

**GOLDSMITHS
University of London**

COUNCIL

JOINT NEGOTIATION CONSULTATIVE COMMITTEE (JNCC)

Minutes of the meeting held on Wednesday 25 February 2009

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

In attendance: Ms Bunmi Odulaja (Secretary)
Ms Fatma Gormus (Note Taking),
Ms Alison Ahern (for item 8)

1 APOLOGIES FOR ABSENCE

Noted;
(i) No apologies for absence

2 MINUTES

The minutes of the meeting held on 15 October 2008 were approved.

3 MATTERS ARISING FROM THE MINUTES

Noted:

3.1 COLLEGE NURSERY

- (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.
- (ii) The College is still actively examining how to support the childcare arrangements of students and staff in ways which were financially sustainable and which would benefit greater numbers.
- (iii) Philip Broadhead (Pro-Warden Students and Learning) is working with the Planning Office to draft a Childcare Strategy across the College, This strategy would include the provision of childcare vouchers under a salary sacrifice scheme. The procurement process would be timed to provide for a launch in the next academic year.
- (iv) Unison reported concern from nursery staff and parents on the level of uncertainty and asked for a guarantee that the nursery would remain open until August 2010.
- (v) The Pro-Warden (Students and Learning) and the Registrar and Secretary explained that the future of the nursery and any associated timing of a potential closure would be considered as part of the strategy. They did, however, confirm that the Nursery would not be closed in 2009.
- (vi) Unison requested a timetable be produced giving details of progress

planned on the childcare strategy, the likely progress on the nursery's position and contact details for any enquiries.

- (vii) It was noted at the last meeting that the employment of nursery staff via an agency would be reviewed. It was confirmed that nursery staff were now directly employed by Goldsmiths.

3.2 INTO

Noted:

- (i) It was reported that discussions concerning the possibility of establishing a joint venture between Goldsmiths and INTO had now ended. As the Warden had reported in his first open meeting of the session, it was not felt that a sufficiently robust business case could be established that met the needs of either party.
- (ii) In response to a question from Union Colleagues, Goldsmiths' management reaffirmed that the success of the financial strategy put forward earlier in the year still relied in a large part on Goldsmiths' ability to recruit additional overseas' student numbers. This was likely to be a very significant challenge, and the loss of a potential joint venture with INTO would add to this challenge.

3.3 OCCUPATIONAL HEALTH PROVISION

Noted:

- (i) The Director of Human Resources reported that, following the tendering process, SMT had agreed the appointment of the Institute of Occupational Medicine to provide an on-campus service from an OH nurse for one day per week, with additional support services available at other times.
- (ii) It was proposed that the service launch in April 2009, subject to contract completion.
- (iii) Human Resources would be writing to all staff once the contract had been signed informing them of the service and seeking authorisation for the occupational health files currently held by with either the Royal Marsden or the Medical Centre to be transferred to the new provider.

3.4 STATUS OF CATERING CONTRACT

Noted:

- (i) As part of evaluating the future of the catering services in the College, the Head of RCCS would be presenting a paper to SMT.
- (ii) It was confirmed that, irrespective of what form the catering service takes, any person currently employed within the service would be protected by the TUPE regulations.

UCU asked to be informed of the end date for Scolarest's current contract.

3.5 WHISTLEBLOWING

Noted:

- (i) The comments already submitted by UCU on the revisions to the Whistleblowing Policy.
- (ii) The Registrar and Secretary thanked the UCU for providing them and undertook to come back with a response in due course.
- (iii) There would be discussion on the policy at the Audit Committee and the Registrar and Secretary would inform members of progress at the next JNCC.

3.6 PANDEMIC FLU POLICY

Noted:

- (i) That there were no further comments on the policy and that policy was now being refined before adoption and publication.

3.7 NATIONAL PAY NEGOTIATIONS

Noted:

- (i) The new JNCHES arrangements on national pay negotiations were that Trade Unions and employers would start negotiations in March and seek to conclude negotiations in May for any pay award to be implemented in August.
- (ii) The Director of Human Resources reported that UCEA would shortly send a request to each member Higher Education Institution to ask them whether they wished to commit firmly to taking part in national negotiations. He reported that the matter would be considered by SMT and that, when a decision was made, it would be communicated to Trades Union colleagues as soon as possible.

