities does not have a specific KPI for societies.
- The role of VP Activities was felt to be one that adds value and is supportive.
- JoB could ascertain at Sports and Societies Councils any issues that

have arose and the KPI could be to action at least 75% of them.

- The question 'did your committee training add value to your sports or society?' could measure training. It was felt this was too vague.
- It is important that training is of a high standard and a clear committee handover is given. Activities training is being reviewed and reorganised so that committee members are trained prior to the summer leave so that they remain engaged and active.
- It would not be possible for JoB to measure the effectiveness of the training of new committee members as he may not rerun.
- It may not be the right time to add a KPI relating to the effectiveness of training similar to VP Academic Affairs KPI. The perception of its effectiveness would be measured and not performance.
- The dates for the new committee training are yet to be confirmed, it is likely that it will be around March time.
- It would be beneficial to have a KPI to measure training for VP Activities in the future.

**Agreed:**

- JoB and JM to finalise the wording for the new KPI for VP Activities outside the meeting. The new KPI to be brought to the next Executive Committee.

JoB

**5. Sabbatical Officer Verbal updates**

**VP Academic Affairs**

**Elections**

**Noted:**

- Nominations for Course Rep elections will start 1 week after the main elections on 7<sup>th</sup> March for two weeks. The issues that occurred last year have been highlighted and mitigated.

**Discussion:**

- It is yet to be confirmed the date of sports and societies committee elections. The deadline for the committee elections is being planned for after the main elections so if candidates were not successfully elected then they could run for a committee position.
- Last year there was a timing issue as committee elections were before the main elections.
- It was proposed that Course Rep and sports and societies committee elections occur at the same time.
- The elections for sports and societies committees will be done electronically unless there is a valid reason why this cannot be done.
- Members will only see the elections they are eligible to vote in.
- Students may lose interest and only vote in a few of the elections if they are eligible to vote in many.
- It was suggested that candidate campaigning should minimise students losing interest.
- Sports and societies committee elections could boost Course Reps elections and vice versa.
- Online elections may provide a more open environment than

meetings do.

- The Union would be the first in the country to run both elections simultaneously.

**Agreed:**

- JoB and IJ to finalise dates for sports and societies committee elections.
- IA to speak to Aidan to discuss the impact of running both elections simultaneously.

JoB/IJ

IA

**Business School**

**Noted:**

- Heather Hughes Head of Division of School of Business reported that the feedback charter for the school includes internationalisation and creating an international hub.

**Rep Forum**

**Discussed:**

- The agenda has been finalised for the forum taking place next week.
- The forum may not be the appropriate place for JoB to speak to Reps about working closely with Academic societies which is an objective in JoB's operational plan.

**Agreed:**

- IA to send DS the agenda for the Rep Forum.
- 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.

IA

IA/JoB

**Student Engagement Champions Workshop for Social Science.**

**Noted:**

- It was highlighted that the University internal comm's was poor as academics did not know what was happening with Reps.
- School Rep for Business held an event to gather student feedback. No report has been written yet so no feedback was available.

**DART**

**Noted:**

- It has become apparent that not all University staff are DART friendly which causes the different learning needs of students not to be provided for.
- It was unsure whether students are accessing DART for consultations.
- It was suggested that BA look into this further.

**Officer for Students**

**Noted:**

- Imogen Napper Officer for Students now has been given a portfolio to focus on postgraduate provision from the University and the Union.
- JoB declared a conflict of interest as he knew the Officer.
- The Officer would report in to IA and potentially at exec.
- JoB noted that the Officer wished to continue working on environmental issues as well which would be linked to the BA's remit.

**Agreed:**

- BA to speak to the Officer for Students and contact Dan Clayton

BA

Environment Sustainability Manager and Cara Tabaku Carbon Reduction Manager regarding work on environmental issues.

#### **Rep Charter**

##### **Noted:**

- The charter will be tabled at the next Student Experience committee.
- The charter will be sent to Amer to look over it for drafting issues.

##### **Agreed:**

- IA to email the Rep Charter to DS.

#### **VP Activities**

##### **Noted:**

- JoB attended American Football and Film making.
- Two fundraising events are being planned with Young Potential.

#### **Cultural Trips**

##### **Noted:**

- Three cultural trips have been confirmed going to York with no agenda, Leicester Space Centre and to The Deep in Hull which is the first trip. Hodson Coaches are arranging the setup of the trips.

##### **Discussed:**

- A random spot check was carried out by JoB to check transport prices, a different coach company quoting a lot cheaper than Hodsons Coaches.
- There is no written contract with Hodsons Coaches and the Union, a verbal contract was made.
- It was not known why the quotes were being priced higher.
- It appears to be a sense of the Union 'helping Hodsons Coaches out' rather than of cost benefit to activities.
- Speak to Dean Howard Finance Controller when quotes are more expensive from Hodsons Coaches.

