

27/03/2019 LEADERSHIP COMMITTEE REPORTS

Content	Report Number
08/03/2019 Leadership Committee Minutes	R1
Report on actions arising from the previous Leadership Committee meeting	R2
Making more of our end of year awards/showcase events	R3
Report on Events approved	R4

Meeting:	Leadership Committee		
Location:	1 East Meeting Room 3.20		
Date & Time:	Friday 8th March 2019 at 3pm		
Present:			
Jack Kitchen	Education Officer (Chair)		
Jiani Zhou	Postgraduate Officer		
Alisha Lobo	Community Officer		
Eve Alcock	President		
Kimberley Pickett-McAtackney	Activities Officer		
In attendance:			
Tommy Parker	Student Voice Co-Ordinator (Acting Secretary)		
Andrew McLaughlin	Chief Executive		
Item			
1.	Apologies for absence		
	The committee agreed to appoint the Student Voice Co-Ordinator as the acting Secretary for this meeting only.		
	Name	Reason	Accepted
	Andy Galloway	BUCS Regional Meeting	Yes
2.	Notice of any other business		
	The following items were identified for discussion under any other business:		
	1) Flo's Café		
	2) Awards		
	3) International Student Officer Visa Costs		
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 meetings were approved by the committee and would be signed by the Chair.		
5.	Matters arising from previous meeting		
	The committee noted that all actions from the previous meeting had been completed.		
6.	Cause Workshop Presentation		
	The Chief Executive gave a presentation on the cause workshops to the committee. They explained how feedback gathered from these workshops would be used to inform the development of the next Student Union (SU) strategy.		

	<p>The committee discussed the wording of the why, how and what sections and whether they were simple enough for everyone to understand.</p> <p>The Chief Executive explained that the next step for the cause project is to have a meeting in April to look at communication, participation, and people and culture.</p>
7.	<p>Any other business</p> <p>The following items had been previously identified for discussion:</p> <p>1) Flo's Café</p> <p>The Chief Executive reported to the committee on the progress of the Flo's Café (Virgil) which was a recent acquisition for The SU. They noted that it was currently making a small loss.</p> <p>The committee discussed how The SU could increase footfall within the café including the possibility of using it to host events.</p> <p>The Chief Executive noted that this would be reviewed at the June Board meeting.</p> <p>The Activities Officer volunteered to promote the café to student groups as a possible space they could use to host their events.</p> <p>ACTION: Activities Officer to promote Flo's Café to student groups.</p> <p>2) Awards</p> <p>The committee noted that the recent email about the SU Award changes had come as a surprise to staff. They agreed that the committee should discuss these changes with the Volunteering and Societies Manager at the next meeting.</p> <p>ACTION: SU Awards to be an item on the next agenda.</p> <p>3) International Student Officer Visa Costs</p> <p>The committee discussed and agreed that the University should be paying for the visa for international students who become SU Officers. It was noted that there were senior staff already in the University who also agreed with this view.</p> <p>ACTION: The Chief Executive and Postgraduate Officer to discuss cost of Officer visa further with HR, Immigration and Acting Vice Chancellor.</p> <p>The Chief Executive reported that this committee would be required to make a decision at one of its future meetings on whether to continue to have an SU transport fleet. They explained that a paper would be presented to them outlining the current financial situation, possible options and their impact on student groups.</p>
The meeting ended at 4pm.	
Item number	Action
7	Activities Officer to promote Flo's Café to student groups.
7	SU Awards to be an item on the next agenda.

7	The Chief Executive and Postgraduate Officer to discuss cost of Officer visa further with HR, Immigration and Acting Vice Chancellor.
---	---

LEADERSHIP COMMITTEE – 27 MARCH 2019**REPORT ON ACTIONS ARISING FROM THE PREVIOUS COMMITTEE MEETING****PURPOSE**

To inform the Leadership Committee of the outcome of actions arising from their previous meeting.

CONTENTS

Pages 1: Report

REPORT**1. ACTIONS ARISING FROM THE LAST COMMITTEE MEETING**

- 1.1. The Activities Officer to promote Flo's Café to student groups.
- 1.2. SU Awards to be an item on the next agenda.
- 1.3. The Chief Executive and Postgraduate Officer to discuss cost of Officer visa further with HR, Immigration and Acting Vice Chancellor.

2. OUTCOME OF ACTIONS ARISING FROM THE LAST COMMITTEE MEETING

- 2.1. The Activities Officer has begun promoting the Flo's Café to student groups as potential space they can use for their events.
- 2.2. SU Awards have been added to the Leadership Committee agenda and the Volunteer Manager has been invited in to speak to this item.
- 2.3. The Chief Executive has begun discussions with HR, Immigration and the Pro-Vice Chancellor on who should pay for the cost of the visa for international students who become Officers.

