

GOLDSMITHS
University of London

COUNCIL

JOINT NEGOTIATION CONSULTATIVE COMMITTEE (JNCC)

Minutes of the meeting held on Wednesday 24 February 2010

Present: Mr Hugh Jones (Chair), Dr Philip Broadhead, Prof Marjorie Mayo (UCU), Dr Des Freedman (UCU), Mr Chris Pearson, Ms Dail Francois (UNISON), Ms Suzanne Stead (UNISON)

In attendance: Ms Kathryn Nesbitt (Secretary), Mr Steve Collins (Deputy Director of HR), Mr Michael Dick (Director of Estates and Facilities), Ms Alison Ahern (Director of Student Services)

Apologies: Professor Jane Powell (Pro-Warden (Research and Enterprise)), Sally Townsend (Director of Finance)

12 MINUTES

Resolved:

that the minutes of the meeting held on 14 October 2009 be approved, with the exception of the sentence, '*A final decision would not be made at Council in December, however, until a further report had been received*' (Section 613 (i)). It was agreed that this should be removed.

13 MATTERS ARISING FROM THE MINUTES

Noted: **STATUS OF THE CATERING CONTRACT**

- (i) that, subsequent to the announcement posted on the OJEU website regarding the Catering Contract, a number of expressions of interest had been received from potential contractors;
- (ii) that the normal process would be followed to decide upon a contractor;
- (iii) that one of the requirements which the successful contractor must meet is that they would pay staff at least the London Living Wage (which is above and beyond the

National Minimum Wage).

14 STATUS OF THE CLEANING STAFF

Noted:

- (i) UNISON commented that they had been advised by the Director of HR that the future of the College's contract with Resource was under question;
- (ii) the Director of HR responded that, whilst the contract between the College and Resource was not proving to be effective, cleaning staff remained seconded to Resource, and that, were anything to change regarding this, the Trade Unions would be consulted. The Director of HR noted that if there were to be a change to the service provider TUPE regulations would apply;
- (iii) that the HR Department would write to cleaning staff to clarify the situation.

15 POLICIES

Noted:

- (i) that the wording in paragraphs 16 and 21 of the draft Disciplinary Policy had been widened to include '*or any other senior administrator*';
- (ii) that in Appendix 1 of the draft Disciplinary Policy the following, new, form of words had been included, '*behaviour or public statements which cause serious reputational damage to the College and which cannot be defended on the grounds of academic freedom, freedom of speech, or whistle blowing*';
- (iii) that UCU and UNISON confirmed that they would recommend that the draft Disciplinary Policy was signed off. With regard to UCU sign off would be required from their Pay Implementation Group;
- (iv) that provided UCU confirmed clearance, the Disciplinary Policy would go forward to Council for ratification in March.

Resolved:

- (i) that, although there should be room for flexibility, the wording of the draft Grievance Policy would be revisited by HR as the timescales within it should be more specific. Revisions to the wording will be communicated to Committee Members by e-mail;
- (ii) that, in the absence of anything more appropriate, whilst revisions were being made the draft should be used as the default Grievance Policy.

16 WELLBEING

Noted:

- (i) that the first meeting of the Wellbeing Working Party had been a success;
- (ii) that, in accordance with the Department of Work and Pensions' guidelines, the 'fit note' was to be introduced in April 2010;
- (iii) that the move from the 'sick note' to the 'fit note' was positive given the potential benefits of work;
- (iv) UNISON sought assurances that the College's approach to sickness absence would still take account of individual circumstances. The Director of HR confirmed that it would, and highlighted the importance of engaging Occupational Health.

17 TRANSFER OF STAFF FROM WEEKLY TO MONTHLY PAYROLL

Noted:

- (i) that it was proposed, so as to improve the efficiency of the Payroll function, that those 15 members of staff paid on a weekly basis should be paid on a monthly basis - on the 24th of the month;
- (ii) that VTs/ATs, who are currently paid on the 12th of the month, should also be paid on 24th of the month;
- (iii) that the Director of Finance had agreed that it would be possible to make bridging loans available to facilitate this;

- (iv) that the proposal was sound, and that all employees affected should be properly consulted and supported.

18 PAY FORUM

Noted:

- (i) The Director of HR proposed that the Pay Forum be disbanded when it next meets on 16 March 2010. The Director of HR confirmed that working parties had already been established regarding the only issues that would be outstanding by this point – the Visiting Tutors, and the Equal Pay Audit;
- (ii) that the UCU was frustrated with the pace of the VT Working Party;
- (iii) The Director of HR advised that it was hoped that its work would be concluded by July 2010;
- (iv) The Registrar and Secretary stated that the complexity of the task being undertaken by the VT Working Party had been underestimated, and stressed the importance of taking time over it and getting it right first time;

Resolved:

that the Pay Forum be disbanded in March 2010, and that sub-committees be established as appropriate.

19 RECOGNITION AGREEMENT

Noted:

- (i) that there was one point on which the College and the Trade Unions had not reached agreement – the request from the Trade Unions that the following phrase from the TULR (C) A 1992 is included under 'Negotiation': *'allocation of work or the duties of employment as between workers or groups of workers.'* The HR Director proposed that instead of this, the following sentence could be included under 'Consultation': *'This will include discussions on changes that lead to the allocation of reallocation of work or the duties of employment as between workers of groups of workers';*

- (ii) UCU stated that, irrespective of whether the sentence is included under 'Negotiation' or 'Consultation', if the College and the Trade Unions cannot reach an agreement they are in dispute;
- (iii) UNISON asked for it to be minuted that if the sentence were to be included under 'Consultation', it would not preclude it from being negotiated;
- (iv) UNISON and UCU subsequently agreed, in principle, to the agreement, provided that point (iii) (above) was included in the minutes.

