MINUTES OF A MEETING OF THE SELWYN STAFF COMMITTEE
HELD ON 11 MAY 2016.

Present: Bursar (Chair)
HR & H&S Officer
Finance Manager
Sue Jeffries (HoDs’ representative)
Diane Flack (staff representative)
Shona Winnard (staff representative)
Ian O’Connor (staff representative)
Darran Kerry (staff representative)
Vivien Meszaros (staff representative)
Matt Rowe (staff representative)
Michael Wilson (staff representative)

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

2. Apologies for Absence.
   Apologies were received from Darren Runham.

   The HR Officer advised that Darren had given notice of his intention to stand down from the Committee due to other commitments. In his place, Vivien Meszaros and Matt Rowe had volunteered as Staff Representatives for the Catering Department.

   The Bursar welcomed Vivien and Matt to the meeting.

3. Minutes of the meeting held on 17 February 2016.
   The minutes of the meeting held on 17 February 2016 were approved as an accurate record of the meeting.

4. Matters Arising:
   There were no matters arising.

5. College Accounts.
   The Finance Manager said that she was satisfied with the accounts to date. (The financial year runs from 1 July – 30 June.) The Bursar noted that the previous financial year had been an exceptional year.

6. Ashton KCJ: The 1 Scheme.
   The HR Officer circulated an offer from Ashton KCJ for a 15% staff discount on their legal services. The 1 Scheme also offers Drop-in Days at which staff would receive a free 30-minute consultation on a range of legal services. She also noted that the Bursar had
expressed concern that staff might assume the College was recommending the company’s services. The Bursar noted that more competitive prices might be obtained from smaller local companies. During the discussion it was noted that time would be lost while staff attended the consultations and that most solicitors offered a free consultation. The Committee recommended the College should not proceed with this suggestion.

7. **Any Other Business.**
   a) **Heating** – Diane Flack asked if it was possible to turn the heating off in communal areas. Some Housekeeping staff had complained about the heat, especially when working on the higher floors. The Bursar noted that the heating is normally switched off on 1 May but the temperature is still dropping considerably at night. The temperature continues to be monitored daily. Darran Kerry said that it should be possible to turn down individual radiator thermostats. *Action: Darran Kerry.*

   b) **Split Shifts** - Vivien Meszaros asked if it would be possible to reduce the number of split shifts in the roster. The Bursar noted that this was a matter for the Conference & Catering Manager and not the Committee.

   [Post-meeting note: The HR Officer has passed this enquiry to the Conference & Catering Manager who noted that this was being considered as part of a staff review but that split shifts would have cost implications.]

7. **Dates of Future Meetings.**

   The following dates have been set for meetings for the Academic Year 2016-2017:

   23 November 2016
   15 February 2017
   10 May 2017