



MINUTES of the Finance, Staffing & Resources Committee held on 26 October 2018 meeting held in Room G07, Old Broadcasting House, City Campus commencing at 13:30.

Present:

Jean Dent (Chair)
Ann Bishop

Ann Bishop
Jack Harrison

Professor Andrew Cooper
Professor Peter Slee

In attendance:

Trevor Armour*
Tracey Lancaster*
Caroline Thomas

Rachel Bradford (Secretary)
David Lowen
Jess Carrier*

Phil Harrison
Professor Paul Smith

Apologies:

Andy Brown

Les Everett

Professor Nicki Latham

**as indicated in the proceedings*

Part A: Preliminary Items

Declarations of interest

001.2018.FSR No declarations of interest were received.

Minutes

002.2018.FSR The Committee **AGREED** that the minutes of its meeting held on 15 June 2018 were an accurate record (paper reference FSR-2018-001).

Matters arising

003.2018.FSR It was noted that the Committee required 3 independent governors to be quorate and with Jean Dent and Ann Bishop present as independent governors the meeting was technically inquorate. However, it was noted that two independent governors, Andy Brown and Les Everett, who were unable to attend the meeting in person had contacted the Chair in advance of the meeting to confirm that they supported the items seeking recommendation to the Board of Governors and approved the papers seeking approval.

CHAIR APPROVED

- 004.2018.FSR The Secretary presented a report on matters arising from the minutes of the previous meeting of the Committee held on 15 June 2018 (paper reference FSR-2018-002).
- 005.2018.FSR It was **noted** that the University was at an advanced stage in its discussions about proposed changes to its disciplinary, grievance and appeal procedures with its trade unions. It was expected that the agreed revised procedures would be brought to the next meeting of the Committee on 25 January 2019.

Part B: Finance

Student Recruitment Update

- 006.2018.FSR The Committee received a report from the Deputy Vice Chancellor (Corporate Communications) providing an update on the University's latest position with regards to Undergraduate, Postgraduate Taught and International student recruitment for 2018/19 (paper reference FSR-2018-003).

Minutes 007.2018.FSR and 008.2018.FSR are exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

Tracey Lancaster left the meeting.

Financial and Capital Expenditure Update

- 009.2018.FSR The Committee received a report from the Director of Finance providing an update on the University's financial and capital expenditure (paper reference FSR-2018-004).
- 010.2018.FSR The paper was discussed and the following points were **noted**:
- (a) The first forecast for 2018/19 was not yet available due to complete enrolment data not being available yet which informs the forecasting procedure. This data was expected to be available at the end of October.
 - (b) The University would be required to submit its financial forecasts to the Office for Students in December 2019.
 - (c) The University had received its first 25% instalment of fees from the Student Loans Company.
 - (d) Forecasts continued to assume that the University would achieve an annual operating surplus equivalent to 5.6% of total income. This would be kept under review pending a number of factors that could impact this including changes introduced by the Augar review, the Office for National Statistics review of government accounting for student loans, Brexit, the Office for Students, the pensions landscape and the University's estates and accommodation master planning.

Draft Financial Statements 2017/18

011.2018.FSR The Committee received a report from the Director of Finance providing the draft Financial Statements for the year ended 31 July 2018 (paper reference FSR-2018-005).

Minute 012.2018.FSR is exempt from publication under the provisions of Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

013.2018.FSR The Committee confirmed that they were comfortable with the contents of the 2017/18 Capital Expenditure Schedule at Appendix 2.

014.2018.FSR The Committee **RECOMMENDED** that the Board of Governors receive and approve the draft financial statements presented to the meeting, subject to any final audit adjustments.
It was **noted** that Les Everett and Andy Brown had recorded their support of this recommendation prior to the meeting.

Annual Sustainability Assurance Report (ASSUR)

015.2018.FSR The Committee received a report from the Director of Finance which set out the historical requirement for Higher Education Institutions to prepare an Annual Sustainability Assurance Report (ASSUR) (paper reference FSR-2018-006) which used to be submitted to the Higher Education Funding Council and had been prepared in readiness to submit to the Office for Students if required.

016.2018.FSR It was **reported** that subsequent to the circulation of the Committee papers it had become known that the OfS would not require submission of ASSUR. Nevertheless, the Committee considered the contents of the report.

Minute 017.2018.FSR is exempt from publication under Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

Insurance Arrangements 2018/19

018.2018.FSR The Committee received a report from the Director of Finance outlining the insurance arrangements that had been put in place for 2018/19 (paper reference FSR-2018-007).

019.2018.FSR The Committee considered the report and the insurance policies in place set out in table 1 of the report and it was **noted** that:

- (a) The University engaged a broker to help it secure the best value and most appropriate insurance arrangements on the market.
- (b) Over the last 10 years' premiums had reduced by a third, despite an increase in the scale and size of the University over the same period. The Committee acknowledged that this was a notable achievement.

- (c) The Creative Arts Building and the Carnegie Teaching and Research Building would be added to the insurance policies once they were complete and this would increase premiums for affected covers.

020.2018.FSR The Committee **APPROVED** the University's insurance arrangements for 2018/19. It was noted that Les Everett and Andy Brown had confirmed their approval of the insurance arrangements 2018/19 prior to the meeting.

Treasury Management Policy

021.2018.FSR The Committee received a report from the Director of Finance presenting the Treasury Management Policy (paper reference FSR-2018-008) which, under the Financial Regulations, is submitted to the Committee annually for review and approval.

