

AUDIT & RISK COMMITTEE MEETING | 15TH MARCH 2019]

CONFIRMED MINUTES

STUDENTS' UNION AT BOURNEMOUTH UNIVERSITY

AUDIT & RISK COMMITTEE MEETING

15TH MARCH 2019

[12:00] | [F208] | [TALBOT CAMPUS]

CONFIRMED MINUTES



**STUDENTS' UNION
AT BOURNEMOUTH
UNIVERSITY**

PRESENT

Martin James (MJ) Chair
Catriona Cannon (CC) External Trustee
Jack Wallis (JW) Student Trustee
Sol Brown (SB) Student Exec Trustee
Sophie Nott (SNo) Staff Trustee

IN ATTENDANCE

Alan James (AJ) General Manger
Sarah Newland (SN) Finance Manager
Debbie D'Silva (DD) Minute Taker

APOLOGIES

Mark Smith
Lota Nwokolo
Zainab Imam

1. WELCOME /APOLOGIES

2. CONFLICTS OF INTEREST

None declared.

3. PREVIOUS MINUTES

Amendment to wording Page 4: AJ to reacquaint with lawyers rather than reappoint himself.

ACTION: DD to amend minutes accordingly.

Approved.

4. MATTERS ARISING – ACTION LOG

AJ Completion date on item 1, waiting for AD, will be aiming to complete for next ARC meeting.

Slight amendment required to Item 11 to replace typo 2014 to 2019.

SN to update on item 10, for next ARC meeting.

ACTION: SN Reserves policy, salaries percentage figures to be calculated.

ACTION: DD to make amendments to date on Action log spreadsheet.

5. OUTSTANDING ACTIONS SPREADSHEET

SN the internal review actions from the auditors are noted on this document. Items discussed included;

Payroll, marked as medium risk, reports are currently in different formats, so working to ensure that they are more similar.

Crew site training has happened this week to improve staff knowledge and to tighten up some processes.

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For example; the website is unable to make an automatic adjustment for the over 25 pay rate.

SNo asked if the crew site operator could make that adjustment.

CC also commented is there any other alternative sites, does the University IT service support it?

SN explains that it is a bespoke system and issues are generally resolved quickly. The Auditors are happy with the system, no cause for concern.

MJ highlighted that the recommendations that are marked as completed, do the auditors then review that it has been completed to their satisfaction?

SN said we currently use the measure that it doesn't appear on the next management letter the following year.

ACTION: SN to get confirmation from Filer Knapper that their recommendations are completed to their satisfaction and report at next ARC.

Internal review discussed later in item 12

A J just attended the BU Audit & Risk Group meeting, he noted that trustees will all be registered on the Charity Commission website and we have a robust system to record this. We will ensure that student trustees are not in role until all relevant paperwork is complete. BU were intrigued, that the majority of the trustees are students. It was stated the external trustees were all recruited at the same time, which could be a risk if they all leave at the same time.

ACTION: DD Add external trustee recruitment for discussion by AJ as a risk at next Trustee Board meeting.

6. SUMMER BALL ACCIDENT REPORTING 2018

Discussion on accident report figures, figures from 2018 provided as a comparison.

SNo advised that there was extra welfare support last year; more people were likely to attend this tent rather than seek first aid provision.

Noted

7. SUSS ORPHANS COST

SN confirmed that the recommendation action agreed by the Board agreed was the one that was accepted, by SUSS. Details of the 'orphan' cost were provided.

No further Action.

8. AUDIT TIMETABLE 2019

SN no significant changes to document.

Approved

9. AUDIT PERFORMANCE REVIEW

SN explained how this was another checklist to ensure we are happy that the audit was carried out successfully.

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MJ stated that change of lead auditors last year enables us to be able to mitigate the risk of over familiarity.

NOTED

10. AUDIT & RISK AGENDA SCHEDULE - ANNUAL REVIEW

SN advised this is a complete list of items the frequency that they are reviewed, MJ stated it is as an example of good housekeeping practice.

NOTED.

11. HMRC FUNDRAISING CHALLENGE

SN confirmed that the letter to HMRC has been sent, however, the person dealing with our case, has now moved departments so currently waiting for the new case worker to be appointed to our case

ACTION: SN to update at next ARC meeting.

12. INTERNAL REVIEW - REVIEW OF INCOME 1ST VIEW OF ITEMS & RESPONSES

SN presented the document; sections are added to the outstanding actions spreadsheet for review.

Items that were medium priority discussed including;

The auditors checked a selection of z reads which required being reconciled, some discrepancies were noted. SN explained the reconciliation process.

CC What is considered as an acceptable level for discrepancies? SN replied £10 daily would be investigated, and that a common sense check is applied, with consultancy with commercial managers.

