

| FINANCE & AUDIT COMMITTEE REPORTS | | | | | | | |
|---|--|-------------------|-----------------|------------------------|-----------------|----|------|
| From | Period start date | | | To | Period end date | | |
| | 27 | 07 | 2020 | | 27 | 08 | 2020 |
| Overview of Charity's key details | | | | | | | |
| Charity name: | The University of Bath Students' Union | | | | | | |
| Other names: | The SU | | | | | | |
| Charity number: | 1143154 | | | | | | |
| Charity address: | The SU Bath, University of Bath, Claverton Down, Bath, BA2 7AY | | | | | | |
| Governing document: | Articles of Association | | | | | | |
| Constitution: | Unincorporated association | | | | | | |
| Details of Charity's professional services | | | | | | | |
| Bank name: | National Westminster Bank Plc | | | | | | |
| Bank address: | 39 Milsom Street, Bath, BA1 1DS | | | | | | |
| Auditor name: | RSM UK Audit LLP | | | | | | |
| Auditor address: | Hartwell House, 55 – 61 Victoria Street, Bristol, BS1 6AD | | | | | | |
| Committee Membership | | | | | | | |
| Trustee name | Office | Start date | End date | Appointment | | | |
| Francesco Masala | President | 02/07/2019 | 02/07/2021 | Elected by Members | | | |
| Tom Sawko | Sport Officer | 02/07/2019 | 02/07/2021 | Elected by Members | | | |
| Rob Clay | Independent Trustee | 12/10/2015 | 12/10/2021 | Appointed by the Board | | | |
| Jordan Kenny | Independent Trustee | 19/12/2019 | 19/12/2022 | Appointed by the Board | | | |
| Valerie Copenhagen | Independent Trustee | 19/12/2019 | 19/12/2022 | Appointed by the Board | | | |
| Kate Aldridge | Independent Trustee | 19/12/2019 | 19/12/2022 | Appointed by the Board | | | |

| Content | Report Number |
|---|---------------|
| Report on minutes of the previous meeting and actions arising | R1 |
| Report on finance and audit | R2 |
| Report on risk management | R3 |

PURPOSE

To:

- approve the minutes of the previous meeting;
- inform Trustees of the outcome of actions arising from that meeting;
- note any decision that have been made since without a meeting.

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Pages 2-4: Appendix 1: minutes

REPORT**1. MINUTES OF THE PREVIOUS MEETING**

- 1.1. The minutes of the previous meeting are attached as appendix 1 and require approval before being signed by the Chair.
- 1.2. If any Trustees have any amendments can they please email these to the secretary before the meeting. Any amendments made will be noted at the meeting.

2. OUTCOME OF ACTIONS ARISING FROM THE LAST MEETING

- 2.1. Head of Finance has met with area budget managers to discuss where further savings could be made in their respective areas. This will be further reported upon at the meeting and within the Finance reports.
- 2.2. The Head of Finance is still to action the checking of what the impact the proposed change to the limit authorisation would have had on last year's asset register. Time permitting this will be done for next meeting.

3. DECISIONS MADE WITHOUT A MEETING

- 3.1. No decisions have been made by the Trustees without a meeting since they last formally met.

ACTIONS

4. Trustees are asked to note the report.

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| CONTACT: | Gregory Noakes (Governance & Executive Support Manager) | Telephone: 01225 386362 E-Mail: g.d.noakes@bath.ac.uk |
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APPENDIX 1: Finance & Audit Committee minutes

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|-----------------------|---|--------------------|-----------------|
| Meeting: | Finance & Audit Committee | | |
| Location: | Microsoft Teams Meeting | | |
| Date & Time: | Monday 27th July 2020 at 2pm | | |
| Present: | | | |
| Tom Sawko | Sport Officer (<i>Chair</i>) | | |
| Jordan Kenny | Independent Trustee | | |
| Katie Aldridge | Independent Trustee | | |
| Rob Clay | Independent Trustee | | |
| In attendance: | | | |
| Gregory Noakes | Governance & Executive Support Manager (<i>Secretary</i>) | | |
| Helen McHenry | Head of Finance | | |
| Andrew McLaughlin | Chief Executive | | |
| Item | | | |
| 1. | Apologies for absence | | |
| | Name | Reason | Accepted |
| | Valerie Copenhagen | Sick | Yes |
| | Francesco Masala | University Council | Yes |
| 2. | Election of Chair | | |
| | The Committee elected the Sport Officer to be Chair of the committee for the year. | | |
| 3. | Notice of any other business | | |
| | The following items were identified for discussion under any other business: | | |
| | <ul style="list-style-type: none"> Proposed change to asset capitalisation limit; Audit arrangements. | | |
| 4. | Declaration of conflict of interest | | |
| | No conflicts of interests were declared in any items on the agenda. | | |
| 5. | Minutes of the previous meeting and matters arising | | |
| | The Committee received a report on the minutes of the previous meeting and matters arising (See R1 of the Committee reports). | | |
| | They approved the previous minutes for the Chair to sign, subject to the following amendment: | | |
| | <ul style="list-style-type: none"> P3 Agenda Item 7 Audit recommendations: 'The Committee received a report on the <u>current management accounts and reserves</u> should read 'The Committee received a report on the <u>progress made on the audit recommendations</u>' | | |
| 6. | Finance & Audit | | |
| | The Committee received a report on finance and audit matters (see R3 of the Committee reports). | | |

