

GOLDSMITHS
University of London

COUNCIL

JOINT NEGOTIATION AND CONSULTATION COMMITTEE
Minutes of the meeting held on 8 February 2012

OPEN BUSINESS

Present:

Mr Hugh Jones (in the Chair) – Registrar and Secretary
Dr Philip Broadhead – Pro Warden, Students and Learning Development
Professor Jane Powell – Pro Warden, Research
Mr Des Freedman – UCU
Mr John Wadsworth - UCU
Ms Suzanne Stead – UNISON
Ms Sally Townsend – Director of Finance
Ms Lyn Downey – Director of Human Resources

Apologies:

Ms Ruth Levin – UNISON
Mr Greg Barnett - UCU
Ms Dail Francois – UNISON

1 MINUTES (JNCC 13)

The minutes of the meeting held on 19 October 2011 were approved.

2 MATTERS ARISING

(i) 13 (i) Promotions

Union colleagues asked whether a paper had now been written on Promotions and the Pro Warden (Students and Learning Development) responded that that it had yet to be written, but that some element of Promotions would be reflected in the Teaching and Learning Strategy.

3 FINANCIAL STATUS UPDATE

The Director of Finance stated that the December 2011 management accounts included the quarter 1 re-forecast. This re-forecast indicated an improved outturn of £1m operating surplus for the full year. As capital funding from HEFCE has now reduced to very low levels in the year, the College would need to finance capital expenditure from operating surplus and its own cashflow. The budget for 2012-13 would be set by the budget-setting round, due to commence in March. This budget would be dependent on the predicted levels of home EU recruitment and would be based on discussions with academic departments about their resource requirements for the overall predicted student numbers. The Registrar and Secretary stated that home/EU student numbers would significantly affect College finances for 2012-13. Union colleagues asked if there would be

a recruitment freeze and the Registrar and Secretary responded that there was no freeze on recruitment.

4 POLICIES NEGOTIATION TIMETABLE

The Director of Human Resources stated that Human Resources had met with union colleagues last term to discuss the Disciplinary, Grievance and Sickness policy; Human Resources were awaiting feedback from the UCU Regional Representative. Key policies reviewed by the HR Policy Working Group were: Appeal, Sickness Absence, Capability, Grievance, Disciplinary and Change Management. It was envisaged that important changes would be made – e.g. sickness statistics would be based on the Bradford Factor. Union colleagues had previously seen drafts of the Disciplinary and Sickness policies and it appeared that these policies were fit for purpose.

5 iTUNES U

Union colleagues wanted to ask questions about this issue and it was decided by all attendees that someone with sufficient expertise should respond to the questions. Therefore, an appropriate person with the necessary knowledge of iTunes U would be invited to attend the next JNCC.

6 ON-LINE PAYSLIPS

It was acknowledged that such a major change required consultation with the unions. The current advice was that staff who did not have access to the internet could go to the Payroll Department to print their payslips and to receive training on how to access their payslip online. Payslips would still be sent en masse to Departments for distribution to their team members.

7 WORKING ARRANGEMENTS DURING THE OLYMPIC & PARALYMPIC GAMES

A staff survey would be distributed to ascertain current patterns of travel. From July to September, the main concern was staff travelling to work, exams that need to take place and supplies that have to be delivered. Once the survey had been completed, any proposals would be discussed with the unions.

8 INDUSTRIAL ACTION FEEDBACK

There was a meeting in January considering the outcome of the last occurrence of Industrial Action. It was agreed by the unions and the College that there would be an Industrial Action Protocol (draft to be completed by February 2012). A cover letter would be sent to staff attaching the Protocol.

9 PAY FRAMEWORK ISSUES

The Visiting Tutor Project

The Director of Human Resources confirmed that the VT project would be initiated as soon as possible and she also confirmed that a timetable was now in place. There would be a

consideration of the number of posts that would be affected; the contract type would also be affected – i.e. to what extent is there a need for someone to go onto a VT contract. A project manager would be appointed and there would also be two groups supporting the project:

- the VT Operational Steering Group; and
- the Joint Negotiating Group

It was expected that the terms and conditions would be implemented this academic year. The Draft Project Plan would be reviewed by the unions so that they could comment on it.

Union colleagues emphasized that paragraph 175 of the Framework Agreement stated that ‘the aim is to complete such negotiations by the end of June 2008’. Union colleagues also highlighted the fact that paragraph 74 made a series of commitments and asked for confirmation regarding when those would be fulfilled; union colleagues requested a response to this at the next JNCC. Union colleagues queried whether a pay audit should take place every year and the Director of Human Resources responded that the Annual Reports and Equality Impact Assessments dealt with the equal pay issue.

Union colleagues requested a discussion about Job Families (i.e. progression from a lower grade to the next grade) and the Registrar and Secretary agreed to that a meeting should take place. Union colleagues highlighted the fact that there was no College policy on Secondments and that Secondments were a means for employees to gain valuable experience to prepare for career progression. It was agreed that Promotions should be put on the Agenda for the next JNCC.

10 GOLDSMITHS’ 2015 UPDATE

The Director of Finance stated that there were regular updates on the website, including a list of the specific projects. The Steering Committee was meeting monthly to monitor overall direction and progress. Goldsmiths' 2015 had the aim of introducing initiatives that would have a significant impact - e.g. the virtual desktop which would enable employees to access their desktop from anywhere in the College. A company specializing in process reviews had been appointed to assist with the Project.

11 JNCC CHAIR

The Director of HR confirmed that an interim Registrar and Secretary was being appointed, but it was necessary to take a view as to whether someone else should become JNCC Chair. Union colleagues stated that they accepted the view that the Registrar and Secretary should be JNCC Chair.

NEXT MEETING

2 May 2012

UM
Spring term