



HUMAN RESOURCES POLICY COMMITTEE

Wednesday 19 July 2017 at 10.00 a.m. in the South Wing Council Room

MINUTES

Present:

Professor Michael Arthur (Chair)
Ms Wendy Appleby
Dame Nicola Brewer
Professor Stella Bruzzi
Mr Simon Cane
Dr Mike Cope
Professor Mark Emberton
Professor Becky Francis
Professor Mary Fulbrook
Professor Dame Hazel Genn
Mr Phil Harding
Professor Graham Hart
Mr Rex Knight
Ms Collette Lux
Professor Alan Penn
Professor David Price
Professor Geraint Rees
Mr Tom Rowson
Ms Fiona Ryland
Professor Anthony Smith
Professor Alan Thompson

Apologies have been received from Dr Paul Ayris, Dr Celia Caulcott, Mr Andrew Grainger, Mrs Lori Houlihan, Professor David Lomas, Professor Ivan Parkin and Professor Nigel Titchener-Hooker.

In attendance: Ms Sarah Danzie, Head of Employment Policy and Governance, 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 5 APRIL 2017

- 1.1 **Approved:** The Committee approved the Minutes of the last meeting of the Human Resources Policy Committee (HRPC) held on 5 April 2017.

2. MATTERS ARISING FROM THE MINUTES

- 2.1 a) Childcare and Caring Responsibility Costs (Minute 5, HRPC 5 April 2017)

Work was continuing to review whether the current policy for claiming childcare and caring responsibility costs could be extended to staff who were not in receipt of external funding which permitted these costs to be claimed. Following the last meeting of the HRPC, it had been decided that it would not be necessary to set up a task and finish group to consider this matter.

- b) Centralising Maternity Leave (Minute 6, HRPC 5 April 2017)

Work was on target for the introduction of this new policy from the start of the next financial year.

FOR DISCUSSION

3. INTRODUCTION FROM THE NEW EXECUTIVE DIRECTOR OF UCL HR

- 3.1 **Received:** The Committee received an oral report from the new Executive Director of UCL HR which covered the following areas:

- Staffing in UCL HR
- Support required for the Transforming of UCL's Professional Services (TOPS) project
- Implementation of the new HR system
- Initial plan for the development of a HR Strategy

- 3.2 The Committee congratulated the Executive Director of UCL HR for a very positive start in her new post.

4. 2015 STAFF SURVEY ACTION PLANS HRPC 3-1 (16-17)

- 4.1 **Considered:** The Committee considered the 2015 Staff Survey Action Plans at HRPC 3-1 (16-17). This paper provided the latest six monthly update on Corporate and Faculty/Divisional action plans from the 2015 Staff Engagement Survey. This would form the basis of the "You Said, We Did" communications ahead of the 2017 staff survey, which was due to run from Monday 6 November to Friday 24 November 2017.

- 4.2 The Committee discussed the importance of achieving a good response rate from staff to the next survey. UCL was aiming for an increased response rate of at least 57%. The Committee discussed the need to provide good communication to staff concerning the next survey. It was noted that a communication would go out to staff at the end of July and further information about the 2017 staff survey would be provided regularly through *TheWeek@UCL*.

- 4.3 It was noted that at the end of the next survey staff would have the opportunity to nominate a charity, from a selection of charities, to receive a donation of £5 from UCL. There would also be an option for staff to submit their name into a free prize draw for a tablet or reader.

4.4 **Resolved:** The Committee noted the progress to date as included in the report at HRPC 3-1 (16-17) and that any final updates to action plans should be submitted to UCL HR by 15 August 2017.

5. HONORARY AND VISITING APPOINTMENTS POLICY HRPC 3-2 (16-17)

5.1 **Considered:** The Committee considered the Honorary and Visiting Appointments Policy at HRPC 3-2 (16-17). A review of UCL's Honorary and Visiting Appointments policy had been conducted and it had been updated to incorporate UK Visas and Immigration (UKVI) regulations compliance requirements. Additional Honorary titles had also been included to reflect UCL titles as well as the requirement for all honorary appointees to comply with UCL's values and equality statement.