20 MASTER PLANNING EXERCISE

Noted:

- (i) The Registrar and Secretary advised that, in recognition of the impact of the campus upon the success of the College, the Council's response to the Master Planning Exercise had been positive, and when Council meets in March it is hoped that there will be approval of the first pass on the plan;
- (ii) UNISON asked whether employees would be consulted regarding certain elements of the Master Planning Exercise, for example the idea of a 'car-free campus';
- (iii) The Registrar and Secretary confirmed that they would, and noted the Master Planning Exercise was a long-term plan and would be reviewed on an on-going basis by Council;
- (iv) The Director of Estates and Facilities noted that the budget aligned to the Master Planning Exercise was insufficient to fulfil all of its objectives, and that it would be necessary to identify its priorities.

21 INDEPENDENT SAFEGUARDING AUTHORITY

Noted:

- (i) that the Vetting and Barring Scheme will require certain ancillary staff who come into contact with vulnerable groups (for example, cleaners, car parking attendants and receptionists) to be checked;

(ii) that beginning in 2011 the Vetting and Barring Scheme will become applicable to existing employees and thus that a strategy should be devised as to the College's approach to this;

(iii) The Registrar and Secretary noted that the College must behave reasonably in its approach to the aforementioned ancillary staff.

22 PROPOSED REVIEW OF STRUCTURE – FACILITIES SOFT SERVICES

Noted:

(i) UNISON advised that following the Estates Committee they had received, by e-mail, a paper which included references to redundancies and the reduction of overtime (which seemed to UNISON at odds with the Warden's recent announcement that compulsory redundancies were not proposed). They expressed concern that it had been necessary to request that this issue be added to the agenda. The Registrar and Secretary and the HR Director agreed that this was remiss;

(ii) UNISON expressed concern that some of the figures in the appendix of the paper were inaccurate. The Registrar and Secretary advised that this was useful feedback;

(iii) It was agreed that a meeting between UNISON, The Registrar and Secretary, the HR Director and a representative from Estates would be scheduled so that the paper could be discussed.

23 FINANCIAL POSITION

Noted:

(i) that there was to be a reduction in funding this year, and that further reductions could be expected in forthcoming years;

(ii) The Registrar and Secretary advised that the College's strategy was to:

- increase its income (e.g. through growing the

number of international students and taught PG students, and research and contract-related income) and

- reduce its expenditure (it was felt that it was achievable to ask all Departments to cut their budgets by 2.5%);

(iii) The Registrar and Secretary reiterated the Warden's message that, presently, there were no plans for a programme of compulsory redundancies. The Director of HR noted that if there were further reductions in funding there could however be an impact on staff;

(iv) The Director of HR advised that he would be writing a paper regarding reduction in staffs cost (including, for example, voluntary severance). It was agreed that the Trade Unions could share this paper with their members;

(v) UNISON expressed concern that if, as part of the aforementioned reduction in expenditure, vacant roles were not recruited into that this could increase the workload of remaining staff. The Registrar and Secretary confirmed that consideration would be given to this;

(vi) UCU asked why, when the HEFCE letter was yet to be received, the College had already taken the decision that a 2.5% reduction in departmental budgets was appropriate. The Registrar and Secretary responded that it was necessary for the College to act on the basis of what was already known;

(vii) UCU asked whether the College would be responding to Peter Mandelson's announcement regarding the cuts to Higher Education funding. The Registrar and Secretary advised that he would discuss this with the Warden.

24

TIME TO TRAIN

Noted:

that on 6 April 2010 employees will have a new right to request 'time to train', and that Staff Development / HR were fully supportive of this and would publish information regarding it on the College's intranet.

25

STATUS OF REPROGRAPHICS

Noted:

- (i) that SMT had agreed that, following its initial review, the Reprographics Service would be reviewed in 2010, and that it was now necessary to engage somebody to do this;
- (ii) UNISION expressed concern that the service might be outsourced. The Registrar and Secretary responded that there was evidence that in-house services were more effective, and that it was hoped that this would be proven at Goldsmiths. The Registrar and Secretary noted that it would not just be cost, but also the quality of the service provided that would be taken into account by the review.

26

STATUS OF NURSERY

Noted:

- (i) that a proposal has been made to SMT that the Nursery changes its regulation. By virtue of this 3 more children of a particular age-range could be admitted. This being possible is contingent upon the amount of space in the nursery;
- (ii) that following the Director of Student Services' letter to them at Christmas regarding changing the Nursery's regulation, Ofsted has requested that the College measures the space in the Nursery itself. This should happen shortly;
- (iii) It was agreed that the Pro-Warden (Students Learning and Development) would write to Nursery staff to advise them of the status quo. It was agreed that if the status quo does change staff would be consulted with as appropriate.

27

NEXT MEETING

Noted:

that the next meeting would be held on Wednesday 9 June 2010 at 4.00pm.

Kathryn Nesbitt
HR Business Partner
March 2010

