

GOLDSMITHS COLLEGE
University of London

FINANCE AND RESOURCES COMMITTEE

HUMAN RESOURCES COMMITTEE

Minutes of the meeting held on 22 May 2008

- Present:** Mr Kenneth May (Chair), Dr Basem El Haddadeh, Professor Celia Lury
Professor Marj Mayo, Professor Jane Powell.
- In attendance:** Ms Johanna May (Secretary), Mr Steve Collins (for items 5 and 6) Mr Kevin
Browne (for item 8).
- Apologies:** Ms Vicky Annand, Mr Andrew Brett, Mr Hugh Jones, Mr Chris Pearson, Mr
Brendan Prendeville, Mr Terry Rosenberg

1 MINUTES

Resolved: to approve the minutes of the meeting held on 24 January 2008

2 MATTERS ARISING FROM THE MINUTES

(re: minute 3 – Staff Development Update)

It was noted that the Librarian's report on the Lewisham Front Line Academy could not be traced but that the Staff Development Adviser, Rody Bristow-Jones was in contact with the Borough of Lewisham about this programme with a view to seeing what elements of it could usefully be incorporated in the College's own development programme

3 PAY AND GRADING RESTRUCTURING UPDATE

Received:

a copy of the presentation that had been made by the Director of Human Resources at a series of open meetings on the implementation of the pay and grading restructuring

Some members of the Committee asked what information would be available to staff/heads of departments in relation to scores for individual posts etc. It was noted that that the standard working week for those groups of staff who currently had a defined working week (which was currently up to 38 hours for some staff) would be reduced to 35 hours with effect from 1 August 2006. It was also noted that the review of Academic Probation would probably not be implemented until 2009

The Chair asked that the congratulations of the Committee be passed to the relevant staff in HR for their sterling job in completing this long and complicated process.

Secretary's note: It has now been clarified that individual staff will receive the following information about their roles:

- *A sheet of information specifying their current role and any other which may have been held since 1st August 2006, the new grade for this role and whether it's status is red, white or green.*
- *The HERA element role description for the role*

- *A sheet of information on the total HERA point score for the role, broken down by each element*
- *A sheet of information detailing the maximum HERA point score in Goldsmiths for each element*
- *A copy of the salary scales, effective from 1st August 2006*

Heads of Departments will also receive this information

4 HR REVIEW – PROGRESS ON IMPLEMENTATION

It was noted that the new posts authorised as part of the HR Review would be advertised shortly with a view to having the new Business Partner/Assistant Business Partner structure operational from September/October 2008. The e.recruitment system (which had also been approved as part of the review) would have to be submitted for competitive tender

5 SELF ASSESSMENT TOOL – REPORT TO HEFCE

Received:

the draft report to be made to HEFCE on the HR department's self assessment

The Head of Staff Development explained that the compilation of the report had been a collaborative effort with other members of the Human Resources Department and the Head of Health and Safety. The Self Assessment document would be submitted to HEFCE by 30 May 2008 as a condition of mainstreaming the funding that had previously been released to institutions on a ring fenced basis under the Rewarding and Developing Staff initiative. The report covered seven areas of HR activity, as specified by HEFCE. The report was narrative in form, striking a balance between optimism and honesty. Members of the Committee suggested some amendments to the draft document and in discussion of the e.recruitment initiative asked that some further information on this be circulated to them indicating the tangible costs/benefits of such a system.

Resolved: further information on the business case for an e.recruitment system would be circulated to members of the Committee.

6 STAFF DEVELOPMENT UPDATE

Noted:

the report from the Head of Staff Development on the current activities in this area

The Head of Staff Development indicated current activities were essentially as detailed in section 5 of the Self Assessment Tool report (on Leadership, Involvement and Change Management) and in appendices A to C of that report. The Head of Staff Development indicated he would also be hosting a conference on coaching at Goldsmiths on 16 July

Resolved: that further information on the conference programme would be circulated to all members of the HR Committee

7 EQUALITIES UPDATE

Received:

the report of the Equalities Advisor on the progress made on recent initiatives in this area

8 HUMAN RESOURCE PERFORMANCE "DASHBOARD"

Received:

the report from the HR manager (Systems and Information) on the planned introduction of a "dashboard" of key performance indicators for administrative support departments

It was noted that there was relatively little information available on the HR dashboard and the HR Manager (Systems and Information) acknowledged that the data needed cleansing and that to ensure accuracy at the moment it was necessary to extract the data and manipulate it in excel which was time-consuming. There was some concern that the information provided for the dashboard would not be of direct relevance to the "user" academic departments. There was also concern that a large number of areas had to be populated and because of the complexity of these the information gathered would only be valuable to a small group of people; there needed to be a parallel distribution of relevant HR information to people to needed it. One member of the Committee expressed the view that there was a need for departments to see the benefits of new initiatives. Upfront costs had to be offset by tangible benefits

9 CURRENT CASEWORK

Received:

the report on current casework

Noted that the analysis included the ongoing and new cases since the last committee, the classification of the type of case and the involvement (estimated in days) of the HR staff managing the case. It was surmised that pro active intervention at an early stage (as proposed by the Business Partner model) might well have pre-empted some of the cases classified as "Bullying and Harassment" and "Grievance"

10 DATES OF FUTURE MEETINGS

Noted:

that the dates of meetings of this committee in the next academic session had been scheduled as follows:

Tuesdays at 2.30 p.m.

14 October 2008
10 February 2009
7 May 2009