3.8 PAY FORUM

Noted:

- (i) The Director of Human Resources reported that at the Pay Forum in February 2009, updates were given on the progress of hourly paid staff and progression.
- (ii) UCU expressed dismay at lack of progress and noted that the Framework Agreement indicated that the two areas had commitments to seek conclusion of discussion at the end of June 2008 and by the beginning of the 2008/09 session respectively.
- (iii) The Director of Human Resources responded that it was a matter of regret that these two items were taking longer than anticipated. He also noted that the Framework Agreement items had been through discussion and final draft long before the final agreement was signed last year, and indeed that the final agreement itself had been

concluded much later than any of the parties would have liked. It was not therefore entirely unexpected that the items were behind the dates given in the Framework Agreement.

- (iv) UCU colleagues felt that, nevertheless, they still wished to register their members' anger and dismay at the time taken so far. The Director of Human Resources responded that he had already publicly apologised for delays in both the working party on hourly paid staff issues, again on the same issue in the Pay Forum and had also expressed his apologies for any delays on the matter of progression in the Pay Forum. It was clear that these apologies had not satisfied UCU colleagues and he was therefore apologising again, for the record in the JNCC minutes. UCU noted that they accepted this apology.
- (v) The Director of Human Resources then reported that there had been a positive meeting of the Visiting Tutors Working party, dealing with hourly paid staff issues. A project plan had now been put together to get through the many issues of substance that need to be addressed. The main aim was to move as many staff as possible onto fractional contracts that mirrored those of full time staff. In addition, policies would be developed on managing diminution of hours and redundancy.
- (vi) A paper on Progression would be ready for despatch on 26 February 2009.
- (vii) UCU noted that they were disturbed by the draft internal consultation document on progression which had been presented to one departmental board.
- (viii) The Director of Human Resources reported that this was a very significant strategic issue and it was necessary for wide consultation with senior management before a settled position could be put forward to Trades Unions for discussion. That had led to delays that had not been envisaged initially. It was also noted that no agreement had been sought for the wider publication of the document submitted to Academic Board, but that there had been no point in seeking withdrawal after the draft document had been circulated in the department in question.
- (ix) Trades Union colleagues had asked to receive a copy of the draft document which had been circulated to Academic Board. The Director of Human Resources agreed to circulate the document in due course but reminded members that it did not represent Goldsmiths' proposals to the Trades Union side.
- (x) Given the urgency of discussion on progression the director of Human Resources proposed that an additional meeting of the pay forum between the next due on 10 March and that booked for April might be convened. This was agreed.

3.9

REVIEW OF ESTATES AND ESTATES STRATEGY

Noted:

- (i) A master planner has been appointed to work with the College until May/June 2009 and will be in consultation with students and staff to determine the needs of users for buildings and facilities over the long term future. Trades Union colleagues would also be invited to comment.
- (ii) It was intended that any proposals would be put before Council in June 2009.
- (iii) Construction on the Backfield building would begin on Monday 2 March 2009 and was projected to be completed in July/August 2010.
- (iv) 2 New Senior Appointments had been made. The Head of Facilities would be starting on 2 March 2009 and the Head of Capital Projects would start on 9 March 2009.

3.10

REPLACING THE ACADEMIC REGISTRAR

Noted:

- (i) Consultation with all five administrative departments had started in October 2008 and comments and suggestions had been received.
- (ii) A final draft on restructure had been presented to SMT on 9 February and proposed some changes from the original position: it was now proposed that the secretariat would remain a separate team and it was confirmed that the Admissions department would stay in Marketing.
- (iii) The Registrar and Secretary thanked Trades Union colleagues for their comments and the consultation meetings they had had with staff. He recognised that this was an unsettling time for all staff, and proposed to come forward shortly with the final restructure plan and implementation timescale.

