LEADERSHIP COMMITTEE REPORTS						
From	**Period start date**			**To**	**Period end date**	
	13	**01**	**2021**		**10**	**02**	**2021**

Overview of Charity's key details	
Charity name:	The University of Bath Students' Union
Other names:	The SU
Charity number:	1143154
Charity address:	The SU Bath, University of Bath, Claverton Down, Bath, BA2 7AY
Governing document:	Articles of Association
Constitution:	Unincorporated association

Details of Charity's professional services	
Bank name:	National Westminster Bank Plc
Bank address:	39 Milsom Street, Bath, BA1 1DS
Auditor name:	RSM UK Audit LLP
Auditor address:	Hartwell House, 55 – 61 Victoria Street, Bristol, BS1 6AD

Committee Membership				
Trustee name	**Office**	**Start date**	**End date**	**Appointment**
Francesco Masala	President	02/07/2019	28/06/2021	Elected by Members
Annie Willingham	Education Officer	29/06/2020	28/06/2021	Elected by Members
Ka Ho Ho	Postgraduate Officer	29/06/2020	28/06/2021	Elected by Members
Freya Jackson	Community Officer	29/06/2020	28/06/2021	Elected by Members
Tom Sawko	Sport Officer	02/07/2019	28/06/2021	Elected by Members

GOVERNANCE - REPORT ON REGISTER OF INTERESTS

PURPOSE

To review the register of interests and identify any conflicts of interests in any items on the agenda.

CONTENTS

REPORT

1. BACKGROUND

1.1. The register of interests exists to record the current and past interests of Trustees *(including partners, family members and close friends)* that may potentially influence their ability to make decisions in the best interests of The SU.

1.2. In the event that a Trustee becomes aware of an interest that they have not declared on the register they should inform The SU as soon as practical so that it can be updated.

1.3. It is the responsibility of Trustees to declare potential interests as and when such matters arise at meetings. Failure to declare an interest which is later found to have unfairly influenced your decisions making may be grounds for removal from the Board in serious cases.

1.4. For the purposes of transparency and accountability the register of interest will be reviewed quarterly and published as part of these Board papers on the website.

ACTIONS

1.5. Trustees are asked to review the registered interests and declare any possible conflicts of interests a trustee may have in any item on the agenda *(whether listed on the register or not)*.

1.6. In the event of any disagreement, Article 104 of the Articles of Governance states *'If any question arises as to whether a person has a conflict of interest, the question shall be decided by a majority decision of the others present and voting at the meeting'*

CONTACT:	Gregory Noakes (Governance & Executive Support Manager)	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk

APPENDIX 1: REGISTER OF INTERESTS

Trustee	Name of organisation	Nature of organisation	Nature of Interest	Date of appointment	Ended	Date of entry
Rob Clay	Constellation Software Inc	Software	Director/employee	January 2007		21/06/2018
Marian McNeir	Bath & North East Somerset Council	Local Authority	Local councillor	1994	2010	21/06/2018
	University of Bath	University	Lecturer	1998	2015	21/06/2018
	Friends of Victoria Art Gallery	Charity	Trustee			21/06/2018
Jordan Kenny	University of Roehampton	University	Employee	01/08/2016		19/12/2019
	University of Bath Student Union	Student Union - Charity	President and Chair of Board	16/06/2015	25/06/2016	19/12/2019
	Federation Internationale du Sport Universitaire	Sport Governing Body – Charity	Education committee member Student committee member	01/01/2014	21/11/2019	19/12/2019
Kate Aldridge	University of Bath	University	Dr Andrew Chinery *(Partner)* employed as lecturer in computer science	24/11/2017		24/11/2019
	University of Bath	University	Gold Scholar Programme – Mentor and Donor	10/2018		24/11/2019
Valerie Copenhagen	-	-	-	-	-	-
Alexander Robinson	University of Bath	University	Student *(Civil Engineering and Architecture)*			18/11/2019
	University of Bath	University	Casual Student Ambassador *(Civil Engineering and Architecture)*	09/10/2019	03/2020	18/11/2019
Francesco Masala	University of Bath	University	Council Member	29/06/2020		30/11/2020
	Office for Students	HE Regulator	Student Panel Member	31/07/2020		01/09/2020
Annie Willingham	University of Bath	University	Council Member	29/06/2020		29/06/2020
Freya Jackson	-	-	-	-	-	-
Ka Ho Ho	-	-	-	-	-	-
Tom Sawko	-	-	-	-	-	-

Trustee	Gifts received in relation to your involvement with The SU	Approximate value	Date received	From who	Date of entry
Rob Clay	-	-	-	-	-
Marian McNeir	-	-	-	-	-
Jordan Kenny	-	-	-	-	-
Kate Aldridge	-	-	-	-	-
Valerie Copenhagen	-	-	-	-	-
Alexander Robinson	-	-	-	-	-
Francesco Masala	-	-	-	-	-
Annie Willingham	-	-	-	-	-
Freya Jackson	-	-	-	-	-
Ka Ho Ho	-	-	-	-	-
Tom Sawko	-	-	-	-	-

PURPOSE

To:
- approve the minutes of the previous meeting;
- inform the committee of the outcome of actions arising from that meeting;
- note any decision that have been made by the committee since without a meeting.

CONTENTS

REPORT

2. MINUTES OF THE PREVIOUS MEETING

2.1. The minutes of the previous meeting are attached as appendix 1 and require the committees approval before being signed by the Chair.

2.2. If any committee members have any amendments can they please email these to the committee secretary before the meeting. Any amendments made will be noted to the committee at the meeting.

3. OUTCOME OF ACTIONS ARISING FROM THE PREVIOUS MEETING

3.1. The table below reports on actions arising from previous meetings:

Action	Update
President to amend client brief and share with committee for decision without a meeting.	To be actioned
Deputy Chief Executive and Insights & Engagement Manager to work on staff survey for KPIs.	To be actioned
Spaces project to submit SU alumni grant application for money to spend on SU spaces.	To be actioned

4. DECISIONS MADE BY THE COMMITTEE WITHOUT A MEETING

4.1. There have been no decisions made by the committee without a meeting.

CONTACT:	Gregory Noakes (Governance & Executive Support Manager)	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk

APPENDIX 1: LEADERSHIP COMMITTEE MINUTES

Meeting:	**Leadership Committee**
Location:	**Microsoft Teams Meeting**
Date & Time:	**Wednesday 13th January 2020 at 1pm**

Present:

Freya Jackson	Community Officer *(Chair)*
Francesco Masala	President *(Present for items 1 - 5.1)*
Fritz Ho	Postgraduate Officer
Tom Sawko	Sport Officer
Annie Willingham	Education Officer

In attendance:

Gregory Noakes	Governance & Executive Support Manager *(Secretary)*
Mandy Wilson-Garner	Deputy Chief Executive
Polly Hawker	Head of Activities
Helen McHenry	Head of Finance
Charlie Slack	Head of Student Voice & Engagement
Amy Young	Insights & Engagement Manager *(Present for items 1 - 5.1)*

Item	
1.	**Apologies for absence** All Committee members were present.
2.	**Notice of any other business** No items were identified for discussion under any other business.
3.	**Declaration of conflict of interest** The Committee received a report on the Trustees' register of interests *(See R1 of the Committee reports)*. No Trustees present had any conflict of interest to raise relating to any items of business.
4.	**Minutes of the previous meeting and matters arising** The Committee received a report on the previous meeting *(See R2 of the Committee reports)*. They approved the previous minutes and noted the following action was still to be completed: **ACTION: President to amend client brief and share with committee for decision without a meeting.**
5.	**Strategy and Performance Monitoring**
5.1.	**Student Life Survey**

