

**GOLDSMITHS  
University of London**

**COUNCIL**

**JOINT NEGOTIATION AND CONSULTATION  
COMMITTEE**

**Minutes of the meeting held on 17 October  
2012**

**OPEN BUSINESS**

**Present:**

Mrs Liz Bromley (in the Chair) — Registrar and Secretary  
Dr Michael Young — Pro Warden, Students and Learning  
Development  
Mr Des Freedman — UCU  
Mr John Wadsworth - UCU  
Ms Suzanne Stead — UNISON  
Ms Dail Francois - UNISON  
Miss Sally Townsend — Director of Finance  
Ms Ellen Tsang — Acting Director of Human Resources  
Mr Greg Barnett — UCU  
Miss Uche Madukwe — (Secretary)

**Apologies:**

Professor Jane Powell — Pro Warden, Research  
Ms Ms Ruth Levin — UNISON

**In attendance:**

Mrs Rosemary Bidwell, Interim HR Project Manager  
Mrs Geni Hughes-d'Aeth — Interim HR Project  
Manager (Visiting Tutor Assimilation)  
Mrs Patricia McIlhare — Interim Senior HR Business Partner

**1 MINUTES (JNCC 15)**

**Resolved:**

that the minutes of the meeting held on 2 May 2012 be approved.

However, there were two exceptions:

- (i) Item 4 (Financial Status Update): the Director of Finance explained that the budget-setting meetings for the year 2012-13 had taken place in February and March 2012. The budget-setting process for 2013-14 would commence in February 2013.
- (ii) The ratio of home students versus overseas students was not 40:60. In fact there are currently around seven thousand fulltime equivalent students at the College of which approximately one thousand are overseas students.

## **2 MATTERS ARISING**

There were no matters arising from the minutes of the last meeting.

## **3 TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP**

### **Received:**

the terms of reference and composition of the Committee for 2012-13 (12-335).

It was noted that there had been no changes to the Committee's terms of reference, composition and membership.

## **4 CONFLICTS OF INTEREST POLICY**

### **Received:**

the College policy on conflicts of interest (12-300).

## **5 STANDING ORDERS**

### **Received:**

the College standing orders (12-299).

## **6 FINANCIAL STATUS UPDATE**

The Director of Finance confirmed to the JNCC that at year-end, subject to audit, the College was operating at a surplus roughly in the region of the original forecast. It would not be known how this compared to others in the Higher Education sector until December. The Director of Finance added that the 2012-13 enrolment was complete and that the College had not needed to recruit any students in clearing, which was a better performance than some in the sector.

## **7 HR POLICIES UPDATE**

The Acting Director of Human Resources explained that the previous temporary HR Business Partner (Policy & Practice) had held two productive meetings with the unions prior to her leaving and a replacement would be sought. There should be sufficient scope to ensure adequate resourcing within HR at least over the next six months to help with the delivery of this work programme due to a recent business case made by the Acting Director of HR.

## **8 THE STATUS OF THE VISITING TUTOR (VT) ASSIMILATION PROJECT**

The HR Project Manager for the VT project explained that the project was at an advanced stage and that a working paper should be completed by 31 October 2012, with formal negotiation starting in November 2012. Those currently involved in the project included those representing Human Resources,

the trade unions and Heads of Department. UNISON colleagues intended to participate in the Project Steering Committees, but the dates so far had been unsuitable; it was agreed to re-circulate the list of future dates to see if all parties could be accommodated.

## **9 REWARD INCENTIVES FOR FIRST AIDERS AND FIRE WARDENS**

UNISON colleagues wanted consideration to be given in regard to the possibility of rewarding First Aiders and Fire Wardens financially to help improve recruitment.

### **Resolved:**

- (i) that the Director of Finance be invited to obtain examples of current practice from contacts in the wider sector;
- (ii) that the issue of reward incentives for first aiders and fire wardens be referred to Health and Safety Committee;
- (iii) that the matter be considered by the MCC at its next meeting.

## **10 BALLOT FOR STRIKE ACTION**

The UNISON ballot had resulted in a slight majority in favour of strike action, and UNISON reported that the final decision was that there would be no strike action.

