

# APPENDIX B: MINUTES

## HASU Trustee Board Meeting

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16/10/2018

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### In Attendance

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Georgie Marland (Chair), Bobby Barbour, Steve Bolton, Sue Bryan, Tom Mead, Adam Denford (part of meeting), Philip Chalcraft (part of meeting).

Richard Walker (Interim Union Manager- IUM), Vicky Williams (Crowe)- for Audited Accounts agenda item.

### Absent

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David Johns (apologies received)

### Conflict of Interests

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No conflicts of interest were noted

### Approval of Minutes

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The Minutes were reviewed and approved (subject to Matters Arising below)

### Matters arising

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- *Update on Trustee recruitment*  
Due to them both serving their full terms on the Board, Bobby Barbour and Sue Bryan will be stepping down at the end of this meeting.  
There has been some interest for the external trustee vacancies, and the Board was informed that Bobby has handed over the process and records of progress to Georgie to conclude.

### Presentation of the Audited Accounts (2017-18)

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Vicky Williams (Audit manager from Crowe UK) joined the meeting to present the outcomes of the Annual Audit 2017-18, including the outline recommendations and overall position of the Union. Despite initial issues with the transfer from previous Auditors, and the staff changes within Finance, the audit was completed smoothly. Vicky answered questions from the board in relation to the accounts, and in particular any comparisons with experiences with other SUs.

Specific points of note (beyond the management recommendations, below):

- Crowe have proposed that RAG are transferred to the balance sheet rather than as an active element of the management accounts- reflecting the nature of the relationship between the Union and RAG.
- Similarly, funds made available for BRC (via a transfer from the University) were placed on the Balance sheet as designated funds.
- Crowe noted the difficulty in sourcing the historical calculations of the value of University provisions to the Union (office space, IT, power etc.) and recommended that the Union revisit this calculation for the next Audit.

**The BOARD APPROVED THESE RECOMMENDATIONS**

The Board thanked Vicky for her time and contributions.

### Audit review (and management responses)

Following the outline of the Crowe Audit Recommendations, the management responses and progress were presented to the Board. A further action plan and timescales were presented to the Board, noting the following key points;

- Capitalisation limit for fixed assets: recommended to be set at £500
- Programme for development/ review of a Fixed Asset register (FAR)
- Proposal for the development of an organizational Risk Register
- To progress the review of the Union against CC8 (charities commission guidance)
- To implement a Related Party Declaration for all trustees (to be reviewed on an annual basis)

**The BOARD AGREED**

**ACTION: IUM to progress these points.**

### Acknowledgement of remote decision making

Progress on the below points was welcomed by the Board.

- *Officer Salaries, BiK and contracts.* Sabbatical officer contracts, terms and conditions (including salaries) have been revised (in accordance with BMC recommendations) **APPROVED**
- *Suspend tender process for Bar.* It was noted that the proposed NUS referendum could impact on the tender process (due to the opportunity for HASU to join the NUS purchasing consortium, should the membership choose to join NUS). The process is therefore suspended, pending the membership vote. **APPROVED**
- *Increase in bar prices.* It was noted that bar prices have remained static for, resulting in greater pressure on bar performance to maintain income. Prices were revised (still reflecting good value in comparison to local competition) in time for the start of term. **APPROVED**
- *Amendment to budget (change fund allocation)-* see management report. **APPROVED**
- *Updating complaints procedure.* The University made the Union aware that for some time they had required changes to the Union complaints procedure. This was delivered and agreed.
  - *Note further request to amend.* Following the latest meeting of University Governors, we had received a further request for amendment. **APPROVED**

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## Management Report

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Update provided on operational progress including;

Audit and relationship with Howards, staffing and recruitment update, Complaints procedure (as reported above- remote decision making), GDPR/ University data sharing, Freshers incidents and challenges, and Safety bus provision (officer objective).

Further information provided included updates from previous Trustee Board (June) incl. VAT provision, BRC, Rupert and Buckley stock.

Finally the IUM presented the progress and work of the departments (Student Activities, Events and Comms, and Finance- including the latest Management Accounts).

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## Permanent manager recruitment proposal

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(Paper presented) As per the Blackshaw (BMC) governance review, the Board received recommendation that HASU engage a tender process to secure a talent search/ recruitment agency to implement a recruitment process for the permanent senior manager post.

A further recommendation was made, due to the state of the reserves and the impact of these costs on the budget that the costs incurred would be funded from reserves.

**THE BOARD AGREED.**  
**ACTION IUM** to engage

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## Dates of next year's meetings

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The Board asked IUM to develop a schedule of dates for the forthcoming meetings (accounting for any new trustees joining in the interim). Discussion of the next meeting identified 22<sup>nd</sup> January 2019.

**ACTION IUM**

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## Any Further Business

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None.

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## Thanks to outgoing Trustees

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The Board wished to formally communicate their thanks to Bobby Barbour and Sue Bryan for their service to HASU. Both had served for two terms, and have provided invaluable support and guidance to the Union throughout their time. Their stewardship as external trustees had placed HASU in a much better position than when they started, and we wish them well.