Present: Sally Clayson, Finance Manager (Acting Chair)  
Sue Barnes, HR & H&S Officer  
Bill Simmonett Conference & Catering Manager (HoDs’ representative)  
Darren Runham (Group 2 representative)  
Darran Kerry (Group 3 representative)  
Shona Winnard (Group 4 representative)

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

2. Apologies for absence.
Apologies for absence were received from the Bursar, Zsolt Hofstadter and Michael Wilson.

3. Minutes of the meeting held on 27 November 2013.
The Minutes of the meeting held on 27 November 2013 were approved as an accurate record of the meeting.

4. Matters Arising
a) **Cycle Sheds and Racks** - Darran Kerry reported that new racking has been installed in the Library cycle shed on a trial basis, and that it was the Maintenance Manager’s intention to replace all cycle racks with the new racking if there are no problems. It was suggested that those who regularly use this cycle shed should continue to monitor the availability of spaces and use of the new racking. A member of staff had reported problems finding a space in the Library cycle shed on two occasions. Darran Kerry pointed out that while Cripps is being refurbished some students may be using other cycle racks, and it was possible that when the refurbishment is completed, more spaces might be available in other cycle racks.

b) **Halal Dishes** - The Conference & Catering Manager reported that he continues to monitor the balance of Halal and non-Halal dishes offered. Darran Kerry noted that there had been an improvement about the choices available, but the feedback he had received from staff was that there was still a limited choice available. It was suggested that there might be a choice of 1 Halal and 1 vegetarian dish on the menu each day. Mrs Clayson said the College is able to track the sales of Halal dishes. Some members of staff have very strong feelings about Halal meat. It was noted that Halal meat was not currently being served at High Table. It was requested that Halal meat should always be labelled so that non-Selwyn people are aware. The Conference & Catering Manager reported that new labeling regulations are being introduced at the end of this year which will track ingredients during food preparation to ensure that all staff are aware of the ingredients of each dish. This will be supported with an information folder which Servery staff can refer to. It was noted that the serving of Halal meat had not been discussed at the Steward’s Committee and suggested that the Bursar might consider this. The Conference & Catering Manager said that he would welcome a College decision and
that he would obtain more information about Halal slaughter practices.  Action: Conference & Catering Manager.

5. College Accounts
The Finance Manager confirmed that the College accounts for the year to date were on track.

6. Staff Suggestion Scheme.
   a) ‘Close the Door’ energy saving campaign – The HR & H&S Officer reported that Michael Wilson had suggested the College might consider a campaign to keep outside doors closed to save money and demonstrate the College’s commitment to energy efficiency. It was agreed that the Hall door is closed by staff because of drafts in the Servery. Door closers are fixed to doors to the Porters’ Lodge and staircases and it was therefore felt that a campaign was not necessary.
   b) Offering the public the opportunity to dine in College at their expense - The Conference & Catering Manager said this had already been considered, but there were problems in selling tickets, available seating, and charging VAT on the food to non-Selwyn members.
   c) 38 Grange Road drainage – The HR & H&S Officer noted that this suggestion had been discussed last year and that it had been agreed to monitor and review. Darran Kerry reported that the problem had been solved by installing covers over the drains and no further action was necessary.

7. Staff Meals.
Notices to remind staff of the meal allowances had been circulated on department notice boards. The Conference & Catering Manager noted that this had helped his staff to monitor that staff were not taking more than their entitlement. Mrs Clayson noted the Bursary staff would continue to monitor staff meal costs.

8. Staff Attendance on Staff Outings.
Some Catering staff had questioned why they were not allowed to go on Staff Outings unless they were on a scheduled day off. The Conference & Catering Manager said that there wasn’t a day during the year when it would be possible for everyone to attend. Releasing staff from work during term times was particularly a problem, although he noted that the choice of outings had made it slightly easier. It was suggested that the College might offer a reduced service or no service on the day of the staff outing, and the Conference & Catering Manager agreed to look at staff numbers to see if this would be possible. Action: Bursar & Conference & Catering Manager.

9. Smoking Policy.
The HR & H&S Officer reported that the College’s Smoking Policy had recently been reviewed and College Council had approved a recommendation that the same rules regarding the use of cigarettes in College will also apply to electronic cigarettes.

10. Any Other Business.
No further matters were discussed.

11. Date of the next Meeting
The next meeting will be held at 10.30 am on 7 May 2014.