

HR Subcommittee Minutes

11th November 2021, 11am

Location: Moss House Board Room

Members: External Trustee, Lorraine Teague (LT), Director), Officer Trustee, Alice Young (AY),)

In Attendance: Lorraine Teague, Sarah Kerton, Alice Young. Ashlea Mallett joined during the meeting.

Item	
1.1	<p>LT introduced the meeting. Apologies had been received from Ashlea Mallett. LT noted that the meeting was not quorate as per the constitution. LT noted that as the main business of the meeting would to consider recommendations for the Trustee Board to make decisions on the meeting would proceed.</p> <p>No conflicts were declared.</p> <p>Action: SK to bring HR Subcommittee Terms of Reference to next Subcommittee meeting</p>
1.3	<p>The minutes of the previous meeting were approved. LT noted that the Progression Framework should be discussed at the Trustee Board now that the role related profiles were complete.</p> <p>Action: SK to table Progression Framework at next Trustee Board for ratification</p>
1.4	<p>The committee received the action log and noted all the actions were complete. SK noted that contracts had been reviewed to include the new legislation related to training in Dec 2020.</p>
2.1	<p>The committee received the Guild Director's report. The people and culture work is on track and is successful with great staff engagement. SK flagged that moving forward we would need to work on our officer engagement.</p> <p>SK noted the struggle with recruitment in relation to Kickstart and that we would be looking again to recruit for January/February.</p> <p>SK also highlighted that the Guild were kicking off their work related to the strategy.</p> <p>Ashlea Mallett joined the meeting</p> <p>HR Subcommittee accepted and approved the Guild Director's Report</p>
2.2	<p>HR Subcommittee received and noted the Safeguarding report. The Subcommittee noted an increase in reporting on this due to us promoting this wider and engaging with our student leaders. There were no disciplinary or data protection incidents to note.</p>
3.1	<p>HR Subcommittee received and noted the Guild Director's presentation: P&C Strategy: Building a Great Staff Team, based on the theories of Jim Collins.</p>

<p>3.2; 3.4</p>	<p>SK provided an update on the progression framework and role profiles. SK noted that having the right staff and being able to support and develop them was key to delivering our strategic work. SK noted that from the people perspective, we have most of the team in the right seats to move forward with our vision.</p> <p>SK presented the different role profiles and the progression journey that it's likely that each of the staff roles and levels would go through. This framework focusses on bringing people up and developing them and bringing people out if they are the wrong fit for the organisation – this is the idea of getting “of the bus”.</p> <p>All of the fields within this framework are fields of discipline that the Guild need as an organisation in order to operate. The Subcommittee provided positive feedback on this set up and noted that this could make us stand out across the sector as somewhere excellent to work.</p> <p>HR Subcommittee approved Progression Framework</p>
<p>3.5</p>	<p>The committee received the proposal in relation to reward and recognition. LT asked if this could be abused and SK noted that it's very unlikely as the team have built such a strong bond of transparency and accountability to each other.</p> <p>SK presented the Taco system to the Subcommittee as this was going to be used to help with promoting reward and recognition between the team. AY noted the importance of embedding this within the officer team too. The Subcommittee discussed the culture of the organisation being important to recognise the team effort of everything we do.</p> <p>HR Subcommittee approved the Reward and Recognition Scheme</p>
<p>3.3</p>	<p>The committee discussed the high-performance behaviours and how they link into the values. In terms of teamwork, the Subcommittee discussed getting the balance right between socialising and delivering on the workload but also ensuring there is time as part of the working day to being part of the team.</p> <p>SK noted that the behaviours were not prescriptive and were open to interpretation for individuals as they're going to be able to evidence them in different ways. Having the taco/Mo system to link up with the behaviours was noted as being a valuable tool to help measure our values.</p> <p>The team were planning on going on an away day and would be discussing these values and behaviours in more detail as a team to ensure that this is a lived part of work as opposed to a document in the drawer.</p> <p>HR Subcommittee approved the High Performance Behaviours and Staff Values</p>
<p>4.1</p>	<p>Policies for noting – reviewed minor amendments.</p>
<p>4.1</p>	<p>Considered succession policy for the Guild Director and proposed this be extended to cover other executive roles.</p> <p>HR Subcommittee approved the Succession Policy for Guild Director</p>

5.1	<p>AOB – noted that the Guild now has an independent bank account with Nat West and that Mark Payne had been very helpful.</p> <p>There was no other additional business.</p>
-----	---