

Human Resources Committee

DATE / TIME / VENUE	1500, Thursday 7 February 2019, Room 0.32, St Andrew's Court
PRESENT	Margaret Scott, External Governor (Chair) Professor Graham Galbraith, Vice-Chancellor (from Min 18) 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, Executive Director of Human Resources Helen Dunn, Deputy Director of HR & Organisational Development (Observer) Rebecca Hopkins, Deputy Director of HR (People Services) (Observer) Professor Trevor Keeble, Executive Dean, Faculty of CCI (for Min 18) Bernie Topham, Chief Operating Officer and Deputy Vice-Chancellor
SECRETARIAT	Adrian Parry, Executive Director of Corporate Governance Jemma Keys, Senior Governance Officer

13 Welcome, Quoracy, Conflicts of Interest and Apologies

- 13.1 The Chair welcomed members to the meeting.
- 13.2 Apologies for absence were received from Professor Paul Hayes, Deputy Vice-Chancellor.
- 13.3 There were no interests declared. It was confirmed that the meeting was quorate and could proceed to business.

14 Minutes of the Previous Meeting

The minutes of the meeting held on 25 September 2018 were confirmed as an accurate record.

15 Matters Actioned and Matters Arising

- 15.1 Matters Actioned: Action was reported within the agenda papers on four matters; two items were for note, two items would be covered later in the agenda, and two items would be received at a later meeting.
- 15.2 Matters Arising: It was noted that the reporting line of the Health and Safety Office had moved from the Executive Director of Human Resources to the Executive Director

of Corporate Governance. Subject to the agreement of the Audit and Quality Committee, it was proposed that the health and safety compliance reports should, in future, be received by the Audit and Quality Committee. The Committee agreed the proposal and also that the Audit and Quality Committee would be welcome to refer any areas raised in the reports that fell under the remit of the HR Committee.

Action: Executive Director of Corporate Governance

15.3 Confidential minute

16 Summary Report of the Special Meeting held in December 2018 – confidential minute

17 Committee Terms of Reference

Committee received the updated Human Resources Committee Terms of Reference which had been reviewed and updated at the request of the Committee. The following points were noted in discussion:

17.1 The Committee's terms of reference had been updated to highlight the Committee's role in supporting the University to achieve its operational and strategic objectives. Additionally, as part of the broader review of the University's governance structures, the terms of reference had been reviewed to ensure that they continued to represent a concise and clear statement of the Committee's responsibilities.

17.2 It was agreed that the following amendments should be made to the terms of reference:

- (i) Point 2 should be amended to highlight the Committee's role in monitoring the University's culture to ensure a positive and supportive working environment.
- (ii) Points 3 and 4 should be merged to highlight the Committee's responsibility, to approve the national settlement of pay and conditions of service, and the broad framework of pay and conditions of service for staff other than Senior Postholders.

17.3 A suggestion was made that the Committee should be responsible for keeping under review the University's overall structure to ensure that it appropriately supported the University's strategic aims. Committee agreed that it was important to ensure that its responsibilities did not transgress into the responsibilities of management. It was agreed that a discussion would be arranged for a future meeting of the Committee to discuss the matter further.

Action: Senior Governance Officer

17.4 It was anticipated that the recently appointed Executive Director of Human Resources would join the University in May 2019 and could be expected to have a view on the

future role of the Committee. A further review of the Committee's terms of reference would be undertaken in September 2019, alongside a review of the Committee's business conducted in 2018/2019.

- 17.5 It was agreed that the terms of reference should be amended as specified and should be circulated to the Committee electronically for endorsement to the Board of Governors.

Action: Senior Governance Officer

18 Staff Survey Update – confidential minute

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

20 Report from Director of Human Resources – confidential minute

21 Annual Report on Payroll Movements

Committee received and noted the annual report on payroll movements from Emma Woollard, Executive Director of Finance.

22 Indicative Committee Business

Committee received and noted the indicative committee business for the remainder of the 2018/2019 academic year.

23 Proposed Meeting Dates for 2019/2020

Committee noted the proposed Committee dates for the 2019/2020 academic year which were as follows:

Wednesday 11 September 2019 from 1400 to 1600

Wednesday 4 December 2019 from 1400 to 1600

Wednesday 26 February 2020 from 1400 to 1600

Wednesday 20 May 2020 from 1400 to 1600

24 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.

25 Thanks and Appreciation

This was the last meeting of the Human Resources Committee for Peter Brook, Executive Director of Human Resources, who would be retiring from the University at the end of February 2019. The Chair expressed her thanks to Peter for his significant contribution to the Committee over the years and for his role in helping to shape the University as an excellent employer. The Chair wished Peter well in his future endeavours.

26 Date of Next Meeting

The next meeting would be held on Tuesday 21 May 2019 at 1400. It was agreed that the meeting scheduled on 26 February 2019 should be cancelled due to its close proximity to this meeting.