

Present

A Burr	Vice President Student Activities
E Lekunze	Vice President Representation
P Onyekachi	A&D Faculty Chair
A O'Shaughnessy (Chair)	Vice President Democracy & Finance
O Oshunkoya	Vice President Communications & Engagement
R Pardner	HLS Faculty Chair

In Attendance

D Barley	General Manager
S McCulloch [Item 3]	Finance Manager
J Wood (Minute Taker)	Democratic Support Co-ordinator

Apologies

A Chaturvedi	Student Council Chair
T Fisher	E&C Faculty Chair
M Njounkwe	BES Faculty Chair

11/12-39

Minutes of the Previous Meeting and Matters Arising

Minutes

The minutes were agreed on the condition the following changes have to be made to Meeting 3 minutes;

Page 3; Paragraph 3; Change **Community Representatives** to **Community Officer**

Page 3; Paragraph 4; Change **officers** to **councillors**

The minutes from 8th August will need to be agreed at the next Executive meeting.

Matters Arising

10/11-142: Street Collections. DMB to add sections to include the consent from university/council. AB is awaiting the paperwork from S Gill, AB will circulate by the end of this week. AB noted that the Communications Coordinator has also been in talks with the council regarding Street Collections, AB proposes to work with G Jenkins to combine the meetings. JW to make Street Collections an agenda item for the next Executive meeting.

10/11-07 AB to bring a proposal for two national campaigns, for both female and male, for next Executive. AB to **carry forward**.

11/12-16 JW to make Funding and Funding Group Standing Item for DB. This has been included for today's meeting. DB noted that the

	<p><i>funding group consumed a lot of time over the last year and feels the issues will be addressed through staff objectives. Many of the issues will be discussed through the Strategy and Performance sub-committee therefore feeding back to Executive.</i></p> <p>11/12-24 AB to take the Kitlocker SLA contract to F&GP for approval. The contract was taken to F&GP although not agreed upon. AO to look into when the contract needs to be finalised by. <i>This item is on today's agenda.</i></p> <p>11/12-25 EL gave a progress report on the Community Representatives. EL will send the paper to JW who will circulate to the committee. <i>This report has been circulated.</i></p> <p>11/12-25 EL to bring the Terms of Reference for Community Representatives to the next Executive Committee. <i>This item is on today's agenda.</i></p>
Action	<p>The minutes from 8th August will need to be agreed at the next Executive meeting.</p> <p>JW to make Street Collections an agenda item for the next Executive meeting.</p> <p>10/11-07 AB to bring a proposal for two national campaigns, for both female and male, for next Executive. AB to carry forward.</p>
11/12-40	<p>Associate Membership AO circulated around the committee a paper on Associate Membership.</p> <p>AO noted that the same paper has been circulated to CUSU Managers, there was one suggested amendment which was for students with no jobs to reduce the membership to £12.50. This suggestion needs to be considered by the committee.</p> <p>OO enquired why the Advice Centre is not included in the membership. AO noted that due to the capacity of the departments the services are stretched, therefore demands on services need to be protected for students and members.</p> <p>A vote was taken on approving the paper on Associate Membership which passed, unanimously.</p>
Passed	<p>A vote was taken on approving the paper on Associate Membership which passed, unanimously.</p>

