

UNIVERSITY OF KEELE  
Staff Common Room  
**AGM**  
**MINUTES**  
FRIDAY 26<sup>th</sup> May 2017, 5.30pm  
The Common Room, Keele Hall

**EXCERPT**

**05/17 University Agreement - Final**

After three years of negotiation, Adam Stanton presented a final agreement with the University, signed by the Vice Chancellor. He asked for the formal endorsement of the membership, and invited questions. The below agreement was unanimously approved by members.

**THE SENIOR COMMON ROOM FROM AUGUST 2017**

Glossary: Senior Common Room = the physical space  
SCR = Staff Common Room Committee/Organisation.

**Background**

The University is keen to ensure that Keele Hall is refreshed as a vibrant centre for University activity. This has involved, for example, the development of a new bar area which has liberated the Old Library for an increased number of academically related events. Following a series of meetings between members of the SCR committee and the Vice Chancellor over two years in which the previous arrangements for the SCR, the current activities and the ambitions of the SCR have been considered alongside the aims and ambitions of the University more broadly, this document sets out the facets of the way in which the SCR will have access to facilities within Keele Hall.

The SCR has a long history in the University and both the University and the SCR recognise that it is an organisation that has been, and continues to be an important asset for current and former staff of the University. The SCR is also broadly congruent with the development of the Institute of Liberal Arts and Sciences in Keele Hall as a focus for more academic activity and debate. It is recognised by both the SCR and the University that the SCR has limited resources with which to maintain the Common Room and bar to the standard that is required for it to be an attractive space that maintains the splendour of Keele Hall. In order to justify expenditure and broaden the use of the Common Room in particular, the following arrangements, which aim to allow the SCR to thrive, will be put in place on the 1<sup>st</sup> August 2017.

The following proposals are aimed at:

- Giving the SCR access to space in Keele Hall for events that go beyond the current usage.
- Giving SCR members access to space for private events at a reduced rate while complying with University requirements on health and safety.
- Ensuring that the Senior Common Room and SCR bar fulfil University requirements for health and safety.
- Improving the quality of the furnishing in the SCR, thus enabling wider use for the lunchtime provision and other events.
- Improving the use of the space which is important as we further develop Keele Hall in the context of ILAS and for example, CPD more broadly.

**Specific proposals:**

1. The SCR will retain its Organisation and Committee Structure, and will have exclusive control and responsibility for the SCR Bar and Wine Cellar.
2. The use of the Senior Common Room will come in line with other space in Keele Hall so that bookings are handled through the Keele Hall booking system. The University will then look to refurbish the room and maintain it.

3. The SCR Bar will continue to operate under a Club Premises licence. In order to give clarity to everyone, there will be a formal written agreement between the university and the SCR that lays out the rights and responsibilities of both the University and the SCR in relation to the SCR bar, in particular in relation to the terms of the licence and University health and safety regulations.
4. The current arrangements for food from the SCR Bar will be maintained alongside the current staffing arrangements. The SCR will cover half the cost of one member of staff during the lunch time service, 12.00 to 14.00, Monday to Friday. A low-cost, light bites menu option will be provided in addition to the existing menu.
5. Minimum standard opening hours for the SCR Bar lunch time service will be 12.00 to 14.00 Monday to Friday. The SCR members' discount will continue for food purchased in the SCR Bar.
6. The SCR will retain ownership of their decorative tables. The piano will remain in the Breakfast Room under the ownership of the SCR and they will be responsible for all maintenance of it. Booking requests from external bodies will be handled by the University with the proceeds going to the SCR.
7. The Senior Common Room will be open to staff and postgraduate research students and Science Park Tenants when not booked for a specific activity. A timetable of bookings of the Senior Common Room for the following week will be posted in the SCR every Friday, recognising that late changes will occur.
8. The SCR will have free use of a suitable and appropriately sized room in Keele Hall (dependent upon the purpose and the space availability) for SCR organised events. It is agreed that catering and refreshment services required for functions outside of the SCR Bar space will only be provided from pre-agreed, reduced rate menus by the Keele Hall Catering Team
9. SCR members will be able to choose from a variety of pre-agreed menus as well as benefitting from an agreed £40 room hire charge for events related to SCR Members employment at Keele, this would include the following types of event activity:
  - a. Private Retirement Functions
  - b. Staff Promotions
  - c. Private Staff Leaving Functions
  - d. SCR Members' Funerals

A list of SCR members will be provided by the Membership Secretary each year to enable the Keele Conference booking coordinators to check that they are entitled to reduced rates for one of the three activities listed above. The charge will be reviewed every 3 years by the University. Such events and other space/event/activity will be booked within the standard University Events Booking Framework via the Keele Conference and Events Team. For these purposes, the facilities will be used in line with conditions set for other members of the University.
10. The SCR will be allocated an office space suitable in Keele Hall for at least 2 people for administrative purposes.
11. The SCR will retain its current storage facilities within Keele Hall to accommodate their wine supplies and SCR treasures. The SCR will be able to use this wine for their own events, but for the purpose of private events detailed in point 10 above members will need to purchase wine from Keele University or the SCR and, in the later case, pay a corkage charge for use of their own wines if Keele Hall resources (glasses or staff time for washing, setup or service) are used for the event.
12. A Keele Hall Operations Group will be established with members from the Conference & Catering Team, Health & Safety representation, ILAS and the SCR. The additional member will be the Chair who will be nominated by the University Executive Committee.
13. Whilst this proposal is agreed in good faith by the University and the SCR, it is not a legally binding contract. The University needs to ensure that it is able to effectively manage space usage in Keele Hall (as well as retain oversight of those groups who use the facility) and therefore it reserves the right to review or change the terms of this proposal at any time in discussion with the SCR Committee.