



HUMAN RESOURCES POLICY COMMITTEE

Held on Wednesday 18 April 2018 at 10.00 a.m.
In the South Wing Council Room

MINUTES

Present:

Professor Michael Arthur (Chair)
Ms Wendy Appleby
Dr Paul Ayris
Dame Nicola Brewer
Dr Celia Caulcott
Professor Mark Emberton
Professor Mary Fulbrook
Mr Andrew Grainger
Mr Phil Harding
Professor Graham Hart
Mr Rex Knight
Professor David Lomas
Ms Collette Lux
Professor Ivan Parkin
Professor Alan Penn
Professor David Price
Mr Tom Rowson
Ms Fiona Ryland
Professor Anthony Smith
Professor Alan Thompson

Apologies were received from Professor Stella Bruzzi, Mr Simon Cane, Dr Mike Cope, Professor Piet Eeckhout, Professor Becky Francis, Mrs Lori Houlihan, Professor Geraint Rees and Professor Nigel Titchener-Hooker.

In attendance: Ms Donna Dalrymple, Head of HR, SLMS; Mr Geoff Lang, Director, HR Strategy and Planning; Dr Marguerite Nolan, Committee Secretary; and Mr Mark Rice, Head of Reward Policy.

PRELIMINARY FORMAL BUSINESS

1. MINUTES OF THE MEETING OF THE HRPC HELD ON 29 NOVEMBER 2017

- 1.1 **Approved:** The Committee approved the Minutes of the last meeting of the Human Resources Policy Committee (HRPC) held on 29 November 2017.

2. MATTERS ARISING FROM THE MINUTES

- 2.1 The Head of Reward Policy provided an oral update on Matters Arising from the Minutes including the implementation of the London Living Wage and the publication of the UCL Gender Pay Gap.

FOR DISCUSSION

3. PROFESSORIAL BANDING CRITERIA HRPC 2-1 (17-18)

- 3.1 **Considered:** The Committee considered the draft Revised Professorial Banding Criteria at HRPC 2-1 (17-18). This paper outlined proposed changes to the current Professorial Banding Criteria to reflect terminology used in the new Academic Careers Framework.
- 3.2 Members were very supportive of the revised banding criteria. The Committee discussed the Institutional Citizenship category and the bullet points of how this could be demonstrated. It was proposed and agreed that the bullet points in this category should be reviewed to provide greater clarity and to ensure that they were appropriate.
- 3.3 The Committee discussed the next stage of the consultation and implementation of the draft Revised Professorial Banding Criteria. It was agreed that the draft criteria should be submitted to Academic Board for discussion.
- 3.4 **Resolved:**
- a) That the draft Revised Professorial Banding Criteria at HRPC 2-1 (17-18) be submitted to the Academic Board for consideration in the autumn term 2018, subject to the feedback as noted above.
- b) The final draft criteria would be submitted to the HRPC in the autumn term 2018 for approval following the meeting of Academic Board.

4. UPDATE ON PENSIONS INDUSTRIAL ACTION (oral report)

- 4.1 **Received:** The Executive Director of HR and the Director of Finance and Business Affairs gave an oral update on the Pensions Industrial Action. It was noted that the University and College Union (UCU) had suspended planned industrial action at UCL, and supported the establishment of a Joint Expert Panel. The suspension of industrial action had provided important reassurance to students that they would not be affected by further disruption during the revision and exam season. The Joint Expert Panel would review the methodology and assumptions in the current valuation and provide an opportunity to consider the questions raised about the valuation by scheme members and employers.
- 4.2 It was reported that Universities UK (UUK) and UCU would now work together to appoint a mutually agreed Chair for the Joint Expert Panel. The current pension benefits were guaranteed until at least 1 April 2019. Therefore, the panel would need to conclude its work in time to put in place a sustainable way forward for USS from that date.

- 5. UPDATE ON HR STRATEGY** **HRPC 2-2 (17-18)**
- 5.1 **Received:** The Committee received the HR Strategy report at HRPC 2-2 (17-18). This paper provided an update on action taken to date on the new HR Strategy, including progress against specific objectives under the strategy's main themes.
- 5.2 Members of the HRPC gave positive feedback on the work completed to date in implementing the HR Strategy, which had been felt from outside the HR division.
- 5.3 **Resolved:** The Committee noted the update on the HR Strategy at HRPC 2-2 (17-18) and the progress made to date.
- 6. RELOCATION SUPPORT** **HRPC 2-4 (17-18)**
- 6.1 **Received:** The Committee received the update on Proposed Changes to Provision for Staff Relocating to Work at UCL as set out at HRPC 2-4 (17-18). This paper provided an update on changes to relocation provision following recommendations agreed at the last meeting of the Human Resources Policy Committee (HRPC) on 29 November 2017. The Committee was very supportive of the action being taken to implement the recommendations.
- 6.2 **Resolved:** The Committee noted the update report at HRPC 2-4 (17-18).
- 7. PGTA ACTION PLAN UPDATE AND DRAFT CODE OF PRACTICE** **HRPC 2-6 (17-18)**
- 7.1 **Considered:** The Committee considered the PGTA Action Plan update and draft Code of Practice at HRPC 2-6 (17-18). In July 2017, the Human Resources Policy Committee (HRPC) approved a UCL response to a joint UCU/NUS Postgraduate Employment Charter. This paper provided an update on each of the actions previously approved by HRPC. It also included a draft PGTA Code of Practice which required HRPC approval.
- 7.2 The Committee endorsed the PGTA Code of Practice. It was noted that it was a good piece of work which would fill a gap in UCL's portfolio.
- 7.3 **Resolved:**
- a) The Committee approved the draft Postgraduate Code of Practice at Annex B. This would also be submitted to the Research Degrees Committee for approval.
- b) The Committee noted the Progress Report on UCL Actions in Response to the Postgraduate Employment Charter at Annex A.
- 8. KEY WORKFORCE INDICATORS REPORT** **HRPC 2-7 (17-18)**
- 8.1 **Received:** The Committee received the Key Workforce Indicators (KWI) Report 2018 as set out at HRPC 2-7 (17-18). This contained detailed information relating to UCL's workforce at 1 October 2017, as well as progress towards achieving equality objectives. The report also included a number of recommended actions, which were listed at the end of each relevant section.
- 8.2 The Director of HR Strategy and Planning pointed out the main issues to note from the KWI 2018 report which included progress and action in the following areas: Total Workforce, Gender, Ethnicity, Disability, Recruitment, Turnover, Academic Promotions, Sickness Absence, Staff Appraisal, and Reward.

8.3 Resolved:

- a) Members of the HRPC noted the latest set of Key Workforce Indicators and approved the actions, with particular reference to their own area.
- b) The Committee noted that Key Workforce Indicator reports should be used to monitor and assess performance in managing the UCL workforce.

OTHER BUSINESS FOR APPROVAL OR INFORMATION

9. HRPC SELF-REVIEW HRPC 2-8 (17-18)

9.1 **Received:** The Committee received the Self-review of the Human Resources Policy Committee at HRPC 2-8 (17-18). 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.

9.2 **Resolved:** The Committee approved the HRPC Self-review at HRPC 2-8 (17-18) and that this be confirmed to Council.

10. DATE OF NEXT MEETING

10.1 **Noted:** That the next meeting of the Human Resources Policy Committee would be held on 11 July 2018 at 10.00 a.m.

11. ANY OTHER BUSINESS

11.1 There was no other business discussed.