**HR USER GROUP**

**25 MARCH 2015 – 2 pm**

**MEETING NOTES**

Colleagues,

Thank you for attending the first HR User Group meeting for 2015 on 25 March.

This was the first HR User Group meeting since the UCL merger with the Institute of Education ( IoE) on the 2nd December 2014. It was my pleasure to introduce Paul Doyle, who has been appointed as Deputy HR Director. Paul explained that a combination of policy and strategy within IoE Professional Services dictated his move to UCL and to a different role to that which he held previously at IoE. Paul leads on cross Divisional projects and also oversees the HR Consultancy Services and Pensions, ECA and Payroll (PECAP) Services departments.

The planned relocation of HR and other Professional Services Divisions to Bidborough House, which is located near the British Library on Bidborough Street, this summer is fast approaching. HR will move to Bidborough House in early June 2015 and will occupy the building along with Estates, Communication and Marketing, Public and Cultural Engagement and the Faculty of Laws. Laws will occupy a space for approximately 2 years while major work takes place at Bentham House at which point it will vacate Bidborough House and colleagues from Finance and Business Affairs will join other Professional Services Divisions at Bidborough House.

A key part of this relocation process is the adoption of more agile working practices. You will find slides with more information about what is planned attached to these notes and the reasoning behind and benefits of this style of working.

I took the opportunity at the meeting to remind everyone of the importance of Departments undertaking correct Right to Work (RTW) checks for all staff. This is a legal and a policy requirement and any failure to undertake the checks or record them appropriately is a breach of policy and could lead to disciplinary action.

I also took the opportunity to mention that the HR Division is currently involved in a review and restructure with the objective of improving the services we provide and our own satisfaction with them. HR staff have been engaged in a discussion about what this might mean for our structures and services since last year and it is expected that formal consultation on changes will start shortly.

If you have any general queries or feedback please contact Anne Skinner, HR Office Manager at anne.skinner@ucl.ac.uk.  Alternatively, on the topics discussed at the meeting, the relevant HR contact details are shown below.

Our Summer HR User Group briefing will take place 24 June 2015 in the Anatomy G29 JZ Young Lecture theatre at 2 pm and our Autumn briefing on 20 October 2015 at 2 pm. Venue to be advised.

I wish you all an enjoyable Easter break and look forward to seeing you in June.

Sincerely,

Nigel Waugh Director of Human Resources

**PGTA CONTRACTS WORKING PARTY –**

This working party within HR need volunteers to help review employment terms, implement best practise, understand the approach taken to recruiting PGTA’s across UCL, and ensure each approach remains compliant with employment law.

Bob Carey of HR Consultancy Services is also looking at this area and so parties working on this will link up.

***Volunteers are being sought, so please contact Jon Everard if you would like to participate. Contact details are below.***

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**UPDATE ON THE HR SYSTEM TRANSFORMATION PROJECT –**

It was hoped that an update could be given on this area but UCL is still in negotiation with the preferred supplier so it is not possible to reveal more information at this time. It is hoped that negotiations will be concluded before Easter). Information will then be rolled out including the timeline for implementation and seeking volunteers for specified workstreams.

There is a need for a significant amount of Business Process reform and a business analyst from Information Systems will assist offering a total of 80 days work on this area. Prioritisation will be given to key processes that impact on the first phase of the system build and go live date. It is envisaged the processes prioritised will be; recruitment of new employees, probation, appraisal, and performance management, Form 6 & 7 payments, booking of training courses, non SiP regular payments, and leavers.

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***John Everard***

***Head of Pensions, ECA and Payroll***

**j.everard@ucl.ac.uk**

**AFFILIATE ACADEMICS – FUTURE CHANGE TO CURRENT PROCEDURE**

There is a proposed change to the current procedures for processing Affiliate Academics. The process for raising invoices has changed substantively since the implementation of My Finance in August 2014 and this is now carried out by Finance as Employment Contract Administration (ECA) do not have access to departmental codes. . Another key issue is the raising of new customer codes which has also led to delays in invoices being raised. A proposal to revise the process so that department raise invoices is being formulated. This will streamline the procedure and speed up the process of departments receiving income. This change is still being considered as part of a business process review with a formal proposal to be actioned by June 2015.. Mike Sainsbury will contact the HR User group for feedback but for now, HR/Finance will continue to manage cases in the interim.

***Mike Sainsbury ECA Manager*** **m.sainsbury@ucl.ac.uk**

**DBS CHECKS – ensuring the right level of check is undertaken and related updates**

A new checklist to accompany DBS forms is being trialled by the ECA team and feedback on what needs to be clarified is being sought. If you have feedback on the checklist please contact Laura Tomson of the HR Policy and Planning team.

Workshops are also being developed to explain DBS checks. Please contact Laura to input on what you would like to see included.

 ***Laura Tomson HR Policy Officer*** l.tomson@ucl.ac.uk

**SHARED PARENTAL LEAVE –**

Communications have gone out on this with the policy, procedure, forms and FAQs now available on the HR website. A number of workshops have been held and some changes to the forms already made from feedback received.

Differing views had been put forward as to whether annual leave should continue to be calculated by HR or managed locally. Having considered those views, annual leave will be managed locally.

If you would like additional workshops for specific groups please contact Fiona Daffern.

A calculator is in development and additional communications will be forthcoming.

Feedback and comments are welcome when applying the policy/forms in practice.

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**IMMIGRATION - update on recent /forthcoming rules changes**

These include:

* Minimum salary thresholds for SOC codes to be increased from 6 April
* Minor changes to occupational shortage list, mainly in the digital technology sector.
* Immigration health surcharge to be introduced 6 April 2015 for sponsored migrants. Please note that there is no agreement that UCL will pay this surcharge so at this time, the individual needs to pay this. Australian and New Zealanders areexempt due to reciprocal national healthcare agreements.
* A Registered Travellers scheme has been introduced for sponsored migrants and business visitors travelling to the UK four or more times a year. A £50 fee will mean a passing through immigration checks more quickly. Only for arrivals into Heathrow and Gatwick. <https://www.gov.uk/registered-traveller>.
* Changes re Biometric Resident documents – applying outside UK, applicants will be issued a 30 day vignette to travel. On arrival in the UK, they will then need to collect their Biometric Residence documents from the Post Office within 10 days. <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414184/v_8_overseas_BRP_leaflet_-_signed_off_v_2__with_correct_image_.pdf>.
* Changes to visitor routes – 15 different visitor routes are being combined into 4. (UKVI web pages not yet updated)
* Visa fees are increasing https://www.gov.uk/government/publications/visa-regulations-revised-table
* Still awaiting feedback from the Home Office policy team on the sector submission to review the requirements to keep records of term dates for working student.

 ***Fiona Daffern Head of Employment Policy*** **f.daffern@ucl.ac.uk**

**ADDITIONAL POLICY UPDATES –**

We have consulted with HRMAG and the TUs on proposed changes to the Induction and Probation policy. We will undertake all staff consultation after Easter on these proposed changes.

Work is commencing on the next UCL Staff Survey, which is likely to take place October 2015.

We have created a separate Overtime policy for ease of access, which reflects the current position outlined in the Terms and Conditions of Service documents on the HR website. This should be ratified within the next month.

In consultation with Occupational Health, we have undertaken changes to the No Smoking policy to include e – cigarettes and vaping. This should also be ratified within the next month.

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