



HUMAN RESOURCES POLICY COMMITTEE

Held on Wednesday 3 April 2019 at 10.00 a.m.
in the South Wing G12 Council Room

MINUTES

Present:

Professor David Price (Chair)
Mr Simon Cane
Dr Celia Caulcott
Dr Mike Cope
Ms Donna Dalrymple
Professor Piet Eeckhout
Professor Mark Emberton
Professor Becky Francis
Ms Francesca Fryer
Mrs Lori Houlihan
Ms Collette Lux
Professor John Mullan
Professor Ivan Parkin
Professor Alan Penn
Professor Sasha Roseneil
Mr Tom Rowson
Ms Fiona Ryland
Mr Dean Stokes
Professor Nigel Titchener-Hooker
Mr Peter Warwick

Apologies for absence were received from Ms Wendy Appleby, Professor Michael Arthur, Dr Paul Ayris, Dame Nicola Brewer, Mr Phil Harding, Professor Graham Hart, Professor David Lomas, Professor Geraint Rees, Professor Anthony Smith, and Professor Alan Thompson.

In attendance: Mr Geoff Lang, Director, HR Strategy and Planning; Dr Marguerite Nolan, Committee Secretary; Ms Fiona McClement, Head of Equality, Diversity & Inclusion; and Mr Mark Rice, Head of Reward Policy.

PRELIMINARY FORMAL BUSINESS

1. Minutes of the meeting of the HRPC held on 28 November 2018

- 1.1 **Approved:** The Committee approved the Minutes of the last meeting of the Human Resources Policy Committee (HRPC) held on 28 November 2018.

2. Matters arising from the Minutes

Professorial Banding

- 2.1 The Director, HR Strategy and Planning, gave an oral update on progress of the working group of Academic Board which had been set up to produce a revised draft set of Professorial Banding criteria. This was progressing well with some more work to be done. HRPC had agreed that professorial progression through bands 2 and 3 should require increased achievement in both research and education, in line with the Academic Careers Framework (ACF) principles. Revised criteria would be considered by Academic Board and then submitted to the HRPC for approval in due course.

ITEMS FOR DISCUSSION

3. UCL's Race Equality Charter Renewal

HRPC 2-1 (18-19)

- 3.1 **Considered:** The Committee considered UCL's Race Equality Charter Renewal report at HRPC 2-1 (18-19). UCL was due to renew its Race Equality Charter (REC) Bronze award in July 2019. This paper summarised recent findings and data and provided recommendations. As part of the REC renewal, a more detailed 4-year action plan on race equality must also be developed. It would be incorporated into the Equality Diversity and Inclusion (EDI) Framework for Delivery and brought to the Senior Management Team before July 2019. In the meantime, the HRPC was being asked to endorse the recommendations included in the report.
- 3.2 The HRPC thanked Professor Geraint Rees for the work that he had done as the Senior Management Team Race Equality Champion. He had stepped down from this role and had been replaced by Professor Sasha Roseneil.
- 3.3 The Committee discussed the results from the REC survey, the examples of good practice that had been introduced in different parts of UCL, and the recommendations included in the paper. Feedback was provided by the Head of Equality, Diversity and Inclusion. Members were very supportive of the recommendations put forward in the report.
- 3.4 **Resolved:** The Committee endorsed the recommendations set out in the paper at HRPC 2-1 (18-19).

4. Key Workforce Indicators (KWI) Report 2019

HRPC 2-2 (18-19)

- 4.1 **Considered:** The Committee considered the Key Workforce Indicators (KWI) Report 2019 at HRPC 2-2 (18-19). This contained information relating to UCL's workforce at 1 October 2018. It provided details on workforce composition, including progress towards achieving equality objectives, as well as data on staff recruitment, turnover, reward and appraisal.
- 4.2 The Committee discussed the background, key findings, and actions arising from the Key Workforce Indicators report. Feedback was provided by the Director, HR Strategy and Planning.
- 4.3 **Resolved:** Members of HRPC noted the latest set of Key Workforce Indicators, as set out at HRPC 2-2 (18-19), with particular reference to their own areas.

5. Immigration Support **HRPC 2-3 (18-19)**

- 5.1 **Considered:** The Committee considered the report on Immigration Support at HRPC 2-3 (18-19). This paper proposed a change to UCL's current immigration loan policy.
- 5.2 The Committee discussed the recommendation to extend the loan repayment period. Feedback was provided by the Head of Reward Policy. Members supported this recommendation.
- 5.3 The Committee discussed the likely cost and tax implications if UCL were to replace some or all of the loan with payment for immigration statuses. It was proposed that a paper detailing the full cost to UCL and other requirements of paying for immigration statuses, including for EU category, be submitted to a future meeting of the HRPC for consideration.
- 5.4 **Resolved:** That UCL extend the normal repayment period from 12 months to 36 months, providing the role was funded for this period of time, as set out at HRPC 2-3 (18-19).

6. Postgraduate Teaching Assistant Code of Practice **HRPC 2-4 (18-19)**

- 6.1 **Considered:** The Committee considered the Postgraduate Teaching Assistant (PGTA) Code of Practice at HRPC 2-4 (18-19). This document had been prepared following consultation with stakeholders including the Students' Union, trade unions, and faculty representatives.
- 6.2 The Committee discussed the maximum load of 180 hours per year including teaching, preparation and training. A question was raised as to whether this could be a normal rather than a maximum expectation. It was noted that it would be necessary to consider grant and other restrictions before making any change to the wording of the Code of Practice. The Committee discussed the pay grades of PGTAs and the difference in the role and teaching load of Teaching Fellows and PGTAs.
- 6.3 **Resolved:** That the Postgraduate Teaching Assistant Code of Practice be reviewed to take account of the feedback from members of the HRPC and amended if appropriate. The Code of Practice would be submitted to the next meeting of the HRPC for approval.

OTHER BUSINESS FOR APPROVAL OR INFORMATION

7. HRPC Self-Review **HRPC 2-5 (18-19)**

- 7.1 **Received:** The Committee received the Self-Review of the Human Resources Policy Committee at HRPC 2-5 (18-19). In common with other standing committees, the HRPC was charged with carrying out an annual self-review, and confirming to Council that this had been done.
- 7.2 **Resolved:** The Committee approved the HRPC Self-Review report at HRPC 2-5 (18-19) and that this be confirmed to Council.

8. Date of the next meeting

- 8.1 **Noted:** That the next meeting of the HRPC would be held on 10 July 2019 from 10.00 a.m. to 12.00 noon.

9. Any other business

- 9.1 There was no other HRPC business discussed.