



## UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee, Friday 28<sup>th</sup>  
November 2014 at 2pm in the Upstairs Meeting Room.

### **Present:**

Brian Alcorn (BA), Chair – President  
Olivia Hill (OH) – VP Welfare and Community  
Hayley Jayne Wilkinson (HJW) – VP Activities  
Nyasha Takawira (NT) – VP Academic Affairs  
James Brooks (JB) – Chief Executive

### **Also in attendance:**

Aidan Mersh (AM) – Head of Membership Services and Marketing  
Hannah Coleman (HC) – HR and Office Manager  
Megan Graham (MG) – Administrative Support Worker

### **1.1 Apologies for Absence**

- No apologies for absence were received.

### **1.2 Declarations of Interest**

- No declarations of interest were received.

### **2. Minutes of the previous meeting**

- The minutes of the meeting on 19<sup>th</sup> November 2014 were approved subject to amendments.

### **3. Matters arising**

#### **Noted:**

- NT met with Vice Chancellor Mary Stuart to discuss printing costs.
- Governance Manager Lisa Baker (LB) said the AQR would not be an agenda item.
- LB recommended NT speak to Deputy Vice Chancellor Scott Davidson.
- Volunteer Co-ordinator Jane Kilby was spoken to regarding the alteration to the Student Led Project.
- The Minutes of the Student Experience Committee were checked.
- The transfer of knowledge took place with AM regarding the AQR.
- Gender neutral toilets do not need to be reviewing regarding fire risk.
- Design for new signage was requested.
- The discussion with Director of Estates John Plumridge regarding gender neutral toilets will be postponed.

#### **Agreed:**

- BA to contact Lisa Baker regarding the AQR as an agenda item on Academic Board.
- NT to discuss AQR as an agenda item on Academic Board with Scott Davidson.
- OH to contact Director of Student Affairs Judith Carey to enquire as to whether Well Being has a possible budget for personal attack alarms.
- OH to send JB a copy of the Word document of The Standing Order 2007.
- Time analysis monthly pie charts to be distributed to Student Council.
- SU Actions to be circulated from the Student Council.

#### **4. Employee of the Month**

##### **Noted:**

The following staff members were nominated for Employee of the Month:

- Mary Padden – Administrative Support Worker
- Kelly Sheanon – Design Intern
- Josh Pearson – Operational Support Staff
- Tracey Revill – Activities Co-ordinator
- Laura Hale – Operational Support Staff
- Jack Johnson – Operational Support Staff
- Scott McGinn – Communication Co-ordinator
- Amy Routledge – Operational Support Staff
- Danielle Marsden x 2 – Duty Manager
- Jane Kilby x 2 – Volunteer Co-ordinator
- Laura Crouch x 2 – Communications Worker

##### **Agreed:**

- Danielle Marsden to win Employee of the Month for November
- Investigate new ways to communicate the employee of the month to all staff.

#### **5. Staff suggestion**

##### **Noted:**

The following staff suggestions were received:

- Tea and coffee facilities to be provided downstairs.
- Email turn around policy for student facing departments which is 48-72 hours.
- Feedback for staff suggestion schemes.

##### **Agreed:**

- Lindsay Westgarth won the Staff Suggestion.
- The staff suggestion is to be investigated outside of the meeting.
- Staff suggestion will now be monthly.

#### **6. School of the month**

##### **Noted:**

The following schools were nominated for School of the Month:

- School of Engineering
- School of English and Journalism
- School of Health and Social Care (Nursing)

##### **Agreed:**

- Engineering won the School of the Month

#### **7. Staff on Tour Trips**

##### **Noted/Discussed:**

- HJW will be attending both Tour trips with Sports Officer Sammi Storey on the Salou trip and Society Officer Sophia Bishell on the Amsterdam trip.
- OH has volunteered to accompany HJW on the trip to Salou.
- A duty of care to the students requires risk assessments to be carried out and briefing sessions to be delivered as over 200 students are booked onto the trip.
- A responsible person needs to be on the coach and trip at all times.
- 10 free places may be made available if enough students attend the trip. These places can be offered to students volunteering as Stewards to help HJW.

- Best practice should be taken from other Unions system for trips such as Hull Union.

**Agreed:**

- The trips will not be taken as annual leave as the staff members are working.

## **8. Lighthouse Improvement Tracking**

**Noted/Discussed:**

- The first meeting with Lighthouse discussed the housing survey and their previous results, 45% of respondents had an unresolved complaint.
- Lighthouse currently only have one open complaint on their system.
- There is to be a definition of an unresolved complaint with a text box to give students the opportunity to expand on the complaint.
- The reasonable target for Lighthouse to achieve in the housing survey was 3/5 or above in specific areas and as an average.
- This would still be below the mean score.
- A score of 3 is deemed as average and acceptable, which should be the minimum.
- Lighthouse are happy to accept statistics with over 120 respondents.
- Lighthouse are moving properties to Virgin Media which may reflect in the results, the owners of Brayford Courts need to approve Virgin Media in their properties.
- If good results are received for Lighthouse Student Council will be approached to agree the terms of the boycott being removed.
- Bishop Grosseteste Union now have a blacklist against Lighthouse.
- Chris Robertson may contact with OH to collaborate a meeting with Lighthouse.
- A focus group may be created to investigate expectations of landlords.

