



## HUMAN RESOURCES POLICY COMMITTEE

Wednesday 18 March 2015

### MINUTES

*Present:*

Professor Michael Arthur (Chair)  
Professor Nick Brook  
Professor Stephen Caddick  
Professor Mary Fulbrook  
Professor Dame Hazel Genn  
Mr Phil Harding  
Professor Graham Hart  
Professor Chris Husbands  
Mr Rex Knight  
Professor David Lomas  
Professor Alan Penn  
Professor Alan Thompson.  
Professor Jo Wolff

Apologies for absence were received from: Dame Nicola Brewer; Professor Anthony Finkelstein; Professor David Price; Professor Geraint Rees; Professor Anthony Smith; and Professor Sir John Tooke.

In attendance: Ms Fiona Daffern (Head of Employment Policy, HR - for Minutes 1-4);  
Ms Valerie Hogg, (Director of Financial Planning and Strategy - for Minute 5);  
Mr Geoff Lang (Director of Policy and Planning, HR – for Minutes 1-4);  
Dr Marguerite Nolan (Secretary); and Mr Nigel Waugh (Director of Human Resources).

*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

#### 1. MINUTES OF THE PREVIOUS MEETING

- 1.1 **Approved:** The Minutes of the previous meeting of the Human Resources Policy Committee (HRPC) held on 7 January 2015 were approved and signed by the Chair.

## 2. MATTERS ARISING FROM THE MINUTES

- 2.1 **Received:** An oral report from the Director of HR.
- 2.2 Minute 3.6 - A paper recommending changes to the selection and reward of HoDs, Vice-Deans and Pro Vice-Provosts was on the agenda for this meeting following discussion of Leadership Roles and Diversity at the last meeting.
- 2.3 Minute 4.2 - Further modelling of the costs of the new health care levy for immigrant staff was being undertaken with a revised paper expected to be circulated for HRPC approval out of session.
- 2.4 Minute 5.5 - The threatened industrial action over pension reform did not proceed in January 2015 and the reform proposal was now the subject of consultation with USS members.
- 2.5 Minute 6.2 - The new grievance and harassment & bullying policies approved at HRPC at its last meeting were now in operation as well as the new executive recruitment search framework and preferred supplier list.

## 3. SELECTION AND REWARD OF HEADS OF DEPARTMENT, VICE-DEANS AND PRO VICE-PROVOSTS HRPC 3-1 (14-15)

- 3.1 **Considered:** The Committee gave detailed consideration to the report at HRPC 3-1 (14-15) on the selection and reward of Heads of Department, Vice-Deans and Pro Vice-Provosts. Following HRPC's consideration of the *Tap on the shoulder* report at its last meeting, this report recommended changes to the arrangements for the selection and reward of Heads of Department, Vice-Deans and the newly created Pro Vice-Provosts.
- 3.2 Members welcomed the consistency and transparency that the recommended changes to the selection and reward process provided.
- 3.3 The Committee discussed the recommendation that a selection panel of at least three senior staff, typically chaired by the applicable Dean or Vice-Provost, should make a provisional selection decision and recommendation to the Provost for all future academic leadership vacancies. It was noted that this would ensure that there was fairness and consistency across the selection process.
- 3.4 The Committee discussed the leadership training programme for new candidates. It was proposed that this should be reviewed. The Committee also noted the importance of providing ongoing training as appropriate.
- 3.5 The Committee discussed the role of the Vice-Dean and the recommended reward for this role. It was agreed that further clarification should be provided concerning the role of the Vice-Dean.
- 3.6 The Committee supported the recommendation to standardise the normal length of service of 3 to 5 years for the roles of Head of Department, Vice-Dean and Pro Vice-Provost. It was noted that this would provide consistency across UCL, whilst providing sufficient flexibility to meet the differing needs of faculties.
- 3.7 Feedback was sought on the process for reappointment for a second term for the roles of Head of Department, Vice-Dean and Pro Vice-Provost. It was agreed to provide further guidance on the reappointment process.

3.8 **Resolved:** The following was agreed:

- a) That the recommended changes to the selection and reward processes for Heads of Department, Vice-Deans and Pro Vice-Provosts at HRPC 3-1 (14-15) be approved, subject to the feedback from members as noted above.
- b) That the recommendations be developed by HR into guidance for publication to all staff via *The Week @ UCL* and be further publicised on the HR website with the purpose of making all staff aware of these important changes and the intention that they would address the findings of the *Tap on the shoulder* report and assist UCL to meet its equality and diversity objectives.

**4. UCL STAFF ENGAGEMENT SURVEY ‘YOUR VIEWS REALLY COUNT’ 2015 HRPC 3-3 (14-15)**

4.1 **Considered:** The report and recommendations on the UCL Staff Engagement Survey 2015 at HRPC 3-3 (14-15). This provided an outline of the proposal for running the fifth UCL Staff Engagement Survey in November 2015, actions required and costs.

4.2 It was noted that the first section of the survey would include questions relating to staff morale.

4.3 The Committee discussed the nomination of local lead champions for the survey. The Committee highlighted the important role that the local lead champions would play in supporting the project champion and in providing feedback to staff at a local level.

4.4 **Resolved:** The Committee agreed the following:

- a) That the proposed outline for running the fifth UCL Staff Engagement Survey in November 2015 at HRPC 3-3 (14-15) be approved;
- b) That the IoE would be included as part of the survey;
- c) That Professor Graham Hart would be the SMT champion for this project; and
- d) That Deans / Vice-Provosts would nominate local lead champions for the survey.

**5. REVISED HOME LOAN SCHEME HRPC 3-5 (14-15)**

5.1 **Considered:** The report on the UCL House Loan Schemes at HRPC 3-6 (14-15). This provided a summary of the UCL House Loan schemes and set out a proposed alternative loan scheme.

5.2 The proposed House Loan Scheme would replace the Shared Appreciation Mortgage Investment (SAMI) arrangement for those staff previously offered a SAMI loan as part of their recruitment package but who had not yet purchased a property. It would also be offered to new key appointments where additional financial assistance was agreed for recruitment or retention purposes.

5.3 It was noted that the previous scheme had been important in attracting staff to UCL from overseas and that many of the Russell Group universities offered similar arrangements.

5.4 **Resolved:** That the UCL Preferential Rate Interest Only (PRIO) Equity House Loan Scheme at HRPC 3-5 (14-15) be approved.

**6. 2013 STAFF SURVEY UPDATE 2 HRPC 3-6 (14-15)**

6.1 **Received:** The Committee received and noted the 2013 Staff Survey Update 2 at HRPC 3-6 (14-15).

**7. DOCUMENTATION RECEIVED AND APPROVED BY HRPC OUT OF CYCLE SINCE THE PREVIOUS MEETING HELD ON 7 JANUARY 2015**

7.1 **Noted:** With the approval of the Chair of the HRPC, a paper had been circulated to HRPC for consideration and approval outside of its scheduled meetings, with the proviso that any member of HRPC could request that discussion of the item be referred to the next scheduled HRPC meeting. No such request had been received in relation to the paper indicated at 7.2 below.

7.2 The UCL Parental Leave Pay and Policy had been received and approved by HRPC 'out of cycle' since its previous meeting on 7 January 2015.

**8. DATE OF NEXT MEETING**

8.1 It was noted that the next meeting of the Human Resources Policy Committee would be held on Wednesday 24 June 2015 at 8.30 a.m.

**9. ANY OTHER BUSINESS**

9.1 There was no other business discussed.

Dr Marguerite Nolan  
Secretary to Human Resources Policy Committee  
March 2015