

**UNIVERSITY OF ROEHAMPTON**  
**ROEHAMPTON STUDENTS' UNION TRANSITION COMMITTEE**

**Minutes of the 8<sup>th</sup> meeting of the RSU Transition Committee held on 22 November 2019 in the Chancellor's Meeting Room, Grove House, Froebel College**

Present: Dan O'Donoghue (Chair), Jonathan Chien, Mark Ellul, Levi Mbiya, George Turner

In attendance: Mark Gillespie

Notes: Elaine Lentell

Apologies: Reggie Blennerhassett, Baljit Kaur, George Walker

**RSUTC08.1 Welcomes, introductions, apologies, and conflicts of interest**

The Chair noted apologies.

**RSUTC08.2 Minutes of the 7<sup>th</sup> meeting of the RSU Transition Committee**

Noted: That the minutes of the 7<sup>th</sup> meeting of the RSU Transition Committee held on 8 November 2019 would be provided at the 9<sup>th</sup> meeting for approval, along with the minutes of the 8<sup>th</sup> meeting of the RSU Transition Committee held on 22 November.

**Action: Secretariat**

**RSUTC08.3 Review update on financial management and action plan**

Received: An updated action plan (Paper RSUTC08/01).

Noted: That the Union's Interim CEO had arranged to meet with David Barraclough from KCG in late December/early January, to discuss closing off completed actions.

**RSUTC08.4 *RESERVED***

**RSUTC08.5 Union CEO draft job description**

Received: A verbal update on the recruitment process from the Chair.<sup>1</sup>

Noted: That the Chair would circulate the most recent draft of the job description to members of the Committee for feedback. The job description would then be agreed at the next meeting, along with a timetable for the recruitment process.

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<sup>1</sup> Mark Gillespie left the meeting

The options for covering the Membership Services Manager's position (currently vacant due to Mark Gillespie acting as Interim CEO), were also considered, and it was agreed that the existing job description would be brought to the next meeting for further review.<sup>2</sup>

**Action: All, Union's Interim CEO**

#### **RSUTC08.6 The appointment of new auditors**

Received: A verbal update from the Union's Interim CEO.

Noted: That the invitation to tender process was in progress and would close on 29 November 2019.

Four firms had expressed an interest so far. The RSU President, Interim CEO and a staff member from procurement would form a panel to assess the tenders once the 15 November deadline had passed.

#### **RSUTC08.7 Appointment of new trustees**

Received: A verbal update from the Chair on appointing new trustees.

Noted: That the interim trustee appointment had been confirmed, ensuring that the Trustee Board was quorate. The Union will ask the interim trustee to complete a skills matrix form when they meet week beginning 25 November.

That the Interim CEO would map out the timeline for recruiting permanent trustees.

**Action: Union's Interim CEO**

#### **RSUTC08.8 *RESERVED***

#### **RSUTC08.9 Any Other Business**

Received: The Union tabled a communiqué setting out their position on the UCU's industrial action, taking place between Monday 25 November and Wednesday 4 December.

Noted: That the RSUTC would support the strike, but would ask the UCU to take action to minimise the impact on students where possible, for example, letting students know if their lectures were being cancelled.

That the University would be putting a specific process in place to manage complaints submitted about the industrial action.

Memorandum of Understanding. Item 2.2. It was agreed that one month's notice to terminate the agreement should be changed to three months, and that the three month notice period be reflected in the Financial Memorandum. The updated MoU will come to the next meeting.

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<sup>2</sup> Mark Gillespie rejoined the meeting

**Action: University Secretary & Registrar, University's Head of  
Legal Services**

Date of next meeting: 6 December 2019

*Elaine Lentell  
Secretariat  
November 2019*

| <b>Actions - University of Roehampton RSUTC08, 22 November 2019</b> |                                 |   |  |                  |
|---|---------------------------------|---|--|------------------|
| <b>Minute</b>   | <b>Item</b>                     | <b>Action</b>   | <b>Owner</b>   | <b>Update</b>    |
| RSUTC08.5   | Union CEO draft job description | <p>Circulate the most recent draft of the job description to members of the Committee for feedback</p> <p>Bring the updated job description to the next meeting for approval, along with a timetable for the recruitment process</p> <p>Bring the existing job description for the Membership Services Manager to the next meeting for further review</p> | <p>Chair, all</p> <p>Chair, Union</p> <p>Union's Interim CEO</p> | 6 December 2019  |
| RSUTC08.7   | Appointment of new trustees     | Map out the timeline for recruiting permanent trustees  | Union's Interim CEO  | 6 December 2019  |
| RSUTC08.9   | Any Other Business              | Memorandum of Understanding. Make the suggested amendments and bring an updated MoU to the next meeting   | University Secretary & Registrar,<br>Head of Legal Services      | 20 December 2019 |