

Meeting:	Leadership Committee	
Location:	1 East Meeting room and online via Microsoft Teams	
Date & Time:	Wednesday 18th January 2023 9.30 – 11.00	
Present:		
<i>Name</i>		<i>Role</i>
Viktor Toshev	VT	Activities Officer (Chair)
Elizabeth Stacey	ES	Sports Officer
Alexander Robinson	AR	SU President
Julia Kildyshova	JK	Education Officer
Blake Walker	BW	Community Officer
In Attendance:		
<i>Name</i>		<i>Role</i>
Beki Self	BS	Senior Administrator Governance (Secretary)
Mandy Wilson Garner	MWG	Chief Executive (Interim)
Polly Hawker	PH	Head of Activities
Anna Boneham	AB	Societies and Volunteering manager
Amy Young	AY	Head of Student Voice & Engagement (Interim)
Charlie Slack	CS	Deputy Chief Executive (Interim)

Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Jura Neverauskaite	On a work trip	Yes
	Helen McHenry	Work commitments	Yes
	Mike Dalton	Work commitments	Yes
2.	Notice of any other business		
	No notice of AOB.		
3.	Declaration of Conflict of Interest		
	No committee members declared any conflicts of interest.		
4.	Minutes of Previous Meeting and Matters Arising		
	The committee approved the minutes of the previous meeting.		
	Matters arising:		
	Set up a data and insight group to establish what data is needed and how it will be used across the SU – This has been set up.		
	Education Manager to consult with DDAT regarding needs for Unitu. – This will be covered in agenda item 6.		

	<p>Engagement and Insight Manager to send email to Head of Departments to find if any staff have access to SAMIS – This has been done.</p> <p>Collate feedback and write a paper for the next committee meeting regarding postgraduate engagement in student groups. – This is item 9 of the agenda.</p>
5.	<p>Complaints and Disciplinaries</p> <p>The Complaints and Disciplinaries Report (R1) was presented by the Senior Administrator Governance (BS).</p> <p>It was highlighted that overall numbers of complaints and disciplinaries are down. It is not clear if there is a particular reason for this. CS noted it would be beneficial to look at numbers pre pandemic to see if there was an influx of cases after the lockdown and it has returned to pre-pandemic numbers.</p> <p>It was also noted that there is an ongoing conversation about precautionary measures with managers, particularly taking into consideration where the line is for the University to take over a disciplinary case.</p>
6.	<p>Update on Unitu</p> <p>The Education Manager/Interim Head of Student Voice & Engagement has received an update from Unitu. Unitu have informed the SU that it is putting the pilot for the SU version of the software for use with student reps on pause. It was highlighted that this is not an urgent priority for the remainder of this academic year and therefore the time can be taken to look at alternatives or see if the pilot from Unitu will come back online.</p> <p>QUESTION – A Trustee asked why the pilot development had been paused by Unitu. ANSWER – The Interim Head of Student Voice & Engagement (AY) explained that Unitu had informed us that there had been an internal organizational restructure, therefore it was assumed that workload and capacity were an issue and priority given to existing software and partners. QUESTION – A Trustee asked whether any money had been paid to Unitu for the pilot. Was anything paid to Unitu? ANSWER – The Interim Head of Student Voice & Engagement (AY) confirmed that no contracts had been signed or money paid to Unitu. The Head of Finance will be informed to ensure this is accounted in budgets and forecasts.</p>
7.	<p>Top Ten Update</p> <p>A verbal update of the Top Ten was provided by the Officers present.</p> <p>Sustainability: The Sport Officer (ES) noted there has been little progress on sustainability, and a new University UEB lead is still to be confirmed. They asked that staff and officers highlight the top ten item if sustainability is mentioned in any meetings with the University.</p> <p>Transport: The Sport Officer (ES) and others have been attending the University working group in which the University has been receptive to the comments from Officers. It was highlighted that Bath has a Bike Mayor and it would be useful to make contact with them. ACTION: SU President to contact the Bike Mayor (Saskia Heijltjes) to investigate potential avenues of collaboration.</p>

It was confirmed after a question relating to the soon to end contract with ABus that there had been no development on the 22 bus route tender process.

Assessment and Feedback

The Education Officer (JK) highlighted there are some new positions in the University relating to this area of work so looks like positive progress. They also confirmed that the PVC Education had met with them to discuss this Top Ten issue. When the University was asked if students are consulted about course costs it was stated that the decision had been for individual departments to make decisions themselves.

Study Spaces

The Education Officer (JK) updated that there has been no progress on study spaces more broadly beyond additional spaces be made during the exam period.

QUESTION – A Trustee asked whether there was an update on spaces being made available for students to take online exams on campus.

Answer – The Education Officer (JK) confirmed that there was no update.

Employability

Officers updated that there had not been any progress on this Top Ten since the last meeting but the new Director for Employability has recently started. The Education Officer had been invited to an introductory meeting with them.

Accessibility

The Community Officer (BW) updated the committee that there are no regular meetings with a member of University SLT regarding this (unlike other Top Ten's), instead the issue is discussed at the Accessibility Committee which has met and has made positive actions.

The University have commissioned the external company Access-able to do an assessment of campus and a date has been set. It was commented that this is positive that the assessment will be impartial rather than carried out internally.

QUESTION – The Interim Deputy Chief Exec (CS) asked if there is a plan from the University to ensure that new buildings are accessible, in particular new halls of residence.

ANSWER The Community Officer (BW) was not aware of this being specifically mentioned but agreed that it should be a key focus.

ACTION – The Community Officer to request an item for the Accessibility Committee agenda; how does the University ensure future buildings are accessible and those with accessibility needs are treated equitably.

Mental Health

The Community Officer (BW) noted there had not been a meeting for a while on this issue.