CONTACT:	Gregory Noakes (Governance & Executive Support Manager)	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk
-----------------	---	--

Making more of our end of year awards/showcase events

Our end of year award and showcase events provide an opportunity to draw a close to The SU year, celebrating key achievements, recognising the contribution of students and engaging stakeholders. The events are well-run and, to the best of our knowledge, well-liked by students, staff and stakeholders. In 2018 we've introduced a common branding to the awards events to help better connect them. However, they events are disconnected from each other, we duplicate effort/costs, and we don't get enough attention for the achievements and contributions of students. This misses an opportunity to talk to students and stakeholders about The SU as a whole. We need to do something a bit different – this is an example of the better in fewer, bigger, better.

Conversations with staff and students have thrown up a few specific issues that we should address:

- When asked, we are a bit vague on why we do some of these end of year events, and therefore have no sense of whether they are achieving what we want them to do (ie. What outcomes are we achieving?)
- We're oftentimes working in isolation, duplicating effort and costs, and missing opportunities to purchase/organise/promote/plan/deliver more efficiently and effectively
- Small student groups feel unable to compete with larger ones for awards – with some categories feeling a bit unfair/non-inclusive.
- Specific groups – P&A, PGA, ISA, student-led campaigns – seem to have no obvious home for recognition (even though we've previously bent the rules for other groups)
- We never co-ordinate our approach to stakeholders, meaning we over-invite and under-invite key people to events
- We (largely) don't publicise events more widely than the event itself – meaning credit is not shared widely and we don't achieve the full potential impact.
- There is still room to improve the quality of some events to ensure best practice is applied across all areas – eg. Presentation, sound, flow, narrative.
- We don't use the events to talk about our purpose or values, and could make better use of them to act as a lever for change across student groups.
- We have no way of articulating the really major achievements – as all are treated the same, so the genuinely big ones get lost amongst the noise.
- We have little/no external sponsorship to fund these events, though all feel like they have potential to do so

Starting with why

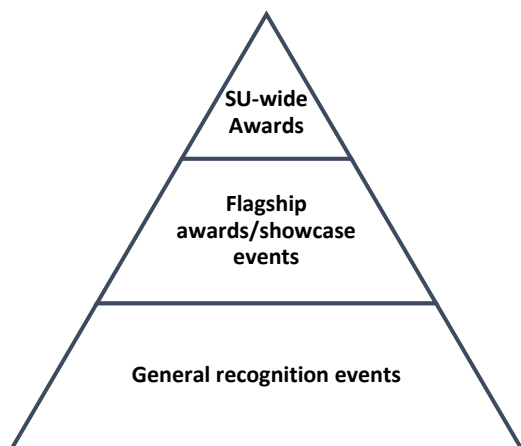
All of the events seem to have a common suite of objectives, but maybe in different orders depending on the event. In conversation, we thought they broadly have four objectives:

1. To recognise achievements of students/student groups
2. To recognise activities that have progressed The SU's purpose or values (hence encourage more of the same)
3. To engage stakeholders
4. To have fun

...but ultimately they should be about delivery of our core purpose. We should do a fuller review once that workstream is completed in 2019.

Adding a bit of structure

We have an innate sense of what's big and what's small, but it might help us to be clearer about the hierarchy. Here's a suggestion for how:



Re-introduction of The SU/Officer awards – recognising outstanding achievement / contribution to The SU. No event, a virtual set of awards delivered at other events.

Our four flagship events: Blues; SU Groups; Volunteering/local community; Education. These are the ones we invest most resource in.

End of activity events: SU community; skills training; Bath Award; VRS; student group-led; Platform. Lower budget but providing an important end-of-activity recognition.

Recommendations

In conversation with staff we've thought of a few actions that we thought were worth exploring in more detail:

- Set up a recognition working group as a sub-group of the events committee, to consider, plan and implement changes over the next two years.
- Appoint a project lead for this from the group.
- Map out all the activities, including budget, audience and purpose (see above). Appendix 1 (below) is a start at this.
- Map out all of the awards for these activities.
- Identify additional budget needs for a Leadership team business case (Nov/Dec 2018).
- Plan how and re-introduce The SU / Officer/President's awards - nominated by the officer team from their different activities ?.
- Map stakeholders, build stakeholder database, and plan invitations accordingly
- Identify key quality control aspects – presentations, narratives etc.
- Identify opportunities for effort/cost saving – eg balloons, music, deliver these.
- Identify opportunities for film & award publicity, deliver these
- Consider whether meals at the events are essential – and whether drinks and theatre style gives better value for money / impact.
- After party where there's scope?
- Consider venues – and whether building our own marquee is better

