

UNIVERSITY OF ROEHAMPTON
ROEHAMPTON STUDENTS' UNION TRANSITION COMMITTEE

**Minutes of the 17th meeting of the RSU Transition Committee held on
19 June 2020 remotely via Zoom**

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

In attendance: Mark Gillespie

Notes: Elaine Lentell

Apologies: Jonathan Chien, Bal Kaur

RSUTC17.1 Welcomes, introductions, apologies, and conflicts of interest

Apologies were noted.

RSUTC17.2 Minutes of the 16th meeting of the RSU Transition Committee

Approved: The minutes of the 16th meeting of the RSU Transition Committee held
on 22 May 2020 (Paper RSUTC17/1).

Noted: The matters arising from the previous minutes (Paper RSUTC17/2).

RSUTC17.3 Coronavirus update

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

Noted: That the Union's advice caseload was higher than previous years due
to coronavirus-related appeals and complaints. It was agreed that the
types of cases being submitted by students would be looked at
following the meeting to review how they were dealt with.

That at present seven Union staff were on furlough. One member was
leaving the University at the end of June and there were also 22
members of casual staff. More exact figures will be provided at the
next meeting.

The Union should have a clearer idea of how services would be run in
2020/21 by the end of July 2020.

Actions: Union's CEO, Acting University Secretary

**RSUTC17.4 RSU Management structure revisions and pay-cost efficiency
proposals**

Received: A paper outlining the proposals as detailed below (RSUTC17/3).

Noted: That there were three strands to the proposal:

1. Line Management changes

That the Union's management structure had been reviewed in response to the Greenhouse report, as the absence of a clear management structure had been flagged up.

That the Union's CEO was liaising with the University's HR department on the Head of Events & Marketing role.

The Committee **agreed** for the Union to proceed with the management structure proposal outlined in the paper.

2. Pay cost efficiencies in 2020/21

The Committee discussed the draft proposal on pay reduction and cost efficiencies. It was agreed that further detailed modelling on cost savings would be carried out and brought to the next meeting.

3. Officer Trustees

It was **agreed** that the RSU's 2020/21 Sabbatical Officers would be paid at the existing rate of pay.

Actions: Union's CEO

RSUTC17.5 Review update on financial management and action plan - Quarter 3 Management Accounts

Received: The Union's Quarter 3 Management Accounts as of April 2020 (Paper RSUTC17/4).

Noted: That there had been no significant movement in Q3. The Union should be on track to reach the year end with a small surplus, due to salary costs.

That the figure of 3% for donations was low, owing to money normally attributed to donations being included in the block grant. The 2020/21 budget would allocate proportionately less to donations.

RSUTC17.6 RSU Budget 2020/21

Received: The draft RSU budget for 2020/21 (Paper RSUTC17/5).

Noted: That operating costs had been adjusted to mirror projections, which were slightly lower than the 2019/20 projections.

That the agreed budget would depend on confirmation of the block grant. The impact of the coronavirus pandemic on income had been factored into the budget and it was possible that further savings may need to be made.

It was agreed that it would be instructive to have a narrative in support of the figures and alternatives if events do not take place.

Action: Union's CEO

RSUTC17.7 RSU Risk Register as of June 2020

Received: RSU Detailed Risk Register as of June 2020 (Paper RSUTC17/6).

Noted: That the register had been revised to take into account the current risks resulting from coronavirus. A further comprehensive review would be carried out in due course.

That the register will be a standing item on the Trustee Board's meeting agenda.

The red flag for the financial controls will be reviewed before the next meeting.

Action: Union's CEO

RSUTC17.8 Draft RSU Annual Cycle of Business 2020-2022

Received: The RSU's proposed cycle of business from July 2020 to September 2022 (Paper RSUTC17/7).

Noted: That proposed items included a review of the Union's register of interest and reviews of the Service Level Agreement (SLA) and Memorandum of Understanding (MOU). There will also be regular reports from the Trustee Board's Chair and from the Students' Union Council.

The the document will be managed by the Clerk to the Board once the position is filled.

RSUTC17.9 Progress update on Turnaround Plan **CONFIDENTIAL**

Received: A Verbal update from the Union's CEO.

Noted: That most matters had been covered under item 17.4, but that the operational plans for the four principals discussed at the previous meeting were in the process of being mapped out.

RSUTC17.10 Update on appointment of new trustees

Received: A verbal update from the Chair.

Noted: The Committee discussed the two preferred candidates for the external trustee roles.

The Committee **agreed** to the appointments of Lee Bird and Eleanor Wheal.

The following actions were agreed:

- Follow up the appointments with the two candidates outside of the committee
- Consider candidates for the University board member, taking into account the EDI aspect.
- Map out a timeline for when the next Trustee Board should take place, as it was suggested that the board's proceedings should be reported to the RSUTC.

Actions: Union's CEO, Acting University Secretary

RSUTC17.11 Update on ongoing investigation CONFIDENTIAL

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

Noted: That an asset search had been carried out and it was considered that further action was worth pursuing. Counsel had advised there was a case to answer.

That the next steps would be to:

- Determine which assets should be included in the claim.
- Consult with the University's Head of Legal Services to decide whether the quoted legal fees were reasonable. ¹

Actions: Union's CEO

RSUTC17.12 Sabbatical Officer training for 2020-21

Received: An RSU Officer induction training plan for 2020 (Paper RSUTC17/8).

Noted: That most of the training would be done virtually. The Acting University Secretary would run a session on representation at University Committees.

The RSU Officers would also complete external training on developing skills in campaigning, as well as trusteeships.

RSUTC17.13 Any Other Business

Farewells and thanks were given to Dan O'Donogue, Levi Mbiya and George Walker, who in turn thanked the University Management team for their ongoing support through the RSUTC.

Date of next meeting: TBC

*Elaine Lentell
Secretariat
July 2020*

¹ Reggie Blennerhassett left the meeting

Actions - University of Roehampton RSUTC17, 19 June 2020

Minute	Item	Action	Owner	Update
RSUTC17.3	Coronavirus update	Provide details of the number of RSU staff furloughed to date	Union's CEO	July 2020
		Liaise outside of the meeting on the types of appeal/complaints cases being received and how they are dealt with	Union's CEO/ Acting University Secretary	July 2020
RSUTC17.4	RSU management structure revisions and pay-cost efficiency proposals	Proceed with proposals outlined in paper	Union's CEO	July 2020
		Carry out more detailed modelling on the pay reduction proposal and present an update at the next meeting	Union's CEO	July 2020
RSUTC17.6	RSU Budget 2020-21	Itemise further proposed savings and provide a narrative and costs for the possibility of events not taking place	Union's CEO	July 2020
RSUTC17.7	RSU Risk Register as at June 2020	Review the financial controls flagged as red in the register	Union's CEO	July 2020
RSUTC17.10	Update on the appointment of new trustees	Contact the two successful trustees and proceed with their appointments	Union's CEO	July 2020
		Consider the EDI aspect for the University Board member	Acting University Secretary	July 2020
		Map out a timeline for when the next Trustee Board should take place	Union's CEO/ Acting University Secretary	July 2020
RSUTC17.11	Update on ongoing investigation	Liaise with the University's Head of Legal Services to consider whether the quote for Counsel costs is reasonable	Union's CEO	July 2020