



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

Minutes of the meeting of the Executive Committee
Held on 23rd January 2014 at 4pm in Students' Union 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)
Ian Johnston, Membership Services Manager/Deputy CEO (IJ)
Aidan Mersh, Representation & Student Voice Manager (AMer)
Hannah Coleman, Administrative Support Worker (HC)

		Action
1.1	Apologies for Absence No apologies for absence were received.	
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 held on 16th January 2014 were agreed as an accurate record.	
3.	Matters Arising <ul style="list-style-type: none">IA spoke to JB regarding the student case. The information is not needed now for the proposal. Landlord of the Year award: Discussed: <ul style="list-style-type: none">BA removed the survey from the 'Landlord of the Year' award criteria. Landlords will be nominated.It was questioned if the award should be open to all landlords and not restricted to those part of the housing accreditation scheme as it may encourage the scheme to be reviewed.It was suggested that only landlord's part of the housing accreditation scheme should be eligible as the scheme may change in the future and so the award criteria would have to change.It may raise the standard of the housing accreditation scheme if landlords in it were only eligible for the award.The criteria to stipulate that nominees must be current tenants of	

the landlord to be able to nominate them.

- It would be difficult to police the stipulation of nominees being current tenants as the Union would not be able to find this information out.
- Other awards do not have the same stipulations. The teaching award does not stipulate students have to be taught by their nominated teacher.
- The Union would have to be honest if they were to be challenged about the criteria of the award.
- There were issues raised with Social media during the last referendum held.

Agreed:

- No survey to be used in the Landlord of the Year award criteria.
- Landlords eligible for the award must be part of the Housing Accreditation Scheme.
- Criteria to not stipulate that nominees have to be current tenants of their nominated landlord.

Academic Societies and Reps

Noted:

- College of Social Sciences Officer Charlotte Greenely has an idea for Academic Societies and Reps working together and would like to be involved in it.
- College of Social Sciences Officer Charlotte Greenely has reportedly a lot of academic work to complete.
- College of Social Sciences Officer Charlotte Greenely is to pitch her idea at Societies Council. The details of the idea is not known to JoB or IA.
- JoB is the lead in the project not College of Social Sciences Officer Charlotte Greenely.

Agreed:

- JoB to find out what College of Social Sciences Officer Charlotte Greenely proposed idea is.

Tour

Discussed:

- The costings are dependent per Union and how many students attend the Tour.
- It was suggested that next year the Union should stipulate that some of their Activities have gone with ILoveTour in the last few years when negotiating the costings.
- Tour has massive potential. Teams are still going on Tour but not with the Union. The Union can take the workload away from these teams by organising Tour.
- Rugby Men's are not going on Tour with the Union.
- The contract with ILoveTour is year by year.
- Hull has received £22.50 per head for Tour before.
- It was noted that ILoveTour look for growth within a Union. The Union has the potential to take more members as Activities

memberships continue to grow and the Unions Tour becomes more known.

- Hull reportedly set a contingency fund for Tour up, any money not spend from this fund was allocated to other budgets.

Agreed:

- Costing's this year to remain the same and to be negotiated next year with ILoveTour if applicable.

Tour group leader

Noted:

- Group leader positions have been initially allocated to the presidents of Frisbee, Womens Rugby Union, Netball and Womens Football.
- The President of Netball Amy Womersley is not going on Tour so another person will have to be picked.
- Last year 43 Rugby Mens players went on Tour with a couple more attending the year before.

Student Life Cycle Workshops

Noted:

- IA has not spoken to Student Engagement Officer Dan Derricott as he believes that as it is ICT led, it would be more appropriate to speak to Steve Green Programme Manager of PMO as he is the Lead.

Agreed:

- IA to speak to Student Engagement Officer Dan Derricott regarding student consultation in Student Life Cycle Workshops.

Sports Strategy

Noted:

- The minutes from the previous Student Experience Committee did not reveal as much of what was said about the strategy in the committee.
- The revisions were mainly aimed at facilities and community.
- JoB is due to speak to Helen Evans Sports Facilities Manager and Cathy Thomas Head of School of Sport and Exercise Science about the revisions.
- The next Student Experience Committee is next Thursday.

VP Activities Boot camp

Noted:

- The travel to the London boot camp was too expensive. The boot camp in Sheffield is on the same day as Chair to the Board of Governors Haydn Biddle visits the Union.