4

PSYCHOMETRIC TESTING

Noted:

- (i) Trade Union Colleagues had asked for information on the use of Psychometric testing in Goldsmiths. The Director of Human Resources explained that there were essentially two types of psychometric tests in common use in selection processes. The first is ability testing e.g. verbal reasoning and numerical reasoning, and the second is preference profiling to collect an assessment of behavioural preferences. Administrators require qualification from the British Psychological Society at level A and B respectively.
- (ii) In Goldsmiths numerical and verbal reasoning tests are being used in assessment workshops for recruitment. The tests are not used in isolation for selection but form part of a battery of exercises including presentations, interviews and role play to give us a higher level of confidence in recruitment and to help us identify areas where successful candidates may need support most in starting new roles in Goldsmiths.

- (iii) The tests are drawn up and look at a range of people in different jobs. The validity and reliability cover a period of time and fairness. The equality of candidates is taken into consideration. Currently in discussion with Saville and Holdsworth Ltd (SHL) on the types of products available.
- (iv) Currently in discussion with SHL on the types of products.
- (v) Goldsmiths had piloted their use with the recruitment of HR Business Partners and had since used them for the appointment of Head of Capital Projects and Head of Facilities. Tests currently begin used were from professional and respected organisations such as Saville and Holdsworth. Members were also shown the test handbook supporting material which gave details of test construction, validity and reliability data and diversity analysis data.
- (vi) Trades Union colleagues requested copies of the SHL handbooks and information concerning the costs of the contract with SHL.
- (vii) Trade Unions wanted to know the intentions for using psychometric testing. It was noted that it was proposed that the testing would be used for Grades 8 and above, but would not be used for Academic appointments at present, as Academic staff had quite robust selection processes already in place.

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

Noted:

- (i) The Director of Human Resources and both Trade Unions had met in the last week to review procedures. It was agreed to have one Recognition Procedure which would be circulated once it had been revised.
- (ii) It was agreed that the matter would be concluded through further meetings and be reported to the next JNCC meeting. Human Resources would

6 STAFF LEARNING COMMITTEE

Received: A paper was presented by UCU, with the support of Unison colleagues.

Noted:

- (i) The paper was noted by Goldsmiths' management who agreed to review its contents, receive further information from Trades Union colleagues, and to respond in due course.

7 CLEANING STAFF

Noted:

- (i) Goldsmiths Cleaning staff were currently seconded to Resource and would be TUPE transferred in September 2009. It was reported that there were 13 members of staff on the transfer list, 7 of whom worked in Estates and Facilities and 6 in RCCS.
- (ii) Work was still being carried out on the issues of pension scheme

comparability. It was confirmed that no final transfers would take place before September 2009.

8

POINTS BASED SYSTEM

Received: A paper tabled by UCU

Noted:

(i) The issues raised in the paper submitted by UCU were addressed by Alison Ahern, Head of Student Support.

(ii)

1. What steps have the College taken to ensure - in line with the Equality Challenge Unit guidance - that staff implementing the new points-based immigration rules are not breaching UK equality legislation?

It was important to ensure that all staff and students had a right to be in the UK to work and/or study. This applied to everyone whether or not they were UK born, and of whatever colour or ethnic origin. Assumptions could not be made about anyone.

2. What assessment has been made by the College of the impact of implementing the new scheme on the workload of staff?

It was not expected to be difficult to collect registers of attendance or for those responsible for pastoral care to check on attendance. This was already a requirement for other purposes.

3. What changes to existing contracts, implied or otherwise, does the College believe would occur arising from the implementation of new scheme?

No changes to contracts were envisaged as being necessary.

4. What risk assessment has taken place of the impact on the personal security of staff who are asked to monitor student attendance etc as part of this scheme?

It was important to ensure that all students were clear on their duty to attend and fulfil their contractual and legal obligations on attendance at Goldsmiths. Reporting non-attendance was not discretionary and was a legal requirement. If a member of staff were subject to threats or any sort of intimidation from a student they should always report the matter to senior staff.

(iii) The Registrar and Secretary agreed to consider the union's demand for an impact assessment of the new Home Office rules.

9

NEXT MEETINGS

Next meeting due on Wednesday 27 May 2009 4.00pm would be changed.

Details of the next meeting will be circulated in due course.

