

UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

11.30am, 4th March 2020
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Cassie Coakley (CC)	Students' Union President (Chair)
Georgia Petts (GP)	Vice President Education
Mohit Bulchandani (MB)	Vice President International (<i>present until agenda point 12 only</i>)
Emma Blackburn (EB)	Vice President Welfare and Community
Abi Brown (AB)	Vice President Activities
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive

Also in attendance:

Shanna Limm (SLm) Union Administrator (note taking)

Item

Action

Part A

1. Apologies for absence

- Emma Calvert (EC), College of Social Science Officer
- Samantha Brinded (SB), College of Arts Officer
- James Bayliss (JaBa), College of Science Officer
- Sophia Liu (SLi), LIBS Officer

Declarations of Interest

- Document taken as read.

Health and Safety

- JB noted that alcohol based hand sanitizer had been purchased in bulk for usage within each venue; it was added that this was in line with government guidelines, as a result of concerns surrounding the Corona Virus.

2. Minutes of the last Executive Committee meeting held on 24th February 2020

- The minutes were agreed to be an accurate recording of the meeting.

3. Minutes of the last SMT meeting held on 2nd March 2020

- No items were raised for discussion.

4. Matters Arising

- GP noted that she had contacted JaBa regarding updates going forwards.
- It was noted that EB and JB had met in order to discuss the health and safety concern, with the matter since resolved.
- EB noted that she was awaiting a design for gender-neutral, accessible toilets from the Marketing department.

EB

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- CC noted that she would update the group during agenda point 7, on the University's Health and Safety department recommendations for the proposed hot water on campus SUGgestion.
- It was agreed that EB would share a reminder with the SLs in order to prompt the group to complete the attendance panel log on a weekly basis.
- GP noted that incentives for Officer Reports had been looked into, however the incoming 2020/21 officers had explicitly expressed their interest in the responsibilities of their positions; it was added that throughout the following years Officer Reports would be promoted and facilitated in a more structured manner.
- MB queried the Officer Report process which had been agreed in the Executive Committee on 10th February. It was agreed that GP would look further into the matter. **GP**
- EB noted that she had contacted the individual in relation to the completed bamboo cup SUGgestion.
- CC noted that she and Jenny Barnes (JBa) (Head of Student Voice and Insight) had reviewed the future SUGgestions with no future submissions able to be taken on at present.
- The group discussed the purchasing of crème eggs in bulk as part of Big White Wall feedback campaign, EB noted that she had discussed the matter with Emily Stow (ES) (Insight and Research Co-ordinator) with a plan now in place, however Dave Andrews (DA) (Head of Commercial Operations) was yet to be contacted. It was agreed that EB would do this following the Executive Committee. **EB**
- MB noted that he had contacted Simon Parkes (SP) (Deputy Vice Chancellor) in reference to the Inclusivity Conference, however he was yet to receive a response. It was agreed that MB would contact Liz Mossop (LM) (Deputy Vice Chancellor) in the meantime. **MB**
- EB noted she had referred the aforementioned aggrieved student to the Complaints Procedure.
- In relation to issues with sport coach parking on campus, AB noted that she had discussed the matter with SP, who will be responsible for disseminating parking permits to the named coaches going forwards.
- JB noted that the proposal for the Students' Union's London Campus involvement would be shared with Mary Stuart (MS) (Vice Chancellor) at a later date.
- CC noted that she had not discussed annual leave requests with Vic Langer (VL) however, it was noted that the incoming Student Leaders had been informed of the procedural change with their terms and conditions of office.

5. Weekly Report

- It was noted that the reported figures were down in comparison to the previous year, as a result of the heatwave in March 2019.

6. Weekly Events

- The group noted that a Student Staff social was taking place on 23rd March.
- MB requested that SLs attend International Week events where possible.

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- AB noted that she was due to host the Dance Society's first contest.

7. SUGGESTIONS

- The group discussed the promotion of SUGGESTIONS and it was unanimously agreed that further social media promotion was required. JB noted that SLs were able to submit SUGGESTIONS on the platform also. It was agreed that the group would meet and discuss and review ideas to submit onto the platform over the following weeks. **SLs**
- In relation to a submission regarding the Tower Bar disabled toilets, the group agreed (5-0) to fast track the SUGGESTIONS and assign to EB, who would then report the issue to Holly Millar (HM) (Executive Assistant) and respond to comments on the webpage. **EB**
- The group discussed the submission in reference to more outdoor activities in Lincoln, which had surpassed 50 votes. It was agreed that the implementation of the project would be positive across campus.
- JB suggested that the group make use of referendums to gain large amounts student feedback on matters, with All Staff Meetings also available for discussions with the student body.
- The group discussed the potential to put forward the Environmental Officer's coffee cups on campus proposal as part of a referendum, in order to gauge interest on the project.
- MB noted that he had received feedback regarding student positions on College EDI committees which had been submitted within the GOATING module. It was agreed that MB would contact LM regarding the matter. **MB**
- The group agree to provide an overview of each of their assigned SUGGESTIONS:

CC noted the following:

- The ongoing SUGGESTIONS in relation to hot water on campus, microwaves and kitchenettes could be combined into one project; it was agreed that GP would lead on each as a collective going forwards.
- Further to a fast tracked SUGGESTION in relation to students viewing their time spent in the University Library, the submission has been assigned to CC. It was agreed that CC would contact Andy Beggan (ABe) (Dean of Digital Education) regarding the matter. **CC**
- The light switch off campaign as part of Green Week had gone well, with the project to be implemented on a more frequent basis.

