

Meeting:	Leadership Committee		
Location:	Microsoft Teams Meeting		
Date & Time:	Wednesday 16 February at 9.30am		
Present:			
Siddharth Singh	Postgraduate Officer		
Elizabeth Stacey	Sport Officer		
Annie Willingham	President		
Meg Crossman	Community Officer		
Jacob Withington	Education Officer		
Zoe Paumelle	Activities Officer (<i>Chair</i>)		
In attendance:			
Mandy Wilson-Garner	Deputy Chief Executive		
Charlie Slack	Head of Student Voice and Engagement		
Polly Hawker	Head of Activities		
Helen McHenry	Head of Finance		
Sam Cook	Peer Support Manager (<i>Secretary</i>)		
Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Nicky Passmore	Sick	Yes
	Mike Dalton	Training	
2.	Notice of any other business		
	No items were 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		
	Item	Action	Action Owner
	5	To check with HR regarding the status of the staff survey	Deputy Chief Executive
	6	To develop separate process for one-off event associate membership.	Head of Activities
	8	President to speak to Anthony Payne and Head of Activities to speak to Advice & Support Manger about reporting issues about clubs.	President Head of Activities
	The Committee received and approved minutes of the previous meeting.		
5.	Changes to Policy		
	Changes have been agreed by all trustees regarding neglecting duties and abuse of power for the misconduct policy. Deputy Chief Exec to discuss this with the Postgraduate Officer.		

	<p>DCE to get final approval from trustees for updated policy outside of next meeting. Secretary can upload finalised policy to the website.</p>
6.	<p>Back Injury</p> <p>The Head of Activities has been working with the University on a complaint regarding a back injury at Freshers due to manual handling. The student has admitted to not following own risk assessments and not seeking help with this and the complaint is being closed. We need to look at our health and safety training for students and staff to reduce risk of further complaints and the costs of porters.</p> <p>HoA to review health and safety training and how we monitor completion of manual handling training.</p>
7.	<p>Sustainability Staffing</p> <p>The Community Coordinator has submitted a business case for additional staff resource to focus on sustainability work. This is likely to be a short-term student staff budget to support with the administration of this work ahead of the development of our next strategy. There may be some support available from the University, who are currently reviewing the Climate Action work.</p> <p>Officers discussed how interest in Sustainability work is increasing, but there are more opportunities in the University at this time, which are paid. Head of Student Voice raised how this could be a great opportunity for a passionate student to get paid for working in this area.</p> <p>Activities Officer to work with Chair of People and Planet and Suzanne Snook to submit a funding bid to Student Change Projects, with the next meeting tomorrow (17 February).</p> <p>HoA to liaise with HoF regarding costs required for this area for the rest of the year and next academic year, to be included in annual planning.</p>
8.	<p>Health and Safety Committee</p> <p>There is currently no group of staff looking at Health and Safety issues, with previous committee members not in work or having left the organisation. Head of Activities has recently met with Deputy Bars Manager, Community Coordinator and Marketing & Communications Manager regarding a recent case and it was proposed that this continue until the recruitment of a new Governance Coordinator.</p> <p>HoA to chair a new, temporary group to discuss Health and Safety concerns as they emerge.</p>
9.	<p>Amending Policies and Practices</p> <p>The Head of Student Voice reported that students have been submitting proposed changes to SU policies and practices via the new Standpoints mechanism, which this was not designed for. A new process for students to propose changes is required.</p> <p>HoSV to work with new Governance Coordinator to investigate a process for students to propose changes to policies and procedures.</p>
10.	<p>Complaints/Disciplinaries</p> <p>The group discussed progress on a number of complaints and disciplinaries that are currently ongoing. The Head of Student Voice and Engagement praised Amy Young's contribution to this while recruitment for a new Governance Coordinator is ongoing.</p>

	<p>The Head of Activities raised that an expelled student has now started at another University, with clubs members reporting that they are nervous about playing at that University in case they are there. They may also be part of a team playing at Varsity, while they have a ban from campus. Their new University's sport department have contacted the SU to ask why they weren't informed of this situation on safeguarding grounds. This is currently being handled by the University, but we don't have a procedure in place in case similar situations arise in the future.</p> <p>HoA to investigate SU procedures for these situations with the new Governance Coordinator.</p>
11.	<p>Top Ten Update</p> <p>Officers updated on various aspects of the Top Ten.</p>
12.	<p>Heads of Departments business</p> <p>The Head of Student Voice raised that Summit took place last week, went well, further changes planned in response to member feedback about how the meeting steering takes place. TEF looks like will take place in November, currently trying to work out how the process works to plan for delivery of the work, may require additional support.</p> <p>The Head of Activities raised that Question Time will be hosted in the Edge on 31 March. The Activities team are in contact with various University colleagues regarding this. The Head of Activities also raised that the kit supplier is at risk of administration and we will be undergoing a tender process to secure kit supplies ahead of orders in May.</p> <p>The Deputy Chief Exec raised that access to Widening Participation data has accelerated in recent weeks and we nearly have this situation resolved after years of trying. Also, DCE/HoF and Arts Manager have been working hard to bring together information, costs and impact for the Arts paper, which will be submitted to UEB to secure funding for the Arts area for the future.</p>

The meeting ended at 10:39

Item	Action	Action Owner	Exp Finish
4	To develop separate process for one-off event associate membership.	PH	Summer 2022
5	MWG to get final approval from trustees for updated policy outside of next meeting. SC can upload finalised policy to the website.	MWG	March 2022
6	PH to review health and safety training and how we monitor completion of manual handling training.	PH	Summer 2022
7	ZP to work with Chair of People and Planet and Suzanne Snook to submit a funding bid to Student Change Projects, with the next meeting tomorrow (17 February).	ZP	February 2022
7	PH to liaise with HM regarding costs required for this area for the rest of the year and next academic year, to be included in annual planning.	PH	March 2022
8	PH to chair a new, temporary group comprising Mark Whelan, Suzanne Snook and Helen Webb to discuss Health and Safety concerns.	PH	March 2022
9	CS to work with new Governance Coordinator to investigate a process for students to propose changes to policies and procedures.	CS	Summer 2022
10	PH to investigate our procedures around expelled students with the new Governance Coordinator.	PH	Summer 2022