



## BOARD OF TRUSTEES

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Date: 18<sup>th</sup> February 2015

Time: 16.30pm

Venue: MR4/5

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### **Circulation:**

Cat Turhan, Maahwish Mirza, Andrew Thompson, Rob Ankcorn, Bebe Husakova, Ruby Compton – Davies, Isaac Leigh, Harrison Gould, Toby Leek, Rachel Strudwick, Marissa Beatty, Sam Fry, Judy Ryder, James Hunt, Emma Cox, Nathaniel Shiers, Nyasha Pitt, Graham Parker, Jacqui Clements, Tracey Grant, David Dedman

**Meeting Quorum: 10**

# OPEN MINUTES

### **APOLOGIES FOR ABSENCE**

Rachel Strudwick.

**Absent without apologies**

Nyasha Pitt

### **DECLARATION OF CONFLICT OF INTEREST**

AT declared a conflict of interest in agenda item 3.7.0.

MM declared a conflict of interest in agenda item 3.8.0.

### **3.1. O MINUTES OF THE PREVIOUS MEETING – OPEN**

**Resolved:** That the open minutes of the 3<sup>rd</sup> December 2015 meeting were approved as a true and accurate record of that meeting.

### **3.2. O MATTERS ARISING**

None

**3.3. O**

**CHAIRS BUSINESS**

**Reported: (By: CT)**

**ASM**

1,300 votes received in total (second highest ever), motion relating to the VC - 700 no confidence votes cast, result announced at University Council, University in process of drafting a counter response.

**Student Council**

Difficult meeting, meeting adjourned early. Number of complaints received – agreed to launch of an independent inquiry.

**Protest summit – 12<sup>th</sup> March 2015**

Summit taking place as result of events last term with regards to ‘Peaceful Protest on Campus’ summit coincides with the Trustees Strategic Review as President and Chair of the Board required to attend both events, alternative date to be proposed for the Strategic Review.

**Reported: (By: JC)**

Email offering alternative dates to be circulated.

**Varsity**

To note Warwick won this year’s Varsity. Congratulations to all teams involved.

**Real Ale Festival**

Successful event, well done to the exec.

**Mental Health Awareness Day**

Successful event in the Atrium – thank you to the staff and officer teams involved.

**Transport Campaigns**

**Reported: (By: RA)**

Survey produced in conjunction with LD, 2,000 responses received, fantastic analysis, meetings arranged with all of the major bus companies, positive response received from the Registrar.

**3.4. O**

**MANAGEMENT ACCOUNTS DECEMBER**

Paper noted.

**Reported: (By: TG)**

To note as of today (with removal of sale of MSL shares) current forecast loss of between £33k -£50K.

**JH joined the meeting at this point.**

**EC**

The VMS activity from January will impact on the figures?

**Reported: (By: TG)**

First event well attended, knock on to spend in the bars.

**Reported: (By: JC)**

The gigs aimed at students not so well attended, attendance at gigs with broader appeal performing better. Expecting VMS activity to at least break even in the medium term – this year may have a slight loss.

Currently discussing the venue's performance in some detail with the Commercial Director.

### **3.5. O 2013-2014 STATUTORY ACCOUNTS/MANAGEMENT LETTER**

Papers noted.

**Reported: (By: TG)**

We were hoping to incorporate an impact statement into the accounts, this has not been possible, will be a legal requirement for the 2016/ 2017 accounting period, looking to incorporate this year in advance of the deadline.

**EC**

Areas for review and monitoring going forward can we add IT Disaster Recovery Plan.

**TG**

Yes, we can incorporate that.

**AT**

Trustees appointments, I am listed as appointed on the 1<sup>st</sup> August 2014.

**Reported: (By: JC)**

This year recorded as the date you became a Trustee, 1<sup>st</sup> August 2014 as it was a transferring year, will be recorded in post until 31<sup>st</sup> August 2015.

**MM**

On page 24 it states K Turhan.

**Reported: (By: TG)**

The documents for signature have been corrected accordingly.

TG left the room at this point.

**Reported: (By: RA)**

We are missing the Environments and Ethics Officer, two International Officers and Part-Time Mature Officer.

**JC**

We will need to check with TG.

**HG**

Page 16 states 27 KPI's almost on target, what does that mean?

**Reported: (By: JC)**

That's how we define when we report back to the Trustees, it may be that it was just a 1% miss, it is not a material difference but it isn't on target.

Recommendation to approve the Statutory Accounts received from the Audit & Risk Committee, auditor present at that meeting.