	The Committee received a report on Student Life Survey *(See R3 of the Committee reports).*
	The Committee discussed the need to carry out a staff survey in order to measure how effective The SU is being in meeting its KPIs related to staffing. The Deputy Chief Executive explained that University HR had information that might be able to help and that they would work with Insights & Engagement Manager to carry this out.
	==ACTION: Deputy Chief Executive and Insights & Engagement Manager to work on staff survey for KPIs.==
	QUESTION: An Officer asked where KPIs related to finance were being monitored. **ANSWER:** The Secretary explained that finance KPIs were monitored by the Finance & Audit committee and the Board of Trustees.
	The Committee discussed the report and made the following suggestions: • amending the colour coding within the report to be consistent; • highlighting particular important points for attention; • including where possible the data from last year within the table.
	The Committee discussed the best way to use this data in order to ensure that The SU was using it effectively. It was suggested that this information could be shared with teams who might then be tasked to carry out actions to improve various results within the survey.
	(The President left the meeting at this point and the Insights & Engagement Manager left the meeting at this point)
5.2.	**Complaints & Student Member disciplinary** The Committee received a report on Complaints & Student Member disciplinary *(See R4 of the Committee reports).*
5.3.	**External Speakers** The Committee received a report on External Speakers *(See R5 of the Committee reports).*
5.4.	**SU Alumni Grant** The Committee received a report on SU Alumni Grant *(See R6 of the Committee reports).* The Committee noted that there is still large amount of the grant left to spend. They discussed possibly using it to refurbish the 1 East Meeting room as part of the spaces project. The Chair noted their concern that there was no evidence to show that students felt the 1 East Meeting room was a priority over any of the other rooms The SU had. They noted that the expansion of The SU to include Dartmouth and the Edge meant more spaces to work with. It was agreed that this should be re-looked at to determine where the grant money should be spent. ==ACTION: Spaces project to submit SU alumni grant application for money to spend on SU spaces.==
6.	**Project/Campaign Management**
6.1.	**Current Projects**

	The Committee received a report on current projects *(See R7 of the Committee reports).* The Secretary reminded the Committee that projects would need to come back to them if a project team wanted to expand the scope beyond what was in the original client brief. The Committee discussed and agreed that future reports should include a short 5 bullet point summary of progress since the last meeting.
9.	**Any other business** No items had been previously identified for discussion under any other business.

The meeting ended at 2pm

Item number	Action
4	President to amend client brief and share with committee for decision without a meeting.
5.1	Deputy Chief Executive and Insights & Engagement Manager to work on staff survey for KPIs.
5.4	Spaces project to submit SU alumni grant application for money to spend on SU spaces.

STRATEGY & PERFORMANCE - REPORT ON STRATEGY KPIs AND SURVEY RESULTS

R3

PURPOSE

To report on the strategy's key performance indicators and survey results, specifically the monthly Student Life Survey.

CONTENTS

REPORT

1. STRATEGY KEY PERFORMANCE INDICATORS

1.1. The SU Strategy KPIs included in the Student Life Survey are reported below. Following feedback from Leadership Committee (January 2021) the overall % for the 2019/20 Student Life Pulse Survey has been added to the tables where the question was also included in this years' monthly surveys for comparison.

		19/20 YEAR AVE	OCT 2020	OCT 2020 AVE	NOV 2020	NOV 2020 AVE	DEC 2020	DEC 2020 AVE	TERM 1 AVE	JAN 2021	JAN 2021 AVE
Growing community – students FEEL part of something	I feel that my contribution to The SU matters	26%	31%		36%		31%			26%	
	I feel a sense of belonging	48%	58%	47%	61%	52%	57%	47%	49%	52%	42%
	I feel part of a community	52%	53%		59%		53%			47%	
Inspiring change – students KNOW how to make change	I know how to influence the decisions and actions of The SU	26%	28%		26%		22%			27%	
	I know how to contribute more to the community I am a part of	39%	43%	39%	32%	34%	37%	33%	35%	40%	35%
	I know how students are making the community better	43%	45%		45%		40%			38%	
Inspiring change – students FEEL they can make change	I can influence the decisions and actions of The SU	30%	24%		29%		26%			25%	
	By contributing to my community I'm also gaining from it	62%	70%	58%	68%	58%	65%	55%	57%	61%	54%
	Everyone can make a contribution to the community	69%	80%		78%		75%			76%	

1.2. Key insights from the above available KPI data indicate that:
- The first set of KPI questions relate to students feeling part of something. Whilst there was a spike in students agreeing with the statements linked to feeling part of something in November this has had a steady decline since. In particular **students sense of belonging has dropped by 9 percentage points between November and January**. Students **feeling part of a community has fallen below 50%** for the first time this academic year in January. December and January has seen students, who may have been able to form some in person communities with their households at the start of term, separated with some students staying in Bath, others returning home and some not returning to Bath after the Christmas vacation.
- Students knowing how to make change sees similar levels of agreements with the questions as in 2019/20. There has been a small increase in the average of this set of KPI questions relating to students knowing how to make change. **Students agreeing that they know how to contribute more to the community they are a part of has increased again for the second month in a row**.
- The third set of KPI questions relate to students feeling they can make change. Students agreeing that by contributing to their community they are also gaining from it have consistently fallen from a peak of 70% in October.

1.3.   Key insights from non KPI questions in the Student Life Survey are as follows (please refer to Appendix 2 spreadsheet of data):
- A significant **drop in students satisfaction with making new friends, exploring Bath, opportunities to do the things they like in their spare time or try new things** from when students were asked these questions in 2019/20 (1, 3-5). Open comments continue to highlight the pandemic, Government restrictions and accessing everything online as the reasons for low satisfaction. Recognition continues to be given that this is out of The SU's control and that The SU is doing what it can. Interestingly, this significant drop in satisfaction has not been seen so much when asking students how satisfied they are with fitting in (question 2).
- Drops in these questions has not appeared to have a correlated effect on questions asking students whether they feel a **sense of belonging and community which when compared to the same questions in 2019/20 do not show the significant drops in agreement** (questions 6 and 7)
- Student **satisfaction with their life has dropped over 10 percentage points** from December to January, perhaps reflecting the impact of the third lockdown (question 14)
- Students **concern about their mental and physical health (questions 15 and 16) has increased in January** and is also higher than the 19/20 average.
- **Concern about students' career prospects has increased in January to 60%** (question 18), this could be due to the continuation of Covid-19 restrictions but also difficulties with securing placement opportunities (the Voice Team are currently gathering feedback from students on placement or applying for placements which will give further insight).

ACTIONS

2. Trustees are asked to note the report.

CONTACT:	Amy Young *(Insight and Engagement Manager)*	Telephone: E-Mail: susay@bath.ac.uk

APPENDIX 1: STUDENT LIFE SURVEY TERM 1

	KPI questions highlighted						
	Colour coding: Questions highlighted in orange are SU KPI questions. Red cells highlight where there has been a negative effect compared to the previous month*. Green cells highlight where there has been a positive effect compared to the previous month*. Light yellow columns indicate term averages for the question. *For questions 15-31 red demonstrates where the % of concern has risen (a negative effect) and green demonstrates where the % of concern has fallen (a positive effect).	**19-20 Average**	**Oct-20**	**Nov-20**	**Dec-20**	**Term 1 Average***	**Jan-21**
Question No.	**Satisfaction with the following in students' life at present**						
1	Students who selected 'satisfied' or 'very satisfied' in response to "How satisfied or dissatisfied are you with making new friends"	70%	44%	39%	44%	42%	29%
2	Students who selected 'satisfied' or 'very satisfied' in response to "How satisfied or dissatisfied are you with fitting in"	65%	61%	68%	63%	64%	51%
3	Students who selected 'satisfied' or 'very satisfied' in response to "How satisfied or dissatisfied are you with exploring Bath"	74%	67%	58%	28%	51%	24%
4	Students who selected 'satisfied' or 'very satisfied' in response to "How satisfied or dissatisfied are you with opportunities to do the things I like in my spare time"	65%	46%	46%	40%	44%	29%
5	Students who selected 'satisfied' or 'very satisfied' in response to "How satisfied or dissatisfied are you with opportunities to try new things"	63%	40%	38%	33%	37%	20%
	Belonging and community						
6	Students who selected 'agree' or 'strongly agree' in response to "I feel a sense of belonging"	48%	58%	61%	57%	59%	52%
7	Students who selected 'agree' or 'strongly agree' in response to "I feel part of a community"	52%	53%	59%	53%	55%	47%
8	Students who selected 'agree' or 'strongly agree' in response to "I know how to contribute more to the community I am a part of"	39%	43%	32%	37%	37%	40%
9	Students who selected 'agree' or 'strongly agree' in response to "I know how students are making the community better"	43%	45%	45%	40%	43%	38%
10	Students who selected 'agree' or 'strongly agree' in response to "By contributing to my community I'm also gaining from it"	62%	70%	68%	65%	68%	61%
11	Students who selected 'agree' or 'strongly agree' in response to "Everyone can make a contribution to the community"	69%	80%	78%	75%	78%	76%
	Social experience						
12	Students who selected 'agree' or 'strongly agree' in response to "I am getting the social experience I want"	67%	20%	19%	20%	20%	14%
13	Students who selected 'agree' or 'strongly agree' in response to "The SU has made a positive impact on my social life"	54%	34%	29%	36%	33%	30%
	Student wellbeing						
14	Students who selected 'satisfied' or 'very satisfied' in response to "Overall, how satisfied are you with your life nowadays"	83%	56%	52%	57%	55%	46%
15	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your physical health in the last two weeks"	37%	40%	32%	36%	36%	47%