## **11 UNPAID INTERNSHIPS**

UCU had written a letter to the Warden dated 10 August 2012 and the Warden had responded promptly; union colleagues were keen that Goldsmiths would want to be seen as a good employer. The Registrar and Secretary confirmed that the accepted norm in her view was that unpaid work experience of up to two weeks would be appropriate as being mutually beneficial for a student and the College, but any placement for a greater length of time would need to be paid (exceptions would be external placements from for example accredited work placement schemes from a local College).

The Pro-Warden, Students and Learning Development explained that there would be concern if students of this College were found to have been offered lengthy, unpaid work placements with any external employers.

It was agreed to communicate the College's protocol to departments and managers. Efforts should be made to centralise communication about opportunities for students.

## **12 PROMOTIONS & PROGRESSION**

The Acting Director of Human Resources introduced the Interim HR Project Manager who confirmed that she would lead on

Promotions and Progression, including the appeals procedure, amongst her other projects.

A revised procedure and guidance would be ready by January 2013 and technical improvements would be made to i Grasp.

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 Acting Director of Human Resources agreed.

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 Acting Director of Human Resources acknowledged those commitments and responded that the HR department did not presently have the resources to act on all of those, but hoped that this could be incorporated in future HR work plans.

### **13 DRAFT JOINT PROTOCOL ON MANAGING INDUSTRIAL ACTION**

The Acting Director of Human Resources explained that following the events of last year's industrial action and accompanying disruption, a Draft Joint Protocol on Managing Industrial Action was produced by the previous (interim) Director of Human Resources. The Acting Director of Human Resources had since revised the draft, (12-336), acknowledging that she had not been involved in the previous discussions. Union colleagues confirmed that there had been no agreement in producing this and advised that such a paper would need to be agreed by their respective Regional Officers. In any case, the respective unions referred to their own guidance which was usually circulated to members prior to any such action taking place.

It was agreed that any further work to agree a joint statement or protocol would necessitate a separate meeting, but this would be put on hold as it was not presently a priority.

### **14 ANY OTHER BUSINESS**

#### **(i) Appointment of Director of Human Resources**

The Registrar and Secretary confirmed that Kath Clarke had been appointed as Director of Human Resources, with effect from January 2013. The Registrar and Secretary thanked Ellen Tsang for all her work as Acting Director of Human Resources.

#### **(ii) UKBA Compliance and Monitoring Student Attendance**

The Pro Warden, Students and Learning Development confirmed

that he understood that there were no plans by Government to change the current UKBA criteria relating to students and that he would be working together with other institutions belonging to the Russell Group, 1994 Group and Universities UK.

Union colleagues asked for clarification about the role of the College's new UKBA Compliance Officer. It was agreed that usual attendance monitoring of all students and for example "contact points" should not be confused with UKBA stipulations on monitoring overseas students; union colleagues also highlighted the financial and academic benefits of continuing to recruit overseas students. The Registrar and Secretary confirmed that the UKBA Compliance Officer was employed in an advisory capacity for the purpose of providing advice relating to the regulations affecting students and staff. The Pro Warden, Students and Learning Development also confirmed that records existed about the number of overseas applicants wishing to study at the College.

Regarding student recruitment and providing pastoral care, the College would continue to ensure it remained aware of students' expectations and that adequate support be provided once new overseas students arrive in the UK.

**RESERVED BUSINESS**

## **15 EQUALITIES DATA**

### **Received:**

Equalities data concerning the 2011-12 promotions round (12-374).

Union colleagues welcomed the data, and stated that it would be useful to have further details that would present a more holistic picture of the data.

Union colleagues questioned what would be done with the statistics. It was agreed that more analysis needed to be done, including comparisons with the overall numbers of eligible staff within each category across departments. In the longer term it would be ideal to benchmark across the sector. The ProWarden, Students and Learning Development said he was working with the Higher Education Academy, which could help the College better address how it recognise non-research work strands, including for example, how teaching experience could better articulated as a more quantifiable measure.

*UM Autumn 2012-13*