

Paper Title:	Minutes to Board of Trustees Meeting, 28 October 2019
Author/s:	Ann Binks
Date:	05 November 2019

Topic and Purpose of the paper in brief:	Record of meeting of Board of Trustees.
Key Points from the Paper (5 maximum):	<p>Agenda highlights...</p> <ol style="list-style-type: none"> 1. Ratification of Bylaws approved by Members 2. Governance Away Day, write-up and proposals 3. Union KPIs set for forthcoming year 4. CEO Probationary Review
List data or information sources:	Board paperwork
Please tick box if this paper refers to any one of the following:	<input checked="" type="checkbox"/> A standing agenda item (or periodic planned item) <input type="checkbox"/> The Strategic Plan or Strategic Action Plan <input type="checkbox"/> An emerging priority or issue
<p>To what extent could the outcome of this paper affect the inclusiveness of the SU and the accessibility of the SU in respect to promoting equality, diversity and mitigating barriers to equitable engagement with the students' union?</p> <p>Board is the strategic, governing body of the SU from a legal and administrative perspective and therefore business directly relates to the SU's strategies to promote equality and diversity and provide an accessible, inclusive membership organisation.</p>	
Is this paper:	<input type="checkbox"/> For decision or approval <input checked="" type="checkbox"/> For information and acknowledgement

[APPROVED] CONFIDENTIAL

28/10/2019 Board of Trustees | Minutes of Meeting

Present:	Liam Bloomfield Tania Struetzel Tim Stone Yee-Man Ngai Reece Hawkings Amanda Dimande Daisie Johnson Daniel Login Suman Naz Rosalind Lowe	Chair and President External Trustee External Trustee Student Trustee VP Equality VP Union Development VP Education External Trustee Student Trustee University Trustee
Attending:	Mark McCormack Ann Binks (minute taker) Amy McLaughlan	CEO Head of Finance and Resources Head of Membership Services & Engagement
Apologies:	Dhrupal Patel Lisa Roerig	External Trustee Head of Marketing, Communications & Business Development.
Date	28/10/2019, 3-5.15pm	
Location	Luton Campus	

1. Welcome, Introductions and Apologies

The Chair welcomed everyone. Apologies were received from Lisa Roerig and Dhrupal Patel.

2. Minutes of the Previous Meeting

The minutes of the previous meeting held on 18th June 2019 were agreed.

3. Conflicts of interest

Mark McCormack advised of personal involvement in the Probationary Review item and was therefore a conflict of interest, which would be revisited when the item was discussed.

4. Matters Arising/Outstanding Actions

The People Plan has been received at the Staff Forum by MM.

LB requested an Action Log be added to the agenda with a paper provided to each meeting summarising actions.

5. CEO Report

The Board were advised that the CEO had been impressed how the whole staff team pulled together for Freshers. Everybody across the Union had worked very hard and this had been noticed by the University. The CEO report was summarised for the Board:

- A review into society participation in March had resulted in changes that sought to make student involvement easier and simpler, which included training students in smaller groups and relaxing rules on society committees and elections. A turnaround has since occurred in society participation with involvement returning to 2018 levels.
- An accreditation scheme had been launched in the new term, which sought to recognise society participation and volunteering, and reward students who contributed to the student experience via SU engagement.
- An SU-led review into the Academic Rep system had culminated in proposals received and then enacted within the University, which initiated wholesale change to the rep system at the institution. Changes came into effect in October. There had been some implementation challenges, and prompt corrective action had gone some way into improving the introduction of the new rep setup.
- Advisors opened 564 cases in the 12-month period August 2018 to July 2019, and handled 421 enquiries over the same period. Between July and August, the Service handled 100 cases or enquiries.
- The SU ran a successful Fresher's Week, which saw a turnaround in the financial performance of the week-long event and considerable commitment from across the staff and officer team; staff were specifically commended to the trustees for their dedication during Fresher's, which contributed to its success.
- An Extraordinary Members Meeting had taken place on 16 October wherein 53 Members attended; Members approved proposed Bylaw changes and ratified new trustee candidates, Yee-Man Ngai and Dhruval Patel. Thanks was given to all staff who worked hard to make sure that the meeting was quorum.
- The SU has launched a new weekly newsletters, student chat group, alongside promotional videos for new and returning students.
- Following a restructure of the staff team over the Summer new starters had been welcomed: David Taylor (Policy & Campaigns Coordinator), Sheila MacDonald (Finance Assistant), Matt Latessa (Campus Development Coordinator), and Matt Morelli (Digital Assets Coordinator). Recruitment for team manager roles have so far been unsuccessful and a new campaign was being initiated.
- The Campus Development project, for which the SU had received additional funding from the University, had begun with a project coordinator in place.
- The People Plan had been implemented following consultation with the staff team over summer, and the SU's Investors in People audit was planned for November.
- The SU is reporting a surplus for the 2019 year, which will support it to move closer to its reserves policy level. Budgetary changes have been brought to the finance committee to reallocate positive variances toward emerging needs in the year. The University had agreed and transferred an additional 0.8% cost-of-living rise in pay costs on top of the grant funding, which had been allocated to staff salaries.
- NUS' turnaround proposals were being enacted and the risk level associated with NUS had reduced to a manageable level.
- Particular strategic concerns of the SU referred to Brexit, student dissatisfaction and the rise in student numbers, in particular growth across satellite campuses. The demographics at Milton Keynes, Luton and Bedford seemed to have changed on the previous year. The student