#	Question						
16	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your mental health and wellbeing in the last two weeks"	49%	58%	54%	55%	56%	62%
17	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your personal safety in the last two weeks"	12%	18%	15%	9%	14%	13%
18	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your career prospects in the last two weeks"	46%	51%	46%	47%	48%	60%
19	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your accommodation in the last two weeks"	28%	21%				
20	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your current accommodation in the last two weeks"			25%	14%	20%	24%
21	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your accommodation next year in the last two weeks"			38%	34%	36%	34%
22	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your academic workload in the last two weeks"	55%	61%	70%	66%	66%	72%
23	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your academic achievement in the last two weeks"	61%	64%	64%	65%	64%	79%
24	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about balancing academic and social time in the last two weeks"	43%	55%	55%	54%	55%	58%
25	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about loneliness in the last two weeks"	33%	46%	34%	42%	41%	52%
26	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about bullying in the last two weeks"	3%	4%	2%	4%	3%	1%
27	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your employability in the last two weeks"	40%	45%	35%	39%	40%	46%
28	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about being able to pay for the things you need in the last two weeks"	37%	33%	25%	34%	31%	30%
29	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your level of debt in the last two weeks"	30%	22%	17%	23%	21%	25%
30	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about the effect of your other responsibilities on your academic achievement in the last two weeks"	24%	20%	16%	20%	19%	29%
31	Students who selected 'concerned' or 'very concerned' in response to "How concerned have you been about your sleep habits in the last two weeks"	43%	32%	45%	50%	42%	56%
	The SU						
32	Students who selected 'agree' or 'strongly agree' in response to "The SU is welcoming and inclusive to all students"	72%	78%	74%	74%	75%	70%
33	Students who selected 'agree' or 'strongly agree' in response to "I feel that my contribution to The SU matters"	26%	31%	36%	31%	33%	26%
34	Students who selected 'agree' or 'strongly agree' in response to "I know how to influence the decisions and actions of The SU"	26%	28%	26%	22%	25%	27%
35	Students who selected 'agree' or 'strongly agree' in response to "I can influence the decisions and actions of The SU"	30%	24%	29%	26%	26%	25%

APPENDIX 2: BACKGROUND AND METHODOLOGY OF STUDENT LIFE SURVEY FOR REFERENCE

The SU Student Life Survey replaces the Student Life Pulse survey previously co-ordinated by Alterline on behalf of The SU.

The survey was significantly reduced in length from the Student Life Pulse, with sections and questions removed which were no longer aligned with The SU's vision or used by The SU to improve the student experience.

Due to the current pandemic, questions relating to student concerns were retained in order to gather insight into students' wellbeing during the first term in particular.

The student population has been split into 11 random sampled respondent groups with each group being assigned a month between October 2020 and August 2021 when they will be surveyed.

In the first term the University ran all-student surveys in week 4 (October) and week 8 (November) and Student Services with a PhD student in HSS launched an all-student survey (December).

Response rate:

Month	Number of respondents	% of eligible respondents
October 2020	137	10%
November 2020	70	5%
December 2020	157	11%
January 2021	120	9%

PURPOSE

To report on complaints and Student Member disciplinary.

CONTENTS

REPORT

1. **COMPLAINTS**

1.1. Since the start of this academic year there have been two complaints received which both related to the student experience area of The SU. One case was historic in nature having happened several years ago and the other related to a Freshers' week ticket from this year.

1.2. The historic case reached the Complaints & Disciplinary committee and a decision was made in favour of the complainant with actions being taken to resolve the matter. The other case reached the Chief Executive who decided that as tickets are clearly marked non-refundable a parent's request for a refund should be declined.

1.3. The three tables contained in appendix 1 show complaint statistics for the last three years.

2. **STUDENT MEMBER DISCIPLINARY**

2.1. Student member disciplinaries are down for this academic year due to the COVID-19 restrictions imposed on the activities of the bars areas. The few reports received have mostly been related to non-compliance with the restrictions put in place.

2.2. There has been one student member disciplinary appeal that reached a stage 1 appeal which was unsuccessful.

2.3. The tables contained in appendix 2 show student member disciplinary statistics for the last three years.

ACTIONS

3. Trustees are asked to note the report.

CONTACT:	Gregory Noakes *(Governance & Executive Support Manager)*	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk

APPENDIX 1: COMPLAINTS STATISTICS

Complaints 2020-21		SU Areas							
		Officer	Student Voice	Student Groups	Student Experiences	Peer Support	Advice & Support	Other	Total
Complainants	Undergraduate	0	0	0	1	0	0	0	1
	Postgraduate	0	0	0	0	0	0	0	0
	Public	0	0	0	1	0	0	0	1
	University	0	0	0	0	0	0	0	0
	Total	0	0	0	2	0	0	0	2
SU Response	No actions taken	0	0	0	0	0	0	0	0
	SU actions taken	0	0	0	1	0	0	0	1
	SU Appeal Stage 1	0	0	0	1	0	0	0	1
	SU Appeal Stage 2	0	0	0	1	0	0	0	1

Complaints 2019-20		SU Areas							
		Officer	Student Voice	Student Groups	Student Experiences	Peer Support	Advice & Support	Other	Total
Complainants	Undergraduate	1	0	4	3	0	0	0	8
	Postgraduate	0	0	0	0	0	0	0	0
	Public	0	0	1	0	0	0	0	1
	University	0	0	0	0	0	0	0	0
	Total	1	0	5	3	0	0	0	9
SU Response	No actions taken	0	0	0	0	0	0	0	0
	SU actions taken	1	0	5	3	0	0	0	9
	SU Appeal Stage 1	0	0	0	0	0	0	0	0
	SU Appeal Stage 2	1	0	0	0	0	0	0	1

Complaints 2018-19		SU Areas							
		Officer	Student Voice	Student Groups	Student Experiences	Peer Support	Advice & Support	Other	Total
Complainants	Undergraduate	1	0	2	1	0	0	0	4
	Postgraduate	0	0	0	0	0	0	0	0
	Public	0	0	0	0	0	0	1	1
	University	0	0	0	0	0	0	0	0
	Total	1	0	2	1	0	0	1	5
SU Response	No actions taken	0	0	0	0	0	0	0	0
	SU actions taken	1	0	1	1	0	0	0	3
	SU Appeal Stage 1	0	0	0	0	0	0	0	0
	SU Appeal Stage 2	0	0	0	0	0	0	1	1

