

# minutes

## **Appointments & HR Committee 16<sup>th</sup> May 2018**

Present: Thai Braddick (union councillor), Ellie Johns (union councillor), Toby Cunningham (senior management), Mary Leishman (Undergraduate Education Officer), Tony Moore (Democracy & Governance Coordinator), Rob Drury (clerk)

Apologies: Stefano Asciana (student trustee)

ML introduced the meeting

### **021 Minutes of last meeting**

Minutes agreed.

### **010 Matters arising**

No matters arising

### **023 Standing item: exit interviews**

ML introduced an update from TC. This discussed the ongoing problems with wellbeing related to exit interviews and the steps being taken to aid this, such as events during Mental Health Awareness Week and the annual Staff Survey). Concerns related to activity noted as limited resource and the workload of the organisation and individuals were cited.

ML queried whether a clearer strategy would be needed for the trustees, which TC agreed to, but reminded the group that the board must match ambition to strategy aims and resources.

### **024 Standing item: HR Action Plan and General Update**

RD & TC discussed the written update provided by LH (HR Project Manager). The update covered the progress of the Employee Consultation Forum, how far along the Job Evaluation and Appraisal Review projects were, how Resilience Training had gone, the HR strategy and HR GDPR plans.

EJ questioned whether clubs and societies training would be GDPR compliant. **AP** ML to check with Director whether it is or not.

### **025 Trustee recruitment update**

This item was moved further down the agenda to accommodate TM joining the group.

### **026 COS Bonus Process Update**

ML stated she is working with an external trustee to review the overall pay and a structure for the role

## **027 Staff engagement survey**

RD presented written update on the career staff survey

## **028 NBS Wellbeing Research Unit**

RD stated a written update was not to be provided and that this particular item had not been a high priority for the HR team to undertake since the last meeting, but that this will be picked up by the next meeting.

## **029 Absence Update**

RD presented to-date figures with extra data regarding reasons given for absence.

Group discussed the levels of absence, and TC requested extra narrative to given nuance to the data.

EJ questioned what procedures are in place for people on long-term sickness, which TC clarified.

## **030 Voluntary Norfolk & Trustee Training Update**

ML discussed that she is working with the Head of Campaigns & Policy on this, and is finalising booking sessions during the same period as officer training weeks, the last two weeks of June. This training for trustees would be provided by an external company in time for trustee handover on June 29<sup>th</sup>.

ML yet to finalise the list of part-time officers to also be included in the training sessions.

## **025 Trustee recruitment update**

ML and TM, who had now joined the group, discussed recent policy passed by Union Council (Policy 2249, *Changes to the Trustee Board composition*) increasing the number of external trustees on the board from four to six. TM raised to the group whether a recruitment strategy was needed and whether any specialised remits should be extended for the new places.

ML noted that we trustees with explicit experience in HR and Commercial and described a desire for the board to also have separate finance and/or risk management, a treasurer style role, someone involved in charity governance and CEO line management, a deputy chair style role and someone with knowledge of the HE or SU sector.

TC questioned whether the board may need a more strategic thinker, suggesting that other SU CEOs may be able to provide this remit. The group discussed whether this would need to be an explicit role or if it should be added to the skills matrix for external trustees.

TC also stated that there was a need for someone with knowledge of legal compliance. TM fed in that previous appointments of a lawyer to an external trustee role resulted in some issues.

TB & EJ expressed that the changes to the board would be positive. EJ expressed a preference for an external legal audit as opposed to a legal-based trustee. **AP** TB & EJ recommend ML establish an annual legal audit, which should be proposed to the board of trustees with estimated costs.

TC raises that the board could be made up of five themed roles and a sixth, unstatated, 'non-portfolio' role.

ML raised that if a sixth place on the board was to remain unstated, a current trustee could fill this place and shape it going forward, perhaps into a community and partnership role. TC reminds the group again around resources and that the new trustees will need resources to implement strategy, and our resources are finite.

EJ asked the group for ideas around recruitment. ML states that while our location is a challenge to overcome, having role descriptors like with the recent HR trustee recruitment has proven beneficial. ML went on to state that shaping content and advertising of a role based around what it is focused on is important. The group discussed whether advertising using the LCR and Waterfront would be prudent, including advertising on tickets and via newsletters. TM expressed that we should continue to make use of the alumni newsletter and ML expressed importance of people being passionate and interested. The group discussed the advertising of roles to university council and committee members, to which a consensus was agreed that the roles could be advertised, particularly a governance one, to such members but there would be no guarantee of appointment against other candidates.

TC states that the best time for the six total external trustees to attend board would be in September. **AP** RD and ML to mock up a proposed timeline for recruitment of said roles, working back from the September meeting of the board of trustees. TB followed that recruiting over the summer is the best course of action, with both EJ & TB available over the summer period to assist in recruitment, preferably before the end of July at ML's request.

### **031 Any other business**

ML asked EJ and TB to stay after the formal closing of the meeting to discuss informal feedback for the group to shape activity next year.

### **020 Time, Date and Place of next meeting**

The date has not yet been set for the next formal meeting of the group, however the group will meet in its current state over the summer period to engage in external trustee recruitment activity.

The committee will next formally meet in the next academic year after the election of new student union councillor members.