

**GOLDSMITHS
University of London**

COUNCIL

**JOINT NEGOTIATION AND CONSULTATION COMMITTEE
Minutes of the meeting held on 2 May 2012**

OPEN BUSINESS

Present:

Miss Catherine Swarbrick (in the Chair) – interim 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 Dail Francois - UNISON
Ms Sally Townsend – Director of Finance
Ms Ellen Tsang – interim Director of Human Resources
Ms Uche Madukwe – (Secretary)

Apologies:

Ms Ruth Levin – UNISON
Mr Greg Barnett – UCU

In attendance:

Dr Ben Levitas – UCU
Dr Sarah Kember – Reader, Media & Communications
Mr Benjamin Pester – Podcasting Co-ordinator
Ms Teresa McNaughten - Management Accountant (Projects)
Mrs Geni Hughes-D'Aeth - HR Project Manager (Visiting Tutor Assimilation)
Mrs Julieta Knott - HR Business Partner (Policy & Performance)

1 MINUTES (JNCC 14)

Resolved:

that the minutes of the meeting held on 8 February 2012 be approved.

However, there was one exception - item 4 of the final paragraph should have read 'Union colleagues had previously seen drafts of the Disciplinary and Sickness procedures and it appeared that the Disciplinary policy was fit for purpose'.

2 ITUNES U

Received:

A paper concerning the planned Podcasting Service (12-217).

The paper (12-217) was referred to and the JNCC was asked to consider if they had any comments on the paper; a number of companies provided a podcasting service, however, iTunes was the leading site. Advantages included research dissemination to a wider audience and increased recruitment. The need to consider who owns the copyright was raised and a large number of leading universities were already podcasting. Union colleagues asked for an idea of institutions that had already adopted iTunes U and this would be supplied in due course. A contributors' forum would meet in future to determine more precisely who owns the copyright.

3 ON-LINE PAYSLIPS

The Director of Finance stated that self-service has been introduced for all staff. However, it was noted that staff without computers in their workplace could obtain printouts via the Payroll Office. Work was being done to allow the system to be accessed outside the Goldsmiths. Union colleagues raised the issue of an apparent lack of privacy for staff who view their payslips in an open-plan office and also where there are shared printers. It was advised that any staff with queries should contact Payroll.

4 FINANCIAL STATUS UPDATE

The Director of Finance updated the JNCC on the Quarter 2 Re-Forecast. The Director of Finance had considered requests for additional budgets for departments - that would help them increase student numbers and it would also help them enhance the student experience. Departments had requested other items of expenditure should funds be available (e.g. spending on infrastructure).

Regarding the academic year 2012-13, budget-setting meetings with Heads of Department had been planned. Regarding student numbers, it was estimated that the ratio of home students to overseas students would be 40:60.

Union colleagues asked if Administrative departments had the same financial concerns as Academic departments and the Director of Finance's response was that the situation was similar and that one benefit of a financial surplus was that such departments could provide a value-added service if they had more resources. Union colleagues requested for openness to discuss any financial difficulties, should any arise in future. The Director of Finance replied in the affirmative.

5 HR POLICIES UPDATE

The Interim Director of Human Resources introduced the HR Business Partner (Policy & Practice); it was confirmed that she would lead on updating the following: Capability and Performance, Grievance, Disciplinary, Sickness Absence, Health and Well-Being and Change Management.

The HR Business Partner (Policy & Practice) confirmed that she would meet with the union colleague to share views soon and she was currently working on Capability and Performance.

6 WORKING ARRANGEMENTS DURING THE OLYMPIC AND PARALYMPIC GAMES

Union colleagues were concerned about the possibility of restricted access to the Goldsmiths site during August and September 2012. The Registrar and Secretary stated that she understood that rooms which had been booked would remain so. However, it was expected that further information would be disseminated following the Olympic Disruption Survey undertaken by the Director of Marketing, Recruitment and Communications. Union colleagues highlighted that the employment contract did not enable staff below Grade 5 to work from home. Goldsmiths needed to be open for Admissions; in addition there were other services which were customer-facing and could not accommodate the flexibility of working from home.

7 GOLDSMITHS 2015 UPDATE

The Director of Finance confirmed that the Goldsmiths website has up to date information on the project, including news from the Steering Committee. The Champions Workshop took place on 18 and 19 May and the attendees who were drawn from both Academic and non-Academic staff, suggested processes for review. The idea behind the process reviews was to enable Goldsmiths employees to spend less time on administration or ticking boxes. An example of issues discussed was that new starters often had no immediate access to IT, whereas students could log on and arrange their access straight away.

8 PACE UPDATE

The Pro Warden, Students and Learning Development explained that there was an ongoing Change Management process connected with re-focusing the department towards a department for social studies, community work and therapeutic studies. The new name for the department would be approved in June by Council.

9 UPDATE ON STUDENT NUMBERS

The Director of Finance explained that if the Goldsmiths maintained current conversion levels from applicants to students, student recruitment numbers for 2012-13 would be as expected.

10 PROMOTIONS & PROGRESSION

Union colleagues provided feedback on the organisation of this year's Promotion & Progression round. Although attempts had been made to improve and simplify the forms, there had been confusion over which forms were suitable for individual circumstances. Lessons learned included improving IT to enable application forms to be downloaded; they also suggested obtaining some views from staff who directly experienced this process. The Interim Director of Human Resources agreed.

In regard to support staff, union colleagues requested information on how many employees had successfully applied for Accelerated Increments and Discretionary Progression Beyond the Contribution Threshold and Equalities data relating to those people. The Interim Director of Human Resources confirmed that figures had been provided by the Payroll Manager, but it did not contain the Equalities data. Union colleagues emphasized some of the outstanding commitments from the Framework Agreement, including that an Equal Pay Audit had been agreed to be carried out. The Interim Director of Human Resources acknowledged those commitments and responded that the HR department did not presently have the resources to do act on all of those, but hoped that this could be incorporated in future HR work plans.

11 HEALTH & SAFETY COMMITTEE

Union colleagues discussed current difficulties in recruiting First Aiders and Fire Wardens; and asked whether Goldsmiths could consider offering a token financial incentive. Union colleagues asked for a confirmation of how many First Aiders and Fire Wardens the Goldsmiths needed and how much it could cost to pay them a set amount. It was agreed that this issue would be raised with the Health & Safety Committee.

12 APPOINTMENT OF REGISTRAR & SECRETARY

A decision by the end of May was expected in regard to the permanent appointment of the Registrar and Secretary. Regarding the permanent Director of Human Resources, SMT had agreed for recruitment to start. The trade unions would be involved in some way in the recruitment process for both posts.

13 VISITING TUTOR PROJECT

Received:

a proposal paper from UCU: 'Policy and Procedures for the employment of part-time fractional and hourly-paid academic staff' (12-246).

The Director of Human Resources introduced the HR Project Manager (Visiting Tutor Project) and the Management Accountant (Projects) who were appointed on short-term contracts; they were both planning to meet with the unions regularly. The Director of Finance confirmed that it was aimed to finish the project by 31 July 2012. The Director of Human Resources explained that the VT project was one of the current key priorities for HR and the Director of Finance responded that any possible extensions to project contracts could be looked at nearer the time, if absolutely necessary.

UCU colleagues provided the JNCC with Draft proposals for a 'Policy and Procedures for the employment of part-time fractional and hourly-paid academic staff'. These proposed procedures were based on the Framework Agreement 2008, Section J. UCU colleagues invited JNCC members to express their view on the proposals. The Director of Human Resources added that this Draft would be looked at in the light of the data-gathering exercise that was being undertaken.