experience at Aylesbury had been severely disrupted by the planned departure from the Aylesbury College campus; a new building was being erected in time for January 2020 to accommodate students.

- A new, and final, action plan for the strategic plan had been developed following consultation with staff; and a timeline for a new strategic plan had been set.
- The Board were advised that the relationship with University was going well. Executives were finding good ways to raise concerns at other campuses. The University student recruitment round has been successful and even the student numbers in Bedford have increased slightly.
- The Board were asked if they had any questions or feedback.

The Board discussed the CEO report. The Board welcomed the report and new format, and **agreed** that going forward they would like to receive both the shorter and longer report.

The Board questioned the viability of commercial activity, which had been raised as an area being monitored in the report. Trustees also enquired about university engagement in relation to Academic Rep recruitment challenges. Trustees were advised that the viability of the commercial division had been discussed at the Finance Committee and that the committee had received a commercial plan, which identified student feedback and close monitoring of income targets against operational costs as primary responses to concerns. We are looking to adapt our business to student feedback as quickly as possible.

The problems with the Academic reps and the teething problems of the new system have been acknowledge with university staff and the VC. An idea had been floated from the University about attaching a reward to Academic Rep positions. The University are very open to working with us and do acknowledge challenges. The new rep system had resulted in many changes and, despite recruitment difficulties, the proportion of rep positions filled was nearing that of last year already.

The Board speculated on SU action in relation to the University's fall in league tables. The Executive attend working groups discussing these matter and input in to these meetings. It was recognised that the Widening Participation ethos of the Uni may make league-table rises harder due to the criteria involved. It was also acknowledged that the University is working to address problem areas that fuelled some of the scorings.

The Board asked if Extinction Rebellion had attended the Fresher's Fair [following discussion by trustees virtually]. They were advised that they had attended campus unofficially; no problems were reported. ER had been discussed in some Uni committees from compliance perspective.

5.1 CEO Probationary Review

The SLT members of staff left the meeting for the CEO probationary review.

As part of the CEO's contract of employment a probationary period was required and had been reached; a probationary review took place with the Chair and Deputy. Staff were asked to vacate the room whilst the trustees discussed the probationary review report, which outlined the process of the review. A set of objectives had been drafted from the review discussion.

The Board received and **agreed** the drafted objectives. Trustees noted that some consideration had been given to a coaching course.

ACTION: The Board requested the objectives include an element of community and stakeholder engagement by the CEO. The line-managing trustees were to discuss changes with the CEO and take forward.

The Board **agreed** that internal training that was inclusive of Beds SU related information could be carried out by someone in the organisation however any training about Board and Governance should be done by an external organisation to 'Beds SU'. They noted that current arrangements could have a negative impact on their performance and levels of accountability.

SLT returned to the meeting and the CEO was congratulated on a very successful first period and thanked by The Board for their work so far at Beds SU.

5.2 Membership Demographics Report

The Board reviewed the report and noted that Milton Keynes campus and LSC campuses had grown quite considerably.

The Board agreed it was useful report to receive as it gave context to the student numbers.

