

**GOLDSMITHS
University of London**

COUNCIL

JOINT CONSULTATION AND NEGOTIATION COMMITTEE

Minutes of the meeting held on 11 May 2011

OPEN BUSINESS

Present:

Mr Hugh Jones (in the Chair) – Registrar and Secretary
Dr Philip Broadhead – Pro Warden
Mr Chris Pearson – Director of Human Resources
Ms Dail Francois – UNISON
Mr Greg Barnett - UCU
Dr Des Freedman – UCU
Professor Jane Powell – Pro Warden
Ms Sally Townsend – Director of Finance

In attendance: Alison Ahern – Director of Student Services (for the business to which item 3.4 refers)

Uche Madukwe (Secretary)

Apologies: Mr John Wadsworth – UCU

1 MINUTES (JNCC 11)

Regarding item 3.1 Cleaning Contract – it was noted that page 2, paragraph 2 should read 'London Living Wage', not London Living Allowance.

Regarding item 3.3 Childcare Provisions, comments were made.

Regarding item 6.4 USS Pension Scheme Change Proposals: Progress Update, the Director of Human Resources explained that the following sentence should be deleted: 'The Director of Human Resources advised that the JNCHES meeting scheduled to take place the previous day had been postponed'.

2 MATTERS ARISING

(i) Staff Cost Reduction Programme

The Director of Human Resources explained that the Equalities and Diversity Advisor was currently conducting an assessment of the diversity impact of the Voluntary Severance Scheme. Human Resources were investigating employees' reasons for applying.

(ii) Policies and Terms and Conditions

Union colleagues stated that the subject of creating job families should be one of the College's priorities. The Director of Human Resources agreed, and stated that the process will start with Pods; he also explained that there would be a consideration of Goldsmiths 2015 and one of the issues to be discussed was how to be more efficient. The Director of Human Resources explained that it was important to consider the career development of staff in large groups. Union colleagues asked for a time-frame for this and the Director of Human Resources responded that the work was expected to start in June 2011 and that it was one of the matters listed under Pay and Negotiations.

Union colleagues informed the JNCC that they had now received the Change Management Policy and would be meeting to discuss it. The Director of Human Resources confirmed that the Well-Being Policy would be sent to the unions within the next 10 days.

UCU queried how they would be paid and the Director of Human Resources replied that extra resources would be available to do so by the end of June 2011.

Union colleagues stated that they had a substantial amount of data on job evaluation and requested that this was a priority and that they would produce that information by the end of the next meeting.

Finance stated that they have year-end accounts. Finance explained substantial sums had been set aside to cover the financial impact of placing hourly-paid staff on standard, monthly-pay contracts. This would avoid waiting for such a time in the future when the hourly-paid staff are finally moved to standardized contracts and then at that point having to subtract the cost from future income and expenditure.

Union colleagues explained that they would have a policy meeting and that they will complete their work on Disciplinary and Grievance; they confirmed that the date of the meeting would be arranged by the PA to the Director of Human Resources.

3 PROGRESS UPDATES

(i) Cleaning Contract

Procurement and Estates have reached an agreement.

London University Purchasing Consortium specification document - will include the London Living Wage requirement. Union colleagues stated that the contract was due to expire at the end of May 2011. The Director of Finance confirmed that it had been extended for 3 months. Union colleagues queried whether research had been undertaken about bringing the services back in-house and the Registrar and Secretary replied in the affirmative. UNISON colleagues asked whether companies placing a tender would need to agree to the London Living Wage and recognition of UNISON.

The Director of Human Resources confirmed that there was no power to enforce that a particular union would be recognised, however, UNISON would be able to promote their union to staff after the transfer. The Registrar and Secretary asked union colleagues if they could provide a document which they typically use during TUPE transfers in relation to trade union recognition as that form of wording could be useful in this instance.

(ii) Facilities Soft Services

The Registrar and Secretary stated that skills audits have been taking place - roles had been considered and job evaluation had taken place; - matching letters would be issued later this month. Union colleagues stated that they were working on measures to enhance job security and that there would be a meeting with the Director of Human Resources to discuss issues.

(iii) Childcare Provisions

The Working Group for this asked for concerns to be addressed such as staffing issues and money. The findings of the Working Group was reported to SMT before Easter.

The Registrar and Secretary added that there would be increased costs to student users. The Registrar and Secretary explained that the report states that SMT was unable to agree to the Students' Union proposal until

there were clear details about how it would work and he suggested that union colleagues have a meeting with SMT to find out. UNISON confirmed that the College and Students' Union are working on a business plan and that will go to a working group and SMT will make a decision.

(iv) Student Centre

(Alison Ahern attended this part of the meeting to give a progress update).

The Pro Warden explained that students currently go to one building for one service and elsewhere for other, related services and that this is one route through which the College would lose students. The Director of Student Services explained that student enrolment was all done online last year and also added that the strategy was to provide a seamless service to students. The idea was put to the Head of Academic departments and SMT were also keen on it; budgetary restrictions was also an issue. The Estates department have been supportive in providing various ideas.

UNISON colleagues were concerned that students have been asking for information and UNISON requested a meeting. The Director of Student Services stated that the Director of IT was the project manager and that his and that he should be present at any meeting concerning this.

