

EXECUTIVE COMMITTEE | Minutes of the meeting held [via Teams] Tuesday 14 July 2020**Ex-officio members present**

Atree Ghosh | Chair | VP Union Development | he/him
 Bethan Morgan | Vice President Education | she/her
 Oliver Robinson | President of SU | Chair of Trustee Board | he/him
 Molly Lawson | Students with Disabilities Officer | she/her
 Max Kafula | BAME Students Officer | he/him
 Jesse Phillips | LGBTQ+ Officer | they/them
 Shannon McCaul | VP Societies & Media | she/her
 Paul McCarthy | VP Sport | he/him
 Amy Merchant | VP Welfare | she/her
 Amy Stanning | Mature Students' Officer | she/her
 Yu Hong Goh | International Student Officer | she/her
 India Ellis | County College JCR President | she/her
 Fabiha Askari | Faculty Rep for Taught | she/her
 Chris Cottam | Education & Support Unit Manager and Chair's Aide | he/him
 Misbah Ashraf | Interim Chief Executive | she/her

Members present**In attendance**

Due to the Covid-19 the meeting was held via Microsoft Teams.
 Members present gave permission for the meeting to be recorded.

Agenda Item 1 | Apologies | Bethan Morgan | Vice President Education informed the Chair she would leave early. No other apologies received.

Agenda Item 2 | Minutes of previous meeting held 21 May [Exec-2020 05 21]

The LGBTQ+ Officer's name had not yet been corrected after their previous request.

Additions should be made to include a record of the matter the President of the SU raised under *item 7 – any other business* of the last meeting

The Faculty Rep for Taught highlighted that, due to the administrator having to leave the meeting early, the latter part of the AOB item was not included. She requested that the recording of the last meeting be uploaded to Facebook for its review of that section.

The Faculty Rep for Taught formally raised her thanks to the previous Executive Committee members for all of its work following its omission from the previous minutes.

Following advice from the Chair's Aide, the Chair proposed a vote on the requested changes. The committee voted to approve the minutes subject to the above amendments.

Agenda Item 3 | Matters arising from the minutes [not elsewhere on the agenda]

- 3.1** Nominations for Vice-Chair | the committee was informed that its by-laws state that anyone other than the current Chair can run; though the Chair highlighted that if another Officer was to apply at this stage, it would mean they would be unable to fulfil their role as chair of the AGM. The committee noted the interest of India Ellis and Fabiha Askari, further noting that Faculty representatives end in November, and JCR representatives in December. The committee was asked to vote, with India Ellis receiving the majority and becoming the new Vice-Chair.
- 3.2** Recording of previous meeting | the Chair agreed to follow up on the recording of the last meeting being uploaded to the website.

Agenda Item 4 | Items for Approval

The Chair initially informed the committee of a slight change to the original agenda. The committee noted that some items would be discussed in a different order.

- 4.1** **Ratification of Appointment of Student Trustee** | the committee noted this item was included in the previous agenda but proved unable to produce a formal outcome due to the committee not hitting quorum.

The committee noted that the candidate Callum Slater would be elected for a term of one year, or until March 2021. The Chair welcomed initial comments, to which the President of the SU informed the committee that legal obligation under charity law dictates the committee must approve an additional unpaid Trustee for the Trustee Board.

The President of the SU stated that he would vote in favour to ratify the student Trustee to bring the Union back in compliance with regulations; though outlined his objection and contrary decision to ratify should statutory law compliance not be an integral part of his duties as a Trustee of the Union.

The Chair provided clarification to the committee on what the membership requirements of the Trustee Board have to be; highlighting that the legal advice stated the Board cannot have more paid trustees than unpaid trustees. The Chair's Aide also provided further information contained in the Articles of Association.

The committee was asked to vote on the ratification of appointment. As a result of the vote, the committee approved the ratification of Callum Slater as a Student Trustee.

- 4.2 Ratification of Appointment of External Trustees** | the committee initially noted two candidates for this position; Joe Corcos and Sam Breckell, who would be appointed on a four-year term. The President of the SU commented on the importance of this element of the committee's role. The President of the SU stated that, given the committee has now met its legal obligations under charity and statute law, it is imperative that the it fully considers its decision. The committee noted that a claim previously made, whereby the committee has to object on the basis of those Trustee's alone, is incorrect as per the Articles of Association and the committee's bye-laws.

