

Committee:	Operations Committee
Location:	President's Office
Date & Time:	Tuesday 11 September 2018 at 9.00 a.m

Present:	
Andrew McLaughlin	Chief Executive (Chair)
Kimberley Pickett-McAtackney	Activities Officer
Jack Kitchen	Education Officer
Jiani Zhou	Postgraduate Officer

In attendance:	
Charlie Slack	Student Voice Manager
Helen Freeman	Marketing Manager
Lauren Harris	Marketing Manager
Emma Quixley	Community & Advice Manager (<i>Joined under item 6</i>)
Gregory Noakes	Governance & Executive Support Manager (Clerk)
Mandy Wilson-Garner	Deputy Chief Executive

1. Apologies for absence

Name	Reason	Accepted
Alisha Lobo	BBC Inside Out West interview	Yes
Eve Alcock	BBC Inside Out West interview	Yes
Andy Galloway	Bystander training	Yes

2. Notice of any other business

The following items were identified for discussion under any other business:

- 1) Job fair alcohol free samples
- 2) BBA
- 3) Transparency in SU governance

3. Declaration of conflict of interest

Committee members were reminded to declare any conflict of interest if it arose during the course of the meeting.

4. Minutes of the previous meetings

The minutes of the previous meeting were approved and signed by the chair.

5. Matters arising from previous meeting

Item number		
5	Action	A research paper on Nestle to be written for the Operations committee to update them on the company's ethical position.
	Outcome	ACTION: Activities officer and Campaign co-ordinator to write Nestle paper to update the committee on the company's ethical position.
5	Action	

		Discuss the issue of the microwave in the graduate centre with Peter Lambert at their next meeting.
	Outcome	This would be discussed later in the meeting under item 6.
6	Action	Write a statement for circulation to prominent people in the community urging them to take action to address the changes made to the bus route.
	Outcome	This would be discussed later in the meeting under item 6.

6. Representation and planning

The Student Voice Manager shared and went through the student voice report with the committee.

(Community & Advice Manager joined the meeting at this point)

The committee discussed the Edge consultation which had ended. The Activities Officer reported their concerns around what the wider impact of the changes would be for students using Edge.

The committee discussed the graduate centre and the University's request for the microwave to be moved. It noted that this was part of wider issue within the University in that they were not provided enough space for students to use. The committee felt that if the microwave was moved then the University should provide graduates with a nearby alternative.

ACTION: Chief Executive to discuss the microwave in the graduate centre with Peter Lambert.

The committee discussed changes to the bus route from the city centre to the University and the campaign/actions being taken to address this. It noted that this issue was affecting both students and staff at the University. The committee discussed what further actions could be taken. It agreed not to take any further actions until they received an update from the President on their most recent meetings around this issue.

7. Priority communications

The Marketing Manager reported the following areas as the current priorities for SU communications:

Freshers' week
Bus route changes
Vice chancellor appointment
Edge changes

8. Reputational risk

The following reputational risks were identified for discussion:

1) Israel and Palestine debate

The Activities Officer reported that the debating society was planning to hold an open debate on Israel and Palestine sometime in November.

2) Polden

The Activities Officer reported that work on student accommodation at Polden had not been completed and would not be completed now before the 5th January. This was impacting on students in that they were being provided with accommodation which was not as promised. The committee agreed that this issue needed to be monitored going forward in case actions needed to be taken.

9. Executive Committee issues, including financial variations

No executive committee issues were raised.

10. Any other business

The following items had been previously identified for discussion:

1) Job fair alcohol free samples

The Activities Officer reported that a company was asking for permission to use free samples of alcohol at the upcoming job fair. The committee discussed and agreed not to allow this as The SU currently did not allow free samples of alcohol to be given out at Freshers' week stands. As an alternative the committee agreed to allow for vouchers for free samples of alcohol to be given out.

2) Business Bachelor Association (BBA)

The Education Officer noted for the attention of the committee that he was a member of the BBA.

The Education Officer reported that the BBA were interested in doing a sponsored project with The SU.

QUESTION: The Chief Executive asked how much it would cost?

ANSWER: The Education Officer explained that there would be no cost to The SU.

The Education officer explained the benefits that the project would potentially bring to staff.

The committee discussed and agreed that they would express an interest.

ACTION: Education Officer to bring more details on what the sponsored project could be on to the next meeting.

3) Transparency in SU governance

The committee discussed whether the section around Nestle in the previous minutes should be made a confidential minute.

The Governance & Executive Support Manager recommended that it should not be made a confidential minute. They explained that being transparent about how decisions were made was very good practice in terms of governance.

The committee agreed not to make the discussion around Nestle a confidential minute.

The meeting ended at 10.20am.

Item number	Action	Responsibility
5	Write Nestle paper to update the committee on the company's ethical position.	Activities officer and Campaign co-ordinator
6	Discuss the microwave in the graduate centre with Peter Lambert.	Chief Executive
6	Bring more details on what the sponsored BBA project could be on to the next meeting.	Education Officer