Audit Report page 10 onwards all the items agreed, some discussion around specific responses with regards to journals (page 11), TG pulling together response to that.

Page 13 Pension Payments - Audit & Risk Committee  
are considering the viability of conducting a pension's system audit  
towards the end of this year.

**TG returned to the meeting.**

**Resolved:** Statutory Accounts **approved**, Management Letter  
**approved**, unanimously.

**3.6. O MSL RECAPITALISATION**

**Reported: (By: TG)**

Currently on hold.

**3.7. O CONSIDERATION OF PG OFFICER STANDING IN LOCAL  
TOWN (LEAMINGTON) ELECTION**

**Paper noted.**

**JH**

Is there any precedent, is there actually a benefit to students to  
have a Councillor in the area that understands the student position.

**AT**

Yes, the Council do not always appreciate some of the issues the  
students face, students bring so much to Leamington Town, and if  
we had some body on the local Council it would be a massive  
benefit to our students.

**CT**

Not covered in the paper is how much time will be required for  
campaigning.

**AT**

In terms of campaigning it will be Saturdays and then evenings as  
we get closer to the election, I would like to take the week before  
the election as holiday.

**JC**

I am not aware of any precedent here at Warwick with regards to an  
officer running for a local Council position.

**EC**

Are you standing as an independent?

**AT**

I am standing as a member of the Conservative Party.

**JR**

I recall something about the role of the Sabbatical Officer and links  
to political activity, could we have a point of clarification on that.

**CT**

It is with reference to the Lobbying act, my understanding is it is  
about the SU as a charity and not campaigning for or aligning the  
charity with any political party.

**JC**

The Board's concern is twofold – one about the contractual responsibility and one about declaration and management of conflict of interest.

**JR**

You said as far as you are aware most of your work will take place outside of your contractual hours, if there was anything that does take place during your working hours, and if something came up how would that be handled?

**AT**

There is nothing that I am aware of, a number of Council workers have full time jobs also.

**CT**

Your report states that you have to attend meetings on a Wednesday between 6pm – 9pm, if you were required to attend a meeting here that was at the same time how would you reconcile that?

**AT**

Hopefully there wouldn't be a clash, if there was I would have to take it on a case by case basis.

**RA**

How much casework do you envisage?

**AT**

Very little.

**RA**

Political parties of all colours in Leamington occasionally engage in activity that is not student friendly, statements made in the past have appeared on manifestos that we would like to rally against, do you think if you're standing for a party engaged in that it will be a problem for you in your role as a Sabbatical Officer.

**AT**

If that was in a manifesto I think that would be the point that I couldn't stand if it's something I do not believe.

### **3.8. O CONSIDERATION OF EDUCATION OFFICER STANDING IN ELECTION (LUTON)**

Paper noted.

**Reported: (By: MM)**

I would be looking to take annual leave from the 20<sup>th</sup> April 2015 until the 8<sup>th</sup> May 2015, during that time there is a Quality Assurance Working Group meeting, SULG, and Membership Services Group meeting. In the event of my election in terms of how much time allocated to the role I have not been given a comprehensive picture but have been told there would be the occasional meeting but these would be outside of normal working hours as a lot of the Luton Councillors have full time commitments, it is understood that at times Luton Councillors will not be able to attend every meeting, when I stood for this I talked to Luton Labour and said that realistically I would not necessarily be able to be there every weekend, they understood that I was a student, they knew I was thinking of standing for this role and the potential impact it

would have, they know, they are understanding of that, it's not in the local region so there will be no conflict of interest.

**JC**

I am interested in what you have said in your paper about being selected and approved in February 2014 was that then something that was communicated to students when they were electing you for this role?

**MM**

I didn't put it on my manifesto but I did make a post on Facebook on February 2014 announcing it, everybody was aware, anybody on my Facebook would have seen that.

**EC**

You're not re- standing as a Sabbatical Officer, are you back as a student?

**MM**

No.

**RA**

Do you think if you take up this role that the rest of the Sabbatical Team will be impacted on by an increased work load?

**MM**

I would hope not as a lot of the main key projects that I would want to implement I have time mapped them from the time I knew I was running so a lot of these things I hope will be wrapped up by then, even when I was away for those two weeks I would still be available via email, would still be contactable, mentally mind mapped to hope that key projects will not be impacted.

**EC**

Is that not a three week period 20<sup>th</sup> April 2015 – 8<sup>th</sup> May 2015?

