MEETING OF THE BOARD OF SCRUTINY

MINUTES

Wednesday, 4 December 2013 at 12.00pm
Lucia Windsor Room, Newnham College

Present: Dr Ruth Charles (Chair); Mr Dick Taplin (Secretary); Miss Emma Easterbrook (Support Officer); Dr Mike Franklin; Revd Dr Jonathan Holmes; Revd Canon Hugh Shilson-Thomas; and Dr Brian Sloan; and Dr David Woodman.

1. Apologies
   Mr Bruce Beckles; Dr Martin Dixon; and Mr Paul Warren.

2. Declarations of Interest
   All.
   Chair: Alumna of the North Collegiate School.

3. Minutes of 13 November 2013
   Approved.

4. Guest: Mr Inderjit Seehra, Director of Human Resources
   The Board thanked Mr Inderjit Seehra, Director of Human Resources for attending and the following issues were discussed:
   (i) Role and relationships of HR: including with the Academic Secretary and the General Board, Departmental administrators, and outsourcing of skills;
   (ii) Statutes and ordinances;
   (iii) Compliance Team: UK Borders Agency (UKBA);
   (iv) Counselling Service;
   (v) Headcount: 144 staff (128.4 FTE), ratio of approximately 1 to 75/76 staff, excludes departmental HR staff;
   (vi) Risk management, settlements and employer obligations;
   (vii) Staff Survey;
   (viii) On-line job applications;
   (ix) Pensions;
   (x) Stephen Hawking Professorship of Cosmology;
   (xi) Zero hour contracts: around 100 in the University, reviewed annually;
   (xii) Living wage: between 100 and 150 University staff below the Living wage; and
   (xiii) Safeguarding Officer in HR – University decided against such a post.

5. Any Other Business
   (i) Response to the Eighteenth Report;
(ii) Set up time for smaller research grants;
(iii) The Board of Graduate Studies (BoGS); and
(iv) Changes to University appointed school governors.

6. **Date of Next Meeting:**
   Guest: Professor Steven Young, Senior Pro-Vice-Chancellor for Planning and Resources
   12.00pm on Wednesday, 15 January 2014
   Lucia Windsor Room, Newnham College

Emma Easterbrook
Support Officer
15 January 2014