<p>11/12-41</p>	<p>Kitlocker SLA</p> <p>SM noted a few changes which are to be considered within the Kitlocker SLA.</p> <p>SM detailed areas including;</p> <ul style="list-style-type: none"> - 5.4 Rewards and incentives - 5.4.2 Rebates <p>SM suggested including more details and tidying up the wording to include specific totals/dates.</p> <p>DB enquired if the document was a service level agreement or a contract. If a contract, DB and AO would need to sign it as it would be a legally binding agreement between two parties. AB noted that it was a loose contract.</p> <p>DB enquired who places the order, leading on to who are Kitlocker placing orders with? AB noted that CUSU would be the customer.</p> <p>OO enquired into quality control and how this will be measured? AB noted that there is a complaints procedure within the contract. Further to this Kitlocker have a refund policy if there are any problems.</p> <p>OO enquired if this should be incorporated within the contract? AB noted that in section 4.6 there is a clause for faulty garments.</p> <p>DB noted that if CUSU sign the contract we would become a 3rd party to sports and societies doing business with Kitlocker. AB noted the sports teams and societies have to order through CUSU. Disciplinary procedures will be followed if they use another supplier which is stated under the code of conduct. AB noted that if Kitlocker are unable to provide the right equipment, sports and societies are aware they can place an order through an alternative company.</p> <p>DB noted to include if the document is a legally binding contract.</p> <p>A vote was taken to approve the contract subject to the above changes which passed, unanimously.</p>
<p>Passed</p>	<p>A vote was taken to approve the contract subject to the above changes which passed, unanimously.</p>
<p>11/12-42</p>	<p>Standing Item: Strategic Aims</p> <p>AO asked for JW to change Strategic Aims as an agenda item for DB.</p>

	<p>DB noted that AO and DB need to liaise regarding the presentation of this agenda item.</p> <p>The strategic aims were separate to the Strategic Plan. There were 8 identified aims. These were prioritised and brought to executive at different stages throughout the year.</p> <p>They included;</p> <ul style="list-style-type: none"> - CUSU awards and; - Diversifying income streams <p>These have been replaced with KPI's. To reduce duplication of reports from the Strategy and Performance committee the Executive committee discussed receiving the minutes from the meetings and reviewing them during the meeting.</p> <p>This year we were able to align the University and Student Unions' priorities so our KPI's have commonalities with the university. A Strategy and Performance Sub Committee has been formed where we can monitor our performance throughout the year.</p> <p>The Committee agreed to keep strategic aims as a standing item, and be sent the minutes from Strategy and Performance via the action points paper.</p>
Action	AO asked for JW to change Strategic Aims as an agenda item for DB.
11/12-43	<p>Standing Item: Sports and Societies Ratifications</p> <p>The following societies were discussed and voted on;</p> <ul style="list-style-type: none"> - Ethical Hacking; request to change name to 'computer security', passed, unanimously - Romanian Society; Part of the International project, passed, unanimously - Economics society; passed, unanimously - Elevation Network Society; AB noted we would need to look further into this society to see if it has a link with the charity organisation. AB to meet with the proposers and discuss name and if they are tied in with charity. <p>AB noted that the Post grad society did not get enough signatures and they there was no Student ID numbers. AB will contact the society to discuss.</p>

Approved	<ul style="list-style-type: none"> - Ethical Hacking – approved - Romanian Society – approved - Economics society – approved
Declined	<ul style="list-style-type: none"> - Elevation Network Society – declined
Action	Elevation Network Society; AB to meet with the proposers and discuss name and if they are tied in with charity.
11/12-44	<p>Standing Item: Funding and Funding Group DB referred to the discussion during matters arising.</p> <p>DB highlighted that Managers have the funding objectives incorporated within the PDR process. This will be reviewed throughout the year.</p> <p>DB noted that the University sends monthly opportunities for grant applications that they are aware of which DB forwards to Managers.</p> <p>A discussion was held on CUSU Services, the commercial arm of the organisation. DB noted that we have been in touch with Duncan Goose who has put us in touch with relevant staff at Oxfam who can assist us with how the two organisations, charity and commercial operate together.</p>
11/12-45	<p>Standing Item: Policy Lapsing AO noted that there have been no policies lapsing.</p>
11/12-46	<p>Standing Item: Chairs Action AO noted that this was a proposed standing item from EL. EL noted that this was for transparency so members know what is happening.</p> <p>EL is concerned chairs action could be abused, therefore recording the data would ensure the transparency of the organisation.</p> <p>A discussion was held on the chair taking chairs action and the methods of recording the decisions.</p> <p>The committee agreed to leave Chairs Action on as a standing item.</p>
11/12-47	<p>Motion A: Source online councillor OO detailed the motion for a Source Online Councillor.</p> <p>AO enquired what the quoracy is to ensure the election of the position. OO noted that the election would be held within the first meeting of members and the position must be agreed by all present at the meeting. There is no quoracy as there is no specific number of</p>