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| | <p>The Head of Finance explained that The SU would not be receiving the furlough job retention grant as this would go to the employer which, for most SU staff, was the University. The Committee discussed the possibility that The SU might receive the furlough job retention bonus in February.</p> <p>The Head of Finance reported on a legal case which had gone to the High Court which, depending on the ruling, might determine whether the insurance company paid The SU a £50,000 insurance claim for business disruption caused by Covid-19.</p> <p>QUESTION: A Trustee asked what was the worst case scenario predicted for this financial year.</p> <p>ANSWER: The Head of Finance explained that the best case scenario was a deficit end of year budget of -£60,000 with -£120,000 being the worst case. This would dependent upon the outcome of the insurance claim submitted for business disruption caused by Covid-19, bad debts provision and movements in restricted funds.</p> <p>QUESTION: A Trustee asked would the worst case scenario completely wipe out The SU reserves.</p> <p>ANSWER: The Head of Finance explained that this would wipe of the free reserves but there would still be restricted reserves.</p> <p>QUESTION: A Trustee asked what would be the impact on The SU if the free reserves were wiped out.</p> <p>ANSWER: The Head of Finance explained that free reserves were for projects so the impact would be that there would be no money to spend on this in the future until restored.</p> <p>QUESTION: A Trustee asked what was happening with the Club Development Officer role.</p> <p>ANSWER: The Head of Finance explained that the funding for this project supported role would end in September. A business case had been put into the University to replace another currently vacant staff role with this new role on a permeant basis. Therefore in future this role would be paid for from the staff budget.</p> <p>The Head of Finance reported on the progress made to address the audit recommendations. Due to staffing absence it has not been possible to implement full segregation this year. It has also not been possible to address cash controls as this is not a priority for the University who do not see this as an issue. Potentially this might be addressed if The SU takes the decision to go cashless for 2020/21 which might prompt action from the University.</p> <p>QUESTION: A Trustee asked for clarity on what the issue with cash control was.</p> <p>ANSWER: The Head of Finance explained that the auditors had flagged it as an issue because SU and University cash were being kept in the same safe which could lead to increased risk of accidentally mixing cash up.</p> <p>QUESTION: A Trustee asked how big an issue would auditors consider it that these recommendations had not addressed.</p> <p>ANSWER: The Head of Finance explained that they would likely be understanding of the circumstances and recognise that The SU was trying to address these issues.</p> <p>The Head of Finance noted that auditors would likely focus scrutiny on authorisation this year due to the sudden change to remote working as a result of Covid-19.</p> |
| <p>7.</p> | <p>SU Scenario Planning</p> <p>The committee received a report on scenario planning (<i>see additional report circulated late to the Committee</i>).</p> |

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| | <p>The Head of Finance reported on the Bars team’s plans for generating commercial income while adhering to social distancing restrictions.</p> <p>QUESTION: The Chair asked what would student staffing be like under these plans? ANSWER: The Head of Finance explained that student staffing would be reduced to the minimum required to carry out the proposed offer.</p> <p>The Chief Executive reported that the University were in discussions over the potential to have The SU take over a former primary school in Dartmouth Avenue. Currently this was being offered with maintenance costs to be covered by the University.</p> <p>QUESTION: A Trustee asked if the University already owned it. ANSWER: The Chief Executive explained that it was currently owned by the Local Authority and the University were considering renting it off them.</p> <p>The Chief Executive reported on progress towards securing the Edge for The SU. Current plans were for maintenance costs to be covered by the University. An additional four staff members would be transferred to The SU with the budget to cover them.</p> <p>The Committee discussed the different scenarios and agreed that more work was required to identify what decisions would need to be made in the event of the worst case (<i>scenario 3</i>). This would potentially be useful to share with the University to highlight the possible impact of a worst case scenario on The SU. Understanding the possible impact might prompt the University to give financial support to The SU to help avoid this worst case.</p> <p>The Committee discussed and agreed that each area should review their budgets again to identify activities that might possibly be suspended to make further savings for The SU. Essential savings should be made now to reduce the need to draw on the reserves next year.</p> <p>ACTION: Head of Finance to meet with area budget managers to identify further savings that could be made.</p> <p><i>(Jordan Kenny left the meeting at this point)</i></p> <p>The Chief Executive explained that another big saving could be made by disaffiliating from National Union of Students. This year affiliation would cost The SU £37,500. Possibly exploring the alternatives for this might allow to make large savings.</p> |
| <p>8.</p> | <p>Risk Management</p> <p>The committee received a report on risk management (<i>see R3 of the Committee reports</i>).</p> <p>The Chief Executive reported that changes being considered to The SU data protection arrangements might require the risk register to be updated to reflect the increased risk of potentially handling more sensitive data.</p> |
| <p>9.</p> | <p>Proposal to go Cashless</p> <p>The Committee received a report on a proposal to make The SU cashless (<i>see R4 of the Committee reports</i>).</p> <p>The Committee discussed and agreed that The SU should go cashless. They noted that for international students this might be an issue at the start of term when many were still in the process of sorting out their banking arrangements and might need to obtain cash from The SU</p> |

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| | <p>finance office. It was agreed that early communications should be sent to these students to help them with sorting this out.</p> |
| 10. | <p>Any other business</p> <p>The following items had been previously identified for discussion under any other business:</p> <p>1) Proposed change to asset capitalisation limit</p> <p>The Committee discussed the proposal to change the limit from a £1000 capital expenditure limit to £2,500. This would cut out the need to record the lower level assets on the asset register. They agreed that the Head of Finance should first check what the impact of the proposed change would have been on last year’s asset register.</p> <p>ACTION: The Head of Finance to check what the impact of the proposed change to the limit authorisation would have been on last year’s asset register.</p> <p>2) Audit arrangements</p> <p>The Committee discussed and agreed that the following Trustees should be involved in the annual arranged call with the auditors:</p> <ul style="list-style-type: none"> • Kate Aldridge; • Rob Clay; • Tom Sawko. <p>The Head of Finance noted that the auditors had reported that a new requirement required that The SU have ‘Going Concern’ policy. This was needed to set out how the Board holds The SU accountable for managing its ongoing financial obligations.</p> |
| 11. | <p>To confirm the date and time of future meetings</p> <p>The Committee noted the following dates and times for future committee meetings:</p> <ul style="list-style-type: none"> • Thursday 27th August 2020 9-11am • Thursday 22nd October 2020 9-11am • Thursday 19th November 2020 9-11am • Monday 15th March 2021 9-11am • Thursday 20th May 2021 9-11am |
| <p>The meeting ended at</p> | |
| Item number | Action |
| 7 | Head of Finance to meet with area budget managers to identify further savings that could be made. |
| 10 | The Head of Finance to check what the impact of the proposed change to the limit authorisation would have been on last year’s asset register. |

PURPOSE

To provide Trustees with:

- a revised budget for 2020/21;
- update on progress to implement audit recommendations.

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REPORT**1. BACKGROUND**

1.1. At its last meeting, Finance & Audit Committee asked the Head of Finance to work with budget holders to identify additional savings within The SU budget for 2020/21. With the financial year-end process underway (The SU financial year ends at the end of July) we are also able to provide an interim update on financial position at the end of 2019/20, update The SU's reserve position and provide some recommendations on our approach to finance moving forward.

2. YEAR END 2019/20

2.1. In March 2019, The SU instigated a number of cost reduction measures in order to reduce the immediate financial impact of the Covid-19 pandemic. This included cancelling events early to avoid costs, halting purchases of equipment and services, and making extensive use of furlough for 45% of core staffing roles.

2.2. Early analysis of year-end data (see Appendix 1) suggests that we have been able to contain operating losses for last year to -£55k.