MJ pressed how is this held to account? Should there be a threshold, or percentage?

ACTION: SN to present a formal percentage /threshold limit and to report at next ARC meeting & update conditional formatting on spreadsheet.

Suggested that notes on back office spreadsheets to document discrepancies to make it more obvious, to include things such as fraudulent notes etc.

JW is there a problem for drinks being given away?

SN/ AJ explained the process and shortages, and how the regular checks with stocktakes are used as a deterrent to bring us within an acceptable level.

More discussion on the Z read processes recommendations from auditors

SN has scheduled a meeting with BM scheduled to review the process to ensure it is clear.

ACTION: SN to contact the auditors to ensure responses are adequate and get them to sign them off as part of the internal review process.

Room hire addressed, SN clarified that the managers were contacted for more information on the processes involved. Some comfort that as long as there is a record in place that that should be enough, however is happy to find a solution to ensure that this processed is tightened up.

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ACTION: SN to find a practical approach to checking room hire.

Currently there is no NUS income control account, all the information comes from their website. MJ questioned what makes up NUS income? We do not use this website any longer so this will be redundant, however for clarity SN was asked to be able to breakdown what this income covered.

ACTION: SN to come back to ARC with a response regarding NUS income.

CC brought up that there is no Block grant confirmation letter from the University. SN clarified that SUBU raises sales invoices to the University who pay the agreed figure.

ACTION: SN to send a follow up email to BU confirming block grant figures for future records.

13. ANNUAL REVIEW OF FINANCE MANAGER CHALLENGES (IN CASE OF LOSS OF KEY STAFF)

SN No major changes since last review.

MJ commented that maybe worth testing the back-up, maybe a few of the critical ones, to ensure that they will work in practice. He is happy for SN to find a process which can be tested.

ACTION: SN to identify a process to be tested to ensure it works in practice.

CC commented that there was a HR manager discussion at last trustee board meeting. Would a financial manager deputy requirement be a possibility?

AJ questioned if it was viable to spend money on HR or on additional payroll/accounts staff. Or whether there is a possibility to combine both the roles?

SN suggested that she could ask the auditors if they have relevant experience in order to be a short term fix.

ACTION: SN to contact Filer Knapper to enquire about Accounts/ Payroll cover.

14. CHARITY ACCOUNTS SUBMISSION - CONFIRMATION TBC

SN confirmed that at the date of the meeting it hadn't been submitted, as the final draft hasn't been submitted from the auditors. But this is likely to be completed in the near future.

ACTION: SN to confirm when uploaded to Charity Commission.

15. CHARITY CODE OF GOVERNANCE - UPDATE FROM TFG

SN provided an update from the meeting held after the last trustee board meeting. The group worked through the first 4 parts of the guidelines, the remaining items to be completed in April.

This has brought up the requirement that all new trustees will need to review and understand the guidance.

ACTION: DD add CoG read and understood to TB Admin records.

16. RISK REGISTER - CRITICAL RISKS ONLY

AJ Discussion on the items that have been reduced to Amber level.

AJ had a meeting with Dawn, the student leading the project, to discuss the terms of reference for the mental health zone.

Provided an update regarding the ongoing Noise issues

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Everything else is normal, going forward.

CC noted that the recent staff satisfaction survey could be seen as risk, so should the committee be looking at in more detail? Should this be presented at next ARC meeting as this is the function of the ARC committee, rather than the trustee board meeting?

AJ Following the work on the risk register, he is confident that it is on his radar for continued discussion.

ACTION: AJ to bring Staff Satisfaction review & statistics to ARC meeting for review, with a view to present to Board Meeting.

17. COMPLAINTS PROCEDURE

AJ presents policy adding further background information.

It is made clear that any cases for dismissal go to the executive committee.

JW wanted clarification that this was just for SUBU, not the University.

AJ noted that SUBU Advice department is not conflicted in this aspect.

ACTION: DD to update dates on policy tracker.

Approved

18. THEFT ITEM – UPDATE

SN provided the history of the item added to the theft register. Design society purchased 2 x 3d printers, that have been removed from their location, not covered by insurance, as there is no break in, and the excess doesn't make it worthwhile to pursue a claim. Goes on to explain processes of security how can we address this for the future.

AJ confirmed that future high value purchases go into the SISO system to help ensure we can track who has equipment. The society has been denied replacements. If the group disagrees with the decision, then they are welcome to bring up a grievance.

19. ANY OTHER BUSINESS

AJ notes to look into mitigating the risk of have all 4 external trustees leaving at once.

Full-time officer elections in progress this week.

CC and MJ recruited to Trustee Election complaints committee.

APPROVED: _____

DATE: _____