APPENDIX 2: STUDENT MEMBER DISCIPLINARY STATISTICS

	2020-21	Misconduct Reported											
		Unauthorised entry	Disruptive behaviour	Loss of property	Risking harm	Bullying	Violent Behaviour	Discrimination	Sexual misconduct	Harrassment	Breaching a sanction	Other	Total
	Total reported:	0	0	0	1	0	0	0	1	0	0	1	3
Respondent	Undergraduate Y1	0	0	0	0	0	0	0	0	0	0	0	0
	Undergraduate Y2	0	0	0	1	0	0	0	0	0	0	0	1
	Undergraduate Y3	0	0	0	0	0	0	0	0	0	0	0	0
	Undergraduate Y4	0	0	0	0	0	0	0	0	0	0	0	0
	Undergraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y1	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y2	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y3	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y4	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0
	Unidentified	0	0	0	0	0	0	0	0	0	0	1	1
Reporting Party	Undergraduate Y1	0	0	0	0	0	0	0	0	0	0	0	0
	Undergraduate Y2	0	0	0	0	0	0	0	0	0	0	0	0
	Undergraduate Y3	0	0	0	0	0	0	0	0	0	0	0	0
	Undergraduate Y4	0	0	0	0	0	0	0	0	0	0	0	0
	Undergraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y1	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y2	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y3	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y4	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0
	Public	0	0	0	0	0	0	0	0	0	0	0	0
	University	0	0	0	0	0	0	0	1	0	0	0	1
	The SU	0	0	0	1	0	0	0	0	0	0	1	2
	Unidentified	0	0	0	0	0	0	0	0	0	0	0	0
SU Response	No action taken	0	0	0	0	0	0	0	0	0	0	0	0
	SU Disciplinary	0	0	0	0	0	0	0	0	0	0	0	0
	SU Appeal Stage 1	0	0	0	1	0	0	0	0	0	0	0	1
	SU Appeal Stage 2	0	0	0	0	0	0	0	0	0	0	0	0
	University Referral	0	0	0	0	0	0	0	0	0	0	0	0
University	No action taken	0	0	0	0	0	0	0	0	0	0	0	0
	University Disciplinary	0	0	0	0	0	0	0	0	0	0	0	0
	Joint Disciplinary	0	0	0	0	0	0	0	1	0	0	0	1

	2019-20	Misconduct Reported											
		Unauthorised entry	Disruptive behaviour	Loss of property	Risking harm	Bullying	Violent Behaviour	Discrimination	Sexual misconduct	Harrassment	Breaching a sanction	Other	Total
	Total reported:	9	11	3	5	6	19	0	5	0	5	8	71
Respondent	Undergraduate Y1	5	4	3	3	3	8	0	2	0	2	5	35
	Undergraduate Y2	3	1	0	0	2	3	0	0	0	2	2	13
	Undergraduate Y3	1	1	0	0	0	2	0	1	0	1	0	6
	Undergraduate Y4	0	4	0	0	1	1	0	2	0	0	0	8
	Undergraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y1	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y2	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y3	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y4	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0
	Unidentified	0	0	0	2	0	5	0	0	0	0	1	8
Reporting Party	Undergraduate Y1	0	0	0	0	0	0	0	0	0	0	0	0
	Undergraduate Y2	0	0	0	0	0	0	0	0	0	0	0	0
	Undergraduate Y3	0	0	0	0	0	0	0	0	0	0	0	0
	Undergraduate Y4	0	0	0	0	0	0	0	0	0	2	0	2
	Undergraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y1	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y2	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y3	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y4	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0
	Public	0	0	0	0	0	0	0	0	0	0	0	0
	University	0	0	0	0	0	1	0	1	0	0	0	2
	The SU	9	11	3	5	6	18	0	4	0	1	8	65
	Unidentified	0	0	0	0	0	0	0	0	0	2	0	2
SU Response	No action taken	3	0	2	0	1	2	0	0	0	0	2	10
	SU Disciplinary	6	11	1	3	4	5	0	0	0	5	0	35
	SU Appeal Stage 1	1	0	0	0	1	0	0	0	0	2	0	4
	SU Appeal Stage 2	0	0	0	0	0	0	0	0	0	0	0	0
	University Referral	0	0	0	0	1	7	0	5	0	0	5	18
University	No action taken	0	0	0	0	0	0	0	0	0	0	0	0
	University Disciplinary	0	0	0	0	0	0	0	0	0	0	3	3
	Joint Disciplinary	0	0	0	0	1	7	0	5	0	0	2	15

2018-19		Unauthorised entry	Disruptive behaviour	Loss of property	Risking harm	Bullying	Violent Behaviour	Discrimination	Sexual misconduct	Harrassment	Breaching a sanction	Other	Total
							Misconduct Reported						
	Total reported:	6	5	1	3	5	12	0	7	0	0	2	41
Respondent	Undergraduate Y1	4	2	0	3	3	5	0	4	0	0	1	22
	Undergraduate Y2	1	2	0	0	0	1	0	1	0	0	0	5
	Undergraduate Y3	1	0	0	0	0	1	0	0	0	0	0	2
	Undergraduate Y4	0	0	0	0	0	0	0	0	0	0	0	0
	Undergraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y1	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y2	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y3	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y4	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0
	Unidentified	0	1	1	0	2	5	0	2	0	0	1	12
Reporting Party	Undergraduate Y1	0	0	0	0	0	0	0	0	0	0	0	0
	Undergraduate Y2	0	0	0	0	0	0	0	0	0	0	0	0
	Undergraduate Y3	0	0	0	0	0	0	0	3	0	0	0	3
	Undergraduate Y4	0	0	0	0	0	0	0	0	0	0	0	0
	Undergraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y1	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y2	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y3	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y4	0	0	0	0	0	0	0	0	0	0	0	0
	Postgraduate Y5	0	0	0	0	0	0	0	0	0	0	0	0
	Public	0	0	0	0	0	0	0	0	0	0	0	0
	University	0	0	0	0	0	0	0	0	0	0	0	0
	The SU	6	5	1	3	5	12	0	4	0	0	1	37
	Unidentified	0	0	0	0	0	0	0	0	0	0	1	1
SU Response	No action taken	0	0	0	0	0	0	0	0	0	0	0	0
	SU Disciplinary	6	5	1	3	4	5	0	3	0	0	0	27
	SU Appeal Stage 1	0	1	0	1	1	0	0	0	0	0	0	3
	SU Appeal Stage 2	0	0	0	0	0	0	0	3	0	0	0	3
	University Referral	0	0	0	0	1	7	0	4	0	0	2	14
University	No action taken	0	0	0	0	0	0	0	0	0	0	0	0
	University Disciplinary	0	0	0	0	1	2	0	4	0	0	1	8
	Joint Disciplinary	0	0	0	0	0	5	0	0	0	0	1	6

STRATEGY & PERFORMANCE - REPORT ON EXTERNAL SPEAKERS

R5

PURPOSE

To report on external speaker applications.

CONTENTS

REPORT

1. EXTERNAL SPEAKERS

1.1. The table below reports on those external speakers that have been approved internally and those referred to the University in accordance with our Events & External Speakers policy.

Subgroup	Applications	Approved by SVC	Referred to Chief Executive	Approved by Chief Executive	Referred to University	Approved by University
Academic	0	0	0	0	0	0
D&S	3	2	0	0	0	0
ISA	0	0	0	0	0	0
P&A	9	2	0	0	6	6
PGA	0	0	0	0	0	0
Media	0	0	0	0	0	0
Societies	49	17	0	0	0	0
Sports	2	1	0	0	0	0
Volunteering	1	0	0	0	0	0
Other	0	0	0	0	0	0
Total	64	22	0	0	6	6

1.2. There are no known issues to report.

ACTIONS

2. Trustees are asked to note the report.

CONTACT:	Gregory Noakes *(Governance & Executive Support Manager)*	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk

STRATEGY & PERFORMANCE - REPORT ON SU ALUMNI GRANT SPENDING

PURPOSE

To report on SU Alumni grant spending.

CONTENTS

REPORT

1. BACKGROUND

1.1. The Alumni Fund exists to support projects which will enhance the University experience. Grants made can support new innovations in academic contexts, fund new equipment or enable new activities to be piloted.

1.2. Each year the Alumni Fund generously grants a pot of £20,000 to The SU to be used to help enhance and enrich the student experience.

1.3. Any Student Group registered as part of The SU can apply for a proportion of the grant to help fund their own project to enhance their activities within the student community.

1.4. Approval is be conditional on an application demonstrating that a project:
- will deliver positive and lasting benefit to the student community in line with our charitable objects;
- will be affordable and achievable in terms of its objectives;
- will be partly funded by the Student Group and/or an external sponsor.

