



Finance and Staffing Committee

Minutes for the meeting to be held at 11am Mon 21st July 2008. Venue TBA, Wycombe.

(F&S2/0809)

Present: Yasmin Omar (Chair), Ben Robinson, Chris Miller, Mal Edgson (Secretary)

1. **Apologies for absence:** None
2. **Approval for accuracy the minutes of the last meeting: June 08**
3. **Matters Arising:**
 - 3.1. **Management Control in Trading Areas:** It was agreed that officers would expect every member of staff to be trained to provide short summaries of the trading on their shift to enable outlet managers to improve their understanding of operational issues. **Action ME.** ME reported that this is in hand for Sep 08.
 - 3.2. **Staffing levels:** Concern was raised about levels of apparent overstaffing. ME to raise this issue with outlet managers in the shop, catering and bars to ensure the most efficient levels. **Action ME**
 - 3.3. **Conference Budget:** This was circulated.
 - 3.4. **Sports Fines:** RM & CM were asked to tighten up the procedure regarding the payment of fines by players and the timely claiming of expenses. RM to draft up a short policy for approval. **Action RM**
 - 3.5. **ATM fees:** ME to produce some costed options for reducing the ATM fee at Chalfont **Action ME.** ME reported that the cost of this can be roughly estimated at £2,500 which could be offset through savings realised through the Shop manager reducing hours. ME to investigate further. **Action ME**
 - 3.6. **Corporate Manslaughter** and use of private cars when on Union business for both staff & volunteers. ME to draft a policy regarding the collection of safety documentation from drivers prior to expenses being paid. **Action ME** Policy to be drafted. Action ME
4. **Correspondence:** Notification of any communication having a legal or strategic impact. None
5. **Financial Matters**
 - 5.1. **To receive accounts for June 08:** Accounts for June have only become available in their raw state today as the meeting has taken place earlier in the month. They will be available at the next meeting.
 - 5.2. **To note arrangements for the Financial Audit.** ME reported that an audit team would be in place for a week during August to verify our financial records and produce our end of year accounts.

- 5.3. **To review the budget for 08-09.** Due to unexpectedly large cost of living pay settlements due this October (we only discovered that an October 08 rise was due in the last week and that due to inflation this is now expected to be 4.6%) the deficit now stands at £8,000 on the grant aided side and £5,000 on the New offer side. BR requested a report that indicated the precise movements in projected costs since the report given to Trustee board at its June meeting. **Action ME**
- 5.4. **Any other financial matters for trustee attention:** None
- 5.5. **To receive a report on Club & Society Finance:** Currently not available but will be made available for the next meeting and thereafter

6. Staffing matters

6.1. To note the progress of recruitment:

- 6.1.1. **ARC Information Officer;** currently with HR awaiting approval to progress.

- 6.4. **To receive a report on any student staff issues.** None
- 6.5. **Performance Management and Incremental Acceleration.** Policy expected to reward behavioural competency approach that supports newly adopted culture and values of the University, implementation planned for Sept 08

7. General Matters

- 7.1. **Trustee Board** – to note the date and agenda for the Meeting in September. The date was noted
- 7.2. **Health & Safety** – to receive a report of all reported accidents since Aug 07 – deferred, no accidents since last report.
- 7.3. **Planning - to note the process for a draft 08-09 Outline Plan.** The date for the planning sessions has been moved and not yet taken place.
- 7.4. **To note the progress of our bid to run the social centre at Hughenden Student Village:** No progress since last report

8. Any other business: none

9. **Date and time of next meeting:** Tue 26th Aug at 1pm