

UNIVERSITY OF ROEHAMPTON
ROEHAMPTON STUDENTS' UNION TRANSITION COMMITTEE

Minutes of the 12th meeting of the RSU Transition Committee held on 31 January 2020 in the Chancellor's Meeting Room, Grove House, Froebel College

Present: George Walker (Chair), Levi Mbiya, George Turner

In attendance: Mark Gillespie

Notes: Elaine Lentell

Apologies: Reggie Blennerhassett, Jonathan Chien, Mark Ellul, Baljit Kaur, Dan O'Donoghue

RSUTC12.1 Welcomes, introductions, apologies, and conflicts of interest

Apologies were noted and it was agreed that George Walker would chair the meeting in Dan O'Donoghue's absence.

RSUTC12.2 Minutes of the 10th meeting of the RSU Transition Committee

Approved: The minutes of the 11th meeting of the RSU Transition Committee held on 17 January 2020 (Paper RSUTC12/1).

Noted: The matters arising from the previous minutes (Paper RSUTC12/2).

RSUTC12.3 Review update on financial management and action plan

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

Noted: That the newly appointed auditors, Goodman Jones LLP, would meet with the Union on 3 February 2020. A plan and timeline outlining the transition to the new auditors was in the process of being drafted and would be presented at the next meeting.

It was advised that the Union was still waiting to receive feedback on progress from KCG. It was agreed that the Deputy University Secretary would follow this up with KCG.

Actions: Union's CEO, Deputy University Secretary

RSUTC12.4 Progress update on Turnaround Plan **CONFIDENTIAL**

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

Noted: That an updated action register would be provided at the next meeting.
Action: Union's CEO

RSUTC12.5 Update on CEO recruitment

Received: A verbal update.

Noted: The Committee's thanks to the Union for their work on the CEO recruitment process and its congratulations to Mark Gillespie on his appointment.

That the Membership Services Manager post (currently vacant due to Mark Gillespie acting as Interim CEO), would still be needed. It was therefore agreed that the position would be advertised as soon as practicable, once the job description had been reviewed.

RSUTC12.6 Update on appointment of new trustees

Received: A verbal update from the Union's CEO. An external trustee role description and draft recruitment pack were also tabled.

Noted: That as part of their induction the interim external trustee had been provided with the role description, along with a code of conduct, a summary of expectations for charities and the RSUTC minutes.

That there would be no conflict of interest if a member of the RSUTC observed the Trustee Board when it convened its first meeting.

That the recruitment drive for permanent trustees was ongoing. The Committee reviewed the draft recruitment pack and the following suggestions were made:

- The document should include information on how the RSU was funded and an outline of its services.
- That photos featuring alcohol consumption should be reviewed.
- That the RSU should not be portrayed as purely events-based.

It was therefore agreed that the recruitment pack would be revised to include more photos of the campus and more information.

Clerk to committees vacancy. it was advised that one person had expressed an interest to date, therefore the post would be advertised more widely.

That the timings for the upcoming referendum would be discussed following the meeting.

Actions: Union's CEO, Union

RSUTC12.7 Update on ongoing investigation **CONFIDENTIAL**

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

Noted: That there had not yet been a response to the University's letter from the ex-employee's solicitors (the deadline was 31 January 2020).

RSUTC12.8 Update on RSU elections

Received: A verbal update from the Union's CEO, and a timeline and the general election rules were tabled.

Noted: That the rules had been amended to reflect the creation of a part-time Union Officer post to represent RSU societies.

That the agreement for candidates had been reviewed in liaison with the Heads of Colleges and the candidates had been made aware of their responsibilities.

RSUTC12.9 RSUTC: exit plan

It was agreed that the RSUTC would be extended until 1 May 2020 and would be held monthly going forward.

It was noted that the Memorandum of Understanding document was progressing and would be brought to a future meeting.

Action: Deputy University Secretary, Legal Services

RSUTC12.10 Any Other Business

It was noted that a list of committees and sub committees that the Sabbatical Officer were required to attend, along with the reports they were expected to produce, would be brought to a future meeting.

Action: Deputy University Secretary

The procedure for Sabbatical Officers claiming expenses for mobile phone usage was queried. It was suggested that the best course of action for the sabs would be to:

- Decide on a reasonable amount for the 'phone contract over the elapsed seven months.
- Liaise with the University's Procurement team.
- Ask the RSUTC to approve the expense
- In future consider having a separate work phone issued to sabs.

Actions: Union, Union's CEO

Date of next meeting: 28 February 2020

*Elaine Lentell
Secretariat
January 2020*

Actions - University of Roehampton RSUTC12, 31 January 2020				
Minute	Item	Action	Owner	Update
RSUTC12.3	Review update on financial management and action plan	Bring a plan and timeline outlining the transition to the new auditors to the next meeting Follow up feedback with KCG	Union's CEO Deputy University Secretary	28 February 2020 28 February 2020
RSUTC12.4	Update on turnaround plan	Bring an updated action register to the next meeting	Union's CEO	28 February 2020
RSUTC12.6	Update on appointment of new trustees	Revise the recruitment pack to reflect the feedback and bring an updated pack to the next meeting	Union's CEO, Union	28 February 2020
RSUTC12.9	RSUTC exit plan	Bring the agreed Memorandum of Understanding to a future meeting	Deputy University Secretary, Legal	Ongoing
RSUTC12.10	Any Other Business	Provide a list of committees and sub committees that the Sabbatical Officer are required to attend, along with the reports they are expected to produce, to a future meeting Sabs' mobile phone usage: <ul style="list-style-type: none"> • Decide on a reasonable amount for the 'phone contract over the elapsed seven months; • Liaise with the University's Procurement team; • Ask the RSUTC to approve the expense; • In future consider having a separate work phone issued to sabs 	Deputy University Secretary Union, Union's CEO	Ongoing Ongoing