Minute 022.2018.FSR (c) is exempt from publication under Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

022.2018.FSR It was **noted** that:

- (a) At the end of July 2018, balances of £94.4m were equivalent to 188 days' worth of expenditure.
- (b) There were peaks throughout the year in month end cash and investment balances which were influenced by matters like receipt of funds from the Student Loans Company which are paid in instalments throughout the year in October, February and May.

023.2018.FSR The Committee **APPROVED** the University's unchanged Treasury Management Policy. It was noted that Les Everett and Andy Brown had confirmed their approval of the policy prior to the meeting.

Part C: Estates & Infrastructure

Estates Capital Programme update

Trevor Armour joined the meeting

024.2018.FSR The Committee received report providing an update on the implementation of the University's Estates Capital Programme (paper reference FSR-2018-009).

Minute 025.2018.FSR is exempt from publication under Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

026.2018.FSR The Committee **agreed** that its next informal session would look at the development of the Estates Masterplan.

027.2018.FSR The Committee **requested** that future reports set out whether the project is being delivered on time and to budget to enhance the Committees ability to monitor projects throughout.

Residential Portfolio update

028.2018.FSR The Committee received an update report about the University's portfolio of student residences (paper reference FSR-2018-010).

Minutes 029.2018.FSR and 030.2018.FSR are exempt from publication under Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

031.2018.FSR It was **agreed** that an update of the residential portfolio would be brought to the Committee at its next meeting in January 2019.

Health & Safety update and Health & Safety Policy

032.2018.FSR The Committee received a report providing an update on health and safety matters and presenting the Safety, Health and Wellbeing Policy for approval (paper reference FSR-2018-011).

Minute 033.2018.FSR is exempt from publication under Section 43 (Commercial Interests) of the Freedom of Information Act 2000.

034.2018.FSR The Committee **APPROVED** the Safety, Health and Wellbeing Policy. It was noted that Les Everett and Andy Brown had confirmed their approval of the policy prior to the meeting.

Trevor Armour left the meeting.

Part D: Human Resources

Human Resources Strategy

035.2018.FSR The Committee received a report presenting the Human Resources Strategy (paper reference FSR-2018-012).

036.2018.FSR It was **noted** that the strategy had been discussed in detail at an informal session immediately prior to the commencement of the Committee meeting.

037.2018.FSR The Committee **APPROVED** the People Strategy. It was noted that Les Everett and Andy Brown had confirmed their approval of the strategy prior to the meeting.

Mental Health & Wellbeing Framework and Students' Union presentation on Mental Health priorities

Jess Carrier joined the meeting.

SU priorities

038.2018.FSR Jess Carrier and Jack Harrison provided the Committee with an overview of the Students' Union's priorities in relation to student mental health and wellbeing. The following points were **noted**:

- (a) In the academic year 2017/18 the SU took part in the "Union Futures Being Well, Doing Well" student mental health survey. 808 students completed the survey and key findings were that; on the Warwick-Edinburgh Mental Well-being scale 17% of the University's students who had completed the survey has low mental health compared with 17% nationally, 50% had thought about taking their own life, 30% had deliberately harmed themselves and 13% had attempted to take their own life.
- (b) The SU had had adopted the New Economics Foundation's, "Five Ways to Wellbeing" in developing its approach to improving student mental health, The five ways identified to promote wellbeing were: connect, be active, keep learning, give to others and take notice. The SU facilitated these through its societies, volunteering opportunities, providing a base on each campus (the Hive) for students to socialise and make friends. It also ran awareness campaigns about managing stress.
- (c) All members of the SU had received training on mental health and the SU had its own mental health policy.
- (d) An issue had been identified where students had gone to the SU to seek help for mental health issues and had been referred to their GP only to have been referred back to the University by their GP which was leaving vulnerable students without the right support. Work was being undertaken to address this. Students could be pointed to some online resources to help them in the meantime if they found themselves on a waiting list to get help.
- (e) Some students were reluctant to be open about their mental health issues for fear of being treated differently.
- (f) The SU were happy to promote University events and run joint events.

039.2018.FSR The Committee thanked the SU for the presentation and recognised and commended the hard work that it was being done to address mental health issues.

Jess Carrier left the meeting

Mental Health & Wellbeing Framework

040.2018.FSR The Committee received a report outlining the University's Mental Health & Wellbeing Framework (paper reference FSR-2018-013).

041.2018.FSR The Committee discussed the framework. The student governor raised concerns that it did not adequately address the student population's needs which differed from those of University staff and suggested that it would perhaps be better if there was a separate framework for each.

It was agreed that implementation of the framework would look different for students and staff.

- 042.2018.FSR The Committee **recommended** that approval of the framework be deferred and that the student governor discuss his concerns with the Director of HR and the Director of Student Services.

Part E: Other matters

Letting of Contracts

- 043.2018.FSR The Committee received a report from the Director of Finance providing an update on decisions made by the Tender Panel (paper reference FSR-2018-014). The contents of the report were noted.

Schedule of meetings and business for 2018/19

- 044.2018.FSR The Committee received its schedule of meetings and business for 2018/19 (paper reference FSR-2018-015). The schedule was reviewed and it was noted that the item 'Students' Union Review and Funding' could be removed from the June 2019 meeting as that had occurred in 2017/18. It was agreed that 'Residential Portfolio update' and 'Strategic Asset Plan update' be added to the Schedule for the January 2019 meeting.

Date of next meeting

- 045.2018.FSR The next meeting of the Finance, Staffing & Resources Committee would be held at 13:30 on 25 January 2019 in room G07, Old Broadcasting House, City Campus.

Confirmed by the Committee/Board as a correct record and signed by the Chair:

Signed: _____ Date: _____