6. Executive Team Priorities Report

Trustees received a report, which detailed the Executive Team priorities. These included 'big ticket items' the Exec were progressing:

- increase member engagement (LB);
- improve the International Student experience (AD);
- increase student awareness of the Black Attainment Gap and contribute to University efforts to reduce it (AD/DJ);
- improve learning support given and available to students (RH); and
- improve the tutorial system (DJ).

The Board noted that the President had not added their activities to the termly objectives table. The President advised that they were working with Deans to add SU activities to a student app. All heads of schools had been messaged and a lot of time had been secured to go and speak to students. The EGM has passed creating Union Parliament.

7. Union KPIs

New KPIs had been set for the coming year. It was customary for the trustees to receive and review the key performance indicators each year. Trustees were invited to review the KPI's and asked to agree and/or amend the draft.

The drafted KPI's were different to 2018-19; the rationale for changes was that a fuller set of KPI's could tell a more rounded story of SU activity; could incorporate emerging strategic priorities; and include both quarterly and annual measures.

The Board queried how the Be Involved and Be Heard KPI's might provide a performance gauge to the Board as it is more important how engaged the students are than the number of them being reported. The number of Academic reps trained and active members of societies would give a better indication. The Board were advised that KPI's are a general gauge and helpful if read in conjunction with other reports stakeholders like KPI's.

The Board queried if the democratic engagement of students referred to the engagement of all students or the ones who are voting. They were advised it was the % of students outside Luton & Bedford who are voting. The Board wondered if 5% was not ambitious enough but were advised that, whilst project work was hoped to be effective, turnout was very low in these campuses and the demographic was least likely to vote.

The Board questioned how the KPI's tied into the Strategic plan and were advised they were links between them.

ACTION The KPI's will be reported under the strategic plan and the KPI's layout reviewed and ones not deemed relevant reviewed.

8. Strategic plan update

8.1 Review of Strategic Action Plan for final year of plan

It was customary for the trustees to monitor the delivery of the Strategic Plan via an operational plan. Staff had renamed this the Strategic Action Plan, to better align the plan to the strategy; a draft plan was presented for review by the trustees.

The draft had been amended from the previous plan, approved in January 2019, based on staff consultation over the summer. The new version aimed to better support the SU's transition to a forthcoming strategic direction. Performance measures were relatively loose until staff inputted to these during their annual appraisals (November). The staff team have been consulted on the plan and it is meant to last for ten months.

8.2 Consider timeline for new strategic plan development

The current strategic plan expires in 2020; the CEO presented a timetable for developing a new strategic plan for launch in 2020. The Board were asked if they could see themselves getting more involved than they were in the current timeline and any suggestions from the trustees regarding their involvement in the process was welcomed. The Board were assured that they would be getting update at each Board meeting. The Board encouraged the Executive to become involved in the process.

The Board advised that when they were approving the new strategic plan they would want to know how it fitted in with the Universities Strategic plan and any diversions from it. There were

many opportunities to work with the University. The Board would also like to be confident that we are not unnecessarily overlapping with the University also we must be realistic what we can achieve.

ACTION: At the next VCEG discuss the university strategic plan in more detail.

9. Risk Register

The risk register was presented to the trustees for review; discuss the continued relevance of risks, their status and, in particular, any omissions or areas not adequately covered

The Board queried why the risk of “Failure to attract and retain quality staff” was a low risk when the Union had noted concerns about attracting a representative staff team; they also queried the risk of “Provision of effective representation” as low risk when rep recruitment had been flagged for attention.

ACTION: Move above risks to medium risks.

10. Finance Sub-Committee

The Board were given a verbal summary of the Finance Committee meeting.

