

minutes

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| Meeting of: | Trustee Board |
| Place | NUS HQ |
| Date and Time: | 1 st February, 2010 4pm |
| In Attendance: | Wes Streeting, Richard Budden, Susan Nash, Aaron Porter, Emily Gordge, Daniel Randall, Sean Rillo-Raczka, Dame Karlene Davies, Kate Davis, David Fletcher |
| Apologies: | Daf Adley, Jacqueline Davies, Martin Jopp, Emily Rowe |
| Staff: | Matt Hyde, Chief Executive; Emma Cox, Director of Member Development; Jim Dickinson, Director of Campaigns and Strategy; Henry Solomon, Interim Head of Finance; Nick Smith, Democratic Services Co-ordinator; Jan Sowa, Consultant. |

1. Introduction and Administration

1.1-3 Apologies were noted. There were no conflicts of interest to declare and the minutes of the last meeting were accepted as a true and accurate reflection, save that Emily Rowe had been present.

1.4 Emma Cox (EC) reported on her action point from the last board about absence rates. 3 members of staff had high absence for health reasons. Excluding these figures, average absence rate was 3.4%. This compares favourably to CIPD figures which shows a 9.1% national average for organisations of the same size as NUS operating at multiple sites.

1.5 There were no other matters arising.

2. Reports

2.1 Matt Hyde (MH) presented the Chief Executive's Report. He was asked to report on progress with VAT grouping with NUSSL. A ruling has been requested from HM Revenue and Customs on whether or not articles 8.8 and 8.9 in the NUS Services Memorandum and Articles are sufficient to ensure a VAT Grouping. The Board *approved* the report.

2.2 Nick Smith (NS) updated the Board that the NEC in January had been snowed off, but another had been set for March.

2.3 Wes Streeting (WS) gave a verbal update on Nominations Committee, which had shortlisted positions for NUS returning officers and appointed 2 people to Audit, Risk and Remuneration. Following the skills, knowledge and diversity audit, it was recommending to National Conference that Kate Davis and David Fletcher be reappointed to the Board for a period of two years.

3. Strategy

3.1 The Board *approved* the report on progress against the Key Performance Indicators. It was noted that the equality and diversity implementation plan would go to the next NEC as a draft, and then the following NEC to be approved.



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3.2 Matt Hyde presented the Risk Register, and noted that the 4 key risks were financial reporting, the pensions' deficit, pay-systems and job evaluation and reputational risk linked to politically autonomous areas of NUS. It was noted that a summary paper should come back to the Board that stressed the 'business critical' aspects of the risk register. The full risk register could be considered at Audit, Risk and Remuneration level. Daniel Randall (DR) noted the importance of defining the relationship between political activity and what could cause financial and legal risk for the Board to be able to veto the activity. WS agreed that this should be discussed, but that he felt such action between the Board would only be in extremis and that the balances in the constitution would not lead to an abuse. The risk register was *approved*, with future updates on the top 3-5 risks and a general update to be built into the cycle of business.

Action: Nick Smith

3.3 Jim Dickinson (JD) presented the paper on Associate Membership. The Board were reassured about the measures to limit access to NUS membership data and *approved* the paper.

3.4 The report on the Membership Development Directorate was *noted* with no comments.

3.5 Jan Sowa (JS) updated the Board on the relocation of NUS HQ. A short term lease was being negotiated on the 4th Floor of a building in Drummond Street. The property met the criteria for amenities and location set by staff and management and was DDA compliant. Whilst the move represented a real terms increase compared to 2009/10 budgets the move would mean a saving of around £40,000 compared to staying at the current HQ with increased rents. The Board *approved* the report.

4. Finance and Resources

4.1 and 4.2 The Board *noted* the Audit, Risk and remuneration minutes from the 1st of December and the verbal update from the first of February meeting.

4.3 The Board *agreed* the paper on volunteer remuneration with a rate set at £4.25 for up to 10 hours volunteering and £9.30 for over ten hours unless meals were provided. It was noted that a receipted system placed too much bureaucracy on the volunteers.

4.4 MH presented the estimates to National Conference, which must also be approved by the National Executive Council. It was noted the estimates included some costs on collaboration and merger with NUSSL and AMSU, and that these costs could be placed elsewhere in the detailed budgets if the merger was voted down at National Conference or AMSU Conference. DR noted his dissent about the estimates as he did not believe that the organisations should merge. There was a suggestion that the estimates should be more serious and less 'chatty' in tone though it was also noted efforts had been made to make the estimates as accessible as possible for the audience. The estimates were *approved*.

4.5 and 4.6 Value for Money Studies – Finance

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5. Collaborations and Corporate Governance

5.1 The Board *noted* the *Surfing the Wave* paper, acknowledging that it was primarily the property of the political leadership at the NEC. The paper on how the national organisations would deliver the *Surfing the Wave* was *approved*. The paper will become a joint presentation from the Board and NEC at National Conference. DR noted the importance of being transparent about the submissions received from Unions on the Wave of Change and MH explained that submissions could be put online.

6. AOB

6.1 There were no items.