**MM**

I have given the wrong dates.

**CT**

27<sup>th</sup> April 2015– 8<sup>th</sup> May 2015?

**MM**

Yes, would have to map this with Luton Labour as we get closer and I would have to work out how much leave I have left. It could be if it is not possible to take two weeks off I could divide it, the time I would have to take off is the 4<sup>th</sup> – 8<sup>th</sup> May 2015, the other week I could work around, Luton Labour have a strong team who are campaigning on my behalf.

**IL**

How will the travel requirements to the constituency work, for example a meeting on a Wednesday at 6.00pm, does that mean you will have to leave work early?

**MM**

There maybe occasions when this will happen, if I got elected it would be on the 7<sup>th</sup> May 2015 not sure when the first meeting would be, if following week would perhaps finish work at 4.00pm, take toil, attend the meeting and get the 7.00am coach back into Coventry, back at work for 10.00am.

**EP**

When promoting yourself do you promote it on the basis of your position here?

**MM**

No.

**AT**

I haven't, I have been waiting for the Board of Trustees to say yes.

**EC**

You say people are canvassing on your behalf?

**MM**

People tend to vote more for the party.

**JR**

It isn't just about attending a few local Council meetings, you are elected to represent your constituents and constituents can be extremely demanding, I know of Councillors that have found that that encroaches on their working roles and that can be quite difficult to manage, also that could mean that at the very best you are doing a full time job here and could well be working pretty much every night and a lot of weekends, I am just wondering whether you or how you are going to manage your work life balance because it will be work and more work, all I have heard is about attending meetings, I haven't heard about how your then building in the role of a Councillor to represent your constituents.

**CT**

I would like to endorse that, work/life balance is difficult enough to as a Sabbatical Officer.

**JR**

As a Sabbatical Officer we all know it is not a nine to five job, you are representing members, you have got this big body of membership who expect a lot from you, it isn't quite the same as those doing a full time job, two big bodies of members that you will be representing I would be interested in your responses to that.

**AT**

I feel I would be able to manage perfectly well, I don't think I would have seen this as an opportunity if I didn't think I could do it, I campaign and speak to people because that is what I like doing, in terms of work life balance I can understand the concerns saying the Sabbatical role is a high pressured job, but some of the Councillors also have high pressured jobs and are happy to cope with it.

**MM**

I currently sit on NUS Committees by that time I will not be on them, I have experience of sitting on different committees as well as being a Sabbatical Officer, having different responsibilities, I think that of course there is no doubt that it will be demanding, but at the same time it is only from that May period onwards to August, if elected I will be looking for a job in London it is something you sign up for, a lot of people do manage it. There are not meetings daily and you do have a team supporting you and I would also be looking at August onwards moving back home to be in the area, it is something, I knew what it would involve and I have mentally mind mapped it to

see what life would look like from August onwards and I am prepared for it.

**RCD**

How busy will it be directly after May because that is when we get into the exam period and two thirds of team education will potentially be out of the office?

**MM**

There is a time period where I will be taking time off, with the exception of the 7<sup>th</sup> May I will always be checking my emails, I will communicate to students that I will be away but will be contactable.

**EC**

My assumption is there will be some quite thorough induction training, it varies from Council to Council but there are some quite set induction days.

**MM**

I can communicate to Labour that that would have to be on a weekend, and that after taking two weeks off I cannot take off more time, I do have a good relationship with the MP's office I am sure they will understand.

**JR**

I do not think you will have a choice.

**MM**

I can ask about that, would the Board like me to ask about that and get back to you.

**JC**

That would be useful.

**EC**

Do you know of any other Sabbatical Officers who have stood as Councillors?

**AT**

There is one at Bangor.

**MM and AT left the room for deliberation to take place.**

**Resolved:** Following consideration of Sabbatical contractual requirements, the Trustees Conflict of Interest Policy, the reputational impact on the Students' Union, the democratic values of the Students' Union, and respective work requirements and health and wellbeing.

In principle approval given to AT and MM taking on an additional activity outside of working hours subject to conditions to be recommended by the working group, working group composition **approved** as EC/HG/MB.

Two weeks annual leave in term three requested by the Education Officer **rejected** unanimously.

**AT and MM returned to the meeting**

**3.9. O POLICY UPDATES**

Paper noted.

**Reported: (By: JC)**

To note the Whistle Blowing Policy withdrawn from the paper on the basis that a discussion took place last week at the Audit & Risk Committee requirement to readdress the policy as a result of that, to be resubmitted at a later date with the Anti – Fraud Policy.