Youth at Uni (was previously known as Kids on Kampus)

Noted:

- BA contacted Cathy Thomas Head of School of Sport and Exercise Science who is willing to help and support Youth at Uni and has offered the use of sports facilities for it.
- BA to contact Cathy Thomas Head of School of Sport and Exercise Science when the activities and itinerary is confirmed.

IA

West End Working Group

Noted:

- BA did not send apologies, JB attended the meeting.

International Focus Groups

Noted:

- DS is due to write the report on International Focus Groups for a review meeting occurring tomorrow.

Agreed:

- The report on International Focus Groups to be brought to the next scheduled Executive Committee.

DS

Sabbatical Officer Time Analysis Chart

Noted:

- No time analysis chart was presented as BA had not been in office for very long during the week.

Agreed:

- Sabbatical Officer Time Analysis Chart to be first on the Agenda at the next scheduled Executive Committee.

HC

Student Led Projects

Noted:

- Adopt a ward proposal has now been scrutinised and reviewed by Volunteer Coordinator Jane Kilby who is satisfied with the proposal. Funding requirements of the proposal still need to be confirmed.
- The proposer of Help the Homeless has not contacted Volunteer Coordinator Jane Kilby as yet to review the proposal.

Agreed:

- Adopt a Ward proposal reapproved. Funding for the project to be confirmed and brought back to the Executive for approval.

4.

Sabbatical Officer verbal updates

Agreed:

- Each Sabbatical Officer update to last a maximum of 3 minutes.

VP Activities

Holbeach

Noted:

- Holbeach Academy has good facilities. JoB noted that it was good to hope that at least one student was inspired. Holbeach is keen on the Sabbatical Officers visiting again.

Varsity

Noted:

- Buses are now booked and prices have been finalised; £15.00 leaving 9:30pm or £18.00 leaving at 1:30am. Feedback has been received that students will pay the extra £3.00 to return later.
- The publicity has gone to print.

- Code of Conduct needs to be finalised.

Discussion

- The only issue with the Code of Conduct is that it needs to stipulate that it's the individual's responsibility to return home.
- It was suggested that the issue with students returning home is a welfare issue and that the Union has a duty of care to all members.
- Video for Varsity is being released next week.

Course Rep Reception

Noted:

- All Sabbatical Officers and JB have been invited to the reception. JoB is attending Lincoln School of Media Course Rep tea and cake. IA did not know about this event.

Cultural Trips

Noted:

- The trips are being confirmed and will be at a cheaper price.

Sports Strategy

Noted:

- Sports Strategy will be brought to the next scheduled Executive Committee.

JoB

Agreed:

- Sports Strategy to be circulated to the Executive by Wednesday 29th January 2014.

VP Academic Affairs

Rep charter

Noted:

- The Charter is on the Agenda to be approved.

Attendance Monitoring Recommendations

Noted:

- Recommendations are being discussed with University Registrar Chris Spendlove and heads of colleges. Schools will be talked to after these discussions.

Anti-Racism protest

Noted:

- IA made a speech at the Anti-racism protest which was reportedly good.

Student Staff Conference

Noted:

- The Executive was encouraged to share the event on Facebook.
- Invitations, set agenda and publicity will be distributed by end of next week.

Discussed:

- IA decided on the agenda and workshops. IA asked specific professional departments to deliver the workshops.

Rep Forum

Noted:

- Under 40 students attended the forum. NSS was spoken about.

Daniel Stevens, NUS International Officer

Noted:

- NUS International Officer Daniel Stevens attended the Business and Law NSS launch and spoke to Head of Division in Business School Heather Hughes.
- The event was under attended by Business students.
- NUS International Officer Daniel Stevens has said that DS should utilise Chancellor Lord Victor Adebowale more through Vice Chancellor Mary Stuart.

Heads of Schools meetings

Noted:

- Meetings continue to go well. No problems have been encountered as yet regarding Course Rep elections.

HEFCE PGT Funding- Kingston led

Noted:

- First steering group convened and discussed terms of bid and scholarships focusing specifically on Science, technology, Engineering and Medicine (STEM).

Internalisation of the Curriculum

Noted:

- IA met with Senior Lecturer in Business School Paula O'Brien to discuss internationalisation of the curriculum.

Exec report

Noted:

- BA noted that IA stated one share for the week.