2. SU ALUMNI APPLICATIONS

2.1. The table below reports on SU applications received and their outcomes.

ACTIONS

3. Trustees are asked to note the report.

CONTACT:	Gregory Noakes *(Governance & Executive Support Manager)*	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk

APPENDIX 1: ALUMNI GRANT SPENDING TO DATE

	Student Group	Project Title	Project Expenditure	Own budget	Crowdfunding	External Sponsor	Amount Requested	Decision	Amount given	Alumni Fund running total
September	Bath Basketball Society	Outdoor Basketball Sessions to Support Training and New Players	£163.87	£0.00	£0.00	£0.00	£163.97	Approved	£170.00	£26,830.00
	Cricket Club	Back Wall Net	£300.00	£0.00	£0.00	£0.00	£300.00	Approved	£300.00	26,380.00
	TEDx Bath University	TEDx Bath University Annual Conference 2020	£750.00	£200.00	£0.00	£0.00	£500.00	Partly Approved	£450.00	£26,380.00
	Bath Time	Digital platform for publishing issues	£0.00	£0.00	£0.00	£0.00		Approved	£420.00	£25,960.00
October	triathlon	Turbos	£450.00	£0.00	£0.00	£0.00	£450.00	Not Approved		£25,960.00
	PoleSoc	Enhancing the experience of PoleSoc with new equipment	£175.00	£0.00	£0.00	£0.00	£175.00	Not Approved		£25,960.00
	Trampoline	Coaching advancement	£6,289.00	£800.00	£0.00	£0.00	£1,200.00	Not Approved		£25,960.00
	Rowing	Hudson 4+ purchase	£13,680.00				£4,000.00	Not Approved	£0.00	£25,960.00
	Backstage	Backstage Technical Services LED Lighting Fixtures	£7,600.00	£2,600.00	£0.00	£0.00	£6,000.00	Approved	£6,000.00	£19,960.00
	Tennis	Increasing participation and accessibility in Tennis	£750.00	£0.00	£0.00	£0.00	£750.00	Approved	£750.00	£19,210.00
November	Handball	Outdoor Handball	£360.00	£0.00	£0.00	£0.00	£360.00	Approved	£360.00	£18,850.00
	Mountaineering	Climbing Shoes	£359.88	£179.88	£0.00	£0.00	£180.00	Approved	£540.00	£18,310.00
	ChaOS	Live Performances Recording	£1,135.83	£367.07	£270.00	£0.00	£498.76	Approved	£498.76	£17,811.24
December	Space Soc	Team Bath Roving	£1,000.00	£250.00	£0.00	£250.00	£500.00	Approved	£500.00	£17,311.24
	Rugby	New rugby balls x15	£660.00	£400.00	£0.00	£0.00	£260.00	Not Approved	£0.00	£17,311.24
January	Backstage	Tallescope	£4,608.00	£945.00	£0.00	£0.00	£3,663.00			£17,311.24

PURPOSE

To report on previously approved projects.

CONTENTS

REPORT

1. **PROJECT MANAGEMENT**

1.1. The Project Management policy *(found here)* sets out the process to be followed by The SU for approving projects. A project is any piece of work which was not already planned for as part of the annual planning process.

1.2. In short all projects must be signed off by Leadership Committee before they are started. For this purpose the committee should receive a client brief. If the project has financial implications or is complex the Leadership Committee may want to consider requesting a business case after they have considered the client brief.

1.3. Where a project is started without the permission of the Leadership Committee this should be reported immediately and a client brief submitted before further work continues. Just because a project has been started does not mean that Leadership Committee are obligated to approve it retrospectively.

1.4. The role of Leadership Committee is to:
- decide whether to approve projects;
- ensure that projects are always making the best use of staff time and resources;
- review and hold staff accountable for progress made on projects;
- review the outcome of completed projects.

1.5. The Leadership Committee reserves the right to:
- request an update on any project;
- stop any projects *(this should be exercised when a project either; has not received approval, is exceeding its objectives, is not making any notable progress, is no longer a good use of staff time and resources).*

1.6. There are currently a total of nine projects in operation across The SU.

2. **EQUALITY, DIVERSITY & INCLUSIVITY (ED&I) STRATEGY PROJECT SUMMARY**

Client:	Freya Jackson *(Community Officer)*
Sponsor:	Mandy Wilson-Garner *(Deputy Chief Executive)*
Project Manager:	Ben Palmer *(Student Voice Coordinator)*
Planned Activity:	
Objectives:	Identify the biggest challenges that require ED&I focus, including which identity groups are the most under-represented or excluded at present. Assess and communicate the impact of the existing ED&I work The SU delivers.
Success Criteria	Participation data is identifying areas of improvement. Students show initial interest in being involved in project process. Staff teams demonstrate buy-in. Dates of focus groups and interviews with 'experts' arranged. Survey planning begins. Survey released, interviews with 'experts' & focus groups conducted.

	Research is starting to indicate impact of existing SU ED&I work and beginning to identify a range of potential priority themes. Students & staff engage positively with consultation. Final ED&I priorities collaboratively decided. SMART Targets set. Students and staff engage in building action plan to achieve goals. Students and staff feel actions are not tokenistic but look to address challenges.
Client brief approved:	10/12/2020 *(Board of Trustees)*
Business case approved:	None requested.
Last progress report received:	

3. **STUDENT GROUP RESTRUCTURE PROJECT SUMMARY**

Client:	Tom Sawko *(Sport Officer)*
Sponsor:	Polly Hawker *(Head of Activities)*
Project Manager:	Greg Noakes *(Governance & Executive Support Manager)*
Planned Activity:	To create a Student Group structure for a 21st Century Student Union
Objectives:	To identify the core purpose of what Student Groups exist to achieve; To create a structure that will empower Student Groups to achieve this core purpose.
Success Criteria	Increase the number of Student Committee members who respond positively to 'Overall, how satisfied or dissatisfied are you with your SU?' Increase the number of Students Committee members who respond positively to 'I can influence decisions made by the SU' Increase the number of students who engage with The SU through Student Groups Reduce the number of student groups that are disaffiliated or go to By-Election due to not filling core roles
Client brief approved:	01/10/2020
Business case approved:	None requested.
Last progress report received:	09/12/2020 *(Leadership Committee)*

4. **STUDENT UNION STANDPOINTS PROJECT SUMMARY**

Client:	Freya Jackson *(Community Officer)*
Sponsor:	Charlie Slack *(Head of Student Voice & Engagement)*
Project Manager:	Greg Noakes *(Governance & Executive Support Manager)*
Planned Activity:	To write a policy that sets out the core Standpoints that guides the Student Union in making decisions
Objectives:	To identify the Student Unions' core Standpoints; To embed these core Standpoints within The SU so that they guide and inform decision making at all levels.
Success Criteria	Changes will positively increase the number of students who respond positively 'The SU represents the views of students effectively'
Client brief approved:	02/10/2020
Business case approved:	None requested.
Last progress report received:	09/12/2020 *(Leadership Committee)*

5. **ACTIVE TRAVEL PROJECT SUMMARY**

Client:	Tom Sawko *(Sport Officer)*
Sponsor:	Polly Hawker *(Head of Activities)*
Project Manager:	Matt Price *(Club Development Officer)*
Planned Activity:	To facilitate students in a shift towards a sustainable, active way of travelling
Objectives:	To inform all students of the ways in which active travel is facilitated by the SU. To inspire students that don't already, to consider active travel as a main form of transport. To increase the accessibility of safe, active travel for those that don't have the know-how/resource. To normalise active travel across the board, with an increase in the student uptake of walking and cycling as a primary mode of transport. To increase the number of students that contribute to the SU, University and BANES active travel plans.
Success Criteria	Increase in the number of students who are using active travel methods to access campus.

