



**UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting**

3pm, 13th July 2020
via Microsoft Teams

Minutes

Present:

| Name | Job Title |
|----------------------|---|
| Abi Brown (AB) | Vice President Activities (Chair) |
| Amina Akugri (AA) | Vice President International |
| Lucy Krogdahl (LK) | Vice President Wellbeing and Community |
| Bailey Marchant (BM) | Vice President Campaigns and Environment |
| James Brooks (JB) | Chief Executive |
| Hannah Coleman (HC) | Deputy Chief Executive (<i>present from agenda point 7</i>) |
| Talia Adams (TA) | College of Social Science Officer |
| Jack Eames (JE) | College of Science Officer |
| Katie Smith (KS) | College of Arts Officer |

Also in attendance:

| | |
|-----------------------|--|
| Shanna Limm (SLm) | Union Administrator (note taking) |
| Jennifer Barnes (JBa) | Head of Student Voice and Insight (<i>present for agenda point 15</i>) |

Item

Action

Part A

1. Apologies for absence

- Georgia Petts (GP), Vice President Education

Declarations of Interest

- No items were raised for discussion.

Health and Safety

- JB noted that The Barge had been re-opened in line with Covid Secure measures and had been met with positive feedback from staff and customers.
- BM queried the amount limited capacity of The Barge in correlation to bookings; it was noted that 11th July had been The Barge's most busy thus far.

2. Minutes of the last Executive Committee meeting held on 8th June 2020

- The minutes were approved as an accurate recording of the previous meeting.

3. Minutes of the last SMT meeting held on 6th July 2020

- AB queried if the delay in the new fire alarm's installation would impact the proposed re-opening of venues; JB noted that this was anticipated to impact both the re-opening of Tower Bar and its kitchen with the University contacted directly regarding the disruption.

4. Matters Arising

- JB noted that Look After Your Mate Training could no longer be delivered to external groups, due to lack of staff resources.
- JB noted that he was awaiting a response from Simon Parkes (SP) (Deputy Vice Chancellor) regarding attendees of the Inclusion Committee.

JB



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- It was noted that Emma Blackburn (EB) (former Vice President Welfare and Community) had presented the Environmental Report to the Environment and Sustainability Committee.
- LK noted that she had contacted Chris Whaley (CW) (Catering Manager) in relation to the implementation of hot water facilities on campus, however a secondary email would be forwarded in due course. LK
- BM noted that she was yet to contact Grant Anderson (GA) (Head of Space Strategy, Planning and Sustainability) in regards to the 'Switch It Off' campaign and requested that this be rolled over to the following Executive Committee. BM

5. Weekly Report

- JB provided the College Officers with an overview of the Weekly Report and it was agreed that all three would receive these reports going forwards.
- JB noted that budgets had been altered as a result of the impact of Covid-19 and that the report was produced to highlight areas which required further resources etc.
- It was added that College Officer are encouraged to query the report to ensure that accountability is upheld.

6. Weekly Events

- It was noted that the Engine Shed had been selected as a potential venue for NHS Covid-19 vaccination trials; the group agreed that they would be happy for these trials to take place.

7. SUGgestions

AB noted the following:

- She had discussed the submission for a climbing wall on campus with SP, however due to the financial impact of Covid-19 this was not feasible under the current circumstances; it was agreed that AB would place the SUGgestion on hold.
- Both she and HC had discussed CPR/AED Training for students, with a meeting arranged alongside the St John's Ambulance Society to discuss the matter further.

AA noted the following:

- Given social distancing restrictions a delay was anticipating for the re-opening of the Engine Shed at full capacity, therefore the proposal for the 'Engine Shed Angels' had been placed on hold; this was ratified by the group.
- Work on the Tower Bar disabled toilets had also been placed on hold, due to restrictions for entering the venues; this was also noted.

BM noted the following:

- A recycling campaign was planned for later in the year in order to assist with the promotion of a recycling centre on campus.
- She had researched ECO bricks and the potential to integrate a drop off point into the SU building; it was noted however that there were several health and safety concerns with fire safety in particular. As a result of this, BM had contacted the author with several alternatives to this scheme.
- A Housing Lead position had been integrated into the Community Campaigns Group, with the SUGgestion for a Housing Officer subsequently closed and the author contacted.

LK noted the following:



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- She and HC had been working together in relation to the reintegration of 'Ask Angela' in the Engine Shed, with further work going towards including the scheme in all venues and for all genders; it was added that student staff training on the matter would be provided in the upcoming year.
- She was awaiting a response in relation to hot water on campus.

8. GOATing Report

- 24th June – 8th July
- Themes
- 'Concerns returning to University'
- It was noted that the GOATing report had been compiled from learning resource feedback gathered as part of Part-Time Officer training.
- Given changing in staffing responsibilities, it was noted that the GOATing report was under review in order to streamline the feedback process and display key issues in a more visual manner.
- The group were presented with the proposed GOATing themes for the year; it was agreed that the document would be circulated to the SLs who would make add further topics to the document and return to SLM prior to the next Executive Committee.
- AB noted that the theme for July's GOATing would focus upon students' concerns returning to University.

SLs

9. Wellbeing Network

- LK provided the group with an overview of the network.
- AB queried when the Wellbeing Network would be implemented; HC noted that the Network would begin to be integrated in line with the Accreditation Scheme and budget reviews.
- HC noted that positive feedback had been received from University staff members, with the Wellbeing Network created in line with student feedback regarding mental, sexual and physical health support.