2.3. There are some important points to note within this final year position:

- In June we were notified that the University would not be passing on an estimated £60k of furlough savings for core roles, though we did receive the payments for those staff working in commercial areas as their salaries are not linked to the grant payment we receive from the University.
- We also have an outstanding insurance claim worth £50k. A test legal case is currently in progress and this will decide whether we receive a payment. Given the current uncertainty, our auditors have recommended that we exclude this potential payment from our accounts for 2019/20
- Other revisions since the last Finance & Audit Committee meeting include the removal of a bad debt provision, additional costs of media sales cover during maternity

2.4. Our ability to restrict spending has been due to some key factors: the complete absence of students from campus and the associated halt to physical student activity/demand; a high proportion of staff being on furlough and the high workload of others who remained at work. Similar restrictions may not be possible in the future in a different scenario.

3. 2020/21 BUDGET UPDATE

- 3.1. In June, the University Council approved The SU budget request in full, despite the need to make major savings elsewhere.
- 3.2. Since the last Finance & Audit Committee meeting, the Head of Finance has worked with budget managers to identify additional savings in order to recover from additional losses that will be suffered as Covid-19 restrictions continue (Appendix 2). The loss assumptions are based on two different scenarios:
- Scenario 1 (-£107k loss for 2020/21): restrictions in place of semester one only, with normal activity resuming in semester two. To be prudent this scenario does not include plans for potential recovery events such as an additional summer ball for the 2020 cohort, a delayed 'traditional' Freshers' Week experience and other events towards the end of the year, however these opportunities will be taken if possible.
 - Scenario 2 (-£266k loss for 2020/21): restrictions in place throughout the next 12 months with no opportunity for recovery activity.
- 3.3. Alongside previous savings as part of the budgeting process, budget managers have been able to identify £40k of additional savings that we can implement this year. This has included the removal of budget most non-commercial casual staff, delaying purchases and cancelling non-essential activity.
- 3.4. The SU has limited budget non-pay opportunities that are easily recognised and we are at the point now of having to tackle more complex issues (see section 6 below) if further savings are required.

4. RESERVES

- 4.1. The SU holds unrestricted reserves currently totalling more than £303k (this figure is after adjustment based on the initial 2019/20 accounts). Of this, £224k has been identified as a permanent reserve to fund SU activity in time of a financial crisis and £79k for investment in strategic projects. Having halted additional activity, our commitment for this investment reserve is restricted to £4k, leaving a total reserve of £299k.
- 4.2. Any immediate use of the reserves will need to be factored into The SU's finance strategy moving forward, in that our budgeting would need to deliver sufficient financial contribution each year in order to replenish the permanent reserve within a specified time-frame.

5. THE EDGE AND DARTMOUTH AVENUE

- 5.1. The Edge consultation has now concluded, and The SU is set to gain additional funding for four roles and an operational budget of around £45k (TBC). This will provide an immediate boost, but there are some key areas to maintain a watching brief over:
- There is an un-budgeted revenue stream through facilities hire that we are now in a stronger position to realise.
 - The University has committed to producing an arts strategy for the University, although the delivery of this remains unclear at present. This could present additional revenue opportunities for The SU in the future.
 - We are seeking clarity over the University's plans for long- and medium-term cyclical maintenance of the facility, together with equipment replacement plans. This is subject to ongoing discussion.
- 5.2. The University has agreed a three-year lease for Dartmouth Avenue facility, and The SU will be the main occupants of this space. It is free of rent and maintenance costs, however the University's long-term plans for the venue are unclear. We may have difficult issues ahead should the current arrangement be subject to future change post the University's Covid-19 attention.

6. FUTURE SAVINGS/INCOME OPPORTUNITIES

6.1. This section of the report has been removed from the public report as it contains information that is of a sensitive and confidential nature.

7. BUDGET RECOMMENDATIONS

- 7.1. Identify a figure that will be expendable from The SU permanent reserves for 2021/22, with necessary check-points throughout 2020/21
- 7.2. CEO continue progress over the SLA, and highlight the content of this paper with the Director of Finance, requesting a view on emergency funding from the University
- 7.3. CEO to progress confidential development on cost/benefit of major savings opportunities
- 7.4. Discuss longer-term approach and agree path.

8. AUDIT RECOMMENDATIONS – UPDATE ON OUTSTANDING ITEMS

8.1. Segregation of Duties:

- Work on creation of procedures manual and replacement of existing Bye Laws and regulations pushed back to Semester One.
- The team has been affected by the absence of a key staff member, meaning some tasks not fully segregated as Head of Finance has to cover number of their tasks.

8.2. Cash Controls

- No action until University finds an alternative location for its cash deposits and security collections, and AHS use own facilities for providing change for its outlets. The Finance Office will be closed for at least Semester One as whole of Level 3 commandeered by the bar. Temporary lack of access to SU may prompt University action.

ACTIONS

9. Trustees are asked to note the report.

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| CONTACT: | Andrew McLaughlin (<i>Chief Executive</i>) Helen McHenry (<i>SU Head of Finance</i>) | E-Mail: a.m.mclaughlin@bath.ac.uk E-Mail: h.m.mchenry@bath.ac.uk |
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APPENDIX 1: Management Accounts

