

Staffing Committee

Minutes of a Meeting of the Staffing Committee held on 8 November 2016 in the Temperton Room

Present: Mr P Nixon Chairman
Mr S Vickers
Mr M Lewis
Mrs L Harper
Mr M A Simcock
Dr D G Llewellyn

In attendance: Dr C E Baxter Secretary
Mrs E Vingoe

Apologies: Mrs C Snell

Members were reminded to update their entry in the Register of Interests if required.

16/01 Minutes

Approved: the minutes of the meeting of the Committee held on 9 June 2016.
(15/30-15/47)

16/02 Matters Arising

Received: a report from the University Secretary on matters arising.

- Noted:
- i) that the Chair of the Board of Governors and the University Secretary would be attending a further Governor Prevent training event in mid-November;
 - ii) that HEFCE reporting against the Prevent Duty was very important and that nearly 100 relevant members of staff had received Prevent training;
 - iii) that in recent line manager development workshops for PDR completion, the emphasis had been on the quality of the discussion with individuals, and to encourage short discussions throughout the year. Work continued to ensure that all staff completed a PDR.

16/03 Terms of Reference

Received: the Terms of Reference for the Committee.

Noted: the Chair noted that as this was his first meeting, he had discussed the document with the Head of HR and had found it useful to assist in understanding the duties of the Committee.

Agreed: that the Terms of Reference remained appropriate and no changes were required for 2016/17.

16/04 Risk Management

Received: a report from the University Secretary on risk areas monitored by the Committee.

- Noted:
- i) that a small number of items from the University's Risk Analysis and Action Plan were reported to the Staffing Committee;
 - ii) that recruitment for two Chairs was in hand for: the ABP UK Professor in Beef Production and the Elizabeth Creak Chair in Agri-Tech Applied Economics.

16/05 National Pay Negotiations

Received: a report from the University Secretary on progress with the national pay negotiations including the request from UCEA to implement the pay uplifts, backdated to 1 August 2016.

Endorsed: the Chair's action to agree the implementation of the uplifts to the salary scale points.

Approved: the nationally agreed action to remove salary scale point 1 with effect from 1 April 2017.

16/06 Pensions

Noted: that during November 2016, the University would be re-implementing the statutory requirement of pension auto-enrolment of those employees not in a pension, every 3 years.

16/07 Academic Promotion

Received: a report from the Head of Human Resources on the outcomes of the academic promotion process in 2016.

- Noted:
- i) that the Staffing Committee had received detailed information on the review of the academic promotion process undertaken in conjunction with UCU in 2013, benchmarked against other universities; and further minor changes in 2015;
 - ii) that academic colleagues were advised at the time on the number of positions available, based on affordability;
 - iii) that 7 of the 8 available positions were filled in 2016 and there were a number of departments where applicants weren't successful;
 - iv) that there were specific criteria that individuals must meet and a number of applications did not meet the required standard;
 - v) that all potential applicants were offered the opportunity to participate in workshops to assist them in putting their applications together and all shortlisted candidates received 1:1 coaching. Following the process, all applicants were offered 1:1 feedback on their applications;
 - vi) that despite extended support to female academic colleagues to encourage applications for promotion, there were still relatively few applications from female academics. Work would continue to encourage individuals in this group to apply.

EV/PRM

16/08 Equality and Diversity

Received: an update on equality and diversity activities.

- Noted:
- i) that the coverage of the Single Equality Scheme was both staff and students, which was quite common in HE;
 - ii) that the staff and student Equality and Diversity Group were continuing to review ideas to encourage all students to take part in campus activities, and that the Student Union had been awarded a grant to help develop more inclusive and varied Student Union activities;
 - iii) that approximately 20% of students at HAU declare specific learning difficulties such as dyslexia.

16/09 Staff Survey Update

Received: a report on progress following the Staff Survey 2016.

