

**GOLDSMITHS COLLEGE
University of London**

COUNCIL

JOINT NEGOTIATION AND CONSULTATION COMMITTEE (JNCC)

Minutes of the meeting held on Wednesday 15 October 2008

Present: Mr Hugh Jones (Chair), Mr Chris Pearson, Prof Jane Powell, Dr Des Freedman (UCU), Ms Suzanne Stead (UNISON), Ms Denise Smith (UNISON)

In attendance: Mr Barry Douglas, Ms Fatma Gormus, Ms Johanna May

1 APOLOGIES FOR ABSENCE

Dr Philip Broadhead, Dr Ben Levitas (UCU),

2 MINUTES

The minutes of the meeting held on 19 May 2008 and 10 June 2008 were approved. It was noted that the minutes for the meeting held on 7 July 2008 were to follow.

3 MATTERS ARISING FROM THE MINUTES

Noted: Re: minutes of 19 May 2008; Item 5- Research Leave:

(i) the Director of HR was in the process of undertaking the action specified in the minutes of 19 May 2008 i.e. reporting on proposals re: research leave to the Senior Management Team (SMT) and then consulting with UCU on these.

(ii) that there would be an appeal process for staff who were not promoted

4 CONFLICTS OF INTEREST POLICY

The policy was noted.

5 AMENDMENTS TO STANDING ORDERS

The Standing Orders were noted.

6 TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP

The Terms of Reference, Composition and Membership of this Committee were noted.

7 COLLEGE NURSERY

Noted:

(i) As previously reported, the College had not accepted any of the tenders to provide a Nursery service to the College as they did not

meet the College's criteria. A letter was sent out on 8 October 2008 to all Nursery Staff from Alison Ahern, Head of Student Services and there would be an article in Hallmark addressing the current issues. Alison Ahern would be consulting with students with children to explore the needs of the students, similar consultation exercises would be carried out with staff.

- (ii) The existing Nursery Assistant posts currently covered by agency staff would be brought in house (on a 1 year contract). This would save more than £15K.
- (iii) Nursery income had been costed at £134,755 while expenditure on direct costs was £221,296 which meant the College subsidy on direct costs was approximately £86,540. This figure did not include accommodation, utilities, security, payroll and other costs. Work was in hand to work out full costs and full subsidy.
- (iv) The Registrar and Secretary's comments that he was still actively examining how we could support the childcare arrangements of students and staff in ways which were financially sustainable and which would benefit greater numbers.
- (v) HR and Payroll had been working on the introduction of child care vouchers and needed to follow a tender process. It was hoped these could be introduced in the new year. The scheme would be publicised to staff when completed.
- (vi) a further report on the situation would be made to the February meeting of this Committee.

8 INTO

Noted:

- (i) That at the last meeting of this Committee on 8 July 2008, it had been reported that full proposals were expected to be submitted by INTO by the end of the summer. However these had not yet been received and no deadline had been given to INTO. Any proposals received from INTO would first be considered by the SMT.
- (ii) This delay had not stopped the College progressing its marketing initiatives in the area of international student recruitment.

9 OCCUPATIONAL HEALTH PROVISION

Noted:

- (i) That the tendering process had now been completed and Human Resources had now selected a preferred supplier of an Occupational Health Service. SMT would now be asked to approve the procurement of this service.
- (ii) The Director of HR's comments that having an OH service on site would provide much better health management for the College. Pre employment screening would take place and an occupational health nurse would be on site two days per week.

10 PROCEDURE ON MANAGEMENT OF DISPUTE RESOLUTION AND RECOGNITION AND PROCEDURE AGREEMENT

Noted:

- (i) The procedure on the Management of Dispute Resolution written by the Director of HR, the UCU comments on this procedure and the separate proposals from UCU and UNISON on a Recognition and Procedure Agreement.
- (ii) That it had previously been agreed that the best way of progressing discussion on these matters would be for HR and Unions to meet outside of JNCC and discuss these issues. Any joint recommendations arising from these discussions would be reported back in the next JNCC meeting in February 2009.