| Student's Union Budget Summary | Annual budget 2019-2020 £ | August | September | October | November | December | January | February | March | April | May | June | July | YTD | | | |
|--|------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------------|----------------------------------|-------------------------|
| | | 2019 Actual for month £ | 2020 Actual for month £ | Actual Year-to-date 2019-20 £ | Budget Year-to-date 2019-20 £ | Variance to budget £ |
| Income | | | | | | | | | | | | | | | | | |
| University block grant | 1,703,349 | 500 | 130,583 | 130,583 | 130,583 | 175,917 | 141,917 | 141,917 | 141,917 | 141,917 | 141,917 | 141,917 | 141,917 | 1,703,000 | 1,703,349 | -349 | |
| Student groups | 6,875 | 520 | 521 | 9,055 | 50,951 | 60,595 | 13,503 | 27,743 | 20,429 | 17,796 | 1,317 | -2,372 | 10 | 204,347 | 6,875 | 197,472 | |
| Sports clubs income | 367,800 | 530 | 2,129 | 75,264 | 338,939 | 135,839 | 48,937 | 49,677 | 64,418 | 14,166 | -13,576 | 4,180 | 2,093 | 720,212 | 367,800 | 352,412 | |
| Commercial income | 1,202,083 | 510 | 8,161 | 100,339 | 197,221 | 174,524 | 81,323 | 54,296 | 162,005 | 77,413 | 10,443 | 0 | 0 | 866,253 | 1,202,083 | -335,831 | |
| Advertising & Sponsorship | 43,000 | 540 | 8,510 | 2,038 | -348 | 1,695 | 925 | 12,120 | 2,067 | 70 | 4,405 | 340 | 0 | 30,762 | 43,000 | -12,238 | |
| Event income | 203,000 | 550 | 400 | 201,811 | 241 | 78 | 403 | 1,519 | 2,205 | 162 | 0 | -162 | 0 | 206,586 | 203,000 | 3,586 | |
| Union income | 117,800 | 560 | 31,189 | 10,414 | 19,770 | -12,910 | 6,647 | 5,996 | 2,510 | 14,043 | 306 | 407 | 333 | 77,663 | 117,800 | -40,137 | |
| Motor & travel income | 5,000 | 570 | 0 | 0 | 0 | 785 | 370 | 60 | 240 | 275 | 0 | 0 | 0 | 1,730 | 5,000 | -3,270 | |
| Internal recharges | 45,000 | 580 | 0 | 0 | 9,225 | 5,217 | 16,559 | 3,193 | 3,365 | 1,195 | 990 | 0 | 825 | 47,336 | 45,000 | 2,336 | |
| Total Income | 3,693,908 | | 181,493 | 529,505 | 746,583 | 541,740 | 310,583 | 296,520 | 399,156 | 267,036 | 145,803 | 151,077 | 144,353 | 3,857,888 | 3,693,908 | 163,981 | |
| Staff Costs | | | | | | | | | | | | | | | | | |
| Staff: Payroll | -1,713,201 | 705 | -117,079 | -128,629 | -151,785 | -127,034 | -139,820 | -125,142 | -132,096 | -124,855 | -128,941 | -135,953 | -109,022 | -119,387 | -1,539,743 | -1,713,201 | 173,458 |
| Staff: Agency | -20,000 | 706 | 0 | 0 | -3,872 | -2,792 | -4,198 | -7,933 | -2,372 | -11,293 | -1,760 | -8,300 | -3,966 | -3,217 | -49,703 | -20,000 | -29,703 |
| Total Staff Costs | -1,733,201 | | -117,079 | -128,629 | -155,657 | -129,826 | -144,018 | -133,074 | -134,468 | -136,149 | -130,701 | -144,253 | -112,988 | -122,603 | -1,589,446 | -1,733,201 | 143,755 |
| Other Expenditure | | | | | | | | | | | | | | | | | |
| Student groups | -14,203 | 720 | -7,058 | -12,567 | -34,653 | -40,520 | -29,885 | -6,903 | -32,432 | -20,160 | -4,339 | 120 | 2,092 | -6,387 | -192,690 | -14,203 | -178,487 |
| Sports clubs | -423,293 | 730 | -72,942 | -47,575 | -97,971 | -176,291 | -73,222 | -78,283 | -96,075 | -47,609 | -8,985 | -9,396 | -8,664 | 889 | -716,122 | -423,293 | -292,829 |
| Volunteer and student costs | -54,475 | 785 | -2,169 | -3,992 | -2,489 | -1,793 | -410 | 230 | -504 | -1,591 | 0 | -21 | -2,086 | -14 | -14,837 | -54,475 | 39,638 |
| Commercial costs (direct) | -417,269 | 710 | -9,271 | -46,569 | -68,545 | -63,521 | -8,524 | -25,092 | -50,657 | -27,136 | 2,488 | 0 | -5 | -11,981 | -308,812 | -417,269 | 108,457 |
| Staff: Other | -289,087 | 700 | -6,276 | -11,378 | -73,524 | -54,279 | -32,926 | -30,032 | -12,075 | -50,363 | -21,049 | -90,815 | 61,305 | 7,566 | -313,846 | -289,087 | -24,759 |
| Advertising & marketing | -18,530 | 740 | -455 | -2,100 | -495 | -523 | -4,230 | -2,339 | -1,275 | -140 | -40 | -150 | 0 | -110 | -11,857 | -18,530 | 6,673 |
| Event costs (direct) | -263,400 | 750 | -24,786 | -32,848 | -35,157 | -10,862 | -108,744 | -13,732 | -1,659 | 12,722 | 11,800 | 0 | -150 | 0 | -203,416 | -263,400 | 59,984 |
| Union expenses | -121,135 | 760 | -20 | -71,405 | -12,843 | -5,353 | 6,415 | -5,732 | -618 | -641 | -341 | 1,500 | -23,662 | -1,026 | -113,725 | -121,135 | 7,410 |
| Internal Recharges | -23,300 | 780 | 0 | 0 | -9,225 | -5,517 | -16,719 | -3,193 | -3,365 | -1,195 | -990 | 0 | 0 | -65 | -40,270 | -23,300 | -16,969 |
| Establishment | -128,693 | 790 | -64,322 | -8,617 | -1,913 | -7,983 | 29,697 | -4,947 | -11,425 | -16,764 | -1,293 | -2,649 | -2,862 | -19,876 | -112,952 | -128,693 | 15,741 |
| Asset and finance expenses | -111,910 | 795 | -16,303 | -43,045 | -35,265 | -13,695 | 36,064 | -10,265 | -7,303 | -15,366 | -6,769 | -8,364 | -1,350 | -19,347 | -141,007 | -111,910 | -29,097 |
| Administration | -50,980 | 765 | -13,129 | 3,375 | -27,057 | 13,376 | -3,721 | -2,021 | -4,241 | -3,472 | -2,005 | 1,089 | -4,237 | -660 | -42,704 | -50,980 | 8,276 |
| Motor expense | -43,375 | 770 | -18,323 | -10,703 | -5,387 | 2,119 | -7,941 | -2,416 | -2,677 | -3,710 | -2,406 | -24,413 | -10,995 | -284 | -87,137 | -43,375 | -43,762 |
| Depreciation | -16,100 | 799 | -1,217 | -1,217 | -1,217 | -1,217 | -1,217 | -1,217 | -1,217 | -1,217 | -1,217 | -1,217 | -1,217 | -14,607 | -16,100 | 1,493 | |
| Total Other Expenditure | -1,975,750 | | -236,272 | -288,641 | -405,740 | -366,059 | -215,362 | -185,942 | -225,522 | -176,641 | -35,144 | -134,317 | 8,171 | -52,513 | -2,313,982 | -1,975,750 | -338,232 |
| Total Expenditure | -3,708,951 | | -353,351 | -417,270 | -561,397 | -495,885 | -359,380 | -319,016 | -359,990 | -312,790 | -165,846 | -278,570 | -104,818 | -175,116 | -3,903,428 | -3,708,951 | -194,477 |
| Groups restricted/designated funds adj | | | | | | | | | | | | | | -9,821 | 0 | -9,821 | |
| Surplus/(Deficit) | -15,043 | | -171,858 | 112,235 | 185,185 | 45,855 | -48,797 | -22,496 | 39,166 | -45,754 | -20,043 | -127,493 | 39,535 | -31,076 | -55,361 | -15,043 | -40,317 |
| Union Projects Spend from Reserves | | | -9,108 | -6,413 | -6,270 | -6,498 | -7,671 | -5,925 | -7,031 | -5,712 | -10,857 | -4,611 | -1,349 | -4,611 | -76,054 | | |
| Net Union Surplus/(Deficit) | | | -180,966 | 105,823 | 178,915 | 39,357 | -56,468 | -28,421 | 32,136 | -51,466 | -30,900 | -132,104 | 38,186 | -35,687 | -131,415 | | |
| Other Restricted Activities: | | | | | | | | | | | | | | | | | |
| Alumni Bids | 0 | | -543 | 0 | 0 | 0 | 0 | 0 | 0 | -456 | 0 | 0 | 18,977 | 17,977 | | | |
| Student Community Partnership | -3,030 | | 31,759 | -3,581 | -3,262 | -4,169 | -4,857 | -4,106 | -3,895 | -4,271 | -3,903 | -3,954 | -4,882 | -12,152 | | | |
| SCP River Safety Fund | -404 | | 0 | -1,125 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -1,529 | | | |
| Student Development | -1,581 | | -1,214 | -1,468 | 27,529 | -2,560 | -5,678 | -1,547 | -1,348 | -977 | -1,293 | 14,037 | -1,743 | 22,156 | | | |
| Student Groups Restricted | | | | | | | | | | | | | | 9,611 | | | |
| Designated Funds | | | | | | | | | | | | | | 210 | | | |
| RAG | | | -4,175 | -97 | 5,310 | 1,029 | 4,983 | 4,656 | 716 | 3,265 | -479 | 994 | 203 | -14,766 | 1,641 | | |
| Net Surplus/(Deficit) Per Exchequer | | | -190,157 | 135,728 | 178,052 | 64,653 | -58,214 | -34,300 | 27,199 | -53,444 | -37,084 | -136,306 | 48,473 | -38,101 | -93,501 | | |

