



HUMAN RESOURCES POLICY COMMITTEE

Held on Wednesday 29 November 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 Celia Caulcott
Dr Mike Cope
Professor Piet Eeckhout
Professor Mark Emberton
Professor Becky Francis
Professor Mary Fulbrook
Mr Andrew Grainger
Mr Phil Harding
Professor Graham Hart
Mrs Lori Houlihan
Mr Rex Knight
Ms Collette Lux
Professor Ivan Parkin
Professor Alan Penn
Professor David Price
Professor Geraint Rees
Mr Tom Rowson
Ms Fiona Ryland
Professor Anthony Smith
Professor Alan Thompson
Professor Nigel Titchener-Hooker

Apologies were received from Dr Paul Ayris and Professor David Lomas.

In attendance: Professor David Bogle, Pro-Vice-Provost of the Doctoral School (for paper 1-6a); 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. CONSTITUTION, MEMBERSHIP AND TERMS OF REFERENCE OF THE HRPC FOR 2017-18 HRPC 1-1 (17-18)

- 1.1 **Received:** The Committee received and noted the Constitution, Membership and Terms of Reference of the Human Resources Policy Committee for 2017-18 at [HRPC 1-1 \(17-18\)](#).

2. MINUTES OF THE MEETING OF THE HRPC HELD ON 19 JULY 2017

- 2.1 **Approved:** The Committee approved the Minutes of the last meeting of the Human Resources Policy Committee (HRPC) held on 19 July 2017.

3. MATTERS ARISING FROM THE MINUTES

- 3.1 **Postgraduate Teaching Assistant (PGTA) Code of Practice** (Minute 6.3): It was reported that good progress was being made on the development of a PGTA Code of Practice. It was also planned to prepare a handbook for PGTAs.

FOR DISCUSSION

4. DRAFT HR STRATEGY HRPC 1-2 (17-18)

- 4.1 **Considered:** The Committee considered the draft HR Strategy for 2017-18 to 2020-21 at [HRPC 1-2 \(17-18\)](#). This paper summarised the key challenges and opportunities that the draft HR strategy would address over the next three years. The HR Leadership Team had developed the HR Strategy based on UCL 2034, the six principal themes and the objectives of Enabler B 'Valuing our Staff'.

- 4.2 The Committee was very supportive of the draft strategy and it was noted that it provided a clear, positive and inspiring set of aspirations. With regard to the Inclusion theme, it was suggested that the strategy could draw together the work of the UCL 50:50 Gender Equality Group which was already in place and the Sexual Harassment Strategy Group which it was planned to set up. With regard to the Talent theme, it was suggested that this should reflect the sector wide anxiety regarding senior pay levels. It was noted that further work would be done to establish benchmarks on what to measure the required outcomes in the strategy against and to prioritise the key activities for the themes.

- 4.3 **Resolved:** The Committee noted the paper and draft HR Strategy at [HRPC 1-2 \(17-18\)](#) and the feedback from members as outlined above.

5. LONDON LIVING WAGE HRPC 1-4 (17-18)

- 5.1 **Considered:** Following the annual calculation by the Resolution Foundation, overseen by the Living Wage Commission, a significant increase to the London Living Wage (LLW) had been announced on 6 November 2017. This had left UCL staff on the lowest pay points paid below the new level. The Committee considered the proposed changes to the grading structure in the light of increased London Living Wage, and the cost to UCL, as set out at [HRPC 1-4 \(17-18\)](#).

- 5.2 **Resolved:** The Committee agreed the following:

a) That the UCL pay scale be adjusted as proposed in paragraph 5 of the paper and UCL staff on grades 1 and 2 be assimilated onto their new pay points as outlined in paragraph 4, with effect from 1 February 2018.

b) That UCL maintain its current approach to outsourced staff and uprate the pay of

contractors to the new rates when contracts are renewed with contracting companies.

6. RELOCATION PROVISION HRPC 1-5 (17-18)

- 6.1 **Considered:** The Committee considered the proposed changes to provision for staff relocating to work for UCL as set out at HRPC 1-5 (17-18). These changes were being proposed in order to ensure that UCL continued to attract and recruit the best staff globally.
- 6.2 Members highlighted the importance of ensuring that UCL's relocation provision was competitive and that it was clear and accessible. It was noted that HR planned to recruit a new role of Global Mobility Advisor to support potential staff and their families when relocating to the UK. Also, the current relocation information on the HR website would be reviewed and enhanced to make it more comprehensive.
- 6.3 The Committee considered the recommendations relating to Relocation Expenses, Relocation Supplement and Housing Assistance as included in paragraphs 10 to 14 of the paper. Members endorsed the proposed changes to the Relocation Expenses and Relocation Supplement in paragraphs 10, 11 and 12. The Committee welcomed the recommendations concerning Housing Assistance included in paragraphs 13 to 15. However, it was noted that further work would need to be done in this area including seeking legal advice.
- 6.4 **Resolved:** The Committee approved the recommended changes to Relocation Expenses and Relocation Supplement as set out in paragraphs 10, 11 and 12 of the paper. It was agreed that further consideration would be given to the possibility of providing Housing Assistance provision.

7. UCL RESEARCH STAFF DEVELOPMENT STRATEGY 2017-2022 HRPC 1-6a (17-18)

- 7.1 **Considered:** The Committee received the UCL Research Staff Development Strategy 2017-2022 at HRPC 1-6a (17-18). This document proposed a draft UCL Research Staff Development Strategy capable of supporting the development of UCL's research staff to meet fully the multi-faceted roles which they performed within the university and in the broader society.
- 7.2 The Committee was very supportive of the goals and objectives outlined in the strategy. Members highlighted the importance of the aim to encourage all researchers to explore the range of career options available to them and to consider the development needed to be successful.
- 7.3 Feedback was sought on the resourcing and operation of the strategy. It was noted that the actions, timescales and investment required to operationalise the objectives would be agreed and overseen by the Pro-Vice-Provost of the Doctoral School, advised by the Research Staff Consultative Group (RSCG). The Pro-Vice-Provost of the Doctoral School would also be working with the HR Division to implement the strategy.
- 7.4 **Resolved:** The Committee approved the UCL Research Staff Development Strategy 2017-2022 at HRPC 1-6a (17-18).

OTHER BUSINESS FOR APPROVAL OR INFORMATION

8. DATES OF FUTURE MEETINGS IN 2017-18

- 8.1 **Noted:** That meetings of the HRPC would be held on the following dates:

18 April 2018 at 10.00 a.m.

11 July 2018 at 10.00 a.m.

9. ANY OTHER BUSINESS

- 9.1 It was proposed and agreed that the HR Division would carry out a review of the Professorial Banding Criteria. This suggestion had been raised at the Academic Committee.