VP Welfare and Community

Food bank

Noted:

- The Union is to be a food bank referral point. BA and Membership Services Coordinator Wayne Granger is due to have training next week about it.

Interviews

Noted:

- Interviews reportedly went well with very strong candidates attending.

Anti-racism protest

Noted:

- No major incidence or arrests occurred. Good amount of students attended the protest.

Mental Health Campaign

Noted:

- LincTv are due to confirm their availability this week for shooting stories of mental health topics such as stress and depression. These videos will be of staff and students.

Youth on Uni

Noted:

- BA does not believe that there is enough time to arrange the scheme as people keep dropping out.
- BA suggested that Youth on Uni is rescheduled for 7th April 2014 when schools are on Easter holidays but the University is not.
- The original date was 17th February 2014.
- Juggling and potentially two other activities are involved.

Standing Orders

Discussed:

- BA is keen to push the new candidate Woman's Officer position as well as the LGBT position.
- Draft Standing Orders have been circulated to the Executive and feedback was asked for.
- DS did not think that there was a need for the creation of new Standing Orders.
- Only existing Standing Orders have been reviewed and circulated.
- The Executive need to agree on the principle of the Standing Orders so that the template could be used to create further ones.
- Standing Orders should be sent with the byelaws for approval.
- Feedback on Standing Orders to be sent to JB.
- Byelaws are due back from the solicitors on Friday. The byelaws can then go to Student Council for approval.
- Byelaw 3 has changed slightly to stipulate who can delegate votes to. For Student Council, the delegate must be a Rep from the same contingency and Trustees will not be able to deputise.
- The byelaws have never been thoroughly changed. They should be reviewed regularly and holistically.

President

York Assemblies

Noted:

- DS reported that the event was good. The campaign which was prioritised was student's opportunities fund for the North.
- The University are to invest in the Arts Council around political Art. Vice Chancellor Mary Stuart was not aware of NUS Community Organisers. It is hoped that Community Organiser Chris Robertson will be better supported by the University going forward.
- Additional page detailing voter registration will feature in the enrolment book.
- The venues of electoral polling stations are still being considered. City Council's normally make the recommendations to where these are placed.
- A Union is leading the way on Article 4 and Housing

Accreditation Scheme. Rate your landlord' is being trialled at another Union.

- There is to be a joint approach between the Union's in the North, with Unions lobbying together if applicable at individual Universities.
- No one in the North has undergone the licensing scheme which Lincoln City Council has proposed.

Holbeach

Noted:

- More dates to visit Holbeach will hopefully be secured.
- It is hoped that the presentation can be delivered to other students at Holbeach as they were interested to know what the Executive were doing on campus.

Elections

Noted:

- The Executive were urged to speak to students during drop ins about elections.

Agreed:

- BA to speak to Communications Worker Scott McGinn about going to LGBT meeting.

NSS

Noted:

- NSS seems to be going well. The turnout projections are reportedly good in NSS Central. The projections are being done week by week. Staff and Student Communications Manager Dave Prichard is to send the projections to DS.
- International students may not fill the NSS out as they may have only been students for 2 years (1 year study group).

International Survey

Noted:

- International Survey is due to be sent out next week.

Audit UK BA

Noted:

- Uk Boarder Agency are due to attend lecture in uniform next week. The Union were unaware of this and have no action to take regarding it.
- Lecturers have been told to notify students that uniformed persons will be observing.

Student Loan Book

Discussed:

- Riz from the Police team PREVENT enquired if any students were doing protests about the selling of the student loan book.
- The selling of student Loan book has already happened.
- The Executive have a lot of other priorities at the moment and it was felt that they are at risk of spreading themselves too thinly.
- There is no central information about this topic. NUS do not offer much information on it.

BA

- 5.
- The situation changes regularly which would mean that information would need to be updated regularly.
 - There is information in the Budget report.
 - It was reported that NUS cannot educate properly about the selling of the student loan book as they are using their resources to fight against it.
 - It would be beneficial if there was an individual on campus to discuss the topic to students.

6. **Sabbatical Officer- time analysis chart**

Noted:

- No time analysis chart was presented.