Full minutes of the sub-committee, held earlier on the same day, below:

	<p>CONFIDENTIAL 28th October 2019 Finance Sub-Committee Meeting</p> <p>Luton Campus 11.00 am to 12.15am</p>										
	<p>Present:</p> <table> <tr> <td>Daniel Login</td> <td>External Trustee</td> </tr> <tr> <td>Mark McCormack</td> <td>CEO</td> </tr> <tr> <td>Ann Binks (Minute taker)</td> <td>Head of Finance and Resources</td> </tr> <tr> <td>Liam Bloomfield (Chair)</td> <td>President</td> </tr> <tr> <td>Daisie Johnson</td> <td>VP Education</td> </tr> </table>	Daniel Login	External Trustee	Mark McCormack	CEO	Ann Binks (Minute taker)	Head of Finance and Resources	Liam Bloomfield (Chair)	President	Daisie Johnson	VP Education
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Mark McCormack	CEO										
Ann Binks (Minute taker)	Head of Finance and Resources										
Liam Bloomfield (Chair)	President										
Daisie Johnson	VP Education										
1.	<p>Welcome, Introductions and Apologies</p> <p>The Chair welcomed everyone. Apologies were received from: Marcus Woolley – University Place Rhoda Le-Taltec – University Place Lisa Roerig - Head of Marketing, Communications & Business Dev. Amy McLaughlan- Head of Membership Services and Engagement</p>										

2.	<p>Minutes of the Previous Meeting</p> <p>The minutes of the previous meeting, 18th June 2019, were agreed.</p>
3.	<p>Conflicts of interest</p> <p>There were no conflicts of interest recorded.</p>
4.	<p>Matters Arising/Outstanding Actions</p> <p>None.</p>
5.	<p>Review Accounts Year Ending July 2019</p> <p>The draft accounts for Year Ending July 2019 were reviewed. A typing error in the total income line was noted; current year total should read £1,185,256. The Board were advised that these were draft accounts and that the expenditure apportionments had not yet been allocated. The position of the reserves reported was forecast to be in line with the future, final audited accounts.</p> <p>The surplus on unrestricted reserves was £56k and £30.5k has been transferred to a designated reserve to cover future year's depreciation costs.</p> <p>It was suggested that as the level of unrestricted reserves was not yet at the level of the Unions Reserve policy; the surplus of £25k should be added to the unrestricted reserves rather than being transferred to a designated reserve to cover potential enhanced maternity pay. The Finance Committee agreed.</p> <p>The Committee were advised that the figures for the SUSS pension revaluation carried out in June 2019 would not be available in time to be reflected in these year-end accounts, however it was expected this would result in a more positive estimate than had previously been expected.</p> <p>The Committee felt that the commercial surplus was politically helpful as this had not always been the case. The Committee noted that the apportionments appeared low for the Advice Service and the wide impact and value of the service was mentioned; the Committee were advised that the overhead apportionment on expenditure was not reflected in the draft accounts and when this was completed, the resources allocated to Advice would be higher and more proportionate than shown.</p> <p>The Committee asked if the Accounts were shared with the University. They felt that it was important to communicate rationale for any surplus, be transparent; and manage the narrative around surpluses.</p>

<p>6.</p>	<p>Management Accounts</p> <p>The Committee were advised that currently a surplus of £13.5k is projected at the year-end. The surplus has been generated by salary savings on two vacant positions ,Communications Manager and Student Voice Manager and positions being filled later than budgeted. A small surplus has also been generated by the final 1.8% University pay settlement and the Commercial services staffing restructure to cover maternity leave.</p> <p>SLT had queried, then approved, a schedule of virements. The Finance Committee were also requested to approve the virement of £12.6k from Finance depreciation to Finance Salary /staff welfare.</p> <p>The Committee approved this virement.</p>
<p>7.</p>	<p>Finance Report</p> <p>The Committee were advised:</p> <p>SUSS Pension-that the member consultation regarding the additional potential liability due to the mistake in 1988 has concluded and four out of five members responded with over 80% accepting the compromise and that this will significantly reduce the additional liabilities that the Union might be liable for.</p> <p>Fresher’s Review - Taking guidance from the Executive and Membership a new approach to ticket sales had been taken this year and Wrist Band prices were reduced to £20, in previous years they had cost £35 plus. The lower price meant that we were unable to budget for a Fresher’s Ball. A budget was set around target sale of 450.The University purchased 200 wristband sales from the Union, to offer as an enhancement to enrol and in total 570 wristbands were sold against 299 last year. Cost were kept within budget and a profit of £2.9k was generated (Loss £2.7K 18/19). The low wristband price strategy had been successful and would be opted for in future years with the memberships agreement.</p> <p>The Committee asked when the trial period of opening Bedford on a Friday night would be reviewed and they were advised that it would be at the end of this week.</p> <p>Tables were reviewed showing the trend in bar sales at Fresher’s over the past three years. They reflected the general decline in Bar sales which was in line with the national trends and taken into account in the Union’s commercial strategy.</p> <p>The Committee suggested that greater student consultation may inform future ways to adapt to the commercial environment and that some events may need to be changed in order to respond to market challenges.</p> <p>Currently commercial targets were being monitored daily to try to adapt swiftly to how behaviours change so that costs can be controlled.</p>

