

**Finance & Risk Committee  
MINUTES  
3.30pm 28<sup>th</sup> February 2017  
The Board Room, Gun House**

**Present:**

Oludolapo Bolaji (OB - Chair), James Belmonte (JB), Tom Worman (TW), David Ayton (DA), Cherelyn Cuthbert (CC)

**In Attendance:**

Anna Clodfelter (AC - Advisory), Lucy Simpson (LS – only present for item 7.1), Kaleke Kolawole (KK), Laurie Jones – Minutes

**1. Apologies for Absence**

None

**2. Declaration of Interests**

None.

**3. Minutes of Previous Meeting 22<sup>nd</sup> November 2016**

Minutes of 22<sup>nd</sup> November 2016 approved.

**4. Matters Arising and Action Points From Those Minutes**

- 4.1 Investigate Cyber Crime training for staff and students (TW) – **Completed - Currently trialling a free Open University cyber security course**
- 4.2 Email Activities 23/11/16 – clubs will not play until Risk Assessment submitted (AC) - **Completed**
- 4.3 Talk to University and ask how pension payment will be made and to write full recommendation to full board on 31st January (AC) - **Agenda item 6.4**
- 4.4 Bring proposal of the future relationship with Blue Spire to next F&R (AC) - **Agenda item 5.3**

**5. Finance Matters**

- 5.1 Quarterly Management Accounts including reserves recovery UPSU Management Accounts (CC/AC)  
Paper taken as read.

JB: Affinity income – it says it's down – is there plans in place to up this?

TW: We cut this. Our focus next year is how it would fit because we haven't resourced it properly

CC: We've not quite met the amount required for full recovery of the reserves for this year – it's about £4k out. Going by past history we're likely to meet and exceed it.

**FINANCE & RISK COMMITTEE NOTED AND ACCEPTED THE UPSU MANAGEMENT ACCOUNTS AND PSUT MANAGEMENT ACCOUNTS**

**FINANCE & RISK COMMITTEE NOTED AND ACCEPTED THE RESERVES RECOVERY**

- 5.2 Budget Update (CC)

Paper taken as read.

CC: This was to give you the timeline – I'm expecting everyone to meet the deadline of 17<sup>th</sup> March. Athletic Union and Societies have until the 31<sup>st</sup> March as they have to collate all of their individual group budgets. We're trying to identify the P25 stuff as we go

DA: How does the three year strategy work with the budget process?

AC: We have an operational plan which feeds back up into the strategy that managers use that – currently finalising the 17/18 objectives. They will use the strategy as evidence for increase in finance etc. All trustees are invited to the refinement days – for more information can contact CC

**Action: LJ to invite all trustees to the budget refinement days**

**FINANCE & RISK COMMITTEE NOTED THE BUDGET UPDATE**

- 5.3 Finance department structure and support update (AC) CONFIDENTIAL DISCUSSION

**FINANCE & RISK COMMITTEE APPROVED THE FINANCIAL PROPOSAL FROM NEW FINANCIAL ADVISERS**

**6. Risk Management**

**6.1 Update on Risk Register (TW)**

Paper taken as read.

TW – Update to the operational risks that were awaiting final rating: both were rated as high. Subject to control measures: the outcome of the first line has been appropriately reduced from high to significant; the outcome of the second has been appropriately reduced from high to low

AC: Having done this at an operational level and using this as a working document – what feedback have you had from operational managers?

TW: It's updated annually – one of the things we have flagged is that there are actions that managers need to pick up. This is a standardised model and there aren't any that are streamlined any further

AC: Do we need to have a quarterly action check that is recorded?

TW: LS is now chasing this on a quarterly basis to ensure that managers are checking their actions and this will be recorded

**FINANCE & RISK COMMITTEE NOTED THE UPDATE ON RISK REGISTER**

**6.2 Update on H&S (TW)**

Paper taken as read.

TW – Appointed 2 H&S Coordinators – the University have agreed to increase our funding contribution that has allowed us to split the role. Lucinda Kitching has taken responsibility for work place and staff and Natalie Dutka-Bowskill has taken responsibility for our student facing H&S. A team of 3 people is a more appropriate work load split and will allow more in-depth focus on delivering H&S management.

AC: Update on workplace ill health – we have had two in the last 6 months that are due to work related stress – both are being dealt with internally and externally through Occupational Health

TW: At the last Board there was an issue with student group risk assessments not being received – they have now all been received and are being checked by the Activities Manager. Issue has been flagged that we have been allowing student groups to be active without receiving/reviewing risk assessments. Activities Manager is now in control of this

**FINANCE & RISK COMMITTEE NOTED THE UPDATE ON H&S**

**6.3 Accident Report (TW)**

Paper taken as read.

TW: Because of a legal obligation around Health and Safety, Finance and Risk need to decide:

- We don't currently capture medical history on registration for groups which may be useful for captains. If we are aware of a concussion or injury we will have the ability to add notes. Can monitor that students don't play for a certain period of time if a student does have concussion
- Whether concussion training should be mandatory for rugby due to volume of head injuries resulting in concussion
- Football are not currently on the current high risk groups list when there is a substantial volume of 17% of injuries.