The President of the SU stated that he objects to the appointment of the two candidates as the committee has not received enough information to conclude the candidate's level of commitment to the charity, and to the values and principles that the Union hold. The President of the SU further stated that it would be remiss of him as a Trustee to not bring the fact into consideration, highlighting historic criticism for failing to uphold principles of democracy. On a point of clarification, the Chair's Aide referred the committee to 27.4 of the Articles of Association, which states that if an external Trustee resigns, is disqualified, or is removed from office, an External Trustee shall be appointed to the vacancy. The Chair's Aide confirmed that to not appointment an External Trustee would act outside of what the overall governing document says with regards to the charity. In response, the President of the SU reiterated that he would vote against the ratification of the two candidates given his belief that it is the only safe option taking into account the governing documents, the situation the committee are in, and given the lack of information the committee has received on the candidates.

The Chair referred the panel to a provision of rejecting ratifications found within the governing documents of the Executive Committee; stating that he believes the term of four years makes the committee less agile as an organisation.

The Chair's Aide confirmed that the committee can vote against ratification if it deems an individual to not be suitable, but it is not in the powers of the committee to not ratify someone on the basis that it does not want to follow governance which is set out prescribed within the Articles of Association.

The Vice President Education clarified there are three candidates to vote on; two External Trustees and one advisory position to the Finance and Risk sub-committee, who is not a voting member. The committee noted that the two External Trustee candidates came as a result of a recruitment project, which found them to be extremely qualified with HR and finance expertise. The Vice President Education stated her apprehension in rejecting the ratification outright, which could mean losing their expertise, and recommended a term of one year as opposed to four, subject to changes in the governing document.

The LGBTQ+ Officer referred to one of the President of the SU's earlier statement regarding uncertainty of the candidates reflecting the values of the Union. The LGBTQ+ Officer stated that they disagree with the President's opinion on the basis that applying to become a Trustee alone displays willing to dedicate time and effort to help the Students' Union. The LGBTQ+ Officer also echoed concerns raised over a four-year term, and recommended an approval of a one-year term should the committee hold that power.

The committee noted clarification from the Interim Chief Executive on the approval of the additional Finance and Risk committee member; stating that the committee only consider the appointment and would not vote to ratify as the member would not be a Trustee. It further noted that the committee currently does not have an expert, so the need for one is urgent. The committee noted the finance candidate is Joe Corcos, also noting that there is nothing in the governing document to suggest it needs to be ratified by the Executive Committee.

*the committee initially believed the finance candidate was Joe Corcos, but later established it is David Dobson when the Interim CEO provided clarification.

The Mature Students Officer raised a query on whether a discussion on the feasibility of the two nominated Trustees serving for a lesser term took place as was asked for at the previous meeting, and what the outcome was. The Mature Students Officer also expressed her surprise that the candidates are still interested after such a long time, and echoed her regret if the committee were to lose them. In

response, the Chair raised a point of information in section 22 of the Articles of Association which eludes to it being possible to have a term length of up to four years. The Mature Students Officer proposed the committee offer a one-year term, pending the outcome of a constitution convention.

The Chair stated he believes there is no set deadline on the ratification, but given the skills and expertise of the candidates a decision should be made as quickly as possible. The Chair's Aide raised a point of information to confirm his belief that a shorter term is within the powers of Executive Committee.

The President of the SU raised a point on the Trustee whom the committee have no information for, urging caution against voting in favour of ratification.

The committee noted it is able to vote each candidate individually.

The committee was asked to vote to ratify the appointment of External Trustee Joe Corcos on a one-year term. As a result of the vote, the Chair initially declared that the approval failed due to the agreeing votes not having met the two thirds minimum requirement. The Mature Students Officer raised a query on if votes to abstain should count towards votes against, to which the Chair stated he views votes to abstain as not a vote to approve. The Chair also stated the bye-laws do not state any clarification on what counts as a vote against. In response, the Mature Students Officer stated that while she accepts the Chair's ruling, she finds the ruling highly unsatisfactory. As a result of these discussions, the committee agreed it will include an item on objecting/abstaining/approving at its next meeting. The Chair then decided to re-vote on Joe Corco's ratification following a query from the Mature Students Officer in light of recent of recent facts in which the committee noted a vote to abstain counts towards a vote against in this case. The committee was asked to vote to ratify the appointment of Joe Corcos again. As a result of the vote, the committee agreed to approve the suggestion of appointment of the External Trustee on the basis of a one-year term.