Chief Executive Verbal Update

Opt in/out of SU

Noted:

- The issue of opting in/out of the Union has nearly been resolved through correspondences with University Registrar Chris Spendlove.
- Historic data had always been carried over which will not be happening again next year.
- Potentially 150 students will opt out next year.
- A data issue with ICT has been highlighted as 3500 students who have been marked as enrolled have in fact actually left the University.

The Shed:

Noted:

- The money made last week was up.
- There were issues with maintenance as radiators and air conditioning are needing to be replaced.
- Maintenance Manager Kevin Forth is now the Building Champion for The Shed.
- Issues arose on Monday by the University when WIFI was being inputted.
- The Executive are invited to attend a meeting with the furniture company to see the design of the new furniture. It is hoped that an order can be placed after the meeting.

Pension

Noted:

- The Union received its actuary results of its pension scheme.
- The employee's contribution payment is staying the same.

Recruitment

Noted:

- Three interns have been recruited who start on 3rd, 6th and 10th February respectively.

Sheffield visit

Noted:

- Chris from Sheffield Union will be visiting the Union to discuss the CRM system as they are interested in buying it.

West End Working Group

Noted:

- No one from the University attended the meeting.
- BA needs help in getting entries for the poster competition of the Shush Campaign.

Data Protection Sharing Agreement

Noted:

- The Union has agreed to the data protection sharing agreement with the Police.
- A template letter is to be produced for anti-social behaviour in the community with the Union's, Police and Anti-Social Behaviour team's logo on it.

Chair to the Board of Governors Haydn Biddle Visit

Noted:

- Desks and the office need to be tidied for the visit on 29th January 2014.

Office Move

Noted:

- Computers are to be updated on 3rd and 4th February 2014.
- The furniture for the office move is due to arrive on 6th February.
- Sabbatical Officers need to feedback if they would like a cloud desktop as the Union will be getting 11 new ones.

Sabbatical Officers Verbal updates

Noted:

- JB recommended that the Sabbatical Officers verbal updates in Executive Committee lasted for a maximum of 5 minutes but questioning of the update could go as long as needed.

Outside Vinyl

Noted:

8.
 - The ripped vinyl which was done over the Summer by builders was repaired. The outcome of the issues of repairing it between the building company and the supplier of the vinyl is unknown.

Course Representation Demographic Report 2013/14

Discussed:

- The membership by origin features a not available percentage of 6% only for first year students. It was suggested that this is caused due to ICT holding incorrect data as previously discussed during opting in/out of the Union.
- It was questioned what was meant by 6% of the membership are studying further education. This was suggested to be the membership that is studying in Holbeach and Riseholmebut this was unconfirmed.
- The Executive approved the recommendations and the report was well received.

7.	<ul style="list-style-type: none"> • The recommendations may be wrong based in incorrect data information given by ICT. • DS requested that the wording “over represent” which was used in the line “over represent women” be changed due to the connotation of it. <p>Agreed:</p> <ul style="list-style-type: none"> • AMer to confirm what further education represents. • AMer to review the report and clarify that accurate data was provided by ICT. • DS to think of another word instead of over represent to be used in the report by the end of the day (23.1.14) 	<p>AMer AMer</p> <p>DS</p>
11.	<p>Housing Horrors Campaign</p> <p>Noted:</p> <ul style="list-style-type: none"> • BA did not have the publication of the campaign to circulate. • BA proposed that he would go to all the accommodation blocks targeting first years and handing out housing booklets. • GOATING to be focused on Housing Horrors around Easter • BA suggested that there could be a point on campus where students could leave unwanted goods. This would be similar to a food bank. • Next segment of the campaign is ideally to take place prior to the main elections. • It was proposed that the bin bag collection done last year was not done this year. This has not been budgeted for. • JB reported that British Heart Foundation has received a £3500 grant for collecting goods. JB heard this at the West End Working Group and told the representative to get in contact with BA. <p>Agreed:</p> <ul style="list-style-type: none"> • BA to circulate Housing Horrors Campaign to the Executive. 	<p>BA</p>
	<p>Activities Awards Dignitaries</p> <p>Noted:</p> <ul style="list-style-type: none"> • JoB noted a potential conflict of interest for Agenda item 11. • 10 dignitaries have been chosen which are the 4 Executive, JB, 2 from the Sports Centre, Sports Officer, Societies Officer and an MC which is yet to be confirmed. <p>Discussed:</p> <ul style="list-style-type: none"> • The review of the awards last year stipulated that Sabbatical Officers were to hand out the awards and an MC would also be at the awards. • DS was uncomfortable being named on the list of dignitaries. • It was questioned who would host the other dignitaries if the 4 	

Executive were not present at the table.

