minutes

HR and Nominations Committee 21 November 17

Present: Thai Braddick (union councillor), Ellie Johns (union councillor), India Edwards (Welfare, Community & Diversity Officer), Laura Hagen (HR Projects Manager), Jim Dickinson (Chief of Staff)

Chair: Mary Leishman (Undergraduate Education Officer)

Staff support: Rob Drury (clerk)

001 Minutes of Last Meeting

Minutes agreed.

002 Matters Arising and Action Log

Chair acknowledges a proposal to move items 005, 006 and 007 up the agenda – group agreed to do so with no other matters arising.

005 Ben Gibbins

IE discussed external trustee Ben Gibbins' role and outlined how to best support BG in his role. ML added that additional training could be provided alongside the new external HR trustee to be recruited.

004 External HR Trustee Recruitment

LH outlined the advertisement process proving unfruitful and the results of directly approaching some candidates. At the time of meeting, there were two applicants (one already screened by the group with a HR legal background, one new on the day). EJ questioned if the advertising process included alumni – it did.

The group discussed whether the role description had been overengineered – TB & EJ pointed out the positives of the applicant already screened in reference to focus on teams and values.

On the subject of numbers, the group stated they were happy to interview and if candidates aren't appropriate we will re-advertise, with the condition that the group would be able to see the new candidate's application.

The next steps were to get the candidates in to see the building, meet people and have an interview. **AP** LH & ML to examine good dates and times for the interviews, and to review skills matrixes. These to be then sent to the group for consultation.

Group agrees that the interview should be structured to ensure fair records are kept and we fulfil equal opportunity requirements. LH expressed a desire for the group to document the process

007 Senior Postholder Pay

JD introduced the reason for re-examining the pay of senior postholders (SMT) annually at AHRC and his role in this as an advisor.

JD contextualised Lou Chiu (Director)'s history at work and reasoning for recommending a rise to Grade 8. JD also contextualised Toby Cunningham (Deputy Chief of Staff)'s history at work and reasoning why his pay should stay at the same level due to more need to review next year.

The issue of expanding the senior management team was discussed as it may need to go to the Board of Trustees first. **AP** group agree on JD's recommendations

006 Staff Engagement Survey Supplier

JD gave context on our current supplier (NUS and Agenda Consulting) and the problems with reporting data, sampling, comparisons and surveying student staff, and discussed Best Companies (www.b.co.uk) and the positives of using it (engagement model, better timing to release and much better analysis). An issue lies in the loss of direct comparisons to last years' data due to different metrics and questions, but we may get richer data. JD's recommendation was that we switch to Best Companies but with carefully chosen metrics.

ML recognised other unions were using the system which is positive, and asked for cost impact, which JD stated would be neutral. TB expressed concerns about impact on wellbeing and the role of the champions, which LH argued if anything, this move would help both.

AP Group agrees on a move to Best Companies for the staff engagement survey.

003 Exit Interviews

Section moved to next meeting after discussion of what this should entail – managers should as part of the process of completing an exit interview send the themes and any specific points to HR to bring as a summary to the meetings. **AP** LH to bring up at the next monthly managers' meeting.

008 Time, Date and Place of next meeting

Group decided the timing may be better to change for the next meeting **AP** RD to liaise with TB and EJ regarding availability after the Christmas break when timetables are released.