

LEADERSHIP COMMITTEE REPORTS 15-09-2021

Content	Report Number
Actions arising and minutes of previous meeting	-
Report on Safe Taxi Scheme	R1

Actions arising from previous meetings	Action Owner	Started	Exp finish	Progress
Create a list of Officers assigned to chair committees.	Governance & Executive Support Manager	14/07/2021	09/09/2021	Completed

Decisions made without a meeting	Proposed by	Result
-	-	-

Meeting:	Leadership Committee		
Location:	Microsoft Teams Meeting		
Date & Time:	Wednesday 11th August 2021 at 9.30am		
Present:			
Meg Crossman	Community Officer		
Annie Willingham	President		
Siddharth Singh	Postgraduate Officer		
Elizabeth Stacey	Sport Officer		
Jacob Withington	Education Officer		
Zoe Paumelle	Activities Officer (<i>Chair</i>)		
In attendance:			
Nicky Passmore	Chief Executive		
Gregory Noakes	Governance & Executive Support Manager (<i>Secretary</i>)		
Polly Hawker	Head of Activities		
Amy Young	Insight & Engagement Manager (<i>present for items 1-5</i>)		
Helen Webb	Marketing & Communications Manager (<i>present for item 8</i>)		
Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Michael Dalton	Annual Leave	Yes
	Mandy Wilson-Garner	Annual Leave	Yes
	Helen McHenry	Annual Leave	Yes
	Charlie Slack	Annual Leave	Yes
2.	Notice of any other business		
	The following item was identified for discussion under any other business: 1) Freshers' Week numbers		
3.	Declaration of conflict of interest		
	No one 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 and approved minutes of the previous meeting.		
	The President reported that the Santander funding from last year had been carried over to this year. They also noted that research for the new Top Ten was currently underway with it being expected to be finalised in September.		
	The Chief Executive reported that they had spoken to the University regarding concerns around the need to potentially have covid passports for the Nightclub. They outlined the various possible measures being considered to make the venue safe. It was noted that reducing the Nightclub's capacity had been considered but ultimately ruled out as it wouldn't increase safety but would affect commercial income.		
5.	Strategy KPIS and Survey Results		
	The Committee received a report on strategy KPIs and Student Life Survey results (<i>See R1 of committee reports</i>).		

	<p>The Insight & Engagement Manager explained that going forward they would be reviewing the questions used for the KPIs to check people’s understanding of the questions. In the past it’s been raised that students might be misinterpreting this to mean different things.</p> <p>The Chief Executive explained they had started having conversations with the President about these KPIs as these might not entirely be suitable if The SU was not able to directly influence these.</p> <p>QUESTION: The Chair asked what would be done with this data and how would this be communicated to students.</p> <p>ANSWER: The Insight & Engagement Manager explained that the report would be circulated and discussed with relevant areas within The SU to identify actions that could be taken in response. They noted that closing the feedback loop with students was one important area that The SU had identified as needing to improve on over the coming year. The survey had shown that students scored low their ability to influence The SU.</p> <p>The Insight & Engagement Manager noted that the key highlight from this year’s survey was that students had been reporting concerns around makings friends and loneliness. Survey participants had been understanding of the circumstances and had recognised the difficulties faced by The SU and University.</p> <p>QUESTION: The Chair asked if there were any questions about sports/societies included in the survey.</p> <p>ANSWER: The Insight & Engagement Manager explained that there was one question asking whether people felt that had the opportunity to do things they like. They noted that if they wanted a question to this affect could be included for next year.</p> <p><i>(The Insight & Engagement Manager left the meeting at this point)</i></p>
6.	<p>Top Ten update</p> <p>The Committee received a report on Top Ten <i>(See R2 of committee reports)</i>.</p> <p>QUESTION: The Head of Activities asked if the first draft of Top Ten could be shared with staff.</p> <p>ANSWER: The President explained that the first draft was a long list of ideas that potentially could be the Top Ten which would be worked through to reduce to the final ten.</p> <p>QUESTION: The Chief Executive asked if an update would be given to the Board of Trustees.</p> <p>ANSWER: The President explained that they would give a verbal update to the Board of Trustees as the final ten wouldn’t be ready in time for when the papers are sent out.</p>
7.	<p>Head of Department’s business</p> <p>The Head of Activities suggested that a conversation needed to be had around what needs to be discussed under this item as it wasn’t clear to them.</p> <p>The Chief Executive explained that this meeting should be about preparing and discussing items that need to go to Board.</p>
8.	<p>Any other business</p> <p>The following item had been previously identified for discussion under any other business:</p> <p>1) Freshers’ Week Numbers</p>

The President report that the University had over recruited this year. It was currently understood that 50-100 students might be without accommodation. The University were currently working to address this matter before term began.

(The Marketing & Communications Manager was invited and joined the meeting at this point)

The Marketing & Communications Manager explained the potential impact that the unexpected increase in student numbers might potentially have on Freshers' Week.