- IJ and Activities Coordinator Tracey Revill are due to work the night. No volunteers have been sought to work.
- The President must be front and centre to show leadership.
- It was felt that staff in the Activities Department should be on the list of dignitaries.
- Other staff members could work on the night.
- If the list of dignitaries were to be extended, the ticket price may have to be increased to cover the extra costs.
- A venue has not been confirmed.
- Last year the ticket price was £16.00.
- It was unsure if the staff in the Activities Department would like to go to the event.
- It was suggested the staff would like to attend.
- It was felt that it needed to be classified what a dignitary is.
- Last year, staff did not sit down at all during the awards.
- JoB was not comfortable with the list he proposed.
- The President marches in with VC, Lord Mayor and University SMT at awards in Hull.
- The Executive need to be visible during the event.
- It was proposed that the Executive could sit on a separate table and not have a meal to save money. They could also MC.
- It was estimated that to add extra people on the list would cost a few hundred pounds. If the venue is in Engine Shed, the costing's would be £12.00 per head for catering and £1.50 per head for chair.
- If the Activities department were to attend then the implication would be that other staff would to have to work the event.

JoB

JoB

Agreed:

- 9.
- All 10 dignitaries on the list were approved.
 - IJ, Activities Coordinator Tracey Revill, Activities Support Worker Jo Buckler and Activities Intern to be invited as dignitaries.
 - JoB to review the finances for the Activities Awards to factor in the additional dignitaries so that the event breaks even.

Rep Charter

Noted:

- The charter focuses on outline the changes to the structure specifically to postgraduate representation.
- Postgraduate Reps will be elected to school not programme.
- The Charter stipulates what is expected of the Union, the University, students and Reps.

IA

IA

10. **Agreed:**

- Rep Charter was approved.
- IA to put the Rep Charter on headed Paper.
- IA to change the email address on the covering sheet to VP Academic Affairs rather than IA's address.

12.

Annual Leave (DS)

Noted:

- It is important that the Executive take their holiday as any remaining days not taken prior to leaving office will not be paid.

Agreed:

- DS's annual leave request of 19th February was approved.

Any Other Business

Comm's

Noted:

- Comm's department are 2.5 days behind with deadlines.
- Elections have a definite deadline to work to.

Agreed:

- BA to discuss the art work for Youth at Uni and Mental Health Campaign videos with Communications Worker Scott McGinn.

Strikes

Discussed:

- The Executive need to write a statement in favour or not of the next strikes happening
- The Union supports the strikes but students need to be told if their lecturers are striking with 24-48 hours' notice.
- All staff that are not striking could tell students that their lectures are still happening.
- It is not fair to ask that lecturers share if they are striking or not.
- It is important that the Union represents its members.
- It was reported that there is little sympathy for lecturers at student level.

Agreed:

- The Union to support the strikes and keep the same stance.
- DS to draft a statement for the strikes and email it to JB. The statement to stipulate "we would ask all non-striking staff to email students within 24 hours" to notify them of their lectures.

Bishop Grosseteste Jail Break

Noted:

- Bishop Grosseteste would like to know if the Union would like to be involved in a 'jail break' they are organising to raise money for Cancer Research.

Discussed:

- The event is not through a company and may not be risk assessed.
- The Union could encourage students to get involved.
- The event is due to take place after February.
- Students would need to sign disclaimers. It could be seen as a third party volunteering event.
- The principle of the event is good.
- The event would be open to a lot of liability.

DS

BA

DS

13.

- Tour still needs to be risk assessed. The deadline to pay for the remaining balance is today. Main Group Leader will cost £74.00 to cover deposit and insurance.
- Prepayment credit cards have been purchased for Tour.
- BA has contacted Bishop Grosseteste and Lincoln College to ask if they would like to get involved in the Litter Pick on Monks Road as a lot of their students live in the area.
- Project codes for Tour still need to be set.

Agreed:

- Main Group Leader is to be JoB. JoB's cost to go on Tour to be taken from the budget where the profit that the Union is to make (£5.00 per head) will go in.

Date of next meeting: 3rd February 2014.

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(Chair)

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Date

Confirmed