



Minutes

BT-223-M1

A meeting of the LSU Trustee Board was held on 28 June 2022 at 17:00 in the Pearce Committee Room, Hazlerigg Building.

1. PRESENT:

Andy Doyle (Chair), Freya Mason, Charlotte Style, Alex Marlow, Rachel Caverhill, Richard Taylor, Ashleigh Ponder and Harry Hughes-Slattery.

In attendance: Trevor Page, Liz Monk, Danny Smith, Alice Robinson, Anouska Johnson, Ben Clubb, Rhianna Garrett, Grace Moronfolu, Emma Kilby-Brooks, Henry Lloyd, Nemat Alizada, Della Freeth (v), Colina Wright (v), Iman Khan (v), Vicci Kirkpatrick (v), Jo Gregory-Brough, Nicky Conway and Sue Lucas (Clerk to the Board).

Apologies: Edward O'Sullivan

2. REGISTER OF INTERESTS

To be distributed and then updated before each meeting.

3. TO APPROVE THE MINUTES OF THE LAST MEETING

BT-222-M2 – 29 Mar 2022

To deal with matters arising not elsewhere on the agenda.

4. TO RECEIVE UPDATES ON ACTIONS RAISED

5. TO RECEIVE MANAGEMENT ACCOUNTS

a) To update the Board and note the financial position of the Union and subsidiary companies.

VK gave a summary of her commentary report for the Q3 management accounts. DF asked for additional information and clarity. Action: VK to check the details of the report and recirculate.

b) To note and approve the proposed budget for 2022-23

TP asked the Board to note and approve the proposed deficit budget and the route to a surplus over the next two to three years. The Board noted that this paper would have benefited from a supporting paper submitted by the Finance and Risk committee. TP assured the Board that the budget had been fully scrutinised and was robust. The Board noted that they were supportive and approved the proposal.

c) To receive and approve a proposal for an annual cost of living pay award

The Board discussed at length the proposal put forward by the senior leadership team before asking TP to look at the financial implications of raising the offer by 1%.

d) To approve the proposed scheme of delegation for Budget Monitoring and Financial Transactions

LM noted the delegated authority proposal and asked the Board for any questions. The Board approved without comment.

6. TO RECEIVE AND NOTE A REPORT FROM THE EXECUTIVE

a) **To receive an update on the progress of the Sabbatical Officers.**

FM noted her final report. The Board thanked Freya and her team for the contribution they had made, noting, that we are proud of all the work her team have done this year.

7. TO RECEIVE AND NOTE REPORTS FROM THE CHIEF EXECUTIVE OFFICER

a) **To note the CEO's report and approve the appointment of a Company Secretary**

TP updated the Board on the progress made towards the sale and leaseback of the building. He noted that due to final amends to the property handbook the exchange was slightly delayed. He also asked the Board to approve the appointment of Sue Lucas to Company Secretary. The Board discussed the appointment and queried whether this met with Union EDI recruitment processes. TP noted this wasn't the creation of a new role and in fact just a reallocation of responsibilities. SL's appointment approved.

b) **To note the CEO's update on the Senior Leadership Structure**

Noted

8. AGENDA ITEMS

a) **People Policy – Liz Monk**

I. **Absence Leave and Working Policy**

LM asked the Board to consider the re-introduction of paid time to volunteer and approve the increase in basic annual leave. She noted the general benefits to staff and the proposal to add 2 additional days annual leave. The Board felt that 20 days annual leave was very low and suggested that the Union look at the pros and cons of different approaches, bench marking existing staff, and facilitating dynamic working.

II. **Flexible Working**

The Board are asked to receive and approve the updated flexible working policy which provides clarity to formal flexible working and informs managers of process. Approved with no comment.

b) **Executive Handover and Induction 2022 – Nicky Conway**

NC summarised the phased handover and induction for this year Executive Officers. The Board suggested that we gather for feedback from the Executive on inclusivity and ask, 'is there anything we are missing'. The Board suggested the inclusion of EDI training.

c) **Annual Report – Jo Gregory-Brough**

JGB gave an overview of the Annual report before asking the Board for questions or comments.

d) **Safeguarding – Alex Marlow**

AM asked the Board to approve the proposal to train key members of staff to take disclosures and appoint a DSL. These members of staff will be supported by the Deputy CEO and the Welfare & Diversity EO. EKB has experience in safeguarding and offered the Union her support.
Approved.

e) **Policy Review - Student Discipline Policy**

CS asked the Board to note and approve the updates to the Union member discipline policy for licensed activity. The Board discussed at length the table of offences highlighting areas that would benefit from a clearer classification.

f) **Sub-Committees of the Board**

EDI – Grace, Colina, Rhianna and Iman

Finance and Risk – Vicii, Emma, Della and Henry

HR – Emma, Colina, Nemat and Liz

Sub-committee Chair and terms of business to be agreed at the first meeting.

9. ANY OTHER BUSINESS

10. DATE OF NEXT MEETING:

25 Oct 2022, 24 Jan 2023, 21 Mar 2023, 20 Jun 2023