CHURCHILL COLLEGE

CONFIRMED MINUTES OF THE SEVENTY-FIRST MEETING OF THE STAFF CONSULTATIVE COMMITTEE held on Friday 30 November 2018 at 14:00 in the Master’s Office.

Present: Professor Dame Athene Donald Chair
Mr David Spaxman
Mrs Stephanie Cook
Ms Teresa Harris

In Attendance: Mrs Katherine Shirley, HR Manager Minuting Secretary

Apologies: Dr Sally Boss
Mr Neil Hayden
Mr Phil Dillon
Professor Alison Finch
Dr Paul Russell
Mr Michael Westmore

555 Apologies

Apologies were received from Dr Sally Boss, Dr Paul Russell, Professor Alison Finch, Mr Phil Dillon, Mr Neil Hayden and Mr Michael Westmore. Some of these apologies had been unavoidably given at late notice. Katherine Shirley noted that this meant the meeting was unfortunately, not quorate. It was agreed to continue with discussions, with any decisions to be taken by circulation following the meeting.

556 Minutes

The Minutes of the Meeting held on 17 May 2017 were reviewed and considered correct. They would be formally confirmed at a quorate meeting.

557 Matters Arising

a) Charity of the Year (Minute 550a)

The HR Manager confirmed that a request for volunteers to organise events to support a College Charity of the Year had been circulated via the Staff Information sheet. The Domestic Bursar had expressed an interest in becoming involved, but no other expressions of interest had been received.

b) Secure Storage for Bikes (Minute 550b)

It was noted that the anticipated new bike shed had not yet been built due to delays with planning permission. It was reported the bike culls were carried out regularly and that these did include staff bikes.
c) **Staff communication sessions with the Bursar (Minute 550d)**

The HR Manager had discussed this with the Bursar, who had expressed some concern that the sessions as previously run had not been useful for staff. The meeting felt that the sessions were useful and the HR Manager undertook to ensure further sessions were arranged.

Human Resources Manager

d) **College Policy on recognition of long service and retirement**

The HR Manager apologised to the meeting that she had not had time to produce a paper with proposals for revisions to this policy. There was some discussion regarding the merits of celebrating long service milestones at one central staff event. A summer event is planned and the meeting felt that this would be a suitable opportunity for such recognition.

---

**Revised Annual Performance Review Form**

The HR Manager confirmed that a revised Annual Performance Review form has been launched. SCC representatives had been given the opportunity to comment on the draft revised form and the HR Manager thanked them for their input. She confirmed that Heads of Department had also been given the opportunity to comment on the draft revised form. Having taken into account the feedback the form had been finalised and revised guidance for staff and for managers had been produced. The revised form was intended to streamline the process, and support managers in giving a clear assessment of performance, setting SMART objectives and identifying training needs. The meeting welcomed the new form which they saw as an improvement.

The HR Manager spoke briefly about the relationship between APRs and the new discretionary increment process. She stressed that these were separate, but that evidence from APRs might be used to support a case for a discretionary increment and so it would be expected to find a correlation between positive assessments of performance in APR and successful applications for discretionary increments.

Management Development sessions for HoDs on conducting performance reviews had been arranged to take place in January and February. To allow for this the deadline for completion of APRs had been left as end of March. In future years this deadline will fall earlier to fit in with the timings needed for consideration of discretionary increments. For this year discretionary increment applications will be considered in May and awarded increments backdated to 1 April.

---

**Revised attendance management triggers (SCC-2018-003)**

The HR Manager went through her paper on proposed changes to the College’s attendance management procedure. As had been raised at a previous SCC meeting, concerns had been expressed that the triggers in the current system were heavy-handed and lead staff to being subject to formal warnings unnecessarily. The proposed revised triggers used the Bradford Score, a standard method of monitoring attendance which is calculated on the combination of duration and frequency of absence.

The meeting welcomed the proposed revised trigger and in general felt that these struck a better balance. Some concern expressed that the new triggers could encourage those who wished to exploit the system and see a rise in sickness
absence levels. The HR Manger confirmed that the new triggers would be introduced for a pilot period of 12 months and if sickness absence levels rose that the triggers could be revised to be stricter. A concern was also expressed that staff might be confused between the new triggers and the system used for calculation of bonus deductions. The HR Manager explained that the two were entirely separate as they were for different purposes and agreed that this would be covered in a General Staff Meeting at the next opportunity.

It was agreed that the HR Manager would ask the absent members of the committee for any objections by circulation and if none were received that the proposal would be taken to Council.

560 Any Other Business

No other business was raised.

561 Date of next meeting

To be agreed

The meeting closed at 14:45.