



HUMAN RESOURCES POLICY COMMITTEE

Held on Wednesday 22 June 2016 at 8.30 a.m.
in the South Wing Council Room

MINUTES

Present:

Mr Rex Knight (Acting Chair)
Ms Wendy Appleby
Professor Nick Brook
Professor Andrew Brown
Dr Celia Caulcott
Dr Mike Cope
Professor Mark Emberton
Dame Hazel Genn
Mr Phil Harding
Professor Graham Hart
Professor Alan Penn
Professor David Price
Mr Tom Rowson
Professor Anthony Smith
Mr Mark Sudbury
Mr Nigel Waugh
Professor Jo Wolff

Apologies for absence were received from Professor Michael Arthur, Dr Paul Ayriss, Dame Nicola Brewer, Mr Simon Cane, Professor Mary Fulbrook, Mr Andrew Grainger, Mrs Lori Houlihan, Professor David Lomas, Professor Geraint Rees, Professor Alan Thompson, and Professor Nigel Titchener-Hooker.

In attendance: Mr Geoff Lang, Director, HR Policy and Planning, Ms Fiona McClement, Equality, Diversity and Inclusion Manager (for Item 3), Ms Charlotte Croffie, Director, Organisational Development (for Item 4), 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 9 March 2016

- 1.1 **Approved:** The Committee approved the minutes of the last meeting of the Human Resources Policy Committee (HRPC) held on 9 March 2016.

2. Matters arising from the Minutes

- 2.1 There were no matters arising from the Minutes.

ITEMS FOR DISCUSSION

3. Harassment and Bullying – Anonymous Reporting proposal HRPC 3-1 (15-16)

- 3.1 **Considered:** The Committee considered the report on Harassment and Bullying – Anonymous Reporting as set out at HRPC 3-1 (15-16). This report proposed that a new online portal for reporting harassment and bullying be developed and piloted at UCL. The portal would be used by staff and students and would include a function to report an incident anonymously.
- 3.2 The Committee was supportive of the proposal however members raised a number of questions and concerns relating to data protection. In particular, the Committee highlighted the need to ensure that the anonymity of both the person reporting an incident and the person being accused of harassment or bullying would be protected. It was noted that Legal Services had advised that the main legal risks related to data protection and ensuring that data was processed lawfully and stored appropriately. Legal Services were working closely with the Equality, Diversity & Inclusion Team to identify appropriate solutions to these issues. Information on data protection would be provided to users of the online portal in a Frequently Asked Questions style document on the site.
- 3.3 The Committee discussed the cost of developing the proposed online portal as outlined in the report. It was noted that the cost of this project would be considered by the Information Services Governance Committee at its next meeting on 29 June 2016.
- 3.4 **Resolved:** The Committee approved the proposal that a new online portal for reporting harassment and bullying be developed and piloted at UCL as set out at HRPC 3-1 (15-16). This was subject to the concerns raised by the Committee relating to data protection being followed up and the cost of the project being met from the budget approved by the Information Services Governance Committee. It was noted that pending approval the online portal would be monitored and reviewed in 12 months.

4. Stonewall Workplace Equality Index 2016: HRPC Update HRPC 3-8 (15-16)

It was agreed to move this item (originally no. 10 on the agenda) to the item no. 4 for discussion.

- 4.1 **Considered:** The Committee considered the Stonewall Workplace Equality 2016: HRPC Update at HRPC 3-8 (15-16). UCL's LGBTQ+ (Lesbian, Gay, Bisexual, Trans, Queer) Equality Advisory Group (LEAG) was currently working towards an application to re-enter the Stonewall Top 100 Employers index. The application was due to be submitted in September 2016. The paper included a number of recommendations on action to be taken in order to support this application.
- 4.2 The Committee was very supportive of the recommendations in the report and in particular the recommendation to increase the rate of diversity training at the senior levels at UCL.

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

- a) That all UCL Directors, Vice-Provosts and Deans complete equality training and in particular the 30 minute online diversity training. UCL was aiming to be in a position to report a substantial improvement in completion rates for senior management for the Stonewall application in September 2016.
- b) That Heads of Departments review completion rates for their department and encourage staff to complete the course.
- c) That each member of HRPC become a friend of Out@UCL and publically show commitment to LGBTQ+ equality.¹
- d) That UCL HR send an annual request to all staff to update their personal data. This would highlight that data is used to identify areas for improvement and additional support, and that charter marks such as Stonewall, Athena SWAN and the Race Charter are all dependent on accurate HR data being maintained by staff.

