

**UNIVERSITY OF LINCOLN STUDENTS' UNION
BOARD OF TRUSTEES**

Minutes of the Board of Trustees held on 22nd November 2016
at 11am in the Students' Union Boardroom.

Present: (Chair) John-Paul Dickie – Sabbatical Trustee, Tasnim Hassan – Sabbatical Trustee, Jenny Lowthrop – External Trustee, Roger Buttery - External Trustee, Erin Cook - Student Trustee, Tom Mitchell - Student Trustee, Hester Davies - Student Trustee, Beverley Purdy - Student Trustee and DVC Scott Davidson – Vice Chancellors Nominee.

Also in Attendance: James Brooks - Chief Executive, Hannah Coleman – Head of HR and Operations and Megan Graham – HR and Office Manager, Rachal Lilley – Advice Centre Manager (agenda item 12 only), Jennifer Barnes – Student Voice and Impact Manager (Agenda Items 11 and 12 only) and Jane Kilby – Employability and Volunteering Manager (Agenda Items 14 and 20 only).

1.

1.1 Apologies for Absence

Apologies were received from Sammi Storey– Sabbatical Trustee, Will Fry – Sabbatical Trustee, Aigerim Kuanysh – Sabbatical Trustee, Victoria Langer - External Trustee and Vanessa Wilson – External Trustee

1.2 Declarations of Interest

Noted:

- Erin Cook and Will Fry are in a personal relationship.
- John-Paul Dickie wishes to run in the Union Elections in 2017.

Agreed:

- Erin Cook to leave the meeting for any items where Will Fry is discussed.
- John-Paul Dickie to remain as a voting member and Chair for the meeting.

PART A

2. Minutes of the Previous Meeting

The minutes of the previous meeting on the 28th September 2016 were approved as an accurate record.

3. Matters Arising

- Nothing to note.

4. September Finance

Noted:

- James Brooks has requested the auditors write an interim report on the finance audit; the auditors have stated there are no concerns with the controls and processes and procedures in place.
- James Brooks thanked Beverley Purdy for her voluntary help with the filing.
- Adrian Brown, Agency Staff Member, is the chartered accountant currently running the department and has been performing well.
- There will be a finder's fee if any agency staff are taken on for the Head of Finance position, however this will be similar to the fee for a recruitment agency to headhunt a candidate.
- Michael Rhodes, Finance Controller, came from a previous Students' Union and understands the intercompany and VAT implications.
- Roger Buttery has been through the draft annual accounts, there shows a dip in the cash holding but this correction may result in the cash increasing again in the final accounts.
- The cash machine is a 3 step process now after Adrian Brown amended this.
- Adrian Brown has been highlighting issues and being reactive to solving these issues.
- As of Monday 21st November 2016 there has been £254,000 more in takings than last year.

Erin Cook left the meeting

5. Chief Executive Report

- The report was noted

6. Unconfirmed Minutes from Meetings

Noted:

- Erin Cook requested for the declaration of interest that Erin Cook and Will Fry are in a personal relationship to the Employability and Participation Sub-Committee Minutes.

Agreed:

- Finance, Elections and HR Sub-Committee minutes were confirmed as an accurate record.
- Participation and Employability Sub-Committee minutes were approved with the amendments.

7. Student Approved Motions

Noted:

- There were no Student Approved Motions due to the last two All Student Members meetings unable to meet quoracy. This is being regularly discussed in the Executive Committee meetings with a focus on how to engage students' with the hot topics on campus.

8. Organisational KPI's

Noted:

- Not all KPI's were completed.
- Finance were asked to complete this and did not.
- Gemma Smart was not aware to complete the Reception KPI's.
- Due to not having a manager within Communications and Marketing this will be updated in January with the start of the Head of Marketing and Communications.
- The Catering Manager did not complete the section.

9. Student Leader KPI's

Noted:

- Aigerim Kuanysh and Sammi Storey were not able to complete the KPI reporting sheet.