**Agreed:**

- 3/5 would be an acceptable score for Lighthouse.
- OH to propose to Student Council that the Lighthouse boycott be removed as long as the score is 3 or above in certain areas.

## **9. Co-opting Gender and Sexuality Officer Discussion**

**Discussed:**

- The BME officer was also agreed on the same date but will not be co-opted in.
- The Community Reps were co-opted in because of the community issues currently arising.
- The gender neutral society will not be disbanded until the end of the year.
- At society it may have been presumed the society will now change to a liberation group.

**Agreed:**

- OH to investigate the discussion further.

## **10. Sabbatical Officer Verbal Update**

### **10.1 VP Welfare and Community**

**Noted:**

- OH enjoyed the Staff Away Day; Administrative Support Worker Mary Padden was thanked for organising the trip.
- The Housing Campaign is going really well, External Residence Manager Amy Fairweather spoke to OH about her hard work on the campaign.
- The Advice Team received more requests than ever for tenancy contract advice.
- The Housing Survey will investigate if students are aware of their rights as a tenant.

- The meeting with Mental Health Advisor, Christine Fox, about working with the Union went very well.
- At the Landlord's Forum Manager of Residential Services, Ben Ball, spoke highly of the Housing Survey.
- The Housing Fair is on Tuesday 2<sup>nd</sup> December.
- OH will attend the Women in Leadership conference next Friday.

## 10.2 VP Activities

### Noted:

- HJW met with Surridge Sports about potential kit suppliers for Sports and Societies.
- Samples were provided of the kit.

## 10.3 VP Academic Affairs

### Noted:

- NT has co-opted a Post Graduate Rep for Pharmacy.
- NT has spoken to Connor Muir, College of Science Rep, regarding learning spaces.
- NT will be attending the Black Student's Winter Conference.
- Meetings with Director of Operations, Mark Page, have been arranged.
- Meetings with students regarding academic support are becoming more frequent.
- Lindsay will be overseeing the case work issues are correctly recorded.

## 10.4 President

### Noted/Discussed:

- BA attended an employability meeting with Mark Stow.
- BA attended a catch up with Vice Chancellor, Mary Stuart, which was positive and allowed an update on the Union and Sabbatical Officers campaigns.
- £ in Pocket campaign has had 1260 respondents so far, last year only received 13 more respondents than that.
- BA is to have the report for £ in Pocket and Democracy review drafted.
- BA attended a catch up with Bishop Grosseteste Union about the General Election, looking into a candidate question time.
- There was disappointed that not many Student Council Members attended the meet and greet after Board of Trustees.

### Agreed:

- Am to look at the possible deadlines for reports to be given in.
- BA to speak to candidates for the gen elections next week.

## 11. Chief Executive

### Noted:

- The Union agreed to become the lead campaigner on the General Election after a meeting with Bishop Grosseteste Union. This involves recording all campaign hours from both Unions.
- The drop in areas downstairs need to be kept clear, the back of the Tech area can be used for storage if needed.

## 12. Health and Safety Update

### Noted:

- There were no incidences to report.
- The fire panel is still not fit for purpose.

### 13. Any Other Business

#### 13.1 Development Fund Requests

**Noted:**

- Kofutan Karate requested £168 for equipment.
- Art and Design requested £100 for an exhibition.

**Agreed:**

- Both development fund requests were approved.

#### 13.2 RAG style event

**Discussed:**

- Bishop Grosseteste Union have been requesting support from the Union to help raise more money for a charity project, this trip will not be a volunteer opportunity but will provide an experience for people making money for charity.
- The Union can advertise the opportunity but not state they support it.

**Agreed:**

- The Union cannot support the trip but.

#### 13.3 National Students Survey (NSS)

**Discussed:**

- Staff and Students Communications Manager, Dave Prichard, met with BA and NT.
- There will be two main NSS areas, The Minerva Building and the Library.
- Volunteers and Student Helpers could be used to promote the NSS.
- Training and briefing needs to be given to ensure an unbiased approach to the NSS.
- It may be beneficial to have the NSS volunteers trained in the same way as last year, with good advocates of the Union being considered as promoters of NSS.
- Benchmarking will be different this year with different wording to questions in NSS.

**Date of next meeting:** Thursday 4<sup>th</sup> December

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Chair

Date