



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee, Friday 30th
January 2015 at 11am in the Upstairs Meeting Room.

Present:

Chair: Brian Alcorn (BA) – President
Olivia Hill (OH) – Vice President Welfare and Community
Nyasha Takawira (NT) – Vice President 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

- Hayley Jayne Wilkinson (HJW) – Vice President Activities

1.2 Declarations of Interest

- No declarations of interest were received.

2. Minutes of the Previous Meeting

- The minutes from Friday 26th January 2015 were agreed as an accurate record.

3. Matters Arising

- Uni Bulk Buy can be used without affecting the agreement with BAM.
- The VC Partnership Statement will be drafted.
- A working group is investigating where students use their student cards and how a universal student card could incorporate payments.
- The Union have the facilities to be able to implement the universal student card.
- The dates of the legal high campaign may be changed.
- OH to speak to Commercial Services Manager Charlie Garrod to discuss opportunities for the legal high campaign.
- OH to update on progress with the legal high campaign.
- A thank you email was sent to all who attended the Rep Forum.
- The activities window in the Union Reception could be used for housing.
- OH and AM to draft a disclaimer to be put in the housing window.
- The email to be sent to University staff regarding Varsity has been drafted.
- Venue and catering for the lunch for Varsity to be discussed with Charlie Garrod.
- HJW and AM to discuss T-shirts for tour.
- The external speakers policy has been sent to all candidates in the Hustings.
- NT to discuss the general election with course reps at the next Rep forum.
- OH and NT caught up on global week.
- Internationalisation Intern Bradley Smith has been contacted regarding Global Week.
- The refreshers fayre meeting has been rescheduled.
- HJW to speak to S&S at the Sports and Societies Committees.

- A meeting has been arranged between OH and NT regarding the presentation for the Equality and Diversity Committee.
- Secretariat Officer Jocelyn Acquaye was informed of the presentation at the Equality and Diversity Committee.
- A pool tournament to be organised against University Staff.
- All applicant day dates were populated in Sabbatical Officers diaries.

4. Community Cohesion Council staff member

Noted/Discussed:

- JB met with Assistant Director of Corporate Review and Development at City of Lincoln Council Simon Walters, Principle Policy Officer at City of Lincoln Council Heather Grover and Dean for Public Engagement David Sleight.
- The position of Community Cohesion Officer may become available at the Council.
- This new member of staff could work part time at the Union and part time at the Council to support the community aspect of the Welfare and Community Sabbatical Officer and the Community Reps.
- This would involve the Union paying for this member of staff to work at the Union.

Agreed:

- The Executive Committee agreed that the Community Cohesion Council staff member option should be explored.

5. Varsity

5.1 Letter

Agreed:

- The letter should be circulated to the Executive Committee prior to sending.

5.2 List

Noted:

- The Varsity list was updated.

6. Sabbatical Officer verbal update

6.1 Vice President Welfare and Community

Noted:

- The VC rep reception was commended; NT was commended on her speech.
- Community Reps Beth Lunn and Rosa Milan attended the Carlholme Community Forum.
- The Community Reps were commended on their work so far.
- Further work has been done on the lighting exercise at the Refreshers Fayre.
- OH went to London and met MP Stella Creasy as well as External Trustee Vic Langer's campaign team at Save the Children. This provided useful advice on how to lead a campaign.
- Next week is the Finance Sub-Committee, Equality and Diversity Committee and a meeting with David Sleight. OH will aim to meet with Liberation groups to discuss their campaigns to take to the next student council.

Agreed:

- An approved overspend of £1000 for OH for the Community Fun Day.

6.2 Vice President Academic Affairs

Noted:

- It was suggested hold the VC Rep Reception in a different area, for example the Minerva Building Atrium.
- The universal student card was discussed at the Education and Student Life Committee, NT is to look at what different systems Universities have in place and discuss this at the next standing group on February.
- Meetings will be held with The University Librarian Ian Snowley and Head of Strategy & Communications Sam Williams about the learning spaces survey.
- The Journalism and PR forum is next week.

Agreed:

- NT to send a thank you email to VC Mary Stuart; AM to be CC'd in.
- BA to speak to Director of International Affairs Jan Fitzsimmons and Bradley Smith about the Carnival in Global week.
- NT to speak to Director of ICT Drew Cook about the learning spaces report.

6.3 Vice President Activities

Noted:

- All tickets have been sold for the Liverpool trip on the 31st January 2015.
- There have been issues between Archery and the Sports Centre.
- There are still people to pay for Tour.
- There was an accident on a Snow Sports trip; an incident form has been completed.
- The contract between Double Tree Hilton and Pharmacy Society has been cancelled with no charge.
- The kit suppliers will be attending the next Sport and Society Committees to give presentations on their company for the committees to decide on.
- The QUACK Awards team of the week went to Men's Rugby and Society of the Week went to Art and Design Society.

6.4 President

Noted:

- The Always Skint report is progressing; Student Voice Administrator Lindsay Westgarth is assisting with data analysis.
- Progress was made on the general election plans at the Away Day.
- Principal Democratic Officer Steve Swain was met to clarify registering to vote using paper forms Lincoln.
- The Board of Governors and Bishop Grosseteste Union met and discussed student issues within the city, including housing and the complementarianism of both institutions.
- Governor Dianna Galasby has a keen interest in the Union.
- Communications Co-ordinator Scott McGinn was commended on the house warming campaign workshop.

7. Chief Executive verbal update

Noted:

- Further details of the Hustings event are being finalised.
- Radio Humberside, Lincolnshire Echo and Brayford Radio coming together to make a Hustings event live on the air.
- A plan for the general election with oversight from the Trustees is to be put in place.
- It was suggested a general election time line should be created.

- Health and safety in the Engine Shed was discussed in a meeting with Director of Estates and Commercial Facilities John Plumridge.
- The previous audit highlighted a lack of payroll informational received by the Union from the University; an automated system will be in place soon.
- Hull University Union has paid some overdue invoices for SUMS.
- Manchester and Liverpool Unions are eager to use the SUMS system.

8. Health and Safety

Noted:

- The fire alarm is still not fit for purpose; progress has been made on the system.

9. AOB

9.1 Time Analysis

Noted:

- Time analysis to be put in the agenda at the start of every month.
- Exec to ensure the time analysis charts are up to date for student council.

9.2 University Committees

Noted/Discussed:

- Papers from University committees should be brought to the Executive committee, this will allow discussion on the stance of the Union on the agenda items to be discussed and approved and any issues needing to be raised in the university committee to be agreed.

Agreed:

- Once papers for the following meetings are given the key items on the agenda are to be added to the Executive Committee agenda: Exec Board, Academic Board, Academic Affairs, Education and Student Life and all College Boards.

9.3 Council papers and democracy report

Noted:

- To be approved at the Executive Committee next week.

10. Date of next meeting Friday 6th February 2015

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Chair

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Date