APPENDIX 2: Budget Scenarios

|  THE SU UNIVERSITY OF BATH | Budget V1 | Budget S1 | Budget S1 Updated | Budget S2 | Budget S2 Updated |
|--|-------------|-------------|-------------------|-------------|-------------------|
| | 2020/21 | 2020/21 | 2020/21 | 2020/21 | 2020/21 |
| | £ | £ | £ | £ | £ |
| Income | | | | | |
| Block Grant | 1,774,924 | 1,774,924 | 1,774,924 | 1,774,924 | 1,774,924 |
| Commercial sales | 1,087,934 | 736,434 | 736,434 | 378,608 | 378,608 |
| Sports income | 121,702 | 121,702 | 99,300 | 121,702 | 99,300 |
| Advertising & Marketing | 45,000 | 39,000 | 39,000 | 38,000 | 38,000 |
| Event Income | 400,865 | 274,467 | 274,467 | 78,600 | 78,600 |
| Other | 87,638 | 165,994 | 131,856 | 156,404 | 121,266 |
| | 3,518,063 | 3,112,521 | 3,055,981 | 2,548,238 | 2,490,698 |
| Staff Costs | | | | | |
| Staff: Salaries & Wages | - 1,708,324 | - 1,704,324 | - 1,704,324 | - 1,704,324 | - 1,704,324 |
| Staff: Casual | - 295,990 | - 252,625 | - 234,995 | - 177,013 | - 159,383 |
| Staff: Training & Conferences | - 27,500 | - 13,500 | - 11,000 | - 13,500 | - 13,700 |
| Staff: Vacancy Factor | 62,533 | 62,533 | 62,533 | 62,533 | 62,533 |
| Other | - 17,618 | - 14,070 | - 27,320 | - 12,070 | - 23,570 |
| | - 1,986,899 | - 1,921,986 | - 1,915,106 | - 1,844,374 | - 1,838,444 |
| Other Expenditure | | | | | |
| Commercial | - 364,417 | - 252,654 | - 252,654 | - 134,900 | - 134,900 |
| Sport | - 271,805 | - 271,805 | - 212,660 | - 271,805 | - 212,660 |
| Advertising & Marketing | - 24,620 | - 24,620 | - 23,820 | - 24,620 | - 23,820 |
| Event costs | - 396,586 | - 323,962 | - 323,962 | - 125,596 | - 125,596 |
| Affiliation | - 39,250 | - 39,250 | - 38,110 | - 39,250 | - 38,110 |
| IT Management Fee | - 44,500 | - 44,500 | - 44,500 | - 44,500 | - 44,500 |
| Administration Costs | - 47,483 | - 30,280 | - 26,983 | - 29,280 | - 24,033 |
| Budget allocated to student group | - 19,773 | - 19,773 | - 15,023 | - 19,773 | - 15,023 |
| Volunteer & Student Costs | - 34,533 | - 27,133 | - 20,263 | - 27,133 | - 20,263 |
| Establishment | - 113,399 | - 106,279 | - 106,279 | - 105,279 | - 105,279 |
| Capital Purchase Under £1000 | - 19,700 | - 16,700 | - 16,700 | - 15,700 | - 15,700 |
| Repairs & Maintenance | - 29,318 | - 25,318 | - 25,318 | - 25,318 | - 25,318 |
| Irrecoverable VAT | - 26,500 | - 21,500 | - 21,500 | - 14,000 | - 14,000 |
| Bank & Credit Card Charges | - 22,500 | - 18,500 | - 18,500 | - 18,500 | - 18,500 |
| Professional fees | - 15,000 | - 15,000 | - 15,000 | - 15,000 | - 15,000 |
| Depreciation | - 15,400 | - 15,400 | - 15,400 | - 15,400 | - 15,400 |
| Other | - 46,161 | - 45,161 | - 32,150 | - 44,161 | - 31,150 |
| | - 1,530,945 | - 1,297,835 | - 1,208,822 | - 970,215 | - 879,252 |
| Total Expenditure | - 3,517,844 | - 3,219,821 | - 3,123,928 | - 2,814,589 | - 2,717,696 |
| Surplus / -Deficit | 219 | - 107,300 | - 67,947 | - 266,351 | - 226,998 |

PURPOSE

To provide an update on risk management matters handled by The SU since the previous meeting.

