



STUDENTS' UNION AT BOURNEMOUTH UNIVERSITY
AUDIT & RISK COMMITTEE MEETING | [5TH OCTOBER 2018]
[11:30] | [SC504] | [TALBOT CAMPUS]
CONFIRMED MINUTES

PRESENT:

MARK SMITH (MS) STUDENT TRUSTEE – CHAIR

ADE BALOGUN (AD) – SU PRESIDENT

CATRIONA CANNON (CC) - EXTERNAL TRUSTEE

LOTA NWOKOLO (LW) – STUDENT TRUSTEE

IN ATTENDANCE:

ALAN JAMES (AJ) – GENERAL MANAGER, NON-TRUSTEE

SARAH NEWLAND (SN) FINANCE MANAGER, NON-TRUSTEE

DEBBIE D'SILVA (DD) MINUTE TAKER, NON-TRUSTEE

1. WELCOME /APOLOGIES

Apologies received from:

Martin James

Sophie Nott

Karen Churchill – provided written comments in advance

Jack Wallis

Chair agreed that Meeting quoracy met.

2. CONFLICTS OF INTEREST

MS has confirmed that he is now a paid SUBU staff member, Register of Interest document to be updated.

ACTION: Supply MS with new Register of Interest to complete DD.

3. PREVIOUS MINUTES

Amendment required on Page 4: Code of Governance item clarification from MS note for the regulations to be added to ARC annual report.

Previous minutes dated 18.03.2018 accepted as accurate – APPROVED

ACTION: DD add the additional list of statutory regulations checklist to the ARC annual report to the next ARC meeting agenda.

4. MATTERS ARISING

Action log updates discussed by SN and AJ.

AUDIT & RISK COMMITTEE MEETING 5TH OCTOBER 2018
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1. Internal Income review booked with the Auditors for November.
2. DBS checks, AJ conferred with Alexis regarding the term of “vulnerable adults” continues as a work in progress.

Action: AJ carried forward.

- 4, 5, 6, 7. Internal review for Payroll processes SN due to bring a review to the next meeting. SN clarified that Sage is the payroll software and that Crewsite is the shift management system and explained the process for the committee and that it is in a period of continuous improvement.

Action: SN to bring to November ARC meeting.

- 8, 9. Financial Manager Challenges added to the Risk Register.
10. HMRC review a separate paper, presented later (Item 8).
- 11, 12, 13. Policy Tracker has been reviewed and some adjustments made. AJ asked to readdress the review of the constitution, to be extended to 2021. The By-laws have been adjusted in 2016, along with some changes to the sabbatical officers in the constitution.

Terms of reference and code of reference items are covered in more detail later.

Action: DD to do more work on the tracker ready for Trustee board meeting.

16. Loss of key staff, including Financial Manager, has been added to risk register.

Action: Next ARC meetings to be moved to 12 noon DD.

5. OUTSTANDING ACTIONS FROM INTERNAL REVIEWS SPREADSHEET

Income review has been added to the internal audit schedule as per recommendation.

SN payroll processes and the suggestions from the auditors recapped by SN.

MS noted the saving of passwords on shared computers.

Action: Carry out awareness campaign to all staff regarding security issues and password protection on shared computers and improve SN.

6. TERMS OF REFERENCE - ANNUAL REVIEW

No recommended changes.

Clarification provided by AJ that the Trustee Board holds final responsibility for the HR function of the Union.

APPROVED

7. ARC ANNUAL REPORTS TO THE TRUSTEES 2018 – DRAFT

Theft from summer ball need to be included, some smaller items treated as operational wastage. The asset log / recording system SISO has been incorporated and this has increased the level of

security. The Hire equipment lost at the summer ball was insured and so SUBU was covered for the loss.

Action: Theft to be added to the ARC report DD.

Action: Acting Chair to sign report MS.

It was commented if MS is legitimately able to sign off minutes as Deputy Chair, delegated authority agreed by the committee.

8. VAT UPDATE

SN gave a brief background summary, and the reasoning behind distorted competition.

AJ added that once we received the bill it will be forwarded to the Board to discuss whether we challenge the decision and seek representation, report released in June and tribunal was in Jan, likely that they will reissue the demand for payment.

KC suggested paying the amount on account so that it would stop the interest accruing.

CC has previous experience so recognised that it is a major drain on resources and the subsequent effect on mental health and whether the appeal would be worth it.

MS noted that there were 2 claims and SN clarified what the second claim was for and that we are waiting for it be to be revoked.

SN confirmed reserves are available so it will not affect cash flow.

9. BUSINESS CONTINUITY PLAN

SUBU has successfully recruited Irfan Zaman as Head of Student Engagement, his name will be added.

BAME was noted as having great candidates, and AJ is happy with them as a recruitment consultant.

AJ and SN are part of the BU major incident group to ensure that the best practice is in place, and ensure that the check lists are adhered to.

APPROVED

10. CHARITY COMMISSION ACCOUNTS 2017 - SUBMISSION CONFIRMATION

All new trustee members have been updated on the Charity commission website.

SN confirms the donations on the submission are the block grant and donated rents.

11. RESERVE POLICY - REVIEW AND UPDATE

Three months reserve policy recommended to ensure that this covers full-time staff salaries.

The background provided by SN; it was introduced to stop larger charities to stockpiling reserves.

The University will look at our reserves figures when negotiating block grant amounts in the future.

Current position is £300k set aside for 3 months salaries. CC what are staff costs as a percentage of our total income? SN to calculate to act as a comparison and advise.

Current plans to spend the reserves amount included: HMRC invoice, dip in summer trade period means that the reserves cover the lack of commercial services income, again expected at £300k.

Capital expenditures £100k. The University has suggested planning to use it to protect future projects.

CC maybe certain campaigns could benefit? AB working with Irfan to look into this further and maybe to recruit some PhD students to support the black attainment gap and to sponsor students, with a view to replacing the higher access fund.

Action: DD Add as agenda item discussion for potential projects at trustee board meeting.

MS commented about the minibuses, SN advised about current legislation and until changes confirmed, this will be on hold, but we have prices available.

CC recommended the spending needs to match the strategy, not spending for the sake of it.

KC commented to ensure that the reserves should be linked to salaries and redundancy payments for full time staff.

ACTION: SN Reserves policy to be updated and submitted to the Trustee Board for approval.

ACTION: SN to work out the redundancy amount as a percentage as requested.

12. CHARITY CODE OF GOVERNANCE

SN updated on progress, task and finish committee group set up.

Some internal managers will need to be consulted, then this will be circulated in due course.

Action: Document to be circulated by SN.

13. RISK REGISTER - CRITICAL RISK REVIEW

AJ is currently working on the amber risk items and will ensure that the register is updated with any action points.

Succession planning is included, happy to announce that all red items have been reduced to amber status.

BAME and Peridot should be considered for recruitment, positive for succession planning and the Senior Manager Team recruitment.

KC election risk as low, after mitigation, though it may be low risk, it is high impact, especially after the latest focus.

AUDIT & RISK COMMITTEE MEETING 5TH OCTOBER 2018
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14. AUDIT TIMETABLE 2018

Auditors due in 15.10.2018 so will update next meeting.

ANY OTHER BUSINESS.

Next Meeting Dates

Trustee Board Meetings:

02.11.2018 Time: 12:00 Location: F108

06.02.2019

30.04.2019

05.06.2019

09.10.2019

Audit and Risk Committee Meetings:

23.11.2018 12 - 2pm

15.03.19

06.09.19

27.11.19

Big Student Meeting:

23.10.2019

Feb / Mar 2019 inc AGM

APPROVED:

DATE: