People and Culture Committee

Friday 11 November 2022, 2.00pm – 3.45pm

Minutes

Present Members:
Miss Donna Dalrymple (Chair); Mr Felipe Fouto; Professor Jennifer Hudson; Ms Fiona Naughton; Professor Martin Oliver; Professor Geraint Rees; Mr Andy Smith; Professor Anthony Smith; Dr Jolene Skordis; Ms Tania Trosini; Dr Kathryn Walsh; Mr Martin Wedlake; Professor Steve Wilson

Apologies:
Mrs Sharron Alexander; Professor Kathleen Armour; Ms Beth Beasant; Ms Georgina Cade; Mr Paul Clark; Ms Sara Collins; Professor Adam Dennett; Ms Rebecca Edwards; Dr Tim Beasley-Murray; Ms Andie Bennett; Professor Peter Fonagy; Mrs Megan Gerrie; Mr Max Hill; Professor Jennifer Hudson; Professor Paola Lettieri; Ms Aloma Onyemah; Ms Emma Todd; Ms Donna Williamson; Professor Steven Vaughan

In attendance:
Ms Kate Brooks; Dr Sian Christina; Ms Loleta Fahad; Mrs Kate Faxen; Mr Charles Marson; Mr Stuart McLellan; Miss Katie Grocott Murdoch; Ms Lorren Rea; Mr Mark Rice

Officer:
Ms Hannah Swallow (Secretary)

Part I: Preliminary Business

1. Minutes (1-01)

1.1. People and Culture Committee approved the minutes of the meeting held by the People and Culture Committee on Wednesday 13 July 2022. There were no matters arising.

2. Terms of reference and membership review (1-02)

2.1. Miss Donna Dalrymple, Chief People Officer (Chair), confirmed that the membership has been updated to reflect new appointments and asked the committee whether there were any further amendments that should be made.

2.2. It was suggested that there should be some additional representation from professional service areas. This was agreed by the committee.

Part II: Strategic Items for Discussion

3. The Future of Work at UCL – New Hybrid Working Guidance and implementing the new arrangements: Metrics (1-03)

3.1. Mr Charles Marson, Head of HR delivered an update on the set of metrics which has been developed to monitor and review the new hybrid working arrangements. The following points were made during the presentation:

a. It was confirmed that this is the first set of metrics and is the baseline for the new guidance which came into force in October 2022.
b. The committee was asked if the metrics were appropriate, if the quarterly cadence was sufficient, and the clarity of the proposed dashboard format.

3.2. The following points were raised in discussion:

a. There were no comments on the metrics.

3.3. People and Culture Committee approved the metrics, quarterly cadence, and dashboard format.

4. Mandatory Training Policy (1-04)

4.1. Ms Lorren Rea, Head of Employment Policy presented the mandatory training policy. The following points were made during the presentation:

a. The policy document will ensure mandatory training is reported upon.
b. The reports will allow compliance with mandatory training to be monitored.
c. It was highlighted that some staff could not be auto enrolled into training such as honorary staff and self-employed consultants.

4.2. The following points were raised in discussion:

a. It was raised whether Post graduate students would be included in the autoenrollment. However, as they are not employees they would not be auto enrolled. The training of post graduate student would be in the doctoral mandatory training scheme. Although if they were to become employed for example in a teaching assistant role, they would be auto enrolled.
b. It was raised that Vice Provost Research, Innovation & Global Engagement (VP RIGE) was not consulted, and work needs to be undertaken to revise some of the wording in the policy in reference to the intellectual property training. It was agreed that this could be worked on with VP RIGE.

c. It was suggested that it should be investigated whether this should cover PhD students. This will be taken away and considered whether it could be in scope and where it would sit.
d. It was agreed that UCL could signpost mandatory training for contractors and consultants who are not employees but not monitor or report on these figures.

4.3. People and Culture Committee approved the policy once the update to the intellectual property wording has been agreed. Future versions of the policy should be brought back to the committee for approval.

5. UCL Annual Appraisal Scheme (1-05)

5.1. Ms Loleta Fahad, Head of Career Development provided an update on the renewed UCL annual appraisal form pilot, feedback and recommended actions. The following points were made during the presentation:
a. It was confirmed that there will be a form specifically for academic teaching and research staff as well as one for professional services staff.
b. The committee was asked to provide feedback on the forms and encourage staff to participate in the appraisal process.

5.2. The following points were raised in discussion:
a. It was asked whether it would now be possible to record appraisals. It was confirmed that staff should now be able to do this. Career development are working with ISD to improve the system to make it easier.
b. It was raised that it can be hard to work out who is not being appraised and whether there would be a way to receive targeted reports. This is currently being looked into and reports could be created.
c. It was raised that clinical PhD students would be registered as staff but do not need to complete an appraisal so this would need to be considered in reporting.
d. It was suggested that the appraisal scheme could be built into a larger piece of work connecting training, career plans and induction. It was agreed that this would be the preferred system and exploration of systems is currently underway. However, it would be a bigger project that could take time.

5.3. People and Culture Committee approved the forms and agreed that the termly reporting information on appraisals should be presented to the committee at each meeting.

6. UCL Listening strategy (1-06)

6.1. Ms Kate Faxen, Head of Employee presented recommendations for the future listening approach at UCL. The following points were made during the presentation:

a. The committee was asked to approve the recommendations, the updates to the survey design, reporting and continue reviewing plans and pulse survey data at future committee meetings.

6.2. The following points were raised in discussion:
a. It was suggested that action planning could be incorporated into the annual planning cycle.
b. It was asked how data from pulse checkers is being used. It was confirmed that this will be reviewed by the committee and work together to see how it can be taken forwards.

6.3. People and Culture Committee approved the recommendations.

7. Report+Support Annual Data (1-07)

7.1. Professor Anthony Smith, Vice-Provost (Faculties) outlined the Report+Support annual data. The following points were made during the presentation:
a. Report+Support has been in place since February 2019.
b. This report provides a summary of what has been reported in the last 12 months.
c. The report will come to this committee annually before UMC and Council.

7.2. The following points were raised in discussion:
a. It was asked whether it would be possible to include visual representation such as graphs for the data. It was agreed that this could be done for relevant categories.
b. It was asked whether the prevention of harmful behaviour group are still running and whether they are involved in analysing the data. It was confirmed that the group is still active but has not met for a while.
c. It was asked whether the feedback from active bystander training for students is captured. This training is run by Students' Union UCL, so the feedback is not collected centrally.

7.3. People and Culture Committee approved the report to be submitted to UMC.

8. Voluntary Resignation Scheme

8.1. Mr Stuart McLellan, Head of HR for Transformation presented an update to the committee regarding the voluntary resignation scheme. The following points were made during the presentation:
a. It was confirmed that drop in and roadshow sessions are underway, including bespoke drop ins for particular teams.
b. Information regarding the scheme, such as the payment calculator, policy, process flow maps and FAQs have been published. The guidance for

managers will be published on 14 November 2022 and the application process will open on 28 November 2022 on InsideUCL.

c. Heads of Departments will review all applications to the scheme, deans and VPs will then make final decisions.
d. It was asked whether it will be possible to refuse applications. It was advised that more guidance will become available in the next week. Line managers will be able to raise concerns to the head of department which will be considered in the review process.
e. Concerns were raised regarding staff on secondments and how the process would work for them. It was confirmed the individual would still be able to apply to leave their substantive post and then their secondment post would also be left too.
f. It was raised whether there would be a delay with the pension calculations. Pension calculations were confirmed to be taking approximately four weeks. It is advised that pension calculations are submitted by mid-December to ensure it comes back before the application deadline so applicants can make a decision based on the full information.

8.3 People and Culture Committee requested that an update is brought to the committee regarding the scheme in March 2023.

9. HR Reporting to People and Culture Committee

9.1. Miss Donna Dalrymple, Chief People Officer (Chair) provided an update on HR reporting to the committee. The following points were made during the presentation:

a. The committee will now receive regularly termly reports on appraisal and future of work metrics.
b. The committee was asked if there were any other data reports which should be included for the committee.
c. It was asked whether annual leave purchase data could be brought to the next meeting. It was agreed this could be an annual update.

9.2. The update was provided to the committee and the committee approved regular data reports to be included with the agenda and papers for upcoming meetings.

Hannah Swallow
November 2022