CHURCHILL COLLEGE

CONFIRMED MINUTES OF THE SEVENTY-SECOND MEETING OF THE STAFF CONSULTATIVE COMMITTEE held on Monday 29 April 2019 at 14:00 in the Club Room.

Present: Professor Dame Athene Donald Chair
Professor Alison Finch
Dr Sally Boss
Dr Paul Russell
Mr David Spaxman
Mrs Stephanie Cook
Ms Teresa Harris
Ms Roxana Brancus
Mr Phil Dillon

In Attendance: Mrs Katherine Shirley, HR Manager Minuting Secretary

Apologies: Mr Kevin Hill

1 Apologies

Mr Kevin Hill was on annual leave and unable to attend the meeting.

2 Welcome of New Members

The Master welcomed Roxana Brancus to the Committee.

3 Minutes

The minutes of the meeting held on 17 May 2018 were officially confirmed as correct. (They had not been confirmed at the meeting of 30 November 2018 as this meeting was not quorate). The minutes of the meeting held on 30 November were reviewed and confirmed with minor corrections.

4 Matters Arising

a) Staff Communication with Bursar (minute 557c)

The HR Manager informed the meeting that further sessions had not yet been arranged due to the Bursar’s period of sickness absence, but that it was intended that sessions would be scheduled in due course.

b) Revised Annual Performance Review form (Minute 558)

The HR Manager asked the staff representatives if they had any feedback on the revised Annual Performance Review form, which had been introduced this year. The feedback was generally positive, although it was raised that a Head of Department had wished to make some changes to the performance rating scale used in the document. The HR Manager confirmed that it was her intention to follow up with Heads of Department, to seek feedback on their experience of using the form.
College policy on recognition of long service and staff leaving (SCC-2019-001)

The meeting discussed the paper on proposed changes to this policy. The committee was supportive of the proposed introduction of financial recognition being given to mark 15 years’ service and the increase in the amount of financial recognition given at 25 years’ service. Some concern was expressed regarding the timing of the introduction of the change and how this would affect those who had achieved the required service in the period preceding the change. The committee felt that some transitional arrangements were appropriate so that those who achieved the milestone within a certain period before the implementation of the change would still be recognised. The committee understood that the cost of this recognition would be offset by the withdrawal of the financial award given to those retiring from the College and were in favour of this proposal.

There was some discussion regarding the best way to handle events at which departures and long service would be recognised. Professor Finch expressed the view that a separate event could be held to recognise all departures and long service awards during the year and that this should not be combined with another College event, such as the summer event or Christmas Party. After further discussion it was concluded that events to mark staff leaving should be held as near to the date of departure as possible rather than being combined, but that recognition for long service could be combined, either at the summer event or at a separate event. The HR Manager undertook to follow up to ascertain that there would be a suitable opportunity to present long service awards at the event.

The committee discussed the format of events to mark the departure of long serving members of staff. It was the view of the committee that alcohol should not be served at these events during the working day, as some members of staff were not permitted to drink while at work and that coffee and cake should be served.

The committee discussed the issue of gifts to be presented to departing staff. It was agreed that staff departing with ten or more, but fewer than 25 years’ service should receive flowers or a fruit basket. Those departing with 25 years’ service or more should also be given the opportunity to pick a gift of their choosing from a list of College merchandise or a bottle of College wine up to a certain value (a maximum of £20 was suggested). The number of personal guests to be invited was discussed. It was acknowledge that discretion would be exercised but having a specified maximum number in the policy was helpful as it set expectations.

The HR Manager explained that the proposals would need to be costed and put to the Bursar and she would feedback to the committee if the Bursar indicated that significant changes to the proposals were required.

Human Resources Manager
6 **Staff Survey (SCC-2019-002)**

The HR Manager spoke to her paper regarding the staff survey and explained the purpose and format of the survey. The committee was asked if there were any other specific questions which they felt should be additionally included. Questions suggested were:

- What more could the College do to support you?
- What benefits offered by the College do you particularly value?

with the responses to be free text.

The HR Manager explained that the survey when run previously had not asked for any demographic information, in order to reassure participants regarding the anonymity of their response. This had made it difficult to target any interventions arising from the results of the survey. The committee felt that asking participants to state to which department they belonged would risk making them feel they could be identified, however it would be desirable to group departments together and ask people to select to which group they belonged, for example Catering, Housekeeping, Conference and Porters’ Lodge as a grouping.

7 **Any Other Business**

No other business was raised.

8 **Date of next meeting**

Michaelmas Term 2019 – date to be circulated.

The meeting closed at 15.00.