

**GOLDSMITHS
University of London**

COUNCIL

JOINT NEGOTIATION CONSULTATIVE COMMITTEE (JNCC)

Minutes of the meeting held on Wednesday 14 October 2009

Present: Mr Hugh Jones (Chair), Dr Philip Broadhead, Dr Natalie Fenton (UCU),
Dr Des Freedman (UCU), Mr Chris Pearson, Ms Eleanor Saunders
(UNISON), Ms Suzanne Stead (UNISON)

In attendance: Ms Bunmi Odulaja (Secretary)
Ms Fatma Gormus (Note Taker)

1 APOLOGIES FOR ABSENCE

Noted;

(i) Dr Ben Levitas (UCU), Ms Denise Smith (UNISON), Professor Jane Powell.

2 TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP

The terms of reference, composition and membership were noted.

3 CONFLICTS OF INTEREST POLICY

The College policy on conflicts of interest was noted and no conflicts were declared.

4 AMENDMENTS TO STANDING ORDERS

The standing orders effective from 1 September 2009 were noted.

5 MINUTES

The minutes of the meeting held on 10 June 2009 were approved.

6 MATTERS ARISING FROM THE MINUTES

6.1 COLLEGE NURSERY

Noted:

(i) that the Pro-Warden (Students and Learning Development) and the Childcare Support Policy Working Group had put together an online survey on childcare. The survey was open to all staff and students.

(ii) that the Warden had agreed to extend the survey's deadline from 19 October 2009 to 30 November 2009.

- (iii) that the childcare support policy working group would provide a written report on the survey for SMT's consideration.
- (iv) that a decision on the future provision of childcare had not yet been determined. The College would provide sufficient notice of any change to allow parents/guardians to make any necessary changes to their own arrangements for childcare.
- (v) UNISON asked if there were a relationship between the Master Planning Exercise and the childcare support policy working group.
- (vi) The Registrar and Secretary reported that the Master Plan would review all the factors concerning the Nursery such as the footprint and available space.
- (vii) UNISON asked if the College would be making a cost neutral plan for the Nursery.
- (viii) The Registrar and Secretary reported that age related nursery staff to child ratios would be taken into consideration and that further investigations would be carried out by the Estates and Facilities Department.

6.2 STATUS OF CATERING CONTRACT

Noted:

- (i) that it was felt that it was not feasible to bring the service in house and therefore, a decision had been made to go out to tender.
- (ii) that a London Living Wage would be built into any future tenders.

6.3 WHISTLEBLOWING POLICY

Noted:

- (i) that the Registrar and Secretary thanked the Unions and reported that the previous suggestions which had been made by UCU had been taken into consideration and that the policy would be going to Council on 1 December 2009.

6.4 NATIONAL PAY NEGOTIATIONS

Noted:

- (i) that the final offer of 0.5% was accepted by UNISON but rejected by three other Unions.
- (ii) that UCU had written to UCEA and asked to re-open negotiations.

6.5 PAY FORUM

Noted:

- (i) that the report on continuing the Pay Forum was received from the Director of Human Resources.

- (ii) that there was a recognised consensus on the value of the Pay Forum; however the committee agreed to return to the next JNCC meeting with a specific mechanism of disbanding the Pay Forum as the Pay Forum was only set up for a short term project.
- (iii) UCU asked if there was a view as to when the VT project would be finalised.
- (iv) The Director of Human Resources commented that he has put as much resource as possible into the project as well as taking a personal interest in ensuring that the project is completed efficiently and effectively as soon as possible.

6.6 REORGANISATION OF SUPPORT SERVICES

Noted:

- (i) that the three new departments had now been established and good feedback about them had received.
- (ii) The Registrar and Secretary commented that he would be interested in any feedback the Unions may have in relation to the current service from the three newly established departments.
- (iii) UCU asked if there had been any plans concerning the future of the interim post of Director of Marketing, Recruitment and Communications.
- (iv) The Registrar and Secretary reported that he had not yet decided on how to progress and would be discussing it shortly with Human Resources.
- (v) that it was agreed by the committee that this agenda item would be removed from future agendas.

6.7 PSYCHOMETRIC TESTING

Noted:

- (i) that candidates were informed of psychometric testing prior to interviews and that they were given the opportunity to declare any disabilities which they may have so that necessary adjustments could be made.
- (ii) that the psychometric testing arrangements would be subject to reasonable adjustments in the light of any candidate's declared disability.
- (iii) UCU commented that candidates should be notified of the psychometric testing requirements at the advertisement stage rather than the interview stage.
- (iv) The Director of Human Resources welcomed this suggestion and noted that this would now be reflected in the recruitment advertisements.

