

# People and Culture Committee Part 1

Committee Room North, First Floor, Clocktower Building and via Zoom



08 March 2024 09:45 AM - 11:15 AM

<b>Agenda Topic</b>	<b>Presenter</b>	<b>Page</b>
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Part 1 - Open Committee		
1. <a href="#">Terms of Reference and Constitution 2024</a> To receive the Terms of Reference and Constitution for 2024.	Decision	2
2. <a href="#">Minutes</a> To confirm the Minutes of a meeting of the People and Culture Committee held on 29 November 2023.	Confirmation	4
3. <a href="#">Exclusion of the Public</a> To approve a motion, under Section 48 of the Local Government Official Information and Meetings Act 1987, that the public be excluded from the remaining parts of the proceedings of the meeting.	Decision	6
4. <a href="#">Next Meeting</a> The People and Culture Committee is scheduled to meet next on the 14 June 2024.		



## PEOPLE AND CULTURE COMMITTEE

### ROLE, TERMS OF REFERENCE, CONSTITUTION, MEMBERSHIP 2024

#### **Role**

The People and Culture Committee is a Committee of the University Council. Its role is to assist the Council with oversight of strategy and policy relating to University staff matters and culture.

The Committee also advises Council in relation to Vice-Chancellor recruitment, Key Performance Indicator (KPI) setting, and the annual review of the Vice-Chancellor's performance.

The Chancellor is the sole delegated Council liaison between the Council and Vice-Chancellor, and the sole delegated Council spokesperson on the Vice-Chancellor's remuneration and performance.

The Committee may obtain legal or other independent professional advice and invite third parties with the relevant experience and expertise to attend meetings if considered necessary.

Discussions in this Committee are strictly confidential. The Committee normally meets four times each year, but other meetings may be scheduled as required.

#### **Terms of Reference**

##### Vice-Chancellor recruitment

- To make recommendations to the Council regarding the recruitment process when a vacancy arises in the Vice-Chancellor role.
- To make recommendations to the Council regarding the appointment of an Acting Vice-Chancellor in cases of emergency (subject to urgency) or for a period where there is no appointed Vice-Chancellor.

##### Remuneration and Key Performance Indicators (KPIs)

- To annually conduct a review of the Vice-Chancellor's performance against established KPIs, which shall include consideration of a written report from the Vice-Chancellor, and 360 degree feedback and to report to Council.
- To make recommendations to the Council on:
  - all components of the remuneration and employment agreement of the Vice-Chancellor
  - establishment of annual KPIs for the Vice-Chancellor consistent with strategic and annual plans
  - State Services Commission engagement with respect to remuneration and employment terms and conditions
  - job sizing of the Vice-Chancellor's role
  - renewal or non-renewal of the Vice-Chancellor's contract
  - mentoring and leadership development that the Vice-Chancellor may require
  - succession planning for the Vice-Chancellor role.

To receive and consider reports from the Vice-Chancellor on:

- remuneration of the senior managers who report directly to Vice-Chancellor
- the performance review of the senior managers who report directly to the Vice-Chancellor
- pay equity in comparable roles across the university
- remuneration policy and practices
- such other remuneration matters as are referred to it by the Council.

Succession planning and capability

To receive and consider reports from the Vice-Chancellor on:

- the succession planning process for senior managers who report directly to the Vice-Chancellor
- the University's talent development strategies and programmes and progress towards implementation.

Organisational culture and wellbeing

To receive and consider reports from the Vice-Chancellor on:

- staff wellbeing initiatives and the associated framework
- staff engagement in measured activities
- staff recruitment and retention.

Workforce demographics

To receive and consider reports from the Vice-Chancellor on the demographics of the University workforce.

**Constitution** The Pro-Chancellor (*Convener*)

The Chancellor  
The Convener of the Audit and Risk Committee  
Up to two lay members of the Council

*In attendance (except for matters in respect of the Vice-Chancellor's Performance Review or Vice-Chancellor recruitment)*

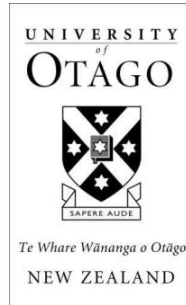
The Vice-Chancellor  
The Director of Human Resources  
The Director, Health, Safety and Wellbeing

**Membership 2024**

Ms P A Oakley ( <i>Convener</i> )	Pro-Chancellor
Mr S J Higgs	Chancellor
Mr B J Boyle	Council
Mr M A Wong	Council