	<p>The Committee asked if negotiations could be started with other external partners for next year.</p> <p>The Committee enquired about marketing sales and it was explained that these were outsourced media sales to a Kent SU- trading company.</p>
<p>8.</p>	<p>Reserves Policy</p> <p>The Committee reviewed the suggested Reserves policy.</p> <p>The calculation for unrestricted reserves has changed since the designated reserve for future year's depreciation charges has been set up.</p> <p>Charity Commission advice suggested holding reserves suitable to challenges of the charity and the Committee were advised that a reserve policy based on three months operating expenditure would be suited to an institution reliant on block grant funding like Beds SU,</p> <p>The Committee discussed that changing the policy to six months operating expenditure would take many years to achieve and they were unsure of the incentive to retain those funds.</p> <p>The Finance Committee agreed the Reserves Policy presented (of 3 months' operating expenditure).</p>
<p>9.</p>	<p>Events & Commercial Strategy 2019/20</p> <p>The Committee reviewed the strategy. Past performances had been considered alongside current trends and observations; successful initiatives included in the review, and the plan sought to bring together this learning. It set out a plan for responding to current challenges.</p> <p>The strategy was mainly concerned with close monitoring and adapting where possible with new initiatives and products, and changing approach frequently in response to evolving demand or results.</p> <p>The Committee queried what accommodation providers the Union would be meeting with and whether some targets were achievable on some events.</p> <p>A discussion was also held on the ethics of providing multi-drink offers i.e. jugs given to students. The Committee were advised that the bars monitored this, and bar staff were diligent, trained and undertook alcohol awareness training. The Committee were advised that the Entertainment forum, student staff forum, Executive feedback and surveys were all used as means to get student feedback on events.</p> <p>ACTION: The committee requested that more informal feedback is obtained from students on nights, Instagram was given as a possible source.</p>

	<p>The changes to the product lines at venues were outlined Grab and Go options being brought in. In the licensed trade gin is still very popular so more options have been bought in. The Union ensures that both premium and cheaper options are available on popular products</p> <p>The Private Hire income stream continues to look promising, and venue hire strategy (which came to previous committee) seemed to proceeding positively. The committee asked if greater investment into the initiative would realise greater sales; but it was suggested that word-of-mouth was helping the business grow organically.</p>
10.	<p>Risk Register</p> <p>Finance Committee had requested to see the Risk Register prior to it going to the main Board as consultation. The Committee agreed to continue to receive the Risk register.</p>
11.	<p>AOB</p> <p>The Committee asked for plans for consultation on the new MoU and how it was progressing. They were advised that trustees, and University colleagues and potentially students, will be consulted in the run-up to it proceeding through committees.</p> <p>The date of the next meeting will be advised after the board have discussed the new committee meeting structure.</p>
	End of meeting

11. Health and Safety Sub-Committee

The Board were given a verbal summary of the Health and Safety Committee meeting.

	<p>28th October 2019 Health & Safety Committee</p> <p>13.00 – 13.45 Luton Campus</p>	
	<p>Present: Liam Bloomfield Tim Stone Suman Naz Mark McCormack Ann Binks (minute taker) Amy McLaughlan</p>	<p>Chair/President External Trustee Student Trustee CEO Head of Finance and Resources Head of Membership Services & Engagement</p>