6.8 PROCEDURE ON MANAGEMENT OF DISPUTE RESOLUTION AND RECOGNITION AGREEMENT

Noted:

- (i) that UCU requested that the JNCC should delay the approval of the agreement. UCU had now received further comments from their regional office which they wished to see incorporated. They also wished to include their proposals in their paper on consultation as an Appendix to the Recognition Agreement.
- (ii) The Director of Human Resources commented that he would be making comments on the consultation paper provided by UCU.
- (iii) UCU had apologised for this delay and hoped this agreement would be signed off at the next Pay Forum in November.

6.9 CONSULTATION

Noted:

- (i) the Director of Human Resources reported that the College already adhered to the ACAS guidance on consultation and did not feel that any changes were necessary to the draft recognition agreement and Goldsmiths' current practice.

6.10 APPOINTMENT OF THE NEW WARDEN

Noted:

- (i) that five candidates had been shortlisted. Should the interview panel choose a candidate, a recommendation would be put forward to the Council meeting on 26 October 2009.
- (ii) UCU asked if the College had decided on what action to take if the interviews proved to be unsuccessful in the first round.
- (iii) The Registrar and Secretary reported that, in that circumstance, there would be a discussion at the next Council meeting in December, but the aim would be to have a Warden in post by 1 August 2010.

6.11 POINTS BASED IMMIGRATION RULES

Noted:

- (i) that enrolment for this Academic year 09/10 would be ongoing until January 2010; therefore the enrolment figures currently held were provisional and direct comparisons could not be made at present.
- (ii) However, the Registrar and Secretary reported that there had not been any known problems with the scheme and that UKBA had set up a helpline to address any issues.
- (iii) UCU asked if the College planned to introduce a systematic way of monitoring attendance.
- (iii) The Registrar and Secretary reported that there were no plans for changes at present and that most departments already had a system in place for monitoring the attendance of all students.

- (iv) UCU asked if they would be consulted if changes were to be made.
- (v) The Registrar and Secretary commented that, if there are any further changes in legislation or requirements, then the College would address these at the time and the Unions would be consulted.
- (vi) UCU requested further updates on specific immigration figures in the next JNCC meeting.

6.12 CLEANING STAFF

Noted:

- (i) that the College had intended to transfer all staff to Resource. However, as the college could not be satisfied that all aspects of TUPE requirements on Goldsmiths as an employer could be complied with adequately, the College had decided to keep cleaning staff on the College's payroll until further notice.
- (ii) UCU asked to be informed if the Resource cleaning staff rates were in accordance with minimum wage provisions.

6.13 PROPOSAL ON TRUST SCHOOL

Noted:

- (i) The Registrar and Secretary reported that the School Governing Bodies had all discussed the results of the first consultation. The Governing bodies' members and the College would be meeting together to consider a way forward. An interim paper on the benefits to the College would be going to the Council meeting in December 2009. A final decision would not be made at Council in December, however, until further a further report had been received.

7 POLICIES

Noted:

- (i) that the committee approved the draft Probation and the Performance and Development Review policies for forwarding to Council.

8 INDEPENDENT SAFEGUARDING AUTHORITY

Noted:

- (i) that there are currently numerous jobs in the College which require members of staff to have CRB checks before they commence employment. These include;
 - All Widening Participation Staff
 - Student Ambassadors
 - Student Associates & Aimhigher Associates
 - International & Recruitment Officers
 - The Head of Student Recruitment
 - All staff in Educational Studies who are required to go into schools, such as PGCE staff and Academic staff

- Nursery staff

- (ii) UNISON asked who would be responsible for the registration fee.
- (iii) The Director of Human Resources commented that this would be the College's responsibility.
- (iv) UNISON asked what procedures the College had in place for those members of staff who would be commencing employment just before they turn eighteen.
- (v) The Registrar and Secretary reported that the department would identify a responsible CRB checked adult to mentor the young adult until they became eighteen.
- (vi) The Registrar and Secretary agreed to assess the process and the implications for the College and would report back at the next JNCC meeting.

9 FINANCIAL POSITION

Noted:

- (i) that the report from the Director of Finance was received.
- (ii) UCU asked if the College would be considering working on a scenario modelling.
- (iii) The Registrar and Secretary reported that the College would be working on different scenarios and had been deliberately modelling scenarios which may not happen but wanted to be able to consider impacts should HEFCE reduced their funding.
- (iv) UCU reported that they would be happy to add to the debate.
- (v) The Registrar and Secretary reported that the current intake target for international students had proven to be successfully achieved and that the Home/EU student intake had hit its target which had never happened before.
- (vi) The Registrar and Secretary also reported that he would be sending an acknowledgment message to everyone for their hard work once the College had proven evidence on statistics in February.

10 ANY OTHER BUSINESS

Noted:

- (i) no other business reported.

11 NEXT MEETING

Wednesday 24 February 2010 at 4.00pm

