



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union
Executive Committee 17th July at 10am in
James Brooks' Office (Students' Union)

Present:

Luke Exton (LE) – Vice President Activities (Chair)
Tommy George (TG) – Vice President Academic Affairs
Connor Delany (CD) – Vice President Welfare and Community
Sophia Liu (SL) – Vice President International
James Brooks (JB) – Chief Executive

Also in attendance:

Holly Millar (HM) – Executive Assistant

1. Apologies for absence

- Kudzai Muzangaza (KM) – President

Declarations of Interest

- None declared.

2. Minutes of the previous meeting held on 17th July 2017

- The minutes of the meeting were agreed to be an accurate record of the meeting subject to amendment of the following spelling error:
 - Karen Crawford should have read *Karin Crawford*.
- JB confirmed that the Student Leader's would be presenting their Ops Plans at the Board meeting in October as noted in the minutes.

3. Matters Arising

- No items were raised for discussion.

4. Weekly Report

- It was noted that the Weekly Report would not be included in the papers distributed in advance of the meeting as the report included the weekend's take at Tower Bar etc.

5. Weeks Events

- TG noted that he and CD would be attending the Chemistry Rep meeting at The Hub on Wednesday 26th. TG added that this would unfortunately prevent his attending the Postgraduate Focus Group with Bradley Allsop. LE asked that the possibility of postgraduate specific goody bags could be raised at this event. JB suggested inviting the Post-Grad Student Trustee, Tarnjit Singh (TS).

Action:

- TG to invite TS to the meeting as per the above.

6. Student Leader Time Analysis

- TG noted that he had attended a considerable number of meetings the previous week and that this had affected the amount of time spent GOATING, as shown on the

time analysis. JB noted that KM's time analysis would be similar in that respect, compared to LE and CD.

7. Suggestions

- TG noted that Harvey Dowdy (Director of Estates) had directed him to Grant Anderson regarding a meeting scheduled for 31st July to discuss the retrospective fitting of plug sockets in pre-existing lecture theatres for student use.
- CD noted that Rachal Lilley (RL) was scheduled to attend a Mental Health First Aid Training course. JB suggested that this be discussed with Vice Chancellor Mary Stuart (MS) on 25th July.
- LE noted that the possibility of microwaves on campus had been raised but that it was not clear how this would be implemented; to be discussed at the Introductory meeting with Harvey Dowdy.

8. Accommodation Survey 2017 Analysis

- The document was taken as read.
- JB noted that accommodation was becoming increasingly important for students but that this survey should not be considered a hindrance to the Student Leaders' plans.

9. The Swan Opening

- JB noted the following:
 - The next SU Staff Away Day on Friday 1st September was intended as socialising event, particularly in light of the numbers of new staff.
 - The Swan would be re-opening on the evening of the same day and open to the public on the following Monday.
 - The intention was to invite all of the SU Staff and the Professional Services Departments at the University.

Action

- The group agreed that MS would be asked to officially re-open The Swan; JB to action.

10. Away Day, 1st September

- Discussed as per Item 9.

11. Building Opening Times/Working Hours

- JB noted the following:
 - There was a recurring issue regarding SU Staff entering the building to work out of hours and inadvertently setting the alarm.
 - It was proposed that, during term time, the green door to the LPAC and the top SU door at the bottom would be locked between 7pm and 7am.
 - If someone needed to access the building between those times they would need to arrange access with a key holder.

Action

- JB to confirm the times and procedures once implemented.

12. Employee Assistance Programme and Occupational Health

- Document taken as read and tabled here to note.
- JB noted that this programme was being implemented for SU Staff, although it would not be offered to Student Staff as they can utilise the service at the Advice Centre for confidential referrals.

13. Code of Conduct 2017/18

- Document taken as read. It was noted that it had been updated as necessary and that no substantive changes had been made.
- JB noted that the statements in relation to drinking alcohol were aligned to BUCS regulations.

14. Open Day

- JB noted that the University were keen for Student Led Projects to have a presence at the Open Days. CD noted that this was a good idea but that it depended on the availability of those leading the projects. JB proposed that a small donation to the project could be made by the University as was done for Sports Clubs and Societies attending the Freshers' Fayres.

Action

- CD to speak to the respective Projects to determine levels of interest.

15. New Society Application:

- **SSAGO (Student Scout and Guide Organisation)**
- JB noted that receipt of the Constitution and the revised application had answered his concerns from a legal perspective, as it demonstrated segregation between the proposed group (LUGS) and the Student Scout and Guide Organisation (SSAGO); it was agreed that the approval of the application would be dependent on a clause being added to the constitution to stipulate that membership of SSAGO was not a requirement to be a member of LUGS.

