**HR USER GROUP**

**20 OCTOBER 2015**

**MEETING NOTES**

Dear Colleagues

It was encouraging to welcome so many of you to the final HR User Group meeting for 2015 and the first meeting for the academic year.

It has been a busy year for HR as we continued to provide HR services to a growing number of staff, we moved to Bidborough House and we progressed our Review and Restructure. Thankfully, the latter two changes are almost complete.

Communication on the Restructure and how it will improve service delivery will be forthcoming and the intention is that the new look HR will be launched in early 2016.

Dates for the 2016 HR User Group meetings have now been set and you can find these at the end of these notes.

Remember that these are your meetings and we want them to be about areas important to you so let us know what you want and we will do our best to continue to make these an interesting and valued forum for you.

With best wishes



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**OCCUPATIONAL HEALTH REFERRALS AND ILL HEALTH RETIREMENTS / FIT FOR WORK UPDATE**

A recent case indicated the need for improvement in relation to the Occupational Health referral process and ill health retirements. The process is now improved for those retiring on ill health grounds and sees a closer relationship between the Pensions team and Occupational Health Services (OHS ) whereby OHS can determine if Ill Health Retirement should be a consideration and refer an employee to Pension Services, where they can apply.

**”FIT FOR WORK” (FFW) SERVICE – A GOVERNMENT INITIATIVE**

“Fit for Work” (FFW) is a complimentary service and does not replace Occupational Health Service ( OHS) advice. Managers do remain responsible for managing employees and need to take appropriate action with advice from OHS and HR Consultancy Services as required. Further points on FFW can be found on the slides above and also on the OHS website.

<http://www.ucl.ac.uk/hr/docs/sickness_absence_appxH.php>

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**HR TRANSFORMATION PROJECT**

HR and the Information Systems Division (ISD) have coordinated on this project and with our build partners; Symatrix, we’ve set the “go live” date to July 2016. The change has resulted from:

* the time taken to get Symatrix on board
* understanding better the oracle functionality and defining the changes we want made; and
* allowing more time for testing before going live

The oracle system is being integrated with MyFinance and this has brought additional challenges, such as, upgrading the MyFinance system to the same version level as the HR module, identifying the 100+ interfaces that need rebuilding, and defining one hierarchy that can be used by both modules.

There are to be 3 phases of testing planned next year. These consist of:

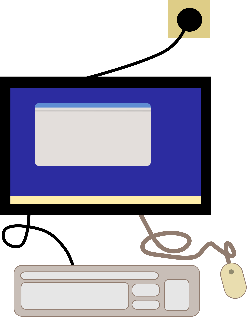
* an initial system testing (Jan – March);
* User Acceptance Testing (UAT) (March – May); and
* Two parallel runs (June – July)

It is the project team’s intention to utilise those of you who have volunteered to help on the project, throughout the UAT phase, and into the Parallel runs. Training for volunteers will be undertaken prior to the UAT phase.

ResourceLink, as a live system, will be switched off on 30 September 2016, so we have backstop date which can’t be missed. ResourceLink will continue to be accessible for a further year as a read only database enabling reports to be run against the data held within it.

Further development of the new Oracle system is dependent on additional funding, and therefore the intention of implementing new modules such as performance management, oracle learning, talent management, and a new recruitment module to replace ROME, is not guaranteed.

Communications have been deliberately minimal due to the lack of certainty regarding the “go live” date. We are in the process of recruiting a part time communications/change manager to enable the project to be broadcast to all of UCL.

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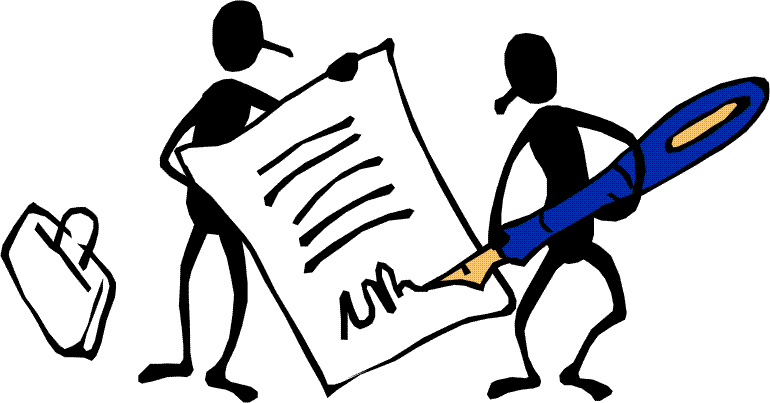
**EMPLOYMENT CONTRACT REVIEW**

A large number of contracts currently at UCL need to be simplified. This review has reduced the number of contracts by a quarter (to approximately 30) and the layout has been reviewed.

The contracts are slightly longer but supplementary documents have been reduced.

The new format should reduce errors and allow for greater flexibility.

Legal checks have been made and the proposals will be shared with the Human Resources Management Advisory Group ( HRMAG), Trade Unions and then presented to the HR Policy Committee for ratification in November to roll out in the New Year.



**IMMIGRATION BILL 2015/2016**

There is a small change re Certificate of Sponsorship (COS) applications, with new narrower bandings. This will make it easier for more COS to be processed each month.

A new Immigration Bill 2015/2016 is progressing through Parliament. Key proposals include:

Illegal workers will face criminal sanctions and a “skills levy” may be charged to businesses.

Migrants who work in the public sector must speak fluent English.

Immigration officers will get a new power to issue a notice to close a business for up to 48 hours if an illegal worker is found to be working on the premises.

**DISCIPLINARY POLICY CONSULTATION**

Made available for all staff consultation 8 - 23 October 2015.

Keys areas look at the clarification of misconduct and gross misconduct, clarification of the role of the investigating manager, Heads of Department to take responsibility to manage disciplinary matters and a template has been made available for standardised investigation reports.

It is proposed that it will apply to all UCL employees for any formal disciplinary matter arising after the implementation date.



**UCL STAFF SURVEY 2015**

The UCL Staff Survey will be launched on 9 November and will run until 27 November.

All UCL staff are encouraged to participate as it will measure staff engagement with UCL strategy and vision, measure leadership and management, benchmark developments since the previous survey and develop ideas for new projects.



ALL SLIDES RELATING TO FIONA DAFFERN’S PRESENTATIONS CAN BE FOUND

HERE



 **HR USER GROUP MEETINGS 2016**

Fiona Daffern 2 March 2016 – 2 pm Pearson LT

Head of Employment Policy 22 June 2016 – 2 pm Pearson LT

[f.daffern@ucl.ac.uk](mailto:f.daffern@ucl.ac.uk) 26 October 2016 – 2 pm Venue TBC

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