	Increase in the number of students who are aware of what support The SU provide towards Active Travel.
	Increase in the number of students regularly feeding into the Active Travel Advisory Group.
	Increased positive attitudes towards active travel
Client brief approved:	19/10/2020 *(Leadership Committee)*
Business case approved:	None requested.
Last progress report received:	09/12/2020 *(Leadership Committee)*

6. AUDIT TENDERING PROJECT SUMMARY

Client:	Tom Sawko *(Sport Officer)*
Sponsor:	Mandy Wilson-Garner *(Deputy Chief Executive)*
Project Manager:	Greg Noakes *(Governance & Executive Support Manager)*
Planned Activity:	To complete tendering process for Auditors
Objectives:	To successfully complete the tendering process for Auditors
Success Criteria	Successfully complete tendering process for auditors
Client brief approved:	22/10/2020 *(Finance & Audit Committee)*
Business case approved:	None requested.
Last progress report received:	17/12/2020 *(Finance & Audit Committee)*

7. CLIMATE SHIFT - GREEN IMPACT PROJECT SUMMARY

Client:	Francesco Masala *(President)*
Sponsor:	Mandy Wilson-Garner *(Deputy Chief Executive)*
Project Manager:	Suzanne Snook *(Community Coordinator)*
Planned Activity:	
Objectives:	Complete the Green Impact Award with a "good" rating for this year.
	Committing the SU to achieve change and undertake sustainability work for next year.
	Create a culture shift within the SU organisation when it comes to sustainability and "green" choices
Success Criteria	Achieve "good" rating in the Green Impact award by May 2020
	Continue green impact award to achieve "very good" or "excellent" / further develop sustainability activities for the foreseeable future.
	Survey data from Student Pulse survey to measure the impact of the award. There is currently no previous data to measure this against apart from wider campus data from the NSS.
Client brief approved:	22/10/2020 *(Leadership Committee)*
Business case approved:	None requested.
Last progress report received:	09/12/2020 *(Leadership Committee)*

8. CLIMATE SHIFT – STUDENT AND OTHER ACTIVITY PROJECT SUMMARY

Client:	Francesco Masala *(President)*
Sponsor:	Anna Boneham *(Volunteering and Societies Manager)*
Project Manager:	Suzanne Snook *(Community Coordinator)*
Planned Activity:	
Objectives:	Lobby the University around the climate action framework.
	Develop and raise awareness around "green" student activities.
	Culture change for non-green students. Encourage non-green groups to make their activities more sustainable.
	Encourage and empower students without green-group memberships to make more sustainable choices.
Success Criteria	Reaction from University. See a change in University policy, commitment to becoming Carbon neutral and divestment from Barclays.
	See an increase to membership numbers for green groups, particularly People and Planet, currently at 96 members.
	Participation number for sustainable events.
	Clicks on webpage/engagement on social.
	Climate emergency statement in place in SU
	Survey data from Student Pulse survey to measure the impact of the award. There is currently no previous data to measure this against apart from wider campus data from the NSS.

Client brief approved:	11/03/2020 *(Leadership Committee)*
Business case approved:	None requested.
Last progress report received:	09/12/2020 *(Leadership Committee)*

9. CULTURESHIFT – PEOPLE PROJECT SUMMARY

Client:	Andrew McLaughlin *(Chief Executive)*
Sponsor:	Mandy Wilson-Garner *(Deputy Chief Executive)*
Project Manager:	Mandy Wilson-Garner *(Deputy Chief Executive)*
Planned Activity:	
Objectives:	Attract – a more diverse, suitably skilled and value-led workforce including initiatives such as employer branding & marketing, recruitment & selection and induction & onboarding. Staff Engagement – including building a culture of project management, health & wellbeing, Cause culture change and cross & inter-department co-operation Grow – developing staff through a training & development programme and rewarding them through a staff reward &recognition scheme.
Success Criteria	Webpages and processes in place and understood/used by LMs. All SU Job profiles updated. Increase in quality and number of applicants Vast majority of our posts are filled first time with the right calibre of staff. Monitor recruitment costs. Updated in house induction procedures in place Feedback mechanisms in place, used, monitored and actioned; including electronic online feedback mechanism The SU is perceived as an excellent place to work. Monitor staff engagement, involvement and support (staff survey measure). Employment models in place and are being used, as appropriate Wellbeing Group established Wellbeing Plan in place with a timeline of annual wellbeing initiatives Monitor attendance and wellbeing responses in staff survey as well as absence rates etc Managers to receive specific training relating to mental health and health and safety. Review Absence and Sick Pay Policy. Attendance rates to be reported. Review and further develop the EBF framework to ensure behaviours reflect the move to a more "cause-led, student led culture Equality and Diversity training and other appropriate/related training. Staff survey results will reflect that staff feel they are well managed in all areas 100% of staff have a meaningful SDPR and PDP process. Suite of training & development opportunities in place. Staff training and development monitored by LMs and centrally. Staff survey results improve in the area of training and development. All staff have meaningful goals linked to area plans and the strategic plan that are regularly monitored Succession Plan in place. All staff involved in business planning annually. A range of flexible working practices in place, understood and used where appropriate. Review reward and benefits and investigate other incentives. Staff promoted and recognised internally or other ways of incentives and recognition.
Client brief approved:	11/03/2020 *(Leadership Committee)*
Business case approved:	None requested.
Last progress report received:	

10. IMPACT REPORTING PROJECT SUMMARY

Client:	Francesco Masala *(President)*
Sponsor:	Chief Executive *(President)*
Project Manager:	Helen Webb *(Marketing & Communications Manager)*
Planned Activity:	
Objectives:	To demonstrate to students how students are growing communities and affecting change To demonstrate to University stakeholders how The SU delivers impact To recognise the impact of funders and act as a lever for future income

Success Criteria	Reflecting stories linked to KPI questions will help to cement and improve student responses to the KPI questions Stakeholders will demonstrate ongoing support for The SU through funding, praise and decision-making. Alumni and other funders increasing support. Engagement In student activities will increase
Client brief approved:	09/12/2020 *(Leadership Committee)*
Business case approved:	None requested.
Last progress report received:	09/12/2020 *(Leadership Committee)*

ACTIONS

11. Trustees are asked to note the report.

CONTACT:	Gregory Noakes *(Governance & Executive Support Manager)*	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk

PURPOSE

A report recommending the adoption of the Student Group policy along with a plan for rollout with Student Groups across The SU.

CONTENTS

REPORT

1. BACKGROUND

1.1. This project was originally approved by Leadership Committee at a meeting on the 19th October 2020.

1.2. The following people are:
- Client: Tom Sawko;
- Sponsor: Polly Hawker;
- Project Manager: Greg Noakes.

1.3. Currently regulation 7 is still active and this is the governing document that governs Student Groups within The SU.

2. ISSUES

2.1. A summary of the issues this project is seeking to resolve are as follows:
- Student Group constitutions are complex containing rules that can contradict SU policies that need to be followed i.e. student disciplinary, complaints, data handling, events, etc.;
- Each year there are number of Student Groups which fail to elect the core positions needed while filling less essential roles;
- Each year there are a number of Student Groups that have to go to By-election and further By-elections in order to fill core roles required to run the group;
- Each year a number of elections across The SU go uncontested for less essential roles on committees;
- Each year the outgoing committee often revise and determine the roles that are going to be elected which limits the incoming members ability to shape it to their own style and needs;
- There is disparity between the level of responsibility between roles which can result in a few individuals being overloaded with all the work of the committee. As a result there is a single point of failure if they don't perform a good handover of their roles;
- It's difficult to provide high quality training to all committee members due to high numbers.

3. STUDENT GROUP POLICY

3.1. The new Student Group policy has been written to replace regulation 7 and the following is a summary of the implications of the main changes:
- Student Groups will no longer require constitutions. This does not mean that they cannot have them but the responsibility is on the group to ensure they are up to date to reflect policy changes;
- Replace specific roles with a generic committee role. This will shift focus from individual responsibility to collective responsibility which should reduce single point of failures;

- Generic committee roles will make it easier to elect to as everyone will be competing for the same roles which should result in less situations where a group does not elect the core roles needed. This should in turn reduce the number of uncontested elections and By-elections;
- A group will only need to elect three committee members for the committee to be considered functional and then they can recruit further committee members based on skills/diversity;
- Committee's will be able to appoint coordinators from their group's members to carry out responsibilities such as captains, events, web pages, etc. This will increase opportunity for non-committee members to get involved in running stuff throughout the year and give more flexibility for the committee to shape how their group operates in-year;
- Generic committee roles should make it easier to provide training centrally and reduce reliance on handover sessions between incoming and outgoing committee members;
- Capping the size of committees at max 12 members should hopefully ensure committees are made up of the most engaged members. Note that 12 members is still quite large for a committee and in future it may wish to be reduced further.

3.2. This Student Group policy has been shared with staff internally who have given feedback.

3.3. A *'cause style workshop'* was done with a select group of students who gave feedback on various ideas being proposed. However, the policy was not shared with the group.

4. STUDENT GROUP ELECTION OPTIONS

4.1. The Leadership committee is asked to consider the following options and make a decision on which they prefer.

4.2. **Option 1**: Student Groups elect just three committee members who themselves elect a Chair, Vice-Chair *(performs role of treasurer if necessary)* and secretary. They can then appoint up to a further 9 more committee members.

