

## Human Resources Committee

DATE / TIME / VENUE	1400, Tuesday 20 February 2018, Boardroom, Room 4.18, St Andrew's Court.
PRESENT	Margaret Scott, External Governor (Chair) Mark Greenwood, External Governor Claudia Iton, External Governor Kathryn Land, Staff Governor Dr Patricia Shamai, Staff Representative Professor Mike Tipton, Staff Governor Professor Nairn Wilson, External Governor
IN ATTENDANCE	Peter Brook, Director of Human Resources Helen Dunn, Deputy Director of Human Resources (for Min 18) Professor Paul Hayes, Pro Vice-Chancellor (ESE) Helen Malbon, Senior Governance Officer (Observer from Min 19 onwards) Dave Small, Equality and Diversity Manager (for Min 20) Bernie Topham, Chief Operating Officer (for Min 18)
SECRETARIAT	Adrian Parry, Executive Director of Corporate Governance Jemma Keys, Senior Governance Officer

To accommodate the availability of some members, some agenda items were taken out of order.

### 14 Welcome, Quoracy, Conflict of Interest and Apologies

- 14.1 The Chair welcomed Claudia Iton and Professor Nairn Wilson to their first meeting of the Committee.
- 14.2 Apologies were received from External Governor: Jane Hoskins; and Vice-Chancellor: Professor Graham Galbraith.
- 14.3 There were no interests declared. It was confirmed that the meeting was quorate and could proceed to business.

### 15 Outcome Report of the Special Meeting held on 19 January 2018 – confidential item

### 16 Minutes of Previous Meeting

The minutes of the meeting held on 30 November 2017 were confirmed as an accurate record.

### 17 Matters Actioned and Matters Arising

- 17.1 Matters Actioned

Action was reported on two items which were covered later in the agenda.

17.2 Matters Arising - **confidential minute**

## **18 Staff Survey Outcomes – confidential minute**

## **19 People Strategy 2016 – 2020: Update on Delivery – confidential minute**

## **20 University of Portsmouth Equality Objectives 2018 – 2020**

Committee received the University of Portsmouth Equality Objectives 2018 – 2020 from Dave Small, Equality and Diversity Manager. In discussion, the following points were noted:

- 20.1 The University was required, under the Equality Act 2010, to publish its key equality objectives on its website.
- 20.2 The objectives for University staff included improving the monitoring of Equality and Diversity data, tackling potential bias in recruitment processes, and challenging race and gender inequalities across the University.
- 20.3 The University had conducted a pilot of an online reporting tool for students entitled ‘Speak Up Step Up’. The reporting tool, which enables students to anonymously record incidents of harassment, bullying, discrimination or violence, has been successful in increasing the number of incidents reported to the University. Committee noted that the tool would also be available for staff to use in the next academic year.
- 20.4 The University was partaking in two national projects which sought to address the attainment gap between white and BME students. It was noted that it was too early to report on the impact of these projects. However, these projects were accelerating the University’s efforts towards closing the attainment gap.
- 20.5 Committee discussed the resources allocated to achieving the University’s equality objectives. It was noted that these were high-level objectives and that faculties and professional service departments were expected to take responsibility for the implementation of local actions plans and activities within their area.
- 20.6 The objectives would be used alongside the Annual Student and Staff Equality and Diversity Data reports to help inform and steer actions at a local level across the University. The Committee would receive the data reports for the academic year 2016/2017 at its next meeting.

**Action: Equality and Diversity Manager**

## **21 Director of Human Resources Report – confidential item**

## 22 Revisions to Managing Sickness Absence Procedure

Committee received the revised Managing Sickness Absence Procedure from Peter Brook, Director of Human Resources. The following points were noted:

- 22.1 The procedure had been revised following a review of the University's Occupational Health referral process.
- 22.2 The revisions had been approved by the University Executive Board (UEB) and also by the University Negotiating and Consultative Committee (UNCC).
- 22.3 Committee approved the revised Managing Absence Sickness Procedure.

## 23 Health and Safety

- 23.1 Committee received and noted the Health and Safety quarterly report for the period November 2017 to January 2018 including reported accidents and training statistics. It was noted that David Wright, Health and Safety Manager, was retiring on 23 March 2018. Committee thanked the Health and Safety Manager for his insightful and informative reports to the Committee and wished him well in his retirement.
- 23.2 Committee noted that a soft copy of the draft minutes from the Health and Safety Committee held on 8 November 2017 were circulated to members on 1 December 2017.

## 24 Annual Report on Payroll Movements

Committee received the annual report on payroll movements and noted that the payroll figures had been taken from the 2016/2017 financial statements and analysed the Human Resources costs of the University over time.

## 25 HEFCE Circulars

Committee noted the full list of HEFCE publications and circulars could be found on the HEFCE website at: <http://www.hefce.ac.uk> and, in particular, noted:

- 25.1 Gender pay gap reporting: <http://www.hefce.ac.uk/pubs/year/2018/CL,022018>



## **26 Proposed Meeting Dates for 2018/2019**

Committee noted the proposed meeting dates for 2018/2019 which had been circulated electronically to members on 12 October 2017.

- Tuesday, 25 September 2018 from 1400 to 1600
- Tuesday, 4 December 2018 from 1400 to 1600
- Tuesday, 26 February 2019 from 1400 to 1600
- Tuesday, 21 May 2019 from 1400 to 1600

## **27 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.

## **28 Date of Next Meeting**

The next meeting would be held at 1400 on Thursday 17 May 2018.