

Meeting:	Leadership Committee
Location:	1 East Meeting room and online via Microsoft Teams
Date & Time:	16 th November 2022 9.30
Present:	
<i>Name</i>	<i>Role</i>
Viktor Toshev	Activities Officer (Chair)
Alexander Robinson	SU President
Blake Walker	Community Officer
Elizabeth Stacey	Sports Officer
Julia Kildyushova	Education Officer
Jura Neveauskaite	Postgraduate Officer
In Attendance:	
<i>Name</i>	<i>Role</i>
Polly Hawker	Head of Activities
Mike Dalton	Head of Commercial: Events and Venues
Helen McHenry	Head of Finance
Ryan Lucas	Education Manager
Charlie Slack	Head of Voice and Engagement
Mandy Wilson-Garner	Deputy Chief Executive

Item										
1.	<p>Apologies for absence</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Reason</th> <th>Accepted</th> </tr> </thead> <tbody> <tr> <td>Nicky Passmore</td> <td>Illness</td> <td>Yes</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Reason	Accepted	Nicky Passmore	Illness	Yes			
Name	Reason	Accepted								
Nicky Passmore	Illness	Yes								
2.	<p>Notice of any other business Head of Activities – Students not using the correct channels for disciplinary concerns.</p>									
3.	<p>Declaration of Conflict of Interest No conflict of interests to note.</p>									
4.	<p>Minutes of Previous Meeting and Matters Arising</p> <ol style="list-style-type: none"> 1. This is an ongoing process and should be removed from the actions. 2. This is in progress and is now responsibility of Facilities Manager. Remove from Leadership actions. 3. Not started 4. Not started 5. Unclear why PAL has come to Leadership. Governance Administrator to look at previous minutes to determine why it is on Leadership action list. 6. Completed 7. Completed 8. Not started 									
5.	<p>Leadership Committee Terms of Reference Review</p> <p>Governance Administrator outlined that a review of the terms of reference was overdue. In consultation with Senior Managers and SU President a number of revisions have been made to the Terms of Reference. The</p>									

	<p>revisions were made largely to reflect current practices within the SU and to ensure there is a clear purpose to the committee.</p> <p><u>Unanimous approval</u> of revised terms of reference from the committee.</p> <p>Governance Administrator to take revised Terms of Reference to Board of Trustees for ratification.</p>
<p>6.</p>	<p>Top Ten Update</p> <p>SU President provided a verbal update regarding the Top Ten.</p> <p>Some chats with university senior leadership have taken place with some also writing their 100 word response to their allocated top ten item.</p> <p>SEAB (Student Experience Advisory Board) strands are taking ownership of some Top Ten items.</p> <p>Due to Keith Zimmerman (Chief Operating Officer) leaving, there will need to a follow up on items he was leading on (climate emergency).</p> <p>Some University leads have not been in contact. Officers to take this to the next Voice Team meeting to ensure the team are on the same page before the next SU/University meeting about Top Ten.</p>
<p>9.</p>	<p>Trustee Recruitment Update</p> <p>Governance Administrator provided a verbal update of the recruitment process.</p> <p>Outlined that one trustee has resigned and another trustee is finishing their term.</p> <p>Gap in legal and compliance, health and safety and EDI.</p> <p>Elizabeth asked if they could be involved in recruitment.</p> <p>Governance Administrator to look at how Elizabeth can be involved in process.</p>
<p>10</p>	<p>Unitu Proposal</p> <p><i>Education Manager presented the report R5.</i></p> <p>The Education Manager provided an overview of the Unitu platform explaining that it was a digital tool to support elected reps.</p> <p>Emphasis that this tool is supplementary to, not in replacement of in person interaction. There is the possibility for all elected representatives to use the platform but will be trialed initially with Course reps. The platform will also allow for officer scrutiny and transparency.</p> <p>QUESTION – Officer How will the platform work operationally, how do reps get feedback?</p> <p>ANSWER – Education Manager Reps and officers will post their priorities and key issues on the platform. Students are then able to up or down vote a priority and write comments. It both makes reps and their purpose more visible. If a priority with a rep does not align with a priority with their cohort, the system allows them to engage and understand what they are representing going forward.</p>

