

Staff Consultative Group

A meeting of the Staff Consultative Group will be held at 9.30am on Thursday, 20th August 2009 in the Senate Room, C8A (Lincoln Building)

Agenda

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| 1. Welcome | 9.30 |
| 2. Apologies | 9.35 |
| 3. Housekeeping | 9.40 |
| 4. Confirmation of Minutes (20 May 2009) | 9.45 |
| 5. Business arising from Minutes | 9.50 |
| - Update: Policy and Procedures Development - role of SCG (see Item 8) | |
| - Update to website – Subcommittees and Working Groups | |
| - Policies for review – update (see Item 9) | |
| - Vacancies | |
| 6. Report from the Chair | 10.00 |
| - Communications/discussions with HR | |
| - Status of policies | |
| - Email lists, web updates | |
| 7. Director HR – presentation | 10.10 |
| - HR Policies, Policy Central, Policy wiki | |
| - Question time | |
| 8. Reports from working groups (including voting on recommendations) | 10.30 |
| - Policy and Procedures Development (role of SCG) | |
| - Purchasing; Fair Trade (progress report) | |
| - Public Comment (progress report) | |
| - Any other progress reports from Working Groups (Reward & Recognition, Salary Loadings, Student Complaint Handling, Students at Academic Risk, Student Record) | |
| 9. Policies for review and formation of working groups | 11.10 |
| - Recruitment and Selection ^a - updated | |
| - Appointment of Head of Department | |
| - Code of Conduct | |
| 10. Other business | 11.20 |

^a Recruitment and Selection Policy. Changes include:

- a general tightening up of consistency in some of the language
- including the new requirements for selection committees as per the HR Audit Agreed Actions
- clarity around required paperwork
- clarity around loadings / higher salary steps etc