5.2 The Committee welcomed the draft Honorary and Visiting Appointments Policy and supported the development of this document. However in the discussion of this item members raised a number of matters where it was felt that further clarification was required. This included who would be responsible for providing advice to Honorary and Visiting appointments on the appropriate insurance and indemnification arrangements (paragraphs 17&18, p. 121); and the arrangements for ensuring that right to work checks were undertaken for Honorary and Visiting appointments (paragraph 9, p. 120). It was also suggested that the policy could include a Professional Practitioner category.

5.3 **Resolved:** That the draft Honorary and Visiting Appointments Policy would be developed further taking into account the feedback from the Committee as noted above. A revised version would be submitted to the HRPC in 2017-18 for consideration and approval. It was agreed that at least one Dean from each School should feed into the updating of this draft policy.

6. UCL RESPONSE TO UCU/NUS POSTGRADUATE EMPLOYMENT CHARTER HRPC 3-3 (16-17)

6.1 **Considered:** The Committee considered the draft UCL response to UCU/NUS Postgraduate Employment Charter at HRPC 3-3 (16-17). A Postgraduate Teaching Assistant (PGTA) Employment Charter working group had developed a draft UCL response to a report by the UCLU Postgraduate Association on Postgraduate Teaching Assistants, specifically addressing the ten points contained in the UCU/NUS Postgraduate Employment Charter, which was provided as part of this report. The draft response had been discussed at the Research Degrees Committee and was now presented to the HRPC for approval.

6.2 The Committee supported the draft UCL response to the Postgraduate Employment Charter and in particular the plan to publish evaluated Grade 5 and Grade 6 job descriptions for PGTA roles. It was noted that the expectation was that fair recruitment and engagement / employment practices should apply to all PGTA positions, including those on a casual basis, and the PGTA Code of Practice would aim to clarify this.

6.3 **Resolved:** The following was agreed:

a) The Committee approved that the draft UCL Response to the Postgraduate Employment Charter be sent to UCLU.

b) UCL HR would use these responses to draft changes to HR policy and guidance and to produce updated guidance in the form of a PGTA Code of Practice.

7. INTERVIEW EXPENSES GUIDELINES **HRPC 3-4 (16-17)**

7.1 **Considered:** The Committee considered the proposed Interview Expenses Guidelines at HRPC 3-4 (16-17). This had been developed to ensure that there was consistent practice across UCL for reimbursing interview expenses.

7.2 **Noted:** Following the circulation of the HRPC meeting papers, two corrections to the guidelines had been reported by HR:

a) The guidelines would apply to candidates invited to interview after 1 August 2017 (and not 2 May 2017 as stated in the coversheet and guidelines).

b) The mileage allowance for car travel in the guidelines would be updated to comply with the allowance stated in the UCL Expenses Policy.

7.3 **Resolved:** The Committee approved the Interview Expenses Guidelines at HRPC 3-4 (16-17), subject to the above amendments. The guidelines would be applied to all new candidates attending an interview for a vacancy at UCL from 1 August 2017.

8. COMBINED LEAVE POLICY - TO CONSULT WITH TRADE UNIONS **HRPC 3-5 (16-17)**

8.1 **Considered:** The Committee considered the report on the proposed Combined Leave Policy at HRPC 3-6 (16-17). This paper included a proposal to commence formal consultations on the Combined Leave Policy.

8.2 The Committee discussed the existing policies that would be included in the Combined Leave Policy as outlined in the report. The Committee also discussed the main changes proposed in the revised Combined Leave Policy and Procedure at Annex 1. The main purpose of this exercise was to consolidate the existing policies rather than making changes to them. It was noted that any amendments to the existing policies should be made clear in this process.

8.3 **Resolved:** The Committee approved the commencement of formal consultation on a new Combined Leave Policy, as set out at HRPC 3-6 (16-17), with the intention that once agreed it would be applied to all staff employed at UCL.

OTHER BUSINESS FOR APPROVAL OR INFORMATION

9. USS UPDATE **HRPC 3-6 (16-17)**

9.1 **Received:** The Committee received and noted the USS update at HRPC 3-6 (16-17). This provided a summary of the position with respect to the 2017 USS valuation and the timetable for its conclusion.

10. DATE OF NEXT MEETING OF THE HRPC

10.1 **Noted:** That the dates of meetings of the HRPC in 2017-18 were to be advised.

11. ANY OTHER BUSINESS

11.1 There was no other business discussed.

Dr Marguerite Nolan
Secretary to Human Resources Policy Committee
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