



STUDENTS UNION AT BOURNEMOUTH UNIVERSITY

AUDIT AND RISK COMMITTEE MEETING

THURSDAY 1ST OCTOBER 2015 | 11AM-12NOON

COMMITTEE ROOM | POOLE HOUSE | TALBOT CAMPUS

CONFIRMED MINUTES

<p>PRESENT: Graham Briscoe (GB) <i>Trustee</i> – Chair Aaron Newbury (AN) <i>Student Trustee</i> Alan James (AJ) <i>non-trustee</i> Alexis Drayson (AD) <i>Staff Trustee</i> Chloe Schendel-Wilson (CSW) <i>Trustee</i> Sarah Newland (SN) <i>non-trustee</i></p> <p>IN ATTENDANCE: Emma Pentecost (EP) <i>non-trustee</i> – minute taker</p>	<p>APOLOGIES: None received</p>
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AGENDA ITEM		DISCUSSION POINT	ACTION(S)
1	WELCOME / APOLOGIES	The chair welcomed all present to the meeting. Meeting declared as quorate.	
		No apologies were received.	
2	DECLARATIONS OF CONFLICTS OF INTEREST	None were declared.	
3	PREVIOUS MINUTES: 1 ST MAY 2015	The minutes were approved as an accurate record of the meeting. GB to sign at the end of the meeting.	
4	MATTERS ARISING	INSURANCE QUOTES: AJ confirmed that all insurances, including Trustee Liability Insurance, are covered and nothing is outstanding.	Closed.
		LOCAL EXTERNAL TRUSTEE RECRUITMENT: AJ confirmed that Ian Catley will begin his role in October at the next Trustee Board Meeting.	Closed.
		ARC TERMS OF REFERENCE: Amendment from previous ARC meeting needs to be approved at next Trustee Board Meeting (TBM).	To be on next TBM agenda (EP).
		INTERNAL REVIEW UPDATE: This matter is on the agenda (item 9).	Closed.

<p>5</p>	<p>OUTSTANDING ACTIONS SPREADSHEET</p>	<p>GB queried why the seven actions outlined in the document need to have extended completion dates of December 2015. SN explained that there have been higher priorities and HR issues; she mentioned that the extended date will be completed subject to the HR issues being resolved.</p> <p>AJ mentioned that issues are still being resolved within the new Student Centre, which has had an impact on timings.</p> <p>All present approved the extended date.</p>	<p>SN to update the document with extended dates.</p>
<p>6</p>	<p>YEAR END STATUTORY FINANCIAL AUDIT/ TIMELINE UPDATE</p>	<p>GB suggested to SN to discuss with the auditors, Filer Knapper, whether the presentation should be at the Trustee Board meeting rather than the ARC meeting. If so, then the paper version should be presented to the ARC ahead of the Trustee Board Meeting. He also suggested that the presentation could look at historical figures over the past 5 years to indicate how the risks have changed. GB offered to send a presentation that he has seen.</p> <p>SN confirmed that the audit team have been in during September.</p> <p>There was a discussion about the date of the next ARC meeting. AN noted that the exam season is between 18th-29th January, to which CSW added that many students may not return to Bournemouth until exams start. It was agreed that the date will be discussed and set after today's meeting.</p>	<p>SN to discuss presentation with auditors.</p> <p>GB to forward document.</p> <p>Date for next ARC meeting to be discussed and set (GB/AJ).</p>
<p>7</p>	<p>INTERNAL REVIEW <i>7.0. – Control Accounts with SUBU responses</i> <i>7.1. – Auditors Full Report</i></p>	<p>SN explained that the 5th of the 6 reviews has taken place, which had a focus on balance sheet controls. She went on to note that two items are noted as high risk. The first one, Item E (Feelprime's petty cash) is due to the high value of cash that is held, so checks could be stronger; AJ also confirmed that he and SN are working with Alan Dove (Commercial Manager) on the figures. SN explained that Item H (wages control accounts – maternity/paternity pay checks) was also marked as a high risk as there would be a legal compliance failure if the item were left uncorrected.</p> <p>GB queried where the Control Account File (Item A) is stored, i.e. in a fireproof safe, and whether it has a secure back-up. SN confirmed that it is in a standard</p>	

		<p>filing cabinet.</p> <p>GB suggested that there is a review of documents needing to be secured and that consideration should be taken to invest in a fireproof cabinet. SN confirmed that the raw documents are completed on a spreadsheet so are backed up on the computer systems.</p> <p>With regards to Item B, GB queried the process for writing off debts, to which SN confirmed that any large debts would be taken to the Trustee Board, and smaller operational ones were dealt with by the appropriate manager, under the financial regulation requirements.</p> <p>GB noted that he is comfortable with actions being taken and that he appreciated that it gives confidence to SUBU staff and to the Board.</p>	<p>SN to review documents needing to be secured, and to investigate use of a fire-proof safe.</p>
<p>8</p>	<p>RISK REGISTER</p>	<p>AJ explained he and CSW feel that BU have confidence with SUBU, which is demonstrated by the £250k increase in funding. He added that the “psychological contract” mentioned in Risk 2 will be monitored by SUBU, as SUBU can overpromise at times to BU and not necessarily deliver, but he confirmed that the relationship with BU is very robust.</p> <p>AJ explained that the increase in risk to Risk 5 (Summer Ball) to “likely” is due to other festivals cropping up that seem, on the face of it, better value for money. AJ expressed concern that market share could be reduced. AJ went on to mention that BU expressed a slight fear about this potential reduction in market share during a recent BU Board meeting.</p> <p>AN noted that if BU continues to contribute more financially then they could have more influence over SUBU.</p> <p>There was a discussion about SUBU’s continuing membership of NUS and the associated affiliation fees.</p> <p>GB advised AJ to review actions for this next academic year and to produce a new 15-16 Action Plan for the document. All present approved the document and new Action Plan to be taken straight</p>	<p>AJ: 2015/16 Action Plan for approval by Board.</p>