CC: Capturing medical history – issues around data protection?

TW: Would have to consider this – and as part of the new General Data Protection regulations in May 2018. As long as we have explicit consent, it's a lot easier

TW: Currently a risk if student is playing and gets injured they might be administered care that reacts with current medications/injuries. It's students' responsibility to wear medical band/store information in wallet

CC: On a football field you wouldn't have a wallet/medical band

OB: There's nothing that currently encourages student to make people aware of their medical information

AC: Simple to add to membership sign up form as a self-declaration form. Needs to be part of registration. We ask our staff but not our students

JB: What would the committee access be? Could this be used to discriminate?

AC: It would have to be explicit that disclosing medical history does not affect selection

TW: We have to do data protection training for students anyway, so it can be part of this

KK: Would this only apply to sports societies?

TW: No it would be a process across all groups. The steer is that the committee would like us to do this but it is subject to data protection issues. We can roll out a Do More Be More training package

**Action: TW to look at the data protection issues that surround capturing students' medical history**

TW: Thoughts on mandatory concussion training for captains?

OB: What's the total in terms of numbers rather than %? 36% could be any number of people

TW: Around 50 people in the last quarter

DA: Are these head injuries on home or away games?

TW: Home games

DA: What first aid provisions are there currently?

TW: A company called Up and Running provides first aid cover to all of our home games and we ask for a lot of club captains to go through first aid training – opportunity rather than mandatory

AC: My view would be to take RFU or BUCS guidance and also enquire to Up and Running/RFU/another provider as to what training is offered

TW: We have Do More Be More concussion training – it's whether we make it mandatory

AC: With high level first aid training comes responsibility. Might be better if we had Up and Running as they are pitch side and specialist and then give captains the option for further training. If you make someone a concussion expert, they become responsible.

KK: Would it just be the captain who receives first aid training?

TW: Usually it's around that level

JB: If this is the one Sports VP sets up - it's just open to committee members

**Action: NDB/TW to find out the best practice for concussion training for universities from RFU and BUCS and enquire from Up and Running what training courses are offered**

OB: Football as a high risk groups?

TW: My opinion is that it shouldn't be – it's about the volume of reported injuries

DA: What makes a high risk group?

TW: It is mandatory for high risk groups to have a risk assessment review every year and extended oversight from us

JB: Would it be worth look at the magnitude of injuries at the end of the year after the BUCS season has finished?

AC: Maybe we should trigger an annual risk assessment because of the volume rather than categorising as high risk

DA: Do you have either a high or low risk group

TW: High risk groups are reviewed annually, medium risk groups are reviewed on a three year cycle and low risk are reviewed on an annual proportional random section

CC: In the budget for 17/18 – Activities Manager has added a note that only 2 committee members from each high risk clubs get risk assessment trained

AC: I think not to categorise as high risk, look at how many there have been at year-end and if need be we can trigger an annual risk assessment – if lots of minor injuries we won't need to do anything

DA: Potential triggering system – if any group has a certain number of reportable accidents then that triggers a risk assessment at year-end for the next year – if there is suddenly an influx of incidents then there needs to be a risk assessment even if not high risk group

**Action: TW to review a risk assessment triggering system for clubs/societies in line with best practice for the next Finance and Risk.**

**FINANCE & RISK COMMITTEE NOTED THE ACCIDENT REPORT**

#### 6.4 SUSS Pension Deficit (AC) CONFIDENTIAL DISCUSSION

## **FINANCE & RISK COMMITTEE NOTED THE SUSS PENSION DEFICIT UPDATE**

### **6.5 Prevent Update – Verbal update (AC)**

Paper taken as read.

AC:

- Islamic awareness week was fine – only two speakers this year. There has been three external speakers from first aid society and no others. Nothing has been flagged in terms of Prevent procedure and there is no risk to us or our students
- Next week is the Israeli Apartheid week – there is a potential anti-Semitic concern impacting some of our Jewish students. The big issue from a Prevent process point of view is that we didn't know about this event/external speakers. The event may be a risk to some of our students from a cultural point of view due to subject matter. The bigger risk is that a society is doing a massive event and publicising it publically and we don't know about it. We are on the case and I will update next meeting with the outcome

KK: What is the Prevent process?

AC: If there are external speakers/events that could fall under the Prevent duty then we will risk assess and see if they fall under this and how high the risk is. If the risk is high we would have to decide how to lower it – we'd never cancel the event – e.g. alternative view is given or put in security measures.

OB: Palestine Solidarity Society have done this event every year – it's not a new thing. Most of the time it's on University campus – this time I think they have intentionally not put it on University grounds due to their perception of Prevent. Because it's not University grounds, does this change anything?

AC: As a students' union we still have a responsibility under Prevent because they are a UPSU society and take on the support benefit as well as the responsibility and accountability to work with us. As a Society they sign up to letting us know about their events and for us as a union to work with them to make decisions about how to risk assess etc. If they are not a students' union society they can do what they want – we would still like to be involved to help protect and support.

