

LEADERSHIP COMMITTEE REPORTS 20-10-2021

Content	Report Number
Actions arising and minutes of previous meeting	-
Report on the Top Ten 2021-22	R1

Actions arising from previous meetings	Action Owner	Started	Exp finish	Progress
To report at the next Leadership committee on the first month of the scheme.	Community officer	14/09/2021	-	Ongoing – see update below
To seek clarity from Chief Executive on what items Head of Departments are expected to bring to the meeting	Governance & Executive Support Manager	14/09/2021	20/10/2021	

Decisions made without a meeting	Proposed by	Result
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Safe Taxi Scheme update

The SU has received our first invoice from V cars on 6th October showing 3 students have used the scheme from when it first launched (27th September) so in the space of 10 days. Those students were sent emails to repay on 8th October and one of the students has already repaid. They have been given 2 weeks for repayment.

Meeting:	Leadership Committee		
Location:	Microsoft Teams Meeting		
Date & Time:	Wednesday 15th September 2021 at 9.30am		
Present:			
Meg Crossman	Community Officer		
Siddharth Singh	Postgraduate Officer		
Elizabeth Stacey	Sport Officer		
Jacob Withington	Education Officer		
Zoe Paumelle	Activities Officer (<i>Chair</i>)		
In attendance:			
Mandy Wilson-Garner	Deputy Chief Executive		
Gregory Noakes	Governance & Executive Support Manager (<i>Secretary</i>)		
Polly Hawker	Head of Activities		
Charlie Slack	Head of Student Voice		
Helen McHenry	Head of Finance		
Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Michael Dalton	Staff training	Yes
	Nicky Passmore	Not feeling well	Yes
	Annie Willingham	Other work priorities	Yes
2.	Notice of any other business		
	No items was identified for discussion under any other business.		
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.		
5.	Safe Taxi Scheme		
	The Committee received a report on safe taxi scheme (<i>See R1 of committee reports</i>).		
	The Community Officer explained the scheme and how it would work to the committee. A procedure has been put in place to ensure repayment but having discussed this with other Universities they do not believe this will be an issue. The scheme will be reviewed on a monthly basis with an update being given at the next meeting.		
	The Committee approved the proposal subject to the proposed hours of the scheme being amended to 10pm to 5am.		
	ACTION: Community Officer to report at the next Leadership committee on the first month of the scheme.		
6.	Top Ten update		

	<p>Officers reported that the Top Ten for 2020-21 would be:</p> <p>Jacob reported on attainment gaps and pushing for an academic lead on this. Improvement to personal tutor system by expanding school of management student experience officer.</p> <p>Meg expand provision for mental health. Inclusive spaces for under-represented students.</p> <p>Zoe Sustainable investments – re-writing the uni investment policies which could guide them for next 7-8 years. Looking at international student fees and experience.</p> <p>Elizabeth suslis club – looking at changing rooms as these need to be redone in order to keep this place being used.</p> <p>Sid Doctor provisions and training to take this through doctoral college.</p> <p>Annie Post covid recovery and looking at student spaces.</p> <p>Once wording finalised will circulate this this week.</p>
7.	<p>Head of Department's business</p> <p>The Committee discussed and agreed that more clarity was required on what items the Head of Departments were expected to bring to the meeting under this item.</p> <p>ACTION: Governance & Executive Support Manager to seek clarity from Chief Executive on what items Head of Departments are expected to bring to the meeting.</p>
8.	<p>Any other business</p> <p>No items had been previously identified for discussion under any other business.</p>

The meeting ended at 10am

Item	Action	Action Owner	Exp Finish
5	To report at the next Leadership committee on the first month of the scheme.	Community Officer	20/10/2021
7	To seek clarity from Chief Executive on what items Head of Departments are expected to bring to the meeting	Governance & Executive Support Manager	20/10/2021

Top Ten 2021-22	Progress
Create departmental specific attainment action plans and KPIs that identify meaningful actions and timescales based on interrogation of data and sharing practice.	
Tackle gaps in support through the Personal Tutor system by increasing capacity for students to meet departmental staff to discuss pastoral and non-academic issues.	
Invest in the refurbishment of the Sulis Club to enable student use within 18 months.	
Create a transparent sustainable practice policy and plan; including demonstrating positive steps to divest from companies with poor sustainability practices.	
Expand preventative mental health provisions to identify early signs of wellbeing issues, in line with Student Minds' Mental Health Charter.	
Commit funding to projects which will provide more inclusive spaces on campus.	
Actively communicate how international student fees are calculated as well as the additional benefits and support available to international students	
Create University harm reduction policies around recreational drug use and commit to resourcing activities that support this work	
Demonstrate spaces, services and facilities provided on campus are sufficient to the changing profile and needs of our student body in a post-COVID landscape	
Introduce mandatory training for all supervisors and review the complaints process to ensure an independent and effective approach	

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| <p>ACTIONS</p> <ul style="list-style-type: none"> • To monitor and receive updates on progress to achieve Top Ten; • To identify additional support that might be needed to support Officers in order to achieve Top Ten actions. |
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