		<p>to the Board rather than the next ARC meeting.</p> <p>GB queried how often the document is reviewed by the senior leadership team, and commented that it should be approximately every 2 months. AJ confirmed that it doesn't currently go beyond ARC or TBM but expressed that it doesn't mean he/SUBU doesn't take it seriously. GB agreed and noted that it is part of the "psychological contract".</p> <p>GB appreciated the simplicity of the document and noted that it is a good example of best practice of record keeping.</p>	<p>AJ: to ensure document is reviewed at Management meetings every other month.</p>
9	INTERNAL REVIEW – GOVERNANCE REVIEW	<p>AJ explained the document by mentioning that he has been in touch with Jackie Hunt with regards to a governance review. Jackie suggested that the review takes place between the 2nd and 3rd Trustee Board Meetings of the academic year. AJ noted that it would cost £700 per day and is likely to take two days.</p> <p>GB recommended that the matter is taken to the Board for discussion and approval.</p>	<p>EP: to ensure it is on next TBM agenda.</p>
10	REVIEW OF INTERNAL CONTROL SCHEDULE 2013-16	<p>SN explained that the three years has come to an end. The three suggestions for looking ahead are outlined in the paper:</p> <ol style="list-style-type: none"> 1. Same schedule as before, which costs around £5-6k per year; 2. To extend schedule over 6 years to allow for one per year; 3. To not have an internal control review and consider spending the money elsewhere. <p>GB expressed comfort from the review process and that his preference is to slow down to one per year (option 2). All present approved suggestion 2.</p> <p>SN suggested a review of the areas and to then look at potential other areas, too. GB suggested that SN presents a proposal for this at the next ARC meeting.</p> <p>GB suggested AJ obtains Internal Audit action plan from BU.</p> <p>GB declared an interest and explained that he has recently been involved in the Green Gown Awards in</p>	<p>SN to present proposal at next ARC.</p> <p>AJ to obtain BU document.</p>

		London.	
11	POLICY SCHEDULE	<p>GB explained that the new document allows policies to be tracked and reviewed appropriately. GB thanked those involved for their efforts in creating the document, and noted that it should now be a living document for Trustee Board Meetings. He added that it supports the “psychological agreement” with BU.</p> <p>Approved by all to take to the Board.</p>	<p>EP to ensure document is on the agenda of the next TBM.</p>
12	TRUSTEE BOARD AGENDA SCHEDULE	<p>GB explained that the document is the model for the agendas of each Trustee Board Meeting, and should be reviewed by the GM after each formal meeting.</p> <p>GB thanked AJ and EP for the work on the document. AJ thanked GB for his time over the summer spent helping him with the document and thanked EP for shaping it.</p> <p>AJ noted that the document will help the meetings become sharper.</p> <p>GB recommended that the document is taken annually to the October Trustee Board Meeting, and that that is added into the document. All present approved.</p> <p>AN questioned whether the Student Trustees are still invited to talk to go through the Trustee Board papers ahead of the meetings, to which AJ confirmed yes, absolutely. AJ advised EP to set up the meetings more rigidly.</p> <p>GB recommended that the document should form part of the induction for any new trustee, to which AJ confirmed it would.</p> <p>All present approved the document to be taken to the next Trustee Board Meeting for approval.</p>	<p>EP to make addition to document.</p> <p>EP to set up meetings more rigidly for Student Trustees.</p> <p>EP to ensure document is on the agenda of the next TBM.</p>
13	SUB COMMITTEE AGENDA SCHEDULES <i>13.1. – ARC</i>	<p>It was queried whether the sub committees need an agenda schedule, similar to the Trustee Board Agenda Schedule (item 12). GB felt it would be a good idea.</p>	<p>AJ/EP/GB to develop document.</p>

	<p>13.2. – Remuneration Committee</p> <p>13.3. – GM KPIs</p>	<p>AN queried whether the Remuneration Committee existed, to which AJ confirmed that it doesn't currently, but that there was a recent discussion between AJ, EP and GB and the Committee be considered.</p> <p>GB recommended for AJ to research models at other Students' Unions with regards to the Remuneration and KPI sub committees, and to report back to the board in October or February.</p> <p>GB asked for two timelines of all the annual activities associated with 1) GM's annual appraisal and 2) SUBU annual targets/KPI review to be produced for the next ARC meeting.</p>	<p>AJ to undertake the research and produce paper.</p> <p>AJ to produce timelines for next ARC meeting.</p>
14	ANY OTHER BUSINESS	None.	
15	REGISTERS FOR SIGNING		
16	NEXT ARC MEETING	January 2015 – TBC. To be arranged after the meeting.	

APPROVED: _____

DATE: _____