OB: I think this is a culture that will continue to happen with societies continuing to by-pass our processes

AC: Can only work towards how we can have better relationships and find solutions from us if we have conversations around these issues to better support societies. Have to have these conversations individually with societies and would rather not call them in because they haven't communicated with us – we need to understand why they feel the need to do this and they need to understand our context and we need to understand theirs. Currently situation where an event is happening and they haven't followed processes that is agreed when they sign up. It's a sensitive subject because of Prevent – we need to work out what went wrong from a process point of view as we would for any society. These conversations have been triggered today

DA: At the last Board of Trustees we actioned for Prevent training to be on Do More Be More committee training

KK: Given the scope of the event – they may not want an alternative voice to participate at their event – is there an alternative way to facilitate an alternative voice in a different environment?

AC: Yes – there would be a reference within that communication that there is an alternative view and would make an equal opportunity for a platform for this view at the Union. This would always be appropriate and in consultation with the group

KK: If the Palestinian Society decided not to be a society under the union – if they carried out this event on University property would you still have to carry out Prevent?

AC: If it's taking place on University property, it would still come under Prevent. If they were a group of students meeting in Portsmouth elsewhere, then no. This is coming at the duty from one perspective – we want to work it as a positive process that creates balanced, healthy debates around some really difficult subjects in a safe environment

DA: It's about enabling, not blocking

## **FINANCE & RISK COMMITTEE NOTED THE PREVENT UPDATE**

## 7. Any Other Business

### 7.1 P25 Update (LS)

LS:

- Roadshow was successful – quality conversations with University staff/UEB/students/purple door. Main concerns were funding and duplication (ensuring there are clear lines between what University and Union does)
- Separate risk register for P25
- Have had a conversation about allocating some of this year's P25 budget for financial consultancy over the next few months – we had the budget available and it seems like a practical use of it

AC: This would be Peter Greaney from Counterculture – looking at our financial 5 year plan. Quick wins and budgeting for this year – the quick wins are going to fire into this year's budget – is this realistic/are we going to hit them/what do managers think?

LS: Have been working with CC so it comes from the finance department – if there is a specific thing, e.g. research software that they can put a name/price to then they can do this. Another way is by building up agile pots of funding for quick wins that we haven't identified or feel like we need to put some money behind. We're adding what year on year isn't spent so it's available for as many as possible. CC is working with OMG to build up this agile pot to join together as a central P25 budget for refinement

AC: Are the quick wins realistic and going to happen?

LS: Yes – OMG have them in mind. Some they are working on straight away and others are being scooped into places like Do More Be More

TW: University are keen on us reporting our quick wins

OB: Was anything brought to question at the roadshow?

LS: There was nothing that was fundamentally not liked. Were specific questions about funding/democracy/HYS etc. University's concerns were about duplication and asking where the fun is. Purple Door were enthusiastic that we want to work with them as opposed to competing with them

JB: We looked at ways we could be more engaging with their processes and improve it rather than duplicate it

LS: Paul Tilley wants to set a strategy that obviously states what the University's responsibility is and what the Union's responsibility is

OB: What do they mean by fun?

LS: Enjoyment of what happens within the University wasn't coming through in the models

JB: Fiona Lovering specifically looked at the night life – her son is choosing a university because of the nightlife/city and this couldn't be seen in the model. When they think of the Union, they think of something that offers extra-curricular fun activities

#### **FINANCE AND RISK NOTED THE P25 UPDATE**

### 7.2 External Trustee at Finance and Risk Committee (AC)

AC: None of the other External Trustees responded to take the place on this committee – currently are without. We're recruiting on the 17<sup>th</sup> March

**Action: Action for the next Board of Trustees meeting to ensure that all committees are filled**

**Action: AC to look at the risk of losing External Trustees on the risk register**

## 8. Date and Time of Next Meeting – 17<sup>th</sup> May 2017 @ 4pm

### ACTIONS:

Action	Who	Update	Status
Invite all trustees to the budget refinement days	LJ		<b>Complete</b>
Look at the data protection issues that surround capturing students' medical history	TW	Incorporated in GDPR Review	<b>Complete</b>
Find out the best practice for concussion training for universities from RFU and BUCS and enquire	NDB/TW		<b>Complete</b>

from Up and Running what training courses are offered			
Review a risk assessment triggering system for clubs/societies in line with best practice for the next Finance and Risk.	TW	Agenda item 6.2	<b>Complete</b>
Inform the University of the further advice that has now been given regarding acting ultra vires in the SUSS Pension Deficit Matter	AC		<b>Complete</b>
AC to speak to the Charity Commission regarding acting ultra vires in the SUSS Pension Deficit Matter	AC	Awaiting response at time of writing	<b>Complete</b>
Action for next Board of Trustees meeting to ensure that all committees are filled		Added to the next Board of Trustees agenda (04/04/17)	<b>Next BoT - 04/04/17</b>
Look at the risk of losing External Trustees on the risk register	AC		<b>Complete</b>

**CONFIDENTIAL ITEMS:**

SUSS Pension Deficit	Confidential Item
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**Minutes Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_