

<b>GOLDSMITHS COLLEGE</b>
<b>University of London</b>
<b>COUNCIL</b>
<b>JOINT CONSULTATIVE COMMITTEE (JCC)</b>
<b>Minutes of the meeting held on Monday 19 February 2007</b>

Present:	Mr Ian Turner (Chair), Professor Simon McVeigh, Mr Chris Pearson, Dr Ben Levitas (UCU), Ms Pamela Beevers (UCU), Mr Chris Hodder (UNISON), Ms Suzanne Stead (UNISON)
Apologies:	Dr Philip Broadhead
In attendance:	Ms Johanna May, Mr Barry Douglas
<b>1</b>	<b>MINUTES</b>

<b>Resolved</b>		to approve the minutes of the meeting held on 30 October 2006
<b>2</b>		<b>RECOGNITION/FACILITIES TIME AGREEMENT</b>
Noted:		that both UCU and UNISON had now drawn up draft recognition/facilities time agreements and that for some time the unions and HR have been trying to identify a date for a joint meeting to progress this matter
<b>Resolved:</b>		that a joint meeting would be convened as soon as possible
<b>3</b>		<b>FIXED TERM CONTRACTS</b>
Noted: 1		a draft procedure on the assimilation of temporary staff into fixed term contracts had been drawn up following joint meetings with the unions and HR and had recently been circulated to the trade unions
<b>Resolved:</b>		that the respective unions would now confirm to the Director of HR that this draft could now be implemented as the agreed policy on this matter or otherwise indicated their proposed amendments to him
<b>4</b>		<b>HARMONISATION OF CONDITIONS OF SERVICE</b>
Noted:		there had been two meetings with the unions on the issue of the harmonisation of conditions of service and a further date was now being sought to continue discussions on this matter
<b>5</b>		<b>REPORT BACK FROM PAY FORUM</b>
Noted 1		that the target of scoring 25% of roles had now been achieved with the next stage being to draw up an indicative pay structure and allocate the remaining 75% of roles into this structure
		that the College was confident this methodology would result in robust outcomes
2		that the allocation process would require input from Heads of Department and staff to achieve the planned implementation date of May 2007
3		the concern of the UCU representative that some information they had requested had not been made available to them to circulate at their recent executive meeting, despite repeated requests
4		the assurance of the Director of HR that the material requested would be provided as soon as possible
5		that the proposed pay structure would need to be cleared by the management side first then submitted to the unions for them to submit to their Head Office and members
6		the proposal to have separate, joint meetings, outside the Pay Forum, to deal with the outstanding issues of appeals and pay progression

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<b>REVIEW OF ESTATES AND ESTATES STRATEGY</b>

Noted	1	re: the cladding of the Whitehead Building, the comments of the Director of Resources and Planning (DORP) to the effect that this process would entail contractors being on site from July until Christmas with staff being decanted out by sections as work was done on particular locations
	2	that the design plans would be made available to staff
	3	that a users group had been convened with representatives of main users of the building and that Professor Alan Pickering had been nominated to sit on the main project team
	4	that it was not usual to appoint trade union representatives onto a user group of this nature; the model was to have business representatives (the DORP and the Head of Estates), the supplier's representative (i.e. the people doing the work) and the user (Professor Pickering) who would be co-ordinating the views of users, with them, in turn, consulting with their own staff
		that the decanting of staff would probably be into portacabins
	5	re: the tendering of the cleaning service the College had selected a preferred bidder and formal consultation would now be carried out with staff and trade unions in accordance with TUPE requirements
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		re: the Access and Security policy the executive group would be meeting shortly with John Burton (external consultant) to look at the final costings of the various proposals under consideration
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		following this meeting a report would be made to the Senior Management Team and a meeting of the full group would be convened
	8	re: the new Nursery, the Senior Management Team had agreed that a purpose built Nursery building could be constructed on the land adjacent to the Anthropology Department for opening in September 2007 which would double the number of nursery places available
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		that the fees would be announced in June 2007, being the point at which the places in the newly expanded nursery would be offered
	10	the concern of the trade union representatives that prices would have to be increased to an extent that would be unacceptable to the current users
	11	that although the College nursery was moving towards a cost neutral status, the fee levels would by definition still be below the level charged by outsider providers who would be required to generate a profit
	12	re: CCTV cameras in the RISB, the continuing concerns of UNISON about this matter and their view that that staff had not been consulted about the introduction of these cameras despite the reports received by the DORP from the joint sponsors of this project (the Librarian and

	1	Director of ITS) to the contrary
	3	
		the view of UNISON that there needed to be a joint agreement on the use of CCTV particularly since the new Access and Security Policy was likely to extend its use in the College
	1	the view of the DORP that, given there were extensive laws around this area and that the College was compliant with them, a formal agreement would be unnecessary
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		the concerns of UNISON that since the CCTV was accessible in an open office the information gained could be inappropriately used by individual managers
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		the concerns that the notices indicating CCTV was being used were not prominent and not sited near the cameras
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		to investigate i) the question of who had access to the CCTV images and ii) the appropriate siting of the notices advising of CCTV recording and to report back to the unions on these points
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**Resolved:**

<b>7</b>		<b>REVIEW OF OCCUPATIONAL HEALTH</b>

Noted

1	that arising from an initial review of the Medical Centre, it had become apparent that there needed to be an assessment of the need for a full occupational health service for staff; both the Health and Safety Adviser and HR had been indicating that there was not currently an adequate OH provision for staff
2	that an assessment of OH provision for staff would be led by the Director of HR and the trade unions would be involved in the specification of the service

**8 STAFF TRAINING STRATEGY**

Noted

1	the new Head of Staff Development, Steve Collins, would be starting on 1 March 2007 and would be undertaking a review of staff development activities across the College
2	some initiatives were already in place in the area of customer service and the needs of support staff were also recognised
3	training would be targeted according to the College needs

