

UNIVERSITY OF ROEHAMPTON
ROEHAMPTON STUDENTS' UNION TRANSITION COMMITTEE

**Minutes of the 3rd meeting of the RSU Transition Committee held on 13
September 2019 in the Chancellor's Meeting Room, Grove House, Froebel
College**

Present: Daniel O'Donoghue (Chair), Reggie Blennerhassett, Levi Mbiya,
George Turner, George Walker

In attendance: Mark Gillespie

Notes: Elaine Lentell

Apologies: Jonathan Chien, Mark Ellul, Baljit Kaur

RSUTC03.1 Welcomes, introductions, apologies, and conflicts of interest

The Chair welcomed all those present to the third meeting of the RSU Transition Committee (RSUTC) and apologies were noted.

RSUTC03.2 Minutes of the 2nd meeting of the RSU Transition Committee

Confirmed: The minutes of the 2nd meeting of the RSU Transition Committee held on 29 August 2019 (Paper RSUTC03/01), subject to minute 2.8 being removed before publication, and similarly minute 1.6 in the minutes of the 1st meeting of the RSUTC on 16 August 2019.

Noted: The matters arising from the previous minutes (Paper RSUTC03/02).
Action: Secretariat

RSUTC03.3 Review update on financial management and action plan

Received: An updated action plan (Paper RSUTC03/03).

Noted: That an updated Service Level Agreement (SLA) had been forwarded to the PVC and Director of Finance. It was suggested that the Union could discuss any further amendments with the PVC and Director of Finance outside of the committee.

That the processes around financial management set out in the action plan were being implemented.

That there was an expectation that the University's Finance department would lead on management reporting. It was advised that Jonathan Chien from Finance was meeting weekly with the Union's Interim CEO and would also attend the Union's SMT meetings.

That an updated Memorandum of Understanding would be circulated outside of the committee.

Actions: Union's Interim CEO, Union, PVC & Director of Finance

RSUTC03.4 *RESERVED*

RSUTC03.5 Appointment of new auditors

Received: A paper outlining the existing process for appointing auditors (Paper RSUTC03/05).

Noted: That the Union's Interim CEO had conducted an informal survey with CEOs from other Universities and had come up with a list of possible candidates. It was agreed that support from the University Finance department on the process would be helpful, and that to aim to have the process completed by November 2019 was a realistic timescale, if the invitations to tender were sent out week beginning 16 September. A shortlist of three auditors was anticipated.

To this end it was agreed that the Union and PVC and Director of Finance would discuss the matter further outside of the committee.

Actions: Union's Interim CEO, Union, PVC & Director of Finance

RSUTC03.6 The appointment of new trustees

Received: A paper setting out the process for the appointment of new trustees (Paper RSUTC03/06).

Noted: That there was a need to identify the skills gap when considering appointing new trustees, and for this purpose a skills matrix would be used to identify such gaps, for example, experience in HR. A quote for four trustees had been given by recruitment consultants but this figure could be negotiated (the Union had spoken to the consultants recommended in the Greenhouse report). It was suggested that a consultant may not be necessary to recruit all four trustees.

With regard to an interim trustee, that there were several potential candidates that would be considered.

Action: Union's Interim CEO

RSUTC03.7 The 'Governance, Leadership, and Management Structure Review' report

It was noted that the paper (Paper RSUTC03/07) was provided for information only.

RSUTC03.8 *RESERVED*

Date of next meeting: 27 September 2019

Elaine Lentell
Secretariat
September 2019

Actions - University of Roehampton RSUTC02, 13 September 2019

Minute	Item	Action	Owner	Due
RSUTC03.2	Minutes of the 2 nd meeting of the RSUTC	Remove minute 2.8 before publication, and similarly minute 1.6 in the minutes of the 1 st meeting of the RSUTC on 16 August 2019, due to being exempt from publication under s.43 Freedom of Information Act 2000	Secretariat	27 September 2019
RSUTC03.3	Review update on financial management and action plan	Discuss further amendments to the Service Level Agreement (SLA) outside of the Committee Circulate an updated Memorandum of Understanding outside of the Committee, once feedback received	Union's Interim CEO/ PVC & DoF ?	27 September 2019 27 September 2019
RSUTC03.5	Appointment of new auditors	Discuss the process for appointing auditors in more details outside of the committee	Union's Interim CEO/ PVC & DoF	27 September 2019