

Meeting:	Operations Committee Minutes
Location:	1 East Meeting Room
Date & Time:	Tuesday 23 October 2018 at 9.00 a.m

Present:

Eve Alcock	President (Chair)
Jiani Zhou	Postgraduate Officer
Alisha Lobo	Community Officer
Kimberley Pickett-McAtackney	Activities Officer
Andy Galloway	Sport Officer
Jack Kitchen	Education Officer
Mandy Wilson-Garner	Deputy Chief Executive
Charlie Slack	Student Voice Manager
Lauren Harris	Marketing Manager
Emma Quixley	Advice & Community Manager

In attendance:

Gregory Noakes	Governance & Executive Support Manager (Clerk)
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Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Andrew McLaughlin	Annual leave	Yes
2.	Notice of any other business		
	The following items were identified for discussion under any other business:		
	<ul style="list-style-type: none"> 1) Effective Behaviour Framework papers 2) Disciplinary interim measures 		
3.	Declaration of conflict of interest		
	No committee members declared a conflict of interest in any item on the agenda.		
	Committee members were reminded to declare any conflict of interest if it arose during the course of the meeting.		
4.	Minutes of previous meeting		
	The minutes of the previous meeting were approved and signed by the Chair.		
5.	Matters arising from previous meeting		
	ACTION: Student Voice Manager & Activities Officer to write Nestle paper to update the committee on the company's ethical position.		
	UPDATE: Ongoing.		
	ACTION: Feedback to be gathered from Executive committees on the newspaper Bath Time.		
	UPDATE: The Sport Officer returned some feedback they had received from their Executive committee meeting. They had suggested that it was not clear to new students that the newspaper Bath Time is published by the Media group and not The Student Union (SU). This might be confusing people.		

	<p>ACTION: Student Voice Manager and Postgraduate Officer to meet and raise the matter of the graduate centre further with the University.</p> <p>UPDATE: An email is being written to be sent to the University about the graduate centre.</p> <p>ACTION: The Deputy Chief Executive to speak with the Student Development Manager about zero hour contracts.</p> <p>OUTCOME: The committee received a paper on hourly paid workers (appendix B). They discussed zero hour contracts and agreed that it would be useful to get further information in the form of feedback from students on zero hour contracts and HR.</p> <p>ACTION: The Deputy Chief Executive to get further information on what is happening with zero hour contracts.</p> <p>ACTION: Student Voice Manager and Chair to meet to discuss how best to represent students in the event of strikes.</p> <p>UPDATE: The meeting had been arranged for this discussion to take place.</p> <p>ACTION: The Marketing Manager to review the top ten Student Union (SU) web page.</p> <p>OUTCOME: The Marketing Manager reported on the progress they had made in reviewing the top ten SU webpage. The committee discussed the differences between priority issues and top ten issues and what they should be referred to on the website.</p>
6.	<p>Representation and planning</p> <p>The Student Voice Manager reported on student voice issues to the committee.</p> <p>The committee discussed The SU Halloween ban list regarding fancy dress and making students aware of what was and wasn't appropriate to dress up as.</p> <p>The Chair reported on the People's March and agreed to write a blog for The SU website.</p> <p>ACTION: Chair to write blog about the People's March for publishing on The SU website.</p> <p>The Chair gave an update on the ongoing actions being taken with regards to the bus route changes made by the company First. They also reported that the role of senate in governance was now undergoing more scrutiny in the sector.</p> <p>The Marketing Manager reported that during Freshers' week students had been posting links to What's App groups on The SU webpage. They explained that it was not possible for The SU to guarantee the contents of these What's App groups and that there might be potential reputational risks if it was allowed to continue. The committee agreed that for next year The SU should not allow links to student What's App groups to be published on its webpages.</p> <p>The Education Officer noted and explained concerns currently being raised over degree inflation.</p>
7.	<p>Priority communications</p> <p>The Marketing Manager reported that they were receiving a lot of feedback from student societies indicating that new students were preferring different social media spaces to previous student years.</p>
8.	<p>Advice & Support Issues</p> <p>The Advice & Community Manager reported that 103 students had contacted the advice & support team since the last meeting.</p> <p>The main focus of these enquires had been accommodation issues.</p>

	They also noted that zero issues had been reported to The SU through the University's support & report tool since the last meeting.
9.	<p>Reputational risk</p> <p>The following reputational risks were identified for discussion:</p> <p>The Sport Officer raised that the newspaper Bath Time had footage of the rugby team singing some inappropriate chanting and that this would be going live.</p> <p>The Activities Officer raised that Backstage had been unsuccessful in recruiting any new members this year and that this could have an impact on The SU's ability to host future events. The committee discussed and agreed that support should be given to help Backstage with recruiting new members.</p>
10.	<p>Executive Committee issues, including financial variations</p> <p>The following executive committee issues were raised:</p> <p>The Education Officer reported that their Executive committee was going to a Bye-election for the position of senate rep.</p>
11.	<p>Any other business</p> <p>The following items had been previously identified for discussion:</p> <p>1) Effective Behaviour Framework papers</p> <p>The Student Voice Manager explained changes being made to the way that the Review Panel operated this year and asked Officers to provide feedback on the effective behaviour framework. Officers gave positive feedback and approved changes made.</p> <p>2) Disciplinary interim measures</p> <p>The Clerk explained that one of the issues with the current disciplinary process was that it was reliant on the President's availability to meet with individuals to give sanctions. This could often result in students receiving longer sanctions than they should have.</p> <p>The new complaints & disciplinary process would address this and other issues once it was approved and in place. This process would not be in place until, at the earliest, January 2019.</p> <p>The Clerk was therefore suggesting that an interim measure be put in place to address this particular issue. The interim measure would be that instead of meeting with the President to receive sanctions students would be emailed the sanctions along with a clear statement of the evidence that The SU had to support the issuing of the sanction. They would be allowed the opportunity to appeal to the President and if they did this would be when regulation 4a came into effect.</p> <p>The committee approved the disciplinary interim measures.</p>
The meeting ended at 10.20 am.	

Item number	Action
5	Student Voice Manager & Activities Officer to write Nestle paper to update the committee on the company's ethical position
5	Feedback to be gathered from Executive committees on the newspaper Bath Time.
5	Student Voice Manager and Postgraduate Officer to raise the matter of the graduate centre further with the University.
5	The Deputy Chief Executive to get further information on what is happening with zero hour contracts.
5	Student Voice Manager and Chair to meet to discuss how best to represent students in the event of strikes.
6	Chair to write blog about the People's March for publishing on The SU website.