



## Finance and Staffing Committee

### Minutes of the meeting held at 1pm on Mon 26<sup>th</sup> Aug 2008. SU Meeting Room, Wycombe.

(F&S3/0809)

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

1. **Apologies for absence:** None
2. **Membership of group:** It was agreed that the membership of the group would remain the same but that the Deputy General Manager would be invited into the Finance section and any of the Staffing section relevant to his area.
3. **Approval for accuracy the minutes of the last meeting: July 21st 08:**  
Approved
4. **Matters Arising:**
  - 4.1. **Management control in trading Areas:** ME reported that as requested Duty managers will be required to produce shift reports to line managers which will be posted on the shared drive.
  - 4.2. **Staffing levels in trading outlets:** ME reported that achieving the minimum practicable staffing levels this year will be a management focus. However it should be bourn in mind that staffing levels have to take into account fluctuations in demand and the fact that there is a minimum length of shift that students will be prepared to work.
  - 4.3. **Sports Fines:** It was noted that it was now Chris Miller's responsibility to ensure that a system ensuring that only Club Committee members make claims be put into place. **Action CM**
  - 4.4. **ATM Fees:** A paper outlining changes to the ATM fees at Chalfont was approved. It was noted there would be no change in commission rates.
  - 4.5. **Corporate manslaughter:** Policy awaiting drafting by ME. **Action ME**
  - 4.6. **Movements in Budgeted costs:** a paper previously circulated was noted indicating that there have been changes in projected staffing costs attributable to the uncertainty around the October 2008 pay rise.
5. **Correspondence:** Notification of any communication having a legal or strategic impact. None
6. **Financial Matters**
  - 6.1. **To receive accounts for July 08:** Accounts were not available as the period is not yet closed.
  - 6.2. **To note the progress of the Financial Audit:** The audit team from HCW are due in week commencing Tue 26<sup>th</sup> Aug
  - 6.3. **To review the budget for 08-09 in the light of the increase in salary costs:** It was noted that the Grant aided budget was now showing

a deficit of £12,000 and the New Offer budget a deficit of £2000 following adjustments for salary increases arising from the October pay settlement plus a £2,000 correction in ARC salaries. ME reported that every opportunity to manage costs down throughout the year will have to be taken as there are no easy or obvious solutions. *(Note: Since the meeting a resignation has been received from the Chalfont Administrator which offers a solution that will balance the budget for the year)*

- 6.4. **Any other financial matters for trustee attention:** none
- 6.5. **To receive a report on Club & Society Finance:** A report produced by RM was noted.
- 6.6. **Credit Cards:** It was agreed that credit cards statements should be reviewed at each meeting. ME to provide the last 6 months statements with annotations for the next meeting. **Action ME**
- 6.7. **Bar Door Entry System:** A request for £840 of expenditure to build a door entry system for Events was approved on the understanding that this fell within existing budgets. The system will allow us to track which student attend our events which will have applications in reporting and marketing.
- 6.8. **Attendance at Conferences:** It was agreed that all bookings for conferences would in future require sign off at Finance & Staffing. CM to try to cancel his booking on the RAG conference

## **7. Staffing matters**

### **7.1. To note the progress of recruitment:**

7.1.1. **ARC Information Officer:** Closing date 22<sup>nd</sup> Aug 08

- 7.4. **To receive a report on any student staff issues:** ME reported that a member of student bar staff was caught shoplifting in our shop. The offence was corroborated by CCTV. The student has been cautioned by police, dismissed from his position as bar staff and banned from using our bars and shops for 12 months from the date of the offence,

## **8. General Matters**

- 8.1. **Trustee Board** – it was noted that the date now clashed with the sports Strategy launch. This will now take place on Monday 13<sup>th</sup> October at 6pm in the New Meeting Room
- 8.2. **Health & Safety** – to receive a report of all reported accidents since Aug 07. Report previously circulated. There were no issues for note or that required action.
- 8.3. **To note any change in law or regulation that effects the Union:**  
None
- 8.4. **Planning** - to note the process for a draft 08-09 Outline Plan. Meeting scheduled next week
- 8.5. **To note the progress of our bid to run the social centre at Hughenden Student Village:** No further information available (subsequent to the meeting it has been discovered that due to credit restrictions the University are no longer building the social centre)

9. **Any other business:**

- 9.1. **Use of Taxis:** It was agreed that whilst this wasn't high we would encourage staff and volunteers to use public transport where possible and to think ahead in making their arrangements. ME to send email . **Action ME**
- 9.2. **Use of Directory enquiry numbers:** Again while this was not a huge issue it was agreed to encourage staff to use the internet instead. **Action ME**

10. **Date and time of next meeting:** Mon 29<sup>th</sup> Sep at 10am