	Amanda Dimande Daniel Login	VP Union Development External Trustee
	Item	
1.	Welcome, Introductions and Apologies	
	<p>The Chair welcomed everyone.</p> <p>Apologise were received from Lisa Roerig - Head of Marketing, Communications & Business Development.</p>	
2.	Minutes of the Previous Meeting	
	<p>The minutes of the previous meeting held on 18th June 2019 were agreed.</p> <p>TS asked for clarification on signage policy. AM advised this related to the SU practice of putting a range of certificates and notices in each room, which the committee had agreed to scale back on. The H&S audit advice suggested that alternative means of communicating H&S documentation would be acceptable and it was not necessary to place them in each and every room.</p>	
3.	Conflicts of interest	
	There were no conflicts of interest recorded.	
4.	Matters Arising/Outstanding Actions	
	None	
5.	Health & Safety Report	
	<p>The Committee were advised that it had been a quiet Fresher's regarding H&S and only five incidents and four hazards had been reported across both sites from June to October.</p> <p>The committee asked, as there were fewer incidents whether the reports could be more detailed. They were advised that the report did reference trend analysis in turning to in-house reporting as proposed, may be helpful for allowing greater scrutiny of smaller incidents.</p> <p>The report referenced a knife incident, which the committee asked for further details. A National Citizen Service group with minors was using the venue; some tomfoolery had occurred where a minor went into the kitchen and picked up a knife, however there was nothing further to report. Procedures in Bedford had now been tightened up to prevent this type of incident reoccurring.</p>	

<p>6.</p>	<p>Proposed changes to Health & Safety Monitoring</p> <p>The Committee were advised that following feedback received at the Board Away Day in September 2019 and feedback from The Union’s external Health & Safety consultants regarding monitoring, it is proposed that the monitoring of health and safety related issues be delegated to the Union’s Senior Leadership Team to be handled “internally” (i.e. not as a sub-committee of the Board of Trustees). In order to provide assurances to the Board of Trustees that the monitoring of compliance shall continue in this area it is proposed that the following measures be put in place:</p> <ul style="list-style-type: none"> • Internal Health & Safety Committee formed • Housekeeping Audits & Hazard reports monitored monthly at SLT • Annual Report Produced for HR Sub–Committee of the Board <p>The proposals would involve staff being more closely involved with managing health and safety, and be more progressive.</p> <p>The Committee asked if H&S meetings coming to SLT monthly was too frequent but were advised that this would ensure that actions are promptly dealt with.</p> <p>The Committee were in favour of the change but wanted reassurance that health and safety was still being monitored properly, and taken seriously. It was suggested that H&S could feature on the risk register; could do termly reports, present an annual report that an annual audit would be kept which would be included in the CEO report.</p> <p>The Committee suggested maybe an H&S champion role should be developed. ACTION: It was greed to discuss this at SLT.</p> <p>The Committee agreed the changes to the H&S management but the HR committee needed to confirm that they were happy with H&S reporting in to that committee.</p>
<p>8.</p>	<p>Peninsular (External Audit) Visit Reports</p> <p>The External Audit had a different tone than the past and was centred on what the Union want to get out of the process. It was generally positive and they were very impressed how we monitor H&S and how seriously the Union takes it. More importantly, they picked up the information we should be getting from the University and confirmed in writing that our microwaves would not be a hazard. It had been a positive experience and everything was found to be in order.</p> <p>Peninsular had advised that it would be easier on the Union if we utilise their system and use their Risk Assessment (RA). The current RA we are using are a bit out of date. The Business Safe RA take away subjectivity and are more centred on the actual risk of the activity.</p>

	<p>The Committee were advised that although Business Safe had been used it had not been used in depth before.</p> <p>The Committee reviewed the issues identified.</p> <p>ACTION: Look in to barrel lifting equipment and discuss at SLT</p> <p>The outstanding issue on the steam boiler in audit referred to the wording on the paperwork that did not have the wording that the auditor was expecting; this is being chased up.</p> <p>Noise had been listed as an issue; student staff already receive training on this and are advised that earplugs are always available. Sound audits have been done in the past, but were not available on the day.</p> <p>The Committee asked who was ultimately responsible for H&S and were advised it would be the CEO. The Committee asked about online training.</p> <p>ACTION: Make sure that staff have completed OLAS training.</p>
<p>9.</p>	<p>Health & Safety Policy Review</p> <p>The Committee reviewed the policies up for review.</p> <p>Health & Safety policy – reverted to Peninsula full policy document Risk assessment Procedures – Amended to change to use Business Safe online full functionality Emergency Procedures Fire Evacuation Procedures Occupational driving Policy – Updated to include form from Business Safe</p> <p>There was a concern issues about the Fire Marshall and Evacuation procedures for the President as they are to ensure that one fire marshal is present in the Executive Office at all times.</p> <p>ACTION: review exec responsibilities in fire safety at SLT as to whether there are alternative ways to do this and what it the best way.</p> <p>The Committee approved the policies listed above.</p>
<p>10</p>	<p>Risk Assessment log and Risk Assessments for Review</p> <p>There are 71 pages of RA in the new format which should assure the committee. Staff will sign this off on an annual basis. Business Safe is linked through from HR hub on Beds SU website. Having the documents online is good practice in case there was a fire that destroyed all the documentation.</p>