CONTENTS

| | |
|------------|---|
| Pages 1-2: | Report |
| Page 2: | Actions |
| Page 3: | Appendix 1: Risk Register |
| Pages 4-5: | Appendix 2: Business Continuity and Recovery Plan |
| Page 6: | Appendix 3: Accident Statistics |
| Page 7: | Appendix 4: Health & Safety Inspection Update |

REPORT**1. RISK REGISTER**

- 1.1. Appendix 1 contains the Risk Register which was last updated in March 2020.
- 1.2. Consideration needs to be given to whether any of the current risks on the risk register need updating in the light of the current pandemic. Areas that may need upgrading in terms of likelihood are:
 - Reduced income from University block grant and/or commercial activities;
 - Sudden reduction in staffing resources;
 - Staff/Student serious injury or fatality.
- 1.3. A further risk to be potentially added to the risk register is poor handling of safeguarding, complaints and student member disciplinary matters. Work needs to be done to evaluate where The SU stands on this and this will be carried out by the Governance & Executive Support Manager.

2. BUSINESS CONTINUITY AND RECOVERY

- 2.1. Due to the current pandemic caused by Covid-19 The SU is currently operating in accordance with its Business Continuity and Recovery policy.
- 2.2. Senior Management and Officers continue to meet virtually daily to discuss issues arising and make decisions.
- 2.3. Across The SU planning is currently focused on how activities might be carried out in the Autumn.
- 2.4. The SU finance team continues to monitor the budget closely.
- 2.5. Appendix 2 contains a copy of the current Business Continuity and Recovery plan.

3. HEALTH & SAFETY

- 3.1. Appendix 3 contains statistics for accidents that have been reported to the Departmental Health & Safety co-ordinator.
- 3.2. The Cheerleading club's activities have currently been suspended due to concerns around standards of health & safety. Work is currently ongoing to address these.

3.3. Appendix 4 contains an update for actions identified from the Health & Safety inspection carried out in November 2019.

3.4. The Departmental Health & Safety coordinator in June carried out individual work station assessments via Microsoft Teams for all staff. A number of staff were identified as needing equipment and this has been supplied to them. Another concern is the suspension of child care provisions which has affected some staff. The Departmental Health & Safety coordinator continues to monitors this and is considering what actions could be taken to address this.

| |
|----------------|
| ACTIONS |
|----------------|

4. Trustees are asked to note the report.

| | | |
|-----------------|--|--------------------------|
| CONTACT: | Gregory Noakes (<i>Governance & Executive Support Manager</i>) | E-Mail: gdn26@bath.ac.uk |
| | Paul Brooks (<i>Departmental Safety Co-ordinator</i>) | E-Mail: pb262@bath.ac.uk |

APPENDIX 1: RISK REGISTER

Student Union Risk Register

| Risk Key | Score | Action |
|--------------|---------|---|
| Low Risk: | (1-8) | continue, but review periodically to ensure controls remain effective |
| Medium Risk: | (9-12) | continue, but implement additional reasonably practicable controls where possible and monitor regularly |
| High Risk: | (15-25) | identify new controls to reduce risk to a low or medium level. |

| Description of risk | Impact (1-5) | Likelihood (1-5) | Gross Risk | Key controls/processes to mitigate risk | Impact (1-5) | Likelihood (1-5) | Net Risk | Movement | Improvement actions/additional controls to be added | Timescale | Risk Owner |
|---|--------------|------------------|------------|---|--------------|------------------|----------|----------|--|-----------|---|
| | | | | | | | | | | | |
| Reduced income from University block grant and/or commercial activities | 5 | 3 | 15 | Regular reviewing of commercial income performance. Regular ongoing analysis of current market competition. Budget monitoring and approval by Trustees Reserve budget can cover SU operating costs for a year | 5 | 2 | 10 | 5 | Budget planning to account for different levels of funding. Exploring opportunities to diversify and strengthen commercial income. Establish back-up of alternative supply options to NUSSL. | | Chief Executive of Finance Head of Commercial |
| Fraud | 5 | 3 | 15 | Financial policies, procedures and regulations. Budget monitoring and approval by Trustees External audit with auditors reporting directly to Trustees. | 5 | 2 | 10 | 5 | Review of financial policies. | | Chief Executive of Finance Governance Manager |
| Staff/Student serious injury or fatality | 5 | 3 | 15 | Annual internal health & safety audit. staff/student health & safety training Risk assessments for high risks activities . Student/Staff events approved via online Event Planner. Fire wardens and agreed evacuation procedures. UHSE external healthy & safety audits. Suitable insurance cover for The SU. | 5 | 2 | 10 | 5 | | | Chief Executive Governance Manager Head of Commercial Head of Activities |
| Data breach | 5 | 3 | 15 | staff/student data handling training. Data sharing agreement with University. Data stored securely on MSL and Alterline servers. Personal staffing records kept by the University HR dept. | 5 | 2 | 10 | 5 | GDPR policy to be reviewed. Data sharing agreement with University to be reviewed. Retention schedule to be added to SU File Policy. | | Chief Executive Governance Manager |
| IT Support Services | 5 | 3 | 15 | University run | 5 | 2 | 10 | 5 | | | Chief Executive Governance Manager |
| Sudden reduction in staffing resources | 5 | 3 | 15 | Business continuity plan. Emergency planning pre-meetings. Chief Executive on University business continuity team. | 5 | 2 | 10 | 5 | | | Chief Executive Deputy Chief Executive |
| Poor stakeholder engagement. | 4 | 3 | 12 | Regular engagement activities with University stakeholders. | 4 | 3 | 12 | 0 | Memorandum of understanding with University. Clear SLA with key University departments. Stakeholder management strategy. | | |
| Poor Student engagement | 4 | 3 | 12 | Ongoing data insight research into student participation. | 4 | 3 | 12 | 0 | Student Engagement Policy to be written. Development of Citizen Assembly. | | Chief Executive Head of Student Voice |
| Poor strategic planning and oversight | 4 | 3 | 12 | Strategy monitored and approved by Leadership Committee/Board. Annual staff area planning. Ongoing data insight research to inform strategies/planning. Project Management training. Projects approved and monitored by Leadership Committee/Board. | 4 | 2 | 8 | 4 | | | Chief Executive Deputy Chief Executive Heads of Departments |
| Poor recruitment, retention and diversity | 4 | 3 | 12 | Trustee training and induction. Staff taining for chairing interview panels. Staff development and training opportunities. Regular staff wellbeing surveys. | 4 | 2 | 8 | 4 | Development of second line support and succession planning. | | Chief Executive Deputy Chief Executive University HR |
| Failure to handle reputational risk | 3 | 3 | 9 | List of events Slander and libel training for student media/officers | 3 | 2 | 6 | 3 | | | |