Appendix 1

Award/event	Officers	Staff lead	Partners	Primary purpose (proposed)	Proposed 2018/19 draft recommendations
The SU Awards	President	N/A	None	To recognise activities that have progressed The SU's purpose or values	Re-introduce these awards, nominated by officers for SU President, awarded at the below. Seek University comms.
Blues	Sports	Polly	DSDR; Steve Egan.	To recognise sporting achievements of students/student groups	Increase visibility of purpose/values. Seek University comms.
SU Groups	Activities/Sports	Carmella	None	To recognise achievements of students/student groups	Incorporate all student groups in different categories: D and S groups Hall Reps PGA ISA Political and Activism groups BE (student business group) Enactus, Sports? Seek University comms.
Volunteering/local community awards and showcase	Community	Anna	SCP; B&NES.	To recognise achievements of students/student groups	Incorporate all SU group activities with a local community/fundraising. Seek local media coverage.
Education Awards	Education/Postgraduate	Amy	Peter Lambert; Andrew Heath.	To recognise achievements of students	Incorporate PAL activity here.
Skills training	Community	Fiona			
Bath Award	Activities	Sam			
SEOTY	Activities	Becky			
SU community	Community	Emma	None	Celebrate the Achievements of D&S Groups, Hall Reps, Peer Mentors and PAL Leaders	Incorporate all student groups in different categories Incorporate PAL into education Awards. Still unsure as to where Peer Mentoring should sit.
VRS	Various	?			Distribute volunteer recognition into the

					awards above to improve visibility.
Student group-led	Various	N/A			

Appendix 2: Awards planning progress

Recognition Working Group:

Anna Boneham
Mike Dalton
Polly Hawker
Emma Quixley
Helen McHenry
Lauren Harris
Carmela Lear
Amy Young
Suzanne Snook

Map of current Activities

See spreadsheet saved at S:\General\Annual Award events

Main summary of suggestions and queries for future amendments

Activities Awards: This was the event with the potential for the biggest changes.

1. To rename the event to 'SU Group Awards' – had a discussion about whether this will be confusing as all the SU recognition events involve SU groups but we couldn't think of a more appropriate name
2. To include the following groups:

Soc's
Vol groups
Media
D and S groups
Hall Reps
PGA
ISA
BE
Enactus
Political and Activism groups

Sports –we had a discussion about whether sports should be included (as Blues are for elite sports) but felt that this will depend on what the award categories are going to be.

3. Format of the event:
 - A. Our most popular option was a theatre style (like the Oscars!) with canapes and an after party. The venue could be either the Theatre Royal, Komedia, Apex or The Forum. We discussed the options of having the actual nominees coming into the event at an earlier time to enjoy canapes, drinks etc and these attendees would be sat in the better part of the venue. For eg, if in Komedia then they would take up the ground floor and then guests (who would arrive later) would take up the first tier of seating and could be offered 1 free drink on arrival. There would be no performances but felt that an after party is needed as attendees may get abit bored hearing about everyone else's award nominations so felt this could be a good incentive to stay at the event! There could then be a third alternative of extra guests arriving just for the after party section. We also felt that a good compere is needed to help get through the awards in a fun, engaging way!
 - B. Theatre style with no food but just drinks with no after party
 - C. A sit down (around tables) format but with canapes and an after party
 - D. Same format but with much more limited numbers able to attend

If the groups mentioned above are all included then there will need to be a strict limit on numbers attending. The numbers will depend on what the award categories are.

Action: Lauren to research a few other SU's to see what their award categories are.

We will need to have more generic award titles to accommodate all groups, for eg 'Event of the Year' award and to also limit amount of awards and therefore amount of people attending.

We worked out that there would be the potential for 24 awards if we stuck to the same award categories linked to the groups mentioned and felt this was too many to get through in 1 evening.

Funding

We will calculate how much funding each area can put towards the one event using the same budget allocated to their awards events as they stand at the moment. Therefore, the Community awards budget and the Society award budget will be totalled together. However, the SU will need to think about whether more allocation of funding is needed. If these events are to recognise student groups then we felt a ticket charge is not viable, especially as they do not include a sit down dinner. However, a ticket charge could be set for the after party.

Community awards -£1,200

Activities Awards- £1250

Action: Mike get back with venue costs.

We also said that sponsorship could be sought.

Branding

We felt that a round up of the year (featuring as many of the groups as possible) would be a good video to showcase at some point in the event. And have a rolling collage of photo's at the start/in the background featuring all groups. Lauren will be looking at using consistent messages/branding for all the events where possible. Marketing's support will also be key when looking at visuals that will be needed throughout the night when introducing each award category.

