

## **BOARD OF GOVERNORS**

### **HUMAN RESOURCES COMMITTEE**

1400, Thursday 30 November 2017, Boardroom, Room 4.18, St Andrew's Court.

#### MINUTES

Present: Margaret Scott, External Governor (Chair)  
Mark Greenwood, External Governor  
Jane Hoskins, External Governor  
Kathryn Land, Staff Governor  
Dr Patricia Shamai, Staff Representative  
Professor Mike Tipton, Staff Governor

Clerk: Adrian Parry, Director of Corporate Governance  
Jemma Keys, Senior Governance Officer

In attendance: Peter Brook, Director of Human Resources  
Helen Keetch, Learning and Development Advisor (for Min 8)  
Lesley Lee, Equality and Diversity Advisor (for Min 8)  
Bernie Topham, Chief Operating Officer (for Min 9)  
David Wright, Health and Safety Manager (for Min 7)

1. WELCOME, QUORACY, CONFLICT OF INTEREST AND APOLOGIES
  - 1.1 The Chair welcomed Mark Greenwood to his first meeting of the Committee.
  - 1.2 Apologies were received from External Governors: Professor Nairn Wilson, and Vice-Chancellor: Professor Graham Galbraith.
  - 1.3 There were no interests declared. It was confirmed that the meeting was quorate and so proceeded to business.
2. OUTCOME REPORTS – **confidential minute**
3. MEMBERSHIP AND TERMS OF REFERENCE AND COMMITTEE BUSINESS – 2017/2018
  - 3.1 Committee noted the paper mapping the terms of reference of the Committee against the Committee business conducted in 2016/2017.
  - 3.2 Committee received the Constitution and Terms of Reference for the 2017/2018 session. Committee noted that the Membership would be updated following the meeting to include the recently appointed governors to the Committee. Subject to the requested amendments, the Committee agreed to recommend to the Board that it should approve the Constitution, Membership

and Terms of Reference for 2017/2018. The Committee's Terms of Reference would be received by the Board of Governors at its meeting on 24 January 2017 for formal acceptance.

- 3.3 Committee noted and agreed the indicative business of the Human Resources Committee for the 2017/2018 session and noted that the paper was an aide memoire which would be updated as necessary.

#### 4. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 25 May 2017 were confirmed as a correct record.

#### 5. MATTERS ACTIONED AND MATTERS ARISING

- 5.1 Action was reported in the agenda papers on one item which was for note.

- 5.2 The following matters arising were received:

- (i) Min 36 (confidential minute): The Director of Human Resources reported that the case was ongoing.
- (ii) Min 40.1(v): The Pro-Vice Chancellor (Education and Student Experience) reported that the University was partaking in two national projects which sought to address the performance gap between white and BME students. It was reported that both projects were in their first year of delivery.

#### 6. CHAIR'S BUSINESS

Peter Brook, Director of Human Resources, introduced the report on the decision taken under the Chair's delegated authority to approve the implementation of the national pay award for 2017/2018. The following points were noted:

- 6.1 The employers made a full and final offer of 1.7% on all spine points, with higher uplifts for staff up to spine point 16, ranging from 2.24% to 1.72% for staff on Grades 1 to 3.
- 6.2 All of the five trade unions who were participants in the national negotiations had accepted the final pay offer following consultation with their members.
- 6.3 The Committee endorsed the decision taken under delegated authority by the Chair.

## 7. HEALTH AND SAFETY

7.1 Annual Report on Health and Safety 2016/2017: Committee received and noted the Annual Report that would be received by the Board of Governors at its meeting on 24 January 2017. David Wright, Health and Safety Manager, provided an update on the progress of objectives for 2017/2018. The following key points were noted:

- (i) An Operations Manual that was necessary for the University to become an approved commercial operator of Small Unmanned Aircraft (drones) had been approved by the Civil Aviation Authority (CAA). Guidance had been issued to students using the equipment for their studies.
- (ii) A Task and Finish group had been established to consider improvements to the processes and procedures for overseas travel and to develop a Staff and Students Working Off Site Policy. It was anticipated that a first draft of the new policy would be considered by the Task and Finish group early in the New Year.
- (iii) The Health and Safety Department continued to work with stakeholders to ensure the safety of the students undertaking volunteering and placement opportunities. The Health and Safety Department ensured that students and placement providers were aware and prepared for any environmental and wellbeing risks that may be experienced.
- (iv) It had been identified that the information provided in the core Health and Safety training courses for staff required updating. Due to the significant costs associated with updating the information through the previous supplier, it had been agreed that the training courses would be recreated and managed using the University's learning platform, Moodle. It was noted that the new training courses had been well received by members of staff.
- (v) The Learning at Work Department at the University had expressed an interest in taking ownership of the National Examination Board in Occupational Safety and Health (NEBOSH) centre and discussions were underway. This work was currently delivered through the Health and Safety Department.
- (vi) Following the fire at Grenfell Tower in London, the Hampshire Fire and Rescue Service had completed an audit of University owned halls of residence and halls of residence operated by partner accommodation providers. The residences had been deemed safe for occupation and minor recommendations had been made which had been addressed.
- (vii) The Committee noted the annual accident statistics for 2016/2017. It was noted that significant efforts had been made to raise awareness and to prevent accidents on campus and that this was an ongoing activity due to the high number of new people regularly on the campus.

