

minutes

Appointments & HR Committee 01 November 17

Committee Members Present: Thai Braddick (union councillor), Toby Cunningham (Deputy Chief of Staff), Laura Hagen (HR Projects Manager)

Chair: Mary Leishman

Staff support: Rob Drury (clerk)

Statements from Chair

Chair welcomed new members to the Appointments & HR Committee to first informal meeting of the academic year, outlined meeting content and began introductions

001 Matters Arising

Chair asked the group for any conflicts of interest to note; TB raised their role as student staff for the union.

002 The Subcommittee

Introducing the group, Chair stated AHRC's purpose is to look at the leadership of the organisation, and the management of that through the Board of Trustees and executive staff. TC added that the AHRC can look wider than its strategic remit if we deem appropriate. Chair also explains for group members the links between union council and the trustee board. **AP** TC to arrange a session for all union council members on subcommittees in conjunction with Tony Moore, Governance Coordinator, and Chair.

Chair asked generally for the availability of the room – **AP** RD to scope availability for future meetings and book them in as soon as possible – AHRC meetings are to be held before the dates for Board of Trustee meetings and the papers.

003 External Trustee Recruitment

TC notes the group should discuss the imminent recruitment for the external trustee (human resources). LH presents a version of the role description for the role (finalised version of role description attached as Appendix I). TC points out that points 3, 4 & 5 of the description are specific to AHRC and recommends a statement from the group should annually go to Management Committee and Board of Trustee Meetings to ensure the group is doing what is required.

Chair asked that the other external trustee roles should have role descriptions akin to the human resources role drawn up upon resignation of current standing external trustees – this group as part of its remit would clear the role description and begin nominations.

TC notes that a timeline and method of advertising should be drawn up, Chair adds that ideally this should work so that the new trustee would be in place for the December Board of

Trustees meeting, along with asking for additions to the role regarding benefits of taking on the role of External Trustee. Timeline is decided and attached as Appendix II

004 Schedule of work for upcoming year

TC shares schedule of work mirrored from previous year (attached as Appendix III) which the group agrees to use for the upcoming year.

Chair raises that in addition to the standing items on this schedule, she will be commissioning a piece of work with other Sabbatical Officers on External Trustee Pathways, covering topics such as recruitment, audits, expectations and exit processes. TC raises that a cycle of how to recruit an External Trustee exists already, which he will share with the Chair. **AP** RD to add this as a standing item to every future meeting.

005 HR People Plan

LH introduces the plan (attached as Appendix IV) and contextualises. TB asks for clarity on the process for Equal Opportunities reporting which RD explains. LH mentions the soft 'relaunching' of the Wellbeing Champions scheme alongside discussing policy at Monday Morning Live meetings (MML) and gathering feedback on the career staff appraisal process. AHRC approves the plan for sending out to career staff.

006 AOB

TB raised questions about union councillor members, to which Chair reiterated the plan for TC to organise meetings with all members, and agreed to meet TB and EJ after this for a more specific AHRC catch up.

007 Time, Date and Place of next meeting

9AM – 11AM, Tuesday 21st November 2017 in Bookable Room 4