5. **Proposed amendments to Staff Disciplinary Policy** **HRPC 3-3 (15-16)**

- 5.1 **Considered:** The Committee considered the report on the proposed amendments to the Staff Disciplinary Policy. The consultation process for the proposed changes to UCL's Disciplinary Policy and Procedure had been concluded. This had included formal discussions with UCL's recognised Trade Unions through a sub group of the Joint Consultative and Negotiating Group (JCNG) and all staff consultation.
- 5.2 The Committee noted the table at Annex A which summarised the key changes from existing policy reflected in the proposed updated version. Annex B showed the final proposed policy and procedures. A thematic review of comments from the all staff consultation was provided at Annex C.
- 5.3 The Committee discussed the one difference that remained between UCL and the Trade Unions. It was being proposed that the revised policy would not apply to UCL staff on probation. The Trade Unions' position, as included at Annex D, was that the policy should apply to all UCL staff including those on probation. The Trade Unions' paper was given close consideration.
- 5.4 It was recommended that, despite the disagreement with the Trades Unions, HRPC should proceed to approve the proposed policy and procedure in full. It was noted that Legal Services had been consulted on the legal points made by the Trade Unions in Annex D, and they had confirmed the UCL HR view that the proposed changes did not place UCL in breach of employment legislation or the ACAS code.
- 5.5 A question was raised concerning the possibility of appointing external investigators to conduct disciplinary investigations. It was suggested that this matter could be considered at a future meeting of the HRPC.
- 5.6 **Resolved:** The Committee approved the proposed changes to the UCL Disciplinary Policy and Procedure as set out at HRPC 3-3 (15-16). It was noted that the policy would apply to

¹ Out@UCL wish to create an inclusive environment where LGBTQ+ staff, students and visitors can be themselves, which includes feeling comfortable enough to be out. We are doing this by asking people to become a friend of Out@UCL. By becoming a friend of Out@UCL you are agreeing to be an active ally, visibly displaying your support using our 'Friend of Out@UCL' stickers which are available from the HR Reception or by emailing equalities@ucl.ac.uk.

all UCL staff except those on probation.

6. Review of Staff Redeployment Policy **HRPC 3-4 (15-16)**

- 6.1 **Considered:** The Committee considered the report on the Review of Staff Redeployment Policy at HRPC 3-4 (15-16). A revised redeployment process and system had been introduced in December 2014, aimed at increasing the number of staff who are redeployed into alternative UCL jobs, when they are at risk of redundancy. This paper considered the effectiveness of that revised process and included feedback received from Faculty Managers and others on the revised process.
- 6.2 The Committee noted the increased number of staff redeployed under the new system. The Committee considered the redeployment feedback and recommended responses as set out in the report. The Committee discussed in particular the recommendation that academic posts should not be excluded from the process but that clearer advice be provided to managers on advertising academic posts.
- 6.3 It was noted that UCL had a legal obligation to seek actively to avoid making staff redundant wherever possible. In the report it was recommended that recruiting managers should be encouraged in the guidance and training materials to make sure that person specifications for academic posts were written to ensure that UCL's highest standards and expectations were maintained.
- 6.4 **Resolved:** The following was resolved:
- a) The Committee approved the recommendations in the report as set out at HRPC 3-4 (15-16) and noted the comments received and proposed responses contained at Annex 1.
 - b) The redeployment data would be included in annual key workforce indicator reports so that UCL could continue to monitor the effectiveness of the system.

OTHER BUSINESS FOR APPROVAL OR INFORMATION

7. Update on the Academic Impact Framework **HRPC 3-5 (15-16)**

- 7.1 **Received:** The Committee received the update on the Academic Impact Framework.
- 7.2 **Resolved:** The Committee noted the revised framework at Annex A; and the anticipated timeline of the project at Annex B.

8. Update on 2015 Staff Survey Results and Proposed Corporate Priorities **HRPC 3-6 (15-16)**

- 8.1 **Received:** The Committee received the update on the 2015 Staff Survey Results and Proposed Corporate Priorities at HRPC 3-6 (15-16). This included the following reports:
- The finalised UCL corporate action plan; and
 - Faculty and Professional Services action plans.
- 8.2 **Resolved:** The Committee noted the action plans and the intention that HRPC would receive the six monthly monitoring reports on each action plan in December 2016.

9. Update on HR Systems Transformation (HRST) Project **HRPC 3-7 (15-16)**

9.1 **Noted:** This report had not been available in time for this meeting. A report would be submitted to the next meeting of the HRPC in the autumn term 2016.

10. Maternity Leave Funding **HRPC 3-2 (15-16)**

It was agreed to move this item (originally no. 4 for discussion on the agenda) to item no. 10 for report.

10.1 **Noted:** The Committee received the draft report on Maternity Leave Funding which was being presented for report. It was noted that the final version of this report was currently being prepared and would be circulated to members for consideration and feedback once it was available.

11. Dates of meetings of the HRPC in 2016-17

11.1 **Noted:** That meetings of the HRPC would be held on the following dates in 2016-17:

- Wednesday 21 December 2016 from 10.00 a.m. to 12.00 noon
- Wednesday 5 April 2017 from 10.00 a.m. to 12.00 noon
- Wednesday 5 July 2017 from 10.00 a.m. to 12.00 noon

12. Any other business

12.1 The Chair sought feedback from members concerning the format and electronic circulation of HRPC and EMC meeting papers and whether any changes should be introduced. It was noted that the Committee was satisfied with the current arrangements. In particular, members found it helpful to receive one combined pdf of the meeting papers.