GP noted the following:

- Her assigned SUGGESTION in relation to lecture recordings had been looked into with lecture recordings not compulsory for all lecturers. It was added that the current process was being reviewed with lecturers to opt-out as opposed to opt-in to the project.
- More plug sockets were due to be integrated into campus buildings following planned refurbishment.
- She had discussed microwaves on campus with Grant Anderson (GA) (Head of Space Strategy, Planning & Sustainability), with a list to be compiled of kitchenettes and microwaves available for student use. Once this list had been compiled further marketing of these spaces was required, with GP to also

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contact Directors of Operations in each College to assist with more gaining more student usable spaces.

EB noted the following:

- She had listed hot water within the University Library under the future tab, following discussions with Ian Snowley (IS) (Dean of Student Learning Development and University Librarian).
- She was due to meet with University staff regarding recycling in private accommodation on 13th March.
- A response had been received from Terrance Higgins regarding Sexual Health testing, as they were no longer funded in Lincolnshire to facilitate the service. HC suggested that EB make contact with the lead on PPG regarding their recommendations and the potential to involve LiSH; this was agreed to be the most appropriate course of action.
- A meeting with Stage Coach had been arranged in relation to a Student Bus service.
- She was awaiting a response in relation to ECO Bricks in Reception.
- Work for CPR/AED training was ongoing.

EB

AB noted the following

- Following discussions with SP, overhead nets had been noted for the next academic year as a result of budgets.
- Work for a 4G pitch would be placed under future, with markings now created at Riseholme for rugby use.

8. GOATing Report

- **19th February - 2nd March**
- Due to time restraints, the group agreed the roll over the GOATing report to the following Executive Committee.

9. Rep Elections

- The group discussed the potential to alter the rep elections timeline, however it was agreed that due to it being towards the end of the academic year, this would be implemented in the future in line with the incoming strategy. Therefore, it was agreed that the current process would continue in the meantime.

10. RAG Co-Opt

- EB provided the group with the proposed co-opt; this was approved by the group (5-0).

11. Medico-Legal Society

- AB noted that the Medico-Legal Society had been approved at the previous Executive Committee, however due to her absence several points were unable to be raised. It was noted that concerns had been raised by the Law Society, due to the similarities in both groups, it was also added that the proposed President for the Medico-Legal Society could only lead for a limited period of time.

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- The group discussed the matter and it was agreed (5-0) that the society proposal's acceptable would be retracted, with the society not approved.

12. Officer Reports

- GP suggested that the School of Maths and Physics Rep be awarded as Volunteer Officer of the Month due to his incredible work with academics to strengthen relations, with feedback received being incredibly positive. The group agreed that the Volunteer Officer for February would be the School of Maths and Physics Rep.
- EB raised concerns with the Women's Officer's engagement in her role, due to her actions not aligning with the report submitted and a lack of attendance for events and meetings. The group discussed the matter and it was agreed (5-0) that EB would deliver an Informal Warning to the Women's Officer in line with governance. **EB**
- The group discussed the issues reported by specific individuals in relation to their Officer reports; it was agreed that higher standards were required, with the quality of reports to be reviewed more heavily.
- The group agreed that the inclusion of 'N/A' could not be accepted as part of officer reports.

13. Student Leader Wins

- Both AB and GP had been successfully re-elected in their positions.
- 10 stalls and 5 performances had been booked for the Street Food Market during International Week.
- 14 nominations had been received for International Champions.
- Following elections, 3 out of the 4 College Officer positions were filled, alongside a lot of School Rep positions.
- GP had assisted with incorporating senior reps with the University's Digital Education Sub Group, so that there is more student focus.
- Thus far Green Week had been well received.
- CC had facilitated two successful workshops for Hate Crime Reporting and Strategy with Volunteer Officers.
- The OfS Harassment and Sexual Misconduct Consultation had been a success.
- Further to EB's accessibility review of the campus, the emergency toilet cords in University Buildings have been fixed and replaced, with training also arranged for staff, after EB raised the matter to the University's Senior Leadership team!

14. Student Leader Verbal Updates:

- **President**

CC noted the following:

- Work for SUGgestions was ongoing.
- Several strategy workshops had been arranged.
- There had been a few attendance panels.
- She had hosted Elections Results night.
- She had attended several University Offer Holder Days.
- Planning for Green Week had taken place.

