

UNIVERSITY OF ROEHAMPTON
ROEHAMPTON STUDENTS' UNION TRANSITION COMMITTEE

Minutes of the 6th meeting of the RSU Transition Committee held on 25 October 2019 in the Chancellor's Meeting Room, Grove House, Froebel College

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

In attendance: Mark Gillespie

Notes: Elaine Lentell

Apologies: Jonathan Chien, Baljit Kaur

RSUTC06.1 Welcomes, introductions, apologies, and conflicts of interest

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

RSUTC06.2 Minutes of the 5th meeting of the RSU Transition Committee

Confirmed: The minutes of the 5th meeting of the RSU Transition Committee held on 11 October 2019 (Paper RSUTC06/01).

Noted: The matters arising from the previous minutes (Paper RSUTC06/02).

RSUTC06.3 Scheme of Delegated Authority

Received: The draft Scheme of Delegated Authority (Paper RSUTC06/03).

Noted: That it was good practice to have a scheme in place to inform decision-making.

That the draft scheme would need to be amended once the Union sub-committees had been confirmed. It was suggested that the five to six sub-committees currently in operation could be streamlined by, for example, having a Resources Committee overseeing appointments, remuneration, HR and Finance.

That the Deputy Director of Finance was content with the financial controls that had been put in place.

It was questioned how the scheme would interact with the RSU Transition Committee. It was agreed that the implementation of the new sub-committees and the Scheme of Delegation would be deferred until the RSUTC was disbanded, to ensure that they were fit for purpose.

That some proposals on the sub-committees would be presented at the next RSUTC meeting, and that the terms of reference would be considered further.

Action: Union's Interim CEO

RSUTC06.4 Review update on financial management and turnaround plan

Received: An updated action plan (Paper RSUTC06/04).

Noted: That once the Service Level Agreement document had been approved the Financial Regulations would be circulated to Union staff members.

That the timeline for auditor tenders would be revised for the next meeting.

That the 'fixed asset register' at no 25 was marked as amber, even though a decision on whether extra support was needed was not due until February 2020. It was agreed that it was advisable to keep this action as amber to act as a prompt until it had been completed.

Action: Union's Interim CEO

RSUTC06.5 *RESERVED*

RSUTC06.6 The Hive ambulance restoration costs/future

Received: A paper outlining the costs involved in restoring and running the Hive ambulance (Paper RSUTC06/06).

Noted That the Hive ambulance had been running at a financial loss over the last two years and would require extensive repairs to be operational again.

It was agreed that it was not financially viable to continue with the venture.

Various alternative options were discussed, such as having a mini Hive in the Whitelands reception area in collaboration with Elixor. It was agreed that the options would be explored further and presented at the next meeting.

Action: Union's Interim CEO, Union

RSUTC06.7 Memorandum of Understanding

The item was postponed to allow the committee more time to consider the Memorandum of Understanding documents.

RSUTC06.8 The appointment of new auditors

Received: A verbal update on the appointment of new auditors from the Union's Interim CEO.

Noted: That the Union's Interim CEO had discussed the evaluation metrics with the University's Deputy Director of Finance, and that Finance had been sent a list of potential auditors. It was anticipated that the new auditors would be in place by the end of November/beginning of December.

RSUTC06.9 Appointment of new trustees

Received: A verbal update on progress on the appointment of new trustees from the Union's Interim CEO.

Noted: That a job description pack had been drafted, and a recruitment drive for alumni launched.

That as the alumnus approached about the position had declined the advert would be published again in the next couple of weeks.

That a previous sabbatical officer may be approached as an interim appointment, although the permanent position would require a separate search.

To take the process forward, the skills audit will be circulated outside of the committee and the RSU President will liaise with alumni department.

Actions: Union's Interim CEO, Chair

RSUTC06.10 *RESERVED*

RSUTC06.11 Any Other Business

Concerns had been raised about the Union's former Wednesday nights at the Fez nightclub in Putney. The Union had invited Fez to respond to its concerns but no response had yet been received. An alternative venue in Clapham (Infernos) had now been found and the situation would be monitored on an ongoing basis.

Actions - University of Roehampton RSUTC06, 25 October 2019

Minute	Item	Action	Owner	Due
RSUTC06.2	Scheme of Delegated Authority	Bring proposals on Union sub-committees once the new governance structure is in place to the next meeting of the RSUTC	Union's Interim CEO	8 November 2019
RSUTC06.4	Review update on financial management and turnaround plan	Once the Service Level agreement document has been approved, circulate the Financial Regulations to Union staff members	Union's Interim CEO, Chair	8 November 2019
RSUTC06.6	The Hive ambulance's future	Explore options further for the Hive Ambulance's future and present at the next meeting	Union's Interim CEO, Union	8 November 2019
RSUTC06.9	Appointment of new trustees	Circulate the skills audit outside of the committee	Union's Interim CEO	8 November 2019