



## HUMAN RESOURCES POLICY COMMITTEE

Wednesday 24 June 2015

### MINUTES

*Present:*

Professor Michael Arthur (Chair)  
Dame Nicola Brewer  
Professor Nick Brook  
Professor Mary Fulbrook  
Professor Dame Hazel Genn  
Mr Phil Harding  
Professor Graham Hart  
Professor Chris Husbands  
Mr Rex Knight  
Professor Alan Penn  
Professor David Price  
Professor Anthony Smith  
Professor Jo Wolff

Apologies for absence were received from: Professor Anthony Finkelstein; Professor David Lomas; Professor Geraint Rees; Professor Alan Thompson; and Professor Sir John Tooke.

In attendance: Mr Geoff Lang (Director of Policy and Planning HR); 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

### PRELIMINARY FORMAL BUSINESS

**1. Minutes of the previous meeting**

1.1 **Approved:** The Minutes of the previous meeting of the Human Resources Policy Committee (HRPC) held on 18 March 2015 were approved and signed by the Chair.

**2. Matters arising from the Minutes**

2.1 There were no matters arising from the Minutes of the last meeting of the Human Resources Policy Committee.

## ITEMS FOR CONSIDERATION

### 3. **A proposal to place additional financial controls on reward processes, which link to increased salary costs** **HRPC 4-2 (14-15)**

3.1 **Considered:** The Committee considered the proposal to place additional controls on reward processes. A paper proposing methods of additional financial control on reward processes which result in increased salary costs had been circulated to members of HRPC out of session on 13 April 2015. Some members of the HRPC had asked that the paper be referred for discussion at a physical meeting of the Committee and in accordance with standard practice this had been arranged.

3.2 The Committee discussed the responses that had been provided to the issues which had been raised in the consultation, as included in the table on pp. 18-23 of the report. The Committee discussed the importance of ensuring that UCL remained competitive with regard to staff reward. The Committee also highlighted the importance of having sound and transparent financial management systems in place.

3.3 It was proposed that reward could be included as an item at a future Senior Management Team away day.

3.4 **Resolved:** That the recommendations of the original paper, as amended following the feedback which had been received in the consultation, be approved.

### 4. **A proposal to clarify responsibility for funding Early Retirement, Voluntary Severance (ERVS) and Staff Redundancy Costs** **HRPC 4-3 (14-15)**

4.1 **Considered:** The Committee considered the proposed arrangements for the funding of Early Retirement, Voluntary Severance (ERVS) and Staff Redundancy Costs. A paper clarifying arrangements for the funding of ERVS and redundancy costs across UCL had been circulated to members of HRPC out of session on 13 April 2015. Some members of HRPC had asked that the paper be referred for discussion at a physical meeting of the Committee and in accordance with standard practice this had been arranged.

4.2 The Committee discussed the responses that had been provided to the issues which had been raised in the consultation, as included in the table on pp. 29-30 of the report. The Committee discussed the advantages and disadvantages of funding ERVS and staff redundancy costs at faculty level or centrally. On balance, it was agreed that these should be funded centrally and that this would help to move the process forward. However, it was proposed that this should be reviewed in two years.

4.3 **Resolved:** That the proposal to clarify responsibility for funding Early Retirement, Voluntary Severance (ERVS) and Staff Redundancy Costs be approved and for this to be reviewed in two years.

### 5. **Key Workforce Indicators Report 2015** **HRPC 4-4 (14-15)**

5.1 **Considered:** The Committee considered the Key Workforce Indicators (KWI) Report 2015. This contained information relating to UCL's workforce at 1 October 2014 as well as progress towards achieving published equality objectives. The report also included a number of recommended actions. A summary KWI report covering areas agreed with the Chair of Council would be submitted to Council at its meeting on 9 July 2015.

5.2 It was noted that the overall proportion of female staff in grades 9 and 10 across UCL had risen from 31% in 2012 to 32% in 2013 to 33% in 2014. In the report, it was recommended

that Deans and Vice-Provosts should ensure that their equalities action plans took into account the need to achieve at least a 1% increase per annum in the proportion of women in grades 9 and 10 in each faculty and in Professional Services each year.

- 5.3 It was noted that the proportion of Black and Minority Ethnic (BME) staff employed by UCL stood at just under 18%, compared with a Russell Group average of 11%. However, UCL had a corporate equalities target of employing 31% BME staff in support posts at grades 1-8 (in line with the Greater London average) and at UCL this currently stood at just over 22%, which disappointingly showed a slight fall since last year. In the report, it was recommended that Deans and Vice-Provosts should be encouraged to ensure local action plans took into account the need to support a 1% increase per annum in the proportion of BME professional services and support staff in grades 1 to 8, in line with UCL's corporate equalities target.
- 5.4 It was proposed that workforce profile could be included as an item on the agenda of a future Council away day.
- 5.5 **Resolved:**
- a) Members noted the KWI Report, with particular reference to their own areas;
  - b) It was noted that KWI Reports were provided to monitor and assess performance in managing the UCL workforce;
  - c) The Committee endorsed the recommended action points included in the report.

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

**6. Documentation received and approved by HRPC HRPC 4-5 (14-15)  
out of cycle since the previous meeting held on 18 March 2015:  
Athena SWAN Silver university award application**

6.1 **Received:** The Committee received the Athena SWAN Silver university award application, which had been circulated to the HRPC out of cycle on 20 April 2015.

6.2 **Resolved:** That the Athena SWAN Silver university award application be approved.

**7. Induction and Probation policy and procedure HRPC 4-6 (14-15)**

7.1 **Received:** The Committee received the Induction and Probation policy and procedure. The consultation process for the proposed changes to UCL's Induction and Probation policy and procedure had been concluded. This included formal consultation with UCL's recognised Trade Unions through a sub group of the Joint Consultative and Negotiating Group (JCNG) and all staff consultation. The documents provided a thematic review of comments from the all staff consultation and the final proposed changes to the policy and procedures.

7.2 **Resolved:** That the Induction and Probation policy and procedure be approved for implementation for all staff.

**8. Dates of meetings in 2015-16**

8.1 **To Note:** The following dates of meetings of the HRPC to be held in 2015-16 have now been confirmed:

- 18 November 2015 at 8.30 a.m.
- 13 January 2016 at 8.30 a.m.

- 9 March 2016 at 8.30 a.m.
- 22 June 2016 at 8.30 a.m.

**9. Date of Next Meeting**

9.1 It was noted that an additional meeting of the Human Resources Policy Committee would be held on Wednesday 1 July 2015 at 8.30 a.m.

**10. Any other business**

10.1 There was no other business discussed.

Dr Marguerite Nolan  
Secretary to Human Resources Policy Committee