	<p>members.</p> <p>DB enquired if we can use the wording for the terms of reference from similar source positions.</p> <p>A vote was taken on appointing a Source Online Councillor, which passed unanimously providing the same wording is used for similar positions.</p>
Passed	<p>A vote was taken on appointing a Source Online Councillor, which passed unanimously providing the same wording is used for similar positions.</p>
11/12-48	<p>Motion B: Removal of Health & Safety Sub Committee Removal of Health & Safety Sub-Committee</p> <p>AO discussed that this item was a change taken by Executive to the Democracy structure. AO would clarify that this group was formed as a sub group for the University Safety Group which then reports to Executive. This is a legal obligation on the person leading on health and safety.</p> <p>Further to this, DB noted that the decision was taken based on a misunderstanding.</p> <p>Issues discussed include the fabric of the building. S Tuppen takes the legal responsibility these issues.</p> <p>A vote was taken to remove Health & Safety Sub Committee which passed, unanimously</p>
Passed	<p>A vote was taken to remove Health & Safety Sub Committee which passed, unanimously</p>
11/12-49	<p>Student Representative and Engagement with the Estates Department EL detailed Paper A.</p> <p>A discussion was held on;</p> <ul style="list-style-type: none"> - Safety and security on campus - Reporting structures - Duties of the campus officer - International Student Concerns - The number of service reps - Appointment of the position - Differences between working groups and focus groups - Transparency of recruitment of positions - Paid position - Comparison of similar positions

	<p>DB noted that the effectiveness of the reps will be from building personal relationships which can be done by regularly holding meetings.</p> <p>PO left the meeting; 16:15.</p> <p>Discussion continued to comparing service reps with senior course reps to get a rough idea on the quantity of work.</p> <p>DB noted the following points which need to be revised;</p> <ul style="list-style-type: none"> - AGM attendance - Chair of group and minuting focus groups - Working groups - Linking it in with the Representation Committee through the democracy structure <p>Item to be revised.</p>
<p>11/12-50</p>	<p>Community Representatives Terms of Reference Carried Forward</p>
<p>11-12-51</p>	<p>Sub Committee Elections AO noted that there is a position on F&GP to be filled. Item to be carried forward.</p>
<p>11/12-52</p>	<p>AOB AB noted additional points to Bye Law M, to include a dismissal of sports and societies officials. AB detailed reasons why he's included it and what specifics have been added.</p> <p>AO noted the following changes need to be made;</p> <ul style="list-style-type: none"> - The wording in section 5.3 needs to change from 'the sport / societies membership' to 'relevant sport or society membership' - Additional to 5.5, must include 'Grounds for a...' motion of no confidence... - Wording of 5.7 to change to 'Officers of sports and societies may then be dismissed by a motion of 'no confidence' being passed by 1/3 of members at a meeting of the sports or societies members' <p>A vote was taken to pass Bye Law M with the above changes which passed unanimously</p>

	<p>AB circulated the Vehicle Mis-use paper. AB detailed the paper.</p> <p>AB noted that there was a need for a distinction between driver and club as some clubs don't have drivers.</p> <p>AO noted that not all transgressions were covered and the paper was very broad.</p> <p>A discussion was held on the paper.</p> <p>DB enquired into the procedures if there is serious damage, AB noted that this would be covered in the sports and societies code of conduct which was then circulated.</p> <p>A vote was taken on the Vehicle Mis-use paper which passed, unanimously.</p>
Passed	<p>A vote was taken to pass Bye Law M with the above changes which passed unanimously</p> <p>A vote was taken on the Vehicle Mis-use paper which passed, unanimously.</p>
11/12-53	Date of next meeting: 10am; 7 October 2011

Signed _____

Name _____ Date _____