The Director of Student Services explained that the pace of change was quick and that there was a meeting on Tuesday 4 May and that it was advisable to continue with those open forums; the Director of Student Services had scheduled a meeting with HR for 12 May to discuss the planned changes – in particular, there was a need to discuss with HR how to staff would be allocated to the new roles. It was unlikely that all the changes would be implemented in time for the September 2011 enrolment.

The Director of Student Services explained that staff would move from small offices to an open-plan office. UNISON stated that staff had expressed concern about the physical environment, the new team/structure, grades, job descriptions, selection for posts and the fact that this would impact them at the busiest time of year. Union colleagues suggested that once the project plan was completed, there should be a meeting between the Director of Student Services, Human Resources, the unions, students union and admissions staff. The next step would then be to co-ordinate feedback. The Director of Student Services explained that the project manager had set up a webpage for staff to provide feedback.

4 FINANCIAL STATUS UPDATE

The Director of Finance stated that joint working between Finance and Heads of Department have gone well.

At month 8 of the year 2010- 11, Finance produced a rough re-forecast of the year. The aim is a 5% surplus (i.e. £3m); the projected outcome was £450k. As the forecast surplus seemed likely to be greater than expected, proposals for bringing forward spending from 2011-12 were being explored.

The budget for 2011-12 had not yet been set.

The Director of Finance explained that other institutions had achieved 5%. Union colleagues also asked for clarification on the decision-making process about what would happen to any surplus, particularly as the future of the nursery was uncertain.

The Director of Finance stated that the saving was only for one year and so the could not be used for recurrent expenditure, therefore it was likely to be used for maintenance work and buying new books for the library. asked if a survey was carried out about what to spend it on

Union colleagues asked about accelerated spend from the 2011-12 budget. The Director of Finance replied that accelerated spend would be considered if it would ease the pressure, however the steer from Council was not to spend it all. Union colleagues were of the opinion that the pay discussion could take place now. The Director of Human Resources responded that the first meeting on this took place on 19 April 2011 and that the College was taking part in pay discussions; 161 institutions had signed up and the next meeting was scheduled for 29 May 2011. The Director of Human Resources confirmed that the basis of the pay negotiations was to remove the lowest two points of the payscale and add two more points to the top of the payscale. Union colleagues explained that they wanted to seek advice from UCEA.

The Director of Human Resources explained that UCEA had sent out their annual pack and that the College had had a discussion with other employers. Union colleagues stated that the employer's side's proposals were pushed through regarding the changes to USS and that the UCU is likely to re-ballot members on the prospect of industrial action on the changed circumstances which took effect from 10 May 2011.

5 FEES AND ACCESS AGREEMENT

It was agreed on 7 April 2011 that fees would be charged at £9,000, but the there will be confirmation from OFFA in May.

Union colleagues requested that management to produce a statement outlining how the figures of £9,000 and 30% were agreed. The Registrar and Secretary explained that the £9,000 was decided by Council and they understood in their discussions the impact of the loss of HEFCE funding and the way the market was developing, in particular, fees can be set lower than the cap, but not above it. The 30% is based on what institutions are expected to spend. The components of the Access Agreement, HESA performance data and what proportion of students would come from various backgrounds – e.g. what proportion are from lower-income groups.

Union colleagues asked for the information to be presented publicly and the Registrar and Secretary agreed to consider how to do so.

6 GOLDSMITHS STRATEGY UPDATE

Received:

papers from the Director of Finance on Goldsmiths 2015 Programme Structure (11-184A) and Goldsmiths 2015 overview (11-184B).

It was noted that Melanie Rimmer was the project manager and volunteers are needed for the project. Employees are currently being asked to express an interest. It is envisaged that employees will want to be involved so that they participate in shaping change rather than having the change enforced on them; it is also useful for employees' career development. The Director Human Resources confirmed that meetings had been arranged between HR and the trade unions about this.

The Registrar and Secretary asked for information regarding the institutions where such initiatives had worked.

The Director of Finance explained that this will not initiate completely new ideas as many positive elements are already in existence. However, certain issues need to change – for example, there is a need to re-negotiate procurement contracts for better value.

Union colleagues asked for clarity about the expectations of different tutors and pointed out that there were Pods before Easter and none now.

The Registrar and Secretary replied that feedback from the Heads of Department was that Pods helped devolve decision-making; it was thought there was still a need for Heads of Departments to be involved in decision-making - WAG will meet more often. Union colleagues were concerned that shared services would result in reduced jobs, however, the Registrar and Secretary stated that as there were 18 ways of working, if they could be reduced, it was beneficial. The idea of

the Pods was to gain buy-in into decision-making.

7 FAIR DEAL

UNISON raised the issue of Fair Deal - which is a non-statutory government policy to protect pension rights for staff who transfer from a public employer to a private employer. The policy stipulates that the new employer must provide a pension comparable to the previous one.

It was discussed that the Red Tape Challenge Review is due for submission by 15 June. The Director of Human Resources explained that if there was no comparable pension, staff would not be transferred to that employer.

8 NEXT MEETING

19 October 2011