

# Notes

## Appointments & HR Committee 5 December 2018

Present: Tony Moore (staff support), Jenna Chapman (JC) (Undergraduate Education officer), Caroline Wilson (Interim Director of HR), Ellie Johns (Student Trustee)

### New Action Points

- JC to ask for raising the profile of Trustees on the website to be a CEO action point at Board
- JC to email KW and AG for approval – then JC will recommend appointment of Frances Fay as External Trustee and as Supervising Trustee to Board
- JC to email Chief Executive appointment panel's decision to AHRC members for approval and the recommendation to Board
- HR: to inform Frances of recommendation; strongly encourage Tom Lyons to apply for upcoming ET position and give Frances TM's phone number to arrange introductory training prior to Board
- JC to write job description for additional ET positions: University nominee charity/company law and the communications/GDPR for Board
- JC to ask for an ET to attend the appraisal feedback session with the interim CEO
- TM to arrange a meeting with JC and Thai Braddick concerning EDICT
- TM to circulate new declaration requirements to all Trustees

### 48 Minutes, Apologies and Matters Arising

Reports on Action Points:

- Raising the profile of Trustees on the website will be big project – noted importance of Trustee photos being on the site. JC will raise at Board as CEO action **AP**
- All other points actioned

### 49 Senior Postholders Recruitment

Chair update: first interview stage completed; 3 of 5 candidates to go forward to next stage the coming week. Questions for next stage not written – will be finalised with input from External HR Consultant. Kemi Watchorn will be attending next interview stage. Decision of the interview panel will be communicated to AHRC members by email who will then make a decision as to

a recommendation to Board. Final decision on appointment to be made at December Board on consideration of AHRC recommendation. **AP**

## **50 External Trustee Recruitment**

Chair noted, that in the in the interviews, there had been two excellent candidates who had been very close but that Frances Fay had just outscored Tom Lyons in the opinion of panel members. Chair will email absent committee members (AG and KW) to ask for their approval and will then recommend Frances Fay's appointment at December to Board. **AP**

CW will ask staff to email Frances with news of recommendation for appointment; staff to also email Tom with strong encouragement to apply for one of the upcoming additional ET places. **AP**  
Frances will be asked to undertake the Supervisory Trustee role: staff will give Frances TM's phone number to arrange introductory training prior to Board. **AP**

## **51 External Trustee Recruitment (Additional Places)**

See below.

## **52 University Proposal to Nominate an External Trustee**

Agreed that the remit that would be best suited for the University nominee would be charity law/company law. Agreed on the importance of the University submitting a choice of candidates for the Union to appoint.

JC will write job description to circulate to the Board and to supply to the University. Agreed that the other additional place would be strategic communications incorporating GDPT. JD will write job description for the additional place and circulate. **AP**

Timeline for communications place: chance of getting out next week; looking at interviews in last week in January.

All (Frances, University nominee and Communications candidate) to receive full externally provided training in March ahead of Board on April 2. Appointments to be ratified on 2 April.

## **53 Interim Chief Executive Appraisal**

360 not yet complete. JC will ask for an ET to attend the appraisal feedback session. **AP**

## **54 Implementation of EDICT**

Chair noted the change to the Bye-Laws merging the EDA and EOC into a new committee: EDICT.

Chair thought that Thai Braddick, the proposer, had wanted a campaigning committee. TM advised that, given, its place in the organisational structure, the focus of EDICT would be on E&D review and support in a similar relationship to

DPC and Union Council. Agreed that it was important to have clarity on divisions of responsibility for volunteers, members, student staff and permanent.

TM will arrange a meeting with Thai Braddick and JC to discuss EDICT's remit.

**AP**

### **55 AOB**

TM noted there were new requirements from the Charity Commission on self-declarations as to the fitness of Trustees. Agreed that these will be in place for recruitment of all new External and Student Trustees and will form part of the nominations requirement in future FTO elections and the election by PTOs of the PTO trustees and PG Student Trustees. **AP**

### **56 TDP of next meeting**

Provisionally 10 am Tuesday 26 March 19.