

minutes

HR and Nominations Committee 23 February 2018

Present: Thai Braddick (union councillor), Toby Cunningham (senior management), Mary Leishman (Undergraduate Education Officer), Rob Drury (clerk)

Apologies: Ellie Johns (union councillor)

ML introduced the meeting, noted it was inquorate but that it should go ahead.

009 Minutes of Last Meeting

Minutes agreed.

010 Matters Arising and Action Log

At the next meeting, Student Trustee, Stefano, will be joining the group due to interest in HR. This afternoon interviews will be held for the role of external HR trustee.

011 Exit Interviews

TC stated that there was no paper for the meeting, but that something would be sent round to the group. In summary a majority of the leavers we've had in recent months had left due to other things they had wanted to do – career progression and travel as examples.

Two members of staff had raised concerns about their management and TC stated this was in hand.

There were concerns raised about the performance and management of some employees, but that this was not reflected in exit interviews.

The group also noted the resignation of Paul Ingleby and his long service and contribution to the SU's entertainments function.

ML queried whether there should be concern over the turnover in Venues – TC stated some is expected, we are concerned but not in crisis. Support for the team include Occupational Health reviews, ensuring management group are up to date with the team, and TB added that support should be continued for career staff.

013 Skills Matrix

ML discussed the skills matrix which has current trustees mapped on it as a starting point. TC notes that only training is mentioned, to which ML responded that although we have a lot of knowledge we are lacking in expertise. TC agreed. ML queried whether all skills are relevant and TC raised concerns that the matrix does not map the extent of knowledge – some may have partial experience but not full.

Regarding External HR Trustee, Kemi was to be interviewed today and another, had come forward who had more HE experience than HR. Because of this, if Kemi was not suitable for

the position, the post will likely be re-advertised. The group noted that the new candidate may be suitable to replace another trustee in the future. The group discussed possibility of needing to use head hunters which was actioned to be sorted via email before next meeting if necessary.

014 – Chief of Staff Pay

TC expresses a potential conflict of interest and that he should potentially leave the room. ML proposes that this item be moved to be last on the agenda, this was agreed upon.

015 Staff Survey

RD discussed the written update attached to the agenda, explaining what had happened to date, and what the next moves were to start the process of moving to the new provider.

TC asked for clarification of whether we get a benchmark against similar organisations **AP** RD to bring this back to the next meeting.

TB raised concerns over role types for student staff – i.e. a member of venues staff who works in the office will have a greatly different experience to member of venues staff who works in the LCR and bars – group agreed that when splitting up staff, a certain amount of nuance will need to be used to analyse the data correctly.

016 HR Plan Update

RD discussed the HR plan recently updated by LH, going over the successes and potential concerns in the workload.

The group discussed in some detail about the impact of GDPR on the organisation – TC stated that a group is coming together to analyse how we work, and that the union audited itself several years ago, and that this will mostly stand with some amendments as we haven't changed the way we work generally. TC also mentioned there will be policies for employees, students and the wider public with different people in the organisation looking after each.

017 Wellbeing & Resilience

RD discussed that the resilience initiative is going well with the initial train the trainer session having gone ahead and the group planning to meet to arrange their next steps. The intention is that career staff should be trained by the end of April.

RD discussed concerns about the engagement of the wellbeing champions in the strategy, and the difficulties from this of any actions taking place. ML queried whether it was possible to send champions to local organisations holding events such as Adnams or Aviva who are very positive in wellbeing). ML also noted that the Norwich Business School has a wellbeing research unit with lectures and free sessions being held throughout the year. **AP** RD to look into these options. TC raised about potentially looking to external companies for support for the champions.

RD shared some sickness figures with the group, which discussed levels of long-term and short-term sickness absence. While the group did note concern about this year's figures compared to last years, TC & ML requested a more detailed report including grouped reasons for absence to come back to next meeting **AP** RD to produce this.

018 Gender Pay Gap figures

ML discussed the union's gender pay gap figures and noted that we were one of the first unions in the country to report. ML also discussed our figures alongside figures compiled from other unions for comparison – notably our figures are doing okay, but there are elements to be worked on going forward.

RD mentioned that as we have published on the government's website, we are also due to publish on our own. We can publish a narrative, which we will work on for before the deadline.

019 AOB

ML raises that the board have asked her to review trustee training. TC offered to help and mentioned potentially linking up with Voluntary Norfolk who run trustee training amongst other options. **AP** ML and TC to report back on this.

ML mentions also that she is looking at reviewing the skills audit for external trustees and undertaking a benchmarking process for external trustees.

ML discusses reviewing the Chief of Staff bonus cycle to be in line with the financial as opposed to academic year to strengthen the process. **AP** ML to work with Sue Buck on a written-out process and timeline for the process to be handed through to each set of officers and identify a point of support for the officer responsible for the process.

014 Chief of Staff Pay

ML notes that TC has left the room and discusses the paper prepared by LH regarding Chief of Staff Pay including national benchmarking to other SUs of similar size and turnover, other voluntary sector chief executives, and those specifically in Norfolk. ML also raised whether a raise in salary could or should negate the annual bonus based on meeting KPIs.

The group then discussed that they needed to be sure of the reason why the salary would raise. After discussing whether it is just an annual review that has persistently kept the salary at that level, and whether it needs to be raised in order to help retain the current Chief of Staff, the group briefly discussed where cost of living increases may have put the salary.

TB suggests a ranged salary including the retention the annual bonus if KPIs are met. As the meeting was inquorate, this was sent round via email to voting members who wholly approved recommending this salary to the Board of Trustees **AP** ML to feed this to Board of Trustees.

020 Time, Date and Place of next meeting

The date already set for the next meeting is Wednesday 16th May, 10:00 – 12:00 in Bookable Room 1.

AP RD to check in with EJ and TB about when is best for them as this meeting may not suit availability.