MINUTES OF A MEETING OF THE SELWYN STAFF COMMITTEE
HELd ON WEDNESDAY 9 MAY 2018.

Present: Bursar
Operations Manager
HR & H&S Officer
Domus Manager, representative for Heads of Departments
Matt Rowe and Karoly Farkas, representatives for the Catering Department
Fabia Gawthrop and Diane Flack, representatives for Housekeeping
Helen Arnold, representative for the Porters
Michael Wilson, representative for staff in the Library & Archives
Shona Winnard, representative for the administrative staff

1. Statement of Conflict of Interest
No conflicts of interest were declared.

2. Apologies for absence
Apologies were received from Sally Clayson.

3. Minutes of the meeting held on 6 March 2018
The minutes of the meeting held on 6 March 2018 were approved as an accurate record.

4. Matters arising:
   a) Cycle cull – the Operations Manager reported that between 50 – 60 more spaces were now available as a result of the cycle cull. The bicycles were donated to the Papworth Trust. The cycle racks will continue to be monitored. Shona reported that the gate to the cycle rack in front of the Library was difficult to negotiate due to the strength of the spring. The Operations Manager will review the gate, but noted that there was a need for the spring to be reasonably strong to ensure that the gate is closed for security purposes. Cycle racks in other areas of the College will also continue to be monitored.

5. College Accounts
The Bursar reported that although the accounts for the first 6 months were slightly ahead of forecast, after 9 months, the accounts have dropped back and are fairly close to the budgeted figure.
6. **Staff Wellbeing**  
The HR & H&S Officer reported that the College would be focusing on staff wellbeing. The College has increased the provision through the Medicash scheme to include six counselling sessions. The Stress Management policy will be reviewed this year and would also include a section on staff wellbeing. It is hoped to establish a programme of lunchtime events in College (based on the University Festival of Wellbeing model) offering different wellbeing activities such as a tour of the College garden and wellbeing walks. Michael Wilson reported that the Library and Head Gardener had been asked to participate in this year’s University Festival of Wellbeing.

7. **Bursar’s Garden Party**  
The Bursar noted that the date of his garden party has been changed and will now be held on Monday 18 June 208.

8. **Any Other Business**  
The HR & H&S Officer noted that a representative for staff in the Maintenance and Gardens departments had not been appointed. The Operations Manager will speak to Heads of Departments at the next Operations Team meeting. **Action: Operations Manager.**

9. **Dates for meetings for the next academic year.**  
The following dates were noted:

   21 November 2018  
   13 February 2019  
   8 May 2019

All meetings will be held at 10.30 am in the College Office Meeting Room.