Stakeholder's/Attendees

The attendees for each event are highlighted within the spreadsheet but Lauren will be collating these so we can easily map who is being asked to which event. The aim is to only invite certain people to the more relevant event to save duplication and taking up too much of someone's time

Education Awards

Amy said that PAL Leader awards could be incorporated into the Education awards

Amy's comment: Additionally, they will be including the two staff awards from the Peer Support area, with the view to move towards potentially all PAL awards being brought under the Education Awards for 2019/20. However, some concern was raised by Sam regarding whether there would be the perception that PAL Leaders would be receiving a better awards offer than peer mentors.

Volunteer Celebration

The volunteer area will be working more closely with the SCP to deliver a bigger 'showcasing volunteer' event. The area will invite **all** SU groups that have been involved in community volunteering and fundraising to highlight the impact of this on town and gown relations. Peter Lambert has agreed to match fund the event so we will be looking at inviting the key staff from the University as well. Therefore we would expect to see an increase in attendance, especially from the council, students, charities, schools and the university.

Blues Awards

To more or less stay in the same format.

Skills Training, SEOTY and Bath Awards

To stay the same

VRS

Not happening this year

The SU / Officer/President's awards

We thought this was best left to the Officers to decide what this could look like but that whoever wins can be presented their award within the most relevant event.

LEADERSHIP COMMITTEE – 27 MARCH 2019

REPORT ON EVENTS APPROVED

PURPOSE

To inform the committee of events approved since the end of December 2018.

CONTENTS

Pages 1-2: Report

Page 2: Actions for the Committee

REPORT**1. BACKGROUND**

1.1. Within the Student Union (SU) any event that ticks one or more of the following criteria should obtain prior approval before it can proceed:

- Attendance will exceed 200 people;
- Cost will exceed £2000;
- Reputational risk to be managed;
- Health & safety risk to be managed.

1.2. When an event is identified as requiring prior approval the following staff check the event's plans, budget and risk assessments:

- Bars & Events Manager
- Finance Manager
- Health & Safety Co-ordinator
- Marketing Manager
- Student Activities Co-ordinator

1.3. Any actions/amendments required are identified and then recommended back to the event organisers to follow up on before proceeding.

2. EVENTS APPROVED

2.1. The following table reports the events that have been approved since December 2018.

Event	Organiser	Date	Max Numbers	Est Cost	Risks identified
Splash	BAMSA	10/02/2019	180	£2113.80	None.
Launchpad	Entrepreneurs	02/03/2019			None.
Media Conference	Media Executive	16/02/2019			Reputational (see point 2.2)
Ball	BUASS	17/04/2019			Health & Safety (See point 2.3)
Ball	Bath Economic	12/02/2019	153	£7640.73	None.
Awards Night	Activities Area	16/04/2019	210	£6620	None.
Fight Night	Kickboxing	08/03/2019	342	£2396.93	None.
Ball	Computer Science Society	23/03/2019		£5,283	None.
Awards Night	Student Voice	05/04/2019	200	£7,485	None.
Ball	BUNSS				None.

Onesie Day	RAG		1800+		None.
------------	-----	--	-------	--	-------

2.2. It was identified that the Media Conference needed some external speaker forms completed for some of the speakers they had attending. They were informed that these should be completed.

2.3. It was identified that BUASS did not have a copy of the public liability documentation for the venue they were planning to use. They were informed that they needed to get a copy for The SU Health & Safety Co-ordinator. To date this has not been received.

3. EVENTS NOT APPORVED

3.1. There have been no events received which have not been approved to go ahead with the exception of BUASS which is still pending receipt of a public liability document.

4. ISSUES AND RECOMMENDATIONS

4.1. Trustees currently have no strategic oversight of events being held within The SU.

4.2. Trustees are responsible for oversight of the following three areas within The SU:

- Resource management;
- Risk management;
- Health & Safety.

4.3. The events identified within this report all have potential risks linked to the three responsibilities noted above.

4.4. This report therefore recommends that the Leadership Committee should have some oversight of events that require formal approval as defined in point 1.1. of this report.

4.5. While it is for the Trustees to determine the exact nature of their oversight, this report suggests keeping the current event approval process and having a report submitted to the Leadership Committee.

4.6. The primary role of the Leadership Committee would be to scrutinise the approval process to ensure that they are satisfied that this is being carried out in an appropriate manner.

4.7. Additional benefits to receiving a report would also be that the Leadership Committee are better informed of the high level events taking place within The SU.

ACTIONS FOR THE COMMITTEE

5. The committee are asked to decide;

- a) What role, if any, the Leadership Committee should have in the approval of events;
- b) If they wish to have a report and what details they would wish the report to contain.

CONTACT:	Gregory Noakes (Governance & Executive Support Manager)	Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk
-----------------	---	--