

Minutes

Subject:	Appointments and HR Committee Minutes 4 March 20
Paper	AHRC 3 19-20
Status:	For publication
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Present: Tyler Bell (TB) (Union Councillor), Ellie Nash (EN) (Union Councillor),

Chair: Martin Marko (MM) (FTO Trustee)

Staff Support: Tony Moore (TM) (Secretary), Caroline Wilson (HR Director)

Apologies: Kemi Watchorn (KW) (External Trustee), Callum Perry (CP) (FTO Trustee)

Action points from meeting

- Report on Union’s equality and diversity performance to come to next meeting (CW)
- Clarification on who has responsibility for the trustee skills audit to be sought (MM/TM)
- Consideration of number of student reps on Board sub-committees to remain as an action point (TM)
- Election of Student Trustees to be considered in final stages of Democracy Review(MM)
- Copy of CEO’s 360 Review from last year to be circulated to Committee (CW) Chair of Trustees to be asked how well KPI measurement going for current year (MM) 360 Review to be recommended to March Board (MM)
- Committee to meet before and after June Board to consider new Schedule of Delegation for 20-21 and 20-21 Cycle of Business (TM)

73 Statements from the Chair

Chair noted the cancellation of the last meeting and noted apologies from KW and CP.

74 Minutes, Apologies & Matters Arising

The minutes from the 11 December 19 meeting were approved.

Chair noted they had met with CW and the CEO to discuss the Committee's remit in the Bye Laws and its place in the Schedule of Delegation in relation to the last AHRC meetings requested action points. Chair noted the Schedule for the current year was currently under review and a new version would go to the March Board for consideration and this would look at which staffing matters should be delegated by Management Committee to the AHRC and this would be reviewed annually, in future. Chair noted that, with the vast improvement to HR resources and expertise, there would be expert support available to both committees and the scope of each committee's activities would be clearly delineated.

Chair noted that the Committee's page on the website had been updated.

Chair noted the continuing problem over EDICt, the committee which was meant to send to AHRC a report on the Union's equality and diversity performance: Chair noted EDICt had never meant and looked unlikely to meet in the future.

CW advised that HR was able to provide a full report on the Union's equality and diversity performance and this would best come directly to AHRC at its next meeting. **AP**

TM reported, on appointments to External Trustee positions, K Watchorn's term would end in March, M Jopp in June, B Gibbons in September and F Fay in December. TM noted that K Watchorn and M Jopp had indicated they would seek re-election.

Chair noted that the Committee would formally consider, based on the Board skills audit the re-appointment of B Gibbons and F Fay, at a future meeting. Chair asked where responsibility rested for the Trustees' skills audit be clarified. **AP**

TM reported that Shriya Arya had been elected by Union Council at a by-election for the remaining Student Trustee position. TM advised that, as the post had only recently been filled, Shriya's term of office should run from March 20 to March 21. TM reported that Tim Barker had been elected PG Student Trustee by the PG Assembly.

Chair noted that the ongoing Democracy Review would be initially looking at the preferred democracy model and that details such as more student representatives on Board sub-committees and the mechanism for the appointment of Student Trustees would be reviewed at a later stage. Chair noted that this would be kept as an action point. **AP**

75 Student Trustee Recruitment Strategy for 20-21

The Committee noted the bar on Student Trustees holding any other elected office in the Union made the recruitment strategy unique in the governance process. The Committee noted it was happy with the current system for

generation of nominations and election by Union Council to continue until any changes were made under the Democracy Review.

Chair noted that nominations for Student Trustees was not currently in the AHRC's remit in the Bye Laws and this should be reviewed. Chair noted that PTO Trustee were elected by their peers at SOC and their election was supposed to be confirmed by a vote at Union Council but this never happened. Chair further noted that there were concerns as to the election of the PG Student Trustee being elected at a suitable time of year for PGR students but not for PGT students. Chair believed that there might be scope for having some sort of skills audit and equality and diversity requirements in the election of Student and PTO Trustees.

The Committee asked that the Chair's points be included in the Democracy Review's later stages. **AP**

76 Structure of CEO Performance Management

Chair noted that the Chair of the Board had submitted a list of themed KPIs; Chair thought that this should form only a part of the overall 360 structure.

CW advised that a 360 process with feedback from staff and Officers gave a more rounded measure of overall performance than relying simply on KPIs. CW noted that a 360 review of the CEO's performance had been conducted the previous year.

Chair noted that, potentially, the 360 could include members of the University who interacted with the CEO.

The Committee agreed that a 360 review would be the most appropriate structure. Chair wondered as to the best timing for the review.

CW advised that the previous year the review had taken place near the start of the FTOs' term of office; CW believed this was less than ideal and recommended that the review took place in the run-up to July.

Chair asked that the 360 review be an agenda item for the next meeting with CW to circulate the previous year's review to Committee members. Chair noted that the Chair of the Board would be asked as to how effective they judged the KPI measurement process to have been during the current year. **AP**

The Committee recommended to the main Board at its March meeting a 360 Review of the CEO's performance for the current year. **AP**

77 AHRC delegated powers in the Schedule of Delegation

The Committee noted that, in the past, meetings had struggled to meet quorum. The Committee concluded for the current year it made sense for Management Committee to take on most HR related business. The Committee noted that with

the strengthening of the HR function and after the Democracy Review, the delegation of powers under the next Schedule of Delegation should be revisited with a view to the AHRC taking on more HR related matters. **AP**

Chair noted that AHRC would meet prior to the June Board which would be provisionally looking at the Scheme of Delegation and holistically at the work of Finance, AHRC and the new Risk Committee as well as the non-functioning of EDICT. Chair noted it would be useful for AHRC to then meet soon after the June Board to map a plan of meetings and a cycle of business for 20-22. **AP**

78 Items for Discussion and Report

- I. Job Description Evaluation Scheme Went to Management Committee will do these**
- II. Disparity between charity and commercial roles**
- III. Disciplinary Reviews**
- IV. Staff Structure review**
- V. Staff morale**
- VI. Staff turnover**
- VII. Exit Meetings**
- VIII. Vacancies**
- IX. Notice Periods**

Chair noted that the above items were not, at present, within the Committee's remit under the current Schedule of Delegation.

TB noted they had raised the issues and wondered where an ordinary student would raise issues such as these.

Chair noted, under the current Schedule, these issues should be raised with the Chair of Management Committee.

Chair noted they had become aware of a possible conflict of interest in that TB as well as being a Union Council rep on AHRC was also a GMB trade union rep and that some of the issues raised were of specific interest to GMB members.

TM advised that TB had been elected by Union Council to AHRC to represent the generality of students but had also been elected by GMB members to promote the interests of GMB members. TM advised that TB should take issues of specific interest to GMB members to the appropriate forum which would be the Joint Consultation and Negotiation Committee where Union management met with the recognised trade unions.

79 AOB

There were no items raised.

80 Cycle of Business

Chair noted that the Cycle would be revisited after June Board.

81 TDP of next meeting TBC

Chair noted this would be fixed for some time prior to the June Board agenda deadline in order for the Committee to feed in any results from its next meeting.