11 REPLACING THE ACADEMIC REGISTRAR

Received: A paper tabled by the Registrar and Secretary (08 – 378)

Noted:

- (i) The Registrar and Secretary wished to propose organisational changes within five administrative and support departments- Communications and Publicity, Planning, Registry, Secretariat and Student Support Office.
- (ii) Three new departments would be created - Marketing and Communications, Student Office and Planning and Governance.
- (iii) The idea was to get away from small teams and bring together the teams to work more effectively with a focus on marketing and student support.
- (iv) The Registrar and Secretary's comments that all processes such as student enrolments and workflows would need to be reviewed to provide the opportunity to make things work better, improve communication and enhance student learning. The primary driver for the review was the business needs of the College.
- (v) The Registrar and Secretary would hold open door meetings for those who wished to discuss their views and would email all staff in the departments affected to advise them of this option. The consultation period could be extended, as necessary, depending on feedback.
- (vi) The Registrar and Secretary's comments that proper training would be required which would enable all staff to share skills and to provide a framework for succession planning.
- (vii) The Registrar and Secretary's comments that at this stage there was no loss of posts envisaged. The proposed changes were to make services more efficient. However, costs need to be taken into consideration and once the new structure was in place it could not be guaranteed that no posts would be lost. If there were to be any post losses Goldsmiths would first seek reductions by using the voluntary severance scheme rather than by compulsory redundancy.

12 STATUS OF CATERING CONTRACT

Noted:

- (i) that Mary Bright (Head of Residences, Catering and Conference Services) and Michael Burke (Head of Purchasing) were running a review of the catering function. The review had become more complex than envisaged and there was a question as to whether the catering function should be in house or out house.
- (ii) There would be focus groups set up to ask staff for their views.

13 WHISTLEBLOWING POLICY

Noted:

- (i) The comments submitted by UCU on the revisions to the Whistleblowing Policy. The Registrar and Secretary thanked the UCU for providing them and undertook to come back with a response as soon as possible.

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Noted:

PANDEMIC 'FLU POLICY

- (i) The Department of Health's guidelines suggests that a policy on Pandemic 'Flu needed to be in place before any outbreak.
- (ii) The policy was still a draft and input from Student Support was still required
- (iii) Union comments would be welcomed.

15 STAFF WORKING BEYOND NORMAL RETIREMENT AGE

Noted

- (i) UNISON would like more time to review the analysis of staff requesting and being granted the right to work beyond the normal retirement date.

16 NATIONAL PAY NEGOTIATIONS

Noted

- (i) The pay award effective from 1 October 2008 would be 5% (the current Retail Price Index) and that this increase was the last element in the 2006-09 pay deal.
- (ii) The College had been asked to decide whether they were going to take part in the new national negotiating process. The College would make its final decision about this in the Spring but would be making a first indication in November and its position would be discussed at the November Council.

17 **REPORT FROM PAY FORUM**

Noted:

- (i) The report of the Registrar and Secretary that the Pay Forum was now dealing with the few issues that arose from the Framework Agreement. There were still issues with Reader's grading, progression, hourly paid staff and the appeals process.
- (ii) Proposals on taking forward new promotion/progression processes – especially for academic staff - were currently under discussion in the Senior Management Team.

18 **REVIEW OF ESTATES AND ESTATES STRATEGY**

Noted

- (i) The new working patterns and practices associated with the reduction of the working week for porters to 35 hours were still being negotiated with Union colleagues.
- (ii) Access to buildings via swipe cards was being reviewed by Michael Dick, Director of Estates.
- (iii) There are still three senior positions to be filled within the Estates Department.
- (iv) Michael Dick will be choosing the master planners who will be determining the best use of the accommodation to suit the College's activities.
- (v) The suggestion of the Registrar and Secretary that there no longer needed to be a standing item on the Review of Estates and Estates Strategy on this agenda since it related to the original review of 2005, UNISON noted that they would like an equivalent item to remain as a standing item on the agenda.

19

Received:

FINANCIAL POSITION

A paper tabled by the Director of Finance (08-379) detailing the financial position in relation to the 2007-08 outturn and the current year 2008-9 and ahead.

Noted:

that the College had no monies held in Icelandic banks.

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NEXT MEETINGS

Noted:

The remaining meetings of this Committee in the current academic year were on:

Wednesday 25 February 2009 4.00pm

Wednesday 27 May 2009 4.00pm