They updated that they had been involved in service provision workshops reviewing student support. The conversation was interesting which included good strategic thoughts on how data is used. It is not clear if action has been taken since the workshops.

Cost of Living

The University has a cost of living survey that has been sent to Directors of Studies to fill out with course costs incurred by students for their courses.

The SU President raised concerns that details of next year's University Accommodation rent prices are not going to the Cost of Living working group as the University is claiming it is a decision for UEB, not the cost of living working group. Largely the University's focus on accommodation costs has been on increasing bursary amounts rather than reducing rent increases.

It was noted there is a Government task force on the cost of living.

	<p>ACTION: SU President to look into the SU contributing to the cost of living taskforce.</p> <p>The Interim Head of Student Voice & Engagement (AY) noted that there had been nearly 700 responses to the SU Cost of Living survey.</p> <p>Food and Drink</p> <p>The University highlights the introduction of £1.50 meals in venues on campus as a success, but there continues to be limited gluten free offerings.</p> <p>The Activities Officer raised that during Fairtrade Fortnight, which will begin on 27th February, the gluten free and vegan options will be reduced in price.</p>
8.	<p>Trustee Recruitment</p> <p>The Senior Administrator Governance (BS) updated that Trustee recruitment is still ongoing. There had been some interest but still distinctly lacking on diversity.</p> <p>The Senior Administrator Governance (BS) will be contacting area managers with a request to share the role profile with appropriate contacts.</p>
9.	<p>Establishing a PG Committee position in relevant departmental societies</p> <p>The Activities Officer (VK) presented the report proposal on establishing PG committee positions (R2). The Activities Officer (VK) explained that postgraduate students (PGs) often felt they were not able to engage in departmental societies as they feel very aimed towards undergraduate students. Feedback gathered by the Postgraduate Officer at PGT council highlighted that students wanted more opportunities for networking and tailored careers fairs as currently they only felt appropriate to undergraduate students.</p> <p>It was also noted that this would not only be of benefit to the PGs getting involved but the societies would gain new insight and experience, the SU would have another avenue for feedback.</p> <p>The proposal presented was for the introduction of a postgraduate student committee position in 6 societies which were identified in the report.</p> <p>The committee had an extensive discussion regarding multiple aspects such as practicalities, PG input in the plans and previous precedent regarding changes within societies committees and the Groups Policy.</p> <p>The committee concluded the following points:</p> <ul style="list-style-type: none"> - It was brilliant to see a focus on postgraduate students and their needs coming for discussion at this committee. - There needs to be further consultation with PG students regarding what they are wanting from societies, students groups that have existing PG roles regarding their experience, and the groups that are being proposed to include PG roles on the groups' committees. - Consideration needs to be given that The SU is not duplicating the work of the employability team. - Discussions with non-affiliated existing postgraduate department based societies/groups should take place to see why they are not affiliated with The SU and what they offer to their members. - Consideration should be given to alternative proposals such as subgroups of departmental societies rather than one standalone position on a committee. <p>The committee recommends that the Activities Officer (VK) and Postgraduate Officer (JN) do some further research and return to Leadership committee with a report that considers:</p> <ul style="list-style-type: none"> - The possibility of a pilot scheme - Consultation with Postgraduate students, student groups that have a PG role and non-affiliated PG societies

	<ul style="list-style-type: none"> - Either consultation or planned consultation with the proposed departmental societies. - The possibility of subgroups as an alternative to a committee position. <p>ACTION: Activities Officer and Postgraduate Officer to conduct further research and bring an updated proposal to a future leadership committee.</p> <p>Both members of the committee and those in attendance wanted to highlight the importance of this paper addressing postgraduate engagement and to thank the Activities Officer and Postgraduate Officer for submitting this paper for discussion.</p>
10	<p>Staffing Update</p> <p>The Interim Chief Exec (MWG) provided an update on staffing.</p> <p>Most vacancies have now been filled or are in the process of interviews. There are two roles that are still recruiting: Kitchen assistant and Campaigns Manager.</p> <p>The University recently conducted a staff wellbeing survey and HR will confirm if we can get SU specific data.</p>
11.	<p>Should there be compulsory training for chairs and treasurers? - verbal</p> <p>The Activities Officer (VK) explained there are currently over 20 student leaders who hold the positions of treasurer and chair on groups committees that have not completed training. The Activities Officer (VK) asked for views of attendees of the committee regarding if training should be compulsory for some roles and if so which ones.</p> <p>The committee discussed the topic and concluded it wanted to check if the current SU disciplinary policy sanctions could be used to remove student leaders not fulfilling their positions (i.e. by not completing training which may have a detrimental impact on their group or The SU).</p> <p>ACTION: The Senior Administrator Governance (BS) to meet with the Activities Officer and Sport Officer to discuss training, the groups policy and the disciplinary policy.</p>
	<p>Any other business NA</p>
	<p>Date and time of future meetings Wednesday 15th February – The Edge Meeting Room</p>
The meeting ended at	

Item	Action	Action Owner	Exp Finish
7.	SU President to contact the Bike Mayor (Saskia Heijltjes) to investigate potential avenues of collaboration.	AR	02/23
7.	The Community Officer to request an item for the Accessibility Committee agenda; how does the University ensure future buildings are accessible and those with accessibility needs are treated equitably.	BW	02/23
7.	SU President to look into the SU contributing to the cost of living taskforce.	AR	02/23

9.	Activities Officer and Postgraduate Officer to conduct further research and bring an updated proposal to a future leadership committee.	VK and JN	04/23
11.	The Senior Administrator Governance (BS) to meet with the Activities Officer and Sport Officer to discuss training, the groups policy and the disciplinary policy.	BS	03/23