The committee was then asked to vote to ratify the appointment on the remaining External Trustees, Sam Breckell, on the basis of a one-year term. As a result of the vote, the committee votes to approve the suggestion of appointment for this candidate.

The committee initially voted for the approved of the finance candidate, but following a mistake highlighted in earlier discussions, the committee then noted that David Dobson was the Finance and Risk Committee candidate, and the only candidate the committee had not received a CV for. Given the new information, the committee withdrew their original decision. The Vice President Education was asked to give feedback on the Finance and Risk Committee candidate in an attempt to avoid delaying the decision. The Panel noted the candidate has a very strong financial background and works with a current partner of Lancaster University so has an understanding of higher education. The Vice President Education reiterated her belief that he would be a great appointment, stating that he wasn't chosen over the other two candidates due to the expertise he could bring to the Finance and Risk Committee.

The Committee was then asked to re-vote to ratify David Dobson as a Trustee to sit on the Finance and Risk Committee for a four-year term. As a result of the vote, the committee approved the suggestion of appointment.

ACTION | Request of acceptance by the Appointments Panel of offering a one-year term to two External Trustees | Chair

ACTION | An item on objecting/abstaining/approving will be included in the next meeting | Chair

SU VP Education left the meeting.

- 4.3 County College's bye-law changes** | the committee was asked to vote on the bye-law changes. As a result of the vote, the County College's bye-law changes were approved via simple majority.
- 5.2 MEPPPO name change** | the paper was presented by the BAME Students Officer / during discussions, the panel noted a poll that took place which had 31 respondents, which met the minimum quorum requirements of 15, 62.5% agreed that the name should change from BME to BAME. / the committee was asked to vote on agreeing the name change. As a result of the vote, the committee voted to approve the requested name change.
- 5.3 Executive arrangements** | the paper was presented by the President of SU / the paper contained eight specific recommendations around various conditions, which the committee agreed it would vote on separately.

The committee was asked to vote on approving part 1 of the proposal which allows for amendments to take place. As a result of the vote, part 1 of the proposal was approved.

The VP Sport-elect put forward an amendment on the point of contentiousness changing to a two thirds majority vote, which the President of the SU accepted.

The committee noted that to ensure decisions can be made quickly and efficiently, a contentiousness vote will not require a certain percentage of members to be in attendance.

The committee was asked to vote on approving the basis of decreasing the threshold from a unanimous to a two thirds majority vote. As a result of the vote, the committee approved the change.

The committee agreed it will include a discussion on quoracy at the next meeting.

The committee noted a point on the proposal in relation to minutes being published within a week of the meeting in order to meet its accountability and transparency bye-laws. The LGBTQ+ Officer raised practicality concerns on putting out draft minutes with potential mistakes in could lead to misinformation being spread. The committee was asked to vote on the suggested wording of the Interim Chief Executive's proposal; which includes a turnaround of two working days for the minutes, followed by any amendments requested by the committee with a seven day cut off, at which point the minutes will be finalised and uploaded to the website. As a result of the vote, the committee agreed the amendment.

The committee noted the wording changes in point four of the proposal, which relates to two thirds quorum reducing to 40%. The Chair raised concerns, suggesting a proposal of amendment to 50%, which the President of the SU agreed with. The committee were asked to vote on the proposal. As a result of the vote, the committee agreed to approve.

The President of the SU referred the committee to point five in the proposal which asks the committee to recommend the adoption of the format for Executive Committee meetings. The President of the SU agrees with the suggestion that the Students with Disabilities Forum should be approached in relation to the accessibility of the forms. The committee were asked to vote on the proposal with the amendment of the Liberation Officers also having feedback on the final format. As a result of the vote, the committee voted to approve the format pending changes.