16. "Keep Wednesday Free"

- TG noted that this was a campaign run by the NUS to allow for participation in BUCS sporting events and that timetabling had always an issue when implementing this, particularly regarding lab and lecture theatre space.
- JB proposed that TG raise this matter at a meeting with DVC Sue Rigby, Caroline Low (Director of Planning) and Bridget Jackson (Timetabling Manager).
- CD noted that this free time on the timetables would coincide with the De-Stress programme which also occurred on a Wednesday afternoon.

Action

- TG to contact Tina Horton to arrange a meeting and to liaise with the School of Life Sciences as well to determine whether this has the greatest impact on their students.

17. Leadership Feedback of the Week

- JB noted that the question for this week had been what to display on the TV screens in the office and welcomed suggestions from the group.

18. Student Leader verbal updates:

President

KM provided the following written update:

- The meeting with the LWCCG was quite constructive in detailing the current situation with the proposed closure of the Walk-in-Centre.
- The University Health Centre was keen to develop a good working relationship with the Union.

- The NUS Lead & Change event had offered some key opportunities for networking and promoting the Union at Lincoln; this had generated some good ideas about how to develop our current way of working but also highlighted areas that we are excelling in.
- The President's Ops plan would be ready for initial presentation to SMT on 28th July.

VP Activities

LE provided the following update:

- The networking opportunities at the NUS Lead and Change event had been very good.
- The 'over the phone survey' with the Academic Societies would be occurring that day.
- Contacted Take that Photo and arranged a meeting on 25th July regarding activities photos; it's intended that these shoots would occur later in the year so that everyone had kit and fully established groups.
- There were currently issues surrounding the Cathedral Cup and when it is going to occur (it might not be the 4th October as Lincoln City may be playing Everton on this date). It was suggested by BGU and our Football president that all of our BUCS games be moved to accommodate the event but it was felt that this would not be well received by many of the competing sports clubs.
- The recent Jon Day training sessions had been very beneficial.
- The LPAC Hire costs, as discussed the previous week, would primarily affect the Dance, MTS, Drama, Singlt and CSSA Societies; liaison work with the Theatre Royal as an alternative venue is ongoing.
- Regarding Activities finances, he would be liaising with the Finance team within the SU to obtain a list of the PR forms submitted for each club.
- Regarding the #NoMore Campaign (focussed on raising awareness of sexual violence in Lincolnshire) he had attended a very productive meeting with Katheryn Schofield (KS) from the Wellbeing Centre; the campaign will run from 25th-29th September 2017; the involvement of the SU Clubs and Societies was discussed and it was agreed that KS would attend the Freshers' Fayres as a liaison exercise and that the message would be prominently on various social media accounts.
- The Ops plan would be ready for initial presentation to SMT on 28th July.

VP Academic Affairs

TG noted the following

- The NUS Lead & Change event had offered key networking opportunities.
- It was hoped that, going forwards, the Academic Societies could be integrated with the Schools within the University.
- An email had been received from Ben Walker at the Intervention Project highlighting that they wanted to develop an app, as part of a HEFCE funded project, which would create an expectancy graph of a student's projected grades.

VP Welfare and Community

CD noted the following:

- Following the meeting with Lincolnshire West CCG on 17th July, he had conducted some GOATING the next day with Kevin from the CCG; CD was hoping to become a member of the Patient Participation group to further this matter.
- Elaine Smith of the People's Assembly had made further contact last week, although he had personal reservations about working with this group.

- The presentation regarding Welcome Orientation week went really well.
- He had attended a meeting regarding the RAF Scampton Airshow that morning and there were potential RAG Opportunities for students at this event.
- He had spoken to former NUS officers this week regarding student registration and they needed to consider the upcoming Data Protection changes in their plans.

VP International

SL noted the following:

- The NUS Lead & Change event had been beneficial.
- She had established that the actual proportion of International Students for 2015/16 had been 8.6%, with the target number for 2016/17 being 1,121.
- A meeting had been arranged regarding the pre-course English Language students at which SL would introduce herself.
- She was in the process of updating the job description for the International Friends volunteer position; to be tabled at the Executive Committee meeting on 31st July.

19. Chief Executive verbal update

JB noted the following:

- The SUMS insurance had been updated to cover from fines for data breaches.
- As part of the anti-terrorism precautions, a parking barrier had now been installed at the back of the Engine Shed and there was to be no parking there going forwards.

20. Any Other Business

- KM had sent an email to the group regarding the Volunteer Officer positions, including the remaining School Rep positions. With reference to the Union Chair position, LE noted that a friend of his was interested in the role; it was agreed that this was a conflict of interest for LE and that he could not chair or partake in this element of the meeting. TG acted as the chair for this item and the group passed the proposal (3-0) on the proviso that it was opened up to election in September.
- TG noted and expressed gratitude for the positive relationships that the Student Leaders had with the Senior Management Team within this Union.
- It was agreed that the group needed to review the structure and length of these meetings going forwards.

Action

- Jenny Barnes to make contact with the agreed nominee for the temporary Union Chair position.

21. Date of Next Meeting: 31st July 2017

Chair

Signed

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