

THE UNIVERSITY OF READING

STAFFING COMMITTEE

24/01 A meeting of the Staffing Committee was held on Tuesday 6 February 2024 at 14.00 in Room 212A, Whiteknights House

Present:

Dr R Messer (Chair)

Professor A Charlton-Perez

Mr E Gregory

Dr K Henderson

Professor F Hwang

Professor T Reid

Mrs C Rolstone

Mrs AdvisoryLead

Apologies were received from Dr A Laville.

The Committee welcomed Mr Gregory, President, RUSU.

24/02 The minutes of the meeting held on 21 November 2023 were approved, noting that Mrs Thornton did not attend the meeting.

Arising from the minutes:

23/18: Membership, Terms of Reference and Disclosure of Interests

The Committee noted that the Secretary to the Committee informed the University's Risk Management and Business Continuity Officer of the Committee's concerns following the University's decision to pause the reward processes during the 2023/24 academic year and the impact this may have in respect of Risk 1. The Director of Human Resources confirmed that this matter would be picked up by the Risk Management Group.

The Committee noted that the Secretary to the Committee asked the Head of Governance Services if the University could produce a one page overview of the

would continue to feed any comments and views to UCEA who would in turn continue to engage with the UK Government.

It was agreed that a further paper would be brought back to a future meeting of the Committee.

24/03 Review of the Reward Committee process – an update

The HR Advisory Lead provided the Committee with an update on the approaches being worked on following the discussion at this Committee last Summer. The proposals were:

- i. Removal of the current Reward Committee structure and for pay progression decisions (i.e. accelerated increments / contribution points) to be made by Heads of School and Directorate.

Heads of School and Directorate would be accountable for decisions made, and would have discretion to involve a defined group of managers to assist them in considering cases and making decisions.

rapid pace, and it was important to ensure that the impacts on people are properly considered and managed.

The University Secretary thanked the Committee for their comments.

24/05 Employee Surveys

The Director of Human Resources reported that in recent years the University had used an external organisation (Capita) to conduct employee engagement surveys in 2018, 2019 and 2020. She stated that Capita had withdrawn from the market and no longer offer this service.

The University was now considering the best approach to conducting employee engagement surveys,

She confirmed that it was unlikely the University would run an all staff survey, and that would allow the University to be more agile and to obtain the views of a particular staff group or a particular topic.

The Director of Human Resources was aware this would have implications for DTS and was mindful that the University already runs lots of surveys. ioruB (e)- in4.1 (v)7 (e)3 (204 (ic)JJ - Tt

24/06 Closure Days 2025/26

The Committee considered and agreed the closure days for the 2025/26 academic session. To avoid the University opening for one day on the 2 January 2026 and incurring additional operational costs, it was agreed that there would be 5 closure days over the Christmas period and 1 closure day over the Easter period:

Tuesday 23 December 2025: Normal working day

Wednesday 24 December 2025: Closure Day 1

Thursday 25 December 2025: Christmas Day

Friday 26 December 2025: Boxing Day

Monday 29 December 2025: Closure Day 2

Tuesday 30 December 2025: Closure Day 3

Wednesday 31 December 2025: Closure Day 4

Thursday 1 January 2026: New Year's Day

Friday 2 January 2026: Closure Day 5

Wednesday 1 April 2026: Normal working day

Thursday 2 April 2026: Closure Day 6

Friday 3 April 2026: Good Friday

Monday 6 April 2026: Easter Monday

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24/07