# Trustee Board Meeting Minutes

# 15th May 2019

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| In Attendance: | |
| Trustees | Non-Trustees |
| Feidhelm Doolin (FD) – Chair | Richard Hughes (RH) General Manager |
| Niamh Fearon (NF) | Steven Cox (SWC) (Activities and Engagement Coordinator) – Minutes |
| Shelia Coleman (SC) | Will Ward (Sports Administrator) |
| Gareth Dowling (GD)(late from Item 5) |  |
| Lucy Armstrong (LA) |  |
| Haris Rashid ( observer President elect) |
| Cate Murphy (CM) |

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| **No.** | **Agenda Item** |
| 1 | **Welcome from Chair**  Chair opened meeting |
| 2 | **Apologies**  Eddie Craig, Luke Skilbeck, Catriona Cairns, Gemma Sparkes, Emma Moriarty |
| 3 | **Minutes from last meeting (TB270)**  Agreed as a true and accurate record |
| 4 | **Matters Arising**  None |
| 5 | **Nightline Briefing (TB271 and appendix 1)**  NF introduced her report  SC Expressed concern on the pressure on volunteers  NF – This is addressed in the training  RH – Praised NF for her work on achieving a long held ambition of LHSU  SC- To forward on details of Unite the Union community courses to NF |
| 6 | **Presidents Report (TB272)**  FD presented his report  The new LHSU strategic plan to fo to university council in November 2019  He has undertook General Manager recruitment RH was appointed and took up post on May 1st.  The university are undergoing budget constraints and this may have a knock on effect on LHSU  CM – The move to CIO status will help LHSU apply for external funding. The Finance and Audit sub-committee can look at the diversification of funding. |
| 7 | **General Manager Report (TB 273)**  RH reported that his immediate priority will be budget planning. He will then be moving on conducting a HR review.  LHSU will be recruiting a new advice coordinator based on the decisions reached in reserved papers.  The new sabbatical officers will take office on July 1st. However there will be two week handover period with the current officers. |
| 8 | **HR Review Update (TB274 and appendix 2 and3)**  RH presented the report and the appendices for standardised permanent staff contract and working hours.  RH mentioned there was to be a slight addendum, in 10.8 of the staff contract to add annual leave should normally be taken before staff leave post.  CM – Queried clause 8.4 and whether this should include an unsociable hours payment  RH – This would align to the unsociable hours policy when written  CM- Could the policy be referred to UNSION and the HR sub-committee for discussion  GD – Do sabbatical officers go up the pay spine ?  RH - No they are on a spot salary  With noted amendments, standard contract for staff agreed. Standard contract for sabs is slightly different – based on model provided by NUS. Also agreed.  Annualised Hours  NF – Commented that the working time periods are too rigid.  SC – System could be potentially abused because of accrued hours in busy periods such as Welcome Week.  NF – Could we use Liverpool City Council model of flexi time  RH – Problem of moving away from annualised hours as it is in staff contracts  CM – Could we alter core hours from 10.00 am till 3.00 pm  GD – Although we have a trade union recognition agreement. Have UNISON consulted staff.  RH – that is a matter for UNSION  CM Could trustees have a copy of trade union recognition agreement and correspondence on working hours agreement with UNSION.  RH – A Recognition & Procedural Agreement has yet to be agreed.  Board agreed that annualised hours should continue and the GM should consult with staff and UNISON on most appropriate form of implementation. |
| 9 | **Strategic plan Update (TB275 and appendix 4 &5)**  RH introduced the paper and outlined the next stages in the implementation of the strategic plan. RH noted that the priority areas from student survey were advice and SV representation and that the plan would reflect this. Board agreed the general direction as outlined by RH. |
| 10 | **Reserved Staffing Items (TB276 and appendix 6 & 7)**  SWC and WW left the meeting. |

**Chair closed the meeting.**

**Date of next meeting: To be Confirmed**