Meeting:	**Leadership Committee**
Location:	**Microsoft Teams Meeting**
Date & Time:	**Wednesday 11th November 2020 at 3.30pm**

Present:	
Freya Jackson	Community Officer *(Chair)*
Francesco Masala	President
Fritz Ho	Postgraduate Officer
Tom Sawko	Sport Officer

In attendance:	
Gregory Noakes	Governance & Executive Support Manager *(Secretary)*
Andrew McLaughlin	Chief Executive
Mandy Wilson-Garner	Deputy Chief Executive

Item	
1.	**Apologies for absence**

Name	Reason	Accepted
Annie Willingham	Another meeting	Yes

2.	**Notice of any other business** The following item was identified for discussion under any other business: 1) Staff attendance at Leadership Committee meetings 2) V Team Chair 3) Chief Executive Recruitment Update
3.	**Declaration of conflict of interest** No conflicts of interests were declared in any items on the agenda.
4.	**Minutes of the previous meeting and matters arising** The Committee received a report on minutes of the previous meeting and matters arising *(See R1 of the Committee reports)*. They approved the previous minutes for the Chair to sign.
5.	**Strategy and Performance Monitoring** The Committee received a report on strategy and performance monitoring *(See R2 of the Committee reports)*. The Chief Executive noted that the performance report was the key report that the Committee needed to be challenging and holding senior staff to account on. The Committee discussed the low percentages received for *'I feel that my contribution to The SU matters'* (31%) and *'I can influence the decisions and actions of The SU'* (24%). These were key performance areas that needed to be addressed. Marketing had a clear role to play in this in terms of communicating how students are already doing these. The Committee discussed and agreed that it would useful to have the Marketing team work on a project to see if their comms could be tailored to positively improve on these result.

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	With both an NUS referendum and Officer elections coming up this would be a good time to run such a project. The Chair suggested that staff across The SU had a role to play in this by ensuring that they were always closing the loop with students they worked with to make sure they knew how their actions were influencing and contributing to The SU. The Committee discussed the high percentage received for *'How concerned have you been about your mental health and wellbeing in the last two weeks'* (58%). They agreed that it would be useful to see figures for SU Advice & Support Team usage during this time. The Deputy Chief Executive reported that the Advice & Support Manager was working on this. The data they wanted to see was around diversity participation data because this would be useful for identify particular groups of students who might not be engaging with the service. The Chief Executive reported that participation data still needed to be added to the report but once done there should be no need for the current election data as this would already be covered. Along with this Equality, Diversity and Inclusion data *(EDI)* would also be added once the EDI project had identified Key Performance Indicators *(KPIs)* to use.
6.	**Project/Campaign Management** The Committee received a report on project/campaign management *(See R3 of the Committee reports)*. **SU Standpoints Project** The Governance & Executive Support Manager reported on the outcome of the Student Policy review. It was being recommended that all student policies should be removed because they either: • had achieved their purpose and were no longer needed; or • were recommending actions/practices that were unachievable or outdated. The Governance & Executive Support Manager noted that the exercise had identified a number of student positions that would be included within the Standpoints document going forward. An updated document would be presented to the Committee which would identify where positions had come from including student policies. The Committee discussed and agreed to accept the recommendation for the student policies to be removed and the relevant student positions to be transferred to the Standpoints document. **Student Group Restructure Project** The Chief Executive reported that this project had unfortunately fallen behind schedule. A meeting would be held with the project team next week to discuss this and update the project plan including the timeline for completion. **Trustee Recruitment Project** The Governance & Executive Support Manager reported that due to time constraints it had not been possible to get the requested trustee promotional video completed in time for recruitment. This would still be actioned so that a video could be prepared for future Trustee recruitment.

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	Other Projects **QUESTION:** The Chair asked if there were any other projects ongoing other than the ones reported above. **ANSWER:** The Governance & Executive Support Manager reported that there were three other projects ongoing that had not been reported. They were the Sustainability project, EDI projects and Active Travel project. Reports on the Sustainability project and EDI project would be presented at the next meeting.	
7.	**Governance** The Committee received a report on Governance *(See R4 of the Committee reports)*.	
8.	**Any other business** The following item had been previously identified for discussion under any other business. 1) **Staff attendance at Leadership Committee meetings** The Chief Executive proposed that the Leadership Committee might benefit from having the following key staff members in attendance at meetings as advisors: • Helen McHenry *(Head of Finance)*; • Polly Hawker *(Head of Activities)*; • Charlie Slack *(Head of Student Voice & Engagement)*; • Mike Dalton *(Head of Commercial – Venues & Events)*. **QUESTION:** An Officer asked the Governance & Executive Support Manager if they had any concerns about more staff attending the Leadership Committee. **ANSWER:** The Governance & Executive Support Manager explained that they had no concerns as along as staff understood they were there to advise Officers and answer questions. 2) **V Team Chair** The Governance & Executive Support Manager reported that the current Chair of the V Team committee had suspended their studies for personal reasons but was asking if they could still continue in their role. The Volunteer Co-ordinator had reported that the Chair was doing a great job of supporting the V Team and that without them the committee might really struggle. The Governance & Executive Support Manager advised that students who suspended their studies remained registered students at the University. Therefore if the Committee authorised it there should be no issue with them continuing as Chair. The Committee discussed and agreed that the Chair should be allowed to continue in their role while their studies were suspended. 3) **Chief Executive Recruitment Update** The President reported that it had been agreed that the services of the recruitment agency Peridot would be used to help recruit the new Chief Executive. This was the same agency which had been used to recruit the current Chief Executive last time.	

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| | In terms of timelines it now looked like an appointment would be made within the new year.

Officer Wellbeing

QUESTION: The Chief Executive asked how Officers were feeling and whether there was any further additional support they felt they needed.
ANSWER: The Officer team reported back that they generally felt they were doing okay.

The Chief Executive noted that both themselves and the Deputy Chief Executive were available if any Officers needed to talk about anything. |

The meeting ended at 4.35pm.

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