11	<p>Any Other Business</p> <p>Amy McLaughlin was thanked for all her hard work on Health & Safety. If the Board agrees the Government review then this will be the last H&S committee meeting in this forum.</p> <p style="text-align: center;">Meeting Ends</p>
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12. Human Resources Sub-Committee

The Board were given a verbal summary of the Human Resources Committee meeting.

	<p>28th October 2019 Human Resources Sub-Committee</p> <p>14.00 – 14.45 Luton Campus</p>																
	<p>Present:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Liam Bloomfield</td> <td style="width: 50%;">Chair/President</td> </tr> <tr> <td>Tania Struetzel</td> <td>External Trustee</td> </tr> <tr> <td>Cathy Abu</td> <td>University Place</td> </tr> <tr> <td>Mark McCormack</td> <td>CEO</td> </tr> <tr> <td>Ann Binks (minute taker)</td> <td>Head of Finance & Resources</td> </tr> <tr> <td>Amy McLaughlan</td> <td>Head of Membership Services & Engagement</td> </tr> <tr> <td>Reece Hawkins</td> <td>VP Equality</td> </tr> <tr> <td>Yee-Man Ngai</td> <td>Student Trustee</td> </tr> </table>	Liam Bloomfield	Chair/President	Tania Struetzel	External Trustee	Cathy Abu	University Place	Mark McCormack	CEO	Ann Binks (minute taker)	Head of Finance & Resources	Amy McLaughlan	Head of Membership Services & Engagement	Reece Hawkins	VP Equality	Yee-Man Ngai	Student Trustee
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4.	<p>Matters Arising/Outstanding Actions</p>																

	<p>People Plan put into objectives and Rag Report – this had been completed and was included in the papers.</p>
<p>5.</p>	<p>HR Report</p> <p>Two policies were up for review.</p> <p>Flexible working policy - The minor changes to the policy were highlighted. The committee were advised that there had been SLT discussions on ‘how flexible’ the policy should be, with flexi time considered. It was felt that flexi-time could not be consistently applied and therefore the current policy would be better suited to the existing culture, whilst also moving the flexible working culture further on in the organisation so that future alternatives might be considered.</p> <p>1. Conduct during Elections policy. The committee had been given two options regarding Sabbatical officers and student staff during the voting period.</p> <p>OPTION A</p> <p>a) If a sabbatical officer or member of student staff wishes to endorse and campaign for a candidate they will do so as an Ordinary Member of the Union, and should not use staff or Officer privileges in order to do so. This includes but is not limited to: use of Union email accounts; access to Union mailing lists; building access. Some office based roles in particular may find that they need to take annual leave until the end of the election period, otherwise they will be bound by information set out in section four of this policy.</p> <p>OPTION B</p> <p>a) Sabbatical Officers for the duration of elections will be considered alongside permanent staff members, and therefore will be bound by section four of this policy.</p> <p>Last year NUS had adopted option a. Their stance being that you cannot police popularity.</p> <p>The committee discussed whether or not NUS would be able to overrule this again but the committee advised that the Union were confident that this could be challenged and that Exec have significant resource given to them from the SU to have a public profile, and this is unfair to other candidates.</p> <p>The Committee approved option b).</p> <p>ACTION: Take to Board. MM to speak to NUS to discuss how NUS will be asked to support this policy during any elections.</p> <p>The Committee enquired how currently it was ensured that executive officers were not given an advantage ahead of nominations closing. They were advised that efforts were taken by staff to ensure SU communications were sensitive to possible campaigning motives.</p>