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- She had attended the London Campus meeting and the Academic Offences Committee.
- During the previous week she had facilitated a Hate Crime Reporting Working Group.

- **VP Education**

GP noted the following:

- She had been out of office, due to the Elections for the Student Leader and Volunteer Officer positions.
- Prior to Elections she had attended Board of Trustees and Portfolio and Oversight Group.
- A new SRG format had been trialled.
- She had met with senior reps to have updates on how they're doing and what further support they require.
- She had met with an Academic Societies committee member to discuss an annual University Sports Day.
- Rep Forum had been successful, but hectic.

- **VP International**

MB noted the following:

- During Elections Week he had given an Elections shout out to the School of Accounting and Finance.
- Over the past week, he had met with the Hindu and Vietnamese Societies.
- He had met with Stefan Prest (SPr) (International Development Manager).
- He had attended the Trip to Hull organised by LIBS.
- An SU Stall for the LIBS Global Week had been arranged.
- He had attended the board games night organised by the ISA Buddies Lead for ISA Buddies.
- The SLs had participated in the Light Switch Off Campaign and the bamboo toothbrush giveaway.
- He was working to plan and organise International Week.

- **VP Welfare and Community**

EB noted the following:

- She and the Environmental Officer had attended the Environment and Sustainability Committee.
- Plans for Women's History Month were underway.
- She had put together the LGBT+ History Month Closing event.
- A lot of work was going towards Green Week and Look After Your Mate.
- She had been working on an Engine Shed Angels Proposal.
- An OfS Student Mental Health Steering Group had taken place, which she had attended.
- She was working alongside the Sincil Bank Community team on a project for Freshers' about welcoming students to the neighbourhood.
- She had attended the Hate Crime Reporting Working Group.

- **VP Activities**

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AB noted the following:

- She had spent the last two weeks out of office running in the Students' Union Elections, following which she was re-elected as Vice President Activities.
- ILoveTour safety briefings and free place allocations were taking place.
- Preparations for Varsity were ongoing.
- There was confirmation for a wheelchair basketball session.
- Semi-finals of 8 out of 10 Swans were completed.
- She and the other SLs were participating in Green Week, Switch Offs and Rags for RAG over the next week.
- Strategy feedback had been discussed in sports, societies and academic societies hubs.
- A survey review for Rhino had taken place.
- She was assisting with the ongoing relationship with MedSoc.

15. Chief Executive Verbal Update

- Following government advice, the organisation was in the process of considering the potential implications of the Corona Virus with a Working Group formed.
- He, HC and CC would be out of office from 9th-20th March on business in Atlanta.

16. College Officer Verbal Updates

- Due to no College Officers being present, it was noted that no verbal update would be received.

17. Any Other Business

- EB presented the group with cost changes for the Look After Your Mate campaign, which had altered as a result of alternative suppliers. The group discussed the matter and the cost alterations were approved from the SL budget (4-0).
- AB noted that several Medical School students had requested funding for a Nottingham Medical School event as part of MedSoc. Following the internal discussions taking place, it was suggested that transport be funded via an events grant fund. This was approved (4-0).
- Further to student feedback, GP proposed that School Rep positions be instated for the School of NCFM at Holbeach, and a lead for Arts and Science Foundation Years, with the positions to be invited to attend SRG and be included in all communications going forwards. This was approved (4-0).

Part B

18. Time Analysis

- **19th-2nd March 2020**
- Document taken as read.

19. New Society Applications:

- **American Studies**
- **ENACTUS**

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- **Forensic Science**
- **Home Economics**
- **Mature**
- **Vietnamese**
- The group discussed the influx of society applications and the resources that the creation of these would entail. AB suggested to the group that all incoming society applications be placed on hold until the elections were completed, this was agreed.
- JB suggested that going forwards, AB would take the lead on society applications and review the submitted document prior to the Executive Committee; it was noted that AB would also contact the authors of applications to request further details and offer advice on the information required.
- The group agreed that this procedure would be implemented going forwards, with AB able to accept or reject the applications prior to the Executive Committee; it was agreed that rejected applications could also be appealed to the Executive Committee.
- AB noted that the threshold for society applications was currently held at 10, however due to the resource implications it was suggested that the number be altered to 15 in line with HMRC guidelines. This was agreed by the group (4-0), who noted that better quality applications were required for new societies.
- It was agreed that AB would create a proposal for the next Executive Committee, outlining the new procedure for applications and what was required of authors. **AB**
- In terms of the submitted applications, it was agreed that AB would speak to Emily Baldwin (EmB) (Activities Manager) in order for the authors to be contacted and informed of the delay due to elections. **AB**

20. Policy on Preventing and Responding to Gender-Based Violence

- Document taken as read.

21. Chair's Powers: Quack theme approval – Meme Party

- Document taken as read.

22. BAFA Affiliation

- The affiliation was approved (5-0).

Date of Next Meeting: 11.30am, 4th March 2020

Chair

Cassie Coakley

Signed

