



UNIVERSITY OF LINCOLN STUDENTS' UNION
EXECUTIVE COMMITTEE

Minutes of the meeting of the Executive Committee
Held on Friday 12 July 2013 at 2.00 pm
In the Students' Union Board Room

Present:

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

Also in attendance

James Brooks, Chief Executive
Amanda Marshall, Executive Assistant
Aidan Mersh, Representation & Student Voice Manager (for part of meeting only)

		Action
1.	Welcome and Introductions President Dan Sam welcomed everyone to the first meeting of the Executive Committee in this format.	
2.1	Apologies for Absence Apologies for absence were received from Membership Services Manager Ian Johnston and Vice President Activities Joseph Burt	
2.2	Declarations of Interest Noted: <ul style="list-style-type: none">• There were no declarations of interest to receive	
3.	Minutes of the previous meeting Noted: <ul style="list-style-type: none">• Due to there being no previous minutes, there were no matters arising.	
4.	Matters Arising Noted: <ul style="list-style-type: none">• There were no matters arising	
5.	Sabbatical Officer verbal updates President Noted: <ul style="list-style-type: none">• President Dan Sam had spent the last week in the Union, and the week prior to that had attended the NUS 2013 Conference in Manchester and the University's Board of Governors' Meeting and Away Day at the end of the week. The Vice Chancellor wishes	

Governors to take more of an active role in what the Union does.

- Should any emails be received about Governors' involvement, they should be brought to the Executive Committee meetings for discussion. This represents a positive move forward and a meeting is due to take place soon with one of the Governors, SU Chief Executive James Brooks, President Dan Sam and Deputy Vice Chancellor Scott Davidson.
- President Dan Sam has this week been helping the other sabbatical officers to settle in.
- President Dan Sam met with the HE Shadow Minister of Australia with colleagues in the Vice Chancellor's office who took great interest in how Unions operate in the UK and the President will be keeping in contact with him.
- The President felt that the upcoming visit to Hull and Huddersfield Unions would be a good opportunity for the team, as would the upcoming residential with the leadership team at Masham in North Yorkshire.

ALL

Vice President Welfare & Community

Training

Noted:

- Vice President Brian Alcorn attended the NUS 2013 Conference in Manchester last week, and spent the first day back in the office getting to grips with Microsoft Outlook.
- Vice President Brian Alcorn also attended a residential training session on Welfare at Yarnfield in Staffordshire, which he found to be very helpful. 60 people attended and were split into various tutor groups.

Student complaint

Noted:

- Vice President Brian Alcorn met with a student recently who wished to lodge a complaint of sexual harassment against a member of University staff, and was concerned that there did not appear to be an appropriate and obvious procedure in place.

AM

Agreed:

- An urgent meeting to be arranged with Brian Alcorn, Director of Student Affairs Judith Carey and Chief Executive James Brooks
- A second meeting to be arranged with Brian Alcorn, Director of Human Resources Jayne Billam and Chief Executive James Brooks

AM

Noted:

- Brian Alcorn is due to attend the leadership training event at Masham in North Yorkshire next week.

Student Buddy Scheme

Noted:

- Brian Alcorn has met with relevant University staff and dates have now been set. Lunch may be provided, subject to available funding.
- Four expressions of interest have been received so far, in the first five days.

Agreed:

- All Exec' are to share the student buddy scheme link. Brian to circulate via email.

BA

**Vice President Academic Affairs
Training & Introductory Meetings**

Noted:

- Vice President Ian Antwi attended the NUS 2013 Conference in Manchester last week, preceded by numerous introductory meetings with University staff last week. Ian Antwi already has started to build a number of relationships.

Reps

Noted:

- Ian Antwi has commenced working with the Union's Course Rep' Worker Kirsty Barnes on course reps, and the placing of reps on committees. Back-up plans are being put into place if reps are unable to attend meetings.
- There is a lot of development taking place in terms of college identities – and events may take place.
- Head of the College of Science Andrew Hunter is willing to put some sponsorship behind such possible events.

Blog Posts

Noted:

- The Union's Communications Worker Scott McGinn will assist with writing blog posts.

6. **Chief Executive's verbal update**

Audit

Noted:

- The audit process has commenced for next year, and James Brooks may wish to speak to Sabb's about this soon.

Finance

Noted:

- Year end work has now been completed and the Union's Finances have now been brought 'in house'.

Staff Progress Reviews

Noted:

- Staff Progress Reviews are ongoing, for SMT and staff.

Alumni Volunteering

Noted:

- The University would like Alumni to volunteer in addition to Student Ambassadors. Volunteer Co-ordinator Jane Kilby is currently drawing up a Service Level Agreement to facilitate this.

Air Conditioning

Noted:

- Work on the installation of air-conditioning for the upstairs Union

offices is due to commence at the beginning of August 2013. This will require the roof to be removed and a suspended ceiling and lighting to be installed. James Brooks is currently exploring the potential of temporarily relocating upstairs team members to the downstairs office, with hot desking being put into place.

Lincoln Business Improvement Group (BIG)

Noted:

- James Brooks recently met with Matt Corrigan, Chief Executive of Lincoln BIG and Elly Sample, Director of Marketing & Communications & Development (at the University) as they want help from local residents/businesses/councillors to see the PCC (Police Commission) about deploying police officers to move on the growing number of street drinkers in Lincoln

Annual Conversation

Noted:

- Preparation for the annual conversation has taken place, and a will continue after the Masham trip in terms of specific projects etc.

Service Level Agreements

Noted:

- Preparation work has commenced on Service Level Agreements, with AM pulling information together in readiness.

7.

Varsity

Noted:

- A decision is to be made on Varsity, ie to hold it with either Hull and Derby, or Hull or Derby.

Agreed:

- Decision to be made at Masham

ALL
EXEC'

8.

Student Submission to PAR's

Noted:

- The Union has been asked to comment on a paper prepared by the University's Student Engagement Officer.
- Comments made in response to the paper are that the current timescales are too long (5-6 years) for students to see an effect. A suggestion will be made to reduce this time to 2-3 years.
- Comments will also be fed back on the apparent non student friendly terminology that has been used.

Agreed:

- Ian Antwi to update Exec' at next meeting on 19 July 2013

IA

9.

Sabbatical Officers' Holidays

Agreed:

- All holiday requests are to be brought to Executive Committee meetings for approval by the Executive
- Amanda will file the holiday forms

- Noted:**
- It is a legal requirement that the Union ensures that all sabbaticals take a minimum of 15 holidays per year.
10. **Residential Training Event – Masham (15 – 16 July 2013)**
Noted:
- All are happy with the plans for the residential, and are asked to consider the agenda and prepare for the StrengthsFinder section.
11. **International Students’ Trip – Alton Towers**
Agreed:
- The Executive agreed the concept of an Alton Towers trip being laid on for international students, at a date at the beginning of August 2013.
 - Costs for all future Alton Towers trip will be set at £30.
12. **Link TV (student led project)**
Agreed:
- Due to time constraints, this agenda item will be carried forward to next week’s Executive Committee meeting.
13. **Governance of Union Councils**
Agreed:
- Due to time constraints, this agenda item will be carried forward to next week’s Executive Committee meeting.
14. **Any Other Business**
Tour
Agreed:
- The Executive is happy with the concept of the Union doing this.
13. **Date of next meeting**
Noted:
- The next meeting of the Executive Committee is due to take place on Friday 19 July 2013 at 2.00 pm in the SU Board Room

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(Chair)

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Date