10. Risk Register

Noted:

- The risk of member satisfaction has decreased due to Lorna Cruickshank, Activities Manager, and Hannah Coleman putting a lot of work into this area. There has been less negativity on social media.
- Hockey Club were not granted BUCS funding this year and will be fully funding themselves, there has been a marked improvement in the culture of the Club and their performance on the pitch, and they will be doing more fundraising this year.
- The Grant Applications coming from Sports and Societies have been more in line with the UoL strategy.
- It was suggested that cyber security should be on the register. James Brooks stated he was comfortable with the security in place, Alan Bage – Senior Web Developer – uses softlayer who give advice and updates on security. Cyber security is a priority for the Union and Alan Bage shows diligence on this topic.
- The Risk Register is presented at the Board of Trustees annually and every other Finance Sub-Committee. It was requested that the top 5 risks are presented at the Board of Trustees each meeting.

Agreed:

- James Brooks to ask Alan Bage to come to the next Board Meeting and give information what the current data protection protocols are.
- The top 5 risks to be presented at every Board of Trustees meeting.

Jennifer Barnes entered the meeting.

11. Elections Action Plan

Noted:

- The voter turnout has been set to 37%, this depends greatly on the demographic of candidates; the aim is to get candidates from different demographics to increase this.
- Last year the aim was to get 5 candidates running for each position, this was not successful so shall be aimed for again this year.
- A KPI of 2 candidates for Volunteer Officer Role has been set.
- A list of all hypothetical candidates will be created and Student Leaders should have contacted all candidates to encourage them to run in the election.
- Job Descriptions will be specific for candidates with a more generic candidate guide.
- Workshops will be delivered 3 times before the nomination period.
- A video will be created on the importance of voting in the elections.
- There will be incentives for those who have voted, like a free tea or coffee.
- School Engagement Champions will be contacted to help encourage candidates to run.
- Nominations are open from 16th January-10th February 2017.
- Prospective Candidates will be encouraged to see any Student Leader to prevent any conflicts of interest.
- The amount of publicity given out to candidates is being reduced to look at the green impact.
- Promotion staff will be recruited for to carry out the assisted polling around campus.
- Voting will now open directly after candidate briefing.
- Question time will follow the same format as last year to have candidate breakfast and evening meal sessions daily.
- Results night will be on the 24th February in Tower Bar.

Rachal Lilley entered the meeting.

12. International Research Project

Noted:

- There is a UK Based fund for Students' Unions to do research around international students with the UK Council for International Student Affairs (UKCISA).
- The Union was the only Union granted £2000 to carry out research into SU activities and events (including academic) to see how accessible these are to international students and how to put strategies for longer term engagement in place.
- There will be 5 focus groups over the year to discuss 5 key areas of the Union: Events and Commercial, Sports and Societies, Commercial Representation, Student Voice and Advice and Support.
- Recommendations and solutions will be made and in January an International Research Assistant will be employed to do 100 hours within January to May to transcribe all Dictaphone recordings and look at trends.
- The research paper will then be sent to UKCISA and disseminated to the University and other groups interested across the industry.
- The first research group took place on the 21st November 2016 and had 11 international students attend.

Rachal Lilley and Jenny Barnes left the meeting.

13. Pension Liability FRS102

Noted:

- The Unions pension liability have increased by £30,000 and is now at £124,000.
- This is a statutory accounting requirement which values the Pension Liabilities and will go on balance sheets and taken out of assets.

- Roger Buttery stated that the liabilities in many pensions' schemes can be overestimated.

Jane Kilby entered the meeting.

14. Community Relations

Noted:

- Jacqueline Mayer, Head of Student Services at UoL, also attended the West End Residents Association (WERA).
- A joint paper was requested from the UoL, Union, City Council Antisocial team and Police.
- These groups have all met and solutions have been discussed, VC Mary Stuart has also attended a meeting with the Chair of WERA which was positive and moved things forwards.
- The main complaint made was on transient noise at night, this is more difficult to control as it is not specific to a residence and is not an offence.
- It was suggested to have police on the street to deter the transient noise, however the police do not have the budget.
- It was suggested for the President to be assigned to this to show the Union are taking this issue seriously.
- It was suggested having Wardens or Resident Tutors, however, this can only be done in UoL owned accommodation.
- It was suggested to have the Union talk to Committees (specifically social secretaries) that organise student events to raise awareness of this issue.
- Street lighting has a knock on effect on this, as students feel safer walking home in groups.
- Recently a street lighting survey was completed with over 700 students taking part.
- It was suggested to have more contact with landlords and giving a warning to students that they are moving into a residential area.
- It was suggested that a student project could be created to have a walking taxi service for students to encourage them to walk quietly through the West End.
- James Brooks is putting together a Community Engagement Strategy with VP Welfare and Community

Agreed:

- Sammi Storey to raise the student noise complaints with VC Mary Stuart in their next meeting.

