MINUTES OF A MEETING OF THE SELWYN STAFF COMMITTEE
HELD ON WEDNESDAY 7 MAY 2014.

Present: Bursar (Chair)
HR & H&S Officer
Sue Jeffries (HoDs’ representative)
Diane Flack (Group 1 representative)
Darren Runham (Group 2 representative)
Darran Kerry (Group 3 representative)
Shona Winnard (Group 4 representative)
Michael Wilson (Group 4 representative)

In attendance: Bill Simmonett (Catering Manager) and Matthew Rowe (Executive Head Chef).

1. **Staff Representative Changes.**
   Bill Simmonett has stood down as the representative for Heads of Departments and the Bursar welcomed Sue Jeffries as his successor. Hugo Felipe has been appointed as a representative for the Housekeeping Department.
   [Post-meeting note: The College needs to appoint a second representative for the Catering Department to replace Zsolt Hofstadter.]

2. **Statement of Conflict of Interest.**
   No conflicts of interest were declared.

3. **Apologies for absence.**
   Apologies for absence were received from the Hugo Felipe.

4. **Minutes of the meeting held on 19 February 2014.**
   The Minutes of the meeting held on 19 February 2014 were approved as an accurate record of the meeting.

5. **Matters Arising**
   a) **Cycle Sheds and Racks.** There continue to be problems with availability of space in the Library Cycle Shed, especially during the Easter vacation. The Bursar noted that the cycle cull during the summer might improve space availability. He also said the cycle provision would continue to be monitored, and that he hoped some of these problems would be solved on completion of the Cripps Court refurbishment when all cycle racks would be back in use.
   b) **Halal Dishes.** The Bursar Conference & Catering Manager reported that the trial to provide Halal dishes continues and he is monitoring the balance of Halal and non-Halal dishes offered. Darran noted that there had been an improvement about the choices available, but the feedback he had received from staff was that there was still limited choice available. By the end of year chicken by law (check with Bill). It was suggested that there might be a choice of 1 Halal and 1 vegetarian dish. 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
Bill Simmonett said that he would welcome a College decision about offering Halal meat, and that he would obtain more information about Halal meat from his meat supplier. Mrs Clayson said that sales of Halah dishes could be tracked through the College’s accounts system.

c) **Staff Attendance on Staff Outings.** The Conference & Catering Manager reported problems releasing staff while maintaining an acceptable level of service. The Bursar said that the College would not close, but hoped that as many staff as possible could be released if they wished to go on the outings. He also said that staff should be encouraged to look at the range of different events offered.

6. **College Accounts**
The Finance Manager noted that the accounts were on target. The Bursar noted that the refurbishment of Cripps Court was also on target and that the Diamond was being upgraded by our Maintenance staff.

7. **Staff Suggestion Scheme.**
No suggestions had been received since the last meeting. The HR Officer said she would include suggestion scheme slips in this month’s pay packets to promote the Scheme. **Action: HR Officer.**

8. **Staff Car Park.**
A number of staff had complained about problems finding a parking place during a two week period when some conference guests had parked in the staff car park. Staff had arrived at 7.30 am and the car park had been full with cars inconsiderately parked and facing Anns Court. Staff had also reported that some workmen working on the Cripps refurbishment had also parked vehicles in the staff car park. The Conference & Catering Manager reported that the conference guests had not been offered parking (Conference guests are offered parking in the Rugby Ground for an additional cost) and had been illegally parked. The Bursar undertook to remind the Head Porter that her staff should be actively policing the car parks. **Action: Bursar.**

Visitors should be encouraged to use the parking spaces in the Rugby Ground which would be available until the refurbishment of Cripps was completed.

9. **Any Other Business.**
Michael Wilson reported that he was a member of a steering group which had been established to consider Fairtrade status for the College.

10. **Dates of Meetings for the next Academic Year.**
The following dates have been included in the College Diary:

    26 November 2014
    18 February 2015
    06 May 2015