

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.

16/08 **Equality and Diversity**

R

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/ pr4145 Td ()Tj -0.0 /P <</MCID 5 >>10DC 0 -1.145 T69()Tj EMC /Span <</MCID 33 >>BDC -24.1 Tf 0

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.