15. Job Descriptions

Noted:

- There was discussion if the remuneration of Sabbatical Trustees should be included on the Job Descriptions.
- It was agreed to include the remuneration in the hope that this allows student leaders to be held to account by students and increase engagement in the role.
- DVC Scott Davidson suggested doing a person specification on a suggested skill set.
- There are different models of how Student Leaders are structured.

Agreed:

- The Person Specification to be included in the Job Descriptions.
- The discussion on Community being included under the Presidents remit as well as Vice President Welfare and Community will be made at the Executive Committee and reported to the Board.

Tasnim Hassan left the meeting.

16. Officer Terms and Conditions

Noted:

- Student Leaders taking annual holidays in term time was requested to be added to the Terms and Conditions.

Agreed:

- 13.2 should state "should not be".

- An additional section regarding annual should read similar to “leave shall not be taken during term time, however no more than 2 consecutive days shall be taken per academic term”
- The Executive Committee should approve all annual leave requests
- More than two days which are being requested should be approved by the Board of Trustees.
- The Terms and Conditions were approved subject to the above changes.

17. Advice Centre Statistics

Noted:

- The Advice Centre was successful last year, however, this year success has increased dramatically.
- The Advice Centre are working in partnership with the University Advice Service.
- The biggest area of concern for the Advice Centre last year was regarding fitness to practice panels not being explained to students within this process. The Advice Centre has done a campaign to raise awareness of fitness to practice panels and the serious impact these can have.

Agreed:

- DVC Scott Davidson requested a piece of work look at the trends within our Advice Centre compared to other Unions.

18. Freshers' Review

Noted:

- The new starters' survey was positive on all aspects.
- There were no concerns on the recommendations made.
- It was suggested to not do a repayment scheme for the Platinum Cards as unless this was paid in full before the card was given it could classify as a loan.

19. Trustee Resignation

Noted:

- This is DVC Scott Davidson's last Board of Trustees meeting his resignation was accepted.
- DVC Scott Davidson was thanked for all the help he has given to the Union during an enormous period of change.

Agreed:

- DVC Scott Davidsons' resignation was accepted.

20. Volunteering Review

Noted:

- Jen Lowthrop came to the Union to review the Volunteering department alongside Jane Kilby.
- Traditionally the department has focussed on brokerage, however, it has been recommended that brokerage become more automated and a focus be given to the Student Led Projects and Raise and Give.
- The Volunteer Awards should be a sit down meal to allow students to be rewarded and to raise awareness of volunteering.
- The UoL have tendered to do economic volunteering work, the volunteer work done by the student's benefits the community.
- The Volunteer Week was commended for the atmosphere it created within the Union buildings and making volunteering visible.
- Jane Kilby was commended for being open minded with the changes which have been recommended to the volunteer department.

21. Sabbatical Trustee Written Reports

Noted:

22. Health and Safety

Noted:

23. Any Other Business:

- Nothing to note.

PART B

24. Elections Spending

- Nothing to note

25. Elections Recommendations

- Nothing to note.

26. Bye-Elections Review

- Nothing to note.

27. Candidate Guide

- Nothing to note.

28. Returning Officers

- Nothing to note.

29. Disclosure Barring Service (DBS) Policy

- Nothing to note.

30. Training Report

- Nothing to note.

31. BUCS Report

- Nothing to note.

32. BUCS Funding Governance

- Nothing to note.

33. BUCS Funding Governance

- Nothing to note.

34. Date of next meeting: Tuesday 28th February 2017

Chair

Date