

**MINUTES OF A UNION EXECUTIVE COMMITTEE MEETING**  
**Held at 10 am Friday 10 June 2011 at University House**

Present: President (in the Chair)  
 Vice-President Community  
 Vice-President Welfare  
 Vice-President Education  
 Vice-President Sport  
 Vice-President Scarborough

Attending: Paul Tatton, Chief Executive (part meeting)  
 James Brooks, Director Commercial Services & Marketing  
 Wayne Cullen, Scarborough Union Manager  
 Sally Bates, minute-taker

		Action
1	<u>Apologies</u> – none	
2	<u>Minutes of Previous Meeting</u> - agreed	
3	<u>Matters Arising</u> - none	
4	<u>Community Zone</u>  a) <u>Achievements &amp; Progress</u> <ul style="list-style-type: none"> <li>• VPC has been working on the Community budget.</li> <li>• The meeting with VPS and about next year’s Tour was a positive one.</li> </ul>	
5	<u>Education Zone</u>  a) <u>Achievements &amp; Progress</u> <ul style="list-style-type: none"> <li>• VPE attended the final meeting of the external exam assessment and feedback working group. Recommendations were submitted months ago and it was now agreed that work would be returned within 4 weeks, additional guidance for students on request and feedback must be legible. There was also provisional agreement that there will be a universal university-wide penalty for late submission of assessments.</li> <li>• VPE will be meeting with the newly appointed ICT Director – hopefully to have some input in the strategy going forward.</li> <li>• Carl Barrow has asked for input on a Charter on Behaviour.</li> <li>• Discussion will be taking place with the Chair, Postgraduate students on ways to communicate effectively with hard to reach groups.</li> <li>• Lee Fallin is working on the education survey and student written submission.</li> </ul>	
6	<u>Governance Zone</u>  a) <u>Achievements &amp; Progress</u> <ul style="list-style-type: none"> <li>• President attended a meeting of the Alumni Advisory Group and thought this could be a productive group.</li> <li>• He is continuing to work on budgets and the next few weeks will be very busy.</li> <li>• President has been invited to Estates Review Presentation. CE was going to attend but as a post meeting note, Jonathan Hall will now attend in his place.</li> </ul>	

7	<p>b) <u>CE Update</u></p> <ul style="list-style-type: none"> <li>• CE attended the Membership Services away day and said plans were laid out very well.</li> <li>• Work on budgets and operation plans continues – some tough targets have been set. Budgets will be finalised next week.</li> </ul> <p><b><u>Sport Zone</u></b></p> <p>a) <u>Achievements &amp; Progress</u></p> <ul style="list-style-type: none"> <li>• VPS met Steve Curtis regarding the Active Universities bid and will clarify what AU wants from the plan.</li> <li>• A meeting was held with I Love Tour to discuss next year. VPS will also meet with Sports Party.</li> <li>• Detailed handovers are being written for the AU Exec.</li> </ul>	
8	<p><b><u>Welfare Zone</u></b></p> <p>a) <u>Achievements &amp; Progress</u></p> <ul style="list-style-type: none"> <li>• VPW attended the Landlords forum this week.</li> <li>• She has completed her budget and was pleased to be able to save some money.</li> <li>• VPW is waiting to hear back from the University regarding a part-time market research project – this may be a struggle with students not being around.</li> <li>• The handover file is being worked on and she is also reviewing the equal opportunity monitoring forms.</li> </ul>	
9	<p><b><u>Scarborough</u></b></p> <p>a) <u>Achievements &amp; Progress</u></p> <ul style="list-style-type: none"> <li>• Good afternoon at YCC Lady Edith campus – spoke to 78 students.</li> <li>• VPSc is finalising the Scarborough operation plan.</li> <li>• New volunteering and GIAG opportunities have been identified following a meeting Kathryn Oram-Robinson had with the YMCA.</li> </ul>	
10	<p><b><u>Any Other Business</u></b></p> <p>a) <u>First floor update</u></p> <ul style="list-style-type: none"> <li>• CE circulated an updated plan for the 1<sup>st</sup> floor refurbishment. He hoped that work would start at the beginning of March next year and hopefully be completed by August. A working group will be set up.</li> </ul> <p>b) <u>President's letter</u></p> <ul style="list-style-type: none"> <li>• In order to ensure that policy on free speech is communicated effectively within HUU, President is reviewing the HUU society constitution 2010-2011, social policy for AU clubs, AU club president letter of responsibility and University House room booking and stall booking forms. The revised forms will be brought back to UEC for final approval.</li> </ul>	President & AS

	<p>c) <u>Councillors of Scrutiny</u></p> <ul style="list-style-type: none"> <li>• President and Chair Campaigns &amp; Democracy had had a discussion regarding zones and responsibilities. Consideration will be given to rotating some of the members between zones.</li> </ul> <p>d) <u>Student Aid</u></p> <ul style="list-style-type: none"> <li>• VPSc had been approached by the University to work with Student Aid who wanted to supply Scarborough students with “welcome packs”.</li> <li>• It was agreed that we should not work with the external supplier but James Brooks to look at the viability of HUU providing this service.</li> <li>• VPSc to speak to the Accommodation Office and follow through with Welfare, SAC and the Advice Centre.</li> <li>• President to discuss HUU providing this in Hull with University Registrar.</li> </ul> <p>e) <u>Staff uniform</u></p> <ul style="list-style-type: none"> <li>• President circulated his proposed guidelines. These were agreed and CE would take to HoDs. A selection of items from the catalogue to be agreed for those who will wear uniform and clarification made on where these will be charged.</li> </ul> <p>f) <u>Employee of the month</u></p> <ul style="list-style-type: none"> <li>• CE advised that this will continue for May and June. In the meantime a proposal should be put forward for how the Wow Board will work and staff briefed.</li> </ul> <p>Meeting closed.</p>	<p>CC&amp;D</p> <p>JB</p> <p>VPSc</p> <p>President</p> <p>SB/HH</p> <p>RM</p>
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