*In attendance*

Professor H D Nicholson	Vice-Chancellor (Acting)
Mr K J Seales	Director, Human Resources
Ms A H McMillan	Director, Health and Safety Compliance



**PEOPLE AND CULTURE COMMITTEE**

**Minutes of a Meeting of the People and Culture Committee**

29 November 2023

- Present** The Pro-Chancellor (Convener) (by videoconference), the Chancellor, Mr B J Boyle (by videoconference)
- Apologies** Mr M A Wong
- In attendance** Ms C King (Senior Manager Change Management Unit) and Ms D Lindsay (Head, Organisational Development) and Hon Dr D Clark (Registrar and Secretary to the Council) Ms S M Kearney (Deputy Secretary to the Council).

**Part 1: Open Committee**

**1. Minutes**

The Part 1 Minutes of the meeting of People and Culture Committee held on 5 September 2023 were confirmed.

**2. Exclusion of the Public**

The Committee

- APPROVED** a motion under Section 48 of the Local Government Official Information and Meetings Act 1987, that the public be excluded from the remaining parts of the proceedings of the meeting as appended to these minutes.

**2. Exclusion of the Public**

The Convener moves that the public be excluded from the whole of the proceeding of this meeting/the following parts of the proceedings of this meeting, namely, —

- Item 3 Part 2 of the Minutes of the Meeting of the People and Culture Committee held on 5 September 2023
- Item 4 People and Culture Work Plan and Action Follow-Up Register
- Item 5 Equity and Diversity Framework
- Item 6 Human Resources Division Report
- Item 7 Committee Business Only

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows: -

<b>General Subject</b>	<b>Reason for passing this resolution</b>	<b>Ground under Section 48(1)(a) for the passing of this resolution</b>
Items 3 - 7 Confidential Minutes and Reports	Good reason for withholding information under the Official Information Act	Section 48(1)(a)(ii)

This resolution is made in reliance on Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Sections 6,7 and/or 9 of the Official Information Act 1982 (except section 9(2)(g)(i)) as the case may require. The interests which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

Item 3	Pt 2 of the Minutes of the meeting of the University Council held on 5 September 2023	s9(2)(a), (i), and (k)
Item 4	People and Culture Work Plan and Action Follow Up Register	s9(2)(a), (i), and (k)
Item 5	Equity and Diversity Framework	s9(2)(a), (i), and (k)
Item 6	Gender Pay Report	s9(2)(a), (i), and (k)
Item 7	Human Resources Division Report	s9(2)(a), (i), and (k)
Item 8	Committee Business Only	s9(2)(a), (i), (j) and (k)

AND THAT Ms C King and Ms D Lindsay (Items 5 – 7) be permitted to remain at this meeting after the public has been excluded because of their knowledge of the matters to be discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because it relates to aspects of the administration of the University of Otago for which these people are responsible. The Registrar and Secretary to the Council and the Deputy Secretary to the Council are also permitted to remain at the meeting so as to provide secretarial support and advice.

**3. Exclusion of the Public**

The Convener moves that the public be excluded from the whole of the proceeding of this meeting/the following parts of the proceedings of this meeting, namely, —

- Item 4 Part 2 of the Minutes of the Meeting of the People and Culture Committee held on 29 November 2023
- Item 5 People and Culture draft Work Plan 2024 and Action Follow-Up Register
- Item 6 Human Resources Division Report
- Item 7 Committee Business Only

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows: -

<b>General Subject</b>	<b>Reason for passing this resolution</b>	<b>Ground under Section 48(1)(a) for the passing of this resolution</b>
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Item 4	Pt 2 of the Minutes of the meeting of the University Council held on 29 November 2023	s9(2)(a), (i), and (k)
Item 5	People and Culture Work Plan and Action Follow Up Register	s9(2)(a), (i), and (k)
Item 6	Human Resources Division Report	s9(2)(a), (i), and (k)
Item 7	Committee Business Only	s9(2)(a), (i), (j) and (k)

AND THAT Mr K Seales (Items 3 – 6) be permitted to remain at this meeting after the public has been excluded because of their knowledge of the matters to be discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because it relates to aspects of the administration of the University of Otago for which these people are responsible. The Registrar and Secretary to the Council and the Deputy Secretary to the Council are also permitted to remain at the meeting so as to provide secretarial support and advice.