Summary notes from informal consultation meeting between the University and the Trades Unions

09.12.2021

**Present:**

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| Julian Duxfield, Director of Human Resources  Ruth Kinahan, Policy Manager  Jessica Oldershaw, Reward and Policy Officer  Les Wright, Director of Occupational Health and Safety  Mandy Zaccheo, HR Systems Business Change Manager | David Chivall, President, UCU  Aris Katzourakis, Co-Vice-President, UCU  Peter Belk, Branch Chair, Unite |
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Apologies: Rod Bowes, Branch Chair, Unison

The meeting had the following agenda:

1. Notes of the last meeting

2. Matters arising

3. Time and attendance

4. Wellbeing

5. AOB

In the light of the government announcement of the reintroduction of restrictions the previous evening, it was agreed that the discussion of item 4 Wellbeing, should take place with a focus on the changes just announced.

1. Notes of the last meeting

There were no comments on the previous notes.

1. Matters arising

Actions of the previous meeting had been completed.

1. Time and attendance

* Jess to invite Mandy back to update on time and attendance in 2/3 months

1. Wellbeing

* HR to develop guidance on how to interpret ‘work from home where possible’
* Safety Office to work on overarching guidance for longer term risk assessments
* Ruth to check existing guidance for managers on team wellbeing to ensure that this message is clear and visible
* Julian to consider reintroduction of University wide redeployment scheme
* Julian to consider introduction of university wide social web

**Date of next meeting**

The next meeting will take place on Thursday 13 January from 10.00– 11.00.