

HR Subcommittee Minutes

18th May 2022, 11am

Location: Moss House Board Room

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

In Attendance: N/A

Apologies: Sarah Kerton (SK), Director, Ashlea Mallett (AM), Student Trustee

Minutes: Cassie O'Boyle

Item	
1	
	LT introduced the meeting. No conflicts were declared. LT noted that the committee was not quorate, but any decisions could be ratified either via e-mail or at the next meeting.
	Apologies were received from AJM and SK.
	<p>The minutes of the previous meeting were approved with no amendments. LT highlighted that there were some amendments made to the HR subcommittee Terms of Reference in the previous meeting, but these had not been minuted. AY highlighted that these had been completed in the meeting and updated there.</p> <p>LT raised that there was an amendment to the Health and Wellbeing policy, COB updated that this had been completed.</p> <p>Action: SK to send LR the amended Terms of Reference that was completed at the last meeting.</p> <p>Action: SK to circulate the Officer 360s to the subcommittee for review.</p>
	There were no conflicts of interest declared.
	<p>The board received the action log.</p> <p>Action: COB to defer the Officer Accountability session for the next board meeting and SK to circulate the presentation in advance</p>
2	
	<p>The Subcommittee received the HR report.</p> <p>The board congratulated COB on moving to the Head of Operations for the Guild in July.</p> <p>AY and LT discussed the opportunity for someone from the University to take part in the Guild's recruitment cycle and agreed to discuss this further with Sarah.</p> <p>LT agreed that having clear expectations for officers would be important in the year ahead as there has been learning from this year's relationships. AY agreed a reset for July would be important. LT highlighted that this links directly to the accountability mechanisms that we need to ensure is developed in the year ahead.</p>
	<p>The board noted the safeguarding report. COB updated that the relationship with the University in terms of safeguarding was very positive and we were regularly updated with the progress of anything referred to the University. COB noted that we would continue to use NSPCC as a training provider for all new staff.</p>

	The board noted the reporting summary. COB updated that the two disciplinarys were not resolved due to staff no longer working in the Guild.
3	Projects and Workplans
	<p>COB provided an update on the People and Culture Plan. LT asked if the aspiration was to move from Bronze to Silver or Gold in terms of the Thrive at Work. COB updated that we would provide an update at the next meeting.</p> <p>LT asked if we had considered an accreditation related to Disability. COB agreed this could be something that we looked-into.</p>
	<p>LT highlighted the need to understand if we could afford to do some of these different benefits but that this could be a great project to benchmark ourselves against the sector. LT also noted the need to ensure our language was accurate when describing holidays and leave to ensure the correct information is communicated.</p> <p>LT asked if we should consider a corporate social responsibility policy as opposed to only time off for volunteering. AY suggested that there could be an option for this to be done as a team as opposed only as individuals.</p> <p>The subcommittee agreed this was a good project to get started on and that the timeline looked sensible.</p>
	It was agreed that this would be referred to the next meeting and that the presentation and 360s would be circulated after the meeting.
4. Policy and procedures	
	<p>The subcommittee reviewed the policies submitted for noting.</p> <p>The subcommittee highlighted the need to include “Senior Leadership Team” if the Guild Director is not available to deal with an issue outlined in the policy.</p> <p>LT suggested that SK amended the wording of the amendment related to Guild Socials and events and alcohol to ensure that this read well.</p>
	AOB - none