HUMAN RESOURCES POLICY COMMITTEE

Wednesday 5 April 2017 at 10.00 a.m. in the South Wing Council Room

<u>MINUTES</u>

Present:
Professor Michael Arthur (Chair)
Ms Wendy Appleby
Dr Paul Ayris
Dame Nicola Brewer
Mr Simon Cane
Dr Celia Caulcott
Professor Mark Emberton
Professor Becky Francis
Professor Dame Hazel Genn
Mr Andrew Grainger
Mr Phil Harding
Mrs Lori Houlihan
Mr Rex Knight
Ms Collette Lux
Professor John Mullan
Professor Ivan Parkin
Mr John Parr
Professor Alan Penn
Professor David Price
Professor Geraint Rees
Professor Anthony Smith
Professor Alan Thompson
Professor Nigel Titchener-Hooker

Apologies have been received from Dr Mike Cope, Professor Graham Hart,
Professor Mary Fulbrook, Professor David Lomas, and Mr Tom Rowson.

In attendance: Ms Sarah Guise, Head of Equality, Diversity and Inclusion, Mr Geoff Lang, Director, HR
Strategy and Planning, and Dr Marguerite Nolan, Committee Secretary.

Key to abbreviations used in these Minutes:	
HOD	Head of Department
HRPC	Human Resources Policy Committee
JNC	Joint Negotiating Committee
UCEA	Universities and Colleges Employers Association

PRELIMINARY FORMAL BUSINESS

1.   Minutes of the meeting of the HRPC held on 21 December 2016

1.1   **Approved:** The Committee approved the minutes of the last meeting of the Human Resources Policy Committee (HRPC) held on 21 December 2016.

2.   Matters arising from the Minutes   **HRPC 2-1 (16-17)**

2.1   **Received:** The Committee received and noted the report on Matters Arising at <u>HRPC 2-1 (16-17)</u>.

FOR DISCUSSION

3.   Launch of new Academic Promotions Framework   **HRPC 2-2 (16-17)**

3.1   **Considered:** The Committee considered the report on the launch of the new Academic Promotions Framework at <u>HRPC 2-2 (16-17)</u>. This paper sought HRPC's approval to launch the new Academic Promotions Framework for the 2017-18 round, subject to any final changes proposed at a final meeting of the Academic Board advisory group. This advisory group had been meeting to discuss some remaining detailed points. The advisory group had expressed support for the changes that had been incorporated into the current version, which had taken on board suggestions made by members of the group. Workshops would commence in June and the formal launch would be in October 2017. New titles would come into place in October 2018.

3.2   Members of the HRPC supported the launch of the new Academic Promotions Framework. The Committee discussed the position of current Readers at paragraph 5 (i). It was agreed that whilst it would not be appropriate to develop a light-touch assimilation promotions process to Professor for current Readers, evidence would be allowed to be brought forward from Readers relating to achievements since they first were promoted to Grade 9. This ensured that no Readers would be disadvantaged if they had already used this evidence to progress from SL to Reader. The important thing would be whether staff could present a case that meets the new Grade 10 criteria set out in the Framework. It was agreed to amend paragraph 5 (i) of the report accordingly.

3.3   **Resolved:** The following was agreed:

a) The Committee approved the launch of the new Academic Promotions Framework for the 2017-18 round at <u>HRPC 2-2 (16-17)</u>, subject to paragraph 5 (i) of the report being amended to state that current Readers would be required to apply for promotion in the normal way as set out in the new Academic Promotions Framework.

b) A final framework would be prepared ahead of the Academic Board meeting in May 2017. Academic Board would be informed of UCL's intention to implement the new Academic Promotions Framework for 2017-18.

c) The UCL Instruments of Government would be updated to reflect the changes in academic titles and this would be submitted to the Council for approval.

4.   Key Workforce Indicators Report   **HRPC 2-3 (16-17)**

4.1   **Considered:** The Committee considered the Key Workforce Indicators (KWI) report at <u>HRPC 2-3 (16-17)</u>. This report contained information relating to UCL's workforce at 1 October 2016 as well as progress towards achieving equality objectives.