The President explained that they were concerned that this would potentially mean more students off campus who would normally have been able to attend non-wrist holder events on campus. As these student wouldn't be eligible for a city bus pass they would have to pay more to be able to participate in these events.

The meeting ended at 11am

Item	Action	Action Owner	Exp Finish
4	Create a list of Officers assigned to chair committees.	Governance & Executive Support Manager	09/09/2021

PURPOSE

The purpose of this paper is to summarise plans for the SU Safe Taxi Scheme to seek the committee's approval.

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REPORT**1. BACKGROUND**

- 1.1 Security previously had a scheme whereby security staff would pay taxi fares in cash to the taxi driver, upon a student's arrival to campus. Security would then make a report and follow-up with the student if they had not repaid in 24 hours. As petty cash provision has been removed from all departments, security's scheme has now been discontinued, hence it feels timely to introduce our Safe Taxi Scheme.
- 1.2 The scheme will be beneficial with regards to both river safety and personal safety from assault. Students will have a safe taxi option to get home, without having to worry about paying immediately if they do not have immediate funds. Additionally, students removed from The Plug & Tub will be offered the scheme to get home safely. Therefore, fewer students under the influence will be walking home, improving the safety of our students.
- 1.3 Others liaised with to produce this scheme proposal: Bath Spa SU, Cardiff SU, Mike Porter, V-Cars, Mike Dalton, Helen McHenry, Mandy Wilson-Garner, Greg Noakes, Helen Webb, Helen Cunnold.

2. RISKS AND MITIGATIONS**2.1 Financial Risk:**

- 2.1.1 Will all students repay? Head of Operations at Bath Spa mentioned that this was not a major issue there, and the university cover any money not repaid. Mike Porter mentioned that only 1 student did not pay the money back through their scheme, so this does not seem to be a considerable risk. However, our scheme will be more widely advertised than security's discontinued scheme, so there may be more financial risk.
- 2.1.2 To mitigate this, an email template will be used (developed by Helen McHenry) asking for repayment and signposting to financial support (e.g. hardship fund). If the student has not repaid within 14 days, a follow-up email will be sent by SU Advice and Support. After one month of no repayment, the student will be considered under "loss of property" in the disciplinary process, initiating a 4-6 week ban on all SU activity (except A&S) and MSL use.
- 2.1.3 To mitigate this, students will be able to repay in-person at the finance office or via bank transfer, so it is as easy as possible.

- 2.1.4 To mitigate this, the SU will advertise the maximum taxi fare to be £20 (in line with Cardiff University's scheme). V Cars are unable to implement this limit, but we can include it on our webpage.
- 2.1.5 Additionally, the scheme will be reviewed every month to identify if student repayment is a significant issue to be addressed. If so, the university will be approached to cover the difference going forwards.

2.2 Keeping Within Scope of the Scheme:

- 2.2.1 The scheme will be available for use between 10pm and 3am. Head of Operations at Bath Spa reported an issue whereby V-Cars taxi drivers will collect students at any time under the scheme. To mitigate this, the webpage advertising the scheme will advertise these hours, though V Cars are unable to implement this limit. Any taxis taken outside of these hours will be treated in the same way, with the student being reminded of the scheme hours when they're notified to make the repayment.
- 2.2.2 Additionally, the webpage will express that students can use the scheme to get to the hospital, police station, campus, or a residential student address (in line with Cardiff University's scheme) – reinforcing the scope of the scheme.

ACTIONS FOR THE COMMITTEE

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

Recommendation 1: Students can call V-Cars and show their library card (for ID purposes), providing their username, for a safe taxi trip without having to pay immediately. Additionally, the scheme will be implemented at The Plug & Tub; when students are removed from club nights, The Plug & Tub security staff will offer to call V-Cars for them and record their username. The scheme will be available for use between 10pm and 3am to ensure the scheme is used for its intended purpose. V-Cars will invoice the SU at the end of each week with the cost of the taxis. The SU will then contact the relevant students for repayment, and they are given 14 days to pay via the finance office or bank transfer.

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APPENDIX 1: MARKETING MATERIALS

The advertisement features a dark blue background with a light blue car silhouette. The car has a 'SAFE TAXI' sign on its roof and a 'SCHEME' license plate. The text is white and yellow. The top section has a dark blue background with white text. The middle section has a light blue background with white text. The bottom section has a dark blue background with white and yellow text.

Safe Taxi Scheme

Feel unsafe and haven't got the money to get home?
We'll get you home safely!

Follow these simple steps

- ✓ Call V cars on 01225 464646 quoting "Bath University Safe Taxi Scheme"
- ✓ Show library card when getting in taxi
- ✓ You will be sent an email asking for repayment by the SU the following week, you have 14 days to settle the payment

For more information visit our website thesubath.com/safe-taxi

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thesubath.com/safe-taxi