



## HUMAN RESOURCES POLICY COMMITTEE

Held on Wednesday 10 July 2019 at 10.00 a.m.  
in the South Wing G12 Council Room

### MINUTES

*Present:*

Ms Fiona Ryland (Chair)  
Ms Wendy Appleby  
Dr Paul Ayris  
Mr Simon Cane  
Dr Celia Caulcott  
Dr Mike Cope  
Professor Piet Eeckhout  
Professor Mark Emberton  
Professor Becky Francis  
Ms Francesca Fryer  
Mr Phil Harding  
Professor Graham Hart  
Professor David Lomas  
Ms Collette Lux  
Professor Ivan Parkin  
Professor Geraint Rees  
Professor Sasha Roseneil  
Mr Dean Stokes  
Professor Nigel Titchener-Hooker  
Mr Peter Warwick

Apologies for absence were received from, Professor Michael Arthur, Dame Nicola Brewer, Ms Donna Dalrymple, Mrs Lori Houlihan, Professor John Mullan, Professor Alan Penn, Professor David Price, Mr Tom Rowson, Professor Anthony Smith and Professor Alan Thompson.

In attendance: Ms Andie Bennett, Head of Talent, Organisational Development - for paper 3-1; Mr Max Hill, Director of Occupational Health & Wellbeing - for paper 3-3; Ms Chloe Milano, Head of HR, (IOE and Vice-Provost International) - for papers 3-2 & 3-3; Dr Marguerite Nolan, Committee Secretary; Ms Lorren Rea, Head of Employment Policy; Ms Sam Reid, Human Resources Business Partner - for papers 3-1, 3-2 & 3-3; and Mr Mark Rice, Head of Reward.

## PRELIMINARY FORMAL BUSINESS

### 1. Minutes of the meeting of the HRPC held on 3 April 2019

- 1.1 **Approved:** The Committee approved the minutes of the last meeting of the Human Resources Policy Committee (HRPC) held on 3 April 2019.

### 2. Matters arising from the Minutes

- 2.1 There were no matters arising from the minutes of the last meeting.

## ITEMS FOR DISCUSSION

### 3. Proposal to improve UCL's Appraisal, Review and Development Scheme HRPC 3-1 (18-19)

- 3.1 **Considered:** The Committee considered the proposal to improve UCL's Appraisal, Review and Development Scheme at HRPC 3-1 (18-19). This paper outlined the proposed improvements to UCL's Appraisal, Review and Development Scheme. The suggested changes reflected a simplification of policy and process as well as updates to guidance and training to secure a strengthened focus on staff development and performance enhancement.
- 3.2 HRPC was generally supportive of the suggested improvements. The HRPC endorsed the proposal to introduce an appraisal season. It was noted that there were a number of basic matters that should be addressed in the first instance. These included: achieving a higher completion rate; providing additional training for appraisers; and ensuring that there was a unified appraisal system. The Committee also recommended that greater clarity be provided about the purpose of appraisals.
- 3.3 Members gave feedback on the Professorial Appraisal Review (PAR) system. It was suggested that some improvements could be made to the PAR system ahead of the new appraisal scheme being developed. This included improvements to feedback mechanisms following appraisals. The Committee also discussed the 360 degree feedback process. Members valued the comments received from this process for developmental purposes but did not support it being used to rate performance.
- 3.4 **Resolved:** The Committee approved in principle the proposed improvements to UCL's Appraisal, Review and Development Scheme as set out at HRPC 3-1 (18-19). This was subject to the feedback from members as outlined above.

