

HARPER ADAMS UNIVERSITY

Minutes of a Meeting of the Staffing Committee held on 13th June 2019 at 1.15 pm in the Board Room.

Present: Mr M Lewis - Chair
Mr P Nixon
Mrs A Haycox
Mr M Simcock
Dr D Llewellyn
Mrs C Snell (via telephone)

In attendance: Miss D Crowther - Secretary
Dr C Baxter
Mr A Allen (for item 12)

Apologies: Mr M Thomas

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

18/34 Terms of Reference

Reviewed: the Terms of Reference were reviewed and it was confirmed that they accurately reflected the purpose and structure of the Committee. It was noted that Mr S Vickers had now left the Committee.

18/35 Minutes

Approved: the minutes of the meeting of the Committee held on 17th January 2019 (18/19 18/33).

18/36 Matters Arising

Received: a report from the Head of HR on matters arising.

Noted: that the Finance and General Purposes Committee had noted the proposal to suspend the staff bonus scheme for 2019 and were happy with this approach. The Staffing Committee endorsed the decision. Mrs Haycox expressed concern about the negative messages that may be sent to staff in suspending the staff bonus scheme, as well as not awarding a day off in lieu over the Christmas period. It was confirmed that any day off in lieu was discretionary and the Board should consider the granting of such a day in the November meeting.

CEB

Noted: i) that the quarter one meeting with Health Assured, providers of the Employee Assistance Programme, would take place on Wednesday 19th June. s statistics to date were representative of the benchmark level.

ii) that Mrs Haycox had queried whether the information on the well-being offer was h

viewed both externally and internally. It was confirmed that details of the information had been included in the Weekly Diary.

18/37 Risk Management

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

Noted:

- i) that with regard to the recent internal audit on mandatory training and staff development the final outcome report had not yet been received. It was noted that the auditors were likely to suggest a number of recommendations, however, it was confirmed that it was not the role of the auditor to dictate which of these are put into practice. It was noted that it is not clear at this stage what the concluding audit opinion will be. Once received the final report will be submitted to Audit and Risk Committee for consideration at the meeting on the 27th June.
- ii) that with regard to the appointment of the Director of Marketing and Communications initial selection activities had taken place on Monday 10th June. Further candidates were due to be seen week commencing 24th June when it was then hoped we would be in a position to proceed.

18/38 Pay and Negotiation 2019 / 20 Pay Round

Noted: the details of the full and final offer made in the JNCHES negotiating meeting held on 30th April 2019 were noted by the Committee.

18/39 Policies and Procedures

Approved:

- i) and Procedure was approved. This included strengthened guidance around informal note of concern and potential outcomes of a disciplinary hearing, an added appendix to give further information and guidance around suspension

be Serving Governors (not staff or students), former Governors or independent persons with relevant experience.

Approved: ii) the updated Adoption Leave policy.

Approved: iii) the updated DBS Policy merged with the new Policy on the Recruitment of Ex-Offenders.

Approved: iv) the new Fixed Term Contract Policy and Procedure formulated from the existing guidance document.

Mr Simcock suggested that further clarity around the month column on appendices 1 and 2 of the policy would be useful. It was agreed that this would

the workplace. This being said, consideration was being given to providing a repeat of the half-day Mental Health Awareness course, which had been delivered previously and received positively.

18/46 Any Other Business

Noted: that Mr Nixon asked that thanks be passed onto the Grounds and Maintenance Team for the excellent work they were carrying out on the external presentation of the campus.

CEB

18/47 Date of Next Meeting Thursday 7th November 2019.