



JOINT CONSULTATIVE NEGOTIATING COMMITTEE

Monday, 05 December 2022
Microsoft Teams Meeting

DRAFT MINUTES

Present:

Donna Dalrymple	Interim Chief People Officer
Rebecca Edwards	Director of Employee Relations
Brandon Scott	HR Employment Policy Administrator (note-taker)
Lorren Rea	Head of Employment Policy
Jessica Yuille	Director of Financial Planning and Analysis
Richard Jackson	Head of Environmental Sustainability
Laura Tomson	HR Employment Policy Manager

UNISON:

Jo Tapper	Joint Branch Secretary and Joint H&S Officer
Sam Ferman	Area Organiser

UNITE:

David Ladd	Branch Secretary
Andy Murray	Unite Regional Officer

UCU:

Sean Wallis	President
Andy Young	UCU Regional Officer
Holly Smith	Co-Vice President

Apologies

Jacqueline Sheehan	Joint Branch Secretary
Anthony Smith	Vice Provost (Faculties)
Richard Newton	Branch Chair

1. MINUTES AND ACTIONS

The minutes from the last meeting were agreed.

Action: Formal Summary of meeting minutes to be provided going forward, rather than conversational.

2. FINANCE PROGRESS UPDATE

A Financial update was provided.

Action: Finance to provide an executive summary before each JCNC meeting.

Action: A separate finance meeting to be organised for January.

3. **UPDATE ON OUT-OF-HOURS CHANGE**

An update was given on the revision of opening hours to certain buildings which started in June due to rising energy bills. Three elements have been designed to reduce our energy consumption and they are 'Immediate actions', 'Building Optimisation', and 'Energy Efficiency Investments'.

4. **RECOGNITION AGREEMENT UPDATE**

The Recognition Agreement has been agreed for the most part, but time off to attend conferences is still an outstanding issue.

UCU raised concerns again with the monthly reporting of Facility time returns and suggested 6-monthly reporting due to representatives having difficulty submitting their returns monthly. Concerns on the system used to collect the data (MS Forms) were raised.

Management responded that the previous annual reporting system was problematic with representatives not submitting returns. In addition, it was agreed that the increased time off allocation for backfill would continue, on the understanding that regular monthly reporting would happen. It was also clarified that the MS forms are working, and many representatives are submitting successfully.

Action: Formal letter to be sent to trade unions re impasse on Recognition Agreement.

5. **RESTRUCTURES and REDUNDANCY PAYMENTS**

UNISON expressed concerns that some staff have been pushed onto the Voluntary Resignation scheme rather than the Redundancy scheme, which is incorrect. This raised an issue in terms of calculations under both schemes, as it was applying a 20-year cap on redundancy, the same as the statutory cap.

Action: Redundancy entitlement cap to be made clear on Redundancy Entitlement policy page.

Action: UNISON to provide specific examples of staff who have received an uncapped redundancy entitlement.

6. **OVERPAYMENTS**

UNISON raised concerns around overpayment and subsequent recovery.

Action: Management to meet with HR Services to discuss method of recovery of overpayments from staff.

7. **SHIFT STAFF and ANNUAL LEAVE**

UNITE wanted clarification from UCL to ensure that shift group workers are being given the appropriate annual leave allocation for their shift pattern and days worked.

Action: Management to look into Unite's claim that shift staff are being under allocated annual leave and report back.

8. **STRIKE PARTICIPATION – DATA COLLECTION AND DEDUCTIONS**

UCU raised the issue of UCL strike reporting recording for the purpose of deduction. An agreement was reached with UCL that the purpose of this data was to be retained for processing any deductions from Payroll. If the data is managed in a way that causes detriment, then it creates problems under TULCRA regulations. As a result, it was agreed that where there will be no deductions, there will be no obligation to record that.

Management stated that strike reporting and ASOS is collected through the portal.

Regarding teaching issues, Management has a duty to record all cancelled lectures in case of student action. Management will arrange a follow-up meeting with the unions and the Education Office who have been liaising on the guidance.

Action: Set up a meeting with the Education team regarding ASOS and recording and handling of data.

9. PART TIME TEACHING LECTURERS WORKING GROUP

UCU requested a working group to discuss the teaching concordat with focus on part time teaching staff and how they are contracted.

Management will speak to Ronnie Davidson, Head of HR, who was in charge of the teaching concordat implementation, to work with UCU around the issue of part time teaching staff.

Action: Look into contracting of part-time teaching lecturers.

10. UNITEMPS CONTRACTS

Discussion on staff who move from UCL employee to Unitemps and the loss of continuous service benefits.

Action: Management to look into issue of continuous service for staff who transfer from a UCL contract to Unitemps and vice versa.

Action: UCU to provide specific examples of staff who have not received continuity of service when moving from UCL to Unitemps.

11. AOB

UCU asked whether the Expenses Policy will be updated to increase expenses such as subsistence, and the issue of exchange rated for those working abroad.

Action: Management will discuss with Finance and provide a response.

UNITE queried the MRC pay scale. Management expressed that they are not on an automatic incremental progression which is part of their terms of conditions. Management will liaise with UNITE on a solution for this group of staff.