MINUTES OF A MEETING OF THE SELWYN STAFF COMMITTEE
HELD ON WEDNESDAY 10 JUNE 2015.

Present:  
Bursar (Chair)  
Finance Manager  
HR & H&S Officer  
Sue Jeffries (HoDs’ representative)  
Diane Flack, Hugo Felipe, Darren Runham, Darran Kerry, Michael Wilson, and Andrew Bennett (staff representatives).

1. Welcome to a new staff representative.  
The Bursar welcomed Andrew Bennett, representative for the Porters’ Lodge, to his first meeting.

2. Statement of Conflict of Interest.  
No conflicts of interest arising from the agenda were declared.

3. Apologies for Absence.  
Apologies for absence were received from Shona Winnard.

4. Minutes of the meeting held on 18 February 2015.  
The Minutes of the meeting held on 18 February 2015 were approved as an accurate record of the meeting.

5. Matters Arising  
a) Staff Discount Scheme (local suppliers).  The HR & H&S Officer reported that only one supplier (Travis Perkins) who could offer discount had been identified.  The Bursar reminded the group that local discounts were available through the Medicash healthcare cash plan.

6. College Accounts.  
The Finance Manager reported that accounts heading towards the end of the Financial Year were looking good, but that next year would be more challenging.

7. Staff Suggestion Scheme  
a) Circulation of Staff Committee Minutes:  It was agreed that minutes of future meetings should be circulated for notice boards and not in individual pay packets.

8. Any Other Business.  
a) University Car Share Scheme:  Michael Wilson presented details of the University Car Share Scheme.  It was agreed that this should be investigated to establish if it was available for College staff.  Action: HR & H&S Officer/Michael Wilson.

The Bursar noted that a charge for parking at College might be introduced by the City Council but that would be some years away.
b) **Pay Dates:** Andrew Bennett asked for details of monthly pay dates. The dates through to the end of the year had previously been circulated but it was agreed that they should be re-circulated to Heads of Departments for department notice boards. 

*Action: Finance Manager.*

9. **Dates of the future meetings:**

- 25 November 2015
- 17 February 2016
- 11 May 2016