(viii) The Committee noted that there had been one case of zoonosis in 2016/2017 which had been a minor case.

7.2 The Committee received and noted the Health and Safety quarterly report for the period of May 2017 to July 2017, including accident and training statistics for the period.

7.3 The Committee received and noted the Health and Safety quarterly report for the period of August 2017 to October 2017, including accident and training statistics for the period.

7.4 David Wright, Health and Safety Manager introduced the internal audit outcome report for Health and Safety. In discussion, the following points were noted:

- (i) The final report had been issued on 7 November 2017. The outcome of the audit was reasonable assurance.
- (ii) The final outcome report was received and noted by the Audit and Quality Committee at its meeting on 15 November 2017.
- (iii) It was noted that there had been some difference of opinion between the auditors and management on points raised in the first draft of the outcome report which had been resolved.

## 8. ATHENA SWAN AND AURORA PROGRAMME

Lesley Lee, Equality and Diversity Officer, and Helen Keetch, Learning and Development Officer, delivered a presentation on the Athena Swan award and the Aurora Programme.

### 8.1 Athena Swan award:

- (i) The Athena Swan Charter had been set up in 2005 by the Equality Challenge Unit (ECU). The Charter had evolved from the work between the Athena Project and the Scientific Women's Academic Network (SWAN).
- (ii) The initial aim of the Charter was to advance the representation of women in the academic discipline of Science, Technology, Engineering, Mathematics and Medicine (STEMM). The Charter had been expanded in 2015 to cover all subject areas, Professional and Support staff, trans equality and intersectionality of gender and ethnicity.
- (iii) The submission for the Athena Swan award included a robust self-assessment based on evidence and supported by a four year action plan. The Charter could be awarded at both institutional and departmental level.

- (iv) The University had committed to the Athena SWAN Charter in November 2011 and was awarded an institutional level Bronze award in November 2014. It was noted that twelve of the fifteen science, technology, engineering and mathematics (STEM) schools at the University had also been awarded Bronze awards.
- (v) It was reported that the University had submitted its most recent application for the Athena SWAN Bronze award before the deadline of 30 November 2017. The University would be aiming to achieve a Silver award in its next submission in 2021.
- (vi) The Committee noted the challenges that had been identified in the most recent award submission. This included the need to increase the number of women applying for posts and promotions at the University, particularly in STEM subjects. It was also noted that the submission had highlighted a decline in the representation of women at grades 9 and above which would be reviewed by the University.

## 8.2 Aurora Programme:

- (i) The University had joined the Leadership for Higher Education (LFHE) Aurora Programme in 2014. The University's engagement with the programme had been in response to the University's Athena SWAN submission for 2014 which noted an under-representation of women at senior levels.
- (ii) The University had committed to a total of 10 funded places on the Aurora Programme for the 2014/2015 academic year. Funded places on the programme had increased to 18 for the academic year 2015/2016, 20 for 2016/2017 and 27 for 2017/2018. The University had received a total of 42 applications for the 2017/2018 programme.
- (iii) The Committee noted that the programme provided participants with quantitative and qualitative benefits. Approximately 30 participants of the Aurora Programme had secured a promotion between the academic years 2013/2014 and 2016/2017. Feedback provided from participants of the programme noted that the programme had increased their confidence and broadened their horizons.
- (iv) The Committee noted that funding for the programme was due to expire in the next academic year and that an investment proposal for central funding would be submitted to the University Executive Board.
- (v) A Springboard Programme had been developed in 2016 for the professional and personal development of women across the University. The programme, where appropriate, prepared women to apply for future Aurora programmes.
- (vi) The Springboard Consultancy offered a personal and professional development programme for men entitled the Navigator Programme.

9. AN UPDATE ON THE DELIVERY OF THE PEOPLE STRATEGY 2016 -2020 –  
**confidential minute**

10. REPORT FROM THE DIRECTOR OF HUMAN RESOURCES – **confidential  
minute**

11. RISK REGISTER EXTRACT

Committee received an extract of the risk register from Adrian Parry, Director of Corporate Governance detailing the risks associated with the University's activities in the area of human resources.

11.1 The Committee noted that the University would be undertaking a full review of its Corporate Risk Register. The Committee were encouraged to provide feedback on the risks associated with human resources to the Director of Corporate Governance outside of the meeting.

12. DATE OF NEXT MEETING

The next meeting would be held at 1400 on Tuesday 20 February 2018.

13. DELEGATED AUTHORITY

Committee agreed to delegate authority to the Chair of Human Resources Committee to take action on any matters arising before the next meeting.