



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee 4th August 2015
at 10am in the Students' Union Boardroom.

Present:

Chair (Agenda items 1-6 and 8-14): Hayley Jayne Wilkinson (HJW) – President
Chair (Agenda item 7 only): Nyasha Takawira (NT) – Vice President Academic Affairs
Wade Baverstock (WB) – Vice President Welfare and Community
James Brooks (JB) – Chief Executive

Also in attendance:

Rachal Lilley (RL) – Advice Centre Manager (agenda item 1 and 4 only) and Megan Graham (MG) – Office Administrator.

1.1 Apologies for Absence

Apologies were received from Sammi Storey – Vice President Activities; Aidan Mersh (AM) – Head of Membership Services and Marketing and Hannah Coleman (HC) – Head of HR and Operations.

1.2 Declarations of Interest

- A conflict of interest was declared from HJW for Agenda Item 6 Emerging Societies - Dance Society.

Agreed:

- NT to chair the meeting for the discussion and HJW to participate as a normal member.

2. Minutes of the Previous Meeting

The minutes from the meeting on the 22nd July 2015 were agreed as an accurate record.

3. Matters Arising

Noted:

- The World Hello Day event will be a collaboration with the International Students Group, WB is discussing this with Wendy Ly, International Officer.
- The change to the Standing Orders for the Liberation Groups will give the President the ability to give written permission for the Secretary to chair and Treasurer to take minutes at a meeting the President was unable to attend; this may affect the zones structure and is being investigated.
- A meeting is being set up to discuss the potential move of the JobShop/Lincoln Award.

Actioned:

- WB to review and bring the updated Standing Orders to the Executive Committee.
- WB to contact Jammil Ahmed regarding World Hello Day.

Agreed:

- Will Fry, Sports Officer, will be the temporary Chair of Student Council.
- The Executive Committee approve the Enterprise Rent-A-Car funding being spent subject to Jane Kilby, Volunteer Manager, receiving written confirmation of the funding restrictions.

4. Advice Centre

Noted:

- Advice Centre Referral appointments will be reserved at the Advice Service 3pm daily.
- The Advice Centre Referral Form will be used to record basic information and give proof of the student agreeing to share information with UoL (University of Lincoln.)
- The NHS delivering an eating disorder clinic is being investigated further.
- The UoL Advice Service and Library/Academic Counselling may be collaborating with the Advice Centre including providing Workshops and Online Tutorials.
- There will be an Advice Centre version of Get Involved Get Ahead (GIGA) which will be delivered to each School.
- The Advice Centre Launch Event will have an interactive time line with home comfort food and drinks.
- An out of hours call-in will be available Thursday evenings 5-6:30pm where students can call to discuss an issue or book a meeting in advance for that evening.
- NHS forms should be available within the Advice Centre.

Action:

- RL to correct the opening times on the vinyls.
- RL to add a student availability section to the referral form for students unavailable for 3pm referral to Advice Service.
- RL to investigate getting a new filing cabinet for the Advice Centre.
- NT to be added to the Advice Centre Base Camp.
- NT and RL to meet regarding the Advice Centre.
- HJW to talk to RL about a project collaborating with finance.

Agreed:

- The Advice Centre Referral Forms will be kept in a locked cabinet and email copies of the information will be sent to the Advice Service.

5. Student Written Submission (SWS) (formerly Annual Quality Report).

Noted:

- A deadline for when feedback on the SWS needs to be decided.

Actioned:

- The Executive Committee to give any feedback relating to the content of the SWS to NT before the 19th August.
- AM to ensure the SWS is grammatically correct.
- A timeline of the SWS should be given at the next Exec.

Agreed:

- The SWS to be sent to DVC Scott Davidson, Mark Stow, Head of Careers and Employability, and Karin Crawford, Director of Education Development Enhancement Unit.

6. Engagement Policy Review

Agreed:

- The Executive Committee to read the policy and send comments to HJW by Wednesday 5th August.
- Student Council shall be removed from the policy and replaced with "the Executive Committee who will report to Students' Council".

Actioned:

- HJW to update Dan Derricott, Student Engagement Manager, on the comments from the Executive Committee.
- HJW to send the word document of the review to JB.

7. Emerging Societies

Noted:

- Previously a VETO has been put on gambling being advertised within the Union.
- It was recommended that the Board of Trustees give approval of the Poker Society.
- Airsoft is not recognised as a sport so is not VAT exempt, they have requested to pay VAT but be named as a Sport.
- The Dance Society is responsible for dance classes for students, the proposed Academic Dance Society will be aimed at the theory and practical side of Dance linking with the degree level content.

Actioned:

- SS to speak to the Poker Society about the gambling policy and see how the Society would ensure gambling is not the focus.

Agreed:

- Poker Society was not approved.
- Airsoft were approved as a Society.
- Beer Society was approved.
- Academic Dance Society was approved.

8. Staff and Sports Team Pictures 4th March 2016

Agreed:

- The date was approved.

9. Employee of the Month

Noted:

- The following staff members were nominated for Employee of the Month:
 - Sophia Bishell – Societies Worker
 - Gemma Smart – Box Office Supervisor
 - Rachal Lilley – Advice Centre Manager
 - Rachael Townsend – Marketing Manager

Agreed:

- Gemma Smart to win the Employee of the Month for July.

10. Sabbatical Officer Verbal Updates

- There was nothing to note.

11. Chief Executive Verbal Update

Noted:

- The Disciplinary Policy (Standing Order 1002) was suggested to be a procedure within the Complaints Policy in the Staff Handbook.
- The Student Leaders Ops plans are to be done by next Monday afternoon before presenting to all staff in The Swan.
- There will be a Fire Safety Audit on the 11th August.
- Callum Johnstone, Accounts Administrator, has resigned after securing a new job at Nottingham Trent Students' Union. Callum was congratulated on his new role and thanked for all his hard work both as a student and full time staff.

Actioned:

- NT to respond the Email from Reece Horsley regarding Postgraduate issues.

12. Health and Safety

- There were no reportable incidents.

13. Any Other Business

13.1 Welfare Issues

Noted:

- It was raised that Liberation and College Officers posters could be put in the Advice Centre.
- Liberation Drop In's taking place within the Advice Centre were not advised.
- There have already been 5 housing issues reported to WB.

Actioned:

- MG to set up meeting with WB and Michael Ball, Residential Services Manager.
- WB to bring a monthly update on the student housing cases.

14. Date of Next Meeting: 19th August 2015

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Chair

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Date

Confirmed