

EXAMPLE AGENDA ONLY

The finalised agenda will be available around
one week prior to the session.

Professional Associations and Institutes

HR Workshop call

22nd October 2025

09:30am – 12:00pm

Workshop agenda

Please note, group members are asked to refrain from engaging in discussions (formal and/or informal) on any subject of a competitively sensitive nature, unless it is in the public domain. Specifically, members should not enter into discussions, which have a bearing on individual group member decisions in relation to negotiations with employees over planned/projected salaries/compensation or working conditions.

Welcome from Paydata

- Guidelines regarding discussion content.
- Background / introductions & brief updates from attendees.

Pay trends update

- Paydata will present an analysis showing historic and current pay budget trends across this sector and nationally (across all industries).
 - Discussion topic – Processes for capping Head of Department / Senior Exec pay if it exceeds the market?

Recruitment and retention trends

- Paydata will also present a short analysis from the results of the UK Reward Survey across this industry sector and nationally, across all industries.
 - Includes recruitment and retention trends / labour turnover.

Suggested discussion topics by group members:

- Preventing and managing inappropriate behaviour.
 - Approaches to preventing / addressing sexual harassment / inappropriate behaviour.
 - Recommended training providers for EDIA topics, including bullying and harassment, gender identity and pronouns and disability awareness.
- Pay and Reward Strategy.
 - Approaches to reward policies and non-salary benefits.
 - Processes for reviewing and capping senior executive or Head of Department pay when it exceeds market levels.
- Benefits.
 - Insights into flexible benefits, salary sacrifice schemes and buying / selling annual leave.
 - Annual leave and working time.
 - Part-time – Managing / simplifying calculations, including treatment of bank holidays and closure days.
 - TOIL (Time Off in Lieu) and overtime practices – Policy / approach, eligibility and flexibility.
 - Are policies formal or do you trust your people?
 - Private medical insurance – Managing the ever-increasing cost?
- Equality, Diversity, Inclusion – Collecting & analysing data.
- Workplace dress codes and personal expression.
 - Handling working dress codes or policies about badges, pins or accessories showing political or controversial messages.

Open forum

An opportunity for attendees to discuss other HR issues and gather information.

Next workshop

Time and content for the next HR Workshop. Meeting closes.