APPENDIX 2: Business Continuity and Recovery Plan

| Core Function/Process | Activity | Impact of loss/disruption upon business continuity | Recovery Time Objective | Maximum Tolerable Period of disruption | Department or staff with special interest | Planned mitigation prior to disruption | Period(s) during which more critical | Gaps in resilience and/or further required mitigation |
|-----------------------------|--------------------------------|--|-------------------------|--|---|---|--------------------------------------|--|
| Commercial Income | Bar day time activities | financial | 3-7 days | 7 days | Bars & Events Team | None | Term time | |
| | Club Nights | financial | 3-7 days | 7 days | Bars & Events Team | None | Term time | |
| | Events held in the bar | financial | 3-7 days | 7 days | Bars & Events Team | None | Term time | |
| | External stallholders | financial | 3-7 days | 7 days | Marketing Team | Move event if notice given | Term time | |
| Key Events | Freshers' Week | financial/reputational | 1/2 day | 1/2 day | Bars & Events Team | Event Risk Management plan/Move event if week notice given. | At time of the event | Cancelation policy Add event cancelation to bookings terms & conditions |
| | Freshers' fair/re-fresh fair | financial/reputational | 1/2 day | 1/2 day | Marketing Team | Move event if notice given | At time of the event | |
| | Varsity | financial/reputational | 1/2 day | 1/2 day | Activities Team | Risk Management plan for event cancelation | At time of the event | |
| | Rugby at Rec | financial/reputational | 1/2 day | 1/2 day | Activities Team | Event Risk Management plan/Move event if week notice given/cancel with minimal impact | At time of the event | |
| | Summer Ball | financial/reputational | 1/2 day | 1/2 day | Bars & Events Team | Event Risk Management plan/Move event if week notice given. | At time of the event | Cancelation policy |
| | Masquerade | financial/reputational | 1/2 day | 1/2 day | Activities Team | Event Risk Management plan/cancel in accordance with notice required under venue contracts. | At time of the event | |
| | Snowball | financial/reputational | 1/2 day | 1/2 day | Activities Team | Event Risk Management plan | At time of the event | |
| | Awards | financial/reputational | 1/2 day | 1/2 day | Activities Team | Event Risk Management plan/Cancel in accordance with notice required under venue contracts. | At time of the event | Cancelation policy |
| | Farmers Market | financial/reputational | 1/2 day | 1/2 day | Marketing Team | Cancel with minimal impact if 48 hours notice given | At time of the event | |
| | Elections | reputational | 3-7 days | 7 days to 1 month | | Move if elections if necessary | At time of the event | |
| Finance Functions | Paying suppliers | financial/service delivery | 1/2 day | 7 days to 1 month | Finance Team | Remote working/Head of Finance hold credit card | NA | |
| | Re-imbursing students | financial/service delivery | 1/2 day | 7 days to 1 month | Finance Team | Remote working | NA | |
| | Managing income | financial/service delivery | 3-7 days | 7 days to 1 month | Finance Team | Remote working | NA | |
| | Managing bank account | financial/service delivery | 1/2 day | 7 days to 1 month | Finance Team | Remote working | NA | |
| | Budgetary managemant | financial/service delivery | 3-7 days | 7 days to 1 month | Finance Team | Remote working | NA | |
| | VAT return | financial/regulatory | 7 days | 7 days to 1 month | Finance Team | Remote working/Submit at least a week before deadline/HMRC give 1 warning for late submission | Quarterly | |
| | Charity Return | financial/regulatory | 7 days | 7 days to 1 month | Finance Team | Remote working/Submit at least a month before deadline | Jan-Feb | |
| Advice & Support | Student Casework | Service delivery/health & safety | 1/2 day | 3-7 days | Advice & Support Team | Remote working | Term time | |
| | day to day advice & support | Service delivery/health & safety | 1/2 day | 3-7 days | Advice & Support Team | Remote working | Term time | |
| Communication | Social media channels | service delivery/reputation | 1/2 day | 3-7 days | Marketing Team | Remote working | Term time | |
| | Maintaining website | service delivery/reputation | 1/2 day | 3-7 days | Marketing Team | Remote working | Term time | |
| General Activities | BUCS games | financial | 3-7 days | 7 days to 1 month | Student Group Activities | Remote working | Term time | |
| | Approving Student group events | financial | 3-7 days | 3-7 days | Student Group Activities | Remote working | Term time | |
| | Responding to enquiries | service delivery | 1-2 days | 3-7 days | The SU | Remote working | Term time | |
| | Day to day office functions | service delivery | 3-7 days | 7 days to 1 month | The SU | Remote working | Term time | |

| Department/supplier | Description of equipment/external service provider | Special features | Mitigation | Recovery Time Objective | Maximum Period of Disruption | Users/Stakeholders | Gaps in resilience and/or further required mitigation |
|-------------------------|--|---|--|-------------------------|------------------------------|-----------------------|---|
| External Supplier | Security | Understand student clientele and campus security. | Links to other local Bath-based security companies | 3-7 days | 7 days | Students/Staff/The SU | |
| NUS Ltd | Food/Beverage suppliers | Good discounts on products | List of alternative suppliers kept | 3-7 days | 7 days | Students/Staff/The SU | |
| SU Bars & Entertainment | Plug and Tub | Large fully equipped Venue | Very well managed - inaccordance with procedures | 3-7 days | 7 days | Students/Staff/The SU | |
| Advance | Exchequer software | Finance software | NA | 1/2 day | 1/2 day | Finance team | |
| Nat West/gemalto | Card reader | Allows card payment | NA | 1/2 day | 1/2 day | Finance team | |
| MSL | Website | | | 1/2 day | 1/2 day | Marketing team | |
| Adobe creative cloud | Software | High design specs | | 3-7 days | 7 days | Marketing team | |
| Advice Pro | Advice Database software | Software | | | | | |

| Name | Department/sub-group | Role | Description of concerns | Mitigation | Gaps in resilience and/or further required mitigation |
|---------------|----------------------|-----------------|-------------------------|-------------|---|
| Helen McHenry | Finance Team | Head of Finance | VAT Return | | |
| Helen McHenry | Finance Team | Head of Finance | International payments | | |
| Helen McHenry | Finance Team | Head of Finance | fixed asset register | | |
| Rajiv | Marketing Team | Web Developer | Back end MSL functions | Contact MSL | |

