**Cardiff Met Students Union Board of Trustees**

**Minutes People and Culture Subcommittee**

**Date: 9th October 2024**

**Time: 9.30 am**

**Location: Cyncoed campus**

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| **Agenda Item** | **Discussion Point** | **Action Point** | **Actioned by** |
| **Attendees**  Elgan Hughes Lay Trustee Chair Viswanatham, Rewathi Vice President  **In attendance** Will Fuller CEO  Bev Bambrough |  |  |  |
| Apologies and Preliminaries (Chair) | No apologies to record |  |  |
| Declarations of interest (Chair) | No Declarations of interest to register |  |  |
| Minutes of Previous Meeting (Chair) | No previous minutes |  |  |
| Matters Arising (Chair) | No matters arising |  |  |
| 5. Terms of Reference People and Culture – Will Fuller CEO | Membership of the subcommittee states University Pro Vice Chancellor as a member, consideration to remove from membership at this stage with a view once the subcommittee is established reinstating the recommendation in line with the GGI report.  Ensure subcommittee is established prior to extending invitation to university. Consider parity across all sub committees in terms of membership.  SU needs to engage with stakeholders as champions for the SU, skills sets may designate the most appropriate lead for as the HR lead within the university with the Pro Vice Chancellor as a member of the Policy, Procedure and Participation SU subcommittee. With opportunities for training and legal expertise.  Student trustees positions have been readvertised due to a lack of applicants for Cyncoed campus. | Agreed to ensure the subcommittee was established before extending an invite to attend to the university.  ToR’s to include Pro Vice Chancellor as member and extend invite in the future.  Draft ToR’s to BoT meeting 21/10/24  SU to open dialogue with university and report back to the February meetings  Student Trustee position readvertised 10th October | BoT  CEO/SABBS  BB /CT |
| 6. Staff Survey – Will Fuller CEO | Staff survey November 2022 first survey, good place to work, employee of choice, yet to see the benefit of some of the changes. BoT requested interim survey, some progress in areas identified. Agreed to repeat annually. Ongoing reviews have meant continued change taking place.  HR Atkinson have reduced support from 3 days to 2 days per month as part of budget cuts.  Areas of decline Performance and job security recognised HE sector is in discussion with staff on redundancy VER schemes. Important to make staff aware to ensure able to make informed decisions. Team huddles introduced and able to feed information through this channel. Areas to consider:  Job performance  Job security  Communicate value and behaviours  Performance appraisal now in place  Funding concerns with a projected decline in the recruitment of international students, has raised concerns.  Important to be transparent and communicate and supportive with staff.  HR policy consultation taking place over three weeks with staff, commencing 11th October 2024. |  |  |
| 7. HR Policies update –  Paternity leave – Will Fuller CEO  HR policy tracker  EDI Policy  SWOT of people and Culture | Overview of HR policies  Parenthood policy, BoT referred this to the subcommittee to review as felt the policy did not go far enough. Current policy slightly better than statutory. Look at equity with Maternity/adoptive leave  Staff handbook in development  Suit of policies developed; second phase issued to staff for consultation 11/10/24.  Policy prioritisation when developing cycle of business avoiding all policies requiring review at the same time, look to prioritise order of review.  EDI policy seeks to remove from website and develop as part the people plan. Policy requires review as expired November 2023.    The SU, should undertake a SWOT analysis to identify strength and weaknesses, as part of the policy tracker, and Audit and Risk register.  Starting to map cycle of business for sub committees and people plan, will enable HR Atkinson to plan work cycle and deliverables. | Look at options with HR Atkinson and bring back to February meeting.  Develop matrix, alongside cycle of business for subcommittee.  Review as part of website review alongside all policies currently on SU Website.  Undertake SWOT  People plan develop/cycle of business | WF  WF  WF / CT  WF  WF /BB |
| 8. Reflection on meeting format - cycle of business | Some work will need to be reviewed between meetings (cycle of business) as an example.  Good first meeting, knowledge and context will build over time as the board and subcommittees develop. |  |  |