- Noted:
- i) that following the Vice-Chancellor's Q&A session in the summer, work was continuing by managers to gather further feedback from their teams on the outcomes of the Staff Survey. In particular, suggestions on how to make improvements in areas such as communication were being sought; **SMT**
 - ii) that the Staff Survey was a good vehicle for staff to put forward their views and although there were areas that could improve, the message overall from the Survey is that HAU is a great place to work;
 - iii) that 'communications' was noted as an area for improvement, but that this was noted in staff surveys across the HE sector and in many other sectors;
 - iv) that during discussions with support staff managers, it emerged that the comments on 'communications' from some support staff referred to a lack of response by some academic staff to their requests for information or action, and the perceived lack of understanding of some academic colleagues to the knock-on effects of this.

Agreed: that investigation would take place into the use of email, and how it might be used more effectively. Line managers would be encouraged to support their staff to communicate face to face where possible. **HR Team/Line Managers**

16/10 Policies and Procedures

Received: a proposal to change support staff holiday entitlement to 21 days on appointment (currently 20 days) for those on salary Grades 1-3 and to 22 days on appointment (currently 20 days) for Grades 4-9. Grade 10 and above would remain on 25 days holiday on appointment and all staff would continue to move to 25 days after 5 years' service.

- Noted:
- i) that the proposal had arisen from feedback from the Staff Survey where support staff had asked if the University could undertake a further review of the holiday arrangements it offered for support staff, in light of the holiday arrangements at

other universities and employers in the area;

- ii) that discussions had taken place with managers about this feedback and considerable work had been done to review arrangements offered by other relevant employers;
- iii) that the changes had been discussed with relevant Staff Consultative Group (SCG) representatives on 26 October 2016. Representatives were currently gathering feedback from their constituents.

Approved: the proposal was approved subject to any changes that may be necessary following consultation with the Staff Consultative Group. **EV**

16/11 Staff Development

Received: a report from the Head of Human Resources on staff development activities.

- Noted:
- i) the work that had been done to develop Prevent training in-house and that 98 relevant members of staff had so far received training since October 2015. Further sessions were due to take place in December 2016;
 - ii) the emphasis that the University placed on ensuring that staff received regular information and awareness training on wellbeing and mental health;
 - iii) that HEFCE were soon to publish institution data on teaching qualifications. The University was significantly above the sector benchmark on numbers of staff with formal qualifications but further work still needed to be done to ensure all academic staff were recognised by the Higher Education Academy. **LA**

16/12 University Bonus Scheme

Considered: the University's performance in 2015/16 with respect to meeting the KPIs set for the University-wide bonus scheme.

- Noted:
- i) that not all the required criteria for the University-wide BonusScheme had been met;
 - ii) that members felt that a separate extraordinary award would be appropriate in December 2016 due to the outstanding performance of the University and staff over the past 12 months;
 - iii) that an award of £100 would be paid to all staff with the exception of the Senior Management Team.

Agreed: to recommend to the Board of Governors that an extraordinary one-off pay award of £100 should be made this year, as noted above. **All**

16/13 Staff Consultative Group (SCG)

Received: the minutes of the meetings of the Staff Consultative Group held on 12 October 2016 and 26 October 2016.

Noted: the important role that the SCG played in the consultation on the proposal regarding changes to support staff holidays.

16/14 Joint Consultative and Negotiating Committee (JCNC)

- Noted:
- i) that the JCNC meeting scheduled for late October had been postponed to 10 November 2016;
 - ii) that the Chair of the HAU UCU Branch had submitted a list of points for consideration at the JCNC meeting, and that the Vice-Chancellor had met with the Chair on 8 November 2016 to discuss these;
 - iii) that one of the points raised related to the perceived levels of stress that academic staff may be experiencing related to the workplace. It was agreed that that a review of the work being undertaken in the sector in this area would be proposed at the JCNC meeting; **DGL**
 - iv) that there was a HAU student Health and Wellbeing Policy and that work was underway to investigate the requirement for a staff policy in this area. **EV**

16/15 Any Other Business

16/16 Date of Next Meeting - 19 January 2017 at 1.30pm.