4.3. The potential benefits of this option are:
- having just 3 committee members is likely to result in a much more highly engaged core committee who can in turn recruit other engaged members;
- having just 3 committee members will increase competition at elections;
- the 3 committee members will be able appoint additional members based on diversity and skills;
- The SU will have contact details immediately, allowing efficient switch over for email, finance, website and training.

4.4. The potential cons of this option are:
- reducing the number of elected positions might be perceived as being *'less democratic'*;
- not having specific roles might have implications for administration processes across The SU.

4.5. The following are alternative ways this option could be varied:
- the three positions on the committee could be elected directly by the group but this would mean that there is potential for everyone to go for same role resulting in not getting 3 members;
- the three positions could be elected based on a proportionate vote with highest getting Chair position so as not to result in situation above;
- at by-elections student member could potentially stand for the other 9 committee positions but this will be slightly more complicated and reduces selection based on skills/diversity.

4.6. **Option 2**: Student Groups elect up to 12 committee members who themselves elect a Chair, Vice-Chair *(performs role of treasurer if necessary)* and secretary.

4.7. The potential benefits of this option are:

- it allows more positions to be elected too than option 1 and might therefore be seen as *'more democratic'.*

4.8. The potential cons of this option are:
- having a large committee to start with increases the chances of less engaged committee members getting elected who don't really contribute much to the committee;
- more chances of uncontested elections happening as electing up to 12 committee members;
- groups that are not forthcoming with electing their core roles will cause delay and put a hold on group being able to function i.e. finance.

4.9. The following are alternative ways this option could be varied:
- the three core positions could be elected based on a proportionate vote with highest getting Chair position and so forth.

5. ROLLOUT PLAN

5.1. There are two potential ways that this policy could be rolled out across The SU.

5.2. The first is to implement the policy now ahead of the upcoming student group elections and the second is to implement it after the elections and before the By-Elections.

5.3. The Project Manager and Head of Activities are recommending the second rollout plan as this would potentially allow The SU to trial this through the next year before fully implementing it with all student groups. However, some staff have expressed support for the first option too.

5.4. The second rollout plan would also allow for wider consultation to take place with Student Groups throughout next year in what would effectively be a transitionary year. This would allow us to adapt the policy if needed based on feedback from those Student Groups involved while also allowing us to persuade groups into making the switch in-year.

ACTIONS FOR THE COMMITTEE

6. The committee is asked to:
- decide what their preferred election options are for the Student Group policy;
- if they will adopt the Student Group policy subject to later ratification by Board;
- decide which rollout option they prefer.

CONTACT:	Gregory Noakes *(Governance & Executive Support Manager)*	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk

---

APPENDIX 1: STUDENT GROUP POLICY

THE STUDENTS' UNION *(THE SU)* STUDENT GROUPS POLICY

Vision: To have a rich and vibrant student community for the benefit of its members.

Rationale: To set out how Student Groups are governed and what their responsibilities are within The SU.

Content	Page
Benefits of affiliating to The SU	1
How Student Groups join The SU	1
Student Group committee	2
Committee meeting procedures	2
Student Group disqualification and removal	2-3

Benefits of affiliating to The SU

A Student Group is defined as a group of students *(registered at the University of Bath)* who provide activities *(e.g. representation, advice & support, social & cultural, sporting & recreational)* for the benefit of its members.

Student groups benefit from affiliation to The SU through access to:
- free banking facilities to help manage their accounts;
- insurance to reduce their liability;
- advice, support and training on legal requirements and development opportunities;
- marketing opportunities to promote their events/activities and help recruit new members;
- awards and recognition to celebrate individual and group achievements;
- funding and sponsorship opportunities.

How Student Groups join The SU

A Student Group may apply to register as part of The SU by emailing **TBC**.

This email should explain:
- what activities the Student Group will carry out for the benefit of the student community;
- the resources the Student Group will require to carry out its activities;
- how the Student Group will recruit and ensure it is accessible to student members of all backgrounds.

This email should confirm that the Student Group will:
- conduct their group affairs in accordance with this policy;
- accept the responsibilities delegated to them within this policy;
- attend relevant training and adhere to The SU's policies.

An Executive Committee will meet to review and approve an application, subject to:
- the Student Group's activities being in line with The SU's charitable objects;
- the Student Group being clearly open and accessible to Student Members of all backgrounds;
- there being no other registered Student Group carrying out the same or similar activities;
- The SU having the capacity and resources needed to support the Student Group.

Representatives will be given the option to attend the meeting to discuss their application with the committee.

The SU will inform the applying Student Group either:
- that their application has been approved and they are now registered with The SU;

- that their application has been unsuccessful, the reasons for this and possible actions they might take.

Student Group committee

A Student Group registered as part of The SU must have a committee that will take responsibility for the group.

A committee:
- must have a minimum of three committee members *(and cannot exceed more than 12)* who are elected annually by the Student Members of their group in accordance with The SU's published election rules;
- will elect its own Chair and, where necessary, treasurer from its own committee members;
- *(comprised of a minimum of three members)* may appoint Student Members from their group on to the committee so long as the committee's total membership does not exceed 12;
- *(comprised of a minimum of three members)* may appoint and remove Student Members as coordinators to carry out responsibilities within the Student Group that they have delegated to them.

A committee member will be automatically disqualified and removed from the committee if they:
- cease to be a Student Member;
- fail to attend two consecutive meetings without the recorded permission of the committee.

A committee will be responsible for:
- ensuring that their group conducts its affairs in accordance with SU policies;
- planning and overseeing their group's activities/events;
- planning and overseeing their group's budget *(where they have one);*
- any content published in their group's name either physically and/or online;
- appointing associate members to the group in accordance with Articles 22 to 27.
- the behaviour of their members at group activities/events and reporting issues to The SU;
- ensuring that any responsibilities they choose to delegate to a coordinator is carried out appropriately.

Committee meeting procedures

Student Group committees:
- will meet as and when necessary to fulfil their responsibilities;
- will arrange meetings in accordance with Articles 84 to 87 of The SU's Articles of Governance.
- may only hold meetings and vote on matters if they have a minimum of 3 committee members present;
- will conduct meetings in accordance with Articles 91 to 96 of The SU's Articles of Governance;
- will keep minutes and papers of meetings in accordance with Articles 97 to 99 of The SU's Articles of Governance;
- may take decisions without a meeting in accordance with Articles 101 to 102 of The SU's Articles of Governance;
- will handle any conflicts of interest that arise at a meeting in accordance with Article 103 of The SU's Articles of Governance.

Student Group disqualification and removal

A Student Group will automatically be disqualified and removed from The SU where:
- the group has failed to elect the minimum 3 members to the Student Group committee at an election or one subsequent by-election;
- it's committee formally notifies The SU that the group is disbanding;
- the group ceases to have any active members.

The Leadership Committee may also remove a Student Group from The SU where it believes that it has received sufficient evidence to conclude that:

- a Student Group's activities are not being carried out for the benefit of the student community;
- a Student Group's activities are not in line with The SU's charitable objects;
- a Student Group has not been conducting it affairs in accordance with SU policies;
- a Student Group has not been open and accessible to Student Members of all backgrounds;
- a Student Group has been identified as demonstrating poor standards of behaviour;
- a Student Group has been identified as recklessly exposing people to possible or actual harm.

If the Leadership Committee is considering removing a Student Group from The SU:
- the decision must be made at a meeting convened and conducted in accordance with Articles 84-103;
- the decision cannot be made without a meeting using the powers ascribed under Articles 101-102;
- it can, at the Chair's discretion, suspend the Student Group's activities until a decision is reached;
- it will offer to meet *(physically or virtually)* representatives from the Student Group's committee;
- it will offer the representatives attending the opportunity to bring an adviser to support them;
- it will consider the actions that the Student Group's committee can prove to have taken to address the issue;
- it may still make a decision if any invited representatives do not attend the meeting;
- it can if it concludes that the grounds for removal have been met either:
  - ➢ impose restrictions on the group's activities and/or set remedial targets for its committee to action with continued affiliation dependent on demonstrable good progress being made;
  - ➢ remove the Student Group from The SU.

