

## Human Resources Committee

DATE / TIME / VENUE	1400, Tuesday 25 September 2018, Board Room, Room 4.18, St Andrew's Court
PRESENT	Margaret Scott, External Governor (Chair) Professor Graham Galbraith, Vice-Chancellor Mark Greenwood, External Governor Jane Hoskins, External Governor Claudia Iton, External Governor Professor Nairn Wilson, External Governor Dr Mike Rayner, Staff Representative Dr David Sanders, Staff Governor Lyuda Wade, Staff Governor
IN ATTENDANCE	Peter Brook, Director of Human Resources Helen Dunn, Deputy Director of HR & Organisational Development (Observer) Professor Paul Hayes, Deputy Vice-Chancellor Rebecca Hopkins, Deputy Director of HR (People Services) (Observer) Lynda Martin, Interim Health and Safety Manager (for Min 10)
SECRETARIAT	Adrian Parry, Executive Director of Corporate Governance Jemma Keys, Senior Governance Officer

### 1 Welcome, Quoracy, Conflicts Of Interest and Apologies

- 1.1 The Chair welcomed to their first meeting; Dr David Sanders, Academic Staff Governor; Lyuda Wade, Support Staff Governor; and Dr Mike Rayner, Staff Representative.
- 1.2 There were no apologies for absence.
- 1.3 There were no interests declared. It was confirmed that the meeting was quorate and could proceed to business.

### 2 Summary Reports of Special Meetings held between May 2018 and July 2018 – confidential minute

### 3 Minutes of the Previous Meeting

The minutes of the meeting held on 17 May 2018 were confirmed as an accurate record.

## 4 Matters Actioned and Matters Arising

- 4.1 Matters Actioned: Action was reported within the agenda papers on four matters; one item was to be covered later in the agenda, and three items would be received at a later meeting.
- 4.2 Matters Arising: It was noted that External Governor, Claudia Iton, had met with the Director of Human Resources and Deputy Directors to discuss the University's framework for managing succession and talent planning.
- 4.3 Committee noted Appendix 1 of the Matters Actioned paper which provided an update on general recommendations arising from appeal hearings. It was agreed that the paper should, in future, include a column outlining the provisional target dates for each of the recommendations.

**Action: Senior Governance Officer**

## 5 Chair's Business

Committee received a report from Peter Brook, Director of Human Resources which outlined the decision taken under the Chair's delegated authority to approve the implementation of the national pay award for 2018/2019. The following points were noted:

- 5.1 The Universities and Colleges Employers Association (UCEA) had made a final pay offer on behalf of employers. This amounted to 2% for those staff on spine points 16 and over and up to 2.55% for staff on spine points 6 to 15. However, this pay offer has been rejected by four of the sector's five trade unions, who would now be balloting their members for industrial action in support of a higher pay increase.
- 5.2 On the advice of UCEA, the University had implemented the final pay offer with effect from 1 August 2018. It was noted that local union officials had been informed of the University's decision.
- 5.3 Committee noted the decision taken under delegated authority by the Chair of the Human Resources Committee.

## 6 Constitution, Membership, Terms of Reference and Indicative Committee Business

- 6.1 Committee noted the paper which provided a mapping the terms of reference of the Committee against the Committee business conducted in 2017/2018.
- 6.2 Committee received the Constitution and Terms of Reference for the 2018/2019 session. The following points were noted in discussion:

- (i) The reference to 'Equal Opportunities' under point 6 of the Committee's responsibilities had been amended to 'Equality and Diversity'.
- (ii) Committee agreed that the Terms of Reference should be further reviewed once the forthcoming Board review had concluded. In particular, the Committee would wish to update its Committee Purpose to highlight its role in supporting the University to achieve its operational and strategic objectives. Committee noted that it was important to emphasise that the remit of the Committee was University-wide and extended beyond the activities undertaken by the Human Resources Department.

**Action: Senior Governance Officer**
- (iii) Committee agreed to recommend to the Board of Governors for approval the Constitution, Membership and Terms of Reference for the 2018/2019 session.

6.3 Committee noted the indicative business of the Human Resources Committee for the 2018/2019 session and noted that the paper was an aide memoire which would be updated as necessary.

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

## **8 Report from the Director of Human Resources – confidential minute**

## **9 Extract From the Corporate Risk Register**

Committee received an extract of the Corporate risk register from Adrian Parry, Director of Corporate Governance which detailed the risks associated with the University's activities in the area of human resources. The following points were noted in discussion:

- 9.1 The Corporate Risk Register was formally considered by the Audit and Quality Committee on a quarterly basis and by the Board of Governors on a six monthly basis.
- 9.2 It was noted that an additional risk had been added to the register relating to the Voluntary Severance Scheme.
- 9.3 Committee noted the risk register extract.

## **10 Health and Safety**

10.1 Committee received and noted the Health and Safety quarterly report for the period May 2018 to July 2018 including reported accidents and training statistics. The following points were noted in discussion:

- (i) The format of the Health and Safety Quarterly Report would be reviewed ahead of the next meeting of the Committee. This report would outline the key areas that the Committee should be aware of and any incoming or changing regulations in the area of Health and Safety.
- (ii) The Committee were pleased to note that the Department had achieved 100% compliance for fire drills in teaching block two in 2017/2018. There had been 27 unscheduled alarm activations during May to July 2018. All of these instances had been investigated and actions implemented to prevent reoccurrences.
- (iii) The University would be procuring an integrated expenses and travel management system. The Interim Health and Safety Manager would be working alongside colleagues across the University to produce relevant guidance and procedures to support the system.

10.2 Committee noted that a soft copy of the draft minutes from the Health and Safety Committee on 11 July 2018 were circulated to members on 17 September 2018.

## **11 Delegated Authority**

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

## **12 Date of Next Meeting**

The next meeting would be held on Tuesday 4 December 2018 at 1400.