4.2 The Committee discussed the recommended actions, which were listed at the end of each relevant section. Disappointment was expressed concerning the slow progress towards achieving the race equality objectives. The Committee also discussed the staff appraisal completion rate which was below the target. It was proposed and agreed that in addition to the action to be taken by Deans and Vice-Provosts in relation to these areas, UCL HR should also take these matters forward centrally.

4.3 **Resolved:** The following was agreed:

a) The Committee noted the latest set of Key Workforce Indicators and approved the actions, with particular reference to their own areas, as well as the areas to be taken forward by UCL HR relating to UCL's ethnicity profile, and staff appraisal completion rates, as noted above.

b) It was noted that Key Workforce Indicator reports would be used to monitor and assess performance in managing the UCL workforce. Faculty level reports would be sent out by UCL HR by the end of May.

5. **Review of Cap on Childcare and Caring Responsibility Costs   HRPC 2-4 (16-17)**

5.1 **Considered:** The Committee considered the report on the Review of Cap on Childcare and Caring Responsibility Costs as set out at HRPC 2-4 (16-17). An updated paper was tabled which included a corrected version of Option 2. UCL policy currently allowed for a maximum of £200, per financial year, to be claimed for childcare and caring responsibility costs where a post was funded by a RCUK grant or other funder which permitted these costs to be claimed in accordance with the grant terms and conditions for such reimbursement.

5.2 The Committee considered the following three options as outlined in the report:

Option 1 - Continue the existing policy without amendment

Option 2 - Amend the existing policy to remove the cap for staff in receipt of external funding allowing childcare costs

Option 3 - Extension of Option 2 to UCL staff not in receipt of external funding

5.3 The Committee noted the figures on the take up of the current policy as included in the report. The Committee also noted the feedback from UCL's 50:50 Gender Equality Group and UCL's Women Staff Group. These Groups had expressed concern that some staff with external funding were being prevented by the current UCL policy cap from using their external funding for childcare costs. This could have an impact in particular on female researchers who were more likely to claim childcare and caring responsibility costs.

5.4 The Committee gave its broad support for Option 2 - Amend the existing policy to remove the cap for staff in receipt of external funding allowing childcare cost. Members were also supportive of Option 3 however it was recognised that consideration would need to be given as to how this could be funded by UCL. It was proposed that a task and finish group be set up to consider how Option 3 could be funded and to report back to the SMT/HRPC.

5.5 **Resolved:** The following was agreed:

a) The Committee approved that Option 2 - Amend the existing policy to remove the cap for staff in receipt of external funding allowing childcare cost, as set out at HRPC 2-4 (16-17), be adopted.

b) That a task and finish group be set up to consider how Option 3 could be funded and to report back to SMT/HRPC.

6. Centralising Maternity Leave

6.1   **Received:** The Committee received an oral update from the Head of Equality, Diversity and Inclusion, on progress made towards centralising maternity leave at UCL.

6.2   It was noted that the Finance and Business Affairs Division would prepare a draft financial model to send to Directors of Finance to confirm agreement for the best financial model, by the end of May. UCL HR would then confirm an operational model, based on the financial model which was chosen, by the end of June.

6.3   Finance and Business Affairs would communicate the policy change to Departmental Administrators, by the end of July. UCL HR would communicate the changes to staff by the end of July and the new policy would go live on 1 August 2017.

OTHER BUSINESS FOR APPROVAL OR INFORMATION

7. HRPC Self-review   HRPC 2-6 (16-17)

7.1   **Received:** The Committee received the Self-review of the Human Resources Policy Committee at HRPC 2-6 (16-17). 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 at HRPC 2-6 (16-17) and that this be confirmed to Council.

8. Date of next meeting of the HRPC

8.1   **Noted:** That the next meeting of the HRPC would be held on 5 July 2017 at 10.00 a.m.

9. Any other business

9.1   There was no other business discussed.

Dr Marguerite Nolan
Secretary to Human Resources Policy Committee
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