

Minutes of the Imperial College Union
 Appointments & Remuneration Committee
 27 May 2015
 Room 6, 9.00

PRESENT:

Lay Trustee	Julia Higgins (JH) - Chair
Student Trustee	Tom Lim (TL)
Officer Trustee	Pascal Loose (PL)
Officer Trustee	Tom Wheeler (TW)
<u>Permanent Observers</u>	
Managing Director	Joseph Cooper (JC)
Governance & Administration Manager – Clerk	Rebecca Coxhead (RC)

Observer – Jill Finney Trustee Designate
 Apologies – Chris Kaye Officer Trustee

1. CHAIRS BUSINESS

- a) Apologies were received from Chris Kaye and Jill Finney was welcomed as an observer to the meeting.

2. DECLARATION OF CONFLICTS OF INTEREST

NOTED:

- a) PL stated that he intended to apply for a job, in line with Union procedures, in the Union’s commercial outlet during the summer vacation and will be affected by the proposed increase and casual hourly pay.

3. MINUTES OF LAST MEETING – 22 January 2015

NOTED:

- a) The minutes were passed at the meeting of Board on 7 May 2015.

4. MATTERS ARISING

NOTED:

- a) A conversation occurred between JC, TW and the John Neilson in regards to the having the Chair of the Board on College Council as an observer and the response was not positive.
 - i. There is a potential to have another conversation once the Chair is elected.
 - ii. It was suggested that the College Secretary or Chief Financial Officer be invited to the Residential Training and potentially deliver a session. JC stated that he will discuss this with them

ACTION:

- 1. JC to discuss the possibility of the College Secretary or Chief Financial Officer to attend the Residential Training in August.**

5. PROPOSED INCREASE IN CASUAL HOURLY RATES

RECEIVED: The paper was presented by JC

NOTED:

- a) The Union pays a rate that is below what is paid by College, to allow more students to be employed.
 - i. There is a pressure for College to pay the London Living Wage in which the Union will seek to be exempt from being included. This is due to the economic reality of the casual employee of the Union being different to that of College.
- b) It was queried as to who level 4' Supervised Full Time Staff' is applicable to. JC stated he will investigate this.

ACTION:

- 1. JC to investigate as to level 4' Supervised Full Time Staff' is applicable to.**
- c) 'Unsupervised student staff' are required to take on extra responsibility – such as at Reynolds where they have increased responsibility.
- d) The Committee moved to a vote to pass the presented paper and it was passed unanimously.

RESOLVED:

- 1) To pass the proposed 3% increase for casual staff and for this to be implemented effective 1 October 2015 in line with the increase in the NMW.**

6. OFFICER TRUSTEE/SABBATICAL CONTRACT AND REMUNERATION

NOTED:

- a) Charity law allows the employment of Trustees however the contracts are different to that of a standard employment contract in that there are different reporting and accountability lines.
 - i. Officer Trustees report to both Union Council and the Board.
- b) The purpose of the appendix to the contract for Officer Trustees is to stop the perceived conflict of interest with outgoing officers being part of the developing, approving the creation and budget for a new roles where they may have the intention to apply for the roles.
- c) In regards to the living out stipend, it was stated that the Board has a desire for Officer Trustees to live in Halls of Residence due to the benefits that the officer brings to the Halls of Residence experience; such as the support to the warden team.
 - i. The financial disadvantage of living out has been perceived by some previous officers as a punishment and that they should have the ability to choose their own living arrangements.
 - ii. A flat salary payment to all officers is a potential option with the Union facilitating the officers moving in halls. The officer will be responsible for paying their accommodation costs should they choose to move in to halls and the Union will help facilitate that process.
 - iii. The different characteristics of officers living in halls dictates their level of engagement – some have little to no engagement and others fully interact in the halls lifestyle.
 - iv. It was recognised that it is too late to change terms of office now as candidates stood on the understanding that they will be living in halls or receiving a living out allowance.
 - v. It was agreed that JC will draft a paper outlining the options for a flat salary payment for officers.

ACTION:

- 1. JC to draft a paper for Board options for a flat salary payment for officers.**

- d) The Committee moved to a vote to pass the presented Contract and it was passed unanimously.

RESOLVED:

- 1) To pass the presented Officer Contract and remuneration.**

7. LIVING OUT REQUEST

NOTED:

- a) The committee moved to a vote on passing the paper and it was passed unanimously.

RESOLVED:

- 1) To allow the ICSMSU President elect, Maredudd Harris to live out.**
2) To allow Benjamin Howitt and Jennifer Watson to live in outlying halls (Xenia) not listed in the policy.

8. MANAGING DIRECTOR APPRAISAL

NOTED:

- a) The Managing Director appraisal structure would ideally be in place before JH's term ends.
b) It was suggested that a shared folder be set up between the Chair and President. RC stated that she will investigate this.

ACTION:

- 1. RC to investigate the logistics of a shared folder between the President and Chair of Board.**

- c) The suggested meeting for September/October will help build the rapport between the Chair, President and Managing Director for the year ahead.
d) A 360 appraisal adds a level of richness to the appraisal information.
e) It was suggested that a competency framework may be beneficial to be able to benchmark against.
f) The final Board meeting of the year should be considering the Managing Directors appraisal.
i. The midterm review will come to Board in May which will initiate the conversation in regards to salary negotiations.
g) Currently there is no formal appraisal system for Officer Trustees. Council receives month reports which sometimes become personal attacks when they are being scrutinised.
i. It is correct for Council to be accountable to the student body however it should not be adversarial.
ii. There is an idea for an 'Accountability Board' where students are selected at random to meet with and scrutinise the Officer Trustees.
iii. There is value in appraisals assisting in personal development in that they help highlight areas of strength and areas for improvement.
iv. In regards to the investment in the process, there needs to be a balance between the benefit to the individual and to the organisation.
v. It was suggested that an appraisal occurring January which will generate an action plan with the officer having 6 months to then work on the targets in the plan.
vi. PL, TW and JC to meet to discuss a system for Officer Trustee appraisals.

ACTION:

- 2. PL, TW and JC to meet to discuss a system for Officer Trustee appraisals.**

- vii. RC to seek feedback from previous Sabbaticals as to what they would have found useful in regards to appraisal for personal development.

ACTION:

3. RC to seek feedback from previous Sabbaticals as to what they would have found useful in regards to appraisal for personal development.

7& 8. LENGTH OF TRUSTEE TERMS & APPOINTMENT OF EXTERNAL AND ALUMNI TRUSTEES, AND A PROPOSED SYSTEM FOR APPOINTING A CHAIR OF THE TRUSTEE BOARD

NOTED:

- a) JH expressed her intention to step down when her term ends in January 2016.
- b) Terms also end for 1 alumni and 1 lay trustee and losing 3 experienced trustees all at once is detrimental to Board.
 - i. Continuity of knowledge, as well as complementing the Board with a variety of skills is vital to the success of the Board.
- c) Should vacancies arise in January, it was suggested that previous College Deans could be a valuable resource to compliment the makeup of the Board. There is also the pool of applicants that applied in the last round of Alumni Trustee recruitment.
- d) The committee moved to a vote on recommending to Board to accept the proposed system and it was passed unanimously.
JH to contact CK and

Meeting closed 10.15