

Committee:	<b>Operations Committee</b>
Location:	<b>President's Office</b>
Date & Time:	<b>Tuesday 14 August 2018 at 9.00 a.m</b>

<b>Present:</b>	
Eve Alcock	President
Alisha Lobo	Community Officer
Andy Galloway	Sports Officer

<b>In attendance:</b>	
Charlie Slack	Student Voice Manager
Helen Freeman	Marketing Manager
Emma Quixley	Community & Advice Manager (Clerk)

**1. Apologies for absence**

Name	Reason	Accepted
Andrew McLaughlin	Annual Leave	Yes
Kimberley Pickett-McAtackney	Annual Leave	Yes
Gregory Noakes	Annual Leave	Yes
Mandy Wilson-Garner	Annual Leave	Yes
Jack Kitchen	Working at Virgil Building	Yes
Jiani Zhou	Not known	

**2. Notice of any other business**

No items were identified for discussion under any other business.

**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	Action	Responsibility
5	Continue discussion with the University around student suicides.	<b>ACTION: Carried over to next meeting.</b>
5	Respond to the Edge consultation	<b>ACTION: Carried over to next meeting.</b>
6	Meet to discuss Union processes further.	Community & Advice Manager met with the Governance & Executive Support Manager. Meeting arranged for the 15 <sup>th</sup> August to discuss further with Deputy Chief Executive and Community Officer.

8	Contact NUS with regards to the anti-marketisation roadshow to seek further clarity around its purpose.	Awaiting response from NUS.
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**6. Representation and planning**

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

The Student Voice Manager updated the committee on meeting with members of staff from the Doctoral College. Health and Safety for Doctoral students was discussed in their various working environment. It was discovered there are no risk assessments conducted for these students in their various places of work. This may therefore be a good issue for the Top Ten. The Student Voice Manager updated the committee that the curriculum transformation placement students have started and some of the Officers have met with them.

The Student Voice Manager updated the committee that meetings have started for student voice report.

The Student Voice Manager raised VC recruitment as a topic. The President said they are meeting the successful candidate off campus to discuss communications to student about their appointment.

The Community Officer met with Jane Loveys (Director of AHS). Part of the discussion in this meeting was Polden Court accommodation. The cost of this accommodation is £210 per week. AHS have said they are going to do a benchmarking exercise with other universities on their accommodation costs.

The Community Officer also spoke with Jane about provision of products in fresh for black students. A list is being compiled with Race Equality group and items will be stocked in fresh.

Andy attended BUCS working group meeting. The meeting was very focused on performance. Andy felt it should also focus on other areas of BUCS also and raised this in the meeting. Andy informed the committee that the budget has been cut to focus on 7 sports. There was a sense from the committee that there hasn't been enough consultation with SU or students on this. Club membership is going up to £35 but includes insurance now and BUCs costs going up to £65 from £50.

**7. Priority communications**

The Marketing Manager noted the A Level Results day coming up. It was suggested that Officers could do some posts on their social media for this.

**8. Reputational risk**

The Community Officer raised the University Report & Support tool and processes around harassment and misconduct as a reputational risk and area of concern.

Josh Callendar, the Anti-Harassment Campaign Manager, shared the current Report & Support Tool with The Community Officer.

The Community Officer stated she feels it is not good enough. It is not visually appealing or accessible. The tone is not as supportive as it should be and the description of the SU is not sufficient.

A more general concern around the University and SU procedures was raised. It currently feels very unclear as to both what the University processes are and the SU processes. The Community & Advice Manager and the Community Officer are due to meet with Deputy Chief Executive to discuss.

**ACTION: Community Officer and Community & Advice Manager to meet with Josh and George, the Equality and Diversity Manager, as soon as they return from holiday to express concerns.**

The Community Officer informed the committee that BBC South West are planning on doing a segment with the University on this Report and Support tool and the SU officers may also be asked to feature.

**9. Executive Committee issues, including financial variations**

No executive committee issues were raised.

**10. Any other business**

No items had been previously identified for discussion.

The meeting ended at 10.00am.

Item number	Action	Responsibility
5	Continue discussion with the University around student suicides.	Chief Executive
5	Respond to the Edge consultation	Activities Officer
5	Meet to discuss Union processes further.	Community & Advice Manager, Community Officer and Deputy Chief Executive.
8	Arrange meeting with George Brown, Equality & diversity Manager, for when they return from holiday.	Community & Advice Manager and Community Officer.