**HG**

Section 7.1.9 and 7.1.10 in the Computer Use policy requires clubs and societies to only host websites on a Union or University web server.

**Reported: (By: TG)**

There is an area of risk where hosted outside of the UK, there is a requirement to ensure clubs/societies are aware of this, as a result of the IT Audit we will be producing a roadmap moving forward, how we look after data and advise clubs and societies will be a part of that.

**JC**

I would suggest we await the outcome of the Data Security Audit.

**HG**

Computer Use Policy - 7.1.9 states it should be, 7.1.10 states it must, if must is changed to should it would resolve the issue until the outcome of the IT Data Audit.

**NSh**

It is important to try and avoid use of pro nouns in the policy some in the Whistle Blowing Policy and 10.2 in the Data Protection Policy.

**Resolved:** JC to make amendments as above, Computer Use and Data Protection Policy **approved**, unanimously.

**3.10. O STRATEGIC REVIEW PROGRESS**

Paper noted.

**Reported: (By: JC)**

Some disappointment with regards to student engagement, requirement to provide interactions on the website, have received good quality ideas/feedback from the attendees at the workshops. Steering Group meeting arranged for the 6<sup>th</sup> March 2015, expecting feedback from the Research Project, at that point will have drawn up the critical drivers based on the feedback, and the analysis of impact and importance relating to those drivers.

**HG**

Are there any obvious solutions to the website issue? Is it too late?

**JC**

We should still push; we had more engagement when we put up ideas, ‘tell us what you think’. We will be investing in the website, in the region of £1,500, to be discussed with the Finance & HR Committee.

**MM left the meeting at this point.**

### 3.11. O **WARWICK SPORT UPDATE**

Paper noted.

**Reported: (By: RCD)**

To note current club memberships down by 24% in comparison to the full year budget last year, it's not a like for like comparison due to different product memberships now available. Individual club membership data have had to consult individually, three clubs that did not hit membership by January have spoken to them two have now hit the membership requirement –these are historically similar positions to previous years however. slight financial impact original budget £199,350, based on 5,200 members paying the standard plus product, 7,225 club members paying £6.00 subs each, actual membership numbers were 4,803 standard plus members, 7,100 club members down slightly, variable grant payable from University £186,834. £12,516 short on budget, contingency of £10K, £2,500K shortfall for the year.

**Reported: (By: JC)**

It is worth noting that the figures presented are current figures against a full year budget and not against a year to date budget.

**RCD**

There has been an improvement since January, may see increase with the onset of summer sports.

**Reported: (By: JC)**

One of the purposes of the review was to give a greater range of opportunities to students and the wider University community, there is evidently some decrease in clubs – that is clear, however there has there has also been an increase in participation in Warwick Active, Warwick Lifestyle, the other areas of the sporting portfolio.

**Reported: (By: RCD)**

With an increased staff team we are now looking to ensure better record keeping with regards to participation, will be able to better measure any increase. It's quite difficult to up pick all of the trends as we're not comparing like with like. National trends are showing a decrease in club memberships too.

### 3.12.O **QUALITY SU WORKING GROUP**

Paper noted.

**Reported: (By: JC)**

To note TL has taken on the role of the Chair of the Quality SU Working Group.

A question was asked at a staff team meeting as to how it would work given that we are currently in the process of producing our Strategic Plan, after consideration some of the deadlines to be moved into the next academic year in order to manage capacity and make it relevant and valid, that is the proposal.

**Resolved:** Progress to date noted.

**3.13.O**

**HEADLINE KPI'S**

Paper noted.

**Reported: (By: JC)**

To further note

3.6 - Number of complaints received from residents in Leamington.

We had a considerable volume of complaints in term one, largely with regards to noise and rubbish, significant increase.

**Reported: (By: DD)**

To note the police have reported an increase in anti -social behaviour in the area.

**Reported: (By: JC)**

To note outside of the KPI's I would draw your attention to the very successful taxi campaign and the increase in the use of the Union's website.

**HG**

DD previously there was a worry about the Advice Centre capacity, are you still as worried?

**DD**

We are at capacity; any increase would be difficult to manage.

**JC**

We are dealing with some really complicated, incredibly difficult casework at the moment.

**Resolved:** Progress against targets noted.

**3.14.O**

**MINUTES – OPEN**

Noted.

**3.15.O**

**ANY OTHER BUSINESS**

None