

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**