

HARPER ADAMS UNIVERSITY

Minutes of a Meeting of the Staffing Committee held on 7th November 2019 at 1.30 pm in the Board Room.

Present: Mr M Thomas Chair
Mr M Lewis
Mr P Nixon
Mrs A Haycox
Dr D Llewellyn

In attendance: Miss D Crowther - Secretary
Dr C Baxter
Mr A Allen (for items 12ii, 12iii, 13 and 14)

Apologies: Mrs C Snell
Dr M Simcock

Members were reminded t

for 2019/20. Areas of the University with specific risks had been asked to discuss these with their teams so that feedback could be sought. The register would be going forward to Audit Committee for approval week commencing 11th November followed by Board of Governors on the 27th November for final approval.

- ii) that with regard to following through on staff and *organisational*

CEB

19/05 Pay and Negotiation – 2019 / 20 Pay Round

Received: a report from the Head of HR on proposals for the deletion of spine point 2 with effect from 1st April 2020.

Noted: i) the latest position in respect of ballots for action with regard to the 2019/20 pay round.

At the beginning of August, UCEA had communicated that they regarded the pay negotiations as concluded and that member institutions should implement the pay uplifts offered with effect from 1st

all genuine casual staff and student ambassadors will be paid a 51-point pay spine. No further cost of living increases or other national minimum wage requirements need to be considered.

that option 2 as outlined in the paper will be put into place.

DC

19/06 Staff Consultative Group (SCG)

Received: the Committee received a copy of the minutes of the SCG meeting held on 9th October 2019 and noted the contents.

Noted:

- i) that it had been a positive meeting with one minor issue raised around the temperature in the halls of residence.
- ii) that Jane Richardson, Director of Operations for the Harper Keele Veterinary School had commenced employment as planned on the 28th October 2019.
- iii) that a decision had been taken to retain Stonefish for application and shortlisting, but that iTrent would continue to be utilised as planned for requisition and approval. An upgrade would take place to Stonefish in order that logos and content were up-to-date and refreshed.

19/07 Joint Consultative and Negotiating Committee (JCNC)

Noted:

- i) that a copy of the minutes of the JCNC meeting held on 5th November 2019 would be to follow.
- ii) that it had been a positive meeting with an agenda that included a lot of the items for information that were on the agenda for the Staffing Committee meeting today.
- iii) that four issues had been raised by UCU in the meeting. The first related to timetabling. UCU had undertaken a survey of their members with regard to continuing difficulties. UCU had been asked to send the results of the survey so that further work could be done to address the specific issues. The second issue related to the appoi0 g0 G[)JTJETQq0.000008871 0 595.32 841.92 re reW*nBT/F3 9.96

19/08 **Review of HR Strategy Action Plan**

Received: the Committee received a copy of the updated HR Strategy Action Plan.

Noted:

- i) that once e-recruitment had been launched attention would turn to the learning and development, performance management and sickness absence modules within iTrent.
- ii) that with regard to the health and safety elements of the Action Plan it may be worthwhile exploring support mechanisms for lone further with Emma Osborne, the Univers Officer.

19/09 **UCEA Programme of Work**

Received: a copy of a UCEA briefing note on the proposed programme of work for 2019/20.

Noted: the contents of the briefing note. It was also noted that UCEA provided sound support to their member institutions, however, there had been a lack of communication to the HEIs who were affected by the need to delete spine point 2 by April 2020, which Miss Crowther agreed to follow up.

DC

19/10 **Post-Brexit Planning for Staff**

Received: the Committee received a report on the situation with regard to planning for staff who would be impacted by Brexit.

Noted: the contents of the paper were noted. It was also noted that a reissuing of travel guidance would be beneficial at this stage. Dr Baxter agreed to contact -ordinator in this regard.

CEB

19/11 **Induction Process**

Received: the Committee received a report on the work that had been carried out to staff.

Noted: the contents of the paper were noted and the changes were seen as positive. The committee noted that they would be interested to see any results from the effectiveness survey at the next meeting. It was also suggested that the on as and when new questions were suggested. It was also agreed that the content and links should be regularly reviewed.

DC

19/12 **Policies and Procedures**

Approved:

- i) the new Dignity at Work Policy and Procedure was approved. As well as continuing to contain a procedure for dealing w1BT/F5li93(r)-332 841.92 reW*nBT/

contravene the policy, an added appendix giving guidance on dealing with complainants and respondents and suspension guidance. The latter stages of the procedure had also been amended in respect of those individuals who may wish to pursue a formal complaint in respect of an allegation of harassment or bullying. The procedure now highlighted that the same formal process would be followed as outlined

It was noted that the procedure read clearly and dealt with a difficult subject sensitively. It was confirmed that there had been two formal complaints of bullying and harassment since March 2018.

Mrs Haycox raised a number of helpful suggestions:

complaints should be made *wherever possible* within a maximum of three months from the last incident(s) occurring, or the conclusion of an attempt a

In Section B 3. fourth paragraph that an amendment be made to

the interests of all concerned to suspend (on full basic pay) or *make temporary changes to working arrangements*