10. Health and Wellbeing Website Plan

- LK presented the group with the proposed changes to the SU website; JB queried the involvement of the Marketing department and it was noted that the changes would not be immediate, with further research required from LK.
- The proposal was approved (4-0), with the project to be restricted to the current website templates due to staff resourcing implications.

11. ECO Award

- BM noted that the ECO Awards proposal had been created to promote sustainability across the campus, with an award to be integrated within the SU Awards going forwards.
- The proposal was approved by the group (4-0).

12. Pedoga Projects

- In light of further information on the project, AA noted that the matter would be discussed at a later date with the Executive Committee.



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13. Lincoln Together Training

- AB noted that the training had been compiled as part of a campaign during the previous academic year.
- HC added that an accredited course was now available, with further opportunities being looked into by herself and Jess Skill (JS) (Activities Co-ordinator).
- It was added that fortnightly/monthly sessions were to be reviewed.

14. Transgender Policy

- AB noted that the policy had been compiled alongside consultation with the former LGBT+ Officer, the Disabilities Officer and the former Vice President Welfare and Community, with the policy aiming to create a more inclusive environment across sports and societies; it was added that significant research had gone into the project also; this was approved by the group (4-0).
- JB noted that the policy was a positive step for SU Activities.

15. Student Written Submission

- JBa provided the group with an overview of the key feedback compiled as part of the document.
- JB requested that JBa circulate the recommendations from the submission to the SLs for reference.
- It was also requested for the document to be reformatted in line with the brand guidelines.

16. Student Leader Wins

- Positive feedback was received regarding the Wellbeing Network.
- Part-Time Officer training had gone well, with positive feedback received and an additional session created for those who were unable to attend.
- ISA positions were being filled.

17. Student Leader Verbal Updates:

- **VP Activities**

AB noted the following:

- Student Leader training was ongoing.
- Over the past month she had attended several working groups including BAME Students and Social Activities on Campus.
- She was in the process of creating a guidance document for sports and societies returning to campus.
- Activities handovers were underway, with many queries received.
- She had been working on her KPIs for the year.
- Work on SPOTS and COTS was ongoing.

- **VP International**

AA noted the following:

- She had been attending the ISRIC Committee and reviewing what further support can be offered to international students.



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- Introductions across various University departments had taken place, including the LIBS International department.
- She and GP had attended the Equality Advisory Group.
- Online training was still underway.
- She was in the process of solidifying her Ops Plans.
- The ISA committee was filling its positions.

- **VP Wellbeing and Community**

LK noted the following:

- SHAG packs were currently under review with focus on making the packs more inclusive, including potential: latex free condoms, dental dams and educational resources.
- Plans for the Accreditation Scheme were underway.
- She was reviewing the website to make it more accessible.
- She had networked with other VPW&Cs regarding their ongoing projects.
- The Disabilities Officer was assisting with the creation of community maps aimed at certain groups.

- **VP Campaigns and Environment**

BM noted the following:

- Work was underway for the ECO Award and Green Impact plans.
- She was planning a vlog series on sustainability and signposting students to plastic-free independent businesses in Lincoln.
- She had been supporting the LGBT+ Committee with their open letter regarding banning conversion therapy in the UK.
- A body positivity campaign was being planned for the next year.
- She had been looking into recycling facilities for University accommodation providers; it was agreed that BM would contact the council regarding her compiled list in order to seek further clarification on responsibilities.

BM

18. Chief Executive Verbal Update

- Following an influx of University working groups, the Students' Union was now leading on social activities on campus, events based on Riseholme campus and the integration of Social Hubs within student accommodation and SU venues; it was added that a lot of additional workload had been undertaken by staff currently working, with Josh Morgan (JM) (Entertainments Manager) also brought back to produce an entertainments package for students.
- Plans were underway for the re-opening of venues, with further study spaces and additional benches planned for the Outside Space.
- The purchase of an electric mini-bus had been reviewed, however due to costings implications this was no longer feasible, with a standard mini-bus to be purchased as an alternative, with carbon emissions offset with the use of Shell fuel; the group agreed that this was an appropriate measure to support sustainability.
- Plans were underway for the reopening of commercial venues in line with government developments.
- All electrical equipment in SU venues was due to be PAT tested, with staff to be unfurloughed in order to assist with the task.



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- Information regarding Getting Started Week had been received, with all fayre events to be integrated to a virtual platform via SUMS.
- There had been an increased interest in the SUMS and Student Orders platforms respectively, however staff resources were being considered.

19. College Officer Verbal Updates

- TA noted that she had been handing over with the incoming School of Psychology Rep, as well as contacting the latest Social Science School Reps in her area.
- It was added that she had attended a session regarding blended learning, which was an subsidiary of the Digital Education Sub-Group.
- KS noted that she had been granted access to her College Officer account and was planning on contacting all School Reps within the College of Arts.
- JE noted that his handover with the School Rep for Life Sciences was underway and that he was also supporting a Women in Science campaign to promote an increased female presence within Sciences subjects.

20. Any Other Business

- No items were raised for discussion.

Part B

21. Chair's Powers – Executive Committee Sit Down

- Document taken as read.

22. Time Analysis:

- 1st – 8th July 2020
- Document taken as read.

23. Sport and Society Applications

- The group approved AB's recommendations, with the Sad Song Society also declined.
- It was agreed that JB and AB would discuss the implementation of an ENACTUS Society, due to the insurance implications.

AB/JB

24. ULSU Student Members' Disciplinary Procedure

- This was approved by the group (4-0).

Date of Next Meeting: 3pm, 10th August 2020

Chair Abi Brown

Signed