



Policy Title:	Student Staff Forum Policy and Procedure
Policy Owner:	HR
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Policy Location:	RHSU N Drive: HR / Policies and Procedures

1. Introduction

The Students' Union's Senior Management Team greatly values the ideas and feedback of all staff. We also believe that information should be readily available to all employees to enable a clearer understanding of the organisation, its aims and objectives.

We are conscious that due to the nature of shift patterns, student staff in particular may find it difficult to feel fully engaged in the activities of the wider organisation. The aim of the Student Staff Forum is to:

- Enable student staff to participate in discussions around Union development and the implementation of relevant policies
- Inform and consult with staff on employment issues with a view to improving current practices
- Listen to feedback from student staff regarding the Union as a whole and relevant areas that could be developed.

2. Terms of reference

It is the Union's intention that the Student Staff Forum provides a more formal channel of communication within a relaxed setting. The aim is for meetings to be informal, with individuals feeling able to speak freely, yet constructively.

The purpose of the Student Staff Forum is to enable discussions that impact student staff as employees of the Students' Union, not a members. The types of issues or feedback that may be raised at a Student Staff Forum are as follows:

- ✓ Contractual issues (i.e. Rotas, hours, breaks)
- ✓ Process suggestions (i.e. Rotas, 1-2-1 and appraisals, job tasks)
- ✓ Product suggestions
- ✓ Health & Safety
- ✓ Learning & Development
- ✓ Equality & Diversity

The types of issues or feedback that may not be discussed at Student Staff Forum are as follows:

- ✗ Any issues relating to an individual employee matters (such as grievances or disciplinaries)
- ✗ Any issues relating to individual experience of the Students' Union as a member
- ✗ Any issue relating to the University.

Issues that are raised within the Student Staff Forum will be discussed and noted but will not be responded to within the meeting as they may require further investigation. For this reason no decisions will be made during the Student Staff Forum but any decisions made subsequently will be communicated to all Student Staff Forum Reps.

3. Forum Composition

The Student Staff Forum will comprise the following members:

i. Student Staff Representatives

A maximum of up to five representatives from each of the following staff teams:

- Duty Managers (Licenced and Retail)
- Bars & Catering
- Security

- Union Shop
- Technical Support Staff
- Union Bus Drivers
- Helpdesk Assistants
- Marketing

ii. **Management Representatives**

For continuity purposes the Head of Membership Support & Engagement and Head of Trading Services will co-chair each meeting, with the HR Manager also in attendance.

Other Students' Union managers may be requested to attend a meeting if required by the agenda items put forward.

4. **Meeting arrangements**

The agenda will be relatively fluid according to the needs of the representatives but items must be submitted in advance following the procedure below:

i. **Frequency**

Meetings will be held at least once every term (i.e. 3 times per year).

ii. **Location**

The location of meetings will be notified when the agenda is circulated.

iii. **Procedure for submitting agenda items**

When members of the Student Staff Forum are notified of the next meeting, they will have one week within which to submit items for the agenda and confirm their attendance. If any items are deemed unsuitable for discussion at the Forum (for example, they are related to an individual grievance/disciplinary/individual staffing related matter) then the Head of Membership Support & Engagement will give advice on how to best proceed with the matter concerned. The agenda will be circulated before the meeting to allow employee representatives to consult with their staff group.

iv. **Duration of meetings**

Meetings are not expected to last longer than 2 hours.

All members of the Student Staff Forum will be paid their normal rate of pay for their time during these meetings.

5. **Role**

The main purpose of a Student Staff Representative is to act as the voice of other student staff within their team. They should communicate with their peers regularly, making note of questions, concerns or feedback, as well as seeking their opinion on issues that may be discussed at the Student Staff Forum meetings.

It is equally important that Student Staff Representatives feedback the outcomes of any discussions to their peers following Student Staff Forum meetings.

6. **Application Procedure**

Staff will be invited to put themselves forward to represent colleagues within their team at the Student Staff Forum via a simple email to the Head of Membership Support & Engagement. Where there are five or less applications per team, all individuals will be invited to the Forum meetings.

Where there are more than five applications for each team, a first come first served principle will be applied.