	<p>This proposal is asking for funding for one year at which point there will be a review.</p> <p>An Officer raised a concern that officers being at the first level of approval is potentially too operational.</p> <p>It was agreed there needs to be a mid-point check in to allow for review and a clear operational plan for staff.</p> <p>QUESTION – Officer What is the timescale for implementation?</p> <p>ANSWER – Education Manager From January the SU will have access to the platform but it would not be realistic to look at that as the point of launch. This will be an opportunity to look at functionality and potential have a small scale pilot of a few courses.</p> <p>QUESTION - Officer Has support been sought from DDAT?</p> <p>ANSWER – Education Manager Has had assurance from the Marketing and Communications Manager that existing data sharing policies would cover the platform but there will also be consultation with DDAT directly.</p> <p>QUESTION - Officer Where will the money come from?</p> <p>ANSWER – Education Manager and Head of Finance For this year there is money in reserves that can be used. Beyond this year it will need to be looked at with the annual budget where the money comes from. This will be alongside talks regarding the strategic plan.</p> <p>The proposal was <u>unanimously approved</u> by the committee.</p> <p>Education Manager to consult with DDAT regarding needs for Unitu.</p>
11	<p>Student Group Elections</p> <p>There are concerns around the number of roles a student can hold within the SU (reps, execs, committee roles etc).</p> <p>A key concern is the wellbeing of the student but also the impact on groups if a person overcommits and then studies increase in intensity.</p> <p>Should there be a limit to the number of roles a person can do and if so should this be across the SU or limited to one area?</p> <p>QUESTION Is there a recommended number of hours for volunteering for student roles?</p> <p>ANSWER Previously there was a 'what you can expect' on the role. It would be good to have a conversation with Sam regarding role profiles.</p> <p>It was highlighted would there be a risk for engagement in restricting roles?</p> <p>It was determined that there are facts of the situation which is unknown. This includes how much are students doing across the SU, what is done when someone is not fulfilling their role and what do other SUs do?</p>

	<p>There is nothing in policy to prevent individuals from signing up to multiple roles, particularly within one student group.</p> <p>It was agreed that the best approach may be to look at guidance rather than strict rules.</p> <p>Head of Activities to set up project group for fact finding and creating a plan of action.</p> <p>This to include: for those engaging in the SU, how many are engaging in multiple areas of the SU (Peer support, activities, academic)</p> <p>Does there need to be a restriction on applying for multiple roles within one student group?</p> <p>Wellbeing guidance</p> <p>Guidance around workload</p> <p>Specific guidance for those on placements or distance learning</p> <p>Procedures regarding to student leaders not fulfilling their duty.</p> <p>Examples from other SU relating to any of the above.</p> <p>Short, medium and long term plans go to DPT and leadership.</p>
12	<p>Staffing updates</p> <p>Verbal update from Acting Chief Exec.</p> <p>A lot of positions have been filled.</p> <p>There are vacancies within marketing but there are ongoing conversations with HR.</p> <p>In Activities the sports coordinator role is in motion as is the facilities administrator position.</p> <p>In Voice the Change and Inclusion manager position is live.</p> <p>In the Bar, Mike is awaiting a grading decision before being able for advertise for a kitchen supervisor role.</p> <p>There is a significant problem with the onboarding of student staff. This is not only an issue in terms of workload but also for cost of living as those students cannot work or get paid.</p> <p>Noted to highlight in meetings regarding TEF.</p> <p>Alex to talk to Richard Brooks about cost of living concerns for students.</p>
	<p>Any other business</p> <p>Head of Activities – Students not using the correct channels for disciplinary concerns</p> <p>This item is for awareness as work is ongoing around this.</p> <p>A number of student groups have taken it upon themselves to administer disciplinary actions and/or investigations.</p> <p>Activities have linked up with the Governance Administrator and with the Advice Team to look into it comprehensively.</p> <p>Head of activities is in communication with Elisabeth Day who has flagged concerns from the University side.</p> <p>Progress around this will be fed back to Elisabeth.</p>
	<p>Date and time of future meetings</p> <p>Decision made to move the next meeting to the 14th of December due to a number of individuals on annual leave.</p>

The meeting ended at 11.00

Item	Action	Action Owner	Exp Finish
5.	Governance Administrator to take revised Terms of Reference to Board of Trustees for ratification.	Beki Self	December 15th
9.	Governance Administrator to look at how Elizabeth can be involved in process.	Beki Self	December 2022
10.	Education Manager to consult with DDAT regarding needs for Unitu	Ryan Lucas	
11.	Head of Activities to set up project group for fact finding and creating a plan of action	Polly Hawker	