

PEOPLE, APPOINTMENTS & REMUNERATION COMMITTEE

The first ordinary meeting of the People, Appointments & Remuneration Committee for the 2019/20 session, was held on Thursday 18th September in Meeting Room 6, Beit Quad at 2pm.

Minutes

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| Present: | Kate Owen | External Trustee (Committee Chair) |
|   | Shervin Sabeghi | Deputy President (Welfare) |
|   | Dan Faehndrich | Elected Student Trustee |
|   | Lloyd James | Council Chair |
|  | Shola Alabi | Strategic HR Partner (Imperial College) |
|  | Ashley Brooks *(present from 15:30*) | Deputy President (Education) |
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| In Attendance: | Zonya Christian | Admin Support Coordinator (Clerk) |
|  | Jarlath O’Hara | Managing Director |
|   | Angela D’Souza | Admin Support Officer |
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| Apologies: |  |  |
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| **Item 01: Welcome and chairs business**1. The Chair welcomed the Committee to the first meeting of the 19/20 session and introductions were made for the benefit of new members, along with a brief discussion of members’ aims and aspirations for the committee.

**Item 02 – Conflict of Interest** 1. No Conflict of Interest declared

 **Item 03 – Apologies** **Item 04 – Minutes to consider from 15th May 2019**1. ADS updated the committee on compulsory training for senior staff: CB and SA offered training in the form of workshops for managers working with temps, in addition to a people management toolkit, made available on ICU SharePoint. ADS reported 7/10 managers attending those workshops, lower take-up than hoped. Reported that SMG attended a separate set of workshops that delivered the same core material at a higher material. 3/5 SMG staff attended. ADS and ZC facilitated in-house training to supplement earlier efforts, which enjoyed a better take-up, in addition to a selection of external courses.
2. Committee agreed that this training is crucial and it should be made clear in appraisals if managers do not attend this training and take advantage of what is on offer.
3. The Committee agreed the minutes were otherwise an accurate reflection of the proceedings of that meeting.

**Item 05 - Action tracker and forward agenda**1. Disciplinary Process – JOH confirms this is not yet completed (work ongoing also in GovCom relating to this). Chair requests report and update at next meeting.
2. Volunteer safeguarding – JOH updates that this is due for discussion at College Safeguarding Committee, which JOH will take part in.
3. Blind Recruitment – ongoing.
4. Agency workers etc. – JOH clarified this was raised at last Board. Ongoing.

**Item 06 – ToR**1. The committee considered the Terms of Reference for PARC Committee, clarifying some terms.
2. Agreed that the remit could be streamlined or otherwise clarified.
3. ADS confirmed gold IIP accreditation has been assured to 2021. Committee agreed the action plan that substantiated the accreditation should fit into the wider remit of PARC.
4. Chair notes that ToR does not mention ownership of casual / student / temp staff. SA advises when it comes to agency staff, to keep management matters pertaining to them outside of routine/permanent staff oversight, in order to maintain the distinction between workers employed by external bodies to ICU (i.e. temp agencies.). This area of risk is also associated with casual / student staff.
5. Committee clarified the aim with PARC oversight of student/casual/temp staff will

**Item 07 – People/staffing issues**1. JOH summarized the paper as written. Ongoing concerns over level of vacancies within ICU, as well as delays in onboarding new members (i.e. confirming JD/contracts etc.). – in some cases new members have left during onboarding process due to these delays.
2. SA reports that the College is having these issues across the board. IC have made some efforts to improve these processes – from approx. 1st October Recruitment Hub will take over this responsibility and implement a service level agreement to finalise new contracts within two weeks. Advises committee that ICU should inform SA / CB of these issues as this is a College-wide problem.
3. ADS advised committee that lack of support from HR Staff Hub (with regards to hiring student / casual workers) with HR processes within ICU are eating into Admin workload. SA confirms IC is aware of Staff Hub’s shortcomings, including clearing a backlog of 3,000 queries. JOH added that he receives regular expressions of concern with regard to the impact of these delays through Staff Hub.
4. ZC and ADS asked SA if requests for contracts to Staff Hub on behalf of ICU can be turned around in a timely manner. SA confirms that it is being dealt within a pressured workload.
5. JOH briefly updated committee on CU President induction.
6. JOH summarised findings from Learning Development Day for the committee. One interesting finding is that departments / directorates are unaware of what is available and being done (in terms of development and training) across the organization. Chair notes this connects to the aforementioned issue of training (See item 4.1).
7. Committee discussed specific feedback from Development Day regarding job descriptions and workload. ADS shared concerns over actual workload not matching job description. SA shared IC’s experience with grappling with the same issue. Chair notes that the union may need to examine how ICU handles its hiring practices and development of staff to reduce staff dissatisfaction with their current remits.
8. Committee then discussed the issue of how to make sure recruitment was able to fulfill gaps in the organization created by turnover during the past year. DF discussed the potential that student staff offered to the ICU, although there are many issues identified with engaging student staff in a more substantial role for the ICU. AS noted there are potential solutions such as ‘volunteer worker’ status. This could be trialed for example with Summer Ball.
9. Chair noted to LJ that there is potential for CU to tackle this issue and come up with some solutions for ICU. DF noted he was considering submitting a paper to Governance & Identity sub-committees (once it is activated).

**Item 08 – Exit Interviews** 1. JOH summarised the report as tabled. Key messages from exit interviews are already known to management ICU (workload, onboarding and induction, communication from line management for example).
2. DF clarified with JOH that issues discussed at exit interviews are indeed tied to the issues around recruitment.
3. AB suggested exit interview questions be issued prior to interview. JOH noted this tends to produce less conversation and more scripted responses.

**Item 09 – Staff Survey Response**1. Committee noted that more suggestions need to be made to measure the effectiveness of the staff survey
2. Confidential help line has been introduced for measuring problems by HR. – Shola to ensure email is circulated as ICU hasn’t been party to this.

**Item 10 – Blind Recruitment**1. Updates – Committee noted that on a case by case basis it is possible to introduce this however we are currently identifying issues which could identify the individual during the process

**Item 11 – AOB*** None.
 | **Action** **JOH to provide report on disciplinary process for next meeting for 1. and 2. RB update action tracker.****KO / JOH to look at wording of remit, with assistant from SA.****JOH to scope out a trial volunteer worker status for students.****DF to meet with CU presidents to examine this issue further. Verbal updates to next GovCom****JOH to circulate draft Staff Survey Action Plan.**  |

**Next meeting set for:** Thursday 21st November