**LONDON’S GLOBAL UNIVERSITY**

**Joint Consultative Negotiating COMMITTEE**

**Monday 27th March 2023**

**at 2.00pm to 3.15pm**

**Microsoft Teams Meeting

M I N U T E S**

**Present:**

Anthony Smith Vice Provost of Faculty (Chair)

Donna Dalrymple (DD) Chief People Officer

Rebecca Edwards (RE) Interim Director of Employee Relations

Lorren Rea (LR) Head of Employment Policy

Shelley McPherson HR Employment Policy Manager (note taker)

**UNISON:**

Jo Tapper (JT) Joint Branch Secretary and Joint H&S Officer

Jacqueline Sheehan (JS) Joint Branch Secretary

**UNITE:**

David Ladd (DL) Branch Secretary

Richard Newton (RN) Branch Chair

Andy Murray (AM) Unite Regional Officer

**UCU:**

Sean Wallis (SW) President

Holly Smith Co-Vice President

Ilektra- Athansia Christidi Co-Vice President

Andy Young (AY) UCU Regional Officer

**Apologies**

Sam Ferman (SF) UNISON Area Organiser
Audrey Fenwick (AF) Senior Management Accountant

**Actions from 27th March meeting:**

* **Action -** Set up a meeting with UCU to discuss Unitemps being used to hire research staff
* **Action –** Management to liaise with Finance to discuss subsistence allowances under the Expenses policy to be reviewed with cost of living.
* **Action** - Set up 3 separate working groups outside of JCNC to go through WORKLOAD, PAY GAPS AND REGULARISATION OF EMPLOYMENT work. Can bring this back to review at JCNC. Agenda to be set before meeting and strands of work separated.
* **Action** - Once Behavioural Working Group policies are drafted, further and wider consultation to take place. A special JCNC to be organised for Behavioural Working Group outcome.
* **Action** - MRC funding - Charles Marson to provide information and timescales.
* **Action** -Ian Dancy to provide an update on insourcing.
* **Action** - Employer contributions to pensions for outsourced workers – update required.
* **Action** –Review of PS functions to be raised in JCNC sub meeting in May, alongside London Allowance and retention of G6 researchers.
1. **INTRODUCTIONS**

The Chair welcomed everyone.

1. **MinuTES and actions**

The minutes from the last meeting were agreed. Update on action points below, emailed to JCNC prior to meeting:

* JCNC minutes to be more formal and summarised rather than conversational (Brandon Scott / Policy Team) - **Completed.**
* Finance to provide an executive summary before each JCNC meeting (Jessica Yuille) - **Completed.**
* A separate finance meeting to be organised for January (Brandon Scott / Jessica Yuille) - **Completed.**
* Formal letter to be sent to trade unions re Recognition Agreement (Donna Dalrymple)- **Completed.**
* Redundancy entitlement cap to be made clearer on Redundancy Entitlement policy page (Policy Team) - **Completed.**
* Provide specific examples of staff who have received an uncapped redundancy entitlement **Not provided.**
* Meet with HRS to discuss method of recovery of overpayments from staff - **Completed.**
* Look into Unite’s claim that shift staff are being under allocated annual leave - **A meeting has taken place between Head of HR and UNITE**.  **The issue is still being considered and is still under review due to the complexity of the shift system.**
* Set up a meeting with the Education team regarding ASOS and recording and handling of data - **Completed.**
* Look into contracting of part-time teaching lecturers
**Head of HR has met with UCU on several occasions and will continue to meet with them to resolve specific issues.**
* Look into issue of continuous service for staff who transfer from a UCL contract to Unitemps and vice versa - **Completed.** **It has now been agreed:
- Any Unitemps worker with 52 weeks continuous service who takes an employee role at UCL will have their Unitemps service counted as continuous service for the purpose of redundancy.
- Waiving of their probation period will be considered on a case-by-case basis.
- Staff who transfer from UCL to Unitemps with no break in service will have their continuity of service considered on a case-by-case basis depending on why they left UCL.**
* Provide specific examples of staff who have not received continuity of service when moving from UCL to Unitemps or vice versa- **Two examples have been provided and have been investigated.**
1. **FINANCE PROGRESS UPDATE**Action - Carried over to next meeting
2. **PROGRESS UPDATE ON WORKLOAD, PAY GAPS AND REGULARISATION OF EMPLOYMENT**

**Management** gave an update on the work that is in progress to address these issues.

**UNITE** raised those days lost due to mental health/stress sickness is high, workload is a contributing factor. This issue should be institutionally addressed.

1. **UPDATE ON BEHAVIOURAL POLICIES REVIEW**Head of Employment policy provided background on the drivers for the review and gave an update on the working group and the six behavioural policies being looked at.
* Criminal Convictions Policy
* Bullying, Harassment and Sexual Misconduct Policy
* Ways of Working
* Personal relationships policy
* Violence at Work
* Safeguarding Children and Adults at Risk Policy and Procedure (Staff and Students)

The working group has a wide membership including representatives from legal, student services, students’ union, trade unions, academic staff and PS staff. Had 2 meetings so far – the launch of the review of the Criminal Convictions Policy and launch of the review of the Bullying, Harassment and Sexual Misconduct Policy. The policy Team gathered a lot of feedback and are looking at the first draft of these two policies. Aim to present final policies to People and Culture committee in November 2023.

Unions requested clarity on the wider consultation.

**Action** - Once policies are drafted, further and wider consultation will take place. A special JCNC to be organised for Behavioural working group outcome –

1. **FUNDING OF MRC UNITS AT UCL**MRC are changing the way they fund grants. UNITE sought assurances that if the funding is cut or UCL’s application is unsuccessful, and UCL cannot agree further funding, that UCL will retain the MRC units and support any staff at risk of redundancy.

Action – Head of HR, will provide information on the changes to MRC funding.

1. **BRING THEM IN CAMPAIGN**

UNISON requested an update on insourcing the three main subcontractors. Head of Estates will be asked to provide an update to JCNC.

UCU raised issue of outsourced catering staff currently at risk of redundancy. Management was able to provide an update: 7 catering staff are at risk and are going through consultation. They are ringfenced to 3 roles in the structure. They are looking to redeploy the other 4.

1. **AOB**

**UCU** raised issue of Unitemps being used to hire research staff
**Action -** Set up a meeting with UCU to discuss Unitemps being used to hire research staff.

**UCU** raised issue of subsistence allowances not being reviewed for at least a decade under the Expenses policy, meaning staff who travel are struggling to meet costs.

**Action –** Management to liaise with Finance to discuss subsistence allowances under the Expenses policy to be reviewed with cost of living.

**UNISON** raised issue of sub contractors’ pension schemes have not updated their employers’ contributions.

**Action** – management will investigate this.

**UCU** raised issue of reclaiming overpayments from staff in the academic writer centre. The Director of HRS has responded with an update.

**Management** outlined that as part of the UCL strategy, there will be a review of all PS functions.

**Action –** To be covered in JCNC meeting in May, alongside London Allowance

1. **DATE OF NEXT MEETING – Monday, 26 June 2023**
2. Minutes of WHSC meetings are published here: <https://www.ucl.ac.uk/governance-compliance/committees/work-health-and-safety-committee/work-health-and-safety-committee-meetings>