

**GOLDSMITHS
University of London**

COUNCIL

JOINT CONSULTATION AND NEGOTIATION COMMITTEE

Minutes of the meeting held on 19 October 2011

OPEN BUSINESS

Present:

Mr Hugh Jones (in the Chair) – Registrar and Secretary
Dr Philip Broadhead – Pro Warden
Mr Greg Barnett – UCU
Mr Des Freedman – UCU
Mr John Wadsworth - UCU
Ms Suzanne Stead – UNISON
Mrs Denise Smith - UNISON
Ms Sally Townsend – Director of Finance

In attendance:

Ms Gloria Youri – Senior Human Resources Business Partner

Apologies:

Ms Lyn Downey – Interim Director of Human Resources
Professor Jane Powell – Pro Warden
Ms Dail Francois – UNISON

1 TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP

Received:

the terms of reference and composition of the Committee for 2011-12 (11-529).

It was agreed that there would be no change to the Committee's terms of reference, composition and membership

2 CONFLICTS OF INTEREST POLICY

The JNCC received the College policy on conflicts of interest.

3 MINUTES (JNCC 12)

Regarding the first page of the minutes where there is a list of those present at the last JNCC, Suzanne Stead was present at the last meeting. Ms Stead asked for this to be noted.

Under Matters Arising, (ii) Policies and Terms and Conditions, the Registrar and Secretary requested an amendment to the penultimate paragraph. The first sentence in that paragraph was incorrect. The first sentence was 'Finance stated that they have year-end accounts'. This should have read 'The Director of Finance stated that the March management accounts had forecast for the full year'.

Union colleagues requested an amendment to Matters Arising, 3 (iv) Student Centre, in paragraph 2. The first sentence should have read 'UNISON colleagues were concerned that staff had been asking for information'. The Registrar and Secretary requested another amendment

- the second sentence of that paragraph should have read: 'The Director of Student Services stated that the Director of IT was the project manager and that he should be present at any meeting concerning this'.

Regarding item 4.Financial Status Update, the Registrar and Secretary requested an amendment the first sentence of the first paragraph. This sentence should have been recorded as 'The Director of Finance stated that joint working on the budget-setting, between Finance and Heads of Department had gone well'.

Regarding item 4.Financial Status Update, the Registrar and Secretary requested an amendment to the second sentence of the second paragraph.

The sentence should have been recorded as 'the budgeted outcome was £450k'. Regarding paragraph 4 of this section, clarity was requested about an incomplete sentence. That sentence should have read 'Union colleagues asked if a survey was carried out about what to spend it on'. Regarding paragraph 5 of this section, the final sentence should have read 'Union colleagues explained that they wanted to seek advice'.

4 MATTERS ARISING

(i) Cleaning Contract

This had been completed.

(ii) Facilities Soft Services

This had now been resolved as of 1 September 2011.

(iii) Childcare Provisions

This had now been resolved.

(iv) Student Centre

This was now in process.

(v) Fees and Access Agreement

Information regarding has been available on the website.

(vi) Goldsmiths Strategy Update

To be discussed as an Agenda item.

5 FINANCIAL STATUS UPDATE

The Director of Finance confirmed that the actual outturn for the year ended 31 July 2011 looked to be around £3 m surplus. This represented an improvement over forecast included in the June 2011 management accounts. There were a number of reasons for this improved outturn, some of which were specific to one off events in 2010-11. The final outturn for 2010-11 would not be confirmed until the audit was completed. The Director of Finance explained that historically a 3-5 per cent surplus had been recommended for HEIs and the £3m represented close to 3% surplus.

6 GOLDSMITHS 2015 PROGRAMME

Received:

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

The Director of Finance provided an update on this, including providing confirmation that Workstream Project leaders had been appointed and that the Workstreams would be discussed at the Steering Committee on 28 October.

The Director of Finance added that so far, the Goldsmiths 2015 project had commenced projects that are designed to generate savings on contracts and also to implement a system which provides online processing for purchase cards. She also explained that an ideas generating session had been piloted with the Finance Team and the Value for Money sub-committee and that further Ideas generating sessions would be arranged. The Director of Finance also confirmed that as of 24 October, staff will be able to submit their Ideas for Change via the website or in boxes around the College. The Director of Finance emphasized that the Goldsmiths 2015 programme was an enabler for the Strategic Plan.

7 INLAND REVENUE PILOT SCHEME

Received:

a paper concerning HMRC Real Time (11-530)

The Director of Finance explained that this was a HMRC facility for providing Real time Information, i.e. if there was a change to an employee's tax code or tax credit, it would be updated immediately. It would be expected to become effective in late 2011 or early 2012.

8 FEEDBACK FROM THE POLICY GROUP

The Senior Human Resources Business Partner explained that the policies on Change Management and Health and Well-Being had been discussed with the trade unions. The unions had raised concerns about redundancy payments and pay protection, therefore the policies had not been finalised.

9 FOLLOW-ME PILOT

The piloted move to multi-function devices rather than personal printers ('follow-me printing') had led to concerns from union colleagues. Union colleagues raised issues about additional workload and practical difficulties in using shared printers. The plans and business case for the pilot were being reappraised; part of this would include discussions with staff in the pilot departments.

10 UPDATE ON VISITING TUTORS' PAY

Union colleagues were concerned that this issue had not been resolved following the introduction of the Framework Agreement. UCU requested figures relating to Visiting Tutors' employment for 2009-10 and 2011-11 and also requested a meeting to discuss the issues. The issue of migration of VTs into the pay framework was part of the Goldsmiths 2015 programme, identified as such because of the complexity of the issue and the urgency of getting it addressed.

11 CALL-OUT PROCEDURES

Union colleagues stated that there was a need for negotiations over working hours and arrangements relating to pay for call-outs. Union colleagues also requested clarification regarding requirements to work unsocial hours. The Registrar and Secretary responded that the Pay Forum had agreed the need to set up specific groups to discuss specific issues; this was one such issue.

12 UNION UPDATE – ACTION SHORT OF A STRIKE

The Registrar and Secretary explained that he was aware of the union ballots and that Heads of Department would also receive guidance about the matter in question. The College would take advice from UCEA and also communicate with employees covered by the pension scheme.

13 ANY OTHER BUSINESS

(i) Promotions

Union colleagues asked if the paper on Promotions had been written. Dr Philip Broadhead explained it had not yet been written. UNISON added that non-academic staff had relatively fewer opportunities for development and that this should be noted.

(ii) Appointment of the Director of Human Resources

The Registrar and Secretary explained that the current post holder was appointed on an interim basis and that in due course, a revised job description would be produced and circulated to the unions for comment.

UM

Autumn term 2011