APPENDIX 3: ACCIDENT STATISTICS

| | Incident Details | | | | | Injury Details | | Injured Party Details | | | Referral Details | | | Investigation Details | | | Insurance Claims | | | |
|--------------|------------------|----------------------------|---------------------------------|----------|---------------|----------------|-------------|-----------------------|----------------------|----------|------------------------|------------------|------------------------|-----------------------|---------------------|------------------|------------------|---------------|-----|---|
| | Activity | Club/Event | Date of Incident | Location | Reported by | Injury to | Type | Student/Staff | Year | Category | First Aid Administered | Sent to Hospital | Reported to University | Investigated | Was it preventable? | Anything Updated | Claim made | Claim Outcome | | |
| Semester one | 1 | Setting up | Backstage/Freshers Week | Sep-19 | Underdeck | | Head | Gash | Student | 5 | Undergraduate | Yes | Yes | Yes | Yes | No | Risk Assessment | - | - | |
| | 2 | Inflatable Obstacle Course | Freshers Week | Sep-19 | Founders Hall | | Shoulder | Dislocated | Student | 1 | Undergraduate | Yes | Yes | Yes | Yes | Not known | No | - | - | |
| | 3 | Practice | Cheerleading club/Freshers Week | Sep-19 | STV | Club Chair | | Shoulder | Unspecified | Student | | Yes | No | Yes | Yes | No | No | - | - | |
| | 4 | Practice | Cheerleading Club | Oct-19 | STV | Club Chair | | Head | Concussion | Student | 2 | Undergraduate | Yes | Yes | Yes | Yes | No | No | - | - |
| | 5 | Practice | Cheerleading Club | Oct-19 | STV | Club Chair | | Nose | Fracture | Student | 2 | Undergraduate | Yes | Yes | Yes | Yes | No | No | - | - |
| | 6 | Match | Rugby | Oct-19 | Sulis pitch | Captain | | Leg | Fracture | Student | 2 | Undergraduate | Yes | Yes | Yes | Yes | No | No | Yes | - |
| | 7 | Practice | Cheerleading Club | Nov-19 | STV | Club Chair | Ankle, Head | Concussion & sprain | Student | 1 | Undergraduate | Yes | Yes | Yes | Yes | No | No | - | - | |
| | 8 | White water rafting | Canoe | Nov-19 | River Dart | IP | | Chin | Gash | Student | 1 | Undergraduate | Yes | Yes | Yes | Yes | No | No | - | - |
| | 9 | Bars | Bars | Nov-19 | Plug | N/K | | Ankle | Dislocation | Student | 1 | Undergraduate | Yes | Yes | Yes | Yes | Not known | No | - | - |
| | 10 | Practice | Cheerleading Club | Nov-19 | STV | Club Chair | | Nose | Broken | Student | 1 | Undergraduate | Yes | Yes | Yes | Yes | No | No | Yes | - |
| | 11 | De-rigging | BUSMS Show | Dec-19 | Edge | Edge staff | | Head | Unspecified | Student | 1 | Undergraduate | Yes | No | Yes | Yes | Yes | Yes | - | - |
| | 12 | Night Club | Night Club | Dec-19 | Tub | Bar Security | | Head | Laceration | Student | 1 | Undergraduate | Yes | Yes | Yes | Yes | No | No | - | - |
| | 13 | Practice | Ultimate Frisbee | Dec-19 | N/K | Club Chair | | Knee | Fracture/Dislocation | Student | 2 | Undergraduate | Yes | Yes | Yes | No | No | No | Yes | - |
| | 14 | Match | Dodgeball | Jan-20 | Founders Hall | Club Chair | | Humerus | Fracture | Student | 1 | Undergraduate | Yes | Yes | Yes | No | No | No | Yes | - |
| | 15 | - | The Plug | Feb-20 | Plug | Sally Williams | Torso | Blunt force injury | Student | 4 | Undergraduate | Yes | Yes | Yes | Yes | Yes | Ongoing | - | - | |
| | 16 | Practice | Cheerleading Club | Mar-20 | STV | Club Chair | | Head | Concussion | Student | 1 | Undergraduate | Yes | Yes | Yes | No | No | No | - | - |
| | 17 | | | | | | | | | | | | | | | | | | | |
| | 18 | | | | | | | | | | | | | | | | | | | |
| | 19 | | | | | | | | | | | | | | | | | | | |
| | 20 | | | | | | | | | | | | | | | | | | | |
| | 21 | | | | | | | | | | | | | | | | | | | |
| | 22 | | | | | | | | | | | | | | | | | | | |
| | 23 | | | | | | | | | | | | | | | | | | | |

Summary points:

- There have been no further accidents reported to The SU since the last meeting.
- There have been no near miss accidents reported to The SU since the last meeting.

APPENDIX 4: Health & Safety Inspection Report (November 2019)**Actions identified as part of previous inspections which have been completed:**

- a) The overall storage space for The SU has been addressed to the best of our abilities. There has been some re-arrangement of storage space on campus and off-site store space has also been acquired.
- b) The issue of dangling PC cables throughout the offices occupied by The SU has been addressed.
- c) The issue of Bath Time and URB sofas which weren't able to be proved fire retarded has been addressed by their removal and disposal.

Issues identified as part of the previous inspections that are still ongoing:

- a) Stacking of newspaper within the Bath Time currently present a potential fire hazard. Discussions are ongoing with Bath Time about how best to safely store these.
- b) It was identified that the conversion of 'aluminium pan' male toilets to ones with lids had still not been actioned. The Departmental Safety Co-ordinator is still awaiting a quote from Estates about this.
- c) Heating and ventilation remain an issue within The SU with staff complaining that rooms can be too cold or too hot depending on what time of the year it is. Unfortunately there is little that can be done to address this issue other than to monitor it.
- d) Large roll cages and boxes of merchandise continue to be deposited in the passageways of Norwood House level 2. The Chief Executive remains in conversation with AHS about this issue.
- e) The maintenance of Norwood House social spaces continues to be an issue in particular on level 2 where there is a significant amount of footfall generated by visitors to Fresh and Pitstop. The Chief Executive remains in conversation with Estates about who is responsible for ensuring that this area is kept tidy.