

Meeting:	Leadership Committee		
Location:	1 East Meeting Room 3.20		
Date & Time:	Wednesday 30 January 2019 at 9.00am		
Present:			
Jack Kitchen	Education Officer (Chair)		
Jiani Zhou	Postgraduate Officer		
Alisha Lobo	Community Officer		
Eve Alcock	President		
In attendance:			
Gregory Noakes	Governance & Executive Support Manager (Secretary)		
Mandy Wilson-Garner	Deputy Chief Executive		
Polly Hawker	Activities Manager		
Emma Quixley	Advice and Community Manager		
Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Andy Galloway	Annual leave	Yes
	Kimberley Pickett-McAtackney	Annual leave	Yes
2.	Notice of any other business		
	The following item was identified for discussion under any other business:		
	1) Volunteer Reward Scheme (VRS)		
3.	Declaration of conflict of interest		
	No committee members declared a conflict of interest in any item on the agenda.		
	Committee members were reminded to declare any conflict of interest if it arose during the course of the meeting.		
4.	Minutes of previous meeting		
	The minutes of the previous meetings were approved and signed by the Chair.		
5.	Matters arising from previous meeting		
	The committee noted that all actions from the previous meeting had been completed.		
6.	Club Development Officer Role Update		
	The Activities Manager reported positively on the work that the Club Development Officer had done since the beginning of the academic year.		
	They explained that the role involved working with and supporting 39 SU (Student Union) clubs. Having a single member of staff have oversight of these clubs was allowing The SU to take a more strategic joined-up approach to how it developed and supported these clubs.		

The Activities Manager noted some of the specific benefits that the role had brought to this area within The SU (*See P5-7 of committee papers*).

They also noted that through the targets they were setting for the Club Development Officer they were linking their work into the wider sports strategy.

One area that the Club Development Officer was being challenged with was addressing club social initiations through training this year for new committee members ahead of the start of the next academic year.

QUESTION: The President asked for clarity on how the role was being funded?

ANSWER: The Activities Manager explained that this was being funded by The SU as a project and would be reviewed going forward. They noted that the work being done was intended to be long lasting and sustainable.

The committee discussed recent issues that The SU had faced in being consulted on in the development of the University's sport strategy. They discussed and agreed that across the University The SU were not always being engaged by the University on the development of their strategies. It was noted that where they were successful this tended to be down to good relationships between key staff in The SU and University.

(The Activities Manager left the meeting at this point)

7. **SU procedures for responding to harassment**

The Advice and Community Manager explained that currently The SU had no procedures for staff detailing how they should respond to disclosures of harassment from students. These recommended procedures were intended to address this. They would also be used to help train staff going forward.

The Advice and Community Manager reported that they had consulted with the Bars & Events Manager and the Web Developer & Digital Technology Lead to see if it was possible for student contact details to be shared directly with the Advice team. This would allow the Advice team to reach out to victims of harassment that were reported on club nights. Both had agreed that this was possible and would not be in breach of GDPR.

QUESTION: The Chair asked what would happen if a student who called in did not consent for their information to be shared?

ANSWER: The Advice and Community Manager explained that the staff member would inform the student of the support available and where they could find this information. They would not share their information unless it was clear that there might be a safeguarding issue. In this situation further advice would be sought on how to proceed.

QUESTION: The Chair asked if there needed to be a reference in the procedures around not being alone with students?

ANSWER: The Advice and Community Manager explained that they had sought advice from HR on this issue and had been informed that there should be no real issues with this.

QUESTION: The Chair asked what would happen if there was no one available in the Advice team to go and fetch the student?

ANSWER: The Advice and Community Manager explained that this would very much be informed by the situation. If it was urgent they could temporarily close the Advice centre in order to free staff to respond to the situation.

The committee agreed to approve the SU procedures for responding to harassment.

(The Advice and Community Manager left the meeting at this point)

8.	<p>Any other business</p> <p>The following item had been previously identified for discussion:</p> <p>1) Volunteer Reward Scheme (VRS)</p> <p>The President explained that a discussion needed to be had around what would be happening this year with the VRS. They raised that some of this budget could potentially be put towards the Women in Leadership conference.</p> <p>The Deputy Chief Executive explained that VRS had been created as a way to thank volunteers for the work they did. However, they noted that in its current format it was less about thanking everyone and more about rewarding particular groups.</p> <p>They suggested that perhaps a better way to thank volunteers was to arrange a thank you event for all volunteers. They agreed to speak to the Bars & Events Manager about whether they could oversee such an event.</p> <p>ACTION: Deputy Chief Executive to speak to Bars & Events Manager about hosting a thank you event for volunteers.</p> <p>The Deputy Chief Executive explained that once they had spoken to the Bars & Events Manager they would have a clearer idea about how much of the budget would be needed and whether any of it left over could be used for the Women in Leadership conference.</p> <p>The committee agreed that any left over money could be put towards the Women in Leadership conference.</p>
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The meeting ended at 10 am.

Item number	Action
8	Deputy Chief Executive to speak to Bars & Events Manager about hosting a thank you event for volunteers.