	<p>It was suggested that the Executive Team communications could be collective during nominations period and the committee agreed this suggestion.</p> <p>ACTION: amend policy to include guidance on how executive officers should be promoted in the Unions communications during the nominations period.</p> <p>The committee were advised that when the enhanced maternity pay policy had been reviewed a time scale for eligibility had not been set.</p> <p>The Committee agreed that the time scale for eligibility should be set at two full years service at 15 week ECW.</p> <p>Staff Summer conference: The committee were given a review of the conference held over two days in August. It had been well received by staff</p> <p>Investors in people - The IIP pre assessment review has been held and the assessment is booked for the 20th November 2019. The staff questionnaire will go out on the 20th October and will be open until the 15th November.</p> <p>Recruitment – The committee reviewed a report, which listed the number of completed application the Union had received for each of the six positions advertised over the summer period.</p> <p>Although overall completed applications received were generally low, all the roles have now been successfully filled apart from the two Managers roles. Due to budgetary restraints, the two Managers roles were advertised at the lowest scale of the pay band £24.5k and it is almost certainly due to this that the candidates that applied were not suitable. However, the jobs can now be advertised at the upper end of the pay band and we are hoping this will attract the desired candidates.</p>
<p>6.</p>	<p>Equal opportunities Monitoring</p> <p>Although it was very good that the candidates applying for the roles had become far more diverse since different advertising channels had been used it was of concern that the appointments made had not been diverse.</p> <p>All applications are shortlisted blind so a more detailed analysis was required to determine if the Union had a problem regarding its recruitment.</p> <p>ACTION: Review Recruitment policy. ACTION: Analysis EOM on shortlisted candidates.</p>
<p>7.</p>	<p>People Strategy RAG Report</p> <p>The Committee were given an overview of the RAG report and they advised that they were pleased with it. The CEO will attend another staff forum to further discuss it with staff.</p>

8.	<p>AOB</p> <p>The HR Committee agreed to take responsibility for reviewing the annual report on H&S if the H&S committee is disbanded by The Board.</p> <p>The date of the next committee meeting will be advised after the Board have discussed the proposed new committee structure.</p> <p style="text-align: center;">Meeting Ends</p>
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13. Governance

13.1 Governance Away Day, write-up and proposals

The trustees had attended an 'Away Day' on 6th September to discuss the charity's practices and how trustees' responsibilities were effectively and diligently enacted. The CEO had written-up notes from the day and presented an overview of discussion with a set of recommendations for trustees to discuss. A Board Action Plan was presented for review, a new Board agenda and a new Board cover sheet. Trustees were also asked to approve a proposal to hold sub-committees on alternative days to Board meetings and hold meetings at an alternative time.

The Board **approved** proposals to hold the Sub Committees on different days to The Board meetings and that Health & Safety should move to SLT with a yearly review at the HR Committee.

The Board agreed that in future Board and Committee meetings would be held on a Monday to Thursday from 5.30pm to 7.30pm.

The Board had discussed engaging an external clerk to service The Board. They were advised that problems raised by The Board were being addressed and if after a couple of meetings the Board still wanted to engage the services of an external clerk then this could be taken forward. An external clerk would incur cost and there were mixed views on the value of this.

ACTION: The cost of an external administration to be determined and presented to The Board. Also, explore the possibility of a member of UOB staff, which could be viewed as an interesting development opportunity for them.

13.2 Ratification of Bylaws approved by Members

Following an Extraordinary Members Meeting to amend the Bylaws, it was necessary for the trustees to ratify the changes. Changes would become effective once ratified.

The Board **ratified** the changes made at the EGM.

13.3 External Trustee membership of sub-committees

New trustees had joined the Board: Dhrupal Patel (External Member) and Yee-Man Ngai (Student Member), approved on 16 October 2019. The trustees **ratified their appointment**.

The trustees were asked to consider trustee membership of sub-committees, following the appointment of new trustees and decision to move the H&S sub-committee under the senior leadership team committee.

Tim Stone agreed to attend the Finance committee.

ACTION: New trustees and trustees that are not currently appointed to a Committee will be contacted to enquire if they would like to sit on Finance or HR Committees.

14. Policy Log

For review only; items approved earlier in meeting and sub-committees.

15. Any Other Business

The Board discussed the possibility of external trustees mentoring student trustees.

ACTION: It was agreed that a formal paper on how the mentoring process will be conducted would be produced. This is required before the next Board meeting.

ACTION: Dates of Board meeting and Committee meetings to be circulated.

Meeting Ends