

HR Advisory Group: Terms of Reference

Purpose

The HR Advisory Group provides expert advice to the HR Policy Team (and on occasion to other central teams who 'own' policies) on the development of new and revised policies, with a particular focus on how those policies will work in practice in departments and divisions.

Meetings

The Group meets once each term, although meetings can be replaced or augmented by the circulation of documents for comment.

Meetings typically take place at 5 Worcester Street and last for 1 to 1.5 hours.

Membership

The Group is chaired by the Policy Manager (currently Ruth Kinahan, ext (2)70234) and serviced by an officer in the Policy Team (currently Kate Butler, Policy Officer, ext (2)89925). The Chair and Secretary determine the agenda of meetings and arrange for the circulation of an agenda and papers and the recording of action points.

The Group comprises two or three members from each of the academic divisions, GLAM and UAS, totaling 12 to 15 members at any one time.

The majority of members are experienced DAs/HAFs, who have a broad perspective on the issues to be faced when operationalizing new or revised policies, and sufficient experience and understanding of the University to anticipate how such policies will be received.

A minority of members may be:

- Human Resources specialists who are able to comment on how a policy will be implemented locally;
- relatively new senior administrative staff, who will bring a fresh perspective to discussions; or,
- representatives of staff networks, who can comment on any issues particularly pertinent to eg BME staff or staff with disabilities.

Policies will also, where appropriate, be discussed with HR networks in divisions, for the purposes of specialist HR feedback.

Role of Members

The Group is advisory and does not have decision-making powers. Members are asked to use their experience to advise the Policy Team, at meetings or by correspondence, on:

- issues and challenges associated with current policies;
- where there are gaps in our current provision ie more guidance is needed; and,
- on any potential issues with draft new or revised policies, particularly in relation to how they will work in practice in departments and divisions.

The Group may advise the Policy Team that a proposed amendment or new policy should be subject to further consultation with operational colleagues.

Members are asked to attend meetings when possible and to respond to papers by correspondence when they cannot. On occasions, when a proposed change is not confidential, they may be asked to consult colleagues on a particular issue (noting that broad consultation will often not be possible).

Joining the Group

The Divisional Registrar will suggest candidates for the Group, when vacancies arise, based on their knowledge of the Administrator's experience, interests and development needs. Those who wish to be put forward for membership of the HR Advisory Group should discuss this with their Divisional Secretary.

If there is no obvious candidate for a vacancy, the opportunity will be circulated to HAFs in the relevant division, along with details of any particular characteristics required to give balanced membership of the group.

If there is more than one candidate, the first volunteer will be selected and others will be held in reserve until the next vacancy arises.

Members will normally serve one term of three years, unless they wish to stand down earlier, ensuring that opportunities to participate arise regularly.

Last review: April 2019 (ML)