MINUTES OF A MEETING OF THE SELWYN STAFF COMMITTEE
HELD ON WEDNESDAY 26 NOVEMBER 2014.

Present: Bursar (Chair)
          HR & H&S Officer
          Finance Manager
          Diane Flack (Group 1 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 Sue Jeffries (HoDs’ representative), Michael Wilson
   (Group 4 representative) and Darren Runham (representative for the Catering Department.)

3. Minutes of the meeting held on 7 May 2014.
   The Minutes of the meeting held on 7 May 2014 were approved as an accurate record of the
   meeting.

4. Staff Representatives.
   The HR Officer reported that a second staff rep was still needed for the Catering Department. It
   was suggested that Darren Runham might be able to encourage one of the Catering Assistants to
   take on the role. Action: HR Officer/Darren Runham.

5. Matters Arising
   a) Cycle Sheds and Racks. The Bursar noted the recent cycle cull had freed up 121 spaces and
      that all cycle racks in Cripps were back in use following completion of the refurbishment
      No further problems had been reported. The Bursar stated that the cycle racks would
      continue to be monitored and he urged staff to report any further problems. Darran noted
      that, following a trial of a new style of rack in the Library cycle shed, further racks would be
      replaced throughout 2015.
   b) Staff Car Park. The Bursar confirmed that he had asked the Head Porter to ensure that
      Porters patrol the car parks. It was reported that occasionally cars are inconsiderately
      parked, but that no major problems had arisen recently. The Bursar noted the technology
      exists to install an automatic barrier at the entrances to parking areas in Cripps, but that
      currently there are no parking issues in these areas.

6. College Accounts
   The Finance Manager reported that the Accounts had been audited satisfactorily and that, as noted
   at the recent HoDs’ meeting, the College was able to pay one week’s bonus to staff. Shona Winnard
   reported a delay in receiving this news because the Development Department is not represented at
   HoDs meetings. It was agreed that checks would be made to ensure the Development Director
received minutes of HoDs’ meetings and that his email is included in the HoD@sel.cam.ac.uk group email. **Action: HR Officer.**

7. **Staff Suggestion Scheme.**
   No suggestions had been received since the last meeting. The HR Officer said she would continue to include suggestion scheme slips in pay packets to promote the Scheme and would ask HoDs to remind their staff about the scheme. **Action: HR Officer.**

8. **Any Other Business.**
   The Finance Manager reported there are still a few places left for the Staff Christmas Party to be held on 13 December.

   Darran Kerry noted that the ‘Selwyn’s Got Talent’ had received a great deal of interest and some amazing talent had been uncovered. The Finance Manager reported that £217 had been raised for Dr Whittaker’s Medical Fund and a further £240 had been raised in support of East Anglian Childrens Hospices (EACH).

9. **Dates of Future Meetings.**
   The following dates are noted:

   18 February 2015
   06 May 2015