The members were asked to vote on point six of the proposal. As a result of the vote, the committee voted to approve.

The President of the SU referred the committee to point seven in the proposal, which suggest the committee vote on each recommendation as opposed to the entirety of the paper. The members were asked to vote on the proposal. As a result of the vote, the committee voted to approve.

The President of the SU referred the committee to point eight of the proposal, which refers to transparency of recorded votes. The Mature Students Officer suggest an amendment that all voted be recorded for sake of full transparency, which the President of the SU agreed to add as a friendly amendment. Following discussions on the practicality, the committee was asked to vote. As a result of the vote, the committee voted to approve the amendment.

ACTION | all requested and approved amendments must be made to the proposal | President of the SU

ACTION | the Interim Chief Executive will provide documentation to clarify the committees quoracy definitions to the Chair, who will provide an update at the next meeting | Chair | Interim Chief Executive

ACTION | with regard to point five, the President of the SU will liaise with the Students with Disabilities Forum | President of the SU

ACTION | with regard to point five of the proposal, the Executive Administrator will ensure the new format is made available all members of the committee | President of the SU | Executive Administrator

- 5.3 PTO Inclusion Policy** | the paper was presented by the President of SU / the committee noted the aim of the report is to change the bye-laws to allow the PTO's to have automatic right of comment on every single paper as opposed / the committee noted it isn't possible for it to receive meeting papers with additional comments only one day in advance due to logistical limitations / the PTO's raised concerns over the distribution timings of papers as points may need to be raised with a forum to ensure they are informed enough to vote on that matter /the committee noted that PTO's have the option to add

comments in both the papers and also the meeting itself / the committee was asked to formalise wording of the process to encompass the provision of weekends for papers review. As a result of the vote, the committee voted to approve the changes.

ACTION | to make approved amendment to the policy | President of the SU

5.4 Item 5.4 tabled until next meeting

ACTION | to add item 5.4 to next meeting's agenda | Chair

- 5.1 Motion to campaign for an increase in our block grant for Lancaster University** | this item was presented by the Chair | the committee noted that this item has been ruled contentious in the previous meeting due to an inclusion of a point regarding boycotting the NSS | The Chair confirmed the earlier vote on contentiousness issues took place immediate effect | the committee noted that most members were involved in the meeting where this item was explained, though the Chair went on to give a brief explanation | the committee showed support of the proposal, acknowledging challenges of achieving in the short term due to impacts from Covid-19 | the President of the SU outlined his approach to change the basis of which the Union is funded from a block basis to a per-student basis, and done on the basis of a tuition fee rather than an individual basis. The Chair agreed to bring this item for discussion at the next meeting | the committee was then asked to vote. As a result of the vote, the committee voted to approve the motion.

ACTION | to add a discussion on the President of the SU's approach to funding the SU, as discussed in item 5.1 | Chair | President of the SU

Agenda Item 5 | Items for Discussion

- 5. Ground rules** | item withdrawn by the President of the SU

Agenda Item 6 | Items for Information

- 6.1 Update from Interim Chief Executive** | no significant update | the Interim Chief Executive welcomes any comments or questions following the meeting
- 6.2 Update from Full-Time Officers**
Induction calls | focused on induction calls | aims to get manifesto points achieved and advertised once social media channels are live | hopefully have a more details update next meeting
- 6.3 Update from Part-time Officers** | working through induction and training | LGBTQ+ Officer had a meeting with the Executive Committee for the forum, action from a previous meetings bringing item about Trans representation in the Union to the forum which is now being brought to the forum executive with a look to responding to the item in the Spring of 2021 | Hoping to convene inaugural meeting of new mature students forum. Draft set of bye-laws ready and new Facebook group which now has over 40 members | key issue working on is reopening the library as a study space, which is a very significant issue for Mature Students Forum | accessibility framework which was proposed at the last meeting being worked on, everybody that wants to come will be invited to a meeting

Agenda Item 7 | Dates of future meetings

- The dates and times of next three meetings:
 - Tuesday 11 August 15:30-17:00
 - Tuesday 15 September 15:30-17:00

Agenda Item 8 | Any Other Business | no further comments.

The Chair thanked those present for attendance at the meeting.