

THE UNIVERSITY OF READING

STAFFING COMMITTEE

22/17 A meeting of the Staffing Committee was held on Tuesday 22 November 2022 at 10.00 am via Microsoft Teams

Mrs J Rowe

Mrs S Thornton

Mr A J Twyford (Secretary)

Apologies were received from Mr Allen and Professor Hwang.

The Committee welcomed Professor Andrew Charlton-Perez, School of Mathematical, Physical and Computational Sciences.

The University Secretary thanked Professor Parish for her contributions to the Committee.

22/18 Membership, Terms of Reference and Disclosure of Interests

The Committee received a copy of its membership and Terms of Reference and a copy of a memorandum from the University Secretary in respect of Disclosure of Interests and the Committee's obligations in respect of the University's Risk Register.

The Committee noted the comments contained in the memorandum from the University Secretary in respect of disclosure of interests.

It was agreed that the terms of reference would be reviewed and brought back to a future meeting of the Committee.

Action: The Director of Human Resources to review the terms of reference and to bring back to a future meeting of the Committee

The Committee considered the risks on the register relating to the Committee and identified those relevant to the Terms of Reference.

22/19 The minutes of the meeting held on 15 June 2022 were approved.

Arising from the minutes:

Minute 22/14: HR System

The Assistant Director of Human Resources (People and Talent) provided the Committee with an update on the work being undertaken to re-tender the University's HR System (Trent).

She confirmed that the University now had a new provider, subject to ratification by the UEB and the signing of a contract. The new system will incorporate a payroll system, a learning management system (to replace UoRLearn) and an applicant tracking system (to replace Jobtrain).

The next phase of the project will be to map out and where appropriate, simplify our processes with the aim of making them more efficient, functional and ultimately smoother for the end user. She said it was anticipated that over the next 12-18 months the new system will be built and the data will be migrated from the existing system.

She confirmed that as there will be better integration between the different systems it is anticipated that the generation of management information would be greatly improved. She reiterated that current users of Trent would be consulted at appropriate stages of the implementation process to better understand their needs and to identify what works well, and what improvements can be made.

22/20 HR Strategy

The Director of Human Resources provided the Committee with an update on the progress made on the HR Strategy. At the last meeting she set out the seven themes and some of the key priorities against each theme. Since then the work has focused on:

1. The strategic delivery of the plan that sits underneath these themes including a discussion with UEB;
2. The activities and actions arising from the various Diversity & Inclusion initiatives and embedding these into the HR Strategy and delivery plan.

She outlined the next piece of work will be to consider how we communicate the vision that sits alongside the delivery plan and determine deliverables. She confirmed this will involve engaging with the Leadership Group to agree the best way of setting out the vision and welcomed the opportunity to informally discuss these plans with members of the Staff Committee.

Action: the Director of Human Resources agreed to share a spreadsheet setting out the future HR projects for the next year.

Professor Charlton-Perez noted one of the seven themes related to *infrastructure, core services and processes* and ensuring systems are efficiently utilised and managed. He

asked how this overlapped with the DTS

- Will Heads of School / Function be presented with this data for their particular areas? The Director of Human Resources explained that the HR Systems team was developing a dashboard of staff data by School / Function with the intention of sharing it with them;
- Professor Charlton-Perez informed the Committee that the Science / Life Sciences Reward Committee had discussed the range and quality of cases and asked if

The Committee noted the many examples of good practice in relation to the reporting on data in this area, and the need to continue to communicate and raise awareness of the University's expectations and standards in relation to dealing with cases of harassment and sexual misconduct.

22/26 Pay Update

The Director of Human Resources explained that the University would be returning to the national pay bargaining process for the 2023-24 period and explained that the UCEA was intending to commence consultation early.

She reported that the UEB were supportive of UCEA's approach for an early pay settlement given the impact of the cost of living crisis.

She informed the Committee that the forthcoming changes to the National Living Wage (NLW) will be effective from 1 April 2023. She said this would require small revisions to the local grade structure to ensure compliance, 04 Tc 0.e i ,knoulndig t.002 Tc -0.002 Tw (s)

22/30 Remaining dates of meetings for the 2022/23 Academic Session:

Tuesday 7 February 2023	2.00 pm to 4.00 pm
Wednesday 26 April 2023	11.30 am to 1.30 pm (reserve)
Wednesday 14 June 2023	2.00 pm to 4.00 pm