



UNIVERSITY COUNCIL
FINANCE, EMPLOYMENT & GENERAL PURPOSES COMMITTEE
TUESDAY 3 NOVEMBER 2015
11:00 AM IN ROOM 13 (OLD SCR)

A G E N D A

Members of the Audit Committee will join at 1:00 pm to discuss joint agenda items (separate agenda and papers supplied). A working lunch will be provided.

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|----|---|-------|
| 1. | Welcome | Chair |
| 2. | Apologies | R&S |
| 3. | Declarations of interest | Chair |
| 4. | Membership and Terms of Reference <i>(attached)</i> | Chair |
| 5. | Minutes of the last meeting held on 9 June 2015 <i>(attached)</i> | Chair |
| 6. | Matters arising | Chair |
| | (i) Action points <i>(attached)</i> | |
| | (ii) Any other matters | |
| 7. | Finance | R&S |
| | (i) Draft Annual Monitoring Statement <i>(attached)</i> | |
| | (ii) Draft Annual Assurance Return <i>(attached)</i> | |



- (iii) HEFCE accounts direction annual letter (*attached*) **DoR/HoF**
- (iv) Reimbursement of Expenses Policy (*attached*)
- (v) Gifts and Hospitality Policy (*attached*)

- 8. Students' Union** **SU Manager & SUP**
 - (i) Accounts (*attached*)

- 9. Employment** **HoHR**
 - (i) HR staffing report (*attached*)
 - (ii) Salary benchmarking (*attached*)
 - (iii) Workforce plan (*verbal update*)

- 10. Estates** **HoE**
 - (i) Building works update (*attached*)
 - (ii) Health & Safety annual report (*attached*)

- 12. Agenda suggestions** **Chair**

- 13. Any other business** **Chair**

- 14. Key items for University Council** **Chair**

- 15. Date of next meeting** **Chair**

The next meeting of the FE&FP Committee will take place on Wednesday 24 February 2016 at 2:00 pm.