



Minutes from Management Committee Meeting

Monday 14th January 2013

Boardroom, Union House

Present: Josh Bowker Lynda Johnson
Joe Levell Matt Myles
Sam Clark

Apologies: Derek Bowden Annie Grant

- 6023 Minutes from previous meeting – 17th December 2012
- The Minutes from the meeting held 17th December 2012 were agreed by the Committee.
 - SC advised that he had cancelled his leave scheduled for 7th-20th January 2013.
- 6024 Action Log
- Please see attached.
- 6025 Complaints
- There were no complaints recorded.
- 6026 Request for £6K p.a. for remote support for the servers
- LH outlined the IT support required in periods of absence by Mark Baldry. She advised that the company currently assisting in this capacity were not particularly helpful.
 - MB had investigated IT support from EACS Limited and they will offer support at the end of a phone and also beyond core "9-5" hours for £6K per annum.
 - DB to also discuss putting a Service Level Agreement in place with ITCS in the University for support with desktop applications.
 - Each department to identify an IT "hit-man" to field all IT issues prior to passing to MB, should things not be resolved.
 - The MC discussed the pros and cons of recruiting an IT Assistant as another option and LH confirmed that an Assistant is not required on a regular basis.

Action:

- ***LH to investigate the cost of “one-off” charges from EACS Limited, on an as and when required basis.***

6027 CLOSED MINUTES

6028 Temporary Bars Supervisor

- Permission was requested from the MC to recruit a temporary Bars Supervisor, to cover forthcoming maternity leave.
- The MC agreed this request.

6029 Work arrangements for Head of HR

- The MC deferred this agenda item to discuss with the Chief Executive at the next meeting.

6030 Request for funding for “Train the Trainer” course

- A request was received from the Membership Services Manager for £85:00 to attend a “Train the Trainer” course run by Voluntary Norfolk. The course was identified as useful for improving and developing how Officers are trained.
- The request was agreed by the MC.

6031 AOB

- JB requested annual leave for 16th January and also the 7th, 8th and 11th February. The MC agreed this request.

6032 Date of next meeting

- Monday 28th January 2013
Commencing 10:30am
Boardroom, Union House