

# Minutes

## Appointments & HR Committee 25 June 2018

Present: Tony Moore (staff support), Kemi Watchorn (external trustee), Jenna Chapman (undergraduate education officer), Ellie Johns (union councillor), Georgina Burchell (welfare, community & diversity officer),

TM introduced the meeting, including the changing of staff support from RD to TM.

The group briefly discuss the Equal Opportunities committee and the makeup of this group alongside discussing the Equality, Diversity and Access (EDA) Subcommittee. Neither group have met in the last year and the group aim to discuss with management **AP**.

### **032 Recruitment of External Trustees**

TM discussed the special resolution needing to be signed by the majority of the board/management and approved by Companies House. This means that the recruitment of new trustees will be pushed back so they will not be in place for the September Board of Trustees meeting.

TM further discusses External Trustee recruitment and says that a timeline should be put in place. JC adds to this area of discussion by saying original plan was for over the summer. Later in the meeting EJ suggests that recruitment for External Trustees is a lengthy process, suggesting this is pushed back until December. **AP**.

### **033 Ben Gibbins**

At this point, EJ proposes moving the recruitment of the Chief Executive (CE) and Director of HR (HRD) up the agenda due to time constraints.

### **036 Director of HR Recruitment**

KW updates the group on working with Sue Buck (SB) on speaking to agencies. Three candidates have already been discussed, but yet to be formally brought forward. KW mentions that the salary we can offer may prove to be a sticking point, and that a plan may be to bring the HRD in for a six-month period in the post initially after which the newly recruited CE would be able to plan for the future of the role. The interview panel is proposed to be made up of SB, TC and GB, and the process has now been handed over to SB & Chloe Alexander (CA, Head of HR).

GB questions regarding GDPR, stating it is important that the individual appointed in this post has knowledge of it. This was confirmed as a requirement.

TM makes the suggestion that the HRD should have a meeting before September board to discuss the expectations/requirements within the role, and that this role would sit in an advisory capacity on AHRC.

### **037 Chief Executive Recruitment**

JC provides an update. Some of the officers met with Claire Marsland from NUS HR. They suggested Peridot, an agency that has recruited for other SUs. JC is awaiting a quote on this, but also sourcing a secondary quote as a method of comparison from Prospectus, another agency. As part of the package Peridot have said they would come into the SU for a day/several days to understand operations to gain insight, and would assist with contacting and interviewing candidates. **AP** JC to get appropriate quotes from agencies.

KW discusses costs as being a concern. KW also states that SU experience not necessarily important, but someone with the relevant skills, so we could target the charity sector. Getting the job description right is crucial, and that we could try on our own first, and then seek help later if the candidates attracted aren't right.

EJ discusses Line Management, says that expectations need to be very clear and that an external trustee could assist with Line Management, could be someone without SU experience.

JC states that the HRD's support would be appreciated, with GB agreeing but airing concerns around workload. It is stated the HR team are responsible for putting together recruitment packs etc.

KW suggested that a CEO from another SU could be advantageous, as well as the HRD and a member of AHRC. TM agreed, also stating that possibly a member of the UEA executive team could be useful too. The group discuss that current members of staff who may be involved in the process would need to step away should they wish to apply for the post.

TM suggested that a review of the previous postholders job description takes place to be used as a 'framework' for the new job description, and that it should include a comprehensive required skill set.

The group briefly discussed the interview process, with an indication that delivering presentations can serve a purpose in seeing candidates' visions for the role.

At this point, EJ leaves the meeting.

### **033 Ben Gibbins**

TM recommends that GB invites BG in for a meeting before September board to reaffirm expectations within the role.

TM opens up a discussion in-regards to Ian Gibson (IG)'s position, JC and RW confirm they are happy for him to remain as Supervising Trustee .

KW raises concerns about the difference between cases involving someone who is an ordinary member of the charity and a staff member. JC clarifies this and the role of the trustee in an investigation. Ordinary members who are also staff members with cases should go through employment law process first before Code of Conduct. **APs**, JC to add this process to HRD action plan points, KW to discuss with TM for the appropriate wording.

### **034 Appointment of External Trustees to Sub-Committees**

JC discussed the role of external trustees on Sub-Committees, to be reviewed at the September Board of Trustees meeting. **AP** Group recommend to move Martin Jopp (MJ) to Finance Sub-Committee, TM to send round an electronic vote to confirm.

Group happy for KW to remain on HR Sub-Committee. KW states she is happy to step in for EDA committee, however there is a preference a different external trustee long-term, which TM suggested waiting for new trustees to be appointed first. JC expresses a desire for the group to meet soon, TM recommends that JC meet TC to discuss the group's aims. **AP** TM to share a leadership review document with the group which discusses the EDA committee in more detail.

### **038 Plan for the Year**

TM suggests that if AHRC is to meet again before the September board, Tm could propose a formal cycle for this session, which the group agrees. **APs** TM to create formal annual cycle of business for the group, and to discuss staff support for AHRC with RD and TC.

### **039 Time, date and place of next meeting**

Next meeting is suggested for September 4<sup>th</sup> at 11:00 in Union House.