

# AGENDA

Meeting: **Leadership Committee**  
Location: **1 East Meeting Room**  
Date & Time: **Wednesday 20<sup>th</sup> November 2019 at 9am**

Item	Report
<b>1. Apologies for absence</b>  Committee to receive and approve any apologies received for absence.	
<b>2. Notice of any other business</b>  Chair to notify the committee of any items raised in advance of this meeting for discussion under any other business.	
<b>3. Declaration of conflict of interest</b>  Members are asked to declare any conflict of interest they may have in relation to any business to be discussed at the meeting.	
<b>4. Minutes of the previous Committee meeting</b>  Minutes to be approved and signed by the chair at the meeting.	R1
<b>4.1. Matters arising from the previous Committee meeting</b>  Committee to note the report on matters arising from the previous meeting.	R2
<b>4.2. Decisions made without a meeting since the last meeting</b>  Committee to note any decisions that have been made without a meeting in accordance with Article 102 of the Articles of Governance.	R3
<b>5. Project Management</b>	
<b>5.1.</b> Committee to review client brief received and determine if the project being proposed is: <ul style="list-style-type: none"><li>• in line with The SU's purpose and strategic direction;</li><li>• achievable in consideration of other demands and priorities;</li><li>• affordable and a sound use of time and resources;</li><li>• going to deliver benefit in line with the core purpose of The SU.</li></ul>	R4
<b>5.2.</b> If the Committee give approval for the project to proceed to the next stage they must: <ul style="list-style-type: none"><li>• appoint a project manager (who can be the client) to oversee and carry out the proposed project/campaign;</li><li>• identify any additional support and resources for the activity;</li><li>• determine if a business case is necessary and, if so, where it should be submitted.</li><li>✓ Chief Executive (below £5,000);</li><li>✓ Leadership Committee (between £5,000 to £10,000);</li><li>✓ Finance &amp; Audit Committee (above £10,000 or/and medium risk identified);</li><li>✓ Board of Trustees (above £50,000 or/and medium risk identified).</li></ul>	
<b>6. Participation Data for Student Leaders</b>  Committee to note the report and receive a presentation from Skills and Development Coordinator.	R5

7. **Any other business**

To discuss any items raised previously under notice of any other business.