### 4. Wellbeing at UCL update and refocus HRPC 3-3 (18-19)

- 4.1 **Considered:** The Committee considered the Wellbeing at UCL update and refocus paper at HRPC 3-3 (18-19). This outlined some of the successes and challenges of delivering the wellbeing strategy, Wellbeing at UCL. It also provided information concerning the planned review and proposed refocus of the strategy.
- 4.2 The Committee was very supportive of the planned review of the Wellbeing Strategy, as set out in the paper. It was proposed that the revised Wellbeing Strategy should be integrated with existing provision at UCL as well as NHS services. The Committee discussed the number of staff working days lost due to flu. It was recommended that a flu vaccination programme for all staff be costed out fully.
- 4.3 Consideration was given to the level of funding and resourcing provided for the Wellbeing Strategy, as included in the paper. Members recommended that Human Resources should

apply for additional resources in this area and that it should go through the Standard Operating Procedure (SOP) process. It was also suggested that the resource plan should be joined up with the Faculty Blueprint work, which was part of the Transforming our Professional Services (TOPS) programme.

4.4 **Resolved:** The following was agreed:

a) That the feedback from the HRPC on the update on the Wellbeing Strategy be noted, as outlined above.

b) The revised Wellbeing Strategy would be submitted to the HRPC for consideration in due course.

**5. Post Graduate Teaching Assistant (PGTA) Code of Practice update** **HRPC 3-4 (18-19)**

5.1 **Considered:** The Committee considered the Post Graduate Teaching Assistant (PGTA) Code of Practice update at HRPC 3-4 (18-19). At its meeting of 3 April 2019, the Human Resources Policy Committee (HRPC) had considered the PGTA Code of Practice document and approved it apart from deferring a decision concerning maximum working hours and affordability of an uplift in grade commencing academic year 2020 pending receipt of further information.

5.2 The Committee discussed the suggested wording concerning the maximum work load as set out in the paper. Members recommended that this should be more flexible to allow for the different needs of faculties. It was proposed that 180 hours should be a guideline and not a fixed maximum number of hours per year. It was also proposed that the average of 6 hours a week should be across the year overall.

5.3 The HRPC supported the recommendation that all PGTAs should be grade 6 from the start of the 2020-21 academic year.

5.4 **Resolved:** The Committee approved the following:

**a) Maximum Work Load**

- That the maximum work load of 180 hours for PGTAs be a guideline and not a fixed maximum.

- That PGTAs should work an average of 6 hours a week across the year.

**b) Grading of PGTAs**

To adopt the grade 6 job description and consequent pay level for PGTAs with effect from September 2020.

**6. Revised Agreed Professorial Banding Criteria** **HRPC 3-5 (18-19)**

6.1 **Considered:** The Committee considered the Revised Agreed Professorial Banding Criteria at HRPC 3-5 (18-19). Following earlier consideration by the Human Resources Policy Committee (HRPC) and subsequent input and agreement from Academic Board, this paper outlined the finalised Professorial Banding Criteria to be implemented for the 2019-20 academic year. The changes reflected a move to revise the criteria in line with the changes introduced with the Academic Careers Framework (ACF).

6.2 It was proposed that a final review of the Enterprise and External Engagement criteria should be undertaken to ensure that they were sufficiently robust. The Vice-Provost (Enterprise)

agreed to follow this up with the Head of Reward.

- 6.3 It was noted that for some but not all of the criteria examples had been provided of how they could be met. It was agreed to provide examples on how to meet each of the criteria.
- 6.4 **Resolved:** The Committee endorsed the finalised Professorial Banding Criteria as set out at HRPC 3-5 (18-19) which would be published and utilised with effect from 1 September 2019, subject to the minor amendments put forward by HRPC as noted above.

## **OTHER BUSINESS FOR APPROVAL OR INFORMATION**

### **7. Dates of meetings of the HRPC in 2019-20**

- 7.1 **Noted:** That meetings of the Human Resources Policy Committee (HRPC) would be held on the following dates in 2019-20:

- 9 October 2019 from 10.00 to 10.30 (to be followed by an SMT meeting from 10.30 to 12.00)
- 27 November 2019 from 10.00 to 12.00
- 1 April 2020 from 10.00 to 12.00
- 8 July 2020 from 10.00 to 12.00

### **8. Any other business**

- 8.1 There was no other business discussed.