PURPOSE

To recommend the societies cap is lifted and disaffiliations for groups without core roles are postponed for the year 20/21 due to the ongoing situation with COVID-19.

CONTENTS

Page 1-2:   Report

Page 2:   Actions for the committee

REPORT

7. BACKGROUND

7.1. The number of societies affiliated to the SU has been capped at 100 Societies due to staff capacity. To lift this number, usually a recommendation from the Activities Officer is needed. This year, however, we are sadly without an Activities Officer but due to expansion of the activities team and the pandemic, changes are needed to keep the area moving forward.

7.2. Section 11.1 of the Constitution states "A society shall be automatically recommended for disaffiliation if it does not have 30 members or if it is unable to elect a core committee". Because of the ongoing situation with COVID-19, we have seen less engagement from students and therefore have a significant number of societies with missing core roles.

8. ISSUES

8.1. Until 2017, the societies team consisted of one staff member. Since then, five new staff members have joined, four of which are designated to supporting the arts area (which currently consists of 17 societies, so around 1/5 of the cap). Other changes in the SU structure have seen a development in building links between volunteer groups and societies and stronger links are being built between University departments and societies, ISA and societies, and sports and societies. All this cross SU collaboration has raised awareness of the activities area, which in turn has led to an increase in affiliation requests.

So far, this academic year we've received 17 affiliation requests (including Criminology, Women in Marketing and a society for Research based degrees). We're currently operating at capacity so have not reviewed/approved any of these applications, and the societies executive committee agreed it was unwise to make any changes to the area during such an uncertain time. Almost a year on from the beginning of lockdown, we're in a much more comfortable and knowledgeable position and believe we have the staff capacity to accommodate more groups and effectively support any new affiliations.

Now more than ever students need to find a community and create a sense of belonging at University, we're aiming to provide more options for students to do this and don't want to discourage any student engagement during this pandemic.

8.2. From the very beginning of lockdown, students have had to deal with ever changing restrictions and advice from the government. Students have been told not to return to Bath, which could mean they don't have suitable workspaces to run extracurricular groups, and some are even in different countries/time zones. With all these changes and obstacles, membership numbers and nominations for committee members has decreased. We've seen an increase in the number of societies with no core roles, including Gin Society, Biosciences, Cocktail, Maths, Capoeira, Coffee, Filipino, Global Scholar, Hip Hop, Jewish, Meditation, Pakistani, Swiss and Taiwanese.

Some of these groups are still operating effectively, for example Cocktail Society have over 600 members and have managed to run regular events. A lot of these groups are cultural groups, some of which are small but play a large part for students looking to find a home away from home.

Most of these groups have been popular in previous years and run extremely successful events, such as Swiss Society running weekly Raclette nights in partnership with Revolutions Bar that would often sell out. We don't want to disaffiliate these groups that we believe in a normal year would be operating perfectly well.

Of course, disaffiliations are needed to ensure the area keeps moving and remains active, however this year we believe this would be better decided on a case-by-case review, working with the societies executive committee, looking at the activity of the group this year and in previous years as well as their relationship with the SU.

9. OPTIONS

9.1. Remove societies cap and let societies executive committee and staff review each case and decide whether there is the need for the group and the capacity for support.
9.2. Do not disaffiliate societies during the 20/21academic year but to wait until by elections (in October 2021) to see which societies did not have their core roles.

ACTIONS FOR THE COMMITTEE

---

10. The committee is asked to decide if they accept the following recommendations:

Recommendation 1: Increase societies cap

Recommendation 2: Allow exceptions to core roles for the academic year 20/21

CONTACT:	Anna Boneham	Telephone: E-Mail: susao@bath.ac.uk

GOVERNANCE – LEADERSHIP COMMITTEE TERMS OF REFERENCE

PURPOSE

To provide a copy of the Leadership Committee terms of reference.

CONTENTS

Page 1:   Report

REPORT

1. TERMS OF REFERENCE

1.1. The terms of reference sets out the membership, meeting procedures, powers and responsibilities of the Leadership Committee. These exist to ensure that decisions across The SU governance are made being made at the appropriate level as determined by the Board of Trustees.

1.2. The Leadership Committee cannot make decisions on things or exercise powers which sit outside their terms of reference without first getting them amended by the Board of Trustees.

1.3. Committee members should always remain vigilant that the committee is not exceeding its terms of reference.

1.4. The procedures to be followed for amending these can be found within the terms of reference themselves.

CONTACT:	Gregory Noakes *(Governance & Executive Support Manager)*	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk

GOVERNANCE – LEADERSHIP COMMITTEE TERMS OF REFERENCE

APPENDIX 1: Leadership Committee terms of reference

LEADERSHIP COMMITTEE TERMS OF REFERENCE

Committee Membership

a) The total membership of the committee shall be up to 8 committee members.
b) The committee members will be:
   - the 6 elected officers.
c) The committee will elect its own Chair from its own committee members;
d) A committee member will be disqualified and removed from the committee if they:
   - fail to attend two consecutive meetings without the recorded permission of the committee;
   - commit a disciplinary offence either in The SU or University.

Committee Procedures

a) The committee will meet as and when necessary to fulfil their responsibilities;
b) The committee secretary will arrange meetings in accordance with Articles 84 to 87 of The SU's Articles of Governance.
c) The committee may only hold meetings and vote on matters if they have a minimum of 3 committee members present;
d) The committee will conduct meetings in accordance with Articles 90 to 96 of The SU's Articles of Governance;
e) The committee will keep minutes and papers of meetings in accordance with Articles 97 to 99 of The SU's Articles of Governance;
f) The committee may take decisions without a meeting in accordance with Articles 101 to 102 of The SU's Articles of Governance;
g) The committee will handle any conflicts of interest that arise at a meeting in accordance with Article 103 of The SU's Articles of Governance;
h) The committee may make recommendations *(including proposing changes to these Terms of References)* to the Board of Trustees for consideration and decision.
i) The committee may adopt new policies and/or amend existing policies subject to final ratification by the Board.

Committee Responsibilities

Project/Campaign Management Responsibilities

a) To receive and approve client briefs for projects/campaigns.
b) To appoint project managers for approved projects/campaigns.
c) To determine if a project requires a business case and where this should be submitted to:
   - Chief Executive *(below £5,000)*;
   - Leadership Committee *(between £5,000 to £10,000)*;
   - Finance & Audit Committee *(above £10,000 or/and medium risk identified)*;
   - Board of Trustees *(above £50,000 or/and medium risk identified)*.
d) To receive and review reports relating to:
   - ongoing projects/campaigns.
   - end of project/campaign.
e) To identify and determine when there is a need to end a project/campaign prematurely.
f) To review the following policy and agree any amendments subject to ratification by the Board:
   - Project & Campaign Management policy.

Strategy and Performance Monitoring Responsibilities

a) To review and agree any draft strategy for recommendation to the Board for approval.
b) To receive and review reports relating to:
   - the strategy's key performance indicators *(KPIs)*;
   - equality, diversity and inclusivity within The SU;
   - overall statistics for Student Member misconduct and disciplinary;
   - overall statistics for complaints received by The SU;
   - staffing matters *(such as vacancies, restructure, sickness, etc)*
   - any other strategic and performance matter that the committee itself may determine is necessary.
c) To make *(where necessary)* key decisions relating to the implementation of the strategy.

Student Group Responsibilities

a) To review and determine the number and nature of the Executive committees that should exist within The SU.
b) To determine whether a Student Group should be disaffiliated from The SU where it is brought to their attention.
c) To review the following policies and agree any amendments subject to ratification by the Board:
   - Student Group policy.
   - Events policy.
   - Marketing & Media policy.
   - Volunteering policy.

Trustee Recruitment Responsibilities

a) To recruit potential candidates for appointment as Independent Trustees to the Board by:
   - identifying potential gaps in the skills and backgrounds on the Board;
   - determining the criteria to be used in recruiting a new Independent Trustee;
   - determining the timetable for recruitment;
   - appointing a panel to shortlist and assess potential candidates;

- reviewing and agreeing the panel's recommended candidates for appointment to the Board.

b) To review the following policies and agree any amendments subject to ratification by the Board:
- Trustee Recruitment and Induction policy.
- Trustee Roles & Responsibilities policy.