#### **Academic Offence Committee**

##### **Noted:**

- JoB was the first student to be on the committee where a MA student was suspected of plagiarism.
- JoB and BA sit on Academic Offence Committees while DS and IA represent the student.

#### **Tour**

##### **Discussed:**

- The deadline for tour was 6.12.13.
- American Football reported that they were not aware of the tour.
- Code of conducts are being sent out to students and risk assessment has been done by ILoveTour where students sign directly up to them.
- 56 students have signed up. Students are attending tours elsewhere.

##### **Agreed:**

- JoB to chase up what the percentage of profit the Union will make and to chase what the ratio of staff to student will be.

#### **Sports Strategy**

##### **Discussed:**

IA

JoB

- Mike Neary Dean of Teaching and Learning made few minor amendments to the wording.
- There is marketing strategy and branding within it which is important that all staff concerned are aware of.
- It may be beneficial for Dave Prichard Staff and Student Communications Manager to be made aware of the strategy as it could potentially impact on him.
- The Football club would like to form a working sub group of Sports Council to look at the Sports Strategy.

**Agreed:**

- JoB to check that Helen Evans Sports Facilities Manager and Catherine Thomas Head of School of Sport and Exercise Science are happy with the amendments.
- JoB to speak to Dave Prichard Staff and Student Communications Manager about the concept of the Sports Strategy.

JoB

JoB

**VP Welfare and Community**

**Noted:**

- The Terrence Higgins Trust was met to maintain contact and to discuss dates and venues for chlamydia screenings. Other accommodation blocks were suggested to be visited.
- DS commended BA on standing on the picket line talking to lecturers during the recent National Strike. DS emphasised the importance of the Union's presence amongst academics.
- At the West End Working group, improving cohesion and practical steps of partners were discussed.
- PCSO Pete Davies to go with BA to visit students houses following on from receiving a letter concerning anti-social behaviour.
- David Miller from Just Lincolnshire who was giving a talk to LGBT about equality is keen to support the Mental Health Campaign.
- Activities/ events during Go Green Week have started to be planned during the working group where Amy Noble Volunteer Support Worker was in attendance.
- Draft standing orders for Community Reps have been started and Liberation groups have been finished. Group members are reportedly happy with them.
- JB noted Byelaws and Standing Orders should be completed soon and will be going to the solicitors and student council for approval.

**Housing Horrors Campaign**

**Noted:**

- The housing horrors campaign will be done incrementally in stages over the year. An action plan has been produced for this.
- There will be a full week of Campaigning on Housing Horrors the first week back after the Christmas break.

**Agreed:**

- BA to circulate the housing horrors action plan to the Executive.
- The proposed earlier Student Council on Friday 17<sup>th</sup> January 2014 which was suggested at council was agreed.

BA

**President**

**Noted:**

- Engine shed is still being reviewed.
- Sabbatical Officers are facilitating International Focus Groups next week. These are important for gathering feedback. There is a lack of first years attending within the 60 students expected.
- UD Zone Conference was reported to be really good.
- Another Be the Voice training session is scheduled for 13<sup>th</sup> December. DS felt he talked too much in the previous sessions and there was confusion over the second session's venue.

**Agreed:**

- DS to arrange a meeting with the Executive to discuss facilitating the International Focus Groups.

DS

**Internalisation**

**Noted:**

- A new International Director has been appointed.
- The University need to get 600 more students to reach target. The International Students Barometer which is similar to NSS was completed by 177 non EU students. The Union will be working with the English Language Centre and Student Services to increase the participation of this. £2000 funding was given to Heather Hughes for this.

**Meeting with Professor Mary Stuart Vice Chancellor.**

**Noted:**

- Professor Mary Stuart approves of the immigration letter which is yet to be sent to MP Carl McCartney.
- Accommodation and Student Experience Committees will now feed back to Executive Board.
- 800 thousand pounds is being given for access. This cannot be promoted yet as it is still unclear how to maximise it.

**Agreed:**

- DS to circulate the immigration letter to the Executive.

DS

5. **Chief Executive Verbal update**

**The Shed**

**Noted:**

- Payroll is being consulted as Staff currently get paid weekly. The landlord has appeared within the TUPE but was not on the original document.
- Amanda Tait HR Manager will be at the next Board to discuss TUPE.
- Wilkin Chapman is acting on the Union's behalf.
- Exchange of contract and completion is dated for 20<sup>th</sup> December. It is not sure what Greene King Ltd will be leaving behind in The Shed. Heineken as a brewer is being set up.

**The meeting had to be adjourned due to a power cut. No further items were discussed.**



**Date of next meeting**

**Noted:**

- The next meeting will take place on Thursday 19<